

# RESUME & COVER LETTER WRITING



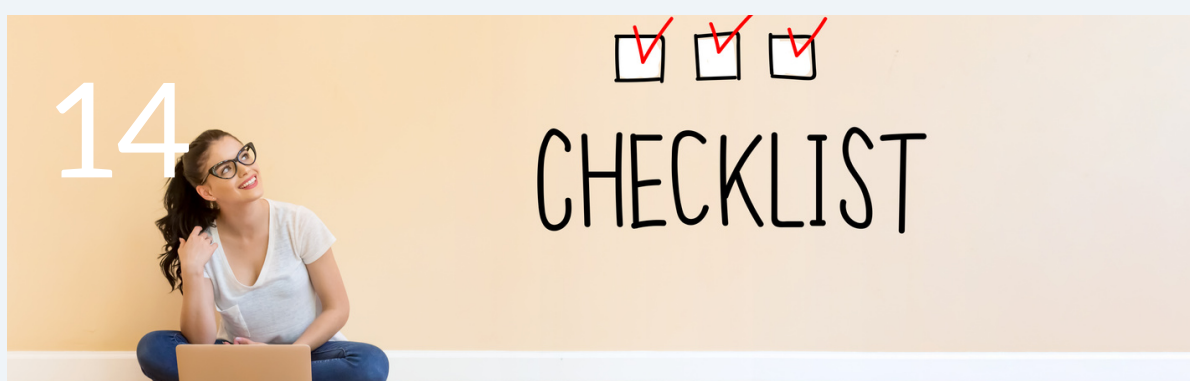
Create a  
resume that  
will get  
noticed!



**The Recruiter Gal**  
CAREER COACHING

Eileen Mole, CEO  
[www.therecruitergal.co](http://www.therecruitergal.co)

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## **Eileen Mole, CEO of The Recruiter Gal**

Eileen Mole, CEO of The Recruiter Gal, has spent the last 16 years working in Talent Acquisition & Human Resources, and has the inside track on what makes a candidate stand out, what hiring managers are looking for, and how to best prepare for the workforce. In addition to working in Recruitment, Eileen has also worked for 4 years as a college business professor. Eileen also possesses an MBA, M.Ed, and a BA in psychology.

# Anatomy of a Resume

A strong resume will get you where you want to be!

Creating your resume is a very important step in moving towards your career goal. A resume provides an employer a snapshot of you and your experiences. It helps an employer determine if you are a suitable candidate to be considered for a role within their company. Putting in some quality time to create a good resume is a worthwhile investment in yourself.

*"Recruiters spend an average of 6 seconds viewing a resume before determining if the candidate is moved forward or are rejected."*

Understanding the various sections of a resume and how to maximize each section is key. Let's look at each part of a resume on the next page.





# DONNA ROBBINS

4567 Main Street, Detroit, Michigan 48127 · (313) 555-0100  
[d.robbbins@live.com](mailto:d.robbbins@live.com) · [www.linkedin.com/in/drobbbins](http://www.linkedin.com/in/drobbbins)

Analytical, organized and detail-oriented accountant with GAAP expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges, propel business growth.

## CONTACT INFORMATION

Be sure that this is accurate and updated. This is how a Recruiter will contact you about a job, so being able to reach you is extremely important. Be sure that you have a professional email address. Typically just using your first and last name is your best bet.

# ALICIA WONDLOVA

250 Main St. Charlotte, NC 28269 🏠  
704-450-8520 📞  
[Alicia.Wondlova@gmail.com](mailto:Alicia.Wondlova@gmail.com) ✉️

## 📌 OBJECTIVE

To utilize my experience and PMP certification to obtain a project management position in the healthcare industry.

## OBJECTIVE STATEMENT

An objective statement is simply a statement of what you are looking for. More seasoned professionals find that Objective statements are not really needed because their experience speaks to that already.

# VANCE REY

[v.rey@live.com](mailto:v.rey@live.com) | (716) 555-0100 | [www.linkedin.com/in/v.rey](http://www.linkedin.com/in/v.rey)  
4567 Main St Buffalo, New York 98052

## PROFESSIONAL SUMMARY

Organized, dedicated and ambitious budding professional with excellent attention to detail, and thirst for learning interesting in working closely with experienced attorneys and contribute to the success of a dynamic law firm. Offering a degree in paralegal studies and over four years of work experience in legal support and legal research, seeking an entry-level paralegal position at a mid-sized law firm.

