**Job Letter and Resume Examples**

Enclosed are 6 examples of student-written job letters and resumes from various professional fields. As you will see, these examples are of varying quality. The purpose of providing these examples is to give you insight into the process of constructing these two genres, not to give you materials to cut-and-paste into your own documents. You should be able to identify the strengths and weaknesses of each resume, but here's a bit of info on each example to help guide your thinking.

**Nancy Gomez** – These job materials target an internship with the US Fish and Wildlife Service. At this point in her career, Nancy did not have a lot of experience in the field of Wildlife Management outside the college classroom. She chose this particular internship because it focused on ecology, her area of interest. Based on her job letter you'll note that even though her camp counselor job did not specifically relate to wildlife management, she successfully connected these job duties to the internship. Nancy actually submitted this internship application and was accepted.

**Billy Pope** – These job materials demonstrate more weaknesses than strengths. Design issues aside, Billy provides numerous examples of "telling" the reader his qualifications instead of "showing" them through details. In his job letter, for example, Billy writes, "I think I would help your business succeed," but he never provides specific details showing how he can do this. Also, the objective statement in his resume is vague and shows no awareness of his targeted audience. Stating the specific job he wants, the company he wants to work for, and the qualifications he can bring to this job/company would strengthen this statement.

**Sara Robertson** – If you placed Sara and Billy's job materials side-by side and hadn't yet read the content, who would you be more inclined to hire? Sara has a better understanding of document design, and thus, her materials are more marketable and inviting. Remember design is the first thing a reader notices about your document and it speaks volumes about your ethos (or credibility) as a prospective employer.

**Rick Sanchez** – Rick had a lot of excellent experience, but his resume undercuts and undervalues these strengths. First, he worked on a lot of special projects in his architecture classes, but his "Relevant Coursework Section" just lists course names and numbers and excludes information about these specific projects. Rick was targeting an internship with an architecture firm so this information was vital to the success of his job materials. You'll also note the duties listed under his jobs are vague. What did he specifically do, for example, to organize routines and competitions? Detailing these duties would have shown readers that Rick is a responsible individual with good organizational and time management skills.

**Matt Smith** – Matt had a tremendous amount of work experience in broadcast journalism so he chose a reverse chronological form for his resume. You'll notice that while his qualifications are not individually separated by a bullet, each qualification begins with a strong action verb.

**Laura Williams** – From a design perspective, Laura might look like a good candidate for an internship position at an interior design firm. But if the design looks familiar to you it's because it's a template downloaded from the Microsoft Web site. As a prospective employee, using Microsoft templates makes you look generic and unimaginable. In today's competitive job market you want to stand out from the pack (in a good way,) not blend in. Even if you have limited design skills, an original job letter and resume template distinguishes yourself from applicants using templates.

February 8, 2006

Ms. Casey Barnard

The Environmental Careers Organization 30 Winter Street, 6th Floor

Boston, MA 02108 Dear Ms. Barnard:

I am writing in response to the ad on your website for an ECO summer internship with the U.S. Fish and Wildlife Service in the Great Lakes region. My strong interest for and related course work in ecology drew me to pursue this position. Your Web site clearly reflects your awareness of environmental concerns and the work you do with the FWS to give underrepresented students an opportunity to gain a broader understanding of conservation practices. I am interested in working with both organizations to gain first-hand experience while assisting with the continued protection of our natural resources.

While pursuing a Bachelor of Science in Wildlife Management at Texas Tech University, I have taken several courses that placed emphasis on different aspects of an ecosystem. These classes raised my awareness to current environmental issues, from the discovery of new species as recently as two days ago, to the problems plaguing biodiversity in developing countries. I am currently taking an agricultural statistics course and learning to work with the SAS System in order to better assess biodiversity and resource management. Every course has been in a classroom setting, and although I will be visiting a ranch in the process of ecological restoration later this semester, I want to witness and apply survey and management techniques I have learned in the classroom in order to better supplement my education.

