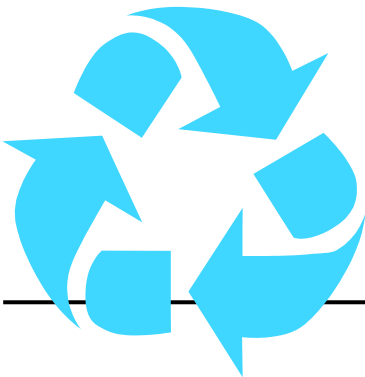


DEVELOPING A RESUME FOR ENGINEERING, TECHNOLOGY, AND ARCHITECTURE



UNIVERSITY of
HOUSTON

YOU ARE THE PRIDE

UNIVERSITY CAREER SERVICES

www.uh.edu/ucs
713-743-5100
ucs@uh.edu

CONNECT WITH UCS!



UNIVERSITY of HOUSTON

University Career Services

Location:

Student Service Center 1

Room 106 (First Floor)

#524 on the UH campus map

P: (713) 743-5100

W: www.uh.edu/ucs

E: ucs@uh.edu

When creating a resume, keep in mind...

Format

Layout of resume, sections or subsections should be clear and follow the same patterns

Consistency

Consistently format section titles, state/ country references (abbreviated or spelled out), dates (August 2010), font style, and font size

Subjectivity

Avoid subjective opinions (energetic, fast learner)

A resume has far more impact if limited to facts

Grammar

Use correct grammar, verb tense in tasks/duties, capitalization of proper nouns (AutoCAD, Houston, Engineering Intern), punctuation (watch for use of commas, colons, and semicolons); do not use confusing or inaccurate phrasing (do not exaggerate job duties and make sure sentences make sense)

Spelling

Proofread resume to check for spelling and typographical errors

Have your resume critiqued by a UCS Career Counselor.



**Information all
resumes should
include:**
Contact Information

Objective or
Career Summary

Education

Professional/
Volunteer Experience

Technical Skills

**Resume should be
aesthetically pleasing,
with appropriate use
of spacing, bold and
bulleting;
limit use of
contractions,
abbreviations and
acronyms.**

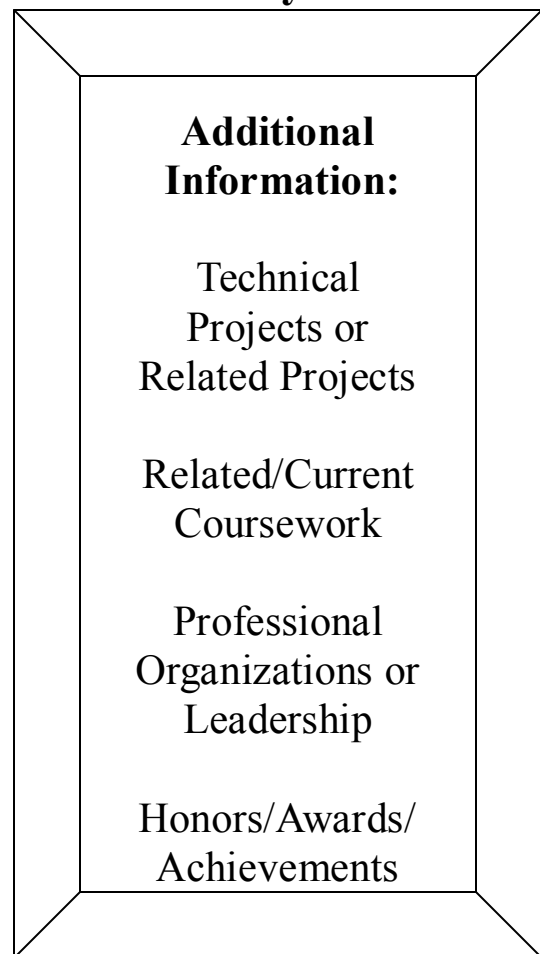
**Tasks/duties should be stated
using industry terms and
action words.**

Use proper verb tense of
action words.

