

SAMPLE RÉSUMÉS & COVER LETTERS

PORTERVILLE COLLEGE



Target Your Resume and Cover Letter to beat the Competition



Many students send out a generic resume and cover letter to employers; that is, they use the same resume for each job prospect.

Do Not Send out a Generic Resume and Cover Letter!

Each employer wants to believe that you care about their specific job. Your chances of obtaining a job interview are greatly improved if you “target” your resume and cover letter to a specific employer. Of course, it’s a lot more work to do this. However, it’s totally worth it since you are likely to be much more successful in your job hunt!

How Do You Target Your Resume & Cover Letter?

You need to figure out what the employer is looking for in an employee. See if there is a job description. Look on the website to find out information about the company. Speak to a company representative to find out about the job (if possible). Use all of this information as you customize your resume and cover letter to fit the particular situation. **YOU ARE NOT CHEATING!!** You are simply pulling out the specific aspects of your skills and background that qualify you for a particular job and describing those things in your resume and cover letter.

Résumés and Cover Letters¹

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RONALD CHU

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Town, CA 90000
(999) 333-3333
Ronald@rru.edu

SKILLS

- Computer: MS Word, Excel, PowerPoint, the Internet
- Business Machines: 10-key, fax, copier
- Customer service
- Telephone techniques
- Personal: Quick learner, get along well with others, work well as part of a team, attention to detail
- Bilingual English and Chinese

EDUCATION

BUSINESS/OFFICE MAJOR, Anytown College,
2006-present.

Occupational Certificates: Word Processing and
Executive Office Assistant.

Goal: Associate of Arts Degree in Business

WORK EXPERIENCE

GENERAL OFFICE CLERK, Mason & Associates, Los
Angeles, CA, part-time, 2008 - Present.

Duties: Type documents using Word, answer telephones,
organize file system, file documents, compose letters.

SALES/CASHIERING, Stanford Sporting Goods Company,
Tarzana, CA, part-time, summer, 2007.

Duties: Sell men's sports apparel, assist customers in
selecting clothing, handle cash, open and close store.

RECEPTIONIST, Dovetail, Inc., Van Nuys, CA, 2006-2007.

Duties: Greet customers, handle busy switchboard, type
short documents and envelopes, file invoices, work on
accounts payable and receivable.

HONORS/ACTIVITIES

- Dean's Honor Roll, Anytown College.
- Member of Honor's Club, Anytown College.
- Helped organize and implement fundraising clothing
drive for homeless citizens.

REFERENCES

Available upon request.

LAUREN KING

8892 Vespa Avenue ■■City, CA 90047 ■■(222) 444-4444 ■■kingte@gmail.com

Skills	<ul style="list-style-type: none">•■Accounting: Accounts payable and receivable, trial balance, general ledger, financial statements, bank reconciliation, payroll; basic pronouncements of the Financial Accounting Standards Board•■Computerized Accounting: Quick BooksPro, Excel, MS Word•■Customer Service•■Oral and Written Communication•■Personal: Excellent follow-through, attention to detail
Education	<p>Accounting Major, 2008 - Present Anytown College</p> <p>Courses: Principles of Accounting 1 and 2, Introduction to Computers, Business Applications, Computer Accounting, MS Word, MS Excel, and other general education classes.</p> <p>Goal: Associate of Arts Degree in Accounting. 40 units have been completed so far.</p>
Related Experience	<p>Accounting Clerk, 2008 – Present Larabee Associates, City, CA</p> <p>Duties: Handle accounts payable and receivable, general ledger, bank reconciliations, collections, 10-key by touch, Excel, answer busy telephones, and write reports.</p>
Other Experience	<p>Sales Clerk, 2007 – 2008 Thomas Mathers Clothing Company</p> <p>Duties: Sell men's clothing, provide customer service, handle cash, open and close store.</p> <p>Sales Clerk, 2006 College Books</p> <p>Duties: Provide customer service, handle cash register, price merchandise, and manage inventory.</p>
Activities	<ul style="list-style-type: none">•■Member of the Anthropology Club at Anytown College•■Volunteer at senior citizen's home, helped with arts and crafts program•■Volunteer tax preparation for senior citizens
References	Available upon request

