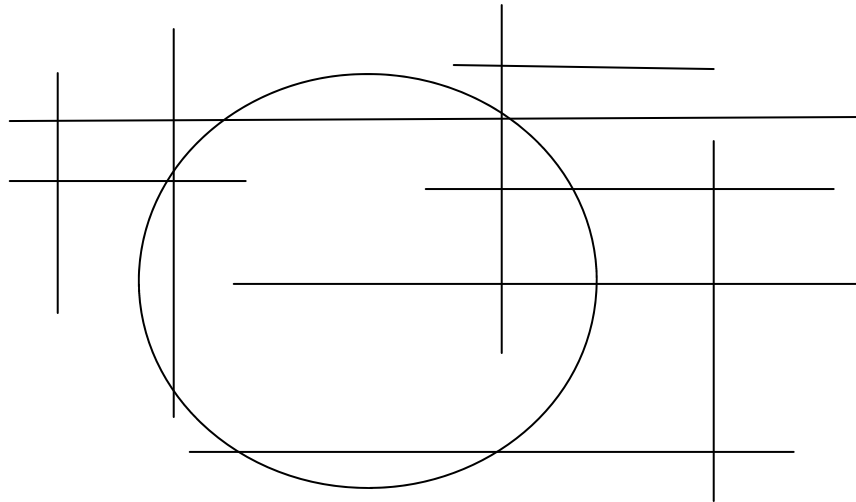


Resume & Cover Letter Guide



Office of Career Services

Beloit College
The Liberal Arts in Practice Center
Office of Career Services
700 College St. Beloit, WI 53511

Phone: 608-363-2673
Email: careerservices@beloit.edu
Website: <http://www.beloit.edu/careerservices>

RESUMES: YOUR SALES BROCHURE

A resume is a one-two page document which allows you to introduce yourself and your strengths to potential employers and graduate school recruiters, scholarship committees; individuals you'd like to have in your "network"; and many more individuals you will meet as you make career and academic plans.

HOW TO WRITE AN EFFECTIVE RESUME

When writing/designing your resume, there is standard information which should be included. Below are those sections Career Services would highly recommend being part of your final product. The sections of your resume should be organized in order of importance. This will vary for each person and each position. You want to customize your resume for the position for which you are applying. List the sections that would seem most important to highlight for the position near the top of your resume.

RESUME SECTIONS

Contact Information

The first item that should appear on your resume is your name. Your contact information should immediately follow. (As noted in the "Resume Design" section of this guide, having a personal letterhead comprised of your name and contact information will make your resume more eye appealing.)

List your name, address, city, state, zip code, area code and telephone number where you can be reached. Include your e-mail address if you check it regularly. You may consider listing your permanent and school address if you are submitting your resume for positions for summer term or between breaks.

International students who wish to include citizenship/work status should include that information here, although including such information is not necessary. If you are submitting a resume for a position outside of your home country, talk to a Career Services staff member about your work status and whether or not listing visa information on your resume is recommended in your personal circumstances.

Suzy Sample suzysample@gmail.com	
<i>Permanent Address:</i> 1234 Street Name City, State Zip Code Phone Number	<i>School Address:</i> 700 College Street, Box 000 Beloit, WI 53511 Phone Number

Career Objective

The career objective gives a sense of purpose to the resume. State the type of position you want to attain and an indication of the skills you offer the employer. You do not necessarily have to identify a specific job title in your objective statement. Avoid generalities like "challenging position with opportunity for growth and advancement." You should tailor your objective to each position you seek. The objective should be the first section after your name and contact information.

Education

In general, new grads should place education at the top of their resume (immediately after the objective, if one is used) as the primary qualifying factor for the position. List highest degree first and work backward. It is not necessary to list your high school education. List your degree and major/minor, name of school attended, city and state of institution, dates of graduation and your G.P.A., if above a 3.0. You may include your major G.P.A. if it is higher than your cumulative G.P.A.

Study Abroad

If you studied abroad, it is recommended that you list that information in your education section as well. List the name of the program, name of institution, city and country of the institution, and dates of attendance.

Education	Beloit College , Beloit, WI Bachelor of Arts in International Relations 3.4 / 4.0 GPA	Date of Graduation May 2009
	University of Berlin , Berlin, Germany Participated in Foreign Policy Seminar	Fall 2008

Relevant Coursework

If you don't have career-related experience, it is a good idea to list some of your major courses on your resume. This gives the employer an idea of your training and shows that you have knowledge in your specific area. Avoid listing courses by their catalogue number; instead list them by title in order of importance.

Experience

This section is used to highlight your employment history. Be sure to show what you have achieved and special contributions you have made. Remember to include internships, field terms, clinical rotations, senior projects and practica. This includes both paid and unpaid experience. Make sure you define abilities rather than your duties, stress your accomplishments, use correct dates, brief and direct descriptions, strong action verbs, and avoid being overly complex. Include your job title, dates of work (years only or months and years only are sufficient), and employer name and location (city and state only).

Experience can also be separated into "Related Experience" and "Supporting Experience". To have your most relevant experiences listed first on your resume, list them under a "Related Experience" section. You can then list less related experiences under a "Supporting Experience" section. This strategy is especially helpful if your most related experience is not necessarily your most recent experience. (You would still list experiences in reverse chronological order under each section). *See Jordan Smith sample resume on p. 10 of this guide.*

Experience	Boston College, Department of Genetics , Boston, MA <i>REU Genome Lab Assistant</i>	Summer 2008
	<ul style="list-style-type: none">▪ Analyzed data from 3 test subjects and cataloged results.▪ Presented research to student colleagues during weekly seminars.▪ Assisted senior lab supervisor in design of future projects.	

Special Skills, Campus Involvement and Awards:

Include any special skills such as computer skills and languages known. It is recommended to quantify your language skills by using phrases such as: proficient in, knowledge of, etc. *See Jordan Smith sample resume on p. 10 of this guide.* Include your memberships in professional organizations and particularly any awards, leadership roles, offices held or presentations given that relate to your career objective.