Present tense: *designs*;
(use when currently
employed)

Present participle tense:
designing;
(use when currently
employed)

Past tense: *designed*;
(use with past employment)



**Additional
Information:**

Technical
Projects or
Related Projects

Related/Current
Coursework

Professional
Organizations or
Leadership

Honors/Awards/
Achievements

Resume should be error free

Priority Order/Sequencing

“Priority Order” means listing information on a resume according to what is more important and of interest to employers- This applies to job duties too

EX: Technical Skills are more important than Honors/ Awards, therefore, the technical skills section on your resume should appear before your awards

Objective

Should be concise, 1-2 line statement

EX: To obtain **position** with **company name** utilizing **skills** (fill in the bold and underlined words with your information)

Technical Projects/ Related Projects

Class projects or labs can enhance a resume

Use the STAR (Situation-Task-Action-Results) method to describe tasks performed or skills learned

Use bullets, action words, and industry terms

Education

Remove all high school information after completing 2 years of college

Employers are not interested in an unrelated Associate’s degree or prior colleges attended for which the student did not earn at least a Bachelor’s degree

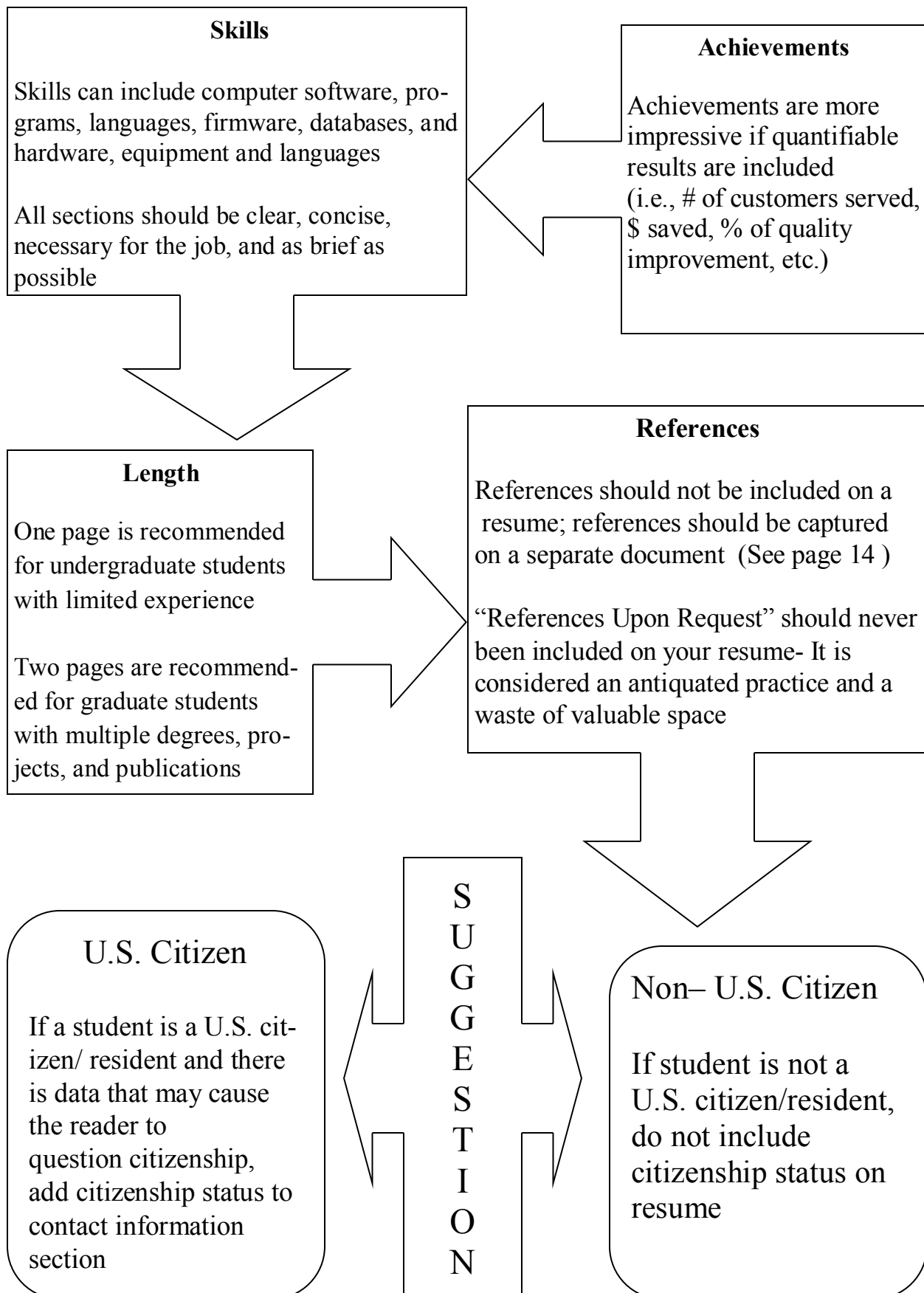
Only include GPA if it is a 3.0 or above, cumulative or major

