

# **TEACHER RESUME WRITING BOOKLET**

**Career Services  
Southwestern University**

**McCook- Crain Building, Extension 1346  
8 a.m. – 12 noon and 1 p.m. – 5 p.m.**

## WHAT IS A RESUME?

A resume is an advertisement for you. It is a one or two page summary for potential employers highlighting your education, work experience, (both paid and unpaid) and other qualifications pertinent to your job search.

There are many ways to write a resume using different styles and formats. What you include and how you choose to present it depend on your experiences, major accomplishments and the position you are seeking. Do not be limited by the resume samples in this booklet - be creative - personalize your resume to reflect you!!!

### RESUME FORMATS

There are three basic resume formats:

- Chronological: Lists work experience and achievements in chronological order starting with the most recent of these and working backward. This format is most effective when your degree and work experience are pertinent to the jobs for which you are applying.
- Functional: Highlights skills and knowledge in relation to jobs to which you are applying. Education and experience are still included. It is a good format for the college graduate with little relevant work experience because skills gained through experience other than paid work, such as volunteer experiences, class projects, and campus activities are emphasized.
- Combination: Brings together the best of the functional and chronological formats. It stresses relevant skill areas and also shows work history. It is a useful format when you have work experience that does not directly relate to the jobs you are seeking. Work and other experiences are labeled with the skills they require.
- Targeted: Best for focusing on a specific job market. It lists accomplishments and capabilities related to job target.

### BASIC GUIDELINES

1. Keep resume to one-page. Two pages may be appropriate when applying for a specific job or if you have extensive work experience.
2. Edit and re-edit until it says exactly what you want it to say. Eliminate unimportant details. You can expect to have several drafts of your resume before you perfect the content and layout.
3. Type your resume on a computer disc so you can make changes as appropriate. Use 10 or 12 point letters with a font you like. Suggested fonts include Courier, Palatino, and New Century Schoolbook. Make sure there are no misspellings, grammatical errors or strikeouts. Have someone in Career Services or a friend proofread it for you to catch typos and evaluate the content. Hire someone to type it if necessary.
4. The resume should highlight key information and be easy to scan. Plan a balance of white space and typewritten information. Make sure you use active past tense verbs to describe your experiences. Be succinct and non-repetitive. Most resumes use incomplete sentences or phrases. Include statistics and accomplishments when possible. When scanning the resume, your abilities and strengths should be clear. Information should be organized and highlighted using capitalizations, headlines, underlining, italics, bold print and marginal descriptions.
5. Make one clear, sharp copy of your resume on a laser printer. Have it printed on good quality bond paper, which can be purchased from local copy stores. Use a conservative color of paper - white, ivory, beige, light gray. Buy extra paper for your typed cover letter and follow up letter which is sent after an interview. When available, buy matching envelopes.

## PARTS OF THE RESUME

### Personal Identification:

- Use your full name, address and phone number where you can easily be reached. In addition to your campus address, include a permanent address and phone number where messages will reach you. Be sure to include zip codes and area codes. This information is very important and should always be current. Hand corrections are not acceptable. If the information changes you must re-do your resume.
- The identification "Resume" at the top of the page is unnecessary.

### Career Objective:

- This is a brief statement summarizing your career goals and is important on a resume. Your goals should be focused and specific. If your goals are still unclear, the cover letter provides an opportunity for you to tailor your objective to the position to which you are applying.
- Your objective may be oriented to:
  - The position (i.e. seeking a position as a marketing assistant in the product management track).
  - The field (i.e. desire a position in the social service field working with mentally handicapped children).
  - Skills (i.e. seeking a position utilizing my public relations, research and communication skills).

### Education Background:

- Begin with the most recent level of education and degree and go back in time. Briefly summarize your educational achievements including colleges attended (you may include semester off-campus and summer study) and their locations, dates, degrees, GPA (if 3.0 or above), academic majors/minors, course concentrations and honors. If listing your major does not adequately reflect educational experiences, include fieldwork projects, research papers) which are relevant to the work you plan to do.
- It is not necessary to include your high school experience unless you are an underclassman applying for an internship. The major focus of your resume should be on your college experiences. Once you have worked full-time following college, college experience should be omitted.

