
RESUMES AND COVER LETTERS

Myers-Briggs Type Indicator Test

The Myers-Briggs Type Indicator helps support your well-being and professional performance goals by providing you with a deeper understanding of what makes you. With these insights, you can make more informed decisions, better communicate with others, and build stronger relationships based on the science of your personality. The test helps people assess their personality using four specific dichotomies, or scales: introversion-extraversion, sensing-intuition, thinking-feeling, and judging-perceiving.

Resume Writing

A resume is a brief, informative summary of your abilities, education, and experience. It should highlight your strongest assets and skills relevant to the job you are applying for and differentiate you from other candidates seeking similar positions. Although it alone will not get you a job or internship, a good resume is important in obtaining an interview.

Tailor your resume to the type of position you are seeking. This does not mean that all your experience must relate directly, but your resume should reflect the skills the employer would value.

RESUME TIPS

1. Resume Language Should be:
 - Specific rather than general
 - Active rather than passive
 - Written to express not impress
 - Articulate rather than “flowery”
 - Fact-based (quantity and quality)
 - Written for people who can scan quickly
2. Top 5 Resume Mistakes
 - Spelling and grammar errors
 - Missing email and phone information
 - Using passive language instead of “action” words
 - Not well-organized, concise, or easy to skim
 - Not tailored to the position or industry
3. Don't:
 - Use personal pronouns (such as I)
 - Abbreviate
 - Use a narrative style
 - Number letter categories
 - Use slang for colloquialisms
 - Include a picture
 - Include age or sex
 - List of references
 - Start each line with a date
4. Do:
 - Be consistent in format and content
 - Make it easy to read and follow, balancing white space
 - Use consistent spacing, bold, and capitalization for emphasis
 - List of headings (such as Experience) in order of importance
 - Within headings, list information in reverse chronological order (most recent first)
 - Avoid information gaps such as a missing summer
 - Be sure that your formatting is translated properly if converted to a PDF.

RESUME SECTIONS AND FORMATS

Basic Resume Format

Choosing the right format and how you organize your information is just as crucial as what you include in a resume.

1. Chronological

- Anyone who is applying for an executive-level position
- Job seekers who have more than ten years of experience in the same industry
- Applicants who want to show off an impressive career progression

2. Functional

- Job seekers who have little to no work experience
- Applicants who want to emphasize skills and education over work history
- Those with gaps in their employment history

3. Combination

- Applicants who want to give equal focus to their skills and experience
- Job seekers who have five to eight years of eCOxperience
- Those who are changing careers, applying for a promotion, or returning to the workforce after a break

Five main sections every section should have:

1. Contact Information:
 - Your name: include your first and last name
 - Phone number: the best option is your cellphone number so recruiters can reach you easily
 - A professional email address: make sure it's appropriate, simple, and free of any nicknames.
 - City and province of residence: Never include your street and house number on your resume for security reasons.
 - Links to your LinkedIn profile, personal website, or portfolios (if applicable)
2. Resume Objectives
 - A two-to-three sentences long
 - Mention goals at new job/opportunity and desire to gain experience
 - Focus on overall skills and key soft skills
 - Outline what you can bring to the new job/opportunity

[Your profession] + [education or experience and top skills] seeking [desired job and company] to [your goals] with [professional skills and knowledge required in job description]. [Mention two or three soft skills and any additional qualifications].

"Cloud computing certified by Huawei Philippines seeking information technology position at HD STI Ortigas – Cainta to offer my computer services in recordkeeping, equipment setup, and data monetization. Self-motivated, organized, and responsible IT graduate that works with initiative."

"Part-time college student looking to make use of customer service skills in a full-time server job. Hard worker with a friendly demeanor and experience working in fast food and family restaurants. Currently holds an up-to-date food handler's license."

"Recent college graduate in search of an entry-level administrative assistant role. Well-spoken, cheerful, and motivated to provide clients with stellar customer service and co-workers with top-notch clerical support."

3. Work Experience

- Your previous job titles in reverse-chronological order
- Employer
- City and province for each role
- Start and end dates for each role

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- A brief list of accomplishments and responsibilities
4. Skills
- Six to eight skills are listed in bullet points
 - Skills specific to the role you want
 - A mix of hard, soft, and technical skills
- Hard skills** refer to the specialized knowledge you need to perform a job. You gain hard skills through education or training, so they will vary depending on the job you apply for.
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|------------------------------|----------------------|
| Copywriting | SEO marketing |
| Graphic design | Data analysis |
| Artificial intelligence (AI) | Computer programming |
| Project management | UX design |
| Cloud computing | Foreign languages |
- Soft skills** are personal abilities that help you interact professionally with your teammates and ensure you do your job as efficiently as possible. You can find these soft skills in candidates across all industries.
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| Adaptability | Fostering inclusiveness |
| Resolving conflicts | Collaboration |
| Active listening | Stress Management |
| Time management | Leadership |
| Innovative thinking | Empathy |
- Technical skills** are a subcategory of hard skills, and they reference your ability to use digital tools and technology for your job's daily tasks. These skills also vary according to role and industry.
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|--------------------------------------|-----------------------------------|
| Adobe tools | Project management tools |
| Programming languages (Java, Python) | Microsoft Teams |
| Google Analytics | POS systems (Clover, TouchBistro) |
| Microsoft Excel | QuickBooks |
| Email marketing tools (Mailchimp) | CAD engineering software |
5. Education
- Type and title of your degrees or certifications
 - Full name of each school you've attended
 - Any education-related awards or distinguishing accomplishments

Additional Resume Sections

1. Certifications and licenses
You can create a separate section to list any licenses or certifications you possess. Even if your role doesn't require it, you may voluntarily add licenses or certifications that show you have formal training in your field.
2. Honors and Awards
You can add an honors or awards section for any academic or professional recognition you've received. "Honors" tend to relate to academic achievements, whereas "awards" refer to academic and professional accolades.
3. Projects
You can add a section in your resume to showcase any large-scale projects you've led or participated in your company or even personal side projects. This "Projects" section benefits less experienced candidates who want to show employers they have experience in specific areas of expertise relevant to the role.
4. Publications
If you're a writer or an academic investigator, you may want to showcase any publications you've written during your career.

