



RÉSUMÉ GUIDELINES





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INTRODUCTION

HOW TO WRITE A RÉSUMÉ

A résumé is one of the most important tools to assist you in getting an interview for a job. It brings together your education, work experience, interests, and skills into one comprehensive but brief outline for the employer to read. A résumé should be a good reflection of who you are, since it is the first impression a potential employer has of you, so take your time when preparing your résumé.

Writing a résumé can be a confusing and long process, but with the right guidelines you can create a résumé that does what it is made to do: catch an employer's eye. It is important to think of your résumé as your own personal sales pitch. Ask yourself, "Why should he/she hire me?" When you write your résumé keep in mind all of your experiences, education, and qualifications. Here are a few guidelines we hope will assist you in that process:

BASIC ELEMENTS OF A RÉSUMÉ

Choose the headings that best reflect your experience. Your headings do not have to come directly from this list as it is not comprehensive.

- ✓ HEADING
- ✓ OBJECTIVE
- ✓ EDUCATION
- ✓ EXPERIENCE
- ✓ HONORS AND AWARDS
- ✓ SKILLS
- ✓ REFERENCES (on a separate page)

HEADING

This section of a résumé is one of the most important. It should include your name, address, email address and phone number. Make sure to let your name ***STAND OUT*** by using bold and enlarging the font size of your name. Use a professional email address (i.e. do not use crzychick@aol.com, starwarsfan@hotmail.com, etc.)



OBJECTIVE The objective is a one sentence declaration of the type of job that you are seeking. It appears beneath the heading and is as specific as possible, noting the company you are applying to, the job title you are seeking and skills you would like to use in that job. This should only be included if you can be specific about the position you are seeking. Otherwise, omit it.

EDUCATION This section of a résumé lists all the colleges you have graduated from, along with their addresses and any degrees you have earned with the date you attained them. If you are in the process of attaining a degree, list the expected date that you will receive it. Do not list your high school unless it is of importance to the employer that you are applying to (i.e. applying to be a teacher at the same high school you graduated from).

EXPERIENCE An experience section on a résumé can refer to paid or unpaid jobs and should include your job title, the name of your employer, city and state, followed by dates of employment. Next, summarize your contribution to the position, achievements, and/or responsibility assumed. Give numbers when applicable. Make sure to use action verbs to begin your statements (*see the action verb list in this booklet*). Use a present verb tense only when describing a current position. This should not be a job description, but instead should illustrate your accomplishments and results.

HONORS & AWARDS This is an optional section of your résumé and should include scholarships and other related honors. These can be school or non-school related. Make sure to include the date you received the honor or award. For clarification it may be necessary to give short descriptions of the nature or purpose of some of the organizations, awards, honor societies or service organizations. Only include scholarships that are based on merit, not financial need.

SKILLS In the skills section you should inform the reader of any unique, relevant or necessary skills that you have but are not reflected in the other sections of your résumé. For example: foreign languages (conversational, fluent, bilingual), computer applications, certifications, etc.

REFERENCES This section should be **on a separate sheet of paper** that matches the font/format of your résumé and cover letter. The heading on this page should also match your résumé. You should always

secure the permission of anyone you choose to use as a reference before giving his/her name.

Good references might include professors, advisors or employers. Never use relatives for references. Give a copy of your résumé to these references so they can speak highly of you when your potential employers speak with them. Employers might ask your references questions such as: “How reliable was this individual with their job duties?”, “What was it like to work with this individual?”, and “What kind of contributions did this individual make in his/her job?” Be sure to list your references in order of how well they know your qualifications and include their name, title, company, city, state, zip, phone, and email address if appropriate.

ADDITIONAL SECTIONS OF A RÉSUMÉ

- ✓ SPECIAL TRAINING
- ✓ RELEVANT COURSEWORK
- ✓ OTHER EXPERIENCE
- ✓ VOLUNTEER EXPERIENCES
- ✓ QUALIFICATIONS
- ✓ ACTIVITIES
- ✓ SUMMER WORK EXPERIENCE
- ✓ PROFESSIONAL AFFILIATIONS
- ✓ RELEVANT COURSEWORK
- ✓ STUDENT ACTIVITIES
- ✓ PROFESSIONAL DEVELOPMENT

Special Training

Describes any unique training applicable to the job you are applying for. For example, if you had completed a one day training or certificate course for a particular computer program you would use this section to list the dates and a brief description of your training.

