

Resume Booklet

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Purpose of a Resume:

The resume is a tool with one specific purpose: to win an interview. A resume is an advertisement - nothing more, nothing less.

A great resume doesn't just tell what you have done, but makes the same assertion that all good ads do: If you buy this product, you will get these specific, direct benefits.

- It presents you in the best light.
- It convinces the employer that you have what it takes to be successful in this new position or career.
- It is so pleasing to the eye that the reader is enticed to pick it up and read it.
- It stimulates interest in meeting you and learning more about you.

Other Reasons to Have a Resume:

- To pass the employer's screening process (requisite educational level, number of years' experience, etc.); to give basic facts which might favorably influence the employer (companies worked for, political affiliations, racial minority, etc.).
- To provide contact information: an up-to-date address and a telephone number (A telephone number which will always be answered during business hours).
- To establish you as a professional person with high standards and excellent writing skills based on the fact that the resume is so well done (clear, well-organized, well-written, well-designed, of the highest professional grades of printing and paper.). For persons in the art, advertising, marketing, or writing professions, the resume can serve as a sample of their skills.
- To use as a covering piece or addendum to another form of job application, as part of a grant or contract proposal, as an accompaniment to graduate school or other application.
- To put in an employer's personnel files.
- To help you clarify your direction, qualifications, and strengths, boost your confidence, or to start the process of committing to a job or career change.

What it isn't:

It is a mistake to think of your resume as a history of your past, as a personal statement or as some sort of self expression. Yes, most of the content of any resume is focused on

your job history, but write from the intention to create interest, to persuade the employer to call you. If you write with that goal, your final product will be very different than if you write to inform or catalog your job history.

Basics of Resume and Letter Writing

Each book about resumes and each person helping you with a resume will tell you something different. You have to do the work of sorting through this information and deciding what kind of resume YOU need to get the job YOU want. A few of the basics repeatedly mentioned in book after book are:

Shorter is usually better. Everyone freely gives advice on resume length. Most of these self-declared experts say a resume should always be one page. That makes no more sense than it does to say a poem should automatically be one page. Your resume can be 500 pages long if you can keep the reader's undivided attention and interest that long and at the same time create a psychological excitement that leads prospective employers to pick up the phone and call you when they finish your masterpiece. Don't blindly follow rules! Do what works. Sometimes it is appropriate to have a three pager. **BUT**, unless your life has been filled with a wide assortment of extraordinary achievements, make it shorter. One page is best if you can fit it all onto one page. Most Fortune 500 C.E.O.'s have a one or two page resume. It could be said that the larger your accomplishments, the easier to communicate them in few words. Look to others in your profession to see if there is an established agreement about resume length in your field. **The only useful rule is to not write one more word than you need to get them to pick up the phone and call you.** Don't bore them with the details. Leave them wanting more. Remember, this is an ad to market you not your life history.

- Limit resume to one page, unless a second page is essential for relevant details and extensive work experience.
- Use brief, descriptive phrases instead of complete sentences. Avoid using personal pronouns such as I, me, my, or their.
- Use action words/power words.
- Arrange categories/sections in order of relevance, presenting your most marketable information first.
- Write it yourself.
- Make it error free. Have someone critique your resume to check for spelling and/or grammatical errors.
- Ensure the appearance is professional.

Appearance Checklist

1. Always use good quality paper for resumes.
2. Select a subdued colored paper, e.g., white, pale beige, light gray. Print the resume in **black ink** only.

3. Use a professional layout. Leave white margins that are approximately equal on all edges.

Resume Formats

Choose a format that is best for you based on the information you want to highlight in your resume and the position for which you are applying. Consider which format presents your most marketable information first.

Chronological—Focus on work history and experiences, listing most recent first.

Functional or Skills—focus on skills by clustering experience under major skill areas.

Scannable—formatted to be read by a computer.

Writing the Resume

There are several different formats for resumes and the format you use should present your qualifications in the best possible light. Regardless of the style you choose, all resumes should contain certain information. The following checklist is designed to serve as a guide for pertinent information to include:

Personal Data:

Include name, both permanent and local address, phone number, and e-mail.

Career Objective:

No longer a necessary part of a resume. Employers are more interested in your skills and what you can do for them now than they are in what your career goals are.

If you still want to use an “Objective” category, it may include the skills you want to apply in the position and an eventual goal. Use a phrase phrases—indicate position desired or areas of interest. Avoid general statements and terms such as: opportunity for advancement; a challenging position; a position dealing with people; a progressive company.

Highlights of Experience / Summary of Qualifications

Include three or four of the most impressive or productive accomplishments in your work experience making sure to focus on those items that would be relevant to the position you are applying for.