## EXPERIENCE

## PROFESSIONAL SUMMARY

A Professional Summary is exactly what it sounds like – a brief summary of your education, experience and skills. It is up to you which you'd like to include, or choose to include both. Also, a Professional Summary is not a mandatory component of the resume, so it's totally up to you in you choose to include it.

# Writing your Objective Statement

To obtain the \_\_\_\_\_ position to further enhance my \_\_\_\_\_  
& \_\_\_\_\_ skills.

To utilize my \_\_\_\_ years of experience as a(n) \_\_\_\_\_ to help  
contribute to the success of the company.

Accomplished \_\_\_\_\_ professional seeking to leverage  
extensive knowledge of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ in  
a \_\_\_\_\_ position that ensures a positive experience.

Goal-focused individual seeking a \_\_\_\_\_ role with a thriving,  
growing company to apply \_\_\_\_\_, \_\_\_\_\_  
and \_\_\_\_\_ skills when overseeing a team of  
professionals and working toward a common goal to increase  
productivity.

Enthusiastic and dedicated \_\_\_\_\_ looking for a position  
with \_\_\_\_\_ to provide support to the \_\_\_\_\_  
department, as well as apply excellent communication skills.

## EDUCATION

JUNE 2008

**BACHELOR OF SCIENCE IN ACCOUNTING, MINOR IN BUSINESS  
ADMINISTRATION, LMZ UNIVERSITY**

- Distinguished member of university's Accounting Society
- Relevant Coursework: Advanced Financial Accounting and Reporting, Accounting Systems, Income Tax
- GPA: 3.8/4.0

## EDUCATION

Be sure to list all degrees you have achieved. If you have a 4-year degree or higher, you do not need to include your High School educational information.

You should list your highest degree first and work backwards.

As a rule of thumb, you should include the institution, the degree, and the program (major). Some optional items can include your GPA, extracurricular activities, and the year you graduated. If your degree is in progress, be sure that you indicate it. Failure to indicate that will imply that you have completed that degree program and can be considered falsification.

You can also choose to include other items such as any honors you've received, such as Dean's list or designations such as Summa Cum Laude.

## Education

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2000 - 2004

**A.A. Paralegal Studies**

University of Maple

## Education

*June 2010*

Juris Doctor • BNC School of Law • Metropolis, New York, New York

Real Estate clinic

1st place in Moot Court

*June 2007*

Bachelor of Arts in Political Science • ABC University • Small Town, Massachusetts

## Experience

<b>Cielo Talent</b> <b>Lead Recruiter / Interim Director</b>	<b>Brookfield, WI (Remote)</b>	<b>9/2014 – Present</b>
<ul style="list-style-type: none"> <li>Responsible for daily leadership, accountability, performance management, and operations of the recruitment team, consisting of 8 Recruiters, 3 Coordinators, and 1 Interview Specialist</li> <li>Initiate and led training sessions for team members and hiring managers focusing on sourcing strategies, generating reports, communicating recruitment marketing plans to hiring manager, and behavioral based interviewing techniques</li> <li>Responsible for full cycle recruitment services for Nursing, Allied Health, Corporate, Executive, and IT positions for a variety of healthcare accounts</li> <li>Carrying out Director responsibilities during leadership transition</li> </ul> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Subject matter expert in training new Lead Recruiters on 3 other accounts</li> <li>Received certificate of appreciation from the client's HR Director for outstanding level of collaboration, service excellence and team guidance during the Cielo/Client transition</li> </ul>		
<b>Inova Health System</b> <b>Sr. Recruiter</b>	<b>Fairfax, VA</b>	<b>3/2014 – 12/2015</b>
<ul style="list-style-type: none"> <li>Responsible for full cycle recruitment services for Nursing and Allied Health areas including Pre-Op/PACU, Med/Surg, Employee Occupational Health, Orthopedic, Spine, Rehab and RN System Float Pool</li> <li>Trained hiring managers on behavioral based interviewing techniques</li> </ul>		

Be sure that you are starting each line with an action verb, such as "developed" or "lead" or "initiated." You can also incorporate important skills into your work experience section. For example, some of your job responsibilities might include problem solving, troubleshooting, following protocols, customer service, etc. These skills can help enhance describing your job responsibilities.