To best highlight these experiences, you may separate them into their own sections. Some sample headings for these sections include: "Computer Skills", "Lab Skills", "Languages", "Honors and Achievements", "Military Service", "Special Skills", "Leadership Experience", "Extracurricular Activities", "International Experience", etc.

Honors/Awards	Dean's List, 3.4 GPA or Higher Presidential Scholarship Most Improved Player , <i>Beloit College Soccer Program</i>	Fall 2008, Spring 2009 Awarded Fall 2008 Fall 2007
----------------------	--	--

Community Contributions

Include community activities that relate to your objective and how you have added value to the organization. Possible headings for this section include “Community Service”, “Community Involvement”, “Community Contributions”, “Volunteer Work”, etc. (Note: All or some of your community contributions may be included as part of your “Experience” section or listed under their own separate section.)

RESUME DESIGN

Employers won’t read your resume until you get past the screening stage. In order to make it that far, something must catch the employer’s eye.

HOW TO GET NOTICED

Customizing your resume to a particular position, company or industry is a great way to bring positive attention to your resume.

- Include selling points that will substantiate your objective.
- Use key terms or phrases common to your target industry.
- Highlight information that is most relevant to your target career.
- Read the want ads in newspapers and trade/industry journals, or job descriptions in various career books, and pick out the key experiences and skills employers are seeking for jobs similar to the one you want. Then incorporate relevant words and phrases into your resume presentation.

By using key industry terms and highlighting information most relevant to your target job or career, you accomplish two goals: you show the employer you are familiar with the industry and you help eliminate doubts about how your qualifications meet their needs.

Your overall resume presentation says volumes about you. In addition to the content of your resume, it is important for you to consider layout and design. Many employers will initially look at resumes for only 10-20 seconds. Make those seconds count by creating a resume that is visually appealing and easy to read.

MAKING YOUR RESUME AN “EASY READ”

Eye Appeal

- Use plenty of “white” space and utilize formatting tools to help distinguish important information (e.g. section headings, school and company names, job titles, major, etc.).
- Do not exceed two tools (bold, underline, italic, etc.) per item.
- If your resume extends to a second page, try to fill *at least* half of that page. If you do not have enough information to do so, try to fit it all on one page.
- Limit the number of tabs you set so that all indentations and columns fall on no more than three vertical lines running down the page; too many tabs can make information appear scattered and thus more difficult to read.
- Create your own personal letterhead, which includes your name and contact information. Letterhead is a professional standard in business correspondence and may help your resume and cover letter stand out in a positive way. Your letterhead design can also show some of your own personality. Be sure your letterhead is still easy to read and error-free. *See sample resumes on p. 10-12 of this guide.*
- Use resume or business stationery quality paper. Light colored cotton bond paper is best.
- Print your resumes on a laser printer for the best quality, avoiding possible ink smears.

Attention to Detail

- Be consistent with your use of tools, placement and spacing. For example, if your job titles are in bold, make certain all of them appear that way and make sure all of your dates appear in the same locations.

Margins

- Your top and bottom margins should be at least 0.5 inch, but no greater than 1.0 inch. Left and right margins should be at least 0.75 inch, but no greater than 1.0 inch. Center your resume from top to bottom and left to right.

Font

- Use a 10-12 point font in the body of the resume, and 12-16 point font for section headings.
- Use a 12-20 point font for your letterhead (name and contact information at the top of the resume). Have your name stand out, but avoid choosing a font size that is more than 2 sizes larger than your letterhead font.
- Use fonts that are easier to read, such as Garamond, Book Antiqua, Times New Roman, Arial, and Helvetica. Avoid fonts with unusual spacing between letters, shadowing or unusual letter shaping, such as **ALGERIAN**, **Bernard MT**, and *Brush Script*.

MAKING SURE YOUR RESUME IS ERROR FREE

It's always a good idea to have someone else look over your resume. After you spend hours working on something, you may not catch spelling errors or questionable grammar, so let Career Services staff, faculty, and/or friends double-check your work. Don't place complete trust in computer spell-checks. Misspellings are found quite often in resumes that have been spell-checked.

Also continue to edit your resume and customize it for particular positions. After each edit or revision, have at least two other individuals read your resume again to look for grammar, spelling, spacing or design errors.

EDITING YOUR RESUME TO FIT

When You Need More Space To Fit Things On One Page:

- Reduce margins (no less than .5 inch margins).
- Reduce font sizes (no less than a 10 point font—try to keep your name and section headings at least 12 or 14 point font).
- Change font styles (Times New Roman or Arial Narrow are fonts that take up smaller space per character).
- Change tabs so the tabbed line starts further left (can be less than 5 spaces over—go to a 3 or 4 space tab).
- Put more information on each line (e.g. 1. combine company name, job title, locations and dates on same line or split into two lines and then use bolds and/or italics to distinguish job title and company name to have them still stand out; 2. list related courses on one line; 3. list honors on one line; etc.). Try to avoid putting job descriptions in paragraphs or putting all club involvement on one line (too difficult to read or make distinguishable).
- Decrease the number of line spaces between headings (use only one blank line space instead of two between each section of the resume—do not take out all blank line spaces; spacing is still important to make the resume appealing to the eye and easier to read).
- Change date or state format so they're shorter (e.g. use "02/05" vs. "February 2005"; use "WI" vs. "Wisconsin", etc.).
- Eliminate too detailed information.
- Eliminate experiences that are least related or that involved the least amount of responsibility—*only if* there is other work experience to list that is more related, shows more responsibility, and/or is more recent.
- Redesign your personal letterhead so it takes up less space—put more information per line so fewer line spaces are used (e.g. list address, city/state/zip, phone number and email all on one line and then use bullet symbols to separate them so they're still easy to read). *See sample resumes on pages 10-12 in this guide.*

When You Need More Content To Fill A Page:

- Expand margins (no larger than 1 inch left and right/top and bottom).
- Increase font sizes (no larger than 12 point for body of resume; no more than 16 point font for headings; no larger than 20 point font for name/letterhead).
- Change font (Arial or Helvetica are examples of fonts that take up more space per character).
- Increase tab spacing (e.g. make tab spacing 6 to 8 spaces apart vs. 5 or fewer spaces).
- Put less information per line (e.g. list job title separate from company name, list degree separate from school name, etc.).
- Increase line spacing between headings and items within a section (no more than two blank line spaces between each section; no more than one blank line space between separate items under a heading/within the same section; two to three line spaces between your letterhead and the first section heading of the resume)
- Change date and state formats to be longer (e.g. "February 2003-March 2004" vs. "02/03-03/04"; use "Wisconsin" vs. "WI").