Education:

Begin with the most recent institution. List the name and location of college or university (city and state is sufficient). Include your degree received, major, and minor. The dates you attended or the month and year of graduation. This may include relevant coursework (6-8 important classes). Also include honors

achieved, Dean's List, class rank, awards, and scholarships. Include special training, licensure, or certifications.

Experience:

Begin with the most recent employer. List full-time, part-time, internships, or co-op jobs. Do not include part-time work unless particularly relevant. Include dates of employment, company or organization name, city and state of location, and your job title. Describe your duties using phrases, beginning with action verbs, in present or past tense, depending on the time of the experience.

Extracurricular:

List your professional affiliations, clubs/organizations, campus activities, and dates of involvement. Include any offices you held or committees you chaired. A brief description may be necessary for an activity.

Skills:

Include any technical skills such as computer software applications, hardware and programming languages. List any language fluencies.

Personal Categories:

These sections can be used to demonstrate valuable attributes. For example: military experience, publications and presentations, relevant projects completed, and major accomplishments.

Miscellaneous:

Optional info includes: willing to relocate, willing to travel, dates of availability, and/or special interests.

References:

A statement "References available upon request" is common. However, if space is limited, this statement is not necessary. Rule of thumb: For the interview, have references available on a separate sheet.

Scannable Resumes

What is a scannable resume?

A scannable resume is much like a traditional resume except for the fact that a computer reads it rather than a human. The computers hardware scans text while special software searches for keywords or phrases chosen by the employer. Scannable resumes differ from traditional resumes in that they have very little punctuation and keywords are accentuated.

Why do employers use scannable resumes?

Scannable resumes are more convenient for employers; they can easily find possible employees. There are fewer current employees needed to screen job candidates and the

hiring process itself is speeded up. It is a good idea to have a scannable resume these days since many large companies use computers to process resumes now.

How do I write a scannable resume?

A good way to start is by using your standard resume as a reference. First you will need to simplify your resume by removing any fancy fonts, italics, or underlined print. Next change your verbs to nouns and try to make keywords throughout the paper. Be sure to add limited information about your skills, previous jobs, and computer programs you know.

Do's

- Use a standard resume format
- Use white or light colored paper 8.5" x 11"
- Use a font size of 10-12 points.
- Use standard font types such as Arial, Times New Roman, New Century, Palatino, or sans-serif fonts
- Use nouns instead of action verbs
- Left-justify the entire document
- Avoid punctuation as much as possible
- Use common headings i.e. Objective, Employment, Education

Don'ts

- Fold or staple your resume
- Condense spacing between letters
- Include your name and address in the same line
- Don't be vague when explaining your qualifications and experience
- Use only abbreviations that relate with your field of study
- Use side by side columns
- Don't use *italics*, underline, or shadows
- Avoid graphics, vertical, and horizontal lines

Letter Writing

Letters should always be addressed to a specific individual, including his or her title. They should be only one page in length and should be printed on the same paper as the resume. Typical letters that need to be written during a job search include cover letters, thank you letters, job offer acceptance and declining letters.

Four Rules for Writing Cover Letters:

Remember that your cover letter is an introduction to your resume.

1. Make a personal connection. Establish a personal connection with the reader of your letter as quickly as possible.
2. Show personality. Give the employer a sense of your personality through your writing style, direct statements about your character, or testimonial references.

3. Initiate action. Understand what you would like the employer to do as a result of your letter – and ask him or her to do it.
4. Make it quick and easy to read. Format your one page letter using short paragraphs, bullet points, and white space to make your letter look quick and easy to read.

Research:

An exceptional cover letter sells the concept that YOU are a good fit for the company you're applying to. In order to devise a winning sales pitch for your letter, you need to understand what makes the company tick (its products, history, market standing, goals, challenges, mission statement, industry, clientele, corporate culture, etc.)

Good places to research company information include: The business section of your public library, business and financial magazines, your prospective employer's company literature, your professional and personal network.