You can also list some achievements that you obtained. Listing achievements and results of your work are important to include if you are in management or at the executive level. Military experience and volunteer work can be included in your work experience section as well. If you have a significant amount of volunteer experience, you might consider listing that in a section all of its own.

## EXPERIENCE

You'll want to include all of your relevant work experience. Work experience is listed from most recent to least recent. You'll want to include the name of the company, your job title, your dates of employment (typically month & year), and your job responsibilities. Bullet pointing your job responsibilities is a great way to organize your information.

Be sure that when listing the job duties you are using the present tense for your current job, and for previous jobs you should use past tense.

## Experience

2014 – PRESENT

**Human Resources Generalist/Lamna Healthcare Company, Chico, Illinois**

- Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations.
- Raised employee retention rates by over 10% to achieve a greater than 90% employee retention over a 2-year period.
- Developed recruitment programs to successfully increase minority recruitment and meet affirmative action requirements.
- Lead development team to build and deploy a dedicated a recruitment website which reduced year-over-year recruitment costs by 14%.

JUNE 2012 – AUGUST 2014

**Human Resources Intern/ZDF Hospital, Boomtown, Ohio**

- Assisted in recruitment outreach to prospective employees.
- Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options.
- Arranged hospital-wide guest speakers symposia to educate management about new employment laws and workplace confidence and morale building techniques.



## KEY SKILLS AND CHARACTERISTICS

- Budget Management
- Excellent listener
- Friendly, courteous, and service oriented
- Poised under pressure
- Staff Training & Coaching
- Recruiting and Hiring Talent
- Quality Assurance
- Solid written and verbal communicator

## SKILLS

- Compliance
- Microsoft NAV Dynamics
- Cashflow planning and management
- State & Federal Tax Codes
- QuickBooks Certified
- Exceptional oral and written communication
- Fluent in German

## COMPUTER SKILLS

Java, JavaScript, SQL, PHP, Python, C#, C++, iOS/Swift, Ruby on Rails, IBM DB2, Quick Base, MS Office, Tableau, Visual.ly, Trello

## SKILLS, CERTIFICATIONS, EXTRAS, KEYWORDS

Including all of your skills, certifications, and extras, which can include awards, recognitions, presentations, etc. are important to include on your resume. You can also utilize keywords so your resume will appear in specialized searches. Computer proficiencies are important in most jobs, so listing all the software you have used is important. You also need to consider your industry and know what employers would be looking for. For example, as an IT professional, you will know that you should list all of your IT certifications and proficiencies. As a Recruitment professional, you will know that you should list the various Applicant Tracking Systems you've used.

As a Medical Lab Scientist, you will know that you should list all the instrumentation you've used. Etc.

## Skills & Abilities

- Accounting & Budgeting
- Excellent interpersonal and communication skills
- Proficient with POS systems
- Experienced in most restaurant positions
- Fun and energetic



# Formatting your Resume

Ensure your resume looks great no matter where you send it!



Submitting your resume in PDF format is the best way to ensure that the formatting you intended in your document stays intact. Submitting as a Word document runs the risk that some formatting will be lost if the employer's version of Microsoft Word differs from your version.

*For some jobs, recruiters can receive over 100 applications in one day. Tailoring your resume to the job you're applying to will help you to stand out.*

You'll want to be sure that you are using a consistent font throughout and that the font is a professional one. Times New Roman, Arial, Tahoma, Verdana, Poppins, Calibri, and Helvetica are a few examples. Your font size should not be any smaller than 10pt, and you should aim to use 12pt if possible. Your resume should be succinct and concise, and not exceed 2 pages unless 20+ years of experience. Adding some pops of color on your resume is fine, but don't go overboard.

In the United States, it is not common practice to include a photo of yourself on your resume. Although you might feel that it sets you apart and helps the interviewer remember you, it can be cause for discrimination, so it's better to leave the photo off. Finally, proofread your resume, use spell/grammar check, and have a second person proofread as well.

