

## RESUME GUIDELINES

Resumes, cover letters and other job search documents are important marketing tools designed to present your education, experience, skills, and accomplishments to potential employers looking to fill internships and jobs. Resumes may also be requested with applications for admissions to graduate schools or professional programs.

These guidelines provide an overview of resumes, along with example formats for resumes, cover letters, thank you letters and references. Students and alumni may have Career Services professional staff members review their resumes and cover letters.

The basics to create your resume:

- Begin with a list of your successes, accomplishments and contributions from past and current experiences.
- Identify skills you used in all of your recent experiences, including education, classes, team projects, jobs, internships, campus clubs, student organizations, research, leadership roles, and volunteer or community service.
- Next, think about your intended reader, prioritize your skills and experience, and determine the most relevant information you want them to know.

There are many opinions on resume formatting, yet there is not one preferred style. Choose what you like, but always ask others to proofread and comment on what you have written. Formatting consistency, organization, punctuation, spelling and accuracy are very important. Edit your resume carefully and keep it updated throughout college and during your career.

It is much easier to write your resume and answer interview questions successfully when you have completed a self-assessment, know what kind of opportunity you are seeking and know what skills and qualifications an employer is looking for in a candidate. When creating your resume, emphasize skills employers seek such as academic excellence, written and verbal communication, interpersonal, leadership, teamwork, problem solving and computer skills, in addition to the specific skills and related experience in your career field.

### CONTACT INFORMATION

Start with your formal name on the top line followed by your mailing address (if you are near graduation, include college and permanent addresses), telephone numbers and e-mail address.

### OBJECTIVE

Objectives **focus on what you can offer an employer**, not on what you hope to gain.

The objective is used to state the job title or type of position you are currently seeking and may include the key skills you offer. Keep objectives short, just one or two lines. *Examples:*

**Objective:** Seeking museum internship requiring curation, installation and acquisition skills.



**Objective:** To obtain a public health position in prevention and outreach services with an opportunity to utilize knowledge of epidemiological principles and health education.

## **EDUCATION**

**Degrees:** List colleges where you have received or will receive a degree, including the degree name, majors, minors, and graduation month and year.

The University of Arizona, Tucson, AZ

**Bachelor of Science in Physiology**, August 2013

**Chemistry and Math Minors**

GPA: Physiology 3.58, Chemistry 3.39, Math 3.44, Cumulative 3.49

The University of Arizona, Tucson, Arizona

B. S. in Family Studies and Human Development, 3.8 GPA, December 2013

**University of Arizona**, Bachelor of Science in Business Administration, May 2014

University of Arizona, Tucson, Arizona

**Master of Science, Hydrology and Water Resources, May 2013**

Focus: Subsurface hydrology, groundwater flow modeling

**GPA:** Providing your GPA is optional, although GPAs of 3.0 and higher are generally included. List GPA as: 3.6, 3.67, or 3.6/4.0. Be accurate. You may be asked to verify GPAs.

Math GPA 3.6, Sociology GPA 3.4, Overall GPA 3.5

**Courses:** You may list a few selected courses related to your career field if you have limited career experience and want to focus on your academic preparation and skills. When you have obtained significant career experience, you might not list courses that are assumed.

**Selected Courses:** Human Relations, Family Dynamics, Child Development, Statistics and Research Methods, Counseling Theories, Family and Public Policy

**Projects:** You may include team class projects, individual class projects, academic research, thesis topics and any academic experience that demonstrates your skills and knowledge.

**Public Health Project:** Conducted research and composed paper on social and cultural determinants of gender disparities in the rates of HIV/AIDS in Chicago.

**Engineering Senior Design Team Project:** Researched, designed, and constructed a satellite with team of six engineering students. Wrote project technical report. Coordinated team presentation for faculty and NASA engineers. Team won third place on Senior Design Day.

**High School:** Information from high school may be listed for college **freshmen or sophomores** who excelled academically (GPA, class ranking, academic honors) and to indicate leadership positions and active involvement in school or community organizations related to your career field. By the junior year of college, high school information is usually omitted from resumes.

University of Arizona, Tucson, AZ

**Bachelor of Fine Arts in Musical Theatre, May 2016**

Wildcat Excellence Scholarship awarded based on academic merit

Sahuaro High School, Class rank 14/268, 3.9 GPA, Senior Class President, Tucson, AZ



## **RESUME CATEGORIES** might include (not an exhaustive list):

Objective	Education	Experience
Community Service	Campus Involvement	Volunteer Experience
Skills	Leadership and Involvement	Publications
Scholarships and Honors	Professional Memberships	Poster Presentations

## **EXPERIENCE**

Focus primarily on your career related experiences including jobs, internships, co-ops and unpaid experience where you gained job skills (e.g., club leader, volunteer and community service).

If your experience is not directly related to your career field, focus on transferable skills that would be useful to any career field. *For example*, if you worked as a restaurant server, the transferable skills include customer service, communication, team work, sales and training employees.

List your experience in reverse chronological order (most recent position first). Include your position title, name of employer, city, state, and dates by month and year, and a description of what you did (focus on tasks, skills and results). Use short phrases, key word nouns and action verbs to describe duties and to highlight your skills and knowledge. Avoid using pronouns (I, me, my).

### **Use key words to indicate specific skills and knowledge:**

project management	feasibility study	technical writer	translate/interpret
customer service	hydrometeorology	econometric modeling	audit
ArcGIS	cryogenics	lean manufacturing	administer
team leader	lesson plans	cost accounting	recruit
market research	strategic planning	press releases	supervise
system analysis	outside sales	conflict resolution	palliative care

### **Use action words to highlight skills:**

achieve	create	excel	maintain	pioneer	serve
advise	customize	expedite	manage	plan	sell
analyze	decrease	explain	marketing	postulate	solve
assemble	delegate	facilitate	maximize	prepare	standardize
assesse	demonstrate	generate	mediate	present	structure
augment	design	guide	mentor	program	streamline
budget	develop	identify	model	promote	support
calculate	distribute	implement	monitor	publicize	systematize
clarify	educate	increase	navigate	reconcile	teach
communicate	elicit	influence	negotiate	recruit	train
complete	enforce	initiate	observe	reinforce	transform
contribute	engage	install	operate	represent	tutor
construct	engineer	instruct	organize	research	upgrade
cooperate	enhance	introduce	oversaw	resolve	utilize
coordinate	enrich	investigate	participate	schedule	validate
counsel	evaluate	launch	perform	screen	verify



## **EXPERIENCE** *examples:*

### **Tucson Water, Technical Intern, Tucson, Arizona, July 2011-current**

- Perform monitoring of groundwater conditions in the Tucson Basin.
- Collect water levels and groundwater samples and observations of well and basin conditions.
- Maintain a network of remote data loggers and pressure transducers.
- Analyze data from artificial recharge basins to help optimize basin management.