Compile your company information into a company profile including:

Company's name

Company's location

Company's principle product and other products

Hiring manager for department I'm interested in

Company's annual revenue

Customer demographics

Projected growth

Chief competitor

Company promotional slogan

Product endorsement

Action Verbs for Resumé Preparation

Employers want to know what you have done and accomplished in previous positions. These might include full or part-time paid, volunteer, and/or internship experiences. The most effective method in describing your experience is to use strong, action verbs. Suggestions are listed below, excerpted from The 171 Workbook by Patricia Wood.

accomplished	created	interpreted	restructured
achieved	critiqued	interviewed	reversed
acquired	cut	introduced	reviewed
adjusted	dealt	investigated	revised
administered	decided	joined	saved
advanced	decreased	kept	scheduled
advised	defined	led	selected
analyzed	delegated	licensed	set
applied	delivered	maintained	solved
appraised	demonstrated	managed	sought
arranged	designed	modified	specified
assessed	determined	monitored	spoke
assisted	developed	named	streamlined
assured	devised	negotiated	studied
authored	directed	observed	suggested
automated	drafted	ordered	summarized
bought	edited	organized	supervised
briefed	eliminated	participated	targeted
brought	enlisted	perceived	taught
budgeted	ensured	performed	tested
cataloged	established	persuaded	trained
chaired	estimated	planned	translated
changed	evaluated	prepared	treated
classified	expanded	presented	trimmed
closed	expedited	processed	updated
coached	explained	produced	wrote
communicated	financed	programmed	
compared	formulated	projected	
completed	gathered	promoted	
conceived	graded	provided	
conceptualized	guided	published	
concluded	handled	purchased	
conducted	identified	qualified	
continued	implemented	rated	
contracted	improved	recommended	
controlled	initiated	reduced	
coordinated	inspected	related	
corrected	instructed	reported	
counseled	insured	researched	

Adjectives for Resume Preparation

Adjectives can be used to convey your personality or work style in specific situations.

Academic- studious, scholarly
Accurate- exact, correct
Active -lively, vigorous
Adaptable- flexible, compliant
Adept- skilled, expert, proficient
Adventurous- daring, risk-taker
Aggressive- forceful, combative
Alert- vigilant, watchful, aware
Ambitious- aspiring, determined
Analytical- logical, critical
Appreciative- thankful, grateful
Articulate- expressive, well-spoken
Artistic- aesthetic, graceful
Assertive- emphatic, insistent
Athletic- strong, muscular
Attentive (to detail)- observant
Attractive- beautiful, handsome
Balanced- fair, just, impartial
Broad-minded- tolerant, liberal
Businesslike- efficient, diligent
Calm- composed, unshaken, serene
Candid- frank, outspoken, truthful
Capable- competent, expert, masterful
Careful- cautious, painstaking
Charitable- giving, benevolent
Cheerful- agreeable, pleasant, joyful
Clear- plain, explicit, definite
Clever- bright, sharp, quick
Competent- skillful, proficient
Competitive- combative, striving
Confident- self-confident, assured
Congenial- agreeable, compatible
Conscientious- reliable, responsible
Considerate- thoughtful, kind
Consistent- steady, regular, constant
Conventional- traditional, accepting
Cooperative- agreeable, in accord
Courageous- brave, fearless, bold
Courteous- polite, civil, respectful
Creative- original inventive
Curious- inquisitive, eager to learn
Decisive- resolute, firm, definite

Deliberate- cautious, prudent
Delicate- tactful, sensitive
Democratic- equal fair, balanced
Demonstrative- expressive, emotional
Dependable- trustworthy, reliable
Determined- steadfast, resolute
Dexterous- agile, quick, nimble
Diplomatic- tactful, urbane, politic
Discreet- prudent, judicious
Distinctive- unique, individual
Dominant- commanding, authoritative
Easygoing- relaxed, casual
Effective- productive, convincing
Efficient- work-saving, timesaving
Eloquent- stirring, spirited
Emotional- moving, sentimental
Empathetic- understanding, caring
Emphatic- strong, forceful, certain
Energetic- active, dynamic, lively
Enterprising- venturesome, hardworking
Enthusiastic- eager, fervent, excited
Erudite- well-informed, literate
Ethical- decent, virtuous, moral
Expressive- vivid, powerful
Fair-minded- impartial, unprejudiced
Farsighted- wise, foreseeing
Fashionable- stylish, chic, current
Firm- unwavering, steady, unbending
Flexible- adaptable, malleable
Forceful- powerful strong
Formal- proper, decorous, cool
Frugal- economical, sparing, thrifty,
Generous- liberal, unselfish, giving
Genial- cordial friendly, amiable
Gentle- kindly, tender, compassionate
Gregarious- sociable, outgoing
Hardy- rugged, sturdy, fit, tough
Healthy- vigorous, strong, hardy
Helpful- constructive, useful
Honest- truthful, straightforward
Hopeful- optimistic, encouraging
Humorous- witty, comic, laughable

Adjectives for Resume Preparation

Adjectives can be used to convey your personality or work style in specific situations.