Chronology

Education and Work Experience sections should begin with the most recent or current information first, then progress in reverse chronological order

Action Verbs

Begin each “task/duty” statement with an action verb; this is a more powerful way of stating duties and puts more emphasis on what student actually did or accomplished



DANIEL STAFFORD

302 Cullen Avenue
Houston, TX 77022

555-555-5555
dstafford@mail.uh.edu

OBJECTIVE

To obtain the Process Engineer position with Parsons Energy and Chemicals utilizing MATLAB and SIMPLEX skills

EDUCATION

Master of Science, Chemical Engineering – Expected May 2015

University of Houston, Houston, TX

GPA: major 3.55, cumulative 3.00

Courses: Advanced Reaction Engineering, Advanced Process Control, Reaction Kinetics for Industrial Processes, Operations Research – Optimization Methods, Chemical Processing for Microelectronics.

Bachelor of Science, Chemical Engineering – Awarded December 2008

Minor: Chemistry, Curriculum Focus: Process Control

Texas A&M University, College Station, TX

RESEARCH AND DESIGN PROJECTS

Impact of Temperature in Reactor Beds, University of Houston– Houston, TX, Fall 2010

- Evaluated chemical processes and equipment utilized for reactor system.
- Analyzed heat transfer and pressure drops in packed reactor beds.
- Reviewed calculations, charts, and flow diagrams to analyze impact of heat loss from reactors on electronic components.

Design of Pressure Vessel Relief System, University of Houston– Houston, TX, Spring 2011

- Designed and specified chemical process equipment for pressure vessel relief system.
- Performed calculations, basic preliminary analysis and evaluated equipment suppliers.

TECHNICAL SKILLS

Computer:

Programming Languages: C, C++, BASIC, Visual BASIC, FORTRAN, MATLAB

Publishing Languages: Latex, HTML, JavaScript

Application Software: MATLAB, Mathematics, Eclipse, Microsoft Office

Operating Systems: UNIX, DOS, and Windows

Numerical Methods: Finite Elements, Finite Volumes PED Integration, SIMPLEX and Interior Point Optimization Methods

HONORS

- Tau Beta Pi National Engineering Honor Society – Inducted September 2009
- Omega Chi Epsilon Chemical Engineering Honor Society – Inducted November 2009
- Cullen College of Engineering Merit Scholarship Recipient – Awarded August 2007

COMMUNITY SERVICE

Oak Hills Elementary, Houston, TX – Tutor students in Mathematics and Science; Utilize visual aids to instruct courses; Assist teacher with lesson plans – August 2002 – Present

Melissa Sanderson

1234 Cougar Way • 832-888-8888 • MelissaSanderson@gmail.com

LinkedIn profile: <http://www.linkedin.com/pub/melissa-sanderson-12345>

OBJECTIVE To obtain an internship position at WHP, utilizing skills in CAD and Vectorworks.

EDUCATION

Bachelor of Architecture (3rd year student)

Expected graduation: May 2015

University of Houston- Houston, TX

Minor: Construction Management

Cumulative GPA: 3.49

PROFESSIONAL EXPERIENCE

Cougar Development, Houston, TX

Summer 2010 & Summer 2011

Two month temporary assignment with InfoTech.

- Duties required 7 hours of typing each day.

Workforce Staffing, Houston, TX

Summer 2011

Three-week temporary assignment for Sunnydale, Inc.

- Scanned employment documents & handled confidential documents.

Locomotion Inflatables, Houston, TX

2007-2009

- As a manager, developed important communication skills with adults; scheduling parties in person and on the phone, giving directions for our business location, and discussing party options with guests.