Relevant Coursework

If you are applying to a job where you think your class experience will benefit you greatly, list that class in this section. List ONLY the specific classes that are applicable to the job.

Other Experience

You might want to consider listing two different experience sections; one for relevant experience, and the other entitled “other experience.” Under this heading you would put all your work experiences that are not quite as relevant to the job as those you would put underneath “relevant experience.”

Volunteer Experience

If you have a lot of volunteer experience it might be a good idea to separate that experience into a different section. However, if your volunteer experience is very applicable to the job that you are applying to, you should include that in the “relevant experience” section.

Qualifications

A qualifications section is optional and should summarize the skills and experience you most want to present to a prospective employer. It can be used instead of or along with an objective statement but is not necessary. If you choose to include this section, it should generally be four to six phrases in bulleted form.

Activities

This optional section would include university and/or community activities, volunteer work, and interests relevant to the job you are seeking. Generally, personal hobbies and interests should be omitted.

Summer Work Experience

The same rules apply to this section as the “volunteer experience” section. If you have a lot of summer work experience, consider adding this section to your résumé.

Professional Affiliations

If you are a member of a professional group (i.e. Alpha Kappa Psi, the professional business fraternity, Sigma Tau Delta, the international English Honor Society) this is where you would list it.

Student Activities

The student activities section can be used if you were involved in student activities such as working in the yearbook or the newspaper, participating in sports, MESA (Multi-Ethnic Student Alliance), or any other school-specific group. Be sure to include the dates of your involvement, skills obtained, and the positions you held, if any.

Leadership Development

Leadership development includes holding a position in which you are required to supervise or mentor others. This category would be used if you have held a position such as a team leader of an outreach program, club officer, Alpha Leader, or Resident Advisor. Leadership courses, workshops, and training programs you have participated in may also be included. Be sure to highlight skills obtained, dates of involvement, and any projects you facilitated.

Study Abroad

A study abroad semester is an important addition to any resume, especially if you are applying for a position that involves a significant amount of travel or overseas communication. It should be mentioned in the Education section of your resume. Be sure to include where you studied, the amount of time you spent there, and the courses that you took. If you completed an internship or acquired volunteer experience while studying abroad, this should be given its own space in your Experience section.

Professional Development

Professional Development includes any conferences you attended that furthered your education. For example, if you attended a business fraternity national conference, it would be listed here alongside the date and location of the conference.



TYPES OF RÉSUMÉS

Chronological Résumé

The *chronological résumé* highlights experience in reverse chronological order (i.e. the most recent information first). This résumé format is preferred by most employers. See the back of this booklet for examples.

Functional Résumé

The *functional résumé* is arranged around your skills and abilities. This format is sometimes used by those with little or no work experience or those who are career changers. One example of this type of format can be located at the back of this booklet.

Combination Résumé

A *combination résumé* combines the above two formats. This type of résumé is rarely used but it highlights a person's skills and abilities while still emphasizing work experience. An example of this format can be found at the back of this booklet.

RÉSUMÉ LANGUAGE, FORMATTING, AND TIPS

Résumé language is distinct in that it utilizes action verbs and is very direct. Remember, you are trying to communicate all your best selling attributes in a small space. Use powerful words to try and accurately reflect the assets that you would bring to a job. When formatting, remember that **there is no one absolute format**. Create a format that best represents you. A few formatting rules apply:

- Margins can be as small as .5in
- Font can be 10pt if necessary
- You should *always* include a cover letter with your résumé
- Do not use the word *I*
- Use few abbreviations
- *Do* use capitalization to highlight job titles
- *Do* use bullet points to emphasize job descriptions
- Always use action verbs in job descriptions

On the next page you will find a non-comprehensive list of results-oriented action verbs that can be used to describe a job description:

ACTION VERB LIST FOR RÉSUMÉS

accomplished	conceptualized	financed	monitored	revised
achieved	concluded	fixed	motivated	resolved
acted as	conducted	forecast	negotiated	scheduled
activated	consolidated	formed	operated	screened
adapted	constructed	formulated	organized	secured
administered	consulted	founded	originated	selected
advanced	contracted	gained	overcame	served
advised	contributed	gathered	overhauled	simplified
allocated	controlled	generated	oversaw	sold
analyzed	converted	guided	participated	solved
applied	cooperated	handled	performed	sorted
appraised	coordinated	headed	pioneered	spearheaded
approved	created	hired	planned	sponsored
arranged	delegated	implemented	prepared	strategized
assembled	demonstrated	improved	presented	streamlined
assessed	determined	increased	presided	strengthened
assigned	designed	influenced	produced	structured
assisted	developed	initiated	programmed	succeeded
attended	diagnosed	innovated	promoted	supervised
authored	directed	installed	proposed	supplied
authorized	discovered	instituted	provided	surpassed
balanced	drafted	integrated	published	surveyed
budgeted	edited	interfaced with	purchased	synthesized
built	eliminated	interpreted	raised	systematized
calculated	enforced	interviewed	received	tailored
changed	engineered	introduced	recommended	taught
coached	enhanced	investigated	reconciled	trained
collaborated	equipped	launched	recruited	transformed
collected	established	led	reduced	translated
communicated	evaluated	maintained	reorganized	troubleshoot
compared	examined	managed	reported	united
completed	executed	marketed	researched	updated
composed	expedited	mastered	responded	upgraded
computed	explained	mediated	revamped	verified
conceived	facilitated	modified	reviewed	wrote



SENDING A RÉSUMÉ

By Mail/In-Person:

Make sure your cover letter, résumé, and references are on matching professional “résumé” paper. If you choose to use a colored résumé paper, use a color that is subdued and professional. Use a large enough envelope so that you do not need to fold your résumé. Above all else, **DO NOT GLUE, STAPLE, OR PAPERCLIP YOUR RÉSUMÉ!**

By Email:

Make sure to use a professional email address when sending emails to employers. Depending on the employers preference, either attach your résumé as a MS Word document, or send your résumé as the content of an email (Hint: Highlight your whole résumé, copy and paste into the body of an email). Some employers do not accept emails with attachments, so be sure to call and ask what the employer’s preference is. Include a cover letter in the body of the email and *always* follow up the emailed résumé with a hard copy in the mail.

By Fax:

If a company asks you to fax your cover letter, résumé, and references due to time constraints, be sure to also send a hard copy via U.S. mail.

PROOFREADING YOUR RÉSUMÉ

After you complete your résumé, proof-read it by checking for the following:

Overall appearance – Does it make you notice and want to read it?

Layout – Does it look professional and neat with clear font type? Check to see if the white space on your résumé is used effectively and if your résumé looks balanced (i.e. all bullets are aligned, white space between headings is even, etc.)

Length – Could it be shorter in any way?

Relevance – Has extraneous material been taken out?

Writing style – Is it easy to quickly understand your qualifications?

Job description terminology – Have you used appropriate action verbs in your job descriptions?

Specificity – Have you avoided generalities and focused on specific job description information?

Accomplishments – Are your accomplishments emphasized?

Completeness – Have you omitted anything important?

Done proofreading? Take your résumé to someone you trust to have it proofread, or bring it into the career services office to have your résumé professionally critiqued.

RÉSUMÉ RESOURCES

Résumé Resources in Print:

Greene, Susan D. and Martel, Melanie C. (2000). *The Ultimate Job Hunter’s Guidebook* 4th Ed.

Rosenberg, Arthur D., Heizer, David A., and Hizer, David (2003). *The Résumé Handbook: How to Write Outstanding Résumés & Cover Letters for Every Situation* (Résumé Handbook)

Yate, Martin. (2001). *Résumés That Knock ‘em Dead* 4th ed.



FREQUENTLY ASKED QUESTIONS ABOUT RÉSUMÉS

Q: How far back should I go in listing the positions/jobs I have held?