Imaginative- inventive, creative
Independent- self-reliant, free
Industrious- hardworking, busy
Intellectual- scholarly, cerebral
Intelligent- bright, informed, sharp
Intentional- purposeful, deliberate
Judicious- wise, sensible, sober
Kind- good-hearted, charitable
Literary- literate, poetic, bookish
Meticulous- precise, perfectionist
Modest- unassuming, simple, plain
Nurturing- helpful, supportive
Observant- attentive, watchful, aware
Open-minded- receptive, objective
Orderly- neat, disciplined, tidy
Original- inventive, uncommon
Outgoing- friendly, sociable, warm
Passionate- ecstatic, intense, earnest
Patient- persevering, uncomplaining
Peaceful- tranquil, serene, quiet
Perceptive- insightful, discerning
Persistent- constant, continuous
Persuasive-convincing, Influential
Playful- fun loving, lighthearted
Poised- self-controlled, composed
Polite- respectful, civil, proper
Positive- forward-looking, firm
Practical- useful, pragmatic
Precise- specific, definite, exact
Productive- fruitful, prolific
Protective- watchful, defensive
Prudent- sensible, careful, wise
Punctual - on time, steady, timely
Purposeful- resolved, intentional
Quick- swift, rapid, agile, fast
Quiet- noiseless, silent, restful
Radiant- bright, glowing, dazzling
Rational- sound, reasonable, logical
Realistic- lifelike, natural, genuine
Reasonable- logical, well-founded

Reflective- thoughtful, meditative
Reliable- dependable, trustworthy
Reserved- restrained, formal
Responsible- mature, adult, reliable
Responsive- alive, receptive
Self-starting- initiative, resourceful
Sensitive- responsive, perceptive
Serious- sober, earnest, resolute
Shrewd- astute, calculating, wary
Sincere- genuine, authentic, truthful
Sociable- outgoing, gracious
Spontaneous- impulsive, instinctive
Stable- steady, reliable
Stalwart- strong, sturdy, muscular
Sturdy- powerful rugged, tough, accomplished, proven
Sympathetic- humane, warm, kind
Thorough- exhaustive, complete
Thoughtful- contemplative, serious
Tolerant- charitable, lenient
Tough-minded- unsentimental, firm
Trustworthy- dependable, reliable
Truthful- honest, factual, precise
Understanding- knowing, perceptive
Urbane- civilized, cultivated
Verbal- vocal, expressive (in words)
Versatile- many-skilled, handy
Vigorous- vibrant, vital assertive
Virtuous- good, moral, exemplary
Vivacious- lively, sparkling
Voluntary- free, unforced
Warm- affectionate, loving, kind
Winsome- charming, pleasing
Zealous- eager, earnest, fervent

Chronological

Chronological resumes focus on work history and experiences, listing most recent first. It is used mostly by someone who has extensive experience in their chosen career field.

Work Experience

Computer Software Instructor and Computer Specialist

Practical Computer Solutions (11/2001 - 3/2002)
Jackson, Michigan

- Facilitate training for local businesspeople in Microsoft FrontPage and Microsoft Project.
- Convert WordPerfect documents to Microsoft Word, on a project basis.

Adjunct Faculty Member

Rio Salado Community College (10/2000 - present)
Tempe, Arizona

- Facilitate Internet courses in Adobe Photoshop and Illustrator and Microsoft Project.

Engineer's Assistant

Tenneco Automotive Corp. (2/2001 - 9/2001)
Grass Lake, Michigan

- Created procedures and training documentation for database maintenance and filing systems.

Computer Support Specialist

Arizona State University Instruction Support (7/1999 - 6/2000)
Tempe, Arizona

- Trained faculty and staff to use technology devices and software, design for the World Wide Web, transfer files across networks, use the Blackboard distance learning software, and prepare technology-enhanced instruction.
- Designed web sites and multimedia programs for campus departments.
- Co-managed the Instruction Support Lab and student employees.
- Assisted with the resolution of technical problems, and maintained hardware and software.

Vehicle Development Engineer

Saturn Corporation (8/1993 - 8/1995)
Milford, Michigan

- Tested beta vehicles for noise and vibration and squeak and rattle concerns.
- Designed solutions for issues in coordination with product engineers.
- Presented findings and proposed solutions to upper management.
- Developed detailed training sessions on vehicle noise and vibration and facilitated them for other engineers.

Education

Arizona State University East (9/1998 - 6/2000)

- 30 credits toward a Master of Science in Technology, with multimedia design and training emphasis

Michigan Technological University (9/1988 - 8/1993)

- Bachelor of Science in Mechanical Engineering, Magna Cum Laude

Computer and Design Skills

Software:

- Microsoft Word, Excel, FrontPage, PowerPoint, Publisher, and Project
- Adobe Illustrator and Photoshop
- Macromedia Director, Flash and Dreamweaver
- Media One (digital video software)

Programming Languages:

- HTML, JavaScript, VBScript, FORTRAN

Equipment:

Familiar with scanners, printers, removable storage drives, digital cameras, OCR software, slide scanners, slide shooters, Proximas, streaming video for the web, wireless networks, and CD-Rom burners.