Tanya Ramirez

1427 S. Robertson Blvd. #20

Anytown, CA 90066

(323)406-7822

ttorres@gmail.com

Objective

To obtain an internship in a film production company

Skills

- **Office Skills:** Office procedures, handling telephones, customer service, basic office machinery
- **Computer:** MS Word, PowerPoint, Excel, the Internet
- **Oral and Written Communication:** Good writing and editing skills
- **Literature:** Foundation in World and American Literature
- **Bilingual:** Spanish and English
- **Knowledge of film history**
- **Personal:** Get along well with others, excellent work habits, very reliable

Education

Liberal Arts Major, Anytown College, 2008 to present

Courses related to major: Film History Studies (2 courses), American and World Literature, communications, psychology, history, music history and other classes. Have completed approximately 30+ units at Anytown College.

Goal: Plan to transfer to a university to complete a Bachelor of Arts Degree.

Experience

Cashier and Customer Service, Johnny's Pizza, 2007 - present

Duties: Take food orders, handle cash register, provide customer service, and make deliveries.

Camp Counselor, YMCA Camp, Anytown, CA, summers of 2006 and 2007

Duties: Handled groups of elementary school youth a summer camp, supervised hiking, campfire sessions, sports activities, crafts, etc.

Activities

- **Film Club Member:** Worked with group to produce a short film; acted as camera assistant.
- **College Club Treasurer**, 2008 – 2009.

References

Available upon request

**ANDREW
JENSON**

15 Riverton Road
Anytown, CA 96666

- Objective:** To obtain an entry-level management position
- Qualifications:**
- **Management:** Knowledge of business management principles
 - **Computer:** Word, Excel, PowerPoint
 - **Leadership:** Demonstrated skills in business club activities
 - **Communication:** Excellent oral and written communication
 - **Key Skills:** Organized and detail oriented, good critical thinking skills, able to work well in a pressured environment, and work well as part of a team, very reliable
- Education:** **Business Major**, Anytown College, 2004 – 2006.
Courses: Management Principles, Marketing and Merchandising Principles, Business Communications, and other classes. 42 units completed.
Goal: Plan to transfer to complete Bachelor of Arts Degree in Business. Attend college part-time while working.
- Experience:** **Business Internship**, Carlson's Label Corporation, Inc., Los Angeles, CA, 2005.
Duties: Perform clerical work, answer telephones, use MS Word to type correspondence, file documents, fax information.
- Customer Service Clerk**, Timberland Video, Anytown, CA, 2005-2006.
Duties: Assist customers in picking videos, process video orders, handle cash register, open and close store on occasion.
- Food Service Clerk**, Jerry's Pizzatown, Anytown CA 2004.
Duties: Take orders for restaurant and hand food to customers over the counter, handle cash register, deliver food to patron's homes, keep restaurant facilities neat, light cleaning of facility.
- Activities** **Secretary for Service Club:** Served as secretary a high school service club, member for more than a year.
Community Service Volunteer: Performed environmental services such as cleaning beach areas and planting trees in parks.
- References** Available upon request.

TERI DONALDSON

10 Sunset Avenue ■ Anytown, CA 92222 ■ 310-333-0000 ■ johnson@smith.net

CHILD DEVELOPMENT SKILLS

- **EARLY CHILDHOOD EDUCATION:** teaching techniques.
- **MUSIC:** singing, song writing.
- **DRAMA:** organizing plays for children to perform.
- **ART:** painting, sculpting, ceramics, costumes.
- **COMPUTER:** Word.

EARLY CHILD DEVELOPMENT EXPERIENCE

NEIGHBORHOOD NURSERY SCHOOL, ANYTOWN, CA

Assistant Preschool Teacher, 2005 – 2009

Assist in planning and implementing curriculum for 24 children, ages 4-5. Update children's journals. Assist in integrating music, art, math, social studies, language, literature, and social interaction activities to promote learning and self-esteem. Help lead teacher in planning for parent meetings.

SELF-EMPLOYED CHILDCARE PROVIDER, STUDIO CITY, CA

Childcare Provider, 2002 – 2005

Provide childcare for three families: three children of the Sloan family, Van Nuys, CA, 2002-2003, two children of the Livingston family, Anytown, CA 2004-2005, and one child of the Robinson family, Sherman Oaks, CA.