### Experience (Full-time, summer, part-time, internship and relevant experience)

- This is a listing of your paid and unpaid work experience. You may find that you have experience that directly relates to the job you are seeking and also experience that relates indirectly, (i.e., experience which helped you to develop leadership, public speaking, organization, skills, etc.)
- List the most recent experience first for a chronological resume. List the job, the place where you were employed, city, state, and a concise description of what you did. Include dates you worked. Listing the year is generally adequate; listing months may clutter the resume.
- If you are using a functional resume, list your work experience in order of importance relating to your stated career objective.
- In describing your responsibilities on the job, be specific and use active skills verbs such as "planned", "organized", "coordinated", "supervised", and "achieved". See the list of skills verbs included in this information to help you get started in describing your experiences. Always put verbs in the past tense even though you may be currently performing these duties.
- Volunteer experiences may be incorporated into Career Related Experience or listed separately under heading: Community or Volunteer Experience.

### **Information Categories:**

1. **Special Skills** - List skills such as knowledge of foreign languages, computers, public speaking and any special abilities you have acquired through your education or experience, or describe outstanding qualities which make you well-suited to your objective, but be sure to list how you demonstrated those skills.
2. **Interests** - Interest in tennis, skiing, chess and travel or other activities may also be included to show that you are well rounded and often serve as ice breakers for discussion in the interview.
3. **College Activities and Honors** - It is important to show involvement throughout college in areas other than the classroom and academic achievement.
4. **Publications** - List any published articles or books relevant to your career objective that you have written or co-authored. Include your name, names of any co-authors, the title, the publisher, city or magazine published in, and the date published.
5. **Honors Thesis** - List any special projects (capstone) that validate your skills and abilities.
6. **Professional Affiliations** - List any professional organizations to which you belong. Include both membership and offices held in the organizations.
7. **Personal Data** - Do not include information that may be discriminatory. Federal legislation makes it illegal for employers to request information about age, sex, marital status, race, religion, national origin, date or place of birth, until you are hired.
8. **References**
  - The phrase "REFERENCES: Available upon request" at the end of your resume is no longer necessary. It is assumed that you will come to an interview with a prepared list of references. See page 36 for example of References sheet.
  - Choose your references wisely. Identify three to four people who know you well and can positively describe your character, work traits, abilities and accomplishments. Use professors who know your abilities as a student as well as an employer who knows you in a work setting. Be sure to request permission well in advance from people you are listing as references.
  - On a sheet of bonded paper to match your resume, list the names, titles, addresses, and phone number of references. Make it available to the interviewer when it becomes apparent that you are being seriously considered for a position.
9. **Format**
  - Use bullets • to begin each phrase describing the work you've accomplished. To make a bullet on a Macintosh computer, hold down the alt/option button while pressing 8. For IBM's, please see the manual.
  - You can use a bar line to separate your name from your address. This saves space and also offers an alternate style.

**DOs:**

- Be brief
- Be honest
- Be specific
- Be selective
- Be neat
- Be clear and concise
- Be positive
- Show value you can bring to employer
- Focus on accomplishments

**DON'Ts:**

- Use the pronoun "I, me, my"
  - Use abbreviations
  - Be negative
  - Mislead
  - Use gimmicks
  - Include salary requests
  - Send resume without cover letter or letter of application
  - Don't forget to be creative and flexible in your approach to margins. The examples in the resume booklet are finite. Use extended margins to fit your resume on one (1) page.
- Please ask for help from Career Services, friends, and computer lab assistants when adapting the format of your resume to fit your needs.

**SKILLS ANALYSIS - A GOOD STARTING POINT**

Before getting started think about your career goals, analyze your strengths and weaknesses and then relate your background to the positions being sought. Careful skill analysis will help you write a more purposeful, directed resume.

**SKILLS EXPLORATION**

- This exercise will help you identify and analyze your skills in recalling life experiences, projects or jobs and then extracting skills from them.
- Make 3 vertical columns. Listing each job title or project first, then tasks, followed by the skills or abilities required to do the job. The following example may help:
- Rank tasks and skills according to expertise and interest.

