

Build Your Resume and Cover Letter

- DO NOT USE A TEMPLATE. Templates can be difficult to manipulate and using one will make your resume inevitably look almost exactly like the resume of another candidate.
- A resume should be at least one full page. It is acceptable under certain circumstances to create a multiple page resume. For example, vitas or resumes with adequate experience to extend one page.
- If a resume will be submitted electronically, it is best not to use tabs, tables, or other effects.
- Include 3-5 references. These can include personal, professional, and academic references. Do not include peers or relatives. Provide contact information and profession or relationship. For example, Former Supervisor, Advisor, etc. Print on second page or at bottom of resume in some cases.
- A resume is your first opportunity to make an impression. Make sure it says what you want it to say about you!
- Do not use personal pronouns. Use active and consistent language throughout the document.
- Do not include personal information such as age, race, health, sex, photographs, etc. Also use situational consideration when indicating political or religious affiliation via a student organization listing.
- Always have extra copies of your resume with you at an interview, career fair, or networking events.
- Use nice, cotton, linen or resume paper in professional colors: white, cream, grey. Career Services has paper available for students.
- Use care with Acronyms and shortened forms of words. For example, use August 2007 instead of 8/07.
- DO NOT HAVE ANY SPELLING ERRORS!!!
- Use a professional email, not jenhotbody@hotmail.com
- Carefully consider your phone and addresses. Make sure correspondence will be able to reach you immediately. Also make sure your voice mail and/or answering machine message is professional.
- Choose category headings that fit your personal experience. For example, Experience can include volunteer, internship, and work experiences. Employment should only include paid employment.

EXPERIENCE/EMPLOYMENT
EDUCATION
INTERNSHIPS
PRESENTATIONS
CERTIFICATIONS
RELEVANT COURSEWORK
RESEARCH
LANGUAGE SKILLS

COMMUNITY INVOLVEMENT
LEADERSHIP TRAINING
COMPUTER SKILLS
PUBLICATIONS
ACHIEVEMENTS
ACTIVITIES
TECHNICAL SKILLS
VOLUNTEER EXPERIENCE

Cover Letters

Why You Need a Cover Letter

A cover letter should **always** accompany your resume in order to explain what position you are applying for, and why you are the best candidate for that position. A cover letter allows you to show an interest in the company that you cannot show in your resume. You can also show more about yourself, while highlighting one or two of your skills or accomplishments the company can put to good use.

Do:

- Address the letter to a specific person (include their title with their name).
- Explain specifically how you can benefit the employer.
- Relate relevant information that is not on the resume.
- Limit your paragraphs to three or four sentences each.
- Sign your name.
- As you may miss errors due to familiarity, have someone else proofread your cover letter before sending it.

Don't:

- Place your needs over those of your potential employer.
- Make demands.
- Be too general or vague.

Elements of a Cover Letter

Your Street Address (or Post Office Box Number)
City, State, and Zip Code
The Date

(enough spaces to center the letter on the page)

Name of Contact Person (including Mr. or Ms.)
His or Her Title
Name of the Company
Street Address (or Post Office Box Number)
City, State, and Zip Code

Dear Mr. or Ms. _____:

The opening paragraph should explain which position you are applying for, and how you became aware of that position. Next, you should write a concise statement that explains why you are interested in the position. If you were referred to the employer by someone, you should include that person's name and point out that he or she suggested you write to the employer.

The middle paragraph is where you make note of relevant information not on your resume. You should note how you can benefit the company you are applying for.

In the closing paragraph, you should thank the employer for their time and consideration. The last sentence should inform the reader how to contact you if he or she has additional questions or would like to arrange an interview.

Sincerely,

(Your Signature)

Your name, typed

Enclosures (example: Resume enclosed, or Resume attached)

Sample Resume #1

Chris A. Smith

Campus Box 1234 - Hendrix College - 1600 Washington Ave. - Conway, AR 72032

Tel 501-555-5555 - Cell 501-555-5554

SmithSample@hendrix.edu

PROFILE

Junior Biology major seeking internship position with grassroots political organization. Experience working with non-profit groups, coordinating major events, and writing press releases. Strong academic background in Biology, Environmental Studies, and English.

EDUCATION

Bachelor of Arts majoring in Biology, Hendrix College, Conway, Arkansas, Expected May 2009

Minor: Environmental Studies

GPA 3.9/4.0; Dean's List, four years

Awards: Distinguished Governor's Scholarship, Hayes Recipient

EXPERIENCE

Marketing Intern

XYZ Marketing, Little Rock, Arkansas, Summer 2006

Trained in regional marketing and national brand strategies. Assisted in supervising a territory that generated over 40 million dollars in sales annually. Managed independent project staging major product release event that included over 200 attendees. Created twelve press releases published in the Arkansas Times, Arkansas Democrat-Gazette, and Log Cabin Democrat.