Provide basic care and recreational activities, help children with homework, and prepare basic meals.

OTHER EXPERIENCE

SASHA'S, ANYTOWN, CA

Sales Clerk, 2000- 2002

Sell women's shoes assist customers in selecting attractive shoes by helping customers find an excellent fit.

EDUCATION

ANYTOWN COLLEGE, ANYTOWN, CA

Associate of Arts Degree in Early Childhood Education, 2005

PETERSBOROUGH COLLEGE, HUNTINGTONSHIRE, ENGLAND

Art Major, 2000

Study oil painting, sculpting, and ceramics.

HONORS/ACTIVITIES

TRAVEL: Extensive travel throughout Europe, the Caribbean, Canada, and the United States.

AWARD: Perfect attendance in high school.

References available upon request.

Sara Stewart

1111 4th Street, #300, Anytown, CA 90000, Home Telephone: (323) 344-4444, Work Telephone: (213) 222-3333

SKILLS AND QUALIFICATIONS

- Computer: Word, Excel, Access, PowerPoint
- The Internet
- Other Applications: FrontPage, Dreamweaver, PhotoShop
- Excellent oral and written communication
- Personal: Ability to learn quickly, responsible and reliable, dedicated

EDUCATION

COMPUTER INFORMATION SYSTEMS MAJOR

Anytown College, Anytown, CA, 2008-2009

Courses: 25 units in Computer Information Systems in addition to general education courses.

Goal: Associate of Arts Degree in Computer Information Systems.

RELATED EXPERIENCE

COMPUTER SCIENCE LAB ASSISTANT

Anytown College, Anytown, CA, 2009

Duties: Assist students in lab with MS Word, Excel, Access, PowerPoint and other applications. Also responsible for scanning, photocopying, filing, internet research, handling telephones, and greeting students in the lab. Open and close the lab on occasion.

OTHER EXPERIENCE

CASHIER/CLERK

Credit Department of the Friedland Store, Anytown, CA

Duties: Assist in verifying and processing cash and credit card vouchers in cash register, reconcile differences, balance and vault, deposit for shipment to the bank; file vouchers.

ACCOUNTING CLERK

Oaktree Clothing Company, Anytown, CA

Duties: Responsible for accounts payable and receivable, handle heavy cash transactions, tactfully screen incoming calls, customer contact, minimize processing delays.

HONORS/ACTIVITIES

- Computer Club member, Anytown College, 2008 – 2009.
- Joyce Randall Memorial Scholarship Award, 2007.

References available upon request

DOUGLAS MIRO

18 State Street

Beachtown, CA 92341 · 310/ 474-9912

SKILLS

- Apparel Construction/Production
- Knowledge of Fashion Trends and Design
- Draping
- Illustration
- Pattern Making
- Office Skills: Computer, Typing, Copying, Faxing, etc.

EDUCATION

FASHION DESIGN AND MERCHANDISING ASSOCIATE OF ARTS DEGREE, Anytown College, 2007-2009.

Courses: Fashion Trends and Design, Color Analysis, Apparel Construction, Apparel Production, pattern Analysis and Design, Illustration & Advertising, Draping, General Education Course Work.

RELATED EXPERIENCE

RETAIL CLOTHING SALES, Contemporary Quarters, Anytown, CA, 2006 - 2008.

Duties: Sell men's clothing, assist men in choosing pleasing garments, handle telephones, open and close store, handle cash register.

OTHER EXPERIENCE

SHIFT SUPERVISOR, Steve's Restaurant, East City, Illinois, 2004-2006.

Duties: Open and close store, schedule and supervise employees, resolve all customer problems.

ACTIVITIES/HONORS

GYMNAST: Earned numerous awards as a gymnast in regional competitions for 8 years. Developed maturity, ability to handle pressure, flexibility, high energy, and pride in accomplishment.

REFERENCES

Available upon request.