After completing this exercise for your major jobs and experiences, you will begin to notice a pattern in the skills column. Try to identify 3 - 5 top skills, i.e.: the ones that keep repeating. Use these skills to set a theme in your resume and later to market yourself in the interview.

## VERBS FOR RESUME PREPARATION

Accelerated	created	informed	received
Achieved	dealt with	initiated	recommended
Acted	decreased	inspected	reconciled
Active	undefined	instituted	recruited
Adapted	delegated	instructed	reduced
Addressed	demonstrated	integrated	reevaluated
Adjusted	described	interpreted	referred
Administered	designated	interviewed	reinforced
Advised	designed	introduced	renegotiated
Advocated	determined	investigated	reorganized
Allocated	developed	involved	reported
Analyzed	directed	launched	represented
Applied	distributed	lead	researched
Appraised	drafted	lectured	resolved
Approved	edited	located	revamped
Arranged	educated	maintained	reviewed
Articulated	effected	managed	revised
Assembled	eliminated	marketed	scheduled
Assessed	encouraged	mediated	screened
Assigned	engaged	modified	selected
Assimilated	enlarged	molded	set up
Assisted	enlisted	monitored	sold
Assumed	established	motivated	solved
Attained	estimated	negotiated	spoke
Balanced	evaluated	ordered	started
Catalogued	examined	organized	stimulated
Chaired	expanded	originated	structured
Clarified	expended	participated	studied
Classified	facilitated	perceived	submitted
Collected	followed	upperformed	succeeded
Communicated	forecasted	persuaded	suggested
Compared	formulated	pinpointed	summarized
Compiled	founded	planned	supervised
Completed	functioned	prepared	supplied
Composed	gathered	presented	supported
Coordinated	generated	processed	surveyed
Conceived	guided	produced	taught
Conducted	handled	proficient	tested
Consolidated	identified	programmed	trained
Consulted	illustrated	promoted	translated
Contacted	improved	proposed	tutored
Controlled	improvised	provided	updated
Corrected	increased	published	utilized
Corresponded	influenced	purchased	counseled

Compiled and adapted by The Career Center, The University of Texas at Austin from: C. Randall Powell, Career Planning & Placement for the Graduate of the 70's, Dubuque, Iowa, Kendall Hunt, 1974.

Richard Bolles and John C. Crystal, Where Do I Go From Here With My Life?, New York, Seabury Press, 1974.

**SKILL CATEGORIES AND CORRESPONDING ACTION VERBS**

<b>Administrative Skills</b>	<b>Clerical Skills</b>	<b>Communication Skills</b>	<b>Counseling Skills</b>	<b>Creative Skills</b>	<b>Development Skills</b>
Administered	Approved	Addressed	Assessed	Acted	Analyzed
Coordinated	Arranged	Arbitrated	Assisted	Conceptualized	Applied
Designed	Catalogued	Arranged	Clarified	Created	Catalogued
Established	Classified	Authored	Coached	Designed	Complied
Evaluated	Collected	Corresponded	Counseled	Developed	Conceived
Interpreted	Compiled	Developed	Demonstrated	Directed	Created
Interviewed	Dispatched	Directed	Diagnosed	Established	Designed
Managed	Executed	Drafted	Educated	Fashioned	Developed
Mediated	Generated	Edited	Expedited	Founded	Established
Negotiated	Implemented	Enlisted	Facilitated	Illustrated	Formulated
Organized	Inspected	Formulated	Familiarized	Instituted	Founded
Prepared	Monitored	Handled	Guided	Integrated	Influenced
Planned	Operated	Influenced	Referred	Introduced	Implemented
Supervised	Prepared	Interpreted	Rehabilitated	Invented	Initiated
	Processed	lectured	Represented	Originated	Instituted
			Performed	Supported	
			Planned	Surveyed	
			Revitalized	Updated	
			shaped		

