

So...you have to write a resume. Well, things could be worse. You could be one of the thousands of job-seekers every day who unwittingly submit inadequate, incomplete and poorly designed resumes that don't give a clear or positive picture of who they are. Those documents, more often than not, go from the hand of the reader into the wastebasket in less than five seconds.

WHAT IS A RESUME?

- First, it is a "picture" of you. It tells an employer who you are: your background, skills, experiences, education, etc. Naturally, you want that picture to be accurate, flattering and persuasive.
- It is also a reflection of you. If it looks messy, you look messy. If it is disorganized, you look disorganized.
- Although it is important, it is only one of the many job-hunting tools you will need to develop. A good resume will not guarantee you a job, but a poor resume can certainly keep you from getting one.
- Ideally, it is a shaped document, tailored to a particular position or field. It is **not** the complete history of everything you've ever done. Each item should be there for a reason, trying to anticipate what the reader (the employer!) wants to see.

HOW TO WRITE A RESUME

Step One: Brainstorm

Start by collecting the facts about you and putting them on paper. Write down anything you can think of that would show an employer what you have done and how you have done it. This can include full or part-time employment, summer jobs, work on school and church committees, volunteer experiences, etc. At this point you are looking for illustrations of your abilities and skills, so whether you were paid or not doesn't matter. Put down everything; you can edit later.

Continue by outlining your education, including special classes, workshops, training programs, research projects, etc. Beyond that, list extra-curricular activities, sports, travel, knowledge of languages, technical abilities, computer skills, and any experience where you handled money.

Don't hesitate to get help in this process from parents and friends; they may very well see or remember things you miss altogether.

Step Two: Self Assessment

Most of us need help in seeing clearly who we are and what we do well. We may have vague ideas that need clarifying and "fleshing" out. A variety of assessment tools are available in the Office of Life Planning that can be invaluable in just such a process. The *Myers-Briggs Type Indicator* and the *Strong Interest Inventory*, are all tools to help you discover your skills, abilities, values, preferences, working style, etc. If you haven't made use of these and other available resources, doing so will make writing your resume considerably easier.

Skills: One of the key things employers will be looking for in your resume is a sense of the skills you will bring to a job. You may feel you have very few right now, but that really isn't true. Skills are often developed and utilized in unlikely places, or at least in places we tend to overlook. Although you may not have some of the specific skills common to a particular job, you probably have many transferable skills that make you a very good candidate for that job. Look at the list on page 6 and check all the skills that apply to you. Try using as many as you can to describe your jobs and activities.

For example, as a summer camp counselor you may have used teaching, planning, instructing, writing, supervising, resolving, etc. (And you thought you just herded a bunch of kids around!).

Qualities: Employers are also looking for qualities or attributes that make you a good prospective employee. Look on page 6 for a list of some of these. Although you don't want to overuse them (these may be better utilized in your cover letter), there are ways to bring personal qualities out. For instance, one way of presenting a job might look like this:

WAITER

Joe's Greasy Spoon, Los Angeles CA Summer, 2010

Waited tables and helped in the kitchen.

But since you know the employer is not looking for a waiter, this is not going to communicate much useful information. An alternate approach might be:

WAITER

Joe's Greasy Spoon, Los Angeles, CA Summer, 2010

Waited tables serving interstate truckers in a fast-paced truck stop.

Responded positively and calmly to any customer complaints. Worked 50 hours per week while simultaneously volunteering 20 hours per week with a community youth group.

You have now communicated ability to handle conflict, adaptability, interpersonal skills, self-confidence, and a willingness to do hard work.

Step Three: Organizing Your Resume

There are two basic resume formats with numerous variations of each depending on the nature and length of work experience.

A **chronological** resume (listing employment or activities from the most recent backwards) emphasizes employment history and is the first-choice in most instances. It tends to be the preferred format of employers and gives the clearest picture of what you have done and the time-frame involved. The following are items commonly included in a chronological resume:

Heading. Include your name, address, zip code, telephone with area code, and email address if you have it, at the top of the page. If you are moving after graduation, add a second or permanent address and phone. **Note:** It is critical that the phone number you list is answered by someone, has voicemail, or a message machine.

