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# WRITING A STRONG RESUME

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A Resource Packet

FALL 2013

TUTORING AND ACADEMIC SUCCESS CENTER

Three Rivers Community College

Pages 12-14 from St. Mary's College of Maryland's Resume Packet

# Did You Know?

In addition to TASC,  
there are other great resources to help you!

<b>The Student Development Center</b>	<b>The Online Job Board</b>
<p><b><i>What do they offer?</i></b></p> <p><b>- Career Development Services:</b></p> <ul style="list-style-type: none"><li>○ Career Workshops</li><li>○ Resume Review</li><li>○ Career Assessment</li><li>○ Individual Counseling</li><li>○ Job Search</li><li>○ Internships</li><li>○ Choice of Major Assistance</li></ul> <p><b><i>Where are they?</i></b></p> <p>Three Rivers Community College A Wing 574 New London Turnpike Norwich, CT 06360</p> <p><b><i>How can you contact them?</i></b></p> <p>careerplacement@trcc.commnet.edu 860.383.5298</p>	<p><b><i>What do they offer?</i></b></p> <p><b>- Job Search Services:</b></p> <ul style="list-style-type: none"><li>○ Exclusive job listings</li><li>○ Job Agents</li><li>○ Resume builder</li><li>○ Online Career Portfolio sharing</li><li>○ Career-related Announcements</li><li>○ Career Events: info and registration</li><li>○ Job Search Tips and Videos</li><li>○ Free Career Advice Documents</li><li>○ Access to the Nation's Largest Entry-Level Job Board</li></ul> <p><b><i>Where are they?</i></b></p> <p><a href="http://www.CollegeCentral.com/threerivers">www.CollegeCentral.com/threerivers</a></p>

# Three Types of Resume Layouts

**A resume has one ideal purpose: to secure you an interview with the employer.** It is usually one piece of paper and should effectively summarize your skills, competencies, accomplishments, education, and work history. It should show the employer that you are just the right person for the job.

Research shows that most employers spend a mere 30 seconds glancing at a resume before dropping it in a yes, no, or maybe pile. As such, it's important to present your strongest experience relevant to the job first. For example, if your education is your strongest point as opposed to your work history, present that section first (after the objective).

There is no one-size-fits-all format for a resume. You must consider what format will most emphasize your skills and accomplishments.

## A Chronological Resume

- puts experiences in chronological order, beginning with the most recent position held
- highlights responsibilities & achievements at each job
- enables the employer to track your career history
- is ideal if you have recent, relevant experience
- makes it difficult to hide employment gaps

## A Functional Resume

- is organized around broad categories of skills
- includes specific job titles, organizations, and dates in a small section near the bottom
- is ideal for students who worry that their work experience is not sufficiently lengthy, relevant, or professional
- is useful if you've worked in many positions for one employer
- is often less preferred by employers
- helps hide employment gaps and/or a lack of a formal education

## A Combination Resume

- consists of a chronological resume with just one or two functional headings added in
- follows the chronological format for presenting education and employment

Sources:

TRCC Career Development Resume Packet and St. Mary's College of Maryland's "Guide to Writing Résumés & Vitas"

# Essential Parts of a Resume

## Identification Section

- your formal, legal name
- full address, including zip code
- telephone number, including area code
- a professional e-mail address, (not something like sexybeast@gmail.com but rather johnsmith@gmail.com)

## Job Objective Statement

- shows the employer which position you are applying for
- should be specific (see next page)

## Education & Training Section

- degree or certificate, and major
- name of school and location (city, state)
- GPA (if 3.5 or higher)
- notable achievements related to the job

## Work Experience Section

- job title, employer, city & state, dates worked (month/year)
- responsibilities, achievements, and skills used at each

## Optional Sections

- "Summary of Qualifications" emphasizing your skills (functional or combination resume)
- "Other Involvements," "Professional Development," or "Community Work" for internships, volunteer experience, etc. that would be relevant to the position or that would show off skills you could use in the position

Sources:

TRCC Career Development Resume Packet and St. Mary's College of Maryland's "Guide to Writing Résumés & Vitas"

# Forming a Job Objective Statement

A job objective statement should be specific and show the hiring manager exactly which position you are looking for. When writing a job objective statement, ask yourself these questions:

What do I want to do?