# Chronological vs. Functional Resume

## WHICH IS BETTER?

A chronological resume, sometimes referred to as a traditional resume, typically opens with an objective statement or professional summary. It then lists employment history beginning with most recent and goes backwards in time. The employment history section names each employer/company and some related job duties & accomplishments. Education & certifications can go ahead of employment history if you prefer. Special work-related skills are also listed, typically after the Education and Experience sections.

This type of resume is best for someone who has a lot of relevant experience in their field. An individual who is changing careers or just beginning their career with limited work experience may want to consider a functional resume instead.

*"Your resume says a lot about you. It determines whether you will be called in for an interview or not."*

Functional resumes focus more on skills and abilities. Work history is still included, but usually at the bottom of the resume and isn't the focus. Skills and abilities are listed more prominently towards the top of the resume after the objective & professional summary.

This type of resume is ideal for people who have gaps in their work history, people who are returning to the workforce after being away for some time, people who have changed jobs frequently, or people who have changed career paths.





# Returning to the Workforce

## HOW TO STRUCTURE YOUR RESUME

If you have spent some time away from the workforce, for whatever reason, you will want to structure your resume in such a way that that highlights your skills and accounts for the gaps.

Whether you took time off from the workforce due to raising a family, caring for a sick family member, volunteering, traveling the world, etc. consider structuring your resume as a functional resume instead of a chronological, or traditional resume.

You'll want to be sure that you address your time away since there will be a gap in employment. While doing this, highlight the skills that you gained during that time.

*Highlight the skills that you have gained during your time away from the workforce.*

Be sure that you are including an objective statement at the top of your resume since it may be unclear what type of position you're seeking since you spent some time away from the workforce.

Including a cover letter will be essential. You can explain what you were doing during your gap in employment and discuss the skills that you've gained and how they will transfer into the position you're applying to.



# Changing Careers

**Structure your resume in a way that enhances your career change and that your previous skills are transferrable.**

If you are entering a career field after having spent time in a completely different career field, you might consider structuring your resume as a functional resume instead of a chronological, or traditional, resume.

You would want to highlight skills that are transferable from your previous career to your new career. There's no doubt that you gained valuable skills no matter what your previous career field was and you will want to highlight that.

Be sure that you are including an objective statement at the beginning of your resume so it's clear what are you are looking for, and that you are not pursuing a position in your previous career field.

Including a cover letter will be essential when you are changing careers.

*Changing careers is not seen as a negative by any means. It shows that you were brave enough to make a change.*



# Resume Checklist

The Recruiter will spend an average of 6 seconds looking at a resume for the first time before determining if that candidate will move forward in the process or be rejected. It's important that you make yourself & your skills stand out, and have your information organized, to get attention. The Recruiter does not have time to hunt for what they are looking for, so organizing your resume and making sure it looks professional is important. Follow this checklist before submitting your resume.

- Updated & Correct Contact Information
- Professional Email Address
- Clear Headings for Each Section
- Clear Objective Statement or Professional Summary
- Education is Accurate & Contains Degree Type
- It is clear whether you've graduated or if degree is in progress
- Work experience is listed from most recent to least recent
- You have month/year of each job listed
- Current job uses present tense / previous jobs use past tense
- Skills / Certifications / Extras / Keywords are listed
- Consistent Font Throughout
- Font is not smaller than 10pt, and is a professional looking font
- Does not exceed 2 pages unless 20+ years of experience
- No Photo included
- Proofread and have a second person proofread



## Alex Chamberlin

333 Winding Road  
Seattle, WA 98101  
(000) 777-7722  
alex.chamberlin@inbox.net

### EXPERIENCE

#### INTL Bank, Seattle, WA — Associate Product Manager

JULY 2018 - PRESENT

- Create roadmaps and lead sprints, demos, and retrospectives with a team of 10 engineers and two designers to update the existing banking platform with a more efficient layout and user experience
- Conduct user research through surveys, interviews, and product testing to ensure product changes meet the needs of customers
- Troubleshoot bugs, QA new features, and evaluate and collect data on A/B tests as needed