Career Objective. If you list a career objective, it should be brief, concise and address the current job only, not future career plans. Very general career objectives (such as "a

challenging position that allows me to use my skills with people...") are not effective and usually just give off the message that you aren't sure what you want to do. The cover letter is often a good place to present a tailored job objective.

Education. Your educational information should be placed near or at the top of the page since, in most cases, it will be your most important qualification. Include your most recent degree and date, or expected date of completion. Usually, your high school and junior college data is not relevant (unless, for instance, you went to Bakersfield high school and Bakersfield Junior College and you plan to look for a job in Bakersfield). You might want to add specifically relevant classes, your GPA (if it is above 3.0 and you feel it would be to your advantage), special projects, research, scholarships, etc.

Experience. This can be titled "Work Experience," "Related Experience," "Professional Experience," or whatever describes your experience best. This category can include volunteer, intern, practicum experiences, full or part-time jobs.

Begin with your most recent work experience and work backwards, including only information from the last four years, unless it is directly related to the position you are applying for.

Use descriptive job titles, the name of the organization and the dates or times (e.g., summer) of employment. Reflect the scope, level, effect, accomplishments, results produced or things changed for the better. Banish "responsible for" or "duties included" from your resume vocabulary. Describe your experience using action verbs in the past tense (ending in "ed" not "ing"). Employers want to know what you did, not what you were supposed to do. Use short sentences and omit all personal pronouns (I, we...).

Personal Interests. Opinions vary about including these. See the answer to question 4 on page 5 for more detailed information.

Activities, Honors, and Awards. This section would include college and/or community activities, offices held, sports, scholarships (only those based on merit, not financial need), and other related honors. Although this section is optional, you may find that your extracurricular activities are closely related to your job objective. This is your chance to include relevant information to the employer that would not be included in any other section. The actual title of this section should reflect the information it contains.

Special Skills. List any specialized skills that would enhance your chances for the job: language ability, computer skills (depending on the job and your experience, you may want to make this more prominent, perhaps in a separate category), technical knowledge/skills, etc.

Community Service/Volunteer Work. Include here service/ministry involvement. Employers are looking for relevant experience: it does not have to be paid.

A **functional** resume (see "James Dwight" example) is designed to outline and emphasize transferable skills relevant to the position for which you apply. This approach may be useful if your most recent position does not relate to the position you seek or if you have little or no

directly related experience. Some potential headings you might use in a functional resume include:

Research	Writing	Interpersonal Skills
Program Planning	Managerial Skills	Leadership Ability
Communication Skills	Supervision	Promotion/Public Relations
Organization Skills	Administrative Support	Marketing and Sales
Budgeting	Financial Planning	Analysis/Problem Solving
Counseling	Teaching	Computer Skills
Technical Skills	Project Development	Customer Service

Step Four: Know Your Audience

What you include in your resume will depend largely on who you expect to be reading it. It is important for you to be flexible and not assume a “generic” resume will suffice for all occasions (see question 6 on page 5). Be prepared to tailor your resume to the needs of the employer you are seeking to inform. To do that will require some work on your part, in researching and knowing your target company or organization.

Employer research is essential in preparing a successful resume. You will need to have specific information about the kinds of entry-level jobs that are offered in your career field, the related work and educational experience required, specific job duties and opportunities for advancement. You should also try to determine what the employers’ expectations may be, their concept of the type of person they are looking for, and their particular selection criteria.

Step Five: Choose a Style

The most important considerations here are clarity and consistency. Know what you want to emphasize and use capitalizing, bold lettering, indentation, bullets, underlining, etc., in a consistent way that draws attention to the most important facts that you are trying to communicate. Remember, you probably have 20 or 30 seconds in which to make an impression, so be sure as you scan your resume, those elements you most want to get across, stand out clearly. Use underlining, capitalizing and bold face letters sparingly; if everything is emphasized, nothing is emphasized.

How your resume looks is extremely important. Remember, you only get one chance to make a first impression. Choose high quality paper (8 1/2 x 11 inches), either white or off-white. Stay away from colored paper (which draws attention to itself rather than what is on the paper) and purchase extra paper and envelopes that match your resume. Of course, your resume should be without error and as professionally typed and reproduced as possible. **In most cases, your resume should be one page** (see question 3 on page 5).

COMMON QUESTIONS ABOUT RESUMES

Q1: Do resumes have a strict format?