Internet/Web Design:

Created three web sites and two multimedia promotional programs. Example web site:
<http://www.eas.asu.edu/~bme/>

JANE V. DOE
111 Main Street
North Hero, Vermont 05073
(802)772-4325

**CAREER
INTERESTS
EDUCATION**

Personnel Administration and Labor Relations.

PURDUE UNIVERSITY June 1987
Hammond, Indiana
Master of Industrial Relations

SMITH COLLEGE June 1982
Northampton, Massachusetts
Bachelor of Arts, Magna Cum Laude

**WORK
EXPERIENCE**

ASSISTANT PERSONNEL OFFICER 1985-Present
Universal Methodist Church
New York, New York

Interviewing, placement, grievances, and training of applicants and employees in the clerical and support services of the church organization. Developed programs for the career advancement of employees.

ASSISTANT, PERSONNEL OFFICE 1982-85
Corten Steel Company
Akron, Ohio

Interviewing, referring, and correspondence as an assistant for Personnel Director. Responsible for all correspondence and for interviewing some custodial applicants and referral to supervisors for further interviews.

ASSEMBLY LINE WORKER Summer 1981
Borg-Warner, Inc.
Ithaca, New York

Factory work experience on an assembly line. Worked with a team of thirty workers.

**COMMUNITY
SERVICE**

COUNSELOR Summers 1979 and 1980
Planned Parenthood
North Hero, Vermont

Explained various aspects of family planning and provided birth control information to clients of Planned Parenthood. Made referrals to other counselors and physicians where appropriate.

**AUXILIARY
SKILLS**

French: Fluent. Knowledge of office procedures.
Knowledge of IBM 360 Series.

Leigh Salinger

5855 Fiper
Jackson, MI 49201
517-787-9085
Leigh_Salinger@jccmi.edu

Career Interests Secondary Education English Teacher; Science secondary education; Theater Education

Education JACKSON COMMUNITY COLLEGE
2111 Emmons Road
Jackson, MI 49201
(517) 787-9085
Attending to pursue associates degree.

Work Experience INFORMATION TECHNOLOGY STUDENT COMPUTER CONSULTANT
Fall 2002- present
Jackson Community College
Jackson, MI
Participating in various software training sessions. Responsible for maintaining open labs and assisting students with software and technology.

RECEPTIONIST/ OFFICE ASSISTANT
Spring 2002- present
CJT Enterprises
Jackson, MI
Responsible for maintaining and updating files; Organizing and planning travel for business trips.

Community Service ASSISTANT SOCCER COACH
Spring 2002
Jackson Recreation Soccer League
Jackson, MI
Assisted the coach in teaching basic soccer skills to children; helping to organize games and various competitions for the players.

Functional

Functional resumes focus on skills developed by clustering experience under major skill areas.

PHIL MILLER
1224 Wilson Boulevard
San Francisco, CA 94131
(415) 229-1100

OBJECTIVE: Position as outside sales representative.

HIGHLIGHTS OF EXPERIENCE

- In 1982, was second in the nation in quarterly commission sales of auto accessories at Quickmart Distribution.
- Represented my company to upper management of major retailers such as Sears, Montgomery Wards, PayLess, Woolworth, and Tower Records.
- Earned commendation from Division Manager for effectively handling complete set-up of a new record/tapes department for established customer.

PROFESSIONAL QUALIFICATIONS

Creative Promotion

- Set up dozens of effective displays capturing product excitement to promote sales.
- Earned prize for creative display in contest to promote record sales.
- Assessed the likely demand for prerecorded country-western music in a rural-based retail store, resulting in exceptionally high record sales.

Professional Salesmanship

- Established and maintained consistent schedule for servicing accounts and built a sense of trust and dependability.
- Successfully applied in sales work the acute listening skills developed over 3 years as a paraprofessional counselor (volunteering at Berkeley Free Clinic).
- Re-established customer trust on accounts that had been previously under-served.

Administration & Management

- Managed a retail music center, including opening and closing, ordering merchandise from sales representatives, and supervising a small sales staff.
- Prepared timely reports on sales volume, inventory and budget forecasts.
- Covered entire Northern California sales area and worked effectively with minimal supervision.