### **Pima County Attorney's Office, Violent Crimes Division, Intern, Tucson, AZ, January-May 2011**

- Prepared case summaries for attorneys by compiling witness, defendant, and victim statements to police and police reports for pending court cases.

### **Preceptor for Physiology 202 Course, University of Arizona, August to December 2011**

- Utilized knowledge of physiology with teaching and communication skills to provide clinical presentations and assist students with laboratory and class assignments.

### **Admissions Student Recruiter, August 2010 - June 2011**

Office of Admissions, University of Arizona, Tucson, Arizona

- Assisted high school seniors with university application and admission process.
- Conducted assembly presentations for high school students about importance of college.
- Efficiently accomplished tasks to manage data utilizing multiple University of Arizona operating systems including SIS, COSMOS, Matrix, and UAccess.

### **Waterfront Insurance Inc., Actuarial Trainee, Seattle, Washington, November 2010 - current**

- Conduct analyses of mortality and expenses for underwriting division.
- Member of team on development of underwriting rules and dividend scales.
- Successfully passed four actuarial exams of the Society of Actuaries.

### **Valley Corporation, Human Resources Generalist, Death Valley, CA, January 2009-present**

- Support key HR functional areas including compensation analysis, recruiting and selection
- Design curriculum and teach staff development training programs
- Identify candidates, coordinate interview teams and conduct thorough reference checks

### **Marketing Assistant, Cactus Media** Flagstaff, AZ, March - June 2011

- Compiled market research and media value reports in order to produce prospect sheets.
- Compiled statistical data and created spreadsheets for analysis.

### **Honeywell Aerospace: Engineering Intern, Tempe, AZ** May-August 2012

- Supported redesign of pneumatic actuator rotor to meet updated specifications.
- Created design concept for new Air Turbine Starter test cell gearbox.
- Generated design concept and used Pro/E to create 3D model of gearbox assembly.
- Learned and utilized elements of Six Sigma Plus and Design for Six Sigma (DSFF).



## **LEADERSHIP AND INVOLVEMENT** *examples:*

Many career related skills can be developed and demonstrated through involvement with campus and community organizations. Identify your leadership roles, committee service, or participation as an active member through attending meetings and events of each organization. Describe your role within the club/organization: member, project lead, volunteer, advocate, captain, coach, mentor, facilitator, chair, coordinator, event planner, president, treasurer, etc., focusing on your tasks, skills and results.

**Ambassador**, University of Arizona, College of Agriculture and Life Sciences, April 2010 - May 2012

- Represented the college at events hosted by university and community organizations
- Presented information about the college and university to students, parents, faculty and alumni
- Demonstrated skills in team work, event planning, communication and public speaking

**Appropriations Board Director**, Associated Students of University of Arizona (ASUA), 2009-2011

- Oversaw student government board to ensure standards of fairness were met when evaluating funding requests from 350 student organizations and campus clubs.
- Allocated \$150,000 budget. Adhered to all university policies and state laws.

**ASUA Student Health Advisory Committee, Chair**, University of Arizona, February-May 2010

- Coordinated health and wellness promotion and prevention activities for students.
- Assisted Campus Health with conducting surveys of student behaviors and trends.
- Participated in coordinating a campaign promoting sun safety to prevent skin cancer.
- Demonstrated marketing and leadership skills with a commitment to health.

**Safe Zone Internship**, LGBTQ Affairs, University of Arizona, Tucson, AZ, January-May 2011

- Oversaw workshop requests and registrations for over 25 Safe Zone training workshops.
- Served on Pride Alliance Programming Board and participated in weekly board meetings.
- Managed mailings, database and web page content updates.

## **COMMUNITY SERVICE AND VOLUNTEER** *examples:*

**Global Impact Corps**, Global Impact Fellow, Accra and Kumasi Regions, Ghana, June-July 2011

- Developed knowledge about eye health and healthcare infrastructure in a developing country.
- Assisted with patient education, visual acuity screening, and patient intake in a rural clinic.
- Observed surgeries and supported work performed by local physicians.

**Member**, Engineers Without Borders, University of Arizona, August 2010 - May 2011

- Compiled background research theories used for multiple projects including Water Supply and Purification Project along with The Rainwater Catchment System.

**Flying Samaritans, Member**, Tucson, AZ, January 2010 - present

- Travel to monthly medical clinics in Agua Prieta to help an underserved community.
- Take vitals in triage and utilize Spanish fluency to translate for patients and doctors during exams.

**Alpha Phi Omega Service Fraternity**, University of Arizona, Member, August 2009-May 2011

- Dedicated member committed to promoting leadership and providing community service.



## ASSESS YOUR SKILLS

Identifying the skills you have demonstrated through your education and experience is important when writing resumes, in addition to preparing for interviews. Emphasize the skills you have which employers seek from all college student candidates: academic knowledge, written and verbal communication, interpersonal relationship skills, leadership, working on teams, critical thinking, problem solving, computer skills, initiative, flexibility...

To create your resume, begin with a list of your successes, accomplishments and contributions from past and current experiences. Use various situations to describe your experiences from college and identify the skills you used in your experiences, including education, classes, team projects, jobs, internships, campus involvement, student organizations, research, committees, leadership roles, and volunteer or community service.

Determine the skills, strengths, competencies, knowledge and personal characteristics you demonstrated during your various experiences. Focus on measurable skills using the STAR approach to demonstrate how you were effective by describing the situation, tasks, actions and results of your experiences.

- Situation:** challenges, concerns, issues, problems, conflicts
- Tasks:** your role and responsibilities
- Actions:** your behaviors, focusing on skills you used and your competencies
- Results:** outcomes, accomplishments, what you contributed and learned

List experiences and identify what you did that contributed to your success.

### Experience Examples

education  
team project  
individual class project  
student club  
student government  
internship or job  
community service  
research

### What did I accomplish?

achieved educational goals and received academic merit scholarship  
led team in senior project designing a weather satellite  
analyzed love and betrayal themes in 18th century Italian opera  
planned meetings, managed budgets, served on social committee  
coordinated marketing campaign to register students to vote  
demonstrated customer service and merchandising skills  
trained staff of volunteers to teach AIDS prevention workshops  
assisted professor in research on aging process of fruit flies

## SKILLS *examples:*

**Speech-Language Pathology:** Proficient skills in administering and scoring standardized tests including Kaufman Assessment Battery for Children, Peabody Picture Vocabulary Test, Goldman Fristoe Test of Articulation, Clinical Evaluation of Language Fundamentals, SALT transcription.