A: Resumes are somewhat like hair or clothing styles; certain things seem to go in and out of vogue. And employers do not always agree. In a recent survey, 69% of employers said that using bond (high quality) paper was not necessary and 60% said they liked to see the GPA on a resume. We still recommend you *always* use bond paper, but probably not include your GPA if it is below 3.0. **There are many judgment calls you will have to make for which there are no firm rules.**

Q2: What about using a resume template (found on most computers)?

A: We haven't seen one yet that we really like. Usually they organize things by dates (which are prominently displayed), when dates for you at this point are not that important. We think the examples included here work better for the recent graduate.

Q3: Can my resume be two pages?

A: The overall rule for a recent graduate is one page. However, if you have substantial relevant experience and really need more space, and you are fairly sure the employer is interested in you and will read it, two is permissible. If your resume is going to compete with many others, keep it to one page. Remember, a resume is in a sense a "teaser" designed to interest employers in you and cause them to want to know more.

Q4: Should I list my hobbies and interests?

A: Opinions vary here with some saying that listing personal interests gives the interviewer something to talk about that will "break the ice" when starting the interview. However, our sense is that most employers are looking for directly relevant information and aren't really interested in the fact that you like to ski, knit and play the guitar. However, if you are looking for a teaching position, everything you like to do is relevant since it can be utilized with your students. Also, employers with sales-oriented positions often like to see sports involvement, since it implies a competitive spirit and teamwork, which they look for.

Q5: Should I include my references?

References, including title, name, address and phone, should be on a separate sheet (simply titled "References"). Generally, you would wait until they are asked for before you submit them. However, if you feel it would be advisable to include them, or if you feel the employer would either know or be impressed by your references, you may include them along with your resume.

Q6: Can I write a generic resume since I'm not sure what I want to do?

A: You can, but it is difficult since you cannot be sure what is really relevant. Again, the best resume is one focused to a particular position or field. If that is impossible, look to include in your experiences transferable skills that can be used in virtually any job. Some of those might be: budget management, supervising, public relations, coping with deadline pressure, public speaking, writing, organizing/managing, teaching/instructing.

Q7: Are there things I should not include?

A: Yes. Omit personal information that by law they are not allowed to use for hiring decisions: age, weight, marital status, children, religious preference, etc.

RESUME ACTION VERBS

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
invested
managed
marketed
planned
projected
reduced
researched
simplified

Creative Skills

acted
authored
conceived
conceptualized
created
demonstrated
designed
developed
directed
discovered
established
explored
founded
illustrate
innovated
inspired
instituted
integrated
invented
observed
originated
performed
planned
revitalized
shaped
synthesized

Helping Skills

advised
assessed
assisted
clarified
coached
consulted
counseled
demonstrated
diagnosed
educated
equipped
expedited
facilitated
familiarized
guided
led
referred
rehabilitated
represented
supported
taught
trained

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
svstematized

Technical Skills

assembled
built
calculated
computed
designed
engineered
experimented
fabricated
installed
investigated
maintained
operated
overhauled
overhauled
programmed
remodeled
repair
solved

Teaching Skills

adapted
advised
clarified
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated

Management skills

achieved
 acted as liaison
 administered
 analyzed
 assigned
 chaired
 contracted
 consolidated
 delegate
 developed
 established
 evaluated
 executed
 improved
 increased
 managed
 organized
 planned
 prepared
 produced
 recommended
 reviewed
 scheduled
 strategize
 strengthened

Communication skills

addressed
 arranged
 authored
 communicated
 clarified
 edited
 facilitated
 formulated
 influenced
 interpreted
 lectured
 mediated
 motivated
 negotiated
 persuaded
 promoted
 reconciled
 recruited
 spoke
 taught
 trained
 translated
 wrote

Clerical / detailed skills

approved
 catalogued
 classified
 collected
 compiled
 completed
 correlated
 dispatched
 expedited
 generated
 integrated
 maintained
 operated
 prepared
 processed
 recorded
 researched
 revised
 screened
 specified
 standardized
 structured
 tabulated
 validated