One of my most recent summer jobs was working as a camp counselor, which introduced to me to long hours and zero amenities. I was one of 4 counselors responsible for 30 campers, 24 hours a day, 6 days a week. We lived together in cabins with no T.V. or cell phone use, and spent the majority of the day outside. This position readied me to live in similar conditions, and to relocate if necessary.

The academic and service-based sorority I joined last semester, Lambda Theta Alpha, has given me many opportunities to help the Lubbock community. We frequently visit Mi Casita Care Center, a nursing home where the majority of the patients are minorities with few visitors. They always enjoy our visits, which include bringing refreshments and playing bingo. We have also collected and sorted food for our local food bank in time for the holidays, when it is most needed. We have also been part of important issues in the area. Last year we joined Lubbock’s Hispanic community in commemorating Cesar Chavez as we marched through Lubbock waving signs and learning about his life and service to farm workers. We are currently organizing a Women’s Unidad Conference, which brings women together to discuss women’s health and life issues.

Thank you for considering me for the internship position. I’ve enclosed my résumé and I’d like to meet with you to further discuss my interest and qualifications for the job.

Sincerely,

Nancy Gomez

Encl: Gomez Résumé

**Education *B.S. in Wildlife Management***

Texas Tech University, Lubbock, TX Expected Graduation Date: May 2008 Cumulative GPA: 3.155

*Related Course Work*

RWFM 3307 **Principles of Conservation Science**

Learning conservation biology theory and policy, with emphasis on biodiversity maintenance RWFM 3308 **Quantitative Methods in Natural Resources**

Learning SAS System to assess biodiversity and natural resource management RWFM 4100 **Ecology Seminar**

Researched and produced a PowerPoint presentation on problems facing the Golden-cheeked Warbler

**Employment** 1/2006—present (11 hours per week) **Line Server**

**Experience** *Sam’s Place, Texas Tech University, Lubbock, TX*

Prepare and serve food. Restock food and ice. Wash dishes and sweep.

12/2005—1/2006 **Cashier**

*Mama Margie’s Restaurant, San Antonio, TX*

Handled more than $500 each shift. Served and prepared food, restocked, and cleaned assigned area.

6/2005—7/2005 **Camp Counselor**

*Hermann Sons Youth Camp, Comfort, TX*

Was one of 4 counselors responsible for 30 campers. Worked in an outdoor setting without amenities.

**Volunteer *Mi Casita Care Center***.

**Experience** Provide patients with companionship, refreshments, and activities every month.

##### Trick or Treat for Humanity.

Collected food items for community members in need.

##### Arbor Day.

Interacted with other organizations, improved the campus, and took part in activities.

##### Cesar Chavez March.

Represented Hispanic community in commemorating Cesar Chavez.

##### Relay for Life.

Raised $60, ran/walked, and camped out all night to support the American Cancer Society.

##### Tech U Can Share Food Drive.

Collected and sorted food items for the South Plains Food Bank.

**Extracurricular *Lambda Theta Alpha Latin Sorority, Inc.***

**Activities** Fall 2005—present

Serve as Secretary, Fundraiser, Sergeant at Arms, Historian

Academic and service based sorority. Work with 6 other sisters. Organize and implement fundraisers (raise over $400 each semester), community service, and educational workshops.

### Job Letter Billy Pope 6109 37rd St.

Lubbock Texas 79424 [billy.pope@ttu.edu](mailto:billy.pope@ttu.edu) (123).456.7890

February 8, 2006 Mr. Richard Crowe

Manager

Block Buster Rentals 4220 82nd St

Lubbock, Texas 79423 Dear Mr. Crowe:

I recently saw your ad in the Daily Torador at Texas Tech University and I am interested in the night and weekends job that you have available. I think I would help your business succeed.

I have worked with other employees at previous jobs and have never had any problems. I have also worked with a lot of customers and have refined my people skills. I will be able to be a valuable asset to your company in the long run.

