

# ***COVER LETTER Template***

## **FIRST NAME LAST NAME**

(999) 999-9999 | emailaddress@gmail.com

DATE

DESIRED COMPANY

RE: DESIRED POSITION

Dear Mr./Mrs. [Last Name], To [Full Name]/ Dear Director of Human Resources/ Dear Search Committee/ Dear Hiring Professional.

### **INTRO:**

2-3 sentences that describe for the reader what position you are applying for, why you are qualified and why they should keep reading.

[I was excited to learn of the DESIRED POSITION opportunity with DESIRED COMPANY and wanted to contact you in hopes of your consideration. Having reviewed the position requirements, I believe that the skills I offer and my educational pursuits are a great fit with the kind of DESIRED POSITION your company is looking for.]

### **BODY:**

2-3 Examples

- a. 12-15 sentences total
- b. 2-3 examples that are 3-4 sentences each and cover the following areas

[I will bring value to your organization through my well-developed skills and academic experiences. [insert professional experience, personal experience, and/or passion] I have a strong understanding of [Skill 1] and [Skill 2] while being proficient in [Skill 3]. I have contributed significantly to team projects through my collaborative efforts, employing [Soft Skill 1] and [Soft Skill 2] abilities.

### **CLOSER:**

- a. 1-3 sentences that thank the reader for their time and express your interest in interviewing.

[I am very interested in meeting to review your needs and possible solutions I could bring to the table.]

Sincerely,

First Name Last Name

# RESUME Template

## FIRST NAME LAST NAME

(999) 999-9999 | emailaddress@gmail.com

### OBJECTIVE

To obtain the ABC position at the XYZ company

### Education

**Degree & Field of Study:** EX. Associate of Applied Science in Nursing      **Expected: (Month/ Year)**

SCHOOL NAME

SCHOOL LOCATION

- Awarded [Award Name]
- Honor Roll [Semester and Year]
- Dean's List [Semester and Year]
- [Scholarship Name] Scholarship Recipient
- Relevant Coursework: [Subject] & [Subject]
- *This section is optional and most typically seen on a CV. Depending upon your major and quality and/or quantity of other categories. This may also be helpful when applying to internships or when you have little work experience. In this section list 4-6 courses related to your objective.*

#### **No intro courses**

- [Number] GPA
- Ranked in Top [Number]% of class
- Extracurricular Activities: [Activity]
- [Student Organization, Honor's Society or Club Name] Member
- [Fraternity or Sorority Name] Member
- Elected to [Elected Position] for [Student Organization, Fraternity or Sorority] in [Year]
- Elected Captain of [Team]
- Cum laude, summa cum laude, or magna cum laude graduate
- Study Abroad: [Location], [Subject]
- Capstone Project: [Project Name], [Your Role and Brief Project Description]
- Research Project: [Project Name], [Project Results Statement]

### Skills

- You may use this section to list your "hard" skills. Hard skills you have that may set you apart from other candidates. Refer to the Skills Worksheet in your Student Portal on the Career & Professional page "resources" tab for a list of examples. You may change the title to "Key Competencies", or "Core Competencies" You can also find additional titles in the RESUME/CV Headings page in the same resources tab.

- Enter 6-12 Hard Skills & Level of Proficiency Ex.:
- Photoshop (Being Developed),
- Marketing Skills (Basic),
- Technical Skills (Intermediate), etc.
- MS Office (Advanced),
- Acrobat (Expert),

## Experience, Volunteer Experience, Work History....

<b>JOB TITLE</b>	<b>START AND END DATE ["MONTH YEAR" FORMAT]</b>
<b>EMPLOYER</b>	<b>EMPLOYER CITY, STATE</b>

- Refer to the RESUME/CV TIPS page for more details.
- List 3-4 bullet points.
- Enter very specific details of your duties, tasks, responsibilities, and achievements.
- Start with your most recent job position. If you are currently at that job, write Present instead of the "Month Year" Format. Do not add a period to the end of jobs you currently have.
- If it is a job you have held in the past add a period at the end of each sentence.
- Watch the tenses for job descriptions- If present job write present verbs, if past, write past verbs
- Each bullet must begin with an action word. If you need help beginning your experience and duties. Refer to the *Action Words/Phrases section of the Resume/CV Tips* page.
- Search job descriptions that are similar to your job title and tailor it to your specific experience (do not copy and paste)

## Affiliations

Ex.

- International Council of Nurses
- National Association for the Education of Young Children
- National Organization for Human Services
- ASCM- Association for Supply Chain Management

## Certifications

- [Area of certification], [Company Name] - [Timeframe]
- Certified [Job Title], [Company Name] - [Timeframe]

## Languages

<b>LANGUAGE</b>	<b>Ex. Native/Bilingual/Full Professional/Limited Working/ Elementary</b>
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