Self Descriptive Words

active
 adaptable
 assertive
 alert
 ambitious
 analytical
 broadminded
 conscientious
 consistent
 constructive
 creative
 dependable
 detailed
 determined
 discrete

enterprising
 enthusiastic
 fair
 flexible
 forceful
 imaginative
 independent
 learn quickly
 logical
 mature
 methodical
 objective
 optimistic
 organized
 perceptive
 personable
 practical

productive
 perceptive
 personable
 practical
 productive
 realistic
 reflective
 reliable
 resourceful
 responsible
 self reliant
 sincere
 tactful
 talented
 will travel
 will relocate

Marisol Matthews

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Objective

To obtain an internship in Events Planning

Education

Bachelor of Arts degree in Communication Studies
 Westmont College, Santa Barbara, California. May 2012

Related Experience

Sales and Catering Intern

January 2011-present

Fess Parker's Doubletree Resort, Santa Barbara, California

- Initiated projects with the Sales, Catering, and Convention Services departments
- Participated in client meetings, Pre-Convention meetings and site tours
- Gained a working knowledge of the hotel computer system (Delphi and Word) through creating letters and mail merges
- Liaison with vendors and guests over the phone to remedy potential complications
- Assisted in servicing and programming a convention

Administrative Assistant

Summer 2010

Alpha Property Management; Apple One Temporary Agency, Downey, CA.

- Completed various computer related tasks in Excel and Windows programs, including data entry, word processing, and chart making
- Compiled quarterly reports of financial records for the U.S. Department of Housing
- Transcribed minutes at the Property Supervisors' weekly meetings
- Worked flexibly with schedules of multiple Property Supervisors to assist in various capacities

Director of Service Organization

May, 2009-May 2010

Westmont College, Santa Barbara, California

- Successfully acted as liaison between students and administration
- Presented updates to the college's Parents Council, Alumni Council and Board of Trustees
- Wrote informative letters to prospective students and faculty members
- Worked closely with a co-director and faculty advisor to assist a staff in decision making and troubleshooting
- Supervised over 30 service groups which attended the needs of students on campus, members of the local community, and people around the world
- Interviewed and selected staff members

Child Care Program Coordinator

May, 2008-May 2009

Anaheim Hilton and Towers, "Vacation Station", Anaheim, California

- Assisted Public Relations Director in organizing informational packets and publicity for summer "Vacation Station" program
- Wrote informative memorandums to various departments within the hotel
- Trained and supervised child care staff and enforced the Hilton Corporations service standards

SPECIAL HONORS AND AWARDS

- Omicron Delta Kappa Society Member (leadership and academic society) Spring 2010
- Leadership Scholarship \$ 500, Fall 2008 and \$1000, Spring 2009
- Dean's List. Fall, 2008, 2009 and Spring, 2010
- Westmont Presidential Scholarship, \$5000 per year. Fall, 2008-present

AMY SMITH

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 Cell: (805) 565-1234 asmith@westmont.edu



OBJECTIVE: Position as Children's Tutor

SUMMARY: Caring and self-motivated with four years experience working with children K-6 in the development of basic reading and math skills.

EDUCATION

Bachelor of Arts in English, Minor in Psychology Expected Graduation May 2015
 Westmont College, Santa Barbara, CA

TUTORING EXPERIENCE

Children's Tutor

Galaxy Child Care Center, Santa Barbara, CA 2010 - Present

- Assist children aged K-6 in the development of reading skills and enjoyment.
- Engage in academic activities either one-on-one or with small groups.
- Assess student's needs and how best to address them.
- Develop meaningful and positive relationships with children and their families.
- Serve as a positive role model for children.
- Assist children with daily homework tasks and supplemental assignments.
- Uncover roadblocks and seek to address them.

Math Tutor

Private Family (10 year old boy), Goleta, CA 2009 - 2011

- Brought strong math skills and an interest in improving students' performance
- Clearly explained lessons and clarified confusion
- Utilized different math teaching methods including math games
- Grade improved from D to B+

OTHER EXPERIENCE WITH CHILDREN

Swim Coach/Lifeguard

Modesto YMCA Summers 2009 – Present

Childcare Worker

Modesto Presbyterian Church 2004 – 2009

INTERESTS AND SKILLS

- Swimming, diving, guitar, photography, singing
- Language: conversational Spanish

TRAVIS D. GRAND

955 La Paz Road MS# 1626

Santa Barbara, CA 93108

Phone: 805-457-5488

Email: tgrand@westmont.edu**OBJECTIVE:** Position as an intern at an engineering firm**EDUCATION:**