- List different items on separate lines (e.g. list company name on a separate line over job title).
- Check for missing sections (i.e. volunteer work, other unpaid work—including work for family members, foreign languages, travel abroad/international experience, etc.).
- Review descriptions for job duties and activity involvement—elaborate on the skills and accomplishments gained in your experiences, as needed.
- Redesign letterhead to use up more space—put each item of contact information on a separate.

ADDITIONAL RESUME GUIDELINES

General Considerations

- A resume is primarily a sales tool; it's an advertisement for you.
- Be prepared to discuss everything you place on your resume.
- Don't try to copy a resume; your experiences and education are unique.
- There is no one correct format; tailor yours to highlight your achievements.
- Resumes don't get you the job; they are meant to get you the interview.

Do Include

- An objective tailored to the industry or position
- Your education—state the degree you've earned or are pursuing and all majors and minors
- Your overall and/or major GPA if 3.0 or above (written as 3.0/4.0)
- An associate degree, if it adds something to your higher degree(s)
- The fact that you were financially responsible for your education
- Relevant coursework if you have limited experience in your field
- Your job-related accomplishments; not simply job descriptions
- Field experiences and internships
- Action words to describe your accomplishments (*See Action Words on pp. 8-9 in this guide.*)
- Activities, honors, awards and scholarships
- A skills summary; especially if you are changing career fields

Do Not Include

- Your social security number or other personal information
- Your high school education or achievements
- Street addresses, zip codes, or phone numbers *other than your own*
- Exhaustive detail; a resume is for highlighting information
- Technical jargon unrelated to the field for which you're submitting your resume
- Abbreviations, particularly those unique to Beloit College (e.g. BSFFA, BSU, BelCon, etc.)
- Your references; have a separate reference page
- Personal pronouns such as I, my, mine, we, us, they
- A specific company name in the objective
- Use of the words "Responsibilities", "Duties" or "Responsibilities Included"; use active language and action verbs to describe experiences

Preparation Techniques

- Avoid using resume "wizards", shells or templates; recruiters and human resources managers generally do not look favorably on them, and it is often difficult to change the format or customize the document for your needs
- When listing accomplishments, list them in order of most important to least important
- Boldly display your name at the top of your resume; include relevant addresses and phone numbers
- Do not put the word "resume" anywhere on your resume
- Your education/experience entries should be in reverse chronological order (most recent first)
- In your work experience section, use present tense verbs for jobs you currently hold and past tense ones for previous jobs
- As a new graduate, education should go toward the top of the resume (after two years of professional work experience, education should be moved toward the bottom of the resume)
- If you did not have a formal job title, construct one you feel your supervisor would approve (consult with your supervisor if possible)

- Tailor headings to your particular experiences; you can be creative!
- List internships, field terms, or volunteer work under a separate heading for greater emphasis
- When employment spans years, do not indicate months (e.g., 2003-2005)
- Use various type styles and formatting tools to emphasize items, but never make the page look too “busy”
- Use bullets; stay away from paragraphs and full sentences whenever possible
- Keep your resume concise; one page is the general norm; never exceed two
- If your resume is two pages long, be sure your name appears at the top of both pages and use a paper clip to attach them (do not staple—makes it more difficult for the employer to detach the paper for photocopying)

HOW TO INCLUDE REFERENCES

Never list references on the resume. DO NOT add the line “references available upon request”, as this is assumed and unnecessary to state – use your resume space more effectively by filling it to with more important information which highlights your strengths and qualifications. If requested, include a listing of your references on a separate page, which matches your resume in terms of paper, font, layout, letterhead, etc. *See Sample Reference Page on p. 14 of this guide.*

If an employer does not specifically request a list of references, you have two options:

1) send a reference list any way to bring to their attention particularly notable individuals on your reference list (this is common in the sciences and academia in general – the department may ‘expect’ you to send a list of references even if the job ad doesn’t specify to do so); sometimes institutions use the reference list as a part of the initial screening process or to contact your current professors/supervisors to get more information about your background before inviting you to the next step in selection); or 2) wait until the interviewing stage and bring your list of reference to the interview to show confidence in your abilities and references. This approach gives you two key advantages. First, it gives you greater control over when the employer contacts your references, allowing you time to contact them in advance to give more detail about the position for which you are applying if needed. Second, it prevents the employer from screening you out of the hiring process early if you would prefer them not to contact references early. Most employers outside academia will indicate in the job ad if they would like a list of references or reference letters. Still, depending on your individual background and preferences, you may opt to send the reference list/letters even if the job ad doesn’t specify – use your judgment and determine whether or not the reference list is likely to improve your chances of being considered in the next step in the selection process.

Things to provide someone serving as a reference for you:

- Information about positions for which you are applying
- If a reference letter or form is required from your references – provide the requirements information/forms to the reference
- Copy of your unofficial transcripts
- Copy of your resume
- If the reference is a faculty member - copies of papers graded by the faculty member, and a list of your current classes
- Possible talking points for them to write about in a recommendation letter, if applicable
- If a reference letter/form is required – a stamped addressed envelope
- If a reference letter/form is required – a stamped self-addressed postcard that reads “The (company/organization name) has received your reference form from __(reference name)__ on this date of (leave this blank for date) .” Ask your reference to include this card with the reference letter/form. The employer may mail this to you when they receive the reference letter/form.

Additional Tips

- When asking for references, ask the individuals if they can provide a “strong” reference. If you do not get their assurance that they are comfortable providing you with a favorable recommendation, then do not use them as a reference. They may say something in a phone reference or write you a letter of reference that reflects poorly on you.
- When asking for a reference letter, ask early—when possible give your references several weeks notice and give them a deadline of two weeks prior to when you hope to get your application in (Caution: Do not give them the application deadline date as their due date for the reference letter. Some references may delay until the deadline and a family emergency, departmental problem, time management issues, etc. may cause them to miss the deadline.)