EMPLOYMENT

1981-now	Sales Representative	Quickmart Distribution Co. San Francisco, CA
1981	Manager (re-hired, promoted)	Town & Country Music Center San Diego, CA
1980*	Ass't. Manager/Salesperson, (left for school; returned 1981, promoted to manager)	Town & Country Music Center San Diego, CA
1978-1979	Salesperson	Miravista Music Center Daly City, CA

EDUCATION

College of the Redwoods, Eureka, CA - 1980/84

DENISE FRANCIS

6200 Skyline Blvd.
Oakland CA 94611
(415) 754-5151

Objective: Position as cruise staff member working directly with passengers, such as activity director, hostess, gift salesperson, tour escort, deck steward, masseuse.

HIGHLIGHTS OF QUALIFICATIONS

- .Enthusiastic, loquacious, fun loving and personable.
- Outstanding leadership and organization skills.
- Honest and reliable in keeping commitments.
- Relate easily and openly with all ages and types.
- Successful work experience in activity directing, child care, nursing, massage, house care and sales.

RELEVANT EXPERIENCE

Activities Directing

- Planned and supervised special event parties for 100 people, including weddings, bon voyage parties, birthdays: designed floral and food arrangements; installed table and wall decorations; planned menu; coordinated schedule; supervised outdoor play activities.
- Successfully involved convalescent adults in healthful activities, persuading them to participate in coffee hours, arts-and-crafts activities, and exercise.
- Supported the health and happiness of home-bound patients through assistance with entertainment, personal care and recreation.

Communication/Needs Assessment

- Completed classes in psychology, assertiveness and interpersonal communication.
- Assessed and worked with physical and emotional stresses of clients, as massage therapist, child care attendant and home health attendant in geriatrics.
- Taught a highly popular class in massage therapy.

Promotional Sales

- Developed friendly, supportive, give-and-take relationships with coffee shop patrons, building a loyal base of repeat customers.
- Promoted and sold merchandise in a variety of settings: flower shop -coffee shop -gift shop cocktail lounge.

EMPLOYMENT HISTORY

1983-present	Home Health Attendant	Independent contractor - Oakland
1983-84	Floral Designer	SIEFERT'S FLORAL - Oakland
1980-86	Masseuse and Teacher	Independent contractor - Oakland
1981-83	Assistant Manager	THE IRIS, arts gift shop - Berkeley
1979-81	Assistant Manager	THE COFFEE MILL - Oakland
1976-78	Punch press Operator	KELLER STOVE - Columbus OH
1974-76	Nurses' Aide	WORTHINGTON(Ohio) CONVALESCENT HOME

EDUCATION, TRAINING, CERTIFICATION

Merritt College. Oakland -1981-86 ongoing degree studies

Recent Graduate

This type of resume focuses on your recent achievements, education, skills, and training.

REBECCA A. JOHNSON

1234 YOUR STREET
ANYTOWN, MI 56789
517/555-1212

Career Objective: Research and development in applied biology.

Education: Iowa State University, Ames, Iowa
Bachelor of Science, June 1987
Major: Biology Concentration: Physiology
GPA: 3.3 on a 4.0 scale

<u>Major Subjects:</u> Mammalian Physiology Vertebrate Anatomy Histology Genetics	<u>Minor Subjects:</u> Qualitative Analysis Quantitative Analysis Organic Chemistry Biochemistry
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Career-related Experience: Biology Lab Instructor and Teaching Assistant
Freshman Biology (1986-87)
Chemistry and Mathematics Tutor
Central High School, Ames, Iowa (1984-87)

Skills and Interests: Microscopy
Electron Microscopy
Histology
Spectrum Analysis
Small-Animal Surgery
Statistics
Computer Languages:
FORTRAN, PL/I
COBOL

Scholarships And Financial Support: 90% self-supporting through college as follows:
University Scholarship: \$2,850/yr.
Iowa State Science and Research Award

Waitress, Four Seasons Restaurant
Catalina Island (Summers 1985, 1986)

Teaching and instructing, baby-sitting, home maintenance, sales.

Activities: Volunteer Probation Officer (1984-85)
Kappa Zeta social sorority
Women's Intercollegiate Hockey Team

Cover Letters

Source Material for page 22: <http://tamu.placementmanual.com/resume>

Resume Cover Letter - Generic

Student Address 2
Student Address 3
Date

Company Name
Company Address 1
Company Address 2
Company Address 3

RE: Position title

Dear person in charge of the department or in charge of hiring (It is important to make a personal connection, always address the cover letter to either the department head, or the director of Human Resources)

First Paragraph: State the reason for writing the letter. Specify the position or type of work for which you are applying. Indicate from which source (friend, Internet, news media, career center, employment service) you learned of the opening or received his/her name.