Check and make sure you are listing the jobs with responsibilities that will be most relevant to the reader. Once you have established that the jobs/positions you are thinking about listing *are relevant*, a good rule of thumb is to list at least your last three jobs. If you want to list more, use your discretion. Generally, you don't want to list jobs that are any more than ten years old. If you are in college or have recently graduate, you should avoid using high school experience if at all possible.

Q: How long should my résumé be?

You should strive never to write a résumé longer than two pages. For recent graduates, résumés are ideally no more than one page. If you have more than ten years of experience, two pages are acceptable.

Q: I'm trying to fit all of this on one page, but... can I use the back side of the paper?

No! Highlight other skills and abilities that you can bring to the employer's table. List volunteer activities, workshops you attended or presented in, even relevant papers you might have written that show you have experience in the job area you are applying for.

Q: I'm a recent graduate and don't have that much job experience...HELP!

Don't worry! Highlight other skills and abilities that you can bring to the employer's table. List volunteer activities, workshops you attended or presented in, even relevant papers you might have written that show you have experience in the job area you are applying for.

Q: I've seen templates online and in MS Word...can't I just use those?

No! Not only do many people use those templates, which would make your résumé not stand out among others, but most templates online are not formatted correctly, and the templates available on Word are simply not professional. Create your résumé from scratch, you'll thank yourself later.

Q: I'm an art/design student...does my résumé have to look like this? Can't I use a different font or color?

Generally, if you are applying to a job that is a design oriented job, you can choose to create a résumé that reflects your art or design skills, regardless of your major. However, if you are applying to any job in any other field, résumés should look professional and have standard formatting, *even if you are an art/design student*.

Q: Should I attach a photo?

It used to be that attaching a photo to a résumé was common, but attaching a photo currently isn't considered very professional. If an employer requests that you attach a photo, then the option is up to you. Generally, a good rule of thumb is to not include one.

Q: Can I use a personal friend as a reference?

It is not a good idea to use anyone who does not know you in some work or school capacity. If you have worked with your friend before and he/she has seen you in a professional setting, then it is appropriate to use them in a reference. Otherwise, have someone else be your reference. The best people to use as references are co-workers, supervisors, or professors.

SAMPLE RÉSUMÉS

Chronological

Taylor Goldman

School: 1234 Fifth Ave, Azusa, CA 91702 email: tgoldman@apu.edu phone: (626) 555-5555
Permanent: 67 Memory Lane, Rose Mountain, CA 99999 phone: (999)999-9999

OBJECTIVE: *To obtain a youth ministries position in a para-church organization or agency*

EDUCATION

Bachelor of Arts in Christian Ministries

Expected May 2006

English Minor

Azusa Pacific University, Azusa, CA

RELATED EXPERIENCE

Chapel Programs Student Intern

May 2005—Present

Office of Chapel Programs

Azusa Pacific University, Azusa, CA

- Assist associate director, graduate interns with chapel set-up three times per week
- Collaborate with student intern team
- Collect weekly chapel attendance cards
- Maintain accurate records of chapel attendance
- Input confidential chapel comments

Summer Missions Team Member

Summer 2004

New York/Washington D.C.

Azusa Pacific University, Azusa, CA

- Participated in small group team experiences
- Co-wrote curriculum for Sunday School children, ages 4-12
- Learned about issues of social justice and economic stability
- Utilized relational and counseling skills with the local youth

OTHER EXPERIENCE

Office Assistant

September 2003—May 2005

Office of Career Services

Azusa Pacific University, Azusa, CA

- Managed appointment calendars for four career counselors
- Prepared and assembled materials for two annual Career Fair events
- Maintained accurate and current job postings via on-line database system
- Ordered office supplies
- Participated in weekly student staff meetings

Peach Factory Volunteer

September 2003—December 2003

- Tutored four children, 3rd—4th grades

College Headed And Mighty Proud Student Coordinator

Spring 2003

- Led campus tours for 5th grade Azusa Unified students

Azusa READS Volunteer

Fall 2002

ADDITIONAL SKILLS

- Conversational Spanish
- Adept at Microsoft Word, PowerPoint, and Explorer
- CPR and First Aid (Summer 2004)