#### Build Your Brand Media Firm, Seattle, WA — Marketing Intern

JUNE 2017 - AUGUST 2017

- Assisted in growing Build Your Brand's client base and increasing its reach, working alongside hundreds of celebrities, influencers, and experts and acting as communication liaison between agents and clients
- Vetted PR pitches, responding to requests and hopping on the phone with publicists to discuss partnerships
- Introduced a thorough Instagram strategy for promoting clients and Build Your Brand's services, leading to 1,500 new followers over three months

#### Jerry's Scoops, Seattle, WA — Server

MAY 2015 - MAY 2018

- Served an average 60 customers a day, greeting individuals and completing orders in a timely fashion
- Took stock of products weekly, making sure refills were set for the following week and overall sales were documented and ran smoothly

### SKILLS

Google Analytics

Jira

Trello

HTML

CSS

InVision

Sprout Social

SEO

Instagram

### LANGUAGES

Intermediate German

### EDUCATION

University of Washington,  
Seattle, WA — Bachelor of Arts,  
International Studies and  
Computer Science

GRADUATED MAY 2018

### ACTIVITIES

Social Media Manager, *The Daily of the University of Washington*

Member, Student  
Government

## FUNCTIONAL RESUME

from Resume Genius

### CONTACT INFO

**Email:** joan.collins@gmail.com

**Phone:** (141)-212-5465

**Address:** 8870 Barnacle Street, Las Vegas, NV 89523

**LinkedIn:** linkedin.com/in/joan\_collins

### EXPERIENCE SECTION

Riverside Restaurant  
Reno, NV – *Waiter*

Whispering Vine Bar & Grill  
Las Vegas, NV – *Server*

Applebee's  
Las Vegas, NV – *Bar-back*

### EDUCATION SECTION

#### CERTIFICATE IN FOOD HANDLING AND SAFETY

Chicago Community College, Chicago, IL  
June 2011

#### B.A. / CULINARY ARTS

Kendall College, Chicago, IL  
June 2010

### ACCOMPLISHMENTS

**EMPLOYEE OF THE MONTH**  
Riverside Restaurant  
2015

### RESUME INTRODUCTION

- Superior salesmanship, consistently outperforming peers
- Friendly, outgoing, and charismatic personality
- Experience working with POS terminals, excellent at math
- Working knowledge of wines, cocktail mixes, craft beers, and other bartending skills
- Conversational in Spanish and Mandarin Chinese

### SKILLS SECTION

#### SALESMANSHIP

- Awarded "Employee of the Month" for consistently achieving 15% above target sales
- Perfected menu presentation skills, providing customers a holistic understanding of the restaurant offerings, leading to more sales
- Trained 4 waiters in salesmanship methodology, increasing their sales to meet company average

#### TECHNICAL

- Experience with 3 types of POS terminals, receipt roll replacement, and coffee machine cleaning
- Familiarity with common restaurant bread cutting machines, dishwashers, and knowledge of equipment cleaning processes
- Excellent basic math skills, able to calculate and split bills in the event of POS terminal downtime

#### INTERPERSONAL

- Consistently scored over 90% satisfaction rating on customer feedback surveys
- Conversational in Spanish (able to take orders from Spanish speaking customers)
- Possess excellent conflict resolution skills in the event of customer dissatisfaction

## Jason Jobber

180 Cooper's Landing, Virginia Beach, VA 23540 • 555-555-5555 • jjobber@email.com

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### Skills Summary

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Charismatic and engaging marketing professional leveraging superb "real world" knowledge of global markets to excel as an *Adjunct Instructor of Marketing*.

Superb communications and presentation talents, underscored by 10 years' experience in technology sales team training, marketing management, market data analysis, marketing strategy, operations management, financial management, and strategic management.

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### Experience

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#### MARKETING

- Successfully directed global marketing operations for fledgling technology company, driving an 85% surge of international sales growth within one year of hiring.
- As Market Analyst, guided international technology corporation to penetrate untapped markets in China and western Europe.

#### SALES TRAINING

- Developed highly effective online sales training modules adopted across corporation sales offices.
- Trained more than 100 sales managers in technology sales strategies across the U.S. and in Canada and western Europe.