- Set an appointment with your reference to discuss the issue of providing a reference for you. Bring supporting materials in your favor when talking with the individual. The meeting will allow you to gauge the reference's response to your request and your materials will provide discussion points for the person providing the reference, helping them use stronger language/examples in a phone reference, and write a stronger recommendation letter if applicable.
- Prompt the reference every Thursday to give them the status of your search/application process—this will remind them of their commitment to serve as a reference, or write a reference letter for you if applicable.
- Thank your references for providing phone references and/or letters of recommendations—send them a thank you note or letter.
- Make sure to get at least one reference from your job/internship search target field of work.
- Ask for one more letter of reference than what the application requires, when applicable.
- Ask references to customize their recommendations to each job/internship you are applying.

SCANNABLE RESUMES

What are Scannable Resumes?

At many large companies, human resource departments have computers equipped with OCR (optical character recognition) systems. Resumes are scanned into this software program, which reads them, stores information in text files and rates the candidate's qualifications for a position based on predetermined job criteria.

What to Keep in Mind When Writing a Scannable Resume

Employers will generally indicate when they would like a candidate to submit a scannable resume. You have to understand what the company is looking for and communicate that information so that the computer will select your resume to be read by a human being. Searches are usually conducted using keywords and phrases that describe the skills and education required for the position, thus, use terms and familiar industry acronyms that describe your skills and experience. Below are some tips to get you started.

Scannable Resume Tips

- Use white or light colored 8 ½ x 11 paper, printed on one side only.
- Don't use dot matrix or poor quality copies; provide the employer with an original laser printed version.
- Send the resume in a large envelope; do not fold your resume.
- Use standard typefaces such as Arial, Helvetica, New Century Schoolbook, and Times New Roman; avoid decorative fonts.
- Use a font size of 10 to 14 points (avoid Times New Roman 10 point).
- You can boldface and capitalize all section headings, but make sure that the letters don't touch one another.
- Never use italics, underline, shadows, bullets, slashes, dashes or contractions.
- Don't use lines, graphics, boxes, or shading.
- Use a very traditional format for your resume; don't use a two-column format.
- Your name should be placed on the first line of the resume; avoid starting your resume with "Resume of" or with your address on the top line.
- Use a standard address format below your name (name on top line; street address and box/apartment number on one line; city, state and zip on one line; phone number on one line; email address on one line).
- Left justify text.
- If your resume exceeds one page, place your name at the top of each additional page.

Tips for Getting Resume Selected

- Use lots of key words to define your skills, experiences, education and professional affiliations.
- Be specific about your abilities.
- Use action words to express achievements.
- Increase your list of key words by including specifics (e.g. list the names of software programs you use such as Microsoft Word, Excel, Access or PowerPoint, HTML, Dreamweaver)
- Use common headings (e.g. *Objective, Experience, Employment, Work History, Positions Held, Skills Summary, Summary of Qualifications, Accomplishments*, etc.)
- You might consider including a "Summary of Accomplishments" section after your objective. This will allow you to focus on results you achieved in the field rather than specific duties or responsibilities.

ACTION VERBS

Management Skills

activate
administer
advance
appoint
approve
arbitrate
assign
attain
authorize
centralize
chair
control
decide
delegate
designate
employ
enable
enforce
establish
execute
finalize
focus
found
govern
head
hire
institute
lead
manage
mobilize
oversee
place
preside
produce
promote
pursue
recover
recruit
reinstate
screen
set goals
simplify
start
steer
strategize

streamline
supervise
target
terminate
train

Communication Skills

acquaint
act
address
advertise
advocate
answer
author
brief
co-author
cold call
communicate
confer
consult
contact
convince
correspond
develop
direct
document
draft
edit
evaluate
explain
express
facilitate
influence
initiate
interpret
lecture
listen
narrate
open
outline
prepare
present
propose
publicize
publish
respond

revise
sell
speak
submit
translate
transmit

Research Skills

acquire
analyze
canvass
catalogue
carry out
chart
check
clarify
classify
collect
compare
compile
condense
conduct
define
examine
extract
gather
generate
identify
index
inspect
interview
investigate
locate
log
monitor
name
order
pinpoint
prioritize
profile
rank
reorganize
report
research
review
search

study
summarize
systematize
uncover
write

Teaching Skills

adapt
apply
award
coach
consolidate
contract
convey
critique
cultivate
demonstrate
educate
ensure
examine
explore
guide
implement
incorporate
inform
install
instruct
judge
motivate
navigate
observe
overcome
persuade
plan
qualify
reinforce
relate
resolve
solve
specify
strengthen
teach
test
tutor
utilize
validate

verify

Technical Skills

adjust
assemble
build
calculate
combine
compute
construct
debug
deduce
derive
detect
devise
diagnose
engineer
enlarge
fabricate
fashion
formulate
function
furnish
improve
increase
measure
operate
program
raise
regulate
rehabilitate
repair
replace
restore
revitalize
run
structure
supply
survey
tighten
transfer
transport
upgrade
use
vitalize
weigh

ACTION VERBS (continued)

Clerical or Detail Skills

affect
alter
balance
begin
bolster
change
complete
conceive
determine
dispatch
familiarize
handle
hone
issue
keep
maintain
move
organize
originate
overhaul
process
record
re-evaluate
recommend
research
retrieve
route
schedule
screen
select
separate
set up
spearhead
staff
standardize
tailor

track
update
widen

Financial Skills

accelerate
allocate
anticipate
audit
augment
boost
budget
capitalize
capture
convert
distribute
double
earn
eliminate
enhance
estimate
expand
finance
forecast
foster
gain
gross
insure
market
maximize
merge
minimize
negotiate
net
obtain
project
purchase

realize
reduce
specialize
sponsor
spread
stabilize
surpass
tabulate
total
trade

Creative Skills

accomplish
achieve
appraise
arrange
broaden
collaborate
compose
conceptualize
coordinate
create
customize
design
discover
display
emphasize
entertain
explore
express
form
fulfill
generate
heighten
illustrate
innovate
inspire

integrate
interact
invent
launch
model
modify
orchestrate
participate
perform
photograph
pioneer
play
print
rate
remodel
reshape
revitalize
shape
stimulate
synchronize
synthesize
transform
undertake
unify