- Bachelor of Science, Physics and Computer Science, Minor in Mathematics
Westmont College - May 2011
- President's Scholar Cumulative G.P.A: 4.0

RELATED EMPLOYMENT AND COLLEGE ACTIVITIESNuclear Physics Research - Westmont College Summers '09-'10

- Worked under Dr. Warren Rogers as part of the Modular Neutron Array collaboration at Michigan State University cyclotron laboratory
- Set up cosmic ray detectors and programming filtering routines for cosmic ray data

Teaching Assistant - Westmont College Present

- Led homework and test help sessions: Mechanics, General Physics I/ II, Physics for Life Sciences, Basic Computer Programming in Scheme

OTHER WORK EXPERIENCECamp Counselor, Campus by the Sea (Catalina Island) Summer 2010

- Organized camp activities for 2nd and 3rd grade campers over a ten week period

AWARDS AND HONORS

- **First Senior** (Highest G.P.A.) Class of 2011
- **NSF Computer Science Scholarship** (Merit Based) 2 years
- **Dean's List** Westmont College (4 years)

COMPUTER SKILLS**Operating Systems:** Win ME/Vista, Linux (Ubuntu)**Software:** MS Word, MS Excel, MS PowerPoint**Languages:** Scheme, C++, Java, Ruby, Tcl**EXTRACURRICULAR ACTIVITIES****Westmont Rugby Club** (4 Years)**Phi Kappa Phi (Academic Honor Society)** - Inducted 2008**Languages** - Portuguese (fluent), French, and Spanish (working knowledge)

Rebecca Neuhouser

301 Lyon St. San Francisco, CA 94117

Phone: (415) 447-0956 Cell: (206) 310-7172 Email: [rneuhous@westmont.edu](mailto:rneuhaus@westmont.edu)

EDUCATION

Bachelor of Arts in Sociology

Westmont College, Santa Barbara, California, graduation May 2010

SOCIAL SERVICE EXPERIENCE

Communications Director of Spring Break in the City

2009-2010

Westmont College, Santa Barbara, CA

- Led a social service trip to South Central Los Angeles during Spring Break
- Acted as liaison between students, faculty and staff, and organizations in L.A.
- Organized and implemented marketing and advertising for events and deadlines.
- Assembled training materials for eighty students prior to trip.
- Facilitated day to day details of the team, including emergencies

Youth Leader

2008-2009

Shoreline Community Church, Santa Barbara, CA

- Acted as liaison between the junior high youth group and the larger church body.
- Developed, facilitated curriculum and weekly meetings with a group of at-risk girls.
- Planned monthly social activities.

Child Care Provider

2009

North Seattle Family Center, Young Mother's Support Group

- Led activities with children with a number of disadvantages and disabilities, including illiteracy and autism

Camp Counselor

2008

- Camp Side by Side, Seattle, WA
- Worked with families with children battling cancer
- Coordinated programs and connected families with each other

OTHER WORK EXPERIENCE

Summer Staff Clinician

2007

- Taught students with learning disabilities: autism, Asperger's syndrome, dyslexia, and hyperlexia
- Implemented curriculum

Resident Assistant

2006-2007

Westmont College, Santa Barbara, CA

- Planned section and residence hall programs, both educational and social
- Implemented programs designed to create community among the women in my section, building an atmosphere of love and support.
- Counseled and advised residents.
- Trained to respond to emergency situations.

SPECIAL HONORS

- Westmont College Dean's List. 2008- present
- Westmont College Presidential Scholar. 2008-present
- National AP Scholar, with Honors. 2009

Jeff Reid

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EDUCATION:

- Bachelor of Arts - Economics and Business, May 2012
 Westmont College, Santa Barbara, CA
- Emphasis in Finance and International Business
- Cumulative GPA 3.81, Magna Cum Laude
- Phi Kappa Phi (National Academic Honor Society)
- International Business Institute, Europe Summer 2011
 Ten weeks of academics and field seminars with top multinational corporations (KLM, Nestle, Daimler Benz, Dresdner bank, Credit Suisse, Hoechst Chemical)
- Related course work
 Investments and Portfolio management, Corporate Financial management
 International Finance, Financial and Managerial Accounting, Money and Banking

EXPERIENCE

Intern, Private Client Group Financial Consulting Firm Spring 2011

Merrill Lynch, Institutional Financial Services and Brokerage House, Santa Barbara CA