<b>Financial skills</b>	<b>Management skills</b>	<b>Technical Skills</b>	<b>Organizational Skills</b>			<b>Time Management Skills</b>	
Administered	Administered	Assembled	Improved	Reconciled	Recommended	Purchased	Improved
Allocated	Analyzed	Built	Operated	Coordinated	Translated	Retrieved	Validated
Appraised	Attained	Computed	Increased	Prioritized	Facilitated	Directed	Administered
Audited	Chaired	Designed	persuaded	Recruited	Handled	Systematized	Screened
Balanced	Contracted	Devised	Analyzed	Developed	Implemented	Initiated	Generated
Budgeted	Consolidated	Developed	Organized	Produced	Initiated	Promoted	Tabulated
Computed	Delegated	Fabricated	Applied	Planned	Organized	Recorded	Increased
Developed	Developed	Maintained	Oversaw	Wrote	Reviewed	Developed	
Forecasted	Directed	Mediated	Publicized	Systemized	Scheduled	Specified	
Managed	Established	Moderated	Arranged	Spoke	Strengthened		
Marketed	Evaluated	Motivated	Planned	Expedited	Supervised		
Executed	Negotiated						

<b>Problems Solving Skills</b>		<b>Research Skills</b>		<b>Training Skills</b>	
Analyzed	Prepared	Analyzed	Inspected	Adapted	Encouraged
Clarified	Recommended	Clarified	Interpreted	Advised	Evaluated
Compared	Reorganized	Critiqued	Interviewed	Clarified	Explained
Compiled	Researched	Collected	Investigated	Assisted	Facilitated
Decided	Resolved	Diagnosed	Researched	Coached	Guided
Evaluated	Reviewed	Evaluated	Reviewed	Communicated	Informed
Forecasted	Solved	Examined	Summarized	Coordinated	Initiated
Investigated	Surveyed	Extracted	Surveyed	Developed	Instructed
		Identified	Systematized	Enabled	Motivated
				Presented	Persuaded
				stimulated	

**Skill Headings to Use in A Functional Resume:**

Accounting	Performing
Administration	Personnel
Advertising	Planning
Architecture	Political/Public Action
Artistic	Presentation
Bookkeeping	Printing
Career Development	Production
Communication	Product Development
Community Affairs/Relations	Program Development
Construction	Program Evaluation
Counseling	Program Planning
Creative	Program Promotion
Customer Relations	Service Promotion
Data Processing/Collection	Publicity
Design	Public Relations
Drafting	Public Speaking
Education	Purchasing
Finance	Research
Fund Raising	Resource Development
Graphic Design	Retailing
Group Work	Sales
Human Services	Scheduling
Inspecting/Instruction	Social Work
Interviewing/Investigation	Supervision
Investment	Systems and Procedures
Layout	Teaching
Leadership	Testing
Management	Training
Market Research	Volunteer Management
Materials handling	Writing and Editing
Media Production	Youth counseling
Medical Service	Office/Clerical
Organization	

**SAMPLE EDUCATION RESUME**

**FULL NAME**

Current Address  
Street Number & Name  
City, State, Zip  
Phone Number until (date)  
email: name@southwestern.edu

Permanent Address  
Street Number & Name  
City, State, Zip  
Phone Number

- Career Objective** Brief statement marketing your immediate career goal & listing 2-4 skills.
- Education** Begin with most recent level of education; line 1: degree, institution, city, state, graduation month/year; line 2: majors, minors, emphasis, and concentration; cumulative GPA if 3.0 or greater. List study abroad and senior thesis/research projects.
- Special Skills** Include any skills that would set you apart from other candidates, primarily computer, public speaking, and foreign language skills.
- Related Experience** For CHRONOLOGICAL/COMBINATION FORMATS ONLY.  
List position titles, employers, locations, and dates employed.  
• Use bulleted statements validating your skills with examples of tasks/projects completed. Utilize *past tense, active verbs*.

**OR**

- Related Skills** For FUNCTIONAL FORMAT ONLY.  
• List those specific skills mentioned in your Career Objective as subheadings.  
• Use bulleted statements validating your skills with examples of tasks/projects completed. Utilize *past tense, active verbs*.  
• You may list statements describing any full-time, summer, part-time, internship, or any other relevant experiences here.
- Activities and Honors** List college activities, officer titles, honor societies, Dean's List, scholarships, volunteer work, fraternity affiliation & committees.
- Publications** List published articles or books, relevant to your career objective. Include your name, co-authors, title of articles and/or books, publishers, cities and states published in, and dates published.
- Professional Affiliations** List any professional organizations to which you belong, including any related to the field you are entering.
- Interests** Interests such as tennis, skiing, and travel will show that you are well-rounded; these often serve as icebreakers for discussion in the interview (one line of 4-5 interests).