I am ready to become a part of your company in the near future. In an interview I will gladly give any other information needed in your decision. Thank you for considering me for this job.

Thank you,

Billy Pope Encl.

Resume

Billy Pope\_

6109 37rd St.

Lubbock, Tx. 79424

(123).456.7890

[bill.pope@ttu.edu](mailto:bill.pope@ttu.edu)

Objective: To work at a place that is established and has an excellent history that is respectable.

Experience:

South Side Bank Tyler, Texas Coin roller

Helped keep amount of money on hand counted Rolled coin for all other branches in Tyler

Premier Fitness Tyler, Texas Front Desk Worker

Worked the front desk

Took care of all transactions Closed and cleaned gym at night

Education:

Texas Tech University Lubbock, Texas Thirty-six hours towards a business major

3.0 G.P.A in English

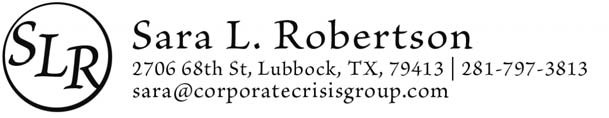
2.5 G.P.A in Math Special Skills:

Proficient at all Microsoft Office Programs Able to type 100 W.P.M

Quick to learn new computer programs and on the job activities Easy to get along with other people

References:

Available upon request



January 7, 2006

Ms. Jessica Clay YMCA Trout Lodge

13528 Z‐State Highway AA Potosi, MO 63664

Dear Ms. Clay:

I am writing in response to your advertisement on InternJobs.com. I would be an asset to Trout Lodge by continuing to strengthen family life and promote the understanding of outdoor education for your clients. I saw on your website that outdoor skills are important at your camp and I am ready to create activities for families to enjoy learning about the earth and its resources. I have a great amount of experience interacting with people of all ages in various settings.



I am currently a Human Development and Family Studies major at Texas Tech University, one of the leading HDFS institutions. Many of my courses have prepared me for this internship position. I also have many supplemental courses that will be useful for organizing activities. I am proficient in Microsoft Word, Excel, and other programs.

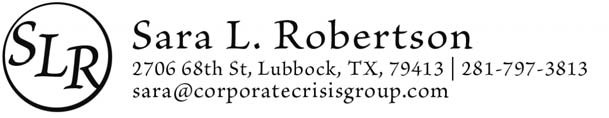
My experience as a semi professional dance team member gave me many experiences to interact with many people from different backgrounds. I spent evenings interacting with the fans and dancing with children. I participated in a fundraiser to benefit Toys for Tots. The organization raised $5,000 and also sponsored a specific family with three children. We provided them with toys, clothes, and food during the holiday season.

More information about my education and experience is included on the enclosed resume. I would appreciate the opportunity to meet with you and discuss my application for this position. Please contact me by phone or email at your convenience.

Sincerely,

Sara Robertson

Encl: Robertson Resume



## Objective

To gain a position as a family and program activities intern

## Education

2003‐present Texas Tech University

Human Development and Family Studies major Expected Graduation Date: December 2008



*Related Coursework*

o Psychology 1300: General Psychology‐physiological, social, and environmental determinants of behavior

* HDFS 2300: Gender Roles‐gender role concepts and the impact of gender and gender role systems on family developmental processes
* HDFS 2303: Lifespan and Human Development‐the theories, processes, and enhancement of development for infants through adults
* ADRS 2310: Understanding Alcohol, Drugs, and Addictive Behavior‐ introduction to addiction, the nature of addiction, its biology, influence on family, inter/intra personal, and social aspects
* Sociology 1301: Intro to Sociology‐human group behavior, influence on the individual, and relationships of individuals to each other as members of groups or families

Currently a student tutor for Edit 2318, a computer skills class

## Experience

2003‐2004: Dance/Spirit Team Member for Lubbock Cotton Kings Semi‐Pro Hockey Team

