

# MAKING A GOOD IMPRESSION

Cover Letters

Résumés

# Writing Your Résumé

- ▣ A well-organized, clear résumé will catch the eye of potential employers
- ▣ Display your strengths and experiences
- ▣ Set yourself apart from other people who are interested in the job
- ▣ Clear and organized
  - Use bullets and indents

# Résumé Information

- ▣ Contact Information
  - Your full name, address, phone number and e-mail address
  - Centered, name bolded

**John Doe**

123 Somewhere St.  
Anywhere, IN 47630  
555-555-5555  
[jdoe@yahoo.com](mailto:jdoe@yahoo.com)

## ▣ Objective

- ▣ What kind of position are you looking for?
- ▣ Describe in one sentence
- ▣ *Example:*
  - ▣ To obtain a position as a sales clerk in a clothing store.



## ▣ Education

- Full name and location of your current school
- Begin date or anticipated graduation date
- Include special classes or electives of special interest to an employer
- Include G.P.A. if it is over a 3.0



## ▣ Honors and Awards

- Honor Roll
- Perfect Attendance
- Student of the Month
- MVP
- Etc.



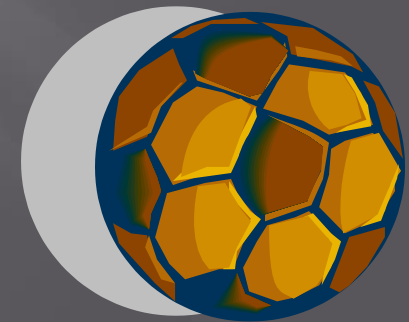
## ▣ Experience

- Previous employment or volunteer work history
- Organization name, your job title and the dates you worked
- Job duties
- Use babysitting, dog-sitting, lawn-mowing jobs, etc.



## ▣ Activities

- Extracurricular activities
- Sports, clubs, etc.
- Note leadership positions
  - ▣ Team captain or club president
- Include the dates you were involved
- Use reverse order
  - ▣ Past tense





## ▣ Skills

- ▣ Add anything else that could impress an employer
  - ▣ Foreign language skills (fluent only)
  - ▣ Computer knowledge
  - ▣ Typing speed



## ▣ References

- Full name, job title
- Phone number
- Address



# Résumé Tips

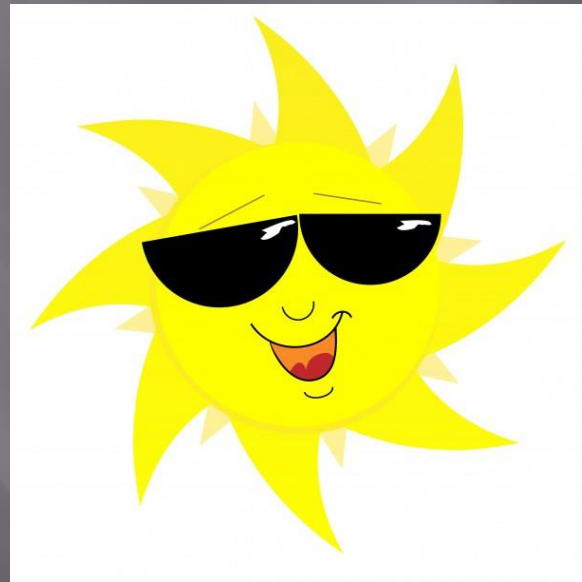
- ▣ Keep it brief
  - Should be no longer than 1-2 typed pages
- ▣ Keep it clear
  - Should be clear and concise



- ▣ Keep it organized
  - The layout is important
  - Experiment with different ways of using indents, capitalization, spacing, underlining, and bold print to make it attention grabbing and easy to read
  - Research examples on the Internet
  - Use good quality paper
  - (use Mrs. Parker's format for this assignment)

## ▣ Make yourself shine

- If your work experience is minimal, play up your school or extracurricular achievements
- Don't forget to highlight good grades, athletic or artistic accomplishments, or volunteer work



- ▣ Don't forget the obvious
  - Always include your correct address, telephone number, and e-mail
  - Use an appropriate e-mail



## ▣ Work backwards

- It is proper résumé style to list your experiences in reverse chronological order
- Use the past tense, and include the dates when you worked



- ▣ Use action words
  - Grab the reader's attention
  - Taught, achieved, prepared, wrote, developed, researched, gathered, improved, served as, handled, organized, supervised





- ▣ Read it, re-read it, read it again
  - Check your résumé for spelling and punctuation errors
  - Have at least one other person look it over too



- ▣ Prepare your references
  - Make sure to have their permission before you give them to a potential employer
- ▣ Don't be afraid to get personal
  - Include a short section describing your interests
  - Many employers like hearing about you as a person, and it will set you apart from the rest

# Cover Letter Tips

- ▣ Always include a cover letter when submitting a résumé to a company
- ▣ Edit and review your cover letter each time you send it to a different company

My Name  
University of Research  
804 Research Drive  
Los Angeles, CA, USA 90210  
310-555-1234  
m.name@researchu.edu

Dr. John Editorian  
Editor-in-Chief  
*Journal of Science*

August 3, 2012

Dear Dr. Editorian:

I am pleased to submit an original research article entitled "Neofunctionalization of polymerase rho in *Ustilago maydis*" by Albert Postdoc and My Name for consideration for publication in the *Journal of Science*. We previously uncovered a role for polymerase rho in DNA repair in *U. maydis* [citation], and this manuscript builds on our prior study to determine the evolution of this unique enzyme.

In this manuscript, we show that polymerase rho... [list a few important results].

We believe that this manuscript is appropriate for publication by the *Journal of Science* because it... [specific link to the journal's aims & scope]. Our manuscript creates a paradigm for future studies of the evolution of essential enzymes in yeast.

This manuscript has not been published and is not under consideration for publication elsewhere. We have no conflicts of interest to disclose, but we do respectfully request that Dr. Glen Meanie not review our manuscript. If you feel that the manuscript is appropriate for your journal, we suggest the following reviewers:

[list reviewers and contact info, if requested by the journal]

Thank you for your consideration!

Sincerely,



My Name, PhD  
Professor, Department of Evolutionary Mycology  
University of Research

- ▣ Identify the position you are applying for
- ▣ Mention how you found out about the position
  - Newspaper, friend, saw a help wanted sign, etc.
- ▣ Include all information requested in the ad



- ▣ Tell the employer why you would be the right person for the job
  - Expand on your resume, highlight your best qualities and tell why you are interested in the position
  - Make sure to specifically explain your ability to meet the employer's requirement

- ▣ If you can, give examples of past behavior that prove your claim that you can fulfill the employer's needs
- ▣ Close your letter by expressing your interest in an interview
- ▣ Keep it short and neat
  - Under one page

- ▣ Don't write "enclosed is my resume." the employer can already see that, and it wastes space
- ▣ Use simple language
- ▣ Check your