Helping Skills

accommodate
advise
aid
assess
assist
cooperate
conserve
continue
contribute
counsel
deliver

elect
encourage
enlist
expedite
extend
fulfill
guide
help
host
influence
introduce
involve
join
mediate
moderate
prevent
prove
provide
reason
receive
recommend
reconcile
rectify
refer
represent
save
secure
serve
service
supersede
support
sustain
volunteer
visit

STUDENT WITH RELATED EXPERIENCE AND STUDY ABROAD

Jordan Smith

700 College Street, Box 0000 • Beloit, WI 53511 • (608) 363-0000 • smithj@stu.beloit.edu

OBJECTIVE

Seeking a journalism internship with a newspaper organization in the Washington, DC area.

Only include your contact information. **Do Not** include any personal information, such as marital status, age, birthplace or birth date.

EDUCATION

Beloit College, Beloit, WI

Bachelor of Arts, May 2009

Majors: History, Communications, Minor: Legal Studies

The University of Erfurt, Saxony, Germany

Study abroad: German history and culture studies, Spring 2008

- List most recent college attended (or the one you are currently attending) first.
- Do not list high school.
- Listing study abroad experience as a separate item under the "Education" section will help assure it does not get missed.

RELATED EXPERIENCE

The Roundtable, Beloit College, Beloit, WI

Sports Writer, September 2007-present

- Propose potential sports stories and conduct interviews and research for feature articles.
- Cover sporting events and write articles for weekly publication.
- Make recommendations to the editor and provide assistance with page layouts using PageMaker.

Use a "Related Experience" section to list your most important and related work experience first on the resume.

Thüringer Allgemeine, Leipzig, Germany

Editorial Intern, Miscellaneous Section, January-May 2007

- Edited classified ads and constructed ad layouts in PageMaker.

Boston Globe, Boston, MA

Editorial Intern, Local News Department, May-August 2006

- Researched community organizations for weekly articles.
- Edited copy with department editor.

Editorial Office Assistant, Culture Section, December 2005

- Processed and distributed daily mail and answered telephone using a multi-line system.
- Greeted the public and processed ad requests.

Use formatting tools such as • bullet points/symbols, **bold**, *italic*, underline and CAPITALIZATION, to have important information stand out and make your resume easier to read. Use no more than two formatting tools per item.

SUPPORTING EXPERIENCE

Beloit College, Beloit, WI

Gold Key Member, Office of Admissions, September 2007-present

Food Line Attendant, Food Service, August 2007-present

Use a "Supporting Experience" section to show less related work experience.

LANGUAGE SKILLS

English: native

French: intermediate speaking, basic reading and writing

Latin: basic reading and writing

Quantify your language skill levels for reading, writing and speaking.

HONORS & SCHOLARSHIPS

British-German Association Scholarship for special travels to Portsmouth, England, 2007

Annual City of Boston Nikon Photo Competition prizewinner, 2005-2007

Honors and scholarships may be listed under the Education section or be listed in their own separate section, as shown.

LEADERSHIP ACTIVITIES

Secretary, International Club, Beloit College, Beloit, WI

Community Improvement Team Volunteer, Community in Action, Beloit, WI

STUDENT WITH EXTENSIVE COMPUTER SKILLS AND DIVERSITY SECTION

Sonja Slade
slades@stu.beloit.edu

Before May 7, 2009: 700 College Street, Box 0000 • Beloit, WI 53511 • (608) 363-0000
After May 7, 2009: 123 Main Street • San Francisco, CA 55555 • (212) 555-0000

OBJECTIVE:

Seeking an internship position in computer programming.

EDUCATION:

Beloit College, Beloit, WI
Bachelor of Science: Computer Science and Mathematics, May 2009; GPA: 3.3/4.0

RELATED COURSE WORK:

Programming Languages, Data Structures and Objects, Software Engineering

COMPUTER SKILLS:

Operating Systems: MS-DOS, UNIX
Languages: C++, BASIC, Cobal
Web Design: Dreamweaver, Microsoft FrontPage
Software: Microsoft Word, Excel, Access, PowerPoint

Use "Computer Skills" or something similar to highlight your qualifications toward the top of the resume. Separate out skill types rather than simply listing all the programming languages, software, etc. that you are familiar with in one line.

RELATED EXPERIENCE:

BELOIT COLLEGE, Beloit, WI
Information Technology Services *August 2006-present*
Lab Assistant

- Monitor computer systems and troubleshoot to address problems.
- Tutor students in the use of computer hardware and software.
- Perform periodic upgrades and maintenance procedures on all equipment.

KAPPA DELTA, Beloit, WI *January-March 2007*

- Designed and built national sorority chapter web page: <http://www.beloit.edu/kd/>.
- Consulted with organization officers on web page implementation and future maintenance.

UNCOMMON GROUNDS, Beloit, WI *July 2006*

Data Base Designer

- Created an Access database to manage mailing list of 400+ customers.
- Trained owner and staff on how to use and manage the system.

List related experience first on the resume. Use a separate section for additional, less related work experience.

ADDITIONAL WORK EXPERIENCE:

Tutor-Calculus and Russian Language, Learning Support Services Center *2006-present*
Student Assistant, Beloit College Library, Beloit, WI *Summer 2004*

DIVERSITY EXPERIENCE:

International Club: Treasurer, 2006-present; Member, 2006-present

- Maintain bookkeeping and monitor budget of \$1500 for organization, with 80+ members from over 58 countries
- Co-coordinate annual Multi-Cultural Fair, an event exhibiting local and international cultures; collaborate with over 35 individuals.

Helping Urban Beloit (HUB) Center: Volunteer, 2006-present

- Advised and coordinated MS Word computer training programs for low-income pregnant teens from primarily Hispanic and Black cultures.

