

COVER LETTER



Work Experience:

Your work experience is probably the most important part of the resumé. Begin with your most recent job. List the name, location, employment dates and position held for each employer. Work experience may include internships, part-time, summer, volunteer, self-employment and community service activities. Experience may also include political and community service activities which highlight specific accomplishments, tasks, and skills that would be required for the job for which you are applying. Other experiences may include management skills, computer experience, etc. You may also list achievements, honors, awards, scholarships, hobbies and extracurricular activities that are related to work.

Use descriptive verbs that forcefully list your experience. For example: Directed... Developed... Managed...etc.

References

Offer references based upon request. Be sure you have the required information with you and that you have obtained permission from your references.

A cover letter is your way of advertising. The cover letter introduces you to the employer and describes your interest in the company. The letter should explain how you would benefit the company. It should be one or two pages single spaced, typed, easy to read and understandable. A different cover letter should be sent to each employer. A resumé is usually enclosed with the cover letter.

Ask yourself the following questions:

- Will the employer read beyond the first line?
- Have I clearly and effectively stated my qualifications?
- Did I request an interview?
- Did I thank the employer for his/her time and consideration?
- Did I write to an individual or some impersonal address such as "Personnel Department"?
- Did I sell myself with as few words as possible?
- Would I be impressed if I received my own letter?



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HOW TO PREPARE A RESUMÉ



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WHAT IS A RESUMÉ

A resumé is a formal, concise, one-or-two page summary of your job qualifications and skills. The resumé is a selling tool that outlines your skills and experiences so an employer can see at a glance, how you can contribute to the employer's workplace.

A resumé should be targeted to each position for which you apply, and emphasize your strengths and accomplishments.

A resumé can be mailed to a number of employers and should be accompanied by a cover letter. If you use the same resumé for different jobs, use a separate cover letter to show your skills and experience for a specific job.

You may want to give copies of your resumé to friends, relatives or others who are in a position to make known your availability for employment.

Carry a copy of your resumé to the job interview. It can serve to refresh the interviewer's memory after you leave.

Resumés can be written using a variety of formats. However, the information must be neatly organized in a format that highlights your qualifications.

Here are some common formats:

Chronological

This format organizes your information by date. Your education, or work experience may be listed first, whichever is more important. However, your information is listed from the most recent, working backwards.

Functional

This format organizes experience by types of work done. It focuses on accomplishments and skills instead of specific positions held.

Combination

This format is similar to chronological and functional, but is a little more flexible. Group your skills and specialized knowledge into qualification categories. This is a good format for someone wanting to change careers, since you can show how your background can be applied to new jobs.

Resumés can also be uploaded, e-mailed, or copied to on-line employment application forms.



Certain information should be included in your resumé. The information should be arranged so that your strongest attributes are listed first. Other suggestions are:

Preparation: Carefully gather all of the information you will need about yourself and your work experience.

Contact Information: Display your name, address, and phone number at the top of the page—either centered or flushed with the left margin.

Employment Objective: List either the title of the job you want, or a short description of the job you are seeking. You may also include a career objective, if appropriate.

Educational Background:

The main body of your resumé is for your education, work experience, and personal information. Begin with the most recent school, college, or university attended. If you are a recent graduate, list as much information as possible that is related to the job. All relevant degrees, certificates, diplomas, on-the-job training and internships should also be included.

Here's where you "sell" yourself. Ask yourself, "If I were recruiting people for this job, what would I want to know about them?" You may include extracurricular activities that may enhance your potential for success.