James Schuette

2414 E Rigby Ln. Anaheim, CA 92805

jschuette@gmail.com

Education**Bachelor of Arts in Global Studies**

Expected May 2009

Sociology MinorAzusa Pacific University
Azusa, CA**Global Learning Term**

Fall 2008

Mbirizi and Kampala, Uganda
Azusa Pacific University, Azusa, CA

- Embarked on a 4 month, full-immersion, cultural learning program
- Traveled and lived with two local families
- Conducted a qualitative research project about the effects of HIV/AIDS on rural families in Uganda

Related Experience**Social Justice Staff Member**

December 2009-Present

Oasis Church of Pasadena
Pasadena, CA

- Motivate congregation by presenting social justice issues during the service
- Plan and coordinate group service projects and events
- Facilitate a weekly small group focused on social justice issues

Internship

January 2009-Present

International Programs, Azusa Pacific University
Azusa, CA

- Plan and execute Global Vision Week, a major campus event
- Assist in the implementation of a two-year overseas program for graduating students
- Work with study abroad students during their re-entry adjustment

Volunteer

Fall 2008

Children of Promise Mission
Mbirizi, Uganda

- Taught English to grades 6 and 7
- Monitored groups of children in daily programs
- Created interactive methods of learning and facilitated classroom activities

Volunteer

September 2007- May 2008

SAY YES Afterschool Program
Los Angeles, CA

- Tutored underprivileged kindergarteners and first graders within inner city Los Angeles
- Lead reading and game times
- Encouraged respectful and appropriate behavior during lessons

Other Experience**Chapel Card Monitor**

September 2007- May 2008

Chapel Programs, Azusa Pacific University
Azusa, CA**Emergency Department Volunteer**

Summer 2006, 2007

Anaheim Memorial Hospital
Anaheim, CA

ASHLEY MORGAN

PO Box 9521 Unit 2890 • Azusa, CA 91702 • (626) 815-7790 • amorgan@apu.edu
 6847 Juliet Court • Salem, OR 97302 • (503) 581-9827

OBJECTIVE To obtain a position in the field of marketing.

EDUCATION

Azusa Pacific University; Azusa, CA
 Bachelor of Science in Marketing May 2005
 GPA 3.53

Boston University School of Management; Boston, MA
 Partial coursework completed Bachelor of Science in Business Administration September 2001-May 2002
 GPA 3.06

EXPERIENCE

Azusa Pacific University Athletics Office; Azusa, CA September 2003-Present
 Athletic Development Intern

- Acquired and managed sponsorship accounts between local businesses and the Athletics Office
- Coordinated advertising, promotions, and promotional activities for sponsors at university games
- Oversaw the sale of athletic apparel for games and increased sales by 13%
- Assisted the Athletic Development Director in preparation and execution of the Spring Fundraiser
- Supported the Athletic Development Director in daily correspondence

Oregon Secretary of State; Salem, OR Summer 2003
 Executive Office Assistant

- Designed PowerPoint presentations for Secretary of State Agency Directors
- Collected and organized data for Help America Vote Act implementation meetings
- Gathered research for press releases for the Press Secretary
- Oversaw daily correspondence in the office
- Created contact lists for campaign events for the Secretary of State

Voter Outreach Intern Summer 2002

- Developed and coordinated statewide voter registration campaign for 2002 Oregon General Election
- Planned statewide voter outreach events
- Solicited sponsorships for campaign materials
- Designed PowerPoint presentation upon request of the Director of the Election’s Division regarding online voter information for the Oregon State Legislature

Related Projects

- **Marketing Plan Project**
 - Researched, in a team of seven students, demographics and industry trends for a company
 - Developed a marketing plan for the company and delivered presentation to the class
- **Competitive Analysis Project**
 - Compared and assessed the competitive strategies of two companies in the same industry
 - Presented findings in written and video presentation formats

ACTIVITIES/HONORS/AWARDS

- Azusa Pacific University Dean’s List
- Alpha Kappa Psi, Professional Business Fraternity
- Boston University Dean’s Scholarship
- Boston University Cheerleading Squad
- Received 2nd Place in the General Marketing Research Event in the State DECA Competition