Second Paragraph: State why you are interested in the position, the company, its products or services. If you are completing a degree or are a recent graduate, explain how your academic background qualifies you for the position. If you have had some practical work experience, completed an internship, or participated in cooperative education, point out your specific achievements or unique qualifications. Highlight strengths, skills, or abilities and state how your background relates to the job duties and responsibilities of the position for which you are applying. You may refer the reader to your enclosed resume, but be careful not to repeat your resume entirely in your letter. Provide details and explanations that are not found on your resume. Indicate what you can do for the employer—do not inquire about what the organization can offer you.

Concluding Paragraph: If you do not refer to your resume in the previous paragraph, you may refer to it here. Indicate what you want to happen next. For example, if you want an interview, then request a meeting. Indicate your flexibility. Repeat an e-mail address or a phone number (or add a different address or number where you can be reached, if appropriate). You may want to ask if the organization will be recruiting in your area, or if additional information or references from you would be helpful. Finally, thank the reader for his/her time and consideration.

Respectfully,

Your Signature

Enclosure

Jackson Community College
Attention: James Jones
2111 Emmons Road
Jackson, MI 49201

Tara Krmynski
3456 Sutton Road
Jackson, MI 49203

May 28, 2003

Dear Mr. Jones:

I am writing to apply for the position of Information Technology, Training and Student Consultant Assistant as listed in the Jackson Citizen Patriot on May 26.

I have 30 credits toward a Bachelor of Science degree in Mechanical Engineering from the University of Michigan. I have gained technical, managerial and training experience in an academic computer lab environment and in business environments. I am proficient in the use of the Windows Operating System (XP and previous), and in Microsoft Office. I have taught Microsoft Project and Adobe Photoshop and other software for Rio Salado Community College, and I have used Adobe PageMaker. I am skilled in the design and creation of web sites and multimedia programs. I am highly organized, and driven by internal motivation. I have excellent interpersonal and communication skills as well as training experience. I have dabbled in database design, using Microsoft Access and mSQL/Perl DBI programming.

In 1999 and 2000, I co-managed the student employees in a faculty technology lab, while completing coursework in the Information Technology program at Arizona State University. In the faculty lab position, I primarily designed web sites and multimedia programs, and also gained experience in maintaining equipment, trouble-shooting hardware, software and network problems and researching solutions. I also enjoyed training faculty and staff to use technology devices and software, and to design web sites.

After relocating to Jackson, I have been facilitating distance learning courses over the Internet in Microsoft Project, and Adobe Photoshop and Illustrator for Rio Salado Community College in Arizona. Concurrently, I worked on a temporary basis for two local employers. Most recently, I worked as a computer specialist for Practical Computer Solutions on a Microsoft Word 2000 project and trained local businesspeople in Microsoft Project and FrontPage. Prior to that, I worked as an assistant to an engineer at Tenneco Automotive, where I performed office duties including database maintenance, work flow organization and creating training documentation.

My career goal is to use my technical and design skills to improve communication and information sharing, and to facilitate learning in an academic setting. I look forward to hearing from you soon. I may be reached by email at TaraKrmyn@yahoo.com or please call me at (517) 764-3628.

Sincerely,

Tara Krmynski

Tara Krmynski

MARSHA RIFENBERG

12 Sherwood Avenue
Oakland CA 94611
(415) 797-2131

Selection Committee
Attention: Michelle Smith
P.O. Box 4992-788
Walnut Creek, CA 94596

Re: Manager, Human Resources Development position

Dear Mrs. Smith:

The greatest satisfaction in my current assignment in an engineering company is derived from the management consultation and support I provide. Whether the issue is a job performance problem, policy/procedure interpretation or management/employee development, I enjoy working with management to explore new ways of motivating people. I also enjoy the results!

I have designed, delivered and evaluated management trainings. The focus of these trainings has been understanding and consistent use of company policies and procedures, as well as motivational techniques.

The enclosed Resume describes my experience and skills.

I look forward to the opportunity to meet with you regarding your Manager, Human Resources Development position.

Sincerely,

Marsha Rifenberg

Marsha Rifenberg

Thank You/Follow up Letters

Thank You/Follow-up Letters:

Each time a candidate meets with a recruiter, a thank you letter should follow. When interviewed by multiple representatives, thank you letters should be written to each person or these individuals should be thanked in a letter sent to the main contact person at the organization. Sometimes, a thank you letter will be the differentiating factor in the decision-making process regarding an offer of employment. Thank you letters should reflect a candidate's desire to work for an organization and should again highlight the skills and attributes that make him/her the best candidate for the position.