RELATED COURSEWORK

Computer aided design, Advanced computer modeling, conceptual structural systems, conceptual environmental systems, urban environment, design studios I, II, III, IV, V (Currently in VI)

TECHNICAL SKILLS

Vectorworks, Sketch Up, Photoshop, Illustrator, Microsoft Office, 3D Studio Max Design, AutoCAD

COLLEGIAN LEADERSHIP EXPERIENCE

Gamma Sigma Sigma Sorority

Titles held: Honor Board member at large (Fall 2011-Spring 2012), Annual Alumni Dinner Coordinator (Summer 2011& Spring 2012), Vice President of Communications (Fall 2010-Spring 2011), Study Proctor (Spring 2009-Spring 2012), Recruitment Team Chair (Summer 2010 & Summer 2011), Honor Board Sophomore member (Fall 2010-Spring 2011), Director of Electronic Communication (Fall 2009-Spring 2010), Nominating Committee (Fall 2009)

HONORS

Dean's List: 3 Semesters, **Gamma Sigma Sigma Sorority Dues Scholarship**, 2011, **Academic Excellence Scholarship for The University of Houston**, 2009-2012, **Texas Undergraduate Tuition Grant**, 2009-2012

ACTIVITIES

Gamma Sigma Sigma Sorority (3 years) **American Institute for Architecture Conference** (Summer 2011) **National Society of Collegiate Scholars** (2 years), **Honor Society** (2 years), **American Institute for Architecture Students** (new member)

VOLUNTEER WORK

Houston Hospice, Houston, Texas: Camp Courageous Families (Spring 2011 and Spring 2012)

Houston Area Women's Center, Houston, TX: Crisis Hotline Volunteer (Fall 2010-2012)

Sidney A. Spiller

saspiller@mail.uh.edu • 555-555-5555

302 Engineering Road Apt # 159 • Houston, TX 77004

OBJECTIVE To obtain the position of Civil Engineering Intern at Chevron with a focus in transportation, utilizing skills in AutoCAD and Fortran

EDUCATION **Bachelor of Science in Civil Engineering**
University of Houston– Houston ,TX
Classification: Sophomore
Cumulative GPA: 3.28
Expected Graduation Date: May 2019

DESIGN PROJECTS

- **Ball Launcher:** Designed, developed, and tested a prototype that could launch a ping-pong ball 30 feet into a 4-gallon bucket, with limited supplies
- **Climbing Device:** Crafted, perfected, and presented a device that climbed up a ramp, held at an angle of 45 degrees; reported findings and created graph of accuracy of the device
- **Toothpick Tower:** Constructed a tower made of toothpicks connected by marshmallows that held a specified amount of weight for a given amount of time
- **Rube Goldberg Project:** Created a multi-step project, in which subsequent steps depended upon the preceding stem and had a final goal of ringing a standard restaurant bell

SKILLS

Design: Drafting, AutoCAD, CATIA

Programming: MATLAB, Force, Fortran

WORK EXPERIENCE

Pre-Calculus/Engineering Facilitator July 2010– August 2011
University of Houston, Houston, TX

- Enhanced arithmetic skills and provided assistance on technical subject matter to college freshman
- Promoted increase in knowledge of the Engineering Design Process to college freshman

Customer Service Assistant July 2008– July 2010
H-E-B, Bay City, TX

- Recognized as Employee of the Month 2nd and 3rd quarters of 2011

Mentor September 2008– May 2010

- Developed strong interpersonal skills through counseling intermediate school students in community, social, family, and educational subject matter
- Tutored elementary school students on mathematical concepts
- Provided training material and utilized real-life concepts to promote understanding of subject area
- Facilitated communication and relationship building between teachers and students to improve learning environment

MEMBERSHIPS/AWARDS

- **Treasurer**, Alpha Lambda Delta Honor Society 2008– Present
- **Member**, National Society of Black Engineers 2006– Present
- **Member**, Program for Mastery in Engineering Studies 2006– Present
- **Recipient**, Louis-Stokes Advancement of Minority Participation Scholarship 2006– Present
- **Recipient**, Academic Excellence, Engineering Merit and Cullen Leadership Scholarships 2006– Present

Anthony Kent

816 Daniel Street
Houston, TX 77079

555-555-5555
akent@gmail.com

Objective

Seeking an internship with Halliburton utilizing skills in MATLAB and fluency in English and Spanish

Education

Bachelor of Science in Electrical Power Engineering Technology

University of Houston, College of Technology– Houston, TX

Classification: Freshman – Expected Graduation Date: May 2015

Overall GPA: 3.15

Mt. Carmel Senior High School – Houston, TX
High School Diploma – Awarded: May 2010
Overall GPA: 3.32

Note: After two years of college,
remove all high information, honors,
awards and activities

Work Experience

Lifeguard and Swimming Instructor, YMCA, Pearland, TX, May 2008-present

- Maintained constant surveillance of patrons in the facility, in order to ensure safety.
- Acted immediately and appropriately in the event of emergency, by providing emergency care and treatment as required until the arrival of emergency medical services.
- Performed various maintenance duties as directed to maintain a clean and safe facility.