SKILLS

- PC; Microsoft Word, Excel, PowerPoint, Access

Jennifer Hollis

1699 Winnefred Street
Cambridge, CA 98907

(909) 616-5678
jhollis@apu.edu

OBJECTIVE

To obtain an assistant counseling position at Goodwill Home for children

EDUCATION

Bachelor of Arts in Psychology
Azusa Pacific University, Azusa, CA

Expected May 2007

RELATED EXPERIENCE

Counselor (Intern)

The Children's Hospital
Glendora, CA

June 2005

- Planned and led weekly activities and field trips
- Consulted with psychiatrists and social workers on treatment programs
- Supervised meal times
- Gained ability to assist disturbed children in understanding their emotions and expressing themselves in non-violent and socially acceptable ways

Assistant Counselor

Newton-Weston Service Center
Pismo Beach, CA

June 2004-May 2005

- Helped students to journal, prepare dinner, and discuss topics of interest to them
- Assisted other counselors with student issues
- Collaborated with psychologists to plan activities tailored to individual student needs

OTHER EXPERIENCE

Sales Assistant

Morgan Stanley Dean Witter & Co.
West Covina, CA

Summers 2003, 2004

- Provided excellent customer service to clients
- Recorded daily sales activities and goals

Babysitter

Duarte, CA

June 2003- May 2004

- Supervised two toddlers, ages 3 and 6

AWARDS

- Counseling Excellence Award, 2005
- National College Dean's List recipient, 2003-2004
- Recipient of Azusa Pacific University Academic Scholarship, 2003-2004, 2004-2005

SKILLS

- Proficient in Italian and Spanish
- CPR Certified (Summer 2005)

Joanie Cusak

591 S. Rigby Lane, Pasadena, CA 91104
(818) 793-3485, jcusak@gmail.com

OBJECTIVE: To obtain the position of Graphic Artist that will utilize my skills in desktop publishing

SUMMARY OF QUALIFICATIONS

- Four years of experience in graphic design and desktop publishing
- Certificate in Computer Graphics and Graphic Design from University of California, Los Angeles
- Demonstrated ability to produce a wide variety of graphic products including newsletters, letterhead, business cards, and training materials
- Proficient on Macintosh and IBM systems; experience with PageMaker and Ventura Publishing
- Creative, able to communicate effectively with customers, consistently meet deadlines

RELATED EXPERIENCE

Graphic Design

- Created design for brochure advertising curriculum of human resource training department that was sent to 1,000 company employees
- Developed format for notebook materials, manuals and hand-outs for 25 different courses
- Designed departmental newsletter that had a circulation of 500 supervisors and managers

Desktop Publishing

- Saved the department \$6000 by producing materials in-house with the Aldus PageMaker program
- Created documents on both Macintosh and IBM systems; utilized scanner
- Utilized WordPerfect 6.1 and Ventura Publishing programs
- Created corporate logo package that included letterhead and brochures

Customer Communication

- Interviewed training staff to determine the desired appearance and content for training materials
- Problem-solved to effectively meet all deadlines
- Suggested alternative presentations of ideas and visual concepts, resulting in satisfied customers

EDUCATION

Certificate in Computer Graphics and Graphic Design, University of California at Los Angeles - 2005

M.A. in Speech Communication, University of Southern California, Los Angeles, CA - 1993

B.A. in Communication, Azusa Pacific University, Azusa, CA - 1991

WORK EXPERIENCE

Senior Trainer, Newton Medical Center, Los Angeles, CA - 4/00 to present

Director of Training, Human Possibility Systems, Inc., La Habra, CA - 9/97 to 4/00

Management Trainer, Bales Department Store, Los Angeles, CA - 9/91 to 9/97

Ethan R. Williams

7658 North Leland, Oceanside, CA 90786 phone: 879.457.3290 email: erwilliams@unet.com

References

Name of Reference

Job Title of Reference

Employer/Company

Employer City, State, and Zip

(123) 123-4567 Reference Phone Number

Reference E-mail Address

Dr. Leo Marvin

Psychology Department Head

ABC College

City, State Zip

(123) 333-3333

leomarvin@abccollege.edu

Dr. Sandra Martinez

President and CEO

XYZ Corporation

City, State Zip

(789) 999-9998

ceo@xyz.org

Mr. Aaron Randally

Professor

Computer Information Systems

Hood University

City, State Zip

(818) 246-2468

professor@randomschool.edu

Ms. Marie Morris

Co-worker

Ralph's Grocery Store

City, State Zip

(454) 662-9834

mariem@ralphsclub.com

The Elements of a Cover Letter

Date

Mr./Ms. Recruiter's Name
Recruiter's Title
Company Name
Street Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