Shift Manager

ABC Retailer, Conway Arkansas, Fall 2006

Responsible for cash receipts up to \$5000 per shift. Promoted to shift manager within three months of hire.

Created product layout for seasonal merchandise. Maintained strong store sales increase of 5% during employment.

SELECTED ACTIVITIES

Conway Earth Day, Volunteer, Assisted with marketing campaign and radio promotional spots

Hendrix College Student Senate, Elected Sophomore class representative, represented constituents at monthly meetings. Helped increase awareness of campus issues including campaign to lower parking fees.

Hendrix Project Pericles Committee, Appointed student representative. Worked with faculty, staff, and other students to foster campus civic engagement projects.

ADDITIONAL SKILLS

Certified in CPR and First Aid techniques, Fluent in Spanish, Writing skills in French, Experience with SPSS and other statistical programs, Proficient in Microsoft Office (able to create mail merge documents and advanced spreadsheet tables), Strong writing ability (Recipient of annual short story award).

Sample Resume #2

Jane M. Smith

Current Address

Hendrix Box 9999
1600 Washington Avenue
Conway, AR 72032
(501)328-5555

Permanent Address

23 Blue Street
New Orleans, LA 70128
(504)555-5555
Jane_doe@yahoo.com

Qualifications

- Extensive experience within a laboratory setting. Able to synthesize, characterize, and radiolabel complex lipids for use in cardiological research
- Possess substantial knowledge of basic laboratory equipment and advanced laboratory techniques.
- Strong interpersonal skills. Communicated daily with clients through telephone and on-site contact.
- Detail-oriented and able to use this trait in a business environment. Maintained an extensive database of sales and product inventory.

Experience

<i>Research Intern</i> - University of Arkansas for Medical Sciences Summer 2006	Little Rock, AR
<i>Sales Intern</i> - Coca-Cola Bottling Company Summer 2005	Marianna, AR
<i>Admissions Office Student Worker</i> - Hendrix College Academic Year 2004-2005	Conway, AR

Education

HENDRIX COLLEGE <i>Bachelor of Arts in Biology</i> GPA in Major: 3.64	CONWAY, AR <i>Expected Graduation Date: May 2007</i> Overall GPA: 3.6
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Related Coursework

Organic Chemistry	Immunology	Biochemistry
Genetics	Anatomy	Physiology
Microeconomics	Macroeconomics	Investments
Statistics	Principles of Accounting	

References

Dr. John Smith Professor of Biology Hendrix College Sample@hendrix.edu 501-555-5555	Dr. Sue Smith Lab Director UAMS Sample@uams.edu 501-123-4567	Ms. Jane Smith Facilities Manager Coca-Cola Sample@cola.com 501-555-5552
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Resume Action Words

Achieved	Decorated	Instituted	Revised
Acquired	Decreased	Instructed	Revitalized
Activated	Defined	Insured	Scheduled
Adapted	Delegated	Led	Secured
Addressed	Demonstrated	Logged	Selected
Administered	Designed	Maintained	Served
Advanced	Determined	Managed	Solved
Advised	Developed	Manipulated	Sponsored
Allocated	Devised	Marketed	Stimulated
Analyzed	Directed	Measured	Streamlined
Appointed	Discovered	Minimized	Strengthened
Appraised	Dispatched	Modified	Structured
Approved	Distributed	Monitored	Studied
Arranged	Documented	Negotiated	Submitted
Assembled	Doubled	Obtained	Summarized
Assessed	Edited	Offered	Supervised
Assigned	Effected	Operated	Supported
Assisted	Encouraged	Organized	Surveyed
Attained	Enforced	Originated	Sustained
Briefed	Enlisted	Oversaw	Synthesized
Broadened	Established	Participated	Systematic
Brought	Evaluated	Performed	Taught
Built	Examined	Persuaded	Trained
Calculated	Exceeded	Planned	Transferred
Centralized	Executed	Prepared	Translated
Clarified	Expanded	Presented	Taught
Classified	Financed	Programmed	Trained
Coached	Forecasted	Proposed	Transferred
Collaborated	Formulated	Provided	Translated
Combined	Founded	Published	Trimmed
Compared	Framed	Purchased	Tutored
Compiled	Gathered	Quantified	Undertook
Completed	Generated	Re-established	Upgraded
Composed	Guided	Received	Utilized
Computed	Handled	Recommended	Verified
Conceived	Headed	Recorded	Vitalized
Condensed	Hired	Recruited	Worked
Conducted	Identified	Redesigned	
Consolidated	Implemented	Referred	
Constructed	Improved	Reinforced	
Corresponded	Increased	Reorganized	
Counseled	Influenced	Reported	
Created	Initiated	Represented	
Cultivated	Inspired	Researched	
Decentralized	Instigated	Reviewed	