Volunteer Experience

- Coordinated activities for Science and Math Club.
- Scheduled volunteers for Homecoming Festival for events, booths, and food-ticket sales.
- Participated with Habitat for Humanity in South America building 25 new homes in 60 days.
- Answered incoming calls and documented donations for Channel 13 Race for the Cure Campaign.

Special Qualifications and Skills

- Fluent in both English and Spanish, able to read some Chinese
- Highly experienced in web design, PhotoShop, Origin, Smartprobe, MS Office
- Programming: HTML, Java Script, MATLAB

Honors and Awards

- Graduated with honors, top 5% of high school class
- Eagle Scout, Boy Scouts of America, 2011
- Who's Who Among American High School Students, 2010
- First Place, National Science and Engineering Competition, 2010

Note: After two years of college,
remove all high information, hon-
ors, awards and activities

Activities and Interests

- Tutored peers in Science and Mathematics Courses, August 2008-May 2010
- Member, Future Leaders of America, June 2008-May 2010

Amanda Smith

4800 Calhoun Road #106, Houston, TX 77204 ■ 713-743-8888 ■ asmith@gmail.com

OBJECTIVE Seeking a Biomedical Engineering internship with MD Anderson, utilizing skills in MATLAB, C++, and data analysis

EDUCATION

Bachelor of Science in Biomedical Engineering

University of Houston- Houston, Texas

Minor: Medicine and Society

Anticipated Graduation Date: May 2013

RELEVANT COURSEWORK

Biosensors I

Continuum Biomechanics

Circuits and Analysis

Chemical Processes

Organic Chemistry 1

Introduction to Biomedical
Engineering

EXPERIENCE

Biomedical Technician Intern

June 2011- August 2011

GE Healthcare, Austin, TX

- Developed PowerPoint presentations and other graphic presentations to communicate progress, share best practices, and to provide project updates
- Analyzed data with Excel and MATLAB
- Wrote software code utilizing C++
- Participated in early talent events, seminars and training

Head Cashier

June 2009-Present

H-E-B, Houston, TX

- Provides excellent service and customer interaction
- Collects payment for customer purchases
- Demonstrates suggestive selling techniques
- Monitors and manages potential front-end shrink
- Makes change and keeps an accurate till

SKILLS

Bilingual in English and Spanish

Proficient in C++, HTML, MATLAB, AutoCAD

Skilled in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook)

HONORS

Dean's List: 3 semesters

ACTIVITIES

Society of Women Engineers, Treasurer

Tau Beta Pi, National Engineering Honor Society, Member

Biomedical Engineering Society, Member

Kappa Delta Chi Sorority, Inc.- Theta Chapter, Member

January 2011 - Present

September 2011 - Present

September 2011 - Present

September 2010- Present

JOHN STEVENS

4800 Calhoun Rd. #333
Houston, TX 77204
832-333-8888
jstevens@gmail.com

OBJECTIVE Seeking a Petroleum Engineering position with BP, utilizing well design, well-testing analysis, and project management skills; Willing to relocate

EDUCATION

Bachelor of Science in Petroleum Engineering

December 2011

University of Houston, Houston, Texas

GPA: 3.8

RELEVANT COURSEWORK

Reservoir Petrophysics

Petroleum Engineering Laboratory

Reservoir Fluids

Technical Communication

Pressure Transient Testing

Introduction to Well Logging

Thermodynamics I

Introduction to Mechanics

Reservoir Engineering I

Well Drilling and Completion 1

Reservoir Engineering II

EXPERIENCE

Field Engineering Co-op

June 2011-Present

Halliburton, Sperry Drilling, Houston, Texas

- Built tools required to make drilling and formation evaluation measurements and for transmitting information to the surface while drilling the well
- Assisted the directional driller in drilling the well horizontally or through multiple reservoirs to maximize the potential of the well
- Read and interpreted formation well logs, directional survey information and other wellsite data
- Maintained equipment inventory and supervising movement to and from the wellsite, as well as performing rig-up and rig-down duties
- Checked equipment and advised on repair requirements
- Maintained a computer database for ongoing jobs, daily reporting and end-of-well reports

SKILLS

Computer Modeling Group CMG STARS

IHS PETRA

TRC Consultants PHDWin

Well Flow Dynamics

AutoCAD

ACTIVITIES AND HONORS

Full Academic Scholarship from Cullen College of Engineering

August 2007- Present

Tau Beta Phi- National Engineering Honor Society, President

August 2010- Present

American Association of Drilling Engineers, Student Member

January 2009- Present

Society of Petroleum Engineers, Student Member

August 2008- Present

Andres Lopez

8888 Cougar Avenue, Houston, TX 77204 ■ alopez88@gmail.com ■ 832-858-8989

OBJECTIVE Seeking an internship with General Electric, utilizing MATLAB and ProEngineer.