THOMAS NGUYEN

3000 4th Street · Anytown, CA 90401 · 310-555-9999 · tnguyen@gmail.com

SKILLS

- Graphic Design: Quark Express, Adobe Illustrator, Adobe Photoshop, Aldus PageMaker
- Computer: M.S. Word, Excel, PowerPoint
- Customer Service
- Telephone techniques

EDUCATION

ANYTOWN COLLEGE

Graphic Design Major, 2007 – Present

Courses: Page layout, advertising layout.

Goal: Bachelor of Arts Degree in Graphic Design.

CHAFFEY COLLEGE

Graphic Design Major, 2007

Graphic Design 1, 2, and 3.

EXPERIENCE

AVERY INTERNATIONAL, HILLVIEW, CA

General Office Clerk, 2006 – 2007

Customer service, order taking, shipping and receiving, scheduling work shifts, and data entry.

20TH STREET LIBRARY, HILLVIEW, CA

General Office Clerk, 2006

Filing, data entry, customer service, cash handling.

ACTIVITIES

- Graphic Design Club member at Anytown College.
- Design brochure for several organizations, including college ski club.

REFERENCES

- Available upon request.

Cover Statement to Include with Your Resume:

A Cover Statement Improves Your Success in Setting Up an Interview! Why?

A good cover statement shows the employer that you are focused on working at their company and have good reasons for wanting to be there. Look online at the company website or go to the library and ask the reference librarian for help in looking up information about the company. Include a sentence or two that makes use of information you have found. This demonstrates your interest in the company.

The cover statement, written in one to three paragraphs, briefly explains why you are applying and summarizes the reasons you are a great candidate for the position. It is similar to a cover letter, but shorter.

SAMPLE COVER STATEMENT:

Here is a sample statement **to include on a cover sheet** with a resume attached:

Date

Dear Human Resources Department Staff:

I am very excited to be applying for an internship with Worldwide Music Group (WMG). The internship opening in the marketing department came to my attention through the Anytown College Career Services Center. One of the reasons that I am applying for an internship with WMG is the wonderful roster of artists that you represent, both in North America and all over the world that I found listed on your website.

The attached resume lists my background and strengths. Please let me know when we may meet to discuss the marketing internship at WMG. Thank you for your time and consideration.

Sincerely,
Randall Chang

Attachment

Cover Letters: Write Letters That Employers Will Read!

Most employers won't take the time to read long letters that don't get to the point. They get many letters from hopeful job candidates and most get thrown away. Take the time to write a letter that grabs attention for you. Be brief and clear. Make your point quickly. Convince the employer to grant you an interview.

Make sure to send individual letter to each prospective employer. Address the letter directly to a specific person if possible, and check for correct spelling of names and accurate job titles. Here are some suggestions for an effective cover letter.

GRAB ATTENTION

The first sentence of the letter should grab the employer's attention with a bold sentence stating exactly what you want. State the actual title of the job you're seeking, or the general type of work you're looking for.

SPARK INTEREST

Get interest by telling employers how you got their name. If you got their names from the Career Services Center, or through friends or acquaintances who know the employers, use their names.

TALK ABOUT THE FIELD/COMPANY

Explain why you chose their company—good products, excellent reputation, know somebody who works there; describe samples of what you know about the company or industry (products, customers, markets, way of doing business). Mention that you want to work specifically for that company.

SUMMARIZE YOUR BEST POINTS

List key skills, abilities or training that applies to each job. You may want to use "bullet points" that draw the eye and reader's attention. Keep plenty of white space that is pleasing to the eye and easy to read.

FINAL COMMENTS

Request that you would like to follow-up and see if the employer could schedule some time to meet with you. Thank employers for their time and consideration.

Tom Drake
573 West Delaney Street
West Hills, CA 94002
818-709-0000
Drake.t@msn.net

February 20, 2006

Ms. Susan Pearson
Architect Design & Associates
200 W. 85th Street
Encino, CA 90119

Dear Ms. Pearson,

The position of draftsman for the automotive industry seems tailor made for my qualifications. I found your advertisement on MonsterTrak at the Career Services Center of Anytown College. I am very excited about the possibility of working for your company because of your excellent reputation.

I can bring a creative, self-motivated attitude to your design team, as well as:

- Skill in AUTOCAD
- Skills in producing prompt, accurate computer conversions of manually drafted blueprints and schematics.
- A strong track record of reliability and success at my previous positions and the ability to work well as a member of a team.

