

HOW TO WRITE A RESUME:

FIRST LAST NAME

123 MAIN STREET • APARTMENT 567 • MIAMI BEACH, FL 33139
• 305-555-4321 • E-MAIL

SUMMARY OF QUALIFICATIONS – OPTIONAL

(Use the advertisement's descriptors when possible. You may use the action verb list.)

EDUCATION --- CAN BE PLACED BEFORE OR AFTER WORK EXPERIENCE

[Dates Attended] [School and Location] [City, State]
[Degree / Major / Minor]

WORK EXPERIENCE

[Dates Attended] [Company/Institution Name] [City, State]
[Job Title]
▪ Description of job (use action verb list)
▪ Description of job (use action verb list)
▪ Description of job (use action verb list)

WORK EXPERIENCE

[Dates Attended] [Company/Institution Name] [City, State]
[Job Title]
▪ Description of job (use action verb list)
▪ Description of job (use action verb list)
▪ Description of job (use action verb list)

WORK EXPERIENCE

[Dates Attended] [Company/Institution Name] [City, State]
[Job Title]
▪ Description of job (use action verb list)
▪ Description of job (use action verb list)
▪ Description of job (use action verb list)

SPECIAL SKILLS

As the information pertains to the job --- Computer programs, Language fluency, Professional memberships, Volunteer work

Use action verbs, not "duties included" or "I was responsible for". Verbs should be in the past tense for a job that is over and present tense for a current job. The following list of action words should be used to describe your work tasks, functions, and achievements:

Accomplished	Edited	Offered
Achieved	Employed	Operated
Adapted	Enabled	Organized
Administered	Enforced	Originated
Alleviated	Enhanced	Oversaw
Analyzed	Enlarged	Performed
Appraised	Equipped	Persuaded
Arranged	Established	Planned
Assisted	Estimated	Presented
Audited	Evaluated	Produced
Authored	Expanded	Programmed
Balanced	Facilitated	Projected
Built	Forecasted	Promoted
Chaired	Formulated	Published
Communicated	Guided	Qualified
Completed	Handled	Rated
Computed	Identified	Recommended
Conceptualized	Implemented	Reconciled
Conducted	Improved	Repaired
Constructed	Increased	Reported
Consulted	Initiated	Researched
Contributed	Installed	Resolved
Controlled	Instructed	Reviewed
Coordinated	Integrated	Revised
Corrected	Invented	Selected
Counseled Created	Investigated	Sold
Demonstrated	Launched	Solved
Designed	Led	Strengthened
Developed	Managed	Studied
Diagnosed	Marketed	Supervised
Directed	Maximized	Tested
Documented	Modeled	Trained
	Modified	Translated
	Monitored	Updated
	Motivated	Wrote
	Negotiated	

More information can be found at the link below:

<http://www.rit.edu/emcs/oce/alumni/BeforeJobSearching/WriteYourResume.htm>

How to Write a Cover Letter

FIRST LAST NAME
123 MAIN STREET •
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MIAMI BEACH, FL 33139
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Month, Day, Year

Name of Person
Title
Department
Corporation
Address
City, State Zip Code

Dear (Mr. / Ms.) Last Name: (Dear Hiring Manager: or Dear Recruiter:)

I am applying for the position of _____ at **Company Name** and would appreciate your consideration of my credentials. A copy of my resume is enclosed for your review.

Middle paragraphs describe how and why you are the best person for the job.

Include your:

- Qualifications
- Duties
- Contributions
- Attributes
- Achievements / Qualifications
- *Be sure to mention any qualifications listed in the advertisement

I welcome the opportunity to discuss with you how I might contribute to the ongoing success of your department. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Signature

First Last Name

Writing the Thank You For the Interview Letter

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FIRST LAST NAME

Month, Day, Year

Name of Person
Title
Department
Corporation
Address
City, State Zip Code

Dear Mr. / Ms. Last Name:

I would like to thank you for taking the time to talk with me on Day, Month, #, about the _____ position. I enjoyed meeting with you.

I was extremely impressed with / by **mention points about the interview**. With my background and experience in **mention your background**, I believe I have a lot to offer your **department / company**.

Again, it was a pleasure meeting you, and I remain interested in joining your team. If you need any additional information, please do not hesitate to contact me.

Sincerely,

Signature

First Last Name

Additional Information

MDPLS Books on Resumes, Cover Letters, and Interviewing

Resumes and Cover Letters call number locations --- 650.14 and 808.0665
Interviewing call number location --- 658.31124

Resume and Cover Letter Information

<http://www.jobweb.com/studentarticles.aspx?id=2249> Includes information about applying for online jobs.

<https://fortress.wa.gov/esd/worksource/StaticContent.aspx?Context=ResumeWriting>
Includes information about scanable and electronic resumes

<http://owl.english.purdue.edu/handouts/pw/>
An excellent, comprehensive job search website.

http://www.google.com/Top/Business/Employment/Resumes_and_Portfolios/
Google's Directory of Resume and Cover Letter links.

<http://www.rileyguide.com/>
Cover letter and resume advice.

<http://jobsearch.about.com/od/resumes/a/resumecenter.htm>
Cover letter and resume advice.

<http://jobstar.org/tools/resume/index.php>
Cover letter and resume advice.

Job interviewing

<http://jobsearch.about.com/od/interviewquestionsanswers/>
Includes answers to tough interview questions such as why were you fired.

<http://www.ecs.csus.edu/career/interview/interview-hlp.html>
interview tips

<http://www.bc.edu/offices/careers/skills/interview/types/#behavioral>
types of interviews

<http://www.careerjournal.com/jobhunting/interviewing/index.html>
Wall Street Journal interviewing articles

Resignation letters

<http://www.iquit.org/resignation-letters.shtml>
Letters of resignation from your current job. Please note that it is never smart to burn your bridges, but this is a great site for a smile!