#### COMMUNICATIONS AND PRESENTATION

- Dynamic communications skills and interpersonal strengths, easily motivating success through multimedia presentations, discussions, and one-on-one advising.
- Frequent contributor to trade publications including *Tech Marketing Today* and *Global Marketing News*.

#### TECHNICAL PROFICIENCIES

- Microsoft Office Suite, Google Analytics, Salesforce, Microsoft Dynamics, Adobe Marketing Cloud

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### Work History

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*Global Marketing Manager*, ABC TECHNOLOGIES, INC, Arlington, VA, 2010-Present

*Market Research Analyst*, XYZ SOFTWARE CORPORATION, Washington, DC, 2008-2010

*Sales Manager*, GLOBAL IT SOLUTIONS, Newport News, VA, 2004-2008

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### Education

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**Master of Business Administration (MBA) in Marketing; 3.9 GPA**  
UNIVERSITY OF VIRGINIA, Charlottesville, VA

**Bachelor of Business Administration in Marketing; 3.78 GPA**  
THE COLLEGE OF WILLIAM & MARY COLLEGE, Williamsburg, VA



# Returning to the Workforce Resume

## Meredith Thompson

### Outreach Specialist

A motivated outreach specialist with 2 years of professional experience. Successfully planned and carried out outreach campaigns. Increased email response rate from 8 to 20%. Eager to leverage superb communication and organization skills as an outreach specialist.

#### Personal Info

##### Address

314 Washington Rd.  
Seattle, WA  
USA

##### Phone

+1-541-754-3010

##### E-mail

meredith.thompson@yahoo.com

##### Date of birth

1990-05-23

##### LinkedIn

linkedin.com/meredith\_thomphon1

#### Skills

Written  
communication



Excellent

Organizational  
skills



Excellent

MS Office



Very good

#### Experience

##### 2016-06 - Stay-at-Home Mother

2018-06

Spent two years parenting a baby daughter. Now, eager to return to pursuing a full-time career. In that time:

- Networked on social media with other stay-at-home moms and organized a 50+ member Facebook group. The group members swapped baby clothes, and exchanged parenting advice.
- Set up a shop on Etsy offering handmade knitwear, and ran AdWords, Facebook, and Instagram campaigns to advertise it
- Volunteered at local garage sales to prepare posters and maps

##### 2015-01 - Junior Outreach Specialist

2016-06

Best Media, Los Angeles, CA

- Performed outreach to bloggers, influencers, educational institutions, and local websites with the success rate of about 80%
- Built, maintained, and updated email databases of up to 5K entries each
- Created content for 3 different PR and marketing campaigns

#### Education

##### 2016-06 University of California, Los Angeles (UCLA), English Major—Creative Writing Concentration

GPA: 3.5

Relevant coursework:

- Creative Writing: Short Stories

#### Certificates

2016-02 SEO Training Course by Moz (Udemy)

2015-11 Google Analytics (Certificate of Completion)

#### Interests

SEO

AdWords

Knitting

# Cover Letter

## WHAT IS IT AND HOW TO STRUCTURE IT

There is a lot of debate over whether or not a cover letter is completely necessary. To me, it's just another opportunity to make yourself stand out from the crowd and express your interest in the position you're applying to. Your cover letter is your opportunity to state your goals, explain why you want a particular job, and state the reasons you feel you are qualified for the job you're applying to. It can be thought of as a mechanism to explain your resume and provide additional details that might not be on your resume.

For example, when I was relocating to from Ohio to Washington D.C., I included details surrounding my timeline for moving in my cover letter. That information helped the Recruiter to understand when I would be in the area and could begin work.

Recruiters and Hiring Managers may look at your cover letter and they may not. It's better to err on the side of being over-prepared and detail oriented so that you have a leg up on others who have applied to the same job.

*Your cover letter gives you a chance to show off your personality in a professional way.*

A cover letter is a formal letter and should be structured as such. It should include the name and address of the company, today's date, a salutation, body of the letter, and closing.

The body of the cover letter should convey your interest in the position, mention your skills and how they relate to the position, as well as provide any additional detail about your previous work history. Be sure to keep the cover letter professional and do not provide anything that is too personal.

The cover letter should be broken up into 2-4 paragraphs so it is easy to read. It should only be 1 page in length. Be sure that your cover letter is the same style as your resume so it matches. That means using the same font and font size.