**Public Health:** knowledge of epidemiological principles, data analysis, infectious diseases, social and behavioral determinants of disease, health education models, technical writing.

**Languages:** Fluent Spanish, Intermediate Japanese ability at JPLT N2 Level.



## **SKILLS** *examples:*

**Scientific and Laboratory Skills:** laboratory safety, aseptic techniques, bioinformatics, thin layer and column chromatography, atomic absorption spectrophotometers, oscilloscopes, thermal stability assays, NMR X-ray Crystallography, PCR, gel electrophoresis.

**Hydrology:** Subsurface Hydrology and Fluid Dynamics, Hydrologic Transport Processes, MATLAB, MT3D, MODPATH, AQTESOLV, LoggerNet, Linux, ArcGIS.

**Fieldwork:** genomic plant experiment techniques, data collection and data analysis techniques, remote sensing applications, tree ring chronologies, technical writing, experiment documentation.

**Marketing:** marketing research, statistical analysis, brand development, copywriting, writing marketing proposals and press releases, use of social media for promotions, print design, logos.

**Film Production:** writing scripts, two camera shoots, linear and non-linear editing, directing voice overs, estimating costs and managing budgets, utilizing AVID and Adobe Creative Suite.

**Nursing Skills:** therapeutic communication, documentation, delegation, supervision, safety, patient and family advocacy, medication administration, palliative care, teamwork.

**Certifications:** First Aid, CPR, Collaborative Institutional Training Initiative (CITI), Health Insurance Portability and Accountability Act (HIPAA), Arizona Fingerprint Clearance.

**Computers:** ArcGIS, Final Cut Pro, Final Cut Express, Final Draft, Photoshop Elements 8, Quattro Pro, Corel Graphics, Macromedia Dreamweaver, MS Word, Excel, PowerPoint, Access.

**Technical Skills:** Cadence and Allegro Design Tools, Pro/E, Visual Basic, Unix, LINDO API, AIX, Perl, GAMS, C++, Java Object Databases, Computer Architecture, Digital Logic Design.

**Manufacturing Project Management:** budget and strategic planning; technical, cost, and timing management; project documentation; lean manufacturing and continuous improvement.

**Accounting and Finance:** knowledge of financial accounting, tax, audit, financial analysis, financial decision modeling, security valuations, capital budgeting, DCF, CAPM, DTA.

**Professional:** interpersonal skills, written and verbal communication, leadership, teamwork, customer service, logical and critical analysis, project management.

### **Example format for listing skills on resume:**

#### **SKILLS**

**Teaching:** Classroom management, lesson plan design, communication and presentation skills

**Computers:** Adobe Photoshop, FrontPage, Microsoft Word, PowerPoint, Access

**Languages:** Fluent Spanish, Advanced Vietnamese, Intermediate French

**Certifications:** First Aid, CPR, HIPPA, Arizona Dept. of Public Service Fingerprint Clearance



## CARSON Q. ENGINEER

cqe@email

503.444.3456

### *College Address*

6420 Itisadryheat Road  
Tucson, Arizona 85711

### *Permanent Address*

7582 Rainforest Circle  
Portland, Oregon 97201

**CAREER OBJECTIVE:** Seeking research and internship opportunities to utilize biomedical engineering knowledge, research experience and technical skills in an innovative environment.

## EDUCATION

University of Arizona, Tucson, AZ

**Bachelor of Science in Biomedical Engineering, Chemistry Minor, December 2013**

## RESEARCH EXPERIENCE

**Orthopedic Research Laboratory**, Research Assistant, University of Arizona, May 2011-Present

- Apply cell culture techniques regarding feeding, passaging, counting, freezing, and cell extractions to maintain cell lines and conduct tissue engineering research.
- Design and analyze tissue engineering scaffolds using CAD programs such as SolidWorks, QuickSlice, and ANSYS as well as micro computed tomography.
- Use immunohistochemistry, light microscopy, fluorescence microscopy, and scanning electron microscopy to analyze cell behavior on scaffolds after culturing.

## LEADERSHIP EXPERIENCE AND CAMPUS INVOLVEMENT

**Society of Hispanic Professional Engineers**, Member, January 2011-Present

- Developing leadership and professional career skills through program events including peer mentorship, career and professional skill development workshops, and outreach.

**Aerial Robotics Club**, Public Affairs Officer, September 2010-Present

- Learning basic engineering principles regarding sensors, autonomous units, control systems, composites, molds, and Piccolo Autopilot applied to Unmanned Aerial Vehicle (UAV) project.
- Serve as Public Affairs Officer who acts as the liaison and attends to issues between the University Student Council, Engineering Student Council, and the Tucson community.

**Arizona Blue Chip Leadership Program**, Member, August 2010-Present

- Developing leadership skills in relational development, behavioral analysis, teamwork mechanics, and self-reflection through course work and projects.

**Calculus Workshop**, Math Tutor, August 2011-April 2012

- Tutored 30 incoming freshmen in calculus with a team of two other tutors and a math professor.

**Pre-Collegiate Initiative Day**, Volunteer, University of Arizona, October 2011

- Hosted 100 high school students from underrepresented groups while showcasing the STEM majors at the University of Arizona with a team of 30 engineering students.

**Associated Students of the University of Arizona (ASUA)**, Elections Commissioner, May 2010-April 2011

- Served as advisor to Student Body President on the ASUA Presidential Cabinet.
- Oversaw the entire student government election process and chaired Elections Commission.



# **ZELDA B. GREEN**

64 Catalina Highway, Tucson, Arizona 85710  
zbgreen@email 520.345.6789

**OBJECTIVE:** Seeking a wildlife conservation summer internship.

## **EDUCATION**

The University of Arizona, Tucson, Arizona

**Bachelor of Science in Natural Resources, December 2015**

Wildlife Conservation and Management Focus

Catalina High School, Tucson, Arizona

**Salutatorian, Graduated with Honors Diploma, May 2011**

## **SKILLS**

**Fieldwork:** data collection and data analysis techniques, remote sensing applications, tree ring chronologies, genomic plant experiment techniques, writing technical reports

**Computers:** ArcGIS; Adobe Photoshop and InDesign; Microsoft Word, Access and Excel

**Languages:** Fluent Navajo and Intermediate Russian

## **FIELD EXPERIENCE**

**Ecological Monitoring Project**, University of Arizona, Tucson, Arizona, November 2011

- Trapped and collected data on small mammals at Saguaro National Monument.
- Collected vegetation data using transect lines and plots.

**Arizona Game and Fish Department**, Volunteer, White Mountains, Arizona, June - July 2011

- Restocked Little Colorado streams with native fish species.