- Teach

For whom or with whom do I want to do it?

- Autistic children

Where do I want to do it?

- A public school

At what level of responsibility?

- Head Teacher

**Resulting Statement**

- Good: Position as a Head Teacher of autistic children in a public school
- Bad: A challenging position that uses my education and creativity

## Examples of Clearly Stated Job Objectives

- Part-time clerical position in a bank
- Software engineering position with computer Task Group
- Receptionist/office assistant in a chiropractic office
- Employment counselor/job development position, working with disabled clients
- Entry position in financial analysis with a major financial institution
- Position as a fire fighter with Berkland City Fire Department

# Steps to Developing Your Resume Content

## Worth Knowing

**Your resume should not be one-size-fits-all.** A resume should be field specific, emphasizing whichever field you're applying for (i.e. retail customer service, teaching, office work, etc.)

Note that many skills are transferable. For example, if you're a strong communicator at one job, you will likely be a strong communicator at another job as well.

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- Use a job ad in your desired field as a reference. Also, imagine you are the employer.
  - Using both as a guide, fill in this chart:

### Step 1

Desired Personality Traits	Desired Skills / Abilities
(Friendly, self-motivated, quick thinker, fast paced, etc.)	(selling, writing, teaching, coaching, researching, cleaning, etc.)

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### Step 2

- Consider each of your jobs/internships/volunteer experiences/etc.
- Which skills & traits from the above chart can you emphasize at which jobs?

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### Step 3

- Using bullet points under each job, write verb phrases emphasizing the skills or traits from that chart above
  - Use verb phrases that emphasize results (quantitative, if possible)
  - Don't waste your space just defining a job position. We all know what a waitress does, for example.
  - Emphasize instead how you benefited the company, made a difference, or stood out
-

## Examples of Strong Resume Bullet Points

Anyone can claim to be self-directed. Anyone can claim to be a team player, an excellent organizer, or a problem solver. Anyone can claim to be computer savvy. Instead of making these claims on your resume, use your bullet points to show how you used these skills to benefit the company.

<b>Telling / Claiming</b>	<b>Showing</b>
Leadership skills	Managed and collaborated with 10 associates
Self-motivated	Initiated successful web redesign project
Customer service	Quickly and effectively resolved customer grievances
Communication skills	Drafted several grant proposals
Opened/closed cash register	Accurately balanced registers daily
Training	Trained more than 20 employees in computer system
Creative / Flexible	Adjusted curriculum to meet disabled students' needs
Time management skills	Prioritized tasks to meet deadlines daily
Customer service (deli)	Greeted regulars by name & remembered their orders
Computer skills	Knowledgeable in html, MS Office, InDesign, Photoshop
Experienced babysitter	Prepared meals, assisted with homework, and enforced parental rules
Excellent organizer	Developed and maintained schedules for community events
Detail oriented	Caught numerous copy errors before publication

# Developing Action Phrases

Review your accomplishments and begin to organize, prioritize, and select skills for inclusion as “action phrases” in your resume. Work to ensure appropriate and consistent wording. Each should begin with a past-tense action verb (present tense for current positions), such as those from the list below. Be sure to avoid very brief statements, as well as unnecessarily long ones. Focus on results, achievements, and skills developed rather than simple duties. Be specific, and quantify when possible.