* Interacted with fans of all ages
* Participated in community activities and special events
* Participated in competitions
* Promoted the team at games and throughout the community

2000‐present: Private Child Care Provider o Supervised up to 4 children together o Organized activities

o Prepared snacks and meals

## References

Available upon request

Rick Sanchez

5420 4th Street, #230

Lubbock, Tx. 79415

February 6, 2006 Ms. Carmen Campos

Principal ID/Architecture

7020 Koll Center Pkwy., Ste. #105

Pleasanton, Ca. 94566 Dear Ms. Compos:

I was notified by interjobs.com that your ID/Architecture firm has an intern position. I am applying for the position, please consider my resume. Your firm specializes in corporate office and tenant improvement projects and this is an area I would like to get experience in. I have a passion for architecture and interior design and I know I could be a great asset to your firm.

I am an architecture major at Texas Tech University. I have completed a full year and a half. My grade point average is a 3.0. I have taken Intro Interior Design class ID 1380 and Design Environment and Society Arch 1311. I have also take Architectural Delineation 1 and 2 which has enhanced my drawing techniques and helped me to open my mind to be more creative. Architecture program is long and intense with a portfolio due at the end of each semester. The portfolios consisted of many built projects done in architectonics studio and many drawings and paintings done in other architectural related classes. The portfolios consisted of about 30 pages or more.

I am an employee at TEGA (Texas Elite Gymnastics Academy), where I work part time. I am a head gymnastics coach for our boys and girls team. I have learned to work with many different kinds of kids and help them improve. I work with a large faculty and good communication is vital to ensure the safety of our athletes. The experience I have received here will help me to be leader and a good communicator in the business world.

The enclosed resume provides more information about my education and job experience. I would appreciate an opportunity to meet with you at your convenience to discuss my application. If you would like to receive additional information you can contact me at my mailing address or leave a message at (432) 123-4567. My email address is [rick.sanchez@ttu.edu.](mailto:rick.sanchez@ttu.edu)

Sincerely,

Rick Sanchez

**Rich Sanchez**

5420 4th Street, #230 (432) 123 - 4567

Lubbock, Tx. 79415 [rick.sanchez@ttu.edu](mailto:rick.sanchez@ttu.edu)

**Objective**

An intern position at the ID/Architecture Firm in Pleasanton

**Education**

A year and a half of school at Texas Tech University An architecture major pushing for a BA

Expected graduation date is May 2008

*Related Course Work*

Architectonics Studio Arch 1412 Architectural Delineation Arch 1441-1442 Into to Interior Design ID 1380

Design Environment and Society Arch 1311 History of Architecture Arch 2311-2315

**Employment Experience**

8/2005 – present (20hours per week): Head Gymnastics Coach

*TEGA (Texas Elite Gymnastics Academy), Lubbock, Tx.*

Coach boys and girls teams Coach kids kinder through college

Organize the routines and competitions Assemble and maintain equipment

5/2005 – 8/2005 (14 hours per week): Life Guard and Swimming Instructor

*OC (Odessa College), Odessa, Tx.*

Saved three lives, two children and one adult Taught swimming lessons for kids and adults alike

Maintained the pool and pump, was in charge of handling chemicals

**Honors and Organizations**

Currently part of Texas Tech Gymnastics Team

Award of Excellent in Art from Permian High School 2004 Graduate National Honor Society from Permian High School 2004

$1000 scholarship for being the student athlete of the year at Permian 2004

Two time State and National Championship in gymnastics at Permian 2003-2004

**References**

Available upon request

**Matt Smith**

123B North Bush Ave., Lubbock, Texas 79416 PHONE :(210) 555.9876 EMAIL: [name@hotmail.com](mailto:name@hotmail.com)

September 21, 2005

Mr. Jim Forsyth

6222 N.W. Interstate 10

San Antonio, Texas 78201 Dear Mr. Forsyth:

I am writing in response to the News Reporter position posted at ClearCareers.com. As a South Texas native who is working in the field while attending school full-time, I have the skills, knowledge and creativity to contribute to the stellar performance of WOAI News, known as the heritage San Antonio news station throughout much of the nation. I would appreciate the opportunity to meet with you about this position.