The opening paragraph should state why you are writing and how you became attracted to this particular company and position. Mention specific characteristics of the company that have impressed you. Name the position for which you are applying. If you were referred, mention the source from which you learned of the opening.

In the middle paragraph, draw attention to your qualifications and/or experiences that are relevant to the potential employer. If you have held a particular job or worked on special projects that directly relate to the opening, highlight this experience. Convince your reader that this valuable experience makes you right for the job. Do not repeat the content of your résumé, but fill in the blanks your résumé leaves open. If you have qualifications that are not noted on your résumé, this is an ideal opportunity to discuss them.

The closing paragraph indicates your desire for a personal interview. Repeat your phone number in the letter and offer any assistance to help with a speedy response. You may also ask if the company will be recruiting in your area, or if they desire additional information or references. It is also a good idea to follow up each résumé and cover letter with a phone call. If you plan to do this, state in this paragraph when you will be calling the company. This closing paragraph should only be a couple of sentences and be assertive in getting you an interview.

Sincerely,

(Your Signature Here)

Your Name Typed

Encl. *(to indicate that your resume or additional materials are enclosed)*

January 20, 2003

Mr. Andrew Hur
Putnam, Hayes & Bartlett, Inc.
10940 Wilshire Boulevard, Suite 1500
Los Angeles, CA 90025

Dear Mr. Hur:

I am writing in regard to the Research Assistant position which was listed in the Los Angeles Times. I am interested and excited about the position at Putnam, Hayes & Bartlett, Inc. because it offers an ideal opportunity to expand my knowledge of the consulting profession.

As an Economics major at Azusa Pacific University, I have taken a variety of courses preparing me for a career in economic and management consulting. In Public Finance and Labor Economics, I studied cost-benefit analysis and labor structures. Currently, in Industrial Organization, I am learning the intricacies of corporate institutions. I have also taken several communications and persuasion courses, which will help me to work effectively on project teams and with clients. I enjoy using computers and have extensive experience with application software and have supplemented my education with an assortment of internships and summer employment. Through these experiences, I have been able to express my creativity and enhance my analytical abilities. In both academics and employment, I am self-motivated and dedicated. I work not only until the job is done, but also until it is well done.

I am very interested in working as a Research Assistant and feel that my abilities and interests make me an ideal candidate for Putnam, Hayes & Bartlett, Inc. I look forward to meeting with you on February 19 to attain more information about your company and to further discuss my qualifications for the position. If you need further information, or if you have any questions, please feel free to call me at 213.345.9876.

Sincerely,

Randy Willis

Encl.

January 27, 2003

Jocelyn Perez, Ph.D
Director, Center for Service Learning and Research
University of Southern California
1940 Exposition Blvd.
Los Angeles, CA 90089

Dear Dr. Perez:

I am writing because I am confident that my skills, gifts and desires are an excellent fit for the Secretary position available in your department. I found out about the position through Ron Gaschler at the Azusa Pacific University Career Center.

As you can see from my resume, I have had the opportunity to play a vital role in various positions where I have honed my leadership and organizational skills. My understanding of community relations, people and public relations will be an asset to this role. My role with M.A.S. offered me the opportunity to work closely with City Links 2002 and become familiar with the City of Azusa officials and community centers. Furthermore, my passion and vision for service and impacting people is an ideal match for your organization. My administrative and customer service experience will enable me to effectively handle the daily operation of the office.

I look forward to hearing from you to schedule an interview. You can reach me at any time at 626-806-5154 to schedule the interview or with any questions you may have. Thank you in advance for your consideration.

Sincerely,

Lewis Stroble