<b>Management/ Leadership Skills</b>	composed	extracted	enabled	educated	updated
administered	condensed	formulated	evaluated	encouraged	validated
assigned	contacted	gathered	explained	facilitated	verified
attained	convinced	evaluated	facilitated	familiarized	
chaired	corresponded	identified	guided	furthered	<b>Financial Skills</b>
consolidated	defined	interpreted	individualized	helped	analyzed
contracted	directed	interviewed	instructed	influenced	appraised
coordinated	drafted	invented	motivated	insured	audited
delegated	edited	investigated	set goals	mentored	balanced
developed	elicited	located	stimulated	provided	budgeted
directed	explained	measured	taught	referred	calculated
eliminated	expressed	organized	trained	rehabilitated	computed
enhanced	formulated	researched	transmitted	resolved	developed
enforced	influenced	reviewed	tutored	simplified	estimated
established	interpreted	solved		supplied	forecasted
evaluated	interviewed	summarized	<b>Creative Skills</b>	supported	managed
executed	judged	surveyed	acted	volunteered	marketed
generated	lectured	systematized	composed		planned
headed	marketed	tested	conceptualized	<b>Organizational Skills</b>	projected
hired	mediated		created	approved	reconciled
improved	moderated	<b>Technical Skills</b>	designed	arranged	reduced
incorporated	negotiated	applied	directed	catalogued	researched
increased	observed	assembled	displayed	categorized	
inspected	participated	built	drew	charted	<b>More Verbs...</b>
instituted	persuaded	calculated	entertained	classified	achieved
managed	presented	conserved	fashioned	coded	completed
motivated	promoted	constructed	founded	collected	contributed
organized	publicized	designed	illustrated	compiled	effectuated
oversaw	reconciled	determined	introduced	corresponded	electrified
planned	recruited	developed	invented	distributed	expanded
presided	referred	installed	modeled	filed	improved
prioritized	reported	maintained	originated	generated	navigated
produced	resolved	operated	performed	implemented	negotiated
recommended	responded	programmed	photographed	inspected	pioneered
reorganized	spoke	resolved	planned	maintained	perfected
reviewed	suggested	specialized	revised	monitored	promoted
scheduled	synthesized	upgraded	shaped	operated	quoted
strengthened	translated			organized	reduced
supervised	wrote	<b>Teaching Skills</b>		prepared	resolved
		adapted	<b>Helping Skills</b>	processed	sparked
	<b>Research Skills</b>	advised	advocated	provided	spearheaded
<b>Communication Skills</b>	analyzed	arranged	aided	recorded	spoke
addressed	clarified	clarified	answered	reviewed	succeeded
advertised	collected	communicated	assisted	scheduled	supervised
arranged	compared	conducted	cared for	sorted	surpassed
collaborated	conducted	coordinated	clarified	submitted	transferred
communicated	determined	critiqued	counseled	standardized	unified
	examined	developed	diagnosed	systemized	

# 8 Words / Phrases That Ruin a Resume

By Charles Purdy, Monster.com Senior Editor

## 1. “Salary negotiable”

Yes, they know. If you’re wasting a precious line of your resume on this term, it looks as though you’re padding -- that you’ve run out of things to talk about. If your salary is not negotiable, that would be somewhat unusual. (Still, don’t put that on your resume either.)

## 2. “References available by request”

See the preceding comment about unnecessary terms. [Either include your references or omit this line completely.]

## 3. “Responsible for \_\_\_\_\_”

Reading this term, the recruiter can almost picture the C-average, uninspired employee mechanically fulfilling his job requirements -- no more, no less. Having been responsible for something isn’t something you did -- it’s something that happened to you. Turn phrases like “responsible for” into “managed,” “led” or other decisive, strong verbs.

## 4. “Experience working in \_\_\_\_\_”

Again, experience is something that happens to you -- not something you achieve. Describe your background in terms of achievements.

## 5. “Problem-solving skills”

You know who else has problem-solving skills? Monkeys. Dogs. On your resume, stick to skills that require a human.

## 6. “Detail-oriented”

So, you pay attention to details. Well, so does everyone else. Don’t you have something unique to tell the hiring manager? Plus, putting this on your resume will make that accidental typo in your cover letter or resume all the more comical.

## 7. “Hardworking”

Have you ever heard the term “show -- don’t tell”? This is where that might apply. Anyone can call himself a hard worker. It’s a lot more convincing if you describe situations in concrete detail in which your hard work benefited an employer.