During my time at WOAI sister station KFYO in Lubbock, I have gained the knowledge and experience that puts me ahead of my classmates. I hold a balance of real-world and classroom experience; from Vice President Dick Cheney’s visit to Lubbock to tornadoes on the ground, I have quickly seen a wide variety of events. I know how a story can break and instantly change the plans for the hour, day or month. The dedication of the news and programming departments I am a part of is evident in our station’s ratings. KFYO has continually built on its market ratings share during my tenure at the station; this includes one period as a top-five-rated station. Dedication and excellence are evident in WOAI’s most recent top-rated status across all San Antonio stations.

As a South Texas native, I understand the community well; unlike others looking to simply get experience, I want to spend a career in the area. I lived 12 years in San Antonio and eight in La Vernia, Texas. Because of this, I am very familiar with San Antonio’s history and heritage. From weather to traffic to cultural events, I know how to best serve South Texans.

My time at Texas Tech has been beneficial, providing an education from experienced journalists. My time working with audio consoles, production software and other equipment gives me the ability to broadcast at a moment’s notice and attend to any issues. After working closely with our Chief Engineer, I am self-reliant when mechanical or technical issues arise. From Texas Tech basketball to high school football, I have produced many live sporting events utilizing everything from an ISDN line to a tel-fax. With my expertise in broadcasting equipment, I will be able to work at the station even if equipment fails.

My experience interning at the KAMC Weather Lab in an active weather market has provided lessons not taught in the classroom. I have seen everything from a half-mile wide tornado develop in front of me to thick dust covering the city to baseball-sized hail falling from the sky. I have learned how to supplement an on-air presentation by getting information from numerous sources while operating on-air equipment. I would not only be a strong reporter, but could provide assistance during *San Antonio’s First News* or *Prime Time San Antonio*.

I would appreciate a meeting with you. I know that as a reporter, I would contribute to the news source hundreds of thousands depend on, NewsRadio 1200 WOAI. Details on my educational background are available on the attached resume. Thank you for your consideration. If you need any additional information, I am available via phone at 210.555.9876 or via email at [name@hotmail.com.](mailto:name@hotmail.com)

Sincerely,

Matt Smith Enclosure

# Matt Smith

123B North Bush Ave., Lubbock, Texas 79416 PHONE :(210) 555.9876 EMAIL: [name@hotmail.com](mailto:name@hotmail.com)

#### EDUCATION

B.A. in Broadcast Journalism, Minor in Atmospheric Sciences Texas Tech University

Anticipated Graduation May 2007

Major GPA: 3.8, Cumulative GPA: 3.258

#### QUALIFICATIONS

Operating Systems: Windows XP/2000/98/95, Mac OS X On-Air Audio Systems: Prophet NexGen and Prophet Wizard

Audio Software: Cool Edit; familiar with audio boards, recorders and in-studio and remote broadcasting equipment

Weather Software: Baron’s FasTrac Millennium, AccuWeather Galileo and WSI Weather Producer

FCC Rules: Passed most recent Clear Channel FCC Regulation testing

#### EMPLOYMENT

5/2004 – Current **On-Air News Reporter / Anchor / Producer**

*KFYO-AM, Lubbock, Texas*

Anchor, write and produce hourly newscasts under direction of News Director at top-rated

AM radio station. Present news during scheduled times and at moment’s notice during breaking news 24/7. Produce live events, including morning talk show, special news programming and Texas Tech and Lubbock Cotton Kings Hockey games.