**Navajo Nation Tribe**, Church Rock Chapter, Volunteer, Church Rock, New Mexico, July 2010

- Assisted in conducting field research with team of scientists for uranium clean-up program.

## **CAMPUS LEADERSHIP AND ACTIVITIES**

**College of Agriculture Ambassador**, University of Arizona, August 2011 - present

- Provide campus tours to prospective students and participate in campus recruitment events.
- Demonstrate public speaking skills and knowledge of campus programs, resources and history.

**Events Committee**, Wildlife Society Student Chapter, University of Arizona, August 2011 - present

- Coordinate wildlife and conservation activities and social events for 52 members.

**New Start Program**, Student Participant, University of Arizona, June - July 2011

- Participated in program to orient freshmen to university programs and resources.
- Developed skills in success strategies, goal-setting, self-management, social and civic responsibility, and life skills for college through six-week summer program.

**Swim Team**, Member, Catalina High School, March 2009 - May 2011

- Demonstrated ability to contribute to team performance in a competitive environment.

**Student Health Advisory Committee**, Catalina High School, September 2010 - May 2011

- Member of a team that developed five health promotion programs for students.



## **MACKENZIE RESEARCHER**

One Bell Curve, Tucson, AZ 85721

808.999.7777

mresearcher@email

### **EDUCATION**

University of Arizona, Tucson, AZ

**Bachelor of Arts in Mexican American Studies, December 2013**

**Marketing and Political Science Minors**

#### **Academic Projects**

- Created strategic marketing plan for downtown Tucson to promote economic growth.
- Conducted analysis of 2008 presidential political campaign communication effectiveness.

### **INDUSTRY EXPERIENCE**

**Arizona Opera**, Marketing Intern, Phoenix, AZ, May-August 2012

- Provided departmental support for promotions of performances and fundraising campaigns.
- Assisted with copywriting, correspondence, database management, and media buying.
- Wrote press releases to promote events and wrote sections of program brochures.
- Compiled artist materials and biographies for program brochures and Web site.
- Developed promotional opportunities for sponsoring performances with local businesses.

**Desert Media**, Public Relations and Marketing Assistant, Tucson, AZ, January-May 2012

- Compiled and organized market research and media value reports.
- Created sales proposals and prospect sheets. Wrote press releases.

**Enterprise Rent-A-Car**, Management Trainee Intern, San Francisco, CA, June-August 2011

- Completed training program in sales, inventory control and customer service.
- Worked with a team of seven to efficiently manage inventory of 200 vehicles.
- Provided quality customer service and consistently achieved monthly sales goals.

**McGraw Hill**, Textbook Editor Intern, New York, NY, May-August 2010

- Proofread elementary education student and teacher manuals.
- Assisted manager with coordinating contracts and new book releases.
- Demonstrated proficiency with publishing software applications.

### **LEADERSHIP**

**University of Arizona**, University Activities Board (UAB), Volunteer, August-December 2011

- Served on events committee, marketed events, and increased student attendance by 40%.

**University of Arizona**, Hearing Board, Nominated Member, 2010-2011

- Served on board for students appealing sanctions for academic integrity and code of conduct violations.

### **SKILLS**

**Marketing:** marketing research, statistical analysis, brand development, copywriting, writing proposals and press releases, and use of social networking Web sites for promotions.

**Communication:** research methods, persuasion, customer service, logical and critical analysis.

**Computers:** Final Cut Pro, Photoshop, Macromedia Dreamweaver, and Adobe Creative Suites.



## **NANCY TENDERCARE**

6543 Sabino Canyon Trail, Tucson, Arizona 85710  
tendercare@email 520.555.7777

**OBJECTIVE:** Seeking Registered Nurse position to provide compassionate and skilled patient centered care.

### **EDUCATION AND CREDENTIALS**

The University of Arizona, College of Nursing, Tucson, Arizona

**Bachelor of Science in Nursing, Spanish and Chemistry Minors, May 2012**

Nursing GPA 3.89, Cumulative GPA 3.76, Dean's List six semesters

Sigma Theta Tau International Honor Society of Nursing, Beta Mu Chapter

Zube Nursing Scholarship, Wildcat Excellence Award, Arizona Nurses Association Scholarship

**National Council of State Boards of Nursing (NCLEX-RN) Arizona Exam, Scheduled June 2012**

**Nursing Skills:** Nursing Process, Shift Report, Therapeutic Communication, Documentation, Teaching, Delegation/Supervision, Safety, Medication Administration via PO, IM, SQ, IV, NGT/OGT, IV Starts, Electric Fetal Monitoring, EKG Monitoring, Palliative Care, BLS and ACLS Certified

### **NURSING AND CLINICAL EXPERIENCE**

**St. Joseph's Hospital, Medical/Surgical Intensive Care Unit, Tucson, Arizona**

**Nursing 150 Hour Preceptorship, February - April 2012**

- Provided compassionate care and independently performed nursing responsibilities for six patients under the supervision of a Registered Nurse.
- Demonstrated prioritization, critical thinking, acute assessment and clinical/technical skills.
- Collaborated with interdisciplinary team to provide quality care for acutely ill patients.
- Communicated effectively with physicians, nurses, staff, patients and family members.
- Experience following procedures to admit and discharge patients, monitor IABP pump, administer medication, use ventilators, connect 12-lead ECGs, perform chest compressions.
- Followed hospital policy documenting care plans and assessments through medical charting.

**Clinical Rotations in Three Tucson Hospitals in Five Nursing Units, January - December 2011**

Medical-Surgical Unit, Tucson Medical Center, 100 hours

Pediatrics and Obstetrics, University Medical Center, 120 hours

Neurological Intensive Care Unit and Intensive Care Unit, St. Joseph's Hospital, 120 hours

- Provided complete care for patients with interdisciplinary teams to provide quality patient care.
- Demonstrated technical nursing competencies with compassionate communication skills.

### **COMMUNITY SERVICE AND INVOLVEMENT**

**Handmaker Hospice, Volunteer, January 2011 - present**

- Provide compassionate care for patients at end of life within assisted living facility.
- Completed intensive training on philosophy and practices of hospice care.

**Student Nurses at the University of Arizona (S.N.U.A.), Active Member, August 2010 - present**

- Create awareness of health through community service and raised funds for six local charities.
- Participate in fundraising events to raise \$8,000 for six local charities.

**Angel Flight West, Wing Leader and Volunteer Pilot, January - December 2010**

- Coordinated missions for non-profit organization to transport medical patients.



