

RESUMES & COVER LETTERS

Grade 12 Writing

The purpose of a resume is to sell yourself as the best candidate for the job. It is never too early to begin building your resume!

I. How Do I Begin?

- A. With a personal mission statement-what do you want & how would you want to accomplish this?
- B. List all of your positive attributes
- C. Know specifically what type of job you would want, company/place you want to work for, and do your research on that company.

II. Components of a Resume

A. Your Heading

1. Your proper name
2. Your permanent address and/or your current address
3. Email address

B. Objective

1. This is a brief sentence (or 2-3 sentences) about what you want or how you want to contribute to a company.
2. Create your objective based on your mission statement and job research about the company that you conducted
3. This must be effective and worth reading. You can state an objective based on: Job type, Industry, or geographical location

C. Summary Section

1. List your education
2. show your relevant job experience in your field of study
3. leadership roles or positions that might speak beyond just the job
4. other notables which demonstrate your character and uniqueness

D. References

1. You typically have 3 references
2. Have correct phone numbers and addresses
3. For college or entry level resumes, including the actual letters of reference is even better!

III. Resume Dos and Don'ts

DO	Don't
<ul style="list-style-type: none">✓ Use buzz words which show your expertise & knowledge if/of the field✓ Use active verbs when describing what you have accomplished✓ Include your GPA if 3.0 or higher-especially if your graduate with honors✓ List your graduation date if you are still in college or grad school; or include a date in which your thesis will be published etc.✓ Include anything that you have published or initiated✓ Always keep it updated!	<ul style="list-style-type: none">▪ Never lie or over exaggerate▪ Do not state that you are trying to just start out or that you want an entry level job▪ Do not give information that could be used to “discriminate” against you▪ Do not have a resume that is more than one page (1 page front & back is OK)

IV. Revising Considerations

- A. Read your rough draft aloud to hear grammatical and sentence structure errors
- B. Have people in the field give you feedback or ask if they would hire you
- C. Have someone read your resume. Give them only 15 seconds to state back to you what they remembered about you from the resume.

V. Publishing Steps

- Use only 1-2 fonts. Times New Roman, 12 pt. is standard
- Print using a laser printer if possible
- Use only high quality resume paper. This is usually linen paper or heavier bond paper. You can find this at any stationary or office supply store
- Paper should be a light color. Pastels are acceptable
- Best if hand delivered so you make personal contact
- If you mail it, print the envelopes. It is best to NOT fold it. If you need to fold it, tri-fold it like you would with a business letter
- Publish your resume through your college career center and the internet

VI. Cover Letters

- A. This should be about the company, not you or what is already stated on your resume
- B. It should be addresses to someone specifically. NO "To whom it may concern"
- C. It is typically 3 paragraphs
- D. It is written in the same format as a business letter
- E. It is appropriate to play up your personal contact with in the company, or to insert quotes that are testimonials about the company (not about how great you are)
- F. Include this with your resume

VII. Post Cards

Post cards are a nice way to solicit a response from the employer or Human Resources Department. This is not required, but is very effective.

YOU PAY FOR THE COST

The following is a sample format for this technique from www.collegegrad.com

Your Name Street Address City, State & Zip Code	<input type="checkbox"/>
Name of Company Contact Person Street Address City, State & Zip Code	

the front of the post card

_____	Please call me to arrange an interview.
_____	Please call me to further discuss your background.
_____	We will contact you within _____ months to follow up.
_____	We currently have no interest for the following reason:

Name:	_____
Title:	_____
Company:	_____
Phone:	_____
E-mail:	_____

the back of the post card