5/2005 – Current **Engineer’s Assistant**

*Clear Channel Radio, Lubbock, Texas*

Assist engineer with daily tasks to convert six radio stations to new on-air hardware while remaining on-air, over the course of four months. Duties included building of new server

room, re-wiring of entire office space, re-wiring of each individual station and assisting on- air talents with conversion to new computer program. Gained practical experience with wide range of broadcasting equipment.

4/2004 – Current **Meteorology Intern**

*KAMC-TV, KLBK-TV, San Antonio, Texas*

Assist on-air meteorologists with production of weather graphics and operation of radar system for on-air presentation. Gained first-hand knowledge of severe weather forecasting

and nowcasting during numerous active weather days in tornado alley. Gained experience while storm chasing.

#### AWARDS & ORGANIZATIONS

Y Outstanding Academic Achievement Texas Tech Scholarship - $1,000 annually

Y Mass Communications Hart Scholarship - $500

Y Texas Tech Dean’s Honor List

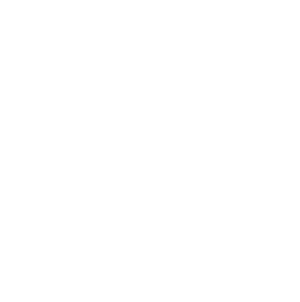
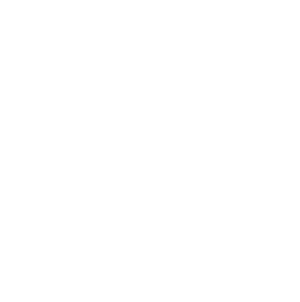
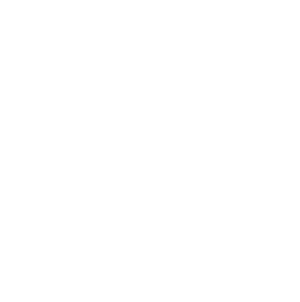
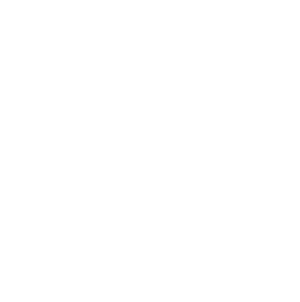
Y National Society of Collegiate Scholars

Y American Meteorological Society Chapter at Texas Tech

References Available Upon Request



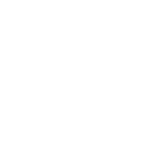
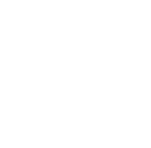
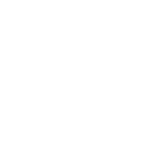
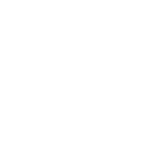
February 07, 2006



Felyce Fant Director of Design Five Star Interiors 10829 Jollyville Rd.

Austin, TX 78759

(512)451-7870



Dear Ms. Fant:

I am inquiring about a position at your firm. After visiting your website I learned that Five Star Interiors is a nationally recognized interior design merchandising firm. I also found that your company has completed over 600 model homes using a well thought out plan and budget, since the year 1996.

I attend Texas Tech University in Lubbock, Texas where I will graduate with a Bachelor’s degree in Interior Design in the fall of 2007. My interests in interior design and architecture developed from when I was younger, and discovered how my artistic abilities contributed to my creativeness towards design. This interest in design helped me make the decision to apply all of my qualities and major in what I enjoy.

My education and experience match the qualifications you seek, and I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and working for Five Star Interiors.