# IRA D. SAVINGS

520.456.6543

ids@email

**OBJECTIVE:** Staff accountant with public accounting firm to utilize quantitative and analytical skills.

## EDUCATION

### **The University of Arizona, Tucson, AZ**

Bachelor of Science in Business Administration

December 2013

Majors: Finance and Accounting; Minor: Italian

GPA: Cumulative 3.8, Finance 3.7, Accounting 3.8

Selected Courses: Corporate Finance, Investments, Financial and Cost Accounting, Statistics, Marketing, Business Law, Micro/Macroeconomics, Management Information Systems

Team Project: Researched competitors and developed marketing plan and production budget for hybrid car with team of six students. Compiled statistical data for report and team presentation.

### **The University of Westminster, London, UK**

Global Studies Program

May-August 2011

## EXPERIENCE

### **Finance Intern, U. S. Department of Agriculture (USDA), Dallas, TX** May-July 2012

- Conducted research and financial analysis on grain distribution for wholesale markets.
- Utilized statistical and analytical skills. Worked independently and as a team member.

### **Residence Hall Assistant, University of Arizona, Tucson, AZ** August 2011-May 2012

- Supervised and mentored diverse residential community of undergraduate students
- Developed and fostered a positive living community and mentored personal growth of students
- Managed programming budget and developed learning outcome based programs and events.
- Created educational programs on health, sustainability, community service and social justice.
- Demonstrated communication, leadership, conflict resolution, and mediation skills.

### **Retail Intern, Gigantic Store, Atlanta, GA** May-July 2010

- Demonstrated merchandising, customer service, sales and cash management skills.
- Supported daily store operations. Reported sales and trends in weekly meetings.

## CAMPUS LEADERSHIP

### **Treasurer, Beta Alpha Psi, University of Arizona** January 2012-present

- Manage \$8000 budget and serve with five officers to plan and coordinate chapter events.

### **Students in Free Enterprise (SIFE) Member, University of Arizona** September 2011-present

- Work in student teams to create community service and educational projects.
- Projects related to market economics, finance, accounting, and business ethics.

### **Bear Down Camp Director, University of Arizona** August 2010

- Coordinated camp for UA freshmen by training and supervising 15 student leaders.
- Facilitated activities to teach university traditions and college survival strategies.

## SKILLS

**Accounting and Finance:** knowledge of financial accounting, tax, audit, financial analysis, financial decision modeling, security valuations, capital budgeting, DCF, CAPM, DTA.

**Computers:** Microsoft Windows XP: Word, Excel, Access, PowerPoint; SPSS, STATA.

**Languages:** Fluent Italian, Advanced Portuguese, Intermediate Spanish.

**Professional:** written and verbal communication, leadership, critical thinking, customer service.



# JANIS A. TEACHER

123 Little Darlings Circle, Tucson, Arizona 85711  
(520) 123.4567 janisteacher@email

**OBJECTIVE:** Seeking an elementary school teaching position with the opportunity to provide a student-centered educational environment fostering the intellectual development of children.

## EDUCATION AND CREDENTIALS

University of Arizona, Tucson, Arizona

**Master of Education, Teach for Tucson Elementary Program**, GPA 3.8, May 2012

Major: Teaching and Teacher Education

State of Arizona Teaching Certification, K-8

Endorsements: Bilingual, Elementary Mathematics and Science Specialist

**Bachelor of Arts in Math, Spanish and Biology Minors**, GPA 3.7, May 2011

National Merit Scholar; Pi Lambda Theta Honor Society in Education

## TEACHING EXPERIENCE

**Student Teacher, Fourth Grade Bilingual Classroom**, January - May 2012

Tucson Unified School District, Hughes Elementary School, Tucson, Arizona

- Demonstrated classroom management skills, effective teaching techniques, and the ability to communicate with students to promote a successful student-centered learning environment.
- Taught in multicultural classroom with 35 students with varied levels of English proficiency.
- Created and implemented lesson plans for mathematics, science, art and social studies.
- Designed science unit on water conservation as class project for annual science fair.
- Participated in 10 IEP meetings for special needs students and 25 Parent/Teacher conferences.

**Field Methods Experience Student, Third Grade**, August - December 2011

Marana School District, Roadrunner Elementary School, Marana, Arizona

- Planned and instructed lessons for third graders in mathematics, science, and language arts.
- Developed lessons under supervision of experienced teacher aligned with state standards.
- Assessed student progress and participate in IEP meetings.
- Served as science fair judge for third and fourth grade annual science fair.

## COMMUNITY SERVICE

**Tutor, Strategic Alternative Learning Techniques (SALT)**, August 2010 - May 2012

- Tutored students with learning disabilities on course content for math and biology.

**Co-Chair, Project Students Taking an Active Role, Hillel Foundation**, August 2010 - May 2011

- Coordinated philanthropy and community service projects in Tucson and Marana.

**Camp Flight Director, Pima Air and Space Museum**, May - August 2010 and 2011

- Coordinated summer program activities to teach children about aircraft and aviation.

## SKILLS

**Teaching:** Classroom management, lesson plan design, communication and presentation skills.

**Computers:** Adobe Photoshop, FrontPage, Microsoft Word, PowerPoint, Access.

**Languages:** Fluent Spanish, Advanced Vietnamese, Intermediate French.

**Certifications:** First Aid, CPR, HIPPA, Arizona Dept. of Public Service Fingerprint Clearance.



# ALISHA NEW WILDCAT

520.888.9944

anewwildcat@email

## OBJECTIVE

Seeking work-study position to provide excellent customer service and utilize Spanish fluency.

## EDUCATION AND HONORS

The University of Arizona, Tucson, Arizona

**Bachelor of Arts in English, Classics and Art History Minors, May 2016**

Wildcat Excellence Scholarship and Presidential Award for Excellence

Tucson High Magnet School, Tucson, Arizona

**Graduated with Honors Diploma, Class Rank 16/258, May 2012**

## EXPERIENCE

**University of Arizona, Career Services**, Student Worker, Tucson, Arizona, August 2012-current

- Assist students with questions about career resources and services.
- Staff reception desk, answer telephones, and assist with career fairs and special events.

**University of Arizona, Freshman Class Council**, Member, Tucson, Arizona, August 2012-current

- Plan and coordinate community service and philanthropic activities for students.

**Target**, Sales Floor Associate, Tucson, Arizona, November 2010-July 2012

- Provided excellent customer service and Spanish/English translation skills.
- Demonstrated knowledge of store marketing, organization and merchandising.

**Tucson High Magnet School**, Administrative Assistant, Tucson, Arizona, January-May 2011

- Staffed reception desk, collated materials, and assisted with special projects.

## COMMUNITY SERVICE AND INVOLVEMENT

**American Cancer Society**, Intern, Tucson, Arizona, February 2012-present

- Communicated with patients in Spanish during wig and prosthesis fittings.