Please let me know as soon as possible when we may meet for an interview to discuss the drafting position. Thank you for your time and consideration.

Sincerely,

Timothy Drake

enclosure

John Hollings
87 Meadow Lane
Hanover Park, NM 40103
308-555-3501
jh@gmail.com

Date

Mr. Richard Roberts
Roberts & Associates
390 E. Irving Park Road
Anytown, CA 94166

Dear Mr. Roberts:

I am exploring opportunities as an Accounting/Customer Service Assistant, and your position advertised in the College Central website for Anytown College students came to my attention. In your description of the position, you asked for candidates with strong communication skills and knowledge of Word and Excel. I have very good oral and written communication skills. In addition, I have used Word and Excel for two years and also am skilled in PowerPoint.

As my resume indicates, I have direct experience in cash handling and account reconciliations, as well as a background in customer service and problem solving. Previous employers will tell you that I learn new procedures quickly.

Please let me know when we may meet to discuss the Customer Service Assistant position. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

John Hollings

enclosure

Angela Paige
35 Castle Lane
Overland Park, MO 30103
328.555.6718
paige_angela@ill.com

Ms. Rose Garcia
Office Manager
The Doctor's Office
12 Overland Road
Branson, MO 30103

Dear Ms. Garcia:

I am pleased to read of your opening for a medical front office billing clerk listed in the Anytown Times on Tuesday, May 13.

As my resume indicates, I have experience in patient scheduling, billing, and general bookkeeping. Throughout my employment and education, I've developed a strong background in medical and dental terminology.

Please let me know when we might be able to discuss the position. Thank you for your time and consideration.

Sincerely,

Angela Paige

Enclosure

Sample Cover Letter:

Date

Joshua Thomas
Meteor Products
40 Enterprise Drive
Alexandria, VA 22312

Dear Mr. Thomas:

On your website it is mentioned that Meteor Products has achieved a 20% sales growth. I am impressed with this accomplishment and would be pleased to be part of a sales and marketing team working on expanding your company profits.

My work background includes responsibility for sales and marketing duties. In my most recent position with Sanders & Associates I have:

- Personally acquired over 43 new accounts.
- Trained two new sales representatives.

I would be very pleased to meet with you to discuss this opportunity.

Sincerely,

Donald Mills
33300 Hillcrest Drive
Anytown, CA 90046
millsd@aol.com

encl.

Tricia Lyndon
62 Michaels Way
Anytown, CA 90404
310-999-9988
apple@aol.com

Date

Jennifer Martin
Promotions Coordinator
Outsight Entertainment
0000 Anytown Blvd.
Anytown, CA 90404

Dear Ms. Martin:

I am very excited about the possibility of interning for Outsight Entertainment, and would appreciate the opportunity to talk to you about your production assistant opening.

In your job description listed on the College Central website for Anytown College students, you request applicants with strong computer and writing skills and office experience. I have excellent computer skills and have taken computer applications classes. My writing ability is strong and I have consistently earned high grades in English. Additional background includes sales, customer service, and office work experience and I have taken classes in business, marketing and film.

I get along well with others and work well as part of a team. When given assignments, I complete them carefully and quickly. My reliability and follow-through are excellent.

Please let me know when I might be able to talk to you about the internship position. I look forward to hearing from you soon.

Sincerely,

Tricia Lyndon

Enclosure

Steven Anderson

6666 Anytown Blvd.
Anytown, CA 90404
323-444-6666
postla@yahoo.com

Date

Toni Cayton
Financial Advisor
Reginald Financial Services
860 Princess Street
West Anytown, CA 90016

Dear Ms. Cayton:

I am exploring opportunities in the finance industry, and would appreciate the opportunity to speak to you about my qualifications for an investment internship with your company. Reginald Financial Services came to my attention as I was searching for interesting investment firms on the Internet.

My background includes two years of coursework in the business field, including classes in merchandising principles, business communications, stock market investing, and individual financial planning.

Attached is a resume describing my background and work experience. I would welcome the chance to meet with you to discuss the possibility of an internship.

Sincerely,

Steven Anderson

Encl.