International Travel, 2002-2007

- Touring travels to Germany, Switzerland, France and Australia

Using "Diversity Experience" as a heading may be especially beneficial when applying to a company that has specifically stated in literature or in the job posting that diversity is a part of or important to the organization. This section may include extracurricular involvement, volunteer work, international travel, etc.

STUDENT WITH EDUCATION MAJOR

Adam Foster

700 College Street, Box 0000
Beloit, WI 53511
(608) 555-0000

fostera@stu.beloit.edu

111 State Street
San Francisco, CA 11111
(412) 555-0000

OBJECTIVE To secure an elementary teaching position. Particular interest in science and after-school wellness programs.

EDUCATION **Beloit College**, Beloit, Wisconsin
Bachelor of Science in Education: Natural Sciences and Mathematics, May 2009
Wisconsin Education Certification: Elementary and Middle School (Grades 1-9)
Cumulative G.P.A.: 3.4/4.0 Education G.P.A.: 3.9/4.0

Indicate subject specializations.

Honors and Awards:

Beloit College Presidential Scholar (four year merit-based)
Cargill Scholar (one year merit-based)
Dean's List (3 terms)

Use "Teaching Experience" as a heading to bring attention to your related experience. List teaching and classroom assistant positions at all schools, including Beloit College.

TEACHING EXPERIENCE **Todd Elementary School**, Beloit, Wisconsin

Student Teacher: Fall 2007-present

- ◆ Teach sixth grade class of 23 students; have full duties of cooperating teacher
- ◆ Create and evaluate daily lesson plans, structuring the curriculum to address students' individual needs
- ◆ Emphasize productive thinking and problem solving skills
- ◆ Stress the importance of writing in math and science in addition to other subject areas
- ◆ Practice the writing process, peer editing, content development and portfolio evaluation in the language arts curriculum
- ◆ Use real world examples and application to reinforce content and skills
- ◆ Created a cross-curricular, whole language theme unit entitled *Adaptations*

If the work you did was completed in the past, use a past-tense verb.

Classroom Assistant: Spring 2007

- ◆ Assisted in a self contained, special education classroom for mentally handicapped third graders
- ◆ Independently tutored students in all academic areas
- ◆ Developed personal relationships with students through counseling on social, academic and emotional concerns
- ◆ Worked with students from multiple socioeconomic and cultural backgrounds
- ◆ Researched and completed an extensive educational case history for one student, resulting in full mainstream to a second grade classroom
- ◆ Gained positive classroom management skills

Department of Education, Beloit College, Beloit, Wisconsin

Teaching Assistant: Spring 2006

- ◆ Attended classes and assisted professor in an educational psychology course
- ◆ Recorded student attendance
- ◆ Participated in and led multiple class activities and discussions
- ◆ Communicated with professor on progress of the class

If your teaching experience is limited, you may consider adding a "Supporting Experience" section and listing your non-education related work experience.

Department of Chemistry, Beloit College, Beloit, Wisconsin

Teaching Assistant: Fall 2005

- ◆ Assisted professor in laboratory exercises and evaluations for introductory chemistry class
- ◆ Served as a liaison between students and professor
- ◆ Independently held weekly study sessions with 8-10 students

LEADERSHIP ACTIVITIES Alpha Sigma Tau: Treasurer, 2005-present; Social Chair, 2006-2007

Habitat for Humanity: Volunteer, 2006-present

Beloit College Intramural Athletics: Softball, Volleyball and Raquetball, 2005-2007

SAMPLE REFERENCE PAGE

Use your same personal letterhead that you used on your resume to make your application materials more identifiable.

Jordan Smith

700 College Street, Box 0000 • Beloit, WI 53511 • (608) 363-0000 • smithj@stu.beloit.edu

You may list the references centered, as shown here, or along the left margin of the page.

Chris Riley
Principal
Beloit Memorial High School
1225 4th Street
Beloit, WI 53511
(608) 363-1000

- Include the reference's name, job title, their employer's name, address and work phone—unless the reference instructs you to use their home contact information instead.
- Put each item of information on a separate line to make it easier to find. Add two or three blank lines between each reference listed on the page to distinguish one from another.

- In general, listing 3 to 4 references is typically appropriate.
- Always ask an individual if they will serve as a reference for you before providing their name and contact information to other parties.
- Also confirm with them that they are comfortable and able to give you a **positive** reference.

Sam Stone
Superintendent
School District of Beloit
1633 Keeler Avenue
Beloit, WI 53511
(608) 364-2000

Alex Foster
Cooperating Teacher
Wright Elementary School
1003 Woodward Avenue
Beloit, WI 53511
(608) 364-3000

Kim Miller
Field Experience Supervisor
Merrill Elementary School
1333 Copeland Avenue
Beloit, WI 53511
(608) 364-4000

COVER LETTER CONTENT AND LAYOUT

Your Street Address
Your City, State and Zip Code

Month Day, Year

Contact Person
Title
Company/Organization Name
Street Address
City, State and Zip Code

Use your same personal letterhead at the top of your cover letter to make your application materials more identifiable (see sample letter on next page).

As an alternative, you may use the standard business letter format in which your return address is listed at the top of the letter, starting at the left margin, as shown here, or starting at the center of the page.

If you do not have a specific contact name, refer to websites or business directories, and/or contact the company/organization directly to find out to whom you should direct your correspondence.

Dear Mr. *or* Ms. (Contact's Last Name):

First paragraph: Why you are writing

In your initial paragraph, state the reason for your letter.

Letter of application: You are applying in response to a specific opening. State the position and indicate how you learned of it. If you found out from someone currently working there, be sure to mention their name (with their permission, of course).

Letter of Inquiry: You are inquiring as to whether there are openings with the organization in your field of interest

Second paragraph: What you have to offer

Indicate why you are interested in the position or organization. Do your research! Above all, indicate what you can do for the employer. This is known as an employer-focused letter. If all of your paragraphs begin with "I...", then you have written a self-focused letter. Change your wording! If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out your specific achievements or unique qualifications. You may refer to your enclosed resume, but try not to repeat the same information that the reader will find there. This is your chance to expand that information and really shine.