**Casa de los Niños**, Childcare Volunteer, Tucson, Arizona, June-August 2011

- Engaged children ages 2-10 in art projects in a shelter environment.

**Tucson High Magnet School**, Track Team Manager, Tucson, Arizona, March-May 2011 and 2012

- Set up equipment for practices and meets and assisted coach with scheduling practices.

## SKILLS

**Computers:** Microsoft Windows XP, Vista 7, Word, Excel, PowerPoint.

**Languages:** Fluent in Spanish (reading, writing, speaking) and intermediate Italian.

**Professional skills:** customer service, communication, team work, writing.



## **LEONARDO Z. SCIENTIST**

50 North Bear Canyon Road, Tucson, Arizona 85711

Cell: 520.888.1234 Home: 520.888.5678

leozscientist@email

**OBJECTIVE:** Seeking a medically-related research position in a laboratory setting to utilize skills in microbiology, chemical synthesis and analysis, chemical dynamics and instrumentation.

### **EDUCATION**

University of Arizona, Tucson, Arizona

**Bachelor of Science in Microbiology, Chemistry Minor, August 2013**

**Related Courses:** Microbiology, Immunology, Analytical Chemistry, Organic Chemistry, Physical Chemistry, Biochemistry, Molecular and Medical Virology, Mechanisms of Disease, Microbial Genetics, Microbial Techniques

**Research Project on Isolation of Endotoxins from Enteric Bacteria:** Localized *Clostridium perfringens* through streak plate technique and gram staining. Identified beta 2 and alpha toxins in *Clostridium perfringens* via PCR and agarose gel electrophoresis.

### **TECHNICAL SKILLS**

**Blood Preparation and Immunological Assays:** Whole blood processing, PBMC isolation and phlebotomy. Flow cytometry and ELISA of antigen-treated leukocytes.

**DNA Extraction and Analysis:** DNA and plasmid isolation, restriction enzyme digestion, agarose gel electrophoresis, restriction mapping, DNA sequence analysis.

**Microbial Techniques:** Antigen preparation, alpha complementation, gram staining.

### **SCIENTIFIC EXPERIENCE**

**Veterans Administration Hospital,** Laboratory Aide, Tucson, Arizona, August 2012 - present

- Extract and organize clinical patient plasma samples with T lymphocyte response to coccidioidomycosis in preparation for performing gamma interferon ELISAs.
- Extract CD69 assay results, IDCF titer, and gamma interferon ELISA data from clinical patients to monitor individual response to antifungal therapy to treat Valley Fever.
- Prepare and process blood including PE, FITC, and PerCP fluorescent labeling for flow cytometry to measure the presence of CD69 receptor on activated T lymphocytes.

**Moscow Police Crime Lab,** Forensics Intern, Moscow, Idaho, May - July 2011

- Entered data for fingerprint evidence into police database to verify prior latent lifts.
- Assisted forensics technicians with chemical analysis of blood and hair samples.

### **PUBLIC SERVICE EXPERIENCE**

**The White House,** Internship, Washington, D. C., May - August 2010

- Assisted team of researchers for Office of Health Reform in researching and compiling data presented to Congress on comprehensive health care reform legislation.
- Volunteered with community service project for local public health clinic.
- Attended weekly lecture series conducted by White House Staff for all interns to learn about the Executive Office and public service career opportunities.



## **SCARLETT SPEAKSWELL**

1912 Hacienda del Sol, Tucson, AZ 85711

scarlett@email

520.621.2588

### **EDUCATION AND HONORS**

The University of Arizona, Tucson, AZ

**Bachelor of Science in Speech, Language and Hearing Sciences, May 2013**

Family Studies and Human Development Minor

Grade Point Average: Overall 3.8, Major 3.9; Dean's List every semester

President's Award of Excellence Academic Merit Scholarship

Regents High Honors Endorsement Scholarship

Financed 100% of college education through scholarships, grants, and employment

### **CLINICAL AND TEACHING EXPERIENCE**

**Clinical Assistant, Clinical Assistant Program (CAP),** August 2012-present

Department of Speech, Language and Hearing Sciences, University of Arizona, Tucson, AZ

- Assist graduate student clinicians in therapy sessions for adults with severe aphasia.
- Aid clients by writing key terms and providing gestures to assist with word finding.
- Assist clinicians with data collection during therapy sessions.

**Teacher's Assistant, University of Arizona Preschool Language Summer Camp,** May-August 2012

Department of Speech, Language and Hearing Sciences, University of Arizona, Tucson, AZ

- Observed clinical therapy sessions and collected video files from therapy sessions.
- Assisted with activities to facilitate language in children with Specific Language Impairment (SLI).

**Preceptor, University of Arizona,** Tucson, AZ, August 2011-May 2012

Anatomy and Physiology of the Speech Mechanism, January-May 2012

Language Science, August to December 2011

- Demonstrated communication skills and subject knowledge while assisting students during weekly discussion sections and office hours.
- Created study guides with practice problems to help students learn complex concepts.
- Assisted instructor with grading assignments, quizzes and tests.

**Teacher's Assistant, Wings on Words Preschool,** Tucson, AZ, August 2010-March 2011

- Observed clinical therapy sessions with 3-5 year old children with speech or language delays.
- Assisted teacher with designing and implementing educational activities for children to facilitate development of speech, language, vocabulary, and social skills.

**Tutor, Think Tank,** University of Arizona, Tucson, AZ, September 2010-April 2011

- Provided individualized tutoring in science and math for undergraduate students.
- Assisted students with exam preparation and development of effective study strategies.



## RESEARCH EXPERIENCE

### **Research Assistant, Bilingual Phonology Lab**, Dr. Fabiano-Smith, Lab Director, May 2011-Present

Department of Speech, Language and Hearing Sciences, University of Arizona, Tucson, AZ

- Assist with research project examining phonological disorders in bilingual children.
- Complete English and Spanish phonetic transcription of child word productions from samples using Logical International Phonetics Program (LIPP).
- Maintain organization and scheduling of the labs and testing rooms.

### **Research Assistant, Speech, Language and Brain Lab**, Dr. Maas, Lab Director, October 2011-Present

Department of Speech, Language and Hearing Sciences, University of Arizona, Tucson, AZ

- Help administer research experiments and participate in data collection and analysis.
- Administer speech and language tests, cognitive tests, and hearing screenings.
- Evaluate Auditory Priming, Non-word Repetition, and Mispronunciation Detection.
- Administer Peabody Picture Vocabulary Test (PPVT) and Expressive Vocabulary Test (EVT).
- Review literature about motor speech planning in children with speech sound disorders.
- Analyze data measuring reaction times related to an auditory priming task.