## 8. “Team player”

See the preceding comment about showing instead of telling. There are very few jobs that don’t involve working with someone else. If you have relevant success stories about collaboration, put them on your resume. Talk about the kinds of teams you worked on, and how you succeeded.

# Resume Checklist

## Appearance: Details

- Is the font choice and size (10 – 12 pt) appropriate & legible for all readers?
- Are design elements, such as bullets, bolding, and lines, used consistently throughout the resume? Are italics and punctuation also used consistently?
- Are design elements used to help readers identify various sections of the resume?
- Is there adequate white space between sections to allow for easy reading and navigation?
- Is there more white space between sections than within?
- Are large blocks of text avoided? (i.e. a paragraph of writing)
- Are margins reasonable (1") and even on all sides?

## Overall Appearance

- Is the length of the resume appropriate for the given career level and objective? (For folks with a short career history, the resume should not be longer than 1 page.)
- Does the resume look professional rather than like a simple typing job?
- Is it printed clearly and on high quality paper?
- Does the resume provide a visually pleasing, polished presentation?
- Is the resume as perfect as possible, with no typos or spelling, grammar, or syntax errors?

## Resume Sections

- Are all sections clearly labeled?
- Are sections placed in the best order to highlight the applicant's strongest credentials?
- Is the order logical and easy to follow?
- Is the work history listed in reverse chronological order (most present job first)? (chronological resume)

## Resume Section Details

- Is the resume targeted to a specific career goal and not trying to be a one-size-fits-all document?
- Is the objective, if included, specific and insightful for the hiring manager?
- Do bullet points consist of strong verb phrases, emphasizing skills and results?
- Are accomplishments quantified wherever possible with numbers, percentages, or other concrete measures of success?
- Are vague claims avoided throughout the resume? (team player, excellent organizer, etc.)
- Do bullet points avoid just defining a job position that the employer would already be familiar with? Do they go beyond stating the obvious?
- Are specific computer skills and language fluency clearly identified?
- Are the details included relevant to the needs of the employer? Have irrelevant details been omitted?
- Does the resume include keywords that employers in that field would search for?

## Sources:

St. Mary's College of Maryland's "Guide to Writing Résumés & Vitas," as adapted from <http://career-advice.monster.com>, and slightly modified by TRCC's Tutoring and Academic Success Center

# NICHOLE CONNORS

ntconnors@gmail.com 202-713-2232  
425 Massachusetts Avenue Washington, D.C. 20001

Chronological  
Resume

## EDUCATION

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**Bachelor of Arts in Political Science, Minor in Spanish**  
St. Mary's College of Maryland, St. Mary's City, MD

Anticipated May 2012  
Cumulative GPA: 3.47

## EXPERIENCE

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**Legislative Intern**, Office of Delegate Waldstreicher  
Annapolis, MD

January-April 2012

- Informed officials about the significance of bills to obtain their cosponsorship
- Interviewed delegates about personal experiences in the Maryland General Assembly and documented responses
- Researched voter turnout trends and portrayed findings in graphs
- Drafted constituent correspondence for Delegate Jeff Waldstreicher's office
- Answered and responded to constituent issues and referred callers to local government agencies
- Maintained a database of contact information for multiple constituents in the Maryland Legislative District
- Prepared and outlined a bill regarding the legitimacy of marriages conducted in foreign jurisdictions

**Assistant Coach**, Chesapeake Bay Aquatic Club  
Great Mills, MD

November 2009-January 2011

- Wrote daily workouts for several groups of swimmers throughout each competitive swimming season
- Maintained personal contact with parents throughout the competitive swim season regarding the progress of their child's swimming ability

**Lifeguard**, Bluewater Poolside Services  
Bethesda, MD

May 2005-August 2011

- Directed training seminars for lifeguard staff members to refresh first aid and lifesaving skills
- Created a master summer schedule for all lifeguard staff that contained rotating assignments and various duties

