

- ▶ A cover letter introduces you to a potential employer. It should also explain what job you are applying for. Include a cover letter whenever you send your resume to a potential employer.
- ▶ Before you write your cover letter, contact the company and ask for the name and address of the person your resume should be addressed to. If you can't get a name, address your cover letter to "Dear Hiring Manager," "Dear Personnel Director," or "Dear Human Resources Team."
- ▶ Keep your cover letter and resume on your computer. Customize them for each employer and position.

What to include in a cover letter

▶ First Paragraph

Explain why you are sending your resume. Make it clear what position you're interested in and how you found out about the opening.

▶ Middle Paragraphs

Describe what you have to offer the employer. Try to match your qualifications to the job you are applying for and give specific examples of how your skills align with the job.

▶ Final Paragraph

Thank the employer for considering you for the position. Mention again your email address and/or phone number.

James Thomas
123 Elm St.
Centerville, IN 45678
555-555-1234
jthomas@email.com

March 10, 2021

Dear Mr. Jackson,

I am writing in regard to the sales position that was recently advertised in the Metropolitan News. I am excited about the possibility of working at Superior Printing and have enclosed my resume for your review.

I enjoy working with people and I understand the importance of customer service. I believe that my communication skills, positive attitude, and customer service experience would make me an asset to your company.

I would very much appreciate the opportunity to interview for this sales position. I can be reached at jthomas@email.com or 555-555-1234. Thank you for your consideration.

Sincerely,

James Thomas
James Thomas

Writing a Resume



Job Skills and Strategies

WOODBURN PRESS

Job InfoGuide

Writing a Resume

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622-21



Writing a Resume

A resume is a way to provide a potential employer with information about yourself.

A resume is:

- ▶ a one- or two-page document listing your education, work experience, activities, interests, personal qualities, and skills
- ▶ an opportunity for you to highlight your abilities, strengths, and accomplishments
- ▶ a brief summary of who you are

There are a number of resume formats, and variety of resume examples can be found in books and online.

While it's a good idea to have a basic resume, it's best to tailor each resume to the job you are applying for.



Sample Resume



JAMES THOMAS high quality paper
123 Elm St. • Centerville, IN 45678 • (555) 555-1234 • jthomas@email.com

OBJECTIVE objective
Student with customer service experience seeking a part-time retail sales position

EDUCATION hard working, intelligent
Grant High School, Centerville, IN impressive attendance record
Graduation Date – June 2021
Honor Roll – 2019-21
Perfect Attendance – 2018-19
Relevant Courses – English, Economics, Computer Programming, Speech, Spanish
Activities – Chess Club 2018-21, Office Aid 2019-20
Baseball Team 2018-21 – Captain 2021

WORK EXPERIENCE position of trust
Daily Herald newspaper route – 2017 - present leadership role
Received Service Award 2018 and 2019
Antonio's Pizza – 2019 - present experience as part of a team
Answer the phone and deliver pizzas
Humane Society – Summer 2019 commitment and dedication
Volunteer position – walked dogs 3 hours a week

SKILLS impressive recognition
Experienced with MS Word and PowerPoint
Cashier experience
customer service experience
caring personality

ACTIVITIES AND INTERESTS valued business skills
Hiking, mountain biking, and computers
comfortable with technology
physically fit and active

PERSONAL QUALITIES qualities valued in sales
Hard working, enthusiastic, reliable

Parts of a Resume



Personal Data

Include your name, address, phone, and email.

Objective

Introduce yourself and state your job objective. Tailor this to the position you're applying for.

Education

List the schools you've attended, with the most recent first. Include the school name, city, state, and graduation date. Also include activities, awards, leadership positions, and any relevant courses you've taken.

Work Experience

List any paid or unpaid work experience you've had, with the most recent first. Include the name of the business/organization you worked for, the dates you were employed, and a description of your duties. Note any accomplishments or awards.

Skills

List any skills you have that may apply to the position you're seeking.

Activities and Interests

List relevant activities and interests.

Personal Qualities

List any qualities you possess that will be helpful in the position you're seeking.