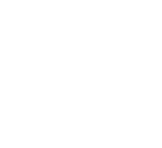
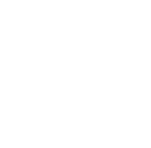
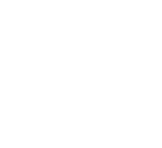
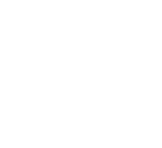
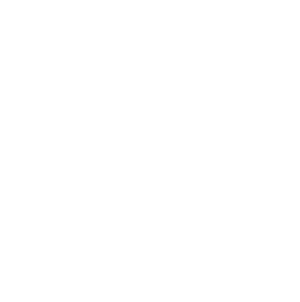
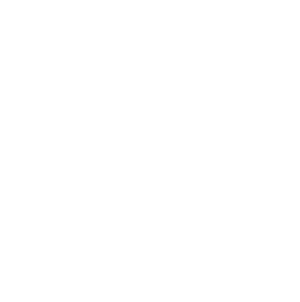
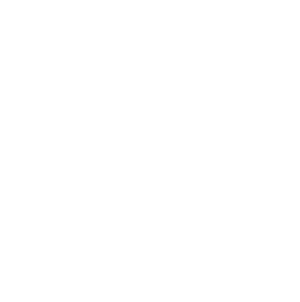
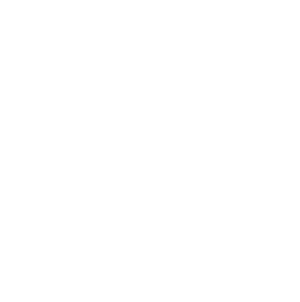
I have enclosed a copy of my resume for your personal viewing. I will contact you here in a few weeks to inquire about an interview, and see if you have received my information. I would very much appreciate the consideration to set up a personal interview to discuss the job opportunity. Your firm has an excellent reputation and I am excited to hear from you soon.

Thank you very much for the consideration. Sincerely,

Laura Williams Encl:



#### E D U C A T I O N



Bachelor in Interior Design

Texas Tech University Lubbock, TX Expected Graduation Date: December 2007

*Related Course Work*

#### ID 3311 Interior Materials

Materials used in residential and non-residential environments based on characteristics, compositions, installation methods, and maintenance.

#### ID 3381 Lighting Systems

Based on human-factors relating to the lighting environment that supports health, safety, comfort, human performance, and aesthetics.

#### ID 3385 Advanced Design Process

Basic concepts of formulation, programming, design development, specifications, schedules, layout design presentation, life safety, universal design, and building codes.

#### ID 3386 Procedures and Practices

Professional opportunities related to individual competencies. Study of business, and legal aspects of studio procedures.

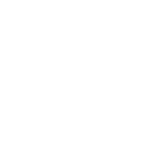
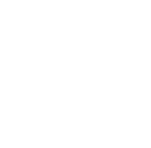
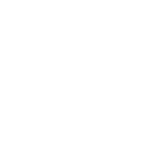
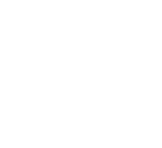
#### ID 3387 Computer Aided Drafting

Introduction to computer aided design and two-dimensional drafting with the use of AutoCAD.

#### ID 4383 Computer Aided Drafting II

Advanced three-dimensional computer aided design and drafting for the interior designer and other uses of computers in the practice of interior design.

#### E M P L O Y M E N T E X P E R I E N C E



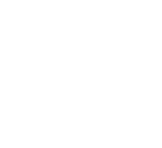
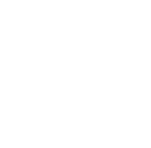
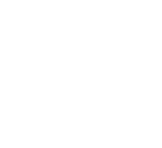
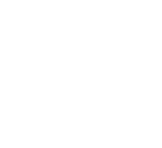
[2001-2003] **Timarron Country Club** [2004-present] **Olive Garden**

Southlake, TX Lubbock, TX

*Service Captain Server*

Banquets, Server, Secretary Services Wait staff, Hosting

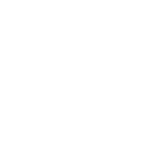
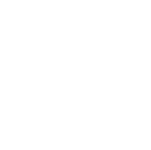
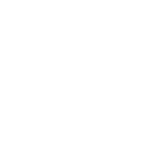
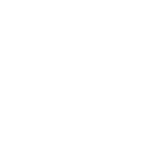
#### O R G A N I Z A T I O N S



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#### R E F R E N C E S



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