## ACHIEVEMENTS

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Dean's List: Fall 2010, Fall 2011

# NICHOLE CONNORS

ntconnors@gmail.com • 202-713-2232  
425 Massachusetts Avenue • Washington D.C. 20001

## EDUCATION

Bachelor of Arts in Political Science, Minor in Spanish  
St. Mary's College of Maryland, St. Mary's City, MD  
Dean's List: Fall 2010, Fall 2011

Anticipated May 2012  
Cumulative GPA: 3.47

Functional Resume:  
Skills based resume that utilizes the specific talents a person has picked up throughout each experience

## PROFILE

Political science student with well-developed research, writing, and oral communication abilities as well as written fluency in Spanish. Extremely organized and detail oriented. Experience in researching legislation, fundraising, event-planning, and administration.

A profile statement is optional and can be added to any style resume to highlight specific skills

## Professional Skills

### Interpersonal

- Held meetings with members of the Maryland State Legislature in order inform officials about the significance of bills and ultimately obtain their co-sponsorship
- Maintained personal contact with parents throughout the competitive swim season regarding the progress of their child's swimming ability. Provided information on areas of excellence and areas that required improvement
- Directed training seminars for lifeguard staff members to refresh first aid and lifesaving skills
- Interviewed delegates about personal experiences in the Maryland General Assembly and documented responses

### Analytical

- Researched voter turnout trends by race, gender, and income levels. Used SPSS software and Microsoft Suite to create graphs to portray findings visually
- Wrote legislative histories for the Federal Defense of Marriage Act, "Don't Ask Don't Tell," and Maryland's Civil Marriage Protection Act
- Examined the differences in judicial elections and authored a senior-level paper that critiqued partisan and non-partisan election of judges, the appointment process, and the merit system
- Composed court briefs on a weekly basis for class assignments in a constitutional law course

### Communication

- Worked with a team of students to translate a website from Spanish to English in order to promote an international youth musical event in commemoration of Argentina's bicentennial celebration
- Drafted constituent correspondence for Delegate Jeff Waldstreicher's office
- Answered and responded to constituent issues and referred callers to local government agencies

### Organizational

- Maintained a database of contact information for multiple constituents in the Maryland Legislative District
- Created a master summer schedule for all lifeguard staff that contained rotating assignments and various duties
- Wrote daily workouts for several groups of swimmers throughout each competitive swimming season
- Prepared and outlined a bill regarding the legitimacy of marriages conducted in foreign jurisdictions

## Experience

Legislative Intern	Office of Delegate Waldstreicher, Annapolis, MD	January-April 2012
Assistant Coach	Chesapeake Bay Aquatic Club, Great Mills, MD	November 2009-January 2011
Lifeguard	Bluewater Poolside Services, Bethesda, MD	May 2005-August 2011

Actual positions titles, location and dates should go at the bottom, as they are important but not the focal point of the resume

## References Sample

### ANDREW MARONEY

1010 Hagler Drive | Leonardtown, MD 20650 | 410-210-8774 |  
akmaroney@smcm.edu

#### References

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Regina Faden Ph.D.  
Executive Director, Historic St. Mary's City  
240-895-1111  
[rmfaden@smcm.edu](mailto:rmfaden@smcm.edu)

Bob Paul Ph.D.  
Professor of Biology, St. Mary's College of Maryland  
240-895-0000  
[rwpaul@smcm.edu](mailto:rwpaul@smcm.edu)

Lois Riden  
Coordinator for Environmental Testing, Anne Arundel County  
555-555-4573  
[Iriden24@aac.gov](mailto:Iriden24@aac.gov)

Keep the format consistent with your resume. Copy and paste your contact information into a new references document

The information included here is the bare minimum.

You may also include a mailing address and your relationship to each reference.

