

RESUME AND COVER LETTER DEVELOPMENT

Writing a Resume --What is a resume anyway?

A resume is a self-marketing tool that is designed with one goal in mind, to get you a job interview! A resume is not about past jobs, it's about you and how you performed in those jobs, which helps to predict how you might perform in a future job.

Essential Parts of a Resume

Resume Heading:

- Your Formal Name - Emphasize this with enlarged font size and/or bold
- Address - Can include school and home address
- Phone Number - Where you can be easily reached or a message can be left for you
- E-mail Address - If you have one and check it regularly

Job Objective:

An objective tells the employer what your target job is or what skills you have to offer. Most employers prefer an objective, but there can be situations where it is best to omit the objective. If you have more than one objective, it is recommended to create more than one resume.

When to include a Job Objective:

- You have a targeted job in mind
- You are applying for a particular position
- You know what skills you want to use

Sample Job Objectives:

- A responsible position in the clerical field
- To utilize sales experience in the hospitality or business field
- To secure a position as a customer service representative
- To contribute my skills to a position in the food service industry
- To provide care for children or adults as the health care field

Education:

- List only colleges that you attended with city/state, Graduation date (or expected date)
- Degree(s), honors, and academic accomplishments
- You do not have to list your high school education

Work History/Experience/Activities:

Your work experience section shows the employer what skills you have to offer. Here are some suggestions to make the most of your experience.

- Full-time, part-time, military, intern, and volunteer experiences may be included.
- List, in reverse chronological order, job title, organization, location (city/state), dates and a description of the skills and knowledge you acquired.
- Outline accomplishments in concise phrases. Include numeric figures to illustrate these accomplishments, e.g.: Increased sales by 50%, Supervised five telemarketers.
- Complete sentences are not necessary - avoid using "I" or "me".
- Use the simple past tense for previous jobs and present tense for current ones.
- Use Action Verbs! Avoid passive phrases, e.g.: "duties included", "responsible for".

If your only experience is not relevant to the position you are applying for...

Think of ways to make employers recognize important qualities. A waitress deals with hectic work environments, memorizes orders, interacts with the public, sells products, trains other wait staff and solves problems quickly. Think of changes you made in your previous work experiences, awards received, and results produced.

If you are person with limited work experience include activities you have been involved....

Indicate the activities you are involved with, demonstrating balance in your life, skills such as leadership, teamwork and commitment, and how you take advantage of opportunities.

Some suggestions include:

- Campus activities and offices held.
- Volunteer and Community experience
- Unusual and interesting activities.
- Organized sports and academic teams.
- Memberships in professional associations.
- Keep the focus on this section minimized unless it directly relates to your goal.

Honors & Awards:

Educational honors, employment awards, and community recognition are all items, which may have a place on your resume. If they make you stand out from the crowd, directly relate to the job you are looking for, or emphasize a quality you feel the employer highly values, and then include them on your resume. Honors and awards can be included in other related sections of your resume. For example, if it is a work-related award, it may be included in your experience section.

DO:

- Keep your resume concise and on one page
- Use bullets, underlining, bolding, capitals and italics to highlight significant information
- Make sure there is enough white space throughout your resume
- Use laser quality printer
- Use good quality, neutral colored paper
- Proofread carefully!

DO NOT:

- List your references on your resume
- Include personal information like age, race, health, marital status, etc.
- misrepresent yourself and your qualifications
- Include any negative information or weaknesses
- Try to be too fancy or creative, unless you are in a creative field

Writing a Cover letter

A Cover Letter is a one page letter typically 3 paragraphs long that goes with your resume. This letter is way to highlight one or two of your accomplishments or abilities. The employer that sees a cover letter with your resumes will view this as a sincere interest in the position.

Essential Parts of a Cover Letter:

- **Paragraph one:**

Highlight the position you are applying for and where you found out about the position.

Example: I am applying for the food service position that was advertised on Jobnet.

- **Paragraph two:**

Detail what you could contribute your qualifications to the company. If you are responding to an add use similar terminology to highlight your qualifications. Discuss your accomplishments from past employment or volunteer activities that you have achieved.

Example: I have many years working individually and as part of a team to complete projects. I have been successful in meeting the objectives as a volunteer with the YMCA. I am confident my experience will benefit your organization.

- **Paragraph three:**

Discuss that you are available to meet with the employer to discuss you skills in more detail or indicate that you follow up within the next couple of weeks on the status of the position.

Example: I would welcome the opportunity for a personal interview with you at your convenience.

SAMPLE LETTER LAYOUT

January 1, 2006

Mr. John Volunteer
1234 Mountain Drive
Mt. Joy, WI 55555

Dear Mr. Volunteer:

I am applying for the food service position that was advertised on Jobnet.

I have many years working individually and as part of a team to complete projects. I have been successful in meeting the objectives as a volunteer with the YMCA. I am confident my experience will benefit your organization.

I would welcome the opportunity for a personal interview with you at your convenience.

Sincerely,

Jane Volunteer
9876 Mount Drive
Mt. Joy, WI 55555