Third paragraph: What happens next

In the closing paragraph, indicate your desire for a personal interview. Close with a statement that will encourage a response. For example, state that you will be in the city where the organization is located on a certain date and would like an interview. Or, simply state that you will call during a certain week to inquire about an interview. Ask the employer to contact you if they desire additional information. Give the person your phone number (make sure this is somewhere you can be reached during the day, or that has an answering machine) and thank them for their time. [If you use your personal letterhead at the top of the letter, you may simply refer the person to your phone number above rather than stating it here.]

Sincerely,

Add your handwritten signature here, using a black or dark blue ink pen. Start your signature along the left margin. (Leave 3 blank line spaces for your signature when typing the letter.)

Typed Name

Enclosure ← Add an 's' to "Enclosure" to make it plural if you enclose more than a resume.

Center letter from top to bottom on the page.

SAMPLE COVER LETTER

Jordan Smith

700 College Street, Box 0000 • Beloit, WI 53511 • (608) 363-0000 • smithj@stu.beloit.edu

October 1, 2008

Mr. John Doe
Director
The Washington Post
1111 Wells Avenue
Washington, DC 11111

Dear Mr. Doe:

I am writing to express my interest in the journalism internship position that was advertised at www.intershops.com. Having a strong journalism background and with plans to live in the D.C. area this summer, I am very interested in learning more about the opportunity at *The Washington Post*.

Through college coursework and work experiences in the U.S. and Germany, I have gained over three years of journalism and writing experience. My positions with *The Boston Globe* and Germany-based *Thüringer Allgemeine* involved extensive editing, research in the community, connecting with over 40 local organizations, and often meeting very short daily deadlines. In my current work with Beloit College's student managed weekly newspaper, I coordinate layout and design for four to six pages, and conduct feature writing and reporting. My most recent features have included a full-page story on the College's three all-conference football honorees, and a three-article series sharing how the history of golf at the College has connected with the development of golf courses in the local community. The quality and variety of my experiences have prepared me for future journalism opportunities such as the internship with your organization.

Enclosed you will find my resume for you to review my qualifications further. I would be happy to provide writing samples upon request. To follow up with you, I will call the week of October 13, 2008 and confirm that you have received my resume and make arrangements to meet with you while I am in Washington D.C. in November. You may also contact me at the phone number listed above if you would like to talk with me about my application or the internship position before then.

Thank you for your time and consideration. I look forward to talking with you soon.

Sincerely,

← Add signature here.

Jordan Smith

Enclosure

- Use 1 to 2 paragraphs to highlight your most impressive qualifications (start with the most relevant or prestigious).
- Reword or rephrase the information in your letter so it does not exactly repeat the words/phrases on your resume.
- Try to share additional relevant details to enhance information shared on your resume.
- Avoid beginning more than one paragraph with the word "I."

**Do not copy this letter word-for-word. This is a sample only.
Use your own wording when writing letters to contacts and employers
to demonstrate communication skills and avoid the embarrassment of sending a
letter that duplicates another student's correspondence.**

SAMPLE EMAIL COVER LETTER

*(Send as the body of an email—not as an attachment.
Send your resume as the attachment.)

From: sample@stu.beloit.edu
To: doe@washpost.com
Subj: Application for Journalism Internship

Mr. John Doe
Director
The Washington Post
1111 Wells Avenue
Washington, DC 11111

- A date is not needed within the body of the letter, since it will appear in the sender information of the email.
- Whenever possible, still list all of the recipients mailing information in the letter.

Dear Mr. Doe:

I am writing to express my interest in the journalism internship position that was advertised at www.interships.com. Having a strong journalism background and with plans to live in the D.C. area this summer, I am very interested in learning more about the opportunity at *The Washington Post*.

Through college coursework and work experiences in the U.S. and Germany, I have gained over three years of journalism and writing experience. My positions with *The Boston Globe* and Germany-based *Thüringer Allgemeine* involved extensive editing, research in the community, connecting with over 40 local organizations, and often meeting very short daily deadlines. In my current work with Beloit College's student managed weekly newspaper, I coordinate layout and design for four to six pages, and conduct feature writing and reporting. My most recent features have included a full-page story on the College's three all-conference football honorees, and a three-article series sharing how the history of golf at the College has connected with the development of golf courses in the local community. The quality and variety of my experiences have prepared me for future journalism opportunities such as the internship with your organization.

Attached you will find my resume for you to review my qualifications further. Please let me know if you have any difficulties opening the attachment. I would be happy to provide writing samples upon request. To follow up with you, I will call the week of October 13, 2008 and confirm that you have received my resume and make arrangements to meet with you while I am in Washington D.C. in November. You may also contact me at this email or the phone number listed below if you would like to talk with me about my application or the internship position before then.

Thank you for your time and consideration. I look forward to talking with you soon.

Sincerely,

Jordan Smith
700 College Street, Box 0000
Beloit, WI 53511
608-363-0000
smithj@stu.beloit.edu

- No need for more than a double-space between your closing line and your name, since you will not be signing your emailed letter.
- List your address, phone number and email below your name when sending a cover letter via email.
- Have an "Attachment" line instead of an "Enclosure" line with email letters.

Attachment: 1

COVER LETTER CHECKLIST

- Remember that the cover letter really serves as a letter of introduction whose purpose is to entice the reader to examine your resume.
- It should identify who you are and the position you are applying for.
- It highlights the skills you bring to the position; focus on accomplishments related to the position.
- Each letter should be addressed to a specific individual. If you don't have a name, do more research or contact the company and ask for the name of their Human Resources Director or college recruiter. If the gender of the contact person is not clear, call the company to ask.
- Always check that the individual's name and title are spelled correctly.
- Follow the application instructions exactly as described in the ad or position listing.
- Answer job postings as soon as possible; to wait suggests a lack of real interest.
- Always type your letter.
- Be sure to use the same paper and font style and letterhead you used on your resume.
- Be proactive; close the letter by explaining how you will follow up with the employer.
- Limit it to one page and three to five paragraphs.
- Remember to sign your letter.
- Don't rely solely on the computer spell checker – read and re-read for errors. Even the most trained eye can miss something have someone else look your letter over for errors.