[The phrase "References Available On Request" is no longer necessary.]

## SAMPLE EDUCATION RESUME

### LAURA SUE DAVIS

#### Current Address

S. U. Box 5618  
Street  
Georgetown, TX 78626  
81401  
(512) 865-1000 until May 12, 19\_\_  
email: davisl@southwestern.edu

#### Permanent Address

5538 Branch  
  
Montrose, CO  
  
(303) 222-4033

- OBJECTIVE** An elementary teaching position utilizing education, teaching, and organizational skills.
- EDUCATION** B.S., Southwestern University, Georgetown, TX May, 5/9\_\_  
Major: Elementary Education Minor: English GPA: 3.5/4.0
- CERTIFICATION** Texas Elementary Teaching Certificate/Kindergarten Endorsement,  
Laubach Literacy Tutor  
Red Cross First Aid Certificate
- TEACHING EXPERIENCE** Student Teacher, Frost Elementary and Eastside Primary Schools,  
Georgetown, TX 1/\_\_ - 4/\_\_
- Taught, assisted, and observed kindergarten and 4th grade students in all content areas.
  - Developed daily lesson plans and teaching materials.
  - Developed Earth Awareness, Easter, and Animals units.
  - Created math learning centers for kindergarten students.
  - Motivated students through enthusiastic teaching and creative lessons using manipulatives and unique materials.
  - Encouraged student participation by creating a supportive and caring classroom environment.
  - Worked with economically and socially disadvantaged kindergarteners.
  - Observed parent teacher conferences.
  - Taught class of 25+ students for 2-week period.
- CAREER RELATED EXPERIENCE** Aide, Johnson Elementary School  
Montrose, CO 1/\_\_ - 5/\_\_
- Assisted and observe 3rd and 4th grade students in reading, language, and math.
- HONORS/ ACTIVITIES** National Student Education Association  
University Residence Life Staff - Head Resident Assistant  
Southwestern Academic Scholarship
- INTERESTS** Running, art, piano, photography

**SAMPLE EDUCATION RESUME**

**SALLY BROWN**

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Current Address

Permanent Address

555 Williams Street  
422 Austin Drive  
Georgetown, TX 78628  
Abilene, TX 79442  
(512)863-2111  
(915)778-1000  
email: browns@southwestern.edu

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<b>OBJECTIVE</b>	An elementary teaching position utilizing my communicational, instructional, organizational, and classroom management skills.
<b>EDUCATION</b>	B.A., Southwestern University, Georgetown, TX. May, 19__ Major: Elementary Education Specialization: Special Education GPA: 3.4
<b>CERTIFICATION</b>	Texas Elementary/Generic Special Education Certificate Water Safety Instruction Certification CPR Certification
<b>TEACHING EXPERIENCE</b>	<p><u>Student Teacher</u>, C. C. Mason Elementary School, Cedar Park, TX 2/9__-3/9__</p> <ul style="list-style-type: none"><li>• Taught, assisted, and observed 1st and 5th graders in resource classroom.</li><li>• Adapted and modified instruction to suit learning styles of students.</li><li>• Planned and prepared daily lesson plans and materials.</li><li>• Created a behavior management plan.</li><li>• Developed and implemented individual lesson plans for each student.</li><li>• Attended ARD's, district meetings, and team meetings.</li><li>• Instructed class of 18 for two weeks in teacher's absence.</li></ul> <p><u>Student Teacher</u>, C. C. Mason Elementary school, Cedar Park, TX 1/9__ - 2/9__</p> <ul style="list-style-type: none"><li>• Taught, assisted, and observed 2nd grade students in all content areas.</li><li>• Developed daily lesson plans and thematic units on Environments and Literature.</li><li>• Assisted in assessment of student performance.</li><li>• Motivated students through enthusiastic teaching and creative lessons using manipulatives and various materials.</li><li>• Encouraged student participation by creating supportive and welcoming classroom environment.</li><li>• Attended 2nd grade team meetings, staff meetings, and parent conferences.</li></ul>
<b>CAREER RELATED EXPERIENCE</b>	<p><u>Camp Counselor</u>, Lochearn Camp for Girls, Post Mills, VT, 6/9__- 8/9__</p> <ul style="list-style-type: none"><li>• Co-organized youth education and social activities.</li><li>• Instructed swimming daily and communicated techniques with campers.</li><li>• Supervised 30+ adolescent girls with cabin and kitchen maintenance.</li><li>• Established written communication with parents.</li></ul> <p><u>Swimming Instructor</u>, Abilene YMCA, Abilene, TX, Summers of 19__, 19__, 19__.</p> <ul style="list-style-type: none"><li>• Instructed multiple levels of swimming.</li><li>• Developed daily lesson plans and communicated with parents.</li></ul>
<b>HONORS/ ACTIVITIES</b>	Dean's List (2 semesters), YMCA Academic Scholarship, Kappa Delta Pi Education Honor Fraternity, Cardinal Key Big Brother and Sister Program
<b>INTERESTS</b>	Running, swimming, traveling, weight training, reading, teaching