- Created and analyzed asset allocation reports
- Supported Financial Planner as administrative assistant
- Simplified and unified multiple databases

Client Services Financial Planning Intern Fall 2010

Mercer Global Advisors, Investment Advisory Firm, Santa Barbara CA

- Assisted director of Client Services in recreating client information gathering system
- Generated portfolios utilizing the Morningstar CD rom database
- Application and research of modern portfolio theory, CAPM, cross correlation
- Coordinated and participated in annual client meetings

Waiter Jan 2009-Dec 2009

Onion Bar and Grill, Spokane WA

- Top salesman at \$3 million grossing restaurant with staff of 160
- Delivered exceptional customer service under tight deadlines
- Developed team work and problem solving skills

COMPUTER SKILLS

- Thorough understanding of Windows 7, Mac OS X, Office 2012, Word 2010
- Netscape 8.0.1, Lotus 6.1
- Intermediate training in MS Excel and, MS Access 2010

INTERESTS AND ACTIVITIES

- Varsity Collegiate Athletics
 Track and Field, Cross Country
- Recreational pursuits:
 mountaineering, rock climbing, white water rafting, mountain bike racing

Susan Thurston

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Objective: Physical Therapy Aide Position

Highlight of Skills:

- Working knowledge of protocols for hip and knee replacement surgeries
- Working knowledge of ultrasound therapy
- Dependable, conscientious, personable, eager to learn

Education:

Bachelor of Arts degree in English and Modern Languages	May 2012
Westmont College, Santa Barbara CA	GPA 3.78

Related Classes:

- | | | |
|-----------------------------|-----------------------|-----------------------|
| • Human Anatomy/ Physiology | • Biology I&II | • Applied Kinesiology |
| • Chemistry I&II | • Exercise Physiology | • Statistics |

Related Work Experience:

Physical Therapy Aide Summer 2011

South Pacific Rehabilitation - Los Palos Convalescent Center, San Pedro, CA

- Assisted RPT in evaluation and formation of patient care plans
- Conducted therapy sessions according to patient care plans
- Attended in-service training on bone fractures and patient transfers

Physical Therapy Aide Summer 2010

South Pacific Rehabilitation – Sharon Care Center, Los Angeles, CA

- Assisted RPT in evaluation and formation of patient care plans
- Conducted therapy sessions according to patient care plans
- Attended in-service training on bone fractures and patient transfers

Other Work Experience:

Copy Editor August 2010-January 2011

Westmont College Newspaper - The Horizon

Coffee Bartender August 2010- Present

Java Station - Santa Barbara, CA

Teaching Experience

Teaching Assistant - Human Physiology January 2011-Present

- Instructed weekly lab sessions
- Evaluated student performance
- Graded weekly assignments

Teaching Assistant- Statistics January 2011-Present

- Graded weekly assignments
- Graded unit exams

Honors:

- Member of Phi Kappa Phi Honor Society
- Recipient of Arthur Lynip Award for Literature

James Dwight
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Objective: Position in public relations, public affairs or promotions

SUMMARY OF QUALIFICATIONS

- Two years experience in public relations
- Skilled in writing PSA's and promotional material
- Well organized and self motivated
- Bilingual English/Spanish
- Ability to relate easily with all kinds of people in acting as company representative

RELEVANT SKILLS AND ACCOMPLISHMENTS

PUBLIC RELATIONS/ PROBLEM SOLVING

- Successfully handled PR problem for retail store, gaining the cooperation of previously resistant neighbors to increased business hours
- Resolved restaurants PR problem involving customer injury, successfully retaining good will and business of customer
- Effective public relations with Spanish speaking customers in several settings

PROMOTION

- Promoted campus entertainment events: wrote PSA's and ads
- Implemented creative promotional ideas
- Designed and distributed flyers
- Sold program advertising space for fund- raising play, raising money for local charity
- Promoted special seasonal offerings for gourmet restaurant

PROJECT MANAGEMENT

- Coordinated programming and scheduling for a live radio talk show on KDB
- Assistant manager at Mimosa, an 80 seat restaurant
- Supervised and scheduled employees
- Monitored customer satisfaction

EXPERIENCE

Spring 2009	Producer Intern	KDB Radio, Santa Barbara
2008-09	Sales Associate	True Grit Clothing, Santa Barbara
2008-pres	Assistant Manager	Mimosa Restaurant, Santa Barbara
2009	Communications Chairman	Westmont College Student Government

EDUCATION

Bachelor of Arts in Communication Studies, Westmont College, Santa Barbara, CA
 May 2010 - G.P.A. 3.5

The Cover Letter

You do need a cover letter because **a resume should never travel alone**: it travels either with you personally, or with a cover letter.