Resume Formatting Tips

- Your resume should be one page long. You can include a second page to fit all your work experience if your career exceeds ten years. The standard rule is one page for every ten years of your career but try to keep it to a two-page maximum.
- Pick a font size between 11 and 12. Your section titles can be between a 14 and 16-point size.
- Refrain from using eccentric fonts. Stick to fonts like Arial, Calibri, Times New Roman, and Georgia.
- Resume margins should be 1 inch on all sides. This allows for a balance between text and white space, making the document easy on the eyes.
- The line spacing should range between 1 and 1.15 inches to fit all your text without it looking cramped.
- The ideal file format for your resume is PDF. PDF is the most accessible file format for all computer systems and can be opened by virtually anyone. Also, identify your name in the document's file name. For example, "juan_delacruz_resume.pdf."

Writing a Cover Letter

Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances of being interviewed. A good way to create a response-producing cover letter is to highlight your skills or experiences that are most applicable to the job or industry and to tailor the letter to the specific organization you are applying to.

The purpose of a cover letter is to improve your chances of being called for an interview, by convincing the reader that you would be the best person for the job. If your letter is poorly written, the reader will not likely take the time to look at your resume. So, your job application letter is a crucial chance at making a good first impression.

General Rules:

- Address your letters to a specific person if you can. Tailor your letters to specific situations or organizations by doing some research before writing your letters.
- Keep letters concise and factual, no more than a single page. Avoid flowery language. Be single-spaced, leaving one space between paragraphs.
- Give examples that support your skills and qualifications.
- Put yourself in the reader's shoes. What can you write that will convince the reader that you are ready and able to do the job?
- Don't overuse the pronoun "I".
- Remember that this is a marketing tool. Use lots of action words.
- If converting to a .pdf, check that your formatting is translated correctly.
- Reference skills or experiences from the job description and draw connections to your credentials.
- Make sure your resume and cover letter are prepared with the same font type and size

Parts of the Cover Letter

- **Inside Address** - Include the name, title, organization, and mailing address. Spell the name correctly to avoid offending the recipient—phone the company if you do not know to whom to address the letter.
- **Salutation** - Begin your letter with "Dear" followed by the reader's title and last name, ending with a colon, not a comma.
- **Body** - Your letter should have at least an introductory paragraph, an education paragraph, an employment paragraph, and a concluding paragraph.
 - **Opening paragraph:** Clearly state why you are writing, name the position or type of work you're exploring and, where applicable, how you heard about the person or organization. Mention the key skills or expertise that qualify you for this role.

- **Middle paragraph(s):** Provide supporting examples to demonstrate that you have the key skills and expertise needed in the role, which you have mentioned in the first paragraph; but do not reiterate your entire resume. Explain why you are interested in this employer and your reasons for desiring this type of work. Be sure to do this confidently and remember that the reader will view your letter as an example of your writing skills
- **Closing paragraph:** Reiterate your interest in the position, and your enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for their consideration of your application, and end by providing your email and phone number for any questions or to arrange an interview.
- **Complimentary Close** - These are some standard phrases: Sincerely, Sincerely yours, Yours sincerely, Yours very truly, and Very truly yours.
- **Signature** - Type your full name on the fourth line below the complimentary close. Sign in black or blue ink above your typed name.

Creating a Video Resume

A video resume is a brief video submitted with a job application to provide a supplementary demonstration of your skills, personality, and qualifications. If you decide to use a video resume, you should still write a traditional resume and treat it as your primary application document.

A video resume isn't a replacement for your traditional resume but does help emphasize certain skills that are valuable for careers in creative industries like journalism, acting, broadcasting, or social media management.

Just like traditional resumes, video resumes are supposed to cover the following essentials:

- Work experience
- Skills and achievements
- Education

Parts of a Video Resume

1. The Introduction

The main purpose of a resume is to introduce yourself to potential employers, and your video resume is no different. In your introduction, state your full name and job title, and use text to emphasize these details if you want to leave a more lasting impression. Then let the viewer know what kind of work you are looking for and why. Here are some things you can mention in the introduction of your video resume:

- Your name
- The position you're applying for within the company
- Your years of experience (if any)
- Your location

2. What Makes Me Special

What you include here, and how you choose to include it, will depend on your work experience and what exactly you want to spotlight in your resume video. Here are some key elements to add:

- Professional experience
- Key accomplishments
- Awards or other professional recognition
- Education
- Technical skills
- Links (to your portfolio, LinkedIn profile, or other social media accounts)

3. Why are you the perfect choice for the job

This part should be brief and convincing. Start by quickly restating why a company should hire you and spell out for employers what you have to offer and how you can benefit their company.

Let them know that you'd love to have a formal interview and tell them how to get in touch with you. This is also a great place to add some clickable links to your online profile or portfolio. Ultimately, your conclusion should be clean, professional, and memorable.

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