## WHAT IS A COVER LETTER?

A cover letter is an original statement that introduces you by highlighting your interests, education and experience as they apply to a *particular* employer. Your resume is a more encompassing and detailed statement of your background, education and experience. The personalized cover letter and printed resume form a package designed to get you to the next stage, the job interview. Most successful cover letters, which are a maximum of *one* page (3-4 paragraphs), include:

1. A *first paragraph* establishing your credentials and your reasons for writing, making particular reference to an announced position or inquiring about possible positions in a particular field. If applicable, also mention who referred you to that organization or individual.

2. A *second*, and possible third paragraph, relating your interests and background to the specific activities and needs of the employer. This is the "original" part of your letter. It is imperative that you literally name your top skills and back them up with examples and/or experiences where you honed such skills. The letter should convey the impression that you know something about the organization, that you are excited about exploring the possibility of working with them, and that you feel you have the potential for making a valuable contribution to their enterprise. Be specific in stating how your background meets their needs. (Stockholders' annual reports and other reference materials about the organization may be available at Career Services, if not, write or call the employer's Human Resources department for more information--it will be helpful to you when writing your cover letter.) This may also be a good place to mention your resume, which is enclosed, and your date of availability.

3. A *final paragraph* requesting the action you seek (example: opportunity for an interview appointment) or advise as to the action you will take (example: that you will call on a specific date) and that you hope to discuss your background and interest at that time. Close with an expression of appreciation or thank you.

NOTE: All cover letters should follow the standard business letter format (see notes on samples).

### ADDITIONAL GUIDELINES:

- While each cover letter you send may be quite similar, each should be *individually written and typed*. Put your letters on a computer disk for easy changes for additional cover letters. Print letters on a good quality bond paper available at printing companies or stationary stores. Buy extra sheets of the same paper used for your resume with matching envelopes for a professional look.
- Use the *correct name and title of employer* who will do the interviewing. Find the employer's name from company literature, resources in Career Services, a library, or call and ask the receptionist for it. Always refer to the employer as either Mr. or Ms., never Mrs.
- Open your letter with a strong sentence that arouses attention.
- *Proof-read* the letter carefully for spelling, grammar and punctuation errors. This will be seen as a sample of your writing and communication skills.
- *Keep a copy* of each cover letter in your files. Mail the letter so it will arrive on Tuesday or later in the week (lighter mail than on Monday).
- Strive to keep your cover letters interesting, concise and to the point.
- Don't forget to express your strong enthusiasm in the position as well as outlining your top skills.

## HOW TO WRITE A COVER LETTER

Street Address  
City, State Zip  
Date

Mr., Ms., or Dr. Employer  
Title of Employer  
Organization  
Street Address  
City, State, Zip Code

Dear Mr., Ms., or Dr. Employer:

Paragraph #1: Tell why you are writing. Name the position, field or general area about which you are asking. If a current employee or contact suggested that you follow up with this opening, include his or her name and the date.

Paragraph #2: Expand on the information in your resume. If you have had experience or specialized training related to the position, point it out. State information requested in the advertisement. If an application is enclosed, include the specifics of what is requested to complete your file. Mention one or two qualifications you think would be of greatest importance to the employer, addressing your remarks to his/her point of view.