# Example Cover Letter

**Casey Amore**  
2354 West Main St.  
Carlton, Florida 32990-9345

March 31, 2013

Ms. Amanda Lesser  
Florida Studios  
1290 Studio Plaza  
Orlando, Florida 32819-7610

Dear Ms. Lesser,

My previous work experience and leadership roles make me an ideal candidate for a summer internship with Florida Studios. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

My experience in sales and customer service, combined with my courses in psychology, has convinced me that hospitality marketing is a career option that would suit me well. In my position with Drake Productions last year, I was recognized as the top sales associate in their summer program. I am sure that I can put this same skill to use for you, and yet continue to improve upon it as I learn from some of the top marketing executives in the business.

I look forward to contacting you within a week to talk about the possibility of an interview. Should you have any questions before that time, you may reach me via phone (386-555-2922) or via email ([cra8z@virginia.edu](mailto:cra8z@virginia.edu)).

Thank you for your time and consideration.

Sincerely,

Casey Amore



## ABOUT ME

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

## CONTACT

📧 someone@example.com

📞 (212) 555-1234

🌐 www.example.com

**New York City, NY**



[Recipient Name]  
[Title]  
[Company]  
[Recipient Street Address]  
[Recipient City, ST Zip]

# ANGELICA ASTROM

## UI/UX DESIGNER

DEAR [RECIPIENT NAME],  
Are you looking for a [job title] with:

- [Number] years of hands-on experience in [area of expertise]?
- Knowledge of the latest technology in [industry or field]?
- [Excellent written and oral communication skills?]
- [A passion to learn and to increase his skills?]

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

[Your Name]

Enclosure

## WHO TO INCLUDE & HOW TO STRUCTURE

# References

You'll likely need to provide a list of references at some point during the interview or offer process. Choosing the right references is very important. The purpose of the reference check is to obtain another perspective on you and to verify that the information you've provided is correct.

It's important that you choose references that will speak highly of you, and are well-spoken. Understand that there are two types of references: personal & professional. Personal references are people from your personal life. These could be friends, family members, or other people from social groups that you belong to. Professional references are people that you've worked with. Typically professional references are the ones that are requested during a job interview. You'll want to be prepared with at least five professional references.

In addition, you should select a varied group of people to be references. For example, don't have all of your references be former coworkers from the same company. Choosing a combination of people from different organizations, different titles, and different relationships is a good idea. You can select a blend of past managers, subordinates, coworkers, clients, customers.

If you are early in your career, you might consider listing previous teachers or professors. It's good to have a mix, but ensure that you have at least 1 past manager that will speak on your behalf.

When putting your reference page together, you should use the same heading with name and contact information that you used for your resume. That way, the two documents match.

Be sure to bring a few copies of your references to your interview, just in case you are asked for them.

*Choosing the right references can make or break your chances at a job.*



# Closing

## FINAL THOUGHTS

The resume is the first glimpse of who you are as an applicant and future employee. All the parts that make up a resume are very important. Your contact information and objective statement are just the first pieces of the puzzle. While some sections of your resume may be stronger than others, all parts are necessary to make up the resume. Any gaps or errors in the process of creating your resume may leave a potential employer wondering and possibly doubting your abilities. Introducing yourself in a professional manner is important, as is stating what job you want and why.

Putting in the time to put together a quality resume will help you tremendously in the long run. Always have a second pair of eyes review your resume to ensure there are no errors.

Attention to detail is a key quality that employers look for and with the resume being their first impression of you, make it a good one!

*This is not just a resume, but the evolution of passion throughout the years of diligent work on the way to becoming an expert.*

The cover letter is a very important piece of the job application process. There are similarities between a resume and a cover letter, but a cover letter has unique qualities that complement the resume. For example, your cover letter allows you to communicate in more detail why you want a particular job and give further insight into your personality & skills and what will make you a valuable asset to the company. It helps you stand out among other applicants. Putting a strong resume and cover letter together as an employment document package will increase your chances of success and being offered an interview. I highly recommend including a cover letter when you apply to positions.

You got this.



*Final thoughts*



# **The Recruiter Gal**

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