POWER PHRASES FOR COVER LETTERS

(Adapted from Cover Letters for New Graduates, Katharine Hansen, Ten Speed Press, 1998)

Introductions

- My training in marketing and sales in the medical industry offers much to a company that seeks motivated individuals in its sales force. I have recently graduated from Beloit College, and am eager to put my solid education to work in a position such as the one with ABC company advertised in the *Beloit Daily News*.
- Having been employed with Hawaiian Tropic, I know firsthand that your corporation is a strong and growing organization in which I could meaningfully contribute the management and marketing experience I've gained through both education and experience.

Demonstrating Your Knowledge

- My experience demonstrates my motivation, leadership ability, communication skills, and ability to work well with people. I planned and organized a fundraising project that raised \$10,000 for Rock County local charities.
- My recent success as president of Alpha Sigma Tau demonstrates my leadership ability and communication skills. As head of the organization, I have been accustomed to working with little or no supervision, and I have learned the value of confidentiality. Further, I have proven that I am a well-organized, responsible, and reliable individual who excels at working under pressure.

- This year, as a junior at Beloit College, I have become involved in a concert promotion project co-sponsored by our business and music departments. This project has given me the opportunity to work closely in various aspects of the marketing field.
- My success as chairperson of public relations for the Beloit College International Club demonstrates my leadership ability and communication skills. I organize open houses for prospective students and their parents, and create and publish an information sheet about the organization and its members.
- As the coordinator of a tutoring program for disadvantaged youth, I have developed my organizational and communication skills, as well as my determination and solid work ethic. The same skills that aided me in recruiting 115 new volunteers for service projects this year allow me to make a valuable contribution to your organization.
- While attending college, I dedicated considerable time and energy toward revitalizing AIESEC, a nonprofit international student-run business that matches highly motivated students to paid internships at international companies. Being part of AIESEC allowed me to share my passion for international travel with others. This combination of international exposure and academic achievement, as illustrated by my resume, makes me an ideal candidate for Pan-Pacific Consultants.

Following up

- I would like to emphasize that I am not only looking for experience this summer, but also for the opportunity to bring my skills and talents to the internship. I will call you the week of November 18th to set up follow up and answer any questions regarding my qualifications. Thank you very much for your time and consideration.
- My personal and professional background has prepared me to be a successful programmer at SBC Communications, and I am ready to contribute to your company. I will contact you next week, the week of March 10th, to discuss the position and my qualifications. If you have any questions in the meantime, please call or e-mail me at smithj@stu.beloit.edu. Thank you for your time and consideration.

RESOURCES FOR RESUME AND COVER LETTER WRITING

Field and Career Services Library Resources

Cover Letters that Knock 'em Dead by Martin Yate
Dynamic Cover Letters by Katharine Hansen
Gallery of Best Cover Letters by David F. Noble
High Impact Resumes and Letters by Ronald L. Krannich & William J. Banis, PhD
101 Grade A Resumes for Teachers by Rebecca Anthony & Gerald Roe
The Curriculum Vitae Handbook by Rebecca Anthony & Gerald Roe
Cyberspace Resume Kit by Mary B. Memnich & Fred E. Jandt
The Edge: Resume and Job Search Strategy by Bill Corbin & Shelbi Wright
How to Prepare Your Curriculum Vitae by Acy L. Jackson
The Overnight Resume by Donald Asher
Planning Job Choices magazine, published by the National Association of Colleges and Employers

On-line Help

Cover Letter Tutorial (http://www.quintcareers.com/cover_letter_tutorial.html)
 Resume/Cover Letters (Purdue Univ) (<http://owl.english.purdue.edu/handouts/pw/index.html>)
 The Riley Guide (<http://www.rileyguide.com/letters.html>)

RESUME WORKSHEET

CONTACT INFORMATION

Name _____
Email: _____

School:
Street Address _____
City, State, Zip _____
Phone # _____

Permanent:
Street Address _____
City, State, Zip _____
Phone # _____

OBJECTIVE

EDUCATION

College _____
City, State _____
Degree pursuing _____
Major(s)/Field(s) of Study _____
Month & Year of Graduation _____
GPA (if 3.0 or above) _____

College _____
City, State _____
Degree pursuing _____
Major(s)/Field(s) of Study _____
Month & Year of Graduation _____
GPA (if 3.0 or above) _____

RELATED COURSES

HONORS, SCHOLARSHIPS AND ACHIEVEMENTS

WORK EXPERIENCE

(jobs, volunteer work, internships)

Company Name _____
Job Title _____
Description of Duties: _____

City, State _____
Dates of Work _____

Company Name _____
Job Title _____
Description of Duties: _____

City, State _____
Dates of Work _____

Company Name _____

City, State _____

Job Title _____

Dates of Work _____

Description of Duties and Responsibilities:

Company Name _____

City, State _____

Job Title _____

Dates of Work _____

Description of Duties and Responsibilities:

SPECIAL RESEARCH

Research topic/title _____

Research date and publication status _____

Research presentation experience _____

Research topic/title _____

Research date and publication status _____

Research presentation experience _____

COMPUTER SKILLS

LANGUAGE SKILLS

(include fluency level for each language)

LABORATORY AND OTHER SKILLS

INTERNATIONAL EXPERIENCE

EXTRACURRICULAR THEATER/ARTISTIC RELATED

(art shows, theater/dance performances or involvement, etc.)

1. _____
2. _____
3. _____

ADDITIONAL EXTRACURRICULAR ACTIVITIES - OR LEADERSHIP - OR COMMUNITY INVOLVEMENT

(involvement in clubs/organizations, special conferences, etc.)

List by most recent to least recent. List organization name, membership status or positions held, dates (start to end year, or "to present"), committees chaired or served on, if applicable:

1. _____
2. _____
3. _____

Note: In typing your resume and making decisions on content and design, you may choose to leave out some information or details related to extracurricular experiences.