Paragraph #3: Close by making a specific request for an interview, if you plan to be in the geographic area of the employer. Unless you hear beforehand that the reader does not wish to interview, suggest a specific date and time that you will telephone to establish an appointment. You may wish to state: I will call your office on a specific date, (one week from the day you mail the letter) to confirm a convenient time for an interview. (Don't forget to call!) Make sure that your closing statement is positive and makes a request for specific action from the reader. Thank the reader for his/her time and consideration.

Sincerely,

4 spaces  
(Your handwritten signature)

Type your name

enclosure(s)

Feitler-Karchen, B., The Career Planner, copyright, 1980.

## **SAMPLE COVER LETTER**

15 Main Street  
Georgetown, TX 78626  
January 15, 19\_\_

Ms. Janis Garcia  
Manager, College Relations  
American International Group, Inc.  
72 Wall Street, 6th Floor  
New York, NY 10270

Dear Ms. Garcia,

This letter of application is in regard to the Trainee Program with American International Group, Inc. The information about this program was provided to me by Career Services at Southwestern University. In May, 19\_\_, I will receive my Bachelor of Arts degree in International Studies and Economics. I believe that my diversified work experience, the proven record of my academic ability, the uniqueness of my cultural background, and my extensive involvement in extracurricular activities qualify me for this program.

As my resume indicates, my most recent career-related positions at State Farm Insurance and Peninsula Laboratories required independent thinking and problem-solving skills, as well as working as a team member. State Farm Insurance recovered \$22,000 annually in auto policy premiums as a result of my 9-week internship. This position required analysis of customer auto policies and claims history, and interaction with various insurance agencies. The variation of the cost accounting projects I developed and submitted at Peninsula Laboratories, Inc., contributed to an important contract with a Japanese firm. Through these internships, I have had the opportunity to strengthen my communication, leadership, and computer skills.

I would very much appreciate the opportunity to meet with you to discuss my qualifications and I am looking forward to your response. Thank you for your consideration.

Sincerely yours,

William Zahn

Enclosure

## **SAMPLE COVER LETTER**

7969 Katy Lane  
Georgetown, TX 78629  
September 25, 19\_\_

Ms. Alexis Ryan  
Human Resources Specialist  
State Farm Insurance Companies  
8900 State Farm Way  
Austin, TX 78729-1110

Dear Ms. Ryan,

This letter of application is in regard to the entry level position with State Farm Insurance Companies. In May 19\_\_, I will receive my Bachelor of Arts degree in Accounting. I am very interested in obtaining a position with your company. I believe that my qualifications well match those of the accounting position.

As my resume indicates, I held a position at Mobil Gas Station that required independent thinking and problem solving techniques. This position required analyzing, identifying and presenting solutions to problems that were associated with the financial statements. I also have participated in meetings with a company accountant to resolve overspending and reducing a deficit. In addition, I have sought out volunteer experience which has helped me interact with the youth of the community and provided me with the sense of working as a team player. Finally, through my work and volunteer experience, I have had the opportunity to strengthen my accounting, leadership, and organizational skills. In today's increasingly competitive business world, I believe that State Farm Insurance Companies would benefit from my previous experience and strong work ethic.

Thank you for your time and consideration. At your convenience, I would welcome the opportunity to interview with you.

Sincerely yours,

Janice Winter

Enclosure

## **SAMPLE INTERNSHIP COVER LETTER**

SU Box 6705  
Georgetown, TX 78626  
December 17, 19\_\_

Mr. Neil Hainey  
2401 South 31st  
Temple, TX 76508

Dear Mr. Hainey,

This letter is in regard to our phone conversation of December 10, relative to securing an internship at Scott and White Memorial Hospital. As a senior at Southwestern University, I am interested in pursuing a career in development. During the past year, I have devoted a great amount of time researching and interviewing professionals in the area of non-profit management. Moreover, I recently completed an internship in the National Visibility Office at my university. Through this opportunity, I gained knowledge in marketing, research, and event preparation and management. In addition, I staffed and participated in Southwestern's annual Brown Challenge Phonathon.