\*\*\*References should NOT be family members\*\*\*

#### General Guidelines:

- List at least 3 professional references
- Ask each person if they are willing to act as a positive reference for you
- Keep your references informed.
  - Let your references know you are applying for positions and they may be contacted as your reference.
  - Send an update copy of your resume to your references when applying to new jobs
  - Update your references list if you have not been in touch with someone for any prolonged period of time

If you are asked to submit a *plain text* resume OR asked to copy/paste your resume into an Applicant Tracking System, use this example

JILL SIMMONS

555-821-2484, jmsimons@smcm.edu

Box 2223, 16800 Point Lookout Rd. St. Mary's City, Maryland 20686

#### EDUCATION

Bachelor of Arts in Psychology, Minor in Educational Studies, Anticipated May 2013

St. Mary's College of Maryland (SMCM), St. Mary's City, MD

Semester Abroad in Alba, Italy (Fall 2011)

#### RESEARCH EXPERIENCE (SMCM)

Senior Thesis (Fall 2012-present)

- Conducting a comprehensive independent senior project examining the prevalence of eating disorders and patterns of counseling center usage on the campus of St. Mary's College of Maryland
- Completing a 30 to 40-page review of the relevant literature in preparation for data collection
- Submitted formal proposal to the Institutional Review Board to obtain approval for the study

Research Assistantship (Spring-Summer 2012)

- Assisted faculty with research on the impact of parenting style on family dynamics
- Recruited and scheduled more than 40 participating families within 3 months, including 16 from traditionally underrepresented groups and 7 of low socioeconomic status
- Transcribed and coded counseling sessions, assisted with data analysis, and contributed to a professional manuscript submitted for publication

Psychotherapy and Counseling Course with Lab (Spring 2012)

- Created a questionnaire, analyzed data, and composed a lab report on the influence of support networks on individuals' willingness to seek professional help
- Conducted a second 25-minute role-play helping session and reviewed recorded session with "client" to determine her perception of helpfulness and the impact of therapist self-talk
- Analyzed findings to determine most effective elements of the session

#### TEACHING EXPERIENCE

Peer Mentor, First Year Seminar Course, SMCM (Fall 2013)

- Provided feedback on writing skills and oral presentations for 21 students
- Developed weekly lesson plans on topics listed in the course syllabus
- Facilitated class discussions and arranged guest speakers

Volunteer, Afterschool Program, St. Mary's Public Schools (Fall 2012 - Present)

- Assisted students aged 5-18 with homework in various subjects
- Coordinated 3 week relation unit teaching yoga and relaxation techniques aimed to increase concentration and decrease distress in students
- Received outstanding evaluation and an invitation to return based on my initial performance

Remove ALL formatting. Use the CAPS and dashes to help organize your information

Do not be concerned if your plain text resume is longer than a single page.

# Cover Letter Guide

SMCM Career Development Center  
211 Glendening | [www.smcm.edu/careercenter](http://www.smcm.edu/careercenter) | 240-895-4203 | [careercenter@smcm.edu](mailto:careercenter@smcm.edu)

Updated: 8/2013

## Purpose

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**To tell** the employer what type of position you are seeking and provide your resume objective

**To entice** the employer to learn more about you by reading your resume

**To impress** the employer by showcasing your knowledge about the company and/or its goals

**To show** the employer how well you can express yourself

## Getting Started

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### Address the letter to a specific individual

Try to find the name and title of the person responsible for hiring, if you cannot find the name of the specific individual, then address the cover letter regarding the position title. That way the reader will know that you want to apply to that specific job and you are not sending your letters out in mass quantities.

### Write an attention-getting introduction

Remember, you are trying to entice the reader to want to get to know you better, and ultimately hire you.

### State the position for which you are applying and point out your relevant qualifications

Do not merely repeat the contents of your resume. Select specific experiences relevant to the job and discuss them. Fill in the blanks your resume leaves open. Tell the employer why *you* are uniquely suited for the job. Avoid using “I” to start every sentence.

### Tailor your letters to the needs of the company and requirements of the position

How will *the employer* benefit by hiring you? What is the information that you have researched that you want to stress about the organization? Research about the workings of your chosen industry and let them know that you are aware of — and possess — exactly what it is that they are looking for.

