

GUIDE TO WRITING RESUMES, COVER LETTERS, & THANK YOU CARDS



TERMS FOR SUCCESS:

- **Resume** - A short recount of one's career and qualifications. It can sometimes be referred to as a CV. They highlight one's skills, background, and accomplishments. They are used most often to secure new employment, but they can be used for a variety of other things.
- **Cover Letter** - A letter of introduction attached to a resume. It can sometimes be referred to as a motivation letter. It provides information to an employer about who the job candidate is as a person and professional.
- **Thank You Card** - A card that is sent when one party wants to show gratitude for another. These cards are often sent regarding a gift, service, or opportunity. They are often sent to an employer after an interview.



RESUMES

Getting Started

- To start, your resume needs a heading. The heading will include your name centered and in large text.
- Under your name, add your current address, phone number, and your email address.
- Depending on the job you are applying for, an objective might be a good addition to your resume. Your objective should include the type of job/industry you are applying in, when you are applying, and in what geographic location.

What goes in your resume?

Headings and sections you can include in your resume:

- **Education**
 - In this section, include any school you have received a degree from or you are currently attending.
 - You can include your GPA if it is over a 2.8.
- **Experience**
 - Include any jobs or internships you have held and a description to go along with them. Keep the descriptions concise with the format: action verb + task + outcome or purpose. Add the location of the job/internship and the time month and year started and ended.
- **Honors and Awards**
 - List your honors, scholarships, and awards with little or no description
- **Skills**
 - List skills that are relevant to the job you are seeking. Computer skills, language skills, and certificates are included in this section.
- **Activities**
 - List any organizations you have been apart of and leadership positions you have held.
- **Volunteer Experience**
 - In this section, include any volunteer work you have done with the name of the organization and a limited description.
- Other sections to consider adding to your resume: Licenses, Relevant Projects, Job Shadowing, Achievements, and Presentations.

Quick Tips

- Make sure your resume is easy to read quickly. Often times, employers have to read many resumes at a time and you want your resume to stand out!
- Make it concise; it is preferred that your resume is one page.
- Use 8.5 x 11 resume paper.
- Make sure your resume looks professional and pleasing. Do not use colored or crafty font styles. Keep your font size between 10-12.
- If you are unsure about how to start drafting your resume, you can find a variety of resume templates online.
- Your resume should be typed.

COVER LETTERS

Getting Started

- To start your cover letter, add your return address to the top left corner of your letter, and include the date.
- Under the return address, address the letter to whom you are sending it to. Add the employers name, title, company/organization's name, and the address of the workplace.
- Start your letter with "Dear Mr./Ms./Dr. [last name of who the letter is being written to]."
- End your letter with "Sincerely, [your full name]."

Breaking down your Cover Letter

First Paragraph:

In the first paragraph of your cover letter, state the reason for writing the letter, state the position you are applying for, and cite the resource that told you about the position. The resource could be a friend, employment service, job fair, news media, etc. If the resource is a specific person, name them.

Second Paragraph:

In the second paragraph, state why are interested in the position, the organization/company, its products or services, and what you can do for the organization/company. Relate your background to qualifications for the position. In this paragraph, include details were not able to include in your resume.

Quick Tips

- Make sure your cover letter positively attracts attention, like resumes, many times employers have many cover letters to read at once.
- Your cover letter should be an extension of your resume, not you repeating your resume. It is important to relate your background to the specific job you are applying for.
- Make your cover letter personal, and do not reuse your cover letter for more than one job.
- Triple check your writing for grammatical and spelling errors.
- Your cover letter should be typed.

Third Paragraph:

In the third paragraph, you should refer the recipient to your attached resume or application. You want to assure the employer you are the right person for the job. Summarize your qualifications, experiences, training, etc.

Fourth and Final Paragraph:

In the final paragraph, initiate about the next follow-up opportunity. Indicate that you are flexible to meet with the employer. Add in a phone number that you can be reached at, and offer any assistance to obtain a timely response. Indicate that you look forward to speaking with the employer soon.

THANK YOU CARDS

Getting Started

Thank you cards can be used for many occasions, they can be sent for: holidays/birthdays, showing appreciation for a gift/favor, or after a job interview. They can take the form of an informal, handwritten note, or a formal, typed letter. In some situations, there is not enough time to send a physical card through the mail. In that case, an email would be better. However, if you do have time to mail a letter, it shows you have taken an extra step to show your appreciation.

- If you are writing a card to a company after they have interviewed you for a job, a typed letter or a hand written note is best.
- If you are wanting to show appreciation to a person you know personally, a handwritten card is best.

Breaking Down Your Thank You Card

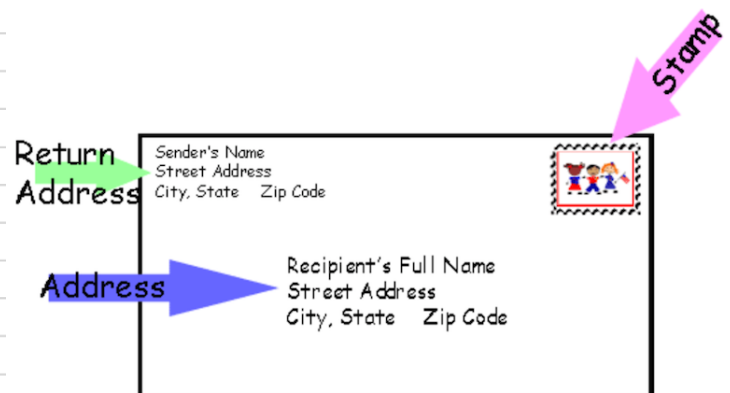
As stated above, a thank you card can be sent for many situations; however, below are components that should be used in any card.

- **Address who you are speaking to appropriately.** Start your card with "Dear Mr./Ms./Dr. [last name]" for more formal occasions. However, if the card is informal, you can use "Dear [first name]."
- **Say "thank you."** You need to use the words "thank you" in the first or second sentence.
- **Make it personal with details.** It is important to be specific in what you are thanking the person for. If you are sending a card to a potential employer after an interview, incorporate details from the interview. You could also remind them why you are a good fit for the job.

Quick Tips

- Send your thank you card as soon as possible.
- Make your card positive and sincere.
- Proofread it carefully before sending it.
- Make your card personal! Be specific with your gratitude and appreciation,

How to Address an Envelope



- **Reiterate your "thank you."** Say thank you again in your last, or second-to-last sentence.
- **Sign your letter.** "Sincerely" is a good option to use when signing off your card. It is important to add your signature at the end.