EDUCATION

Bachelor of Science in Mechanical Engineering Technology

May 2013

University of Houston– Houston, TX

Minor: Mathematics

GPA: 3.85

RELEVANT COURSEWORK

Engineering Graphics	Applied Thermodynamics	Principles in Mechatronics
Materials and Processes 1	Computer Aided Drafting 1	Elements of Plant Design
Mechanics 1	Industrial Work Measurement	Fluid Mechanics Applications
Strength of Materials	Electrical/Electronic Circuits	C Language Programming

RELEVANT PROJECTS

Ball Sorter/Launcher

- Fabricated and tested a device that autonomously sorted and launched 10 golf balls and 10 Ping-Pong balls into a planter 15 inches high
- Placed first in class to design, fabricate, test a device that gained most figure of merit points

Reverse Engineering of Table Vise

- Replicated and reconstructed a 1:2 ratio of table vise
- Generated entire parts list on SolidWorks Software

EXPERIENCE

Intern

Summer 2011

Toshiba– Bryan, TX

- Gained hands-on engineering experience working on a mechanical, electrical engineering project, ranging from detailed technology support to hands-on experience in the manufacturing facility.
- Collaborated with other engineers and professionals in a team environment and saw how Toshiba's engineers work together to deliver success.
- Developed professional skills under the supervision and guidance of experienced professionals.

SKILLS

AutoCAD, Fortran, Microsoft Office Suite, Matlab, C Language, Pro Engineer

ACTIVITIES

American Society of Mechanical Engineers (ASME) Spring 2011– Present

Society of Mexican American Engineers and Scientists (MAES) Fall 2010– Present

Tau Beta Pi National Engineering Honor Society Fall 2009– Present

LICENSURE

Registered for Fundamentals of Engineering exam on April 14, 2012 for Engineer in Training

CLARISSA WILSON

Houston, TX 77056

CELL: (555) 555-5555 • EMAIL: cwilson@aol.com

U.S. Citizen

OBJECTIVE

To obtain an internship position with an Architecture firm utilizing technical, design, leadership and English/Spanish skills.

EDUCATION

Bachelor of Architecture Professional Degree (5 year)

May 2012

University of Houston, Houston, Texas

Cumulative GPA: 3.43, Major GPA: 3.56

Honors: Dean's List – 4 consecutive semesters (December 2007 – May 2009), University of Houston Presidential Scholarship (January 2007 – May 2012)

EXPERIENCE

8/2009 – 12/2009

Study Abroad Fall Travel Program – Europe

- Documented cities in Western Europe through sketches and photographs.
- Studied modern and historic architecture, urban planning and city layouts.
- Completed comparative culture study and lobby pin up.

1/2009 – 5/2009

Office Design Project, UH Architecture Design Studio II – Houston, Texas

- Worked with a group of students on a design for new technology related offices on a 9.9-acre site in Mid-town Houston, Texas utilizing AutoCad.
- Design included 500,000 sq ft. for office retail space, 24 hr. childcare center, shopping mall, fitness center, exhibit space and conference rooms.

5/2008 – 8/2008

Architecture Intern, Clark Nexsen Architecture & Engineering – Dallas, Texas

- Designed and drafted plans, sections, elevations and details for design documents using AutoCAD.
- Measured and surveyed projects to begin schematic design.
- Assisted with project evaluation and proposals for various project types.
- Coordinated with sales reps to reorganize and renew existing catalogue library.
- Researched building codes and materials to refine design decisions.
- Established programming schemes in conjunction with project architects for university spaces.