## SKILLS AND CERTIFICATIONS

**Speech, Language and Hearing:** Communication skills, assessment and management techniques, pediatric and adult communication disorders. Proficient skills in administering standardized assessments including Logical Intervention Phonetics Program, Goldman-Fristoe Test of Articulation, Expressive Vocabulary Test, Clinical Evaluation of Language Fundamentals Screener, Kaufman Assessment Battery for Children, Peabody Picture Vocabulary Test Fourth Edition, Adobe Audition, Express Scribe, Praat, TF32 Acoustic Analysis Software, Systematic Analysis of Language Transcripts.

**Certifications:** Basic First Aid and CPR, HIPAA, Collaborative Institutional Training Initiative in the Protection of Human Research Subjects (CITI), Arizona Dept. of Public Health Fingerprint Clearance.

**Languages:** Fluent in Spanish, Advanced French, Intermediate American Sign Language.

## COMMUNITY SERVICE AND CAMPUS INVOLVEMENT

### **Key Member, National Student Speech Language Hearing Association (NSSLHA)**, March 2011-Present

- Participate in philanthropic, educational, social and fundraising projects.

### **Mentor, Mentorship and Advising Program for Students (MAPS)**, September 2011-Present

- Serve as a mentor with Speech, Language and Hearing Sciences undergraduate students.

### **Volunteer, Tucson Alliance for Autism**, Tucson, AZ, December 2010-Present

- Engage young children in art projects and activities during their winter carnival.
- Participate in annual The Autism Walk to raise funds for autism research.

### **Volunteer, Ben's Bells**, Tucson, AZ, August-November 2010

- Created wind chimes to inspire and motivate community members with kindness.



# Vincenzo Del Gato

567 Barcelona Avenue, Tucson, Arizona 85710  
520.621.2588 vincenzo@email

## OBJECTIVE

Seeking film industry internship to utilize production skills and writing talents

## EDUCATION

University of Arizona, College of Fine Arts, Tucson, Arizona

**Bachelor of Arts in Film and Television Studies, Overall GPA 3.6, May 2013**

Creative Writing and Italian Minors

Courses focused on analytical and creative writing about film and TV, history of the moving image, script analysis, editing techniques, sound and art design, and technical skills.

## TECHNICAL SKILLS

Final Cut Pro, Final Cut Express, Final Draft, iMovie, Photoshop Elements 8, Apple Color, Live Type, Soundtrack Pro, Adobe Premiere Pro CS6, HD and DV cameras, Pinnacle Studios, Mac OSX.

## PRODUCTION EXPERIENCE

Created and produced 8 student drama and comedy shorts. Wrote scripts, set production schedules, tracked daily progress of shoots, operated equipment, and edited raw footage.

## EXPERIENCE

**Curator, University of Arizona Student Union, Tucson, AZ** August 2012-present

- Curator for Union Art Gallery, Shadowbox Gallery and Kachina Lounge Gallery.
- Oversee all installations for exhibits in three galleries.
- Plan exhibits, manage artist relations, and oversee a \$6,000 budget.
- Assist with creative marketing strategies and the content of gallery websites.

**Production Crew Member, KUAT Arizona Public Media, Tucson, AZ** January 2011-present

- Operate broadcast cameras and teleprompter for newscasts.
- Create, shoot and edit videos about current events for weekly broadcasts.
- Digitize and record videos on server for producers and editors.

**Event Committee, CineCats Society, University of Arizona, Tucson, AZ** November 2010-present

- Served on committee and assisted with coordination of a student film festival.

**Videographer, Daily Wildcat, University of Arizona, Tucson, AZ** August-December 2011

- Filmed interviews on variety of subjects and edited packages on Final Cut Pro.

**Congressional Intern, U. S. House of Representatives, Tucson, AZ** August-December 2010

- Assisted caseworkers with providing constituent services in the Tucson District office for Congresswoman Gabrielle Giffords.
- Collected data for Communications Director for press releases and media relations.



**FEDERAL RESUME EXAMPLE**  
Usually multiple page resumes  
See USAJOBS.gov for important details

**Michael Student**  
1234 Corlette Blvd.  
Tucson, AZ 85719  
Mobile: 520-555-1112  
Email: mstudent@arizona

**Country of Citizenship:** United States

**Veterans' Preference:** No

**Registered for Selective Service:** Yes

**Availability:** **Job Type:** Permanent

**Work Schedule:** Full-time, Part-time

**Desired Locations:** United States – AZ – Tucson, Phoenix, Flagstaff, Yuma

**Work Experience:** **University of Arizona** **04/2011 – Present**  
Tucson, AZ, United States **Hours per week:** 20

**Student Intern**

**Supervisor:** Dr. James Brown (520-621-0000)

**Okay to contact this Supervisor:** Yes

Participating on a ten-member team to research, design and construct a small satellite to be deployed on a future Space Shuttle mission.

As the ProE/AutoCAD configuration leader, responsibilities include teaching the team basic use of AutoCAD, the arrangement of structural and internal components, and producing 2-D and 3-D ProE drawings for the satellite.

Microsoft Word, PowerPoint, Outlook, Excel, AutoCAD, ProE (2D, 3D)

**Honeywell** **05/2010 – 08/2010**  
Phoenix, AZ, United States **Hours per week:** 40

**Engineering Intern**

**Supervisor:** Ms. Laura Bishop (480-333-2222)

**Okay to contact this Supervisor:** Yes

Worked on a team to certify a new version of software for the C-130J cabin pressure controller. Preparation of all necessary documentation, testing software and coordinating the software certification processes.

Completed a tool qualification of a simulator hosted on a VAX/VMS workstation. Specifics include writing assembly language files to test specific microprocessor operation codes, execute the simulator, and produce an output report that verifies that the operation codes were executed correctly.

**Education:** **University of Arizona**, Tucson, AZ, United States  
Bachelor's Degree, month/year  
**GPA:** 3.26 of a maximum 4.00  
**Credits Earned:** 132  
**Major:** Aerospace Engineering

**Affiliations:** American Institute of Aeronautics & Astronautics - member

**References:** Dr. James Brown (\*) University of Arizona/Professor 520-621-0000 jbus@az.edu  
College of Engineering (\*) indicates professional reference



## SUBMITTING RESUMES AND COVER LETTERS

When applying for positions, send original cover letters with your resume, tailored to each job description and employer.

