

# Creating a Resume and Cover Letter

Career Services

203 Peabody

992-4909

[westhoffj@husson.edu](mailto:westhoffj@husson.edu)

# What A Resume Is

- Correct and truthful
- A concise summary of education, experience, skills, activities, and honors
- Quantifies what you can do for employer
- One step towards an interview

# What a Resume Is Not

- A detail of whole life
- A one-time document for all positions
- Resume should be focused to each position
- Long or wordy (Use short phrases and not sentences)

# Resume Formats

- Chronological: Education and work experiences listed starting with most recent.
- Functional: Highlights and organizes skills and abilities according to functional skill areas. (i.e. communication skills, technical skills, counseling skills)
- Combination: Combines the above and includes a concise Related Skills section, for example

# Headings

## **Yankee Doodle**

1234 Flag Drive

Waterville, ME 04265

(202)-555-6434

[doodle@yahoo.com](mailto:doodle@yahoo.com)

### **James Westhoff**

10 Willy Lane

Brunswick, ME 04011

Cell: (207)555-4350

[westhoffj@husson.edu](mailto:westhoffj@husson.edu)

### **James Westhoff**

[westhoffj@husson.edu](mailto:westhoffj@husson.edu)

Husson University

1 College Circle

Bangor, ME 04401

(207) 555-3045

[westhoffj@husson.edu](mailto:westhoffj@husson.edu)

1636 Windsor Ct.

Ft. Collins, CO 80526

(970) 555-3886

[jwesthoff15@yahoo.com](mailto:jwesthoff15@yahoo.com)

# Objectives

**Objectives are optional. Use them to clarify the position you are applying for.**

## **Good Samples:**

- An editorial internship with the Pittsburgh Courier
- A paralegal internship in a large, private law firm in Boston
- A Marketing Research Analyst with Percy, Cline Inc.

## **Bad Sample:**

- A challenging position utilizing my strong analytical skills, excellent project management background, and teamwork ability
  
- A job in computer programming, banking, or the legal field

# Education Section

## **EDUCATION**

### **Husson University**

B.S., Biology with minor in Psychology. GPA: 3.5. Expected, May 2011

**Relevant Coursework:** Put what is related to position.

**Bangor, ME**

### **Husson University**

**B.S., Criminal Justice and English,** Expected May 2011

You could put academic awards, major projects you worked on.

**Bangor, ME**

# Related Skills/Qualifications

Utilized in the Combination resume format

**Sample Version:**

## **Related Skills**

- Performed analysis of profit/loss statements to find and correct errors in several instances
- Researched stock market history for final honors project which resulted in a 60 page paper
- Created and designed 10 marketing flyers for Husson's Homecoming program
- Nominated and acted as Treasurer for the Husson Campus Activities Committee



# Work Experience Section

- Should be in reverse chronological order (most recent to least recent)
- Concentrate on the action verbs that start your phrases (i.e., Managed, Developed, Created)
- Also try to quantify your examples briefly
- You can have a “Related Work Experience” section to highlight similar work and an “Other Work Experience” for less related work.
- No need for address or supervisor’s name on resume

# Work Experience Section

**Johnson and Dowager, CPA's, Bangor, ME**

**Summer 2010**

**Accounting Intern.** Performed tax analysis and research for small companies. Reconciled account balances for 35 accounts. And so on.

**Financial Intern, Merrill Lynch, Portland, ME**

**May 2010-August 2010**

- Researched the stock market to develop new portfolio strategies.
- Screened clients and referred them to the most appropriate financial counselor.
- Created and maintained a new filing system

# Functional Resume Layout

## **Communication Skills**

- Put 3 or 4 examples of your communication skills

## **Leadership Skills**

- Again, three or four bulleted examples

## **Technical Skills**

- Same with 3 or 4 skill examples

# Extracurricular Activities

## College Activities

- **Disc Jockey**, WFAN-FM, College Radio Station. 2008-Present
- **Treasurer**, Husson Environmental Club. May 2009-Present
- **Member**, Husson Varsity Soccer Team. 2009-2010
- **Volunteer**, Bangor Homeless Shelter, Bangor, ME. May 2008-May 2009

## Interests (Optional)

Writing poetry, backpacking, music history

## Computer and Language Skills

**Computer Skills:** Excel, PowerPoint, Publisher

**Language Skills:** Fluent in Spanish, Conversational French

# Critical Resume Elements

- No mistakes
- One page, unless you have a lot of related experience
- Action Verbs
- Focused to a job description
- Use phrases and not full sentences
- Quantify as much as possible
- Do not embellish on your resume
- Once sent, follow-up after a week to ten days

# What is A Cover Letter

- One page, 3-4 paragraphs, business format
- Address to a particular individual, if at all possible
- Put both cover letter and resume on same resume quality paper, available at office store.

# Opening Paragraph

- State why you are writing
- Identify the position and how you heard about the opportunity
- Catch the readers attention with a statement of why you are the right candidate

- Sample:

Enclosed is my resume for the Marketing Intern position that I found on JobsInME.com. As a junior business major at Husson, I bring strong writing skills, excellent artistic skills, and a desire to learn much more about marketing. In my research of Detail Marketing, Inc., I have found that you are about to move into the sports industry and I have a desire to work in that area.

# Middle Paragraph

- Sell yourself here
- Expand on your resume and give detailed examples of how your experience can help the employer.
- State 2 to 3 examples of how your skills and actions will benefit the employer and relate to position in which you are applying
- If you don't have much experience, state why this position is important to you and focus on skills that you bring from coursework or other experience



# Last Paragraph

- Restate your interest in the position and the skills or abilities you bring
- Convey your eagerness for an interview
- Mention a specific time for a follow-up call to arrange an interview and make sure to do it.
- **Sample:**

Thank you for your time and consideration. With a very strong background in accounting, I would be an excellent candidate for your internship. During the week of August 26<sup>th</sup> I will follow-up to schedule an interview. If you should need any other information contact me at (970) 555-3240 during the Husson winter break.

# Critical Cover Letter Hints

- No Mistakes
- Work with counselor on content and format of both cover letter and resume
- Get several opinions because most will have different thoughts
- Make sure you have others proofread
- Follow-up with employer after you send out
- Learn about scannable resumes

# Any Questions

**James Westhoff**  
**Director, Career Services**  
**203 Peabody Hall**  
**(207) 992-4909**  
**[westhoffj@husson.edu](mailto:westhoffj@husson.edu)**

**Call or write anytime. Come to walk-ins or make an appointment**