This exposure, Mr. Hainey, has whetted my appetite for further involvement with an institution such as Scott and White Memorial Hospital. I am eager to dedicate my time and energies to your development office in exchange for the valuable experiences necessary to launch a career in hospital development.

As you requested, I have formulated a description of potential job responsibilities. I understand each development office has its own protocol, and I am willing to function in any of the following areas you deem beneficial to your office:

- participate in the planning, execution, and evaluation of special events
- help with public relations through personal thank you letters and phone calls on behalf of the hospital
- make contacts through patient visits
- give hospital tours to donors
- represent unavailable staff members at meetings
- update the mailing list for potential donors
- assist in clerical support such as check transmittals

I am aware of your institution's fine reputation and, furthermore, would be delighted to work under your direction. Your name has been highly recommended to me by two professionals in the field, Ms. Sharon Wolf with St. David's in Austin, and Ms. Barbara Wagner, formerly with Samaritan Hospital in Phoenix. I feel that an internship at Scott and White Memorial Hospital would be a mutually beneficial endeavor. I will call your secretary to schedule a time that we may further discuss this opportunity by phone. I appreciate your consideration and anticipate your ideas and feedback regarding this proposal.

Sincerely,

Shellie Simmons

## How to Write a Thank You Letter

After an interview, write a brief follow-up letter. Fewer than 1% of people interviewed take the time to send such a note, so you can be certain it will be noticed. Use the letter to reinforce your value to the company/organization, correct any misunderstandings, and add forgotten points. Don't forget to reiterate that you are still interested in the position.

### CONTENT GUIDELINES:

Address

Date

Name

Title

Company or Agency

Full Address

Dear \_\_\_\_\_ :

Remind the interviewer of the position for which you were interviewed, as well as the date and place of the interview. It is always courteous to express your appreciation.

Confirm your interest in the opening and in the organization. Highlight your qualifications and slant them toward the various points that the interviewer considered important for the job. If you have done anything since the interview which demonstrates your interest in the position, such as talks with alumni, faculty, other people, or research in the library, etc., be sure to mention it.

Include any information not previously presented to supplement your resume, application letter, and the interview. You may have completed a term paper or a research project, or perhaps you have received some kind of recognition. If travel, location, or a similar subject was stressed during the interview, be sure to confirm your willingness to comply with these conditions.

If appropriate, close with a suggestion for further action, such as a desire to have additional interviews at a mutually agreeable place and time.

Closing,

(signature)

full name, typed

## Sample Interview Thank you Letter

411 Main Street, #2  
Georgetown, TX 78626  
(512) 869-4532  
January 12, 19\_\_

Mr. Alan Jones, Human Resources Manager  
Southwestern Bell  
4455 Point Avenue, Suite 300  
Houston, TX 76742

Dear Mr. Jones:

Thank you for meeting with me this afternoon to discuss entry-level positions with Southwestern Bell. The customer service position you described sounds challenging and inspiring. Southwestern Bell appears to be a dynamic and exhilarating place to work, and because of my strong liberal arts education, this environment is a fine fit. I enjoy thinking critically, tolerating ambiguities, dealing with complexities, and communicating with a wide variety of individuals. As I mentioned in the interview, my internship experience with IBM gave me insight into both the workings of a large corporation and the interdependence of the various departments. As president of my fraternity, I learned how to make quick decisions, solve problems and act as a negotiator. These skills combined with my internship make me a qualified and competent candidate for the customer service position.

I look forward to hearing from you soon. It was a pleasure talking with you and exciting to meet another avid scuba diver! Thank you for your time and consideration.

Sincerely,

Paul Myers

## SAMPLE REFERENCE SHEET

## REFERENCES FOR MARIBETH BANKS

### **Dr. Jay Lesterson**

Manager, Dow Chemical Company  
4100 Lake Street  
Houston, TX 75391  
(713) 332-9425

### **Ms. Katy Zimmer**

District Manager  
IDS Financial Services, Inc.  
Suite 800  
1257 Lamar Avenue  
Austin, TX 78755  
(512) 436-0400

### **Dr. Marcia Morgan**

Dean of Student Life  
Southwestern University  
Georgetown, TX 78626  
(512) 863-1122