- ✓ To post a resume and cover letter on an employer's website, carefully follow their specific instructions. Online resume/letter submission processes vary.
- ✓ To email a resume and cover letter, provide the letter as the message of your email and then also attach your resume and cover letter as PDF documents.
- ✓ Label your attachments with your name like: MorganJacksonResumeandLetter.docx
- ✓ To apply by mail, use a 9" x 12" envelope. Don't fold or staple resumes or letters. Print your letters and resumes on white or cream laser print 24 pound weight paper.

**Online tips:** The benefits of social media include networking, researching employers, and creating a professional presence online. Please keep your social media presence professional and appropriate for potential and current employers to view, including LinkedIn, Facebook, Twitter, blogs, YouTube, etc. You may want to use Google Profiles to manage your online identity. What you share online may be evaluated by employers.

## RESUME RESOURCES

Career Services provides a variety of services and resources to help you with your resume and letter development:

- Resume Professional Development Seminars provide strategies for developing professional resumes and letters: <http://www.career.arizona.edu/events/professional-development-seminars>
- Resume, letter and CV resources are available in print in the Career Services library (SUMC411) and online: <http://www.career.arizona.edu/webresources/job-search-tools-strategies/resume-and-cv-web-resources>
- UA Resume Builder is a professional resume creation system in Wildcat JobLink available in partnership with the University of Arizona Library. You can create and manage multiple versions of your resumes through an interactive process that provides examples and formats. <http://www.career.arizona.edu/student/resumes/ua-resume-builder>
- Career Services counselors and professional staff are available to offer resume and letter critiques during Walk-In Hours (<http://www.career.arizona.edu/events/calendar-of-events>) and counseling appointments. Please stop by Career Services or call 520.621.2588 to arrange appointments. Current UA students and alumni up to one year after graduation may schedule appointments with career counselors and utilize Walk-In Hours to have resumes, curriculum vitae and job search letters reviewed.



## COVER LETTERS (see format page 22)

- Cover letters present the qualifications and experience you offer an employer while demonstrating your written communication skills and knowledge of business etiquette.
- Letters don't include everything in your resume - only your strongest qualifications.
- Cover letters are usually 3 to 5 paragraphs long (only 1 page long with 1.5 inch margins).
- Send a signed original letter, laser printed on the same 8 1/2" x 11" quality paper you used to print your resume. Enclose your resume and letter in a 9" x 12" envelope.
- If you send your resume by e-mail, place the cover letter at the top of your message followed by the resume, and also attach your resume and letter as PDF files.
- If you don't have a contact name, address the letter to the Human Resources Director.

## THANK-YOU LETTERS (see format page 23)

- Thank-you letters demonstrate your knowledge of professional business etiquette and your ability to communicate in writing.
- Send thank-you letters after every interview and whenever someone helps you with your job search.
- Mail thank you letters within 24 to 48 hours after every interview (send a signed original letter on 8 1/2" x 11" quality white paper in a business envelope).
- A mailed thank-you letter is considered to be more proper business etiquette.
- E-mailed letters are common in many career fields. If you are unsure of the appropriate method, mail your letter.

## REFERENCES (see format page 24)

- Employers usually request the names and contact information of three or more references at some time during the interview process or time of application.
- Many business employers only request a **"List of References"** (not written letters).
- **"Letters of Recommendation"** are requested for graduate school applications and teaching or research jobs in universities and school districts.
- References may include current/former employers, supervisors, faculty, advisors, coaches and character references who know you well (not family members).
- Always **obtain permission** from each person you list as a reference -- ask people who you believe will speak well about you and who know your talents.
- Create a reference list on a separate page from your resume.
- Bring a list of your references to interviews.
- Writing the statement "References Available" is not necessary on resumes because employers expect all job seekers to provide references during the job search process.
- Keep in touch with your references! Give them a copy of your resume, keep them informed of your job search, and send a thank you letter when you accept a job!



Your Current Street Address  
City, State, Zip Code

Month day, year

Ms. /Mr. /Dr. Name (or Director of Human Resources)  
Job Title of Individual  
Organization Name  
Street Address  
City, State, Zip Code

Dear Ms. \_\_\_/Mr. \_\_\_/Dr. \_\_\_/Director of Human Resources:

State the position you are applying for and support your qualifications in the rest of the letter. Write in a conversational style and keep the letter to one page. Review the job description and individualize each letter. Emphasize what you offer the employer related to the job you are seeking (not what you want the employer to offer to you).

In your letter, mention the most significant contents of your resume relevant to each specific job you are seeking. Highlight your education, qualifications and skills. Describe your education, selected courses, team or individual class projects, research, thesis and academic experiences which demonstrate your career skills and knowledge.

Describe your career experiences (jobs, internships, campus and community activities) which demonstrate specific skills that are required in the employer's job description. Provide specific examples of situations where you demonstrated the skills or work characteristics required for the position you are seeking.

Close with a summary sentence about your qualifications and interest in the position. State that you would appreciate an opportunity for an interview. Indicate that you may be reached by telephone at (xxx) xxx-xxxx and through e-mail xxxxxx@zzzzzzzzzzzz. End by thanking the employer for their consideration.

Sincerely,

*your signature in black ink*

Your typed name

Enclosures: Resume, Transcript, Application



Your Street Address  
City, State, Zip Code

Month day, year

Mr. /Ms. /Dr. Name of Interviewer  
Job Title  
Name of Organization  
Street Address  
City, State, Zip Code

Dear Mr./Ms./Dr. \_\_\_\_\_:

State your appreciation for the opportunity to have been interviewed on \_\_\_\_\_ (interview date) for the \_\_\_\_\_ position. You might mention something that was discussed during your interview. Keep the thank you letter short (generally one or two paragraphs).

State your interest in the position and the employer. Highlight your strongest skills and qualifications for the position in a few sentences. Write that you look forward to hearing their decision soon. Close with a thank you.

Sincerely,

*your signature in black ink*

Your typed name



**DALTON S. ALEXANDRA**

Thoroughbred Horses Avenue  
Tucson, Arizona 85711  
520.987.7654  
dtractor@horseemail

**REFERENCES**

**Ms. Sarah Saguaro, District Manager**

Lovely Widgets, Inc.  
268 Russian Hamster Street  
Tucson, Arizona 85715  
520.123.4567 Office  
520.765-4444 Cell  
sarahsaguaro@widgetemail

**Dr. Vincent Galaxy, Department Chair**

University of Arizona  
College of Optical Sciences  
Steward Observatory, Room 2204  
Tucson, Arizona 85721  
520.987.5432 Office  
520.333.7777 Home  
vinnygalaxy@spaceemail

**Mr. Von Magnolia, Vice President**

Lake Crescent Credit Union  
876 Evergreen Avenue, Suite 730  
Seattle, Washington 98115  
206.999.8888 Office  
206.111.0000 Cell  
vmagnolia@crescentemail