8/2007 – 5/2008

Resident Assistant, University of Houston – Houston, Texas

- Designed and implemented educational and social programs in residence hall wing of 40 female college students.
- Created 30+ designs for marketing materials in PageMaker, Photoshop and Adobe Illustrator resulting in an 80% increase in resident participation in programs.
- Served as liaison between residents and the student affairs administration.
- Resident Advisor Selection Committee – helped organize, interview and select applicants for RA position.

SKILLS

Computer Software: Solid Works 3-D Modeling, Mechanical Desktop, Data CAD, AutoCAD 12-2005, ADT 2Di/3.3, Arch T, MS Office, Adobe Illustrator/Photoshop

Language: Fluently read, write and speak Spanish

ACTIVITIES/ LEADERSHIP

Wellness Peer Educator, 2007-2009

Educated peers, faculty and members of the community about safe and healthy living

Vice President – University of Houston Triathlon Club, 2008

Organized practices, meetings and fundraising events and competed in triathlons

“Action” Words

Communication/

People Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated

Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Creative

Skills

Acted
Adapted
Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated

Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Data/

Financial Skills

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Programmed
Projected

Qualified
Reconciled
Reduced
Researched
Retrieved

Helping **Skills**

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

“Action” Words Continued...

Management/ Leadership

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Navigated
Organized
Originated
Overhauled

Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated

Organizational Skills

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared

Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Inspected
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched

Reviewed
Searched
Solved
Summarized
Surveyed
Systematized
Tested

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Technical Skills

Adapted
Applied
Assembled

Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

GENERAL OUTLINE FOR REFERENCES

NAME
Address
City, State, Zip
Phone Number
E-mail
(Use the same heading as your resume)

REFERENCES

Name of Person
Position Title
Person's Place of Employment
Employment Address
City, State, Zip of Employer
Work Phone
Fax Number (Optional)
Home Phone (Optional)
Why they are on your list (Optional)

Name of Person
Position Title
Person's Place of Employment
Employment Address
City, State, Zip of Employer
Work Phone
Fax Number (Optional)
Home Phone (Optional)
Why they are on your list (Optional)

Name of Person
Position Title
Person's Place of Employment
Employment Address
City, State, Zip of Employer
Work Phone
Fax Number (Optional)
Home Phone (Optional)
Why they are on your list (Optional)

* You may use a reference's home address and telephone number if work contact information is not available.

GENERAL OUTLINE FOR A COVER LETTER

Your Street Address

City, State Zip Code

Date Letter Will Be Mailed

(1 Space)

Employer's Full Name

Employer's Title

Department

Name of Company

Street Address or P.O. Box

City, State Zip Code

(1 Space)

Dear Mr./Ms. _____:

(1 Space)

How you heard about the job and why you are writing. Name the position for which you are applying or the type of work in which you are interested. Mention a contact's name if appropriate.

(1 Space)

Why you are qualified for this particular job and this type of work. Why you are interested in and qualified for this industry. Relate your relevant work experience and education to the criteria and qualifications. Emphasize your skills and abilities that relate to the job. Use one or two brief and strong examples. Mention personal transferable type skills.

(1 Space)

Refer to your enclosed resume. Mention your willingness to provide letters of reference, transcripts, etc. Indicate that you will contact him/her within a certain period of time or that you look forward to hearing from him/her. Express appreciation to the reader for his/her time and consideration.

(1 Space)

Sincerely,

(4 Spaces)

Type your name here

(Don't forget to sign your name above your typed name!)

1234 Second Street
Houston, Texas 77004
February 20, 2XXX

Ms. Gail Roberts
Recruiting Coordinator
Atlantic Coast Industries
2900 Claire Boulevard
Princeton, New Jersey 05876

Dear Ms. Roberts:

I am applying for the position of Systems Analyst which was listed with University Career Services at the University of Houston. The position seems to fit very well with my education, experience, and career interests.

I understand that the position requires experience in computer systems, financial applications software, and end-user consulting. With a major in Computer Engineering Technology, I have training on mainframes, minicomputers, and microcomputers as well as a variety of software programs and applications. My practical experience in the University's Computer Center as a programmer and student consultant for systems users gave me valuable exposure to complex computer operations. Additionally, I worked as a cooperative education student in computing operations for a large bank where I gained knowledge of financial systems. My enclosed resume provides more details as to my qualifications.

Please consider my request for a personal interview to discuss further qualifications and learn more about this opportunity. I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at (713) 684-0000 or joseph_smith@yahoo.com.

Thank you for your consideration. I look forward to speaking with you.

Sincerely,

Joseph Smith

Joseph Smith