## Thank You Letter

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Following an interview, promptly write the interviewer(s) a letter expressing appreciation and thanks for the interview. The purpose of this letter is to:

- Show appreciation for the employer's interest in you.
- Reiterate your interest in the position and in the organization.
- Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- Follow up with any information the employer may have asked you to provide after the interview.
- Thank-you letters can be hard copy typed, handwritten or e-mailed depending on the situation.

Remember: Send a Thank You Letter to each person you meet with. Asking for business cards during the interview makes it easy to keep track of everyone's contact information.

**Don't forget to sound positive and confident!**

## The Structure of the Cover Letter

Date

Your Street Address  
City, State Zip Code

*(Space down four spaces)*

Mr./Ms. Recruiter's Full Name  
Recruiter's Title  
Department Name  
Company Name  
Street Address  
City, State Zip Code

If you cannot find the name of the hiring contact, then make sure to place some type of address of the organization to which you are applying.

Dear Mr./Ms. Last Name Only or RE: Position Title:

Remember if you do not know the hiring contacts name then state the specific position title to which

The opening paragraph should state **why you are writing** and why you are interested in the organization. If you are writing a letter of application, you should name the specific position for which you are applying. Also, tell the employer how you became aware of the vacancy. If a former employer or someone else referred you to the employer, this is the best place to drop that person's name and mention that he or she suggested you write. A letter of inquiry should provide evidence of your career-mindedness; it helps to refer to specific job functions, if not titles, when trying to determine if a vacancy exists.

The second paragraph is where you draw attention to your resume and highlight specific skills relevant to the potential employer. This paragraph is devoted to explaining **how you are qualified**. Cite achievements and qualifications related to the position desired. If you have qualifications that are not noted on your resume, this is your opportunity to discuss them.

The third paragraph states **why you are right for this job**. Use this paragraph to demonstrate your knowledge of the employer and their goals. Tell them why you should be considered for the position you are applying for. A little bit of homework on the company or the industry can really pay off by showing the employer that you are serious about your application, and informed about the type of work and experience that it requires.

The **closing** paragraph ends the cover letter with appreciation. In your closing, thank the employer/hiring contact/or a miscellaneous person for their time. Restate your phone number and e-mail address in case this becomes separated from your resume.

Sincerely,

Your Name Typed

## Cover Letter Sample

April 9, 2010

9781 College Drive  
Columbia, Maryland 21044

Mr. Jake Ryder  
Managing Editor  
Amazon.com  
P.O. Box 6898  
Seattle, Washington 98961

Dear Mr. Ryder,

While researching publishing companies online, I discovered an opening on Amazon's website in the editorial department as a category writer. I would like to be considered for this position at the company headquarters in Seattle. This May, I will graduate from the St. Mary's College of Maryland with a degree in English, and I would like to use the knowledge, skills and experience that I have gained to pioneer Internet businesses like yours.

I have had extensive experience in feature writing at newspapers and magazines, along with writing creatively in the corporate world. However, my true interest lies in new media and how to merge innovative writing with cutting-edge technology. For the past year, I have been a producer for Hawk Radio, the radio station at St. Mary's. In addition to my radio experience, I have worked as a reporter for the health, science and environment beat for the *Point News*, our student newspaper, and as a features editor for *Vox* magazine. I have also had experience as a copyeditor for *Vox* magazine. I am confident that I could bring creativity, professionalism, and style to the job.

I understand that Amazon.com has been on the forefront of technology since its beginning in 1995. With my flair for the creative and my ability to reach a rainbow of readers, I believe that I am well-suited to help your company expand well into the millennium. Your mission to transform internet buying into the fastest, easiest, and most enjoyable experience possible is one that I could aid substantially with not only my writing experience, but also my dream for the same.

I know that my qualifications and background make me an excellent candidate for this position. Please feel free to contact me at [harper@harper.com](mailto:harper@harper.com) or (123) 456-7890. Thank you for your consideration.

Sincerely,  
Harper Scott