Follow-up letters are also effective for:

- Accepting an interview invitation.
- Asking if a position for which you interviewed or submitted an application is still open
- Asking interviewers for feedback explaining the reasons you were passed over for a job, so you can try to improve your chances.
- Offering additional information about your qualifications that your resume and cover letter didn't or can't.
- Staying "in touch" after a layoff. As are many, your employer might be negligent about matching your qualifications to open jobs after laying you off, despite what they promised in your separation package.
- Requesting an extension to accept or decline a job offer.
- Thanking an employer for a job opportunity after you've accepted it.
- Thanking an employer for a job opportunity even after you've declined it. You never know when you might need to count on a job offer from that employer again.
- Calling attention to yourself once more, after sending an interview thank-you letter. It might help you to stand out among other applicants.

John Q. Holmes
562 Hoptree Ct
Anytown, MI 55555
(555) 555-0000
jholmes@yahoo.com

October 14, 2005

Mr. Smith
123 Company
555 Bluebird Way
Anytown, MI 55555

To Mr. Smith:

Thank you for the opportunity to discuss the administrative position this afternoon. I appreciate the time you took out of your day to discuss the administrative position with me. Our conversation gave me a better perception of what 123 Company is about and the requirements for the job.

My strong office and interpersonal skills will definitely make a contribution to your company. I am proficient in all of the computer software programs that you use and have a great deal of customer service experience that you want. I feel that I would make an excellent addition to your company. I am a quick learner and adapt quickly to new situations.

I am very interested in working for you and hope to be hearing from you after you make your final decision regarding this position.

I enjoyed meeting the staff yesterday and the tour of the office. This is exactly the type of position I am looking for and would consider it a privilege to join your team. I look forward to hearing from you.

Again, thank you for your time and consideration.

Sincerely,
(Handwritten signature)
John Holmes

Interviewing

First Impressions do make a Difference

Here are some things to do to make sure that you make a good first impression:

- Arrive early
- Be friendly and courteous
- Review information for the interview
- Greet interviewer with a smile and handshake

Application

When filling out applications, make sure to complete the entire form, even if you are repeating information. This shows how well you follow directions and your consistency.

- Read through the directions on the application before beginning to fill it out.
- Never leave an area blank.
- Make sure to read all disclaimers and provide your signature.
- Information that is not consistent or complete may result in termination of employment after being hired.

Professional Dressing

Avoid dressing casual, make sure the accessories, hairstyle, and clothes match the companies image. Your image is a sign of creditability.

Women

- Wear a suit, skirt and tailored jacket, dress with sleeves and in a conservative style, color, and fabric. Avoid short skirts or low cut shirts.
- Avoid wearing a lot of makeup and accessories. Also keep in mind some people may have allergies to certain fragrances.
- Nails should be manicured and hair in a conservative style.
- Shoes should also be appropriate and clean.
- Make sure your outfit matches.

Men

- Wear a blue or gray suit preferably and in a conservative style.
- Shirts and ties should be a solid color.
- Keep hair trimmed and well groomed.
- Wear dress shoes in a conservative color and style.
- Consider bringing a leather, canvas or micro fiber briefcase.

Non-Verbal Language

Handshake: Always offer your hand for a firm handshake.

Eye contact: Try to keep eye contact relaxed and natural. Avoiding contact might be taken as a sign of disinterest or lack of confidence.

Sitting: When sitting down choose the chair closest to the person giving the interview if a seat is not specified. Use good posture while also being relaxed. Lean slightly forward to show interest.

Gestures: Make natural hand motions when stressing a point. Do not hold your head, cover your mouth or wiggle your hands.

Follow-Up

Follow-up very important, this is a chance for you to add to your first impression. Many companies will eliminate anyone who fails to do so.

During the Interview

Take any notes or important information down pertaining to the job duties and expectations. Hand out your business card and collect business cards from the interviewer. If you do not have business cards made, you may want to consider creating some generic cards with your contact information.

After the Interview

Make an evaluation of how you did on the interview. Note any important points or areas that needed additional explanation. Contact the interviewer within 24 hours of the interview either by fax or e-mail. Also make sure to send a hard copy with the information to them.

Follow-Up Letter

Write a one-page letter expressing your interest in the job and gratitude for their time. Make sure to summarize your qualifications and include a section on your strengths. Also mention why you think you can be successful at this job. Include a statement informing them of when you will be calling to follow up on the job. Remember asking for the job is proper as well as a must.

Follow-Up Fax, E-mail, or Telephone Call

Phone calls should be made within 24 hours and organized to be short and professional. If you have not heard any feedback on a follow-up letter that was sent, a note or fax may be sent to generate an answer if you are still being considered for employment. If you receive another job offer but are still interested in another choice, call to let the company know that you have another pending job offer. Lastly if information has changed on your application you may want to send a note or make a call informing the company.