There are three main types of cover letters: (1) the unsolicited letter, (2) letters resulting from a referral or some contact, and (3) letters responding to a job advertisement.

A cover letter is written with a specific task in mind: to sell your qualifications to the reader. It serves as **a means of introduction** to an organization and creates the **first impression** of your ability to communicate and motivate the employer to review your resume.

The examples on the next page (and we have books with many more in our office) will provide some help as you prepare your own; they have been composed with the following guidelines:

1. Studies indicate your cover letter has a life expectancy of about eight seconds, so it must be brief yet informative; except in unusual situations, **no more than one page**.
2. The letter should have three recognizable parts: The **opening**, which explains why you are writing; the **main body** which lists two or three of your major accomplishments and gives the reader a good reason to want to interview you; and the **closing** which expresses a desire for future communication.
3. If at all possible, the main body should also reflect **some evidence of your knowledge of the business or organization**; this requires research and homework.
4. Address your letter **to a person** (spelled correctly), unless absolutely impossible. Usually calling a secretary or receptionist can get you that information.
5. If there was ever a time to **"toot your own horn,"** it is now. Obviously, you can't be arrogant, but you can be confidently assertive in laying out your qualifications, skills and personal attributes.
6. Your cover letter is a good place to present experiences or abilities that are not easily described on the resume, or need some elaboration and further explanation.
7. Employers these days are looking carefully at **writing ability** and are sometimes requiring a cover letter even if you bring in your resume by hand. Take your time and do it right!
8. In most cases, you want to close by letting the employer know you **will be contacting them** (not waiting to hear from them).
9. Do not let the fact that there is no current position keep you from a **face- on contact**. Let them know you would like a short meeting to introduce yourself and get to know more about their organization. You never know how important that might be in the future.
10. Be sure and have several people **proof- read** your letter for form and content. It must be perfect.

COVER LETTER EXAMPLES

832 Vine Street
 Agoura Hills, CA 91301
 July 7, 2012

Ms. Jane Smith
 Spectrum Publishing Company
 1234 Wilshire Blvd.
 Encino, CA 91316

Dear Ms. Smith

As a recent graduate of Westmont College majoring in English, I am seeking employment with a publishing company which would utilize my skills and training. I read with great interest your advertisement in the Los Angeles Times for an editorial assistant, and would like to be considered for the position.

As the enclosed resume will show, I not only have two years of copy editing and feature writing experience with Westmont's student newspaper, but also a considerate background in business. I have also held summer jobs with a variety of companies, which provided many opportunities for developing public relations and communication skills. My familiarity with Microsoft Office should prove useful to Spectrum as well, as I know the company has recently adopted that program.

I will be contacting your office soon to discuss the possibility of an interview, or I may be reached at the number listed on my resume.

Sincerely,

John Brown

Susan Anderson
 123 Manzanita St.
 Ventura, CA 93003
 (805) 648-6756

June 15, 2012

Mr. Robert Jones
 Vice President/ Institutional Research
 City Bank of New York
 New York, NY 10036

Dear Mr. Jones:

Having majored in Mathematics and minored in Business and Economics at Westmont College, I developed a strong interest in economics and institutional research. I learned of your excellent Research Trainee Program through Dr. Richard Smith, who suggested I make inquiry through your office.

In addition to my strong background in mathematics, I have taken several statistics and computer science courses which should prove useful in the position Research Trainee. You will also note on my enclosed resume that I offer significant experience in business, having gained exposure to a variety of business settings and tasks while working to finance my college education.

I am attracted to City Bank because of its recent rapid growth and the superior retention of its Economic Research Department and am anxious to discuss employment opportunities with you.

I will be in New York during the week of June 20 and will contact your office to arrange an interview. Should you wish to contact me, I can be reached at (805) 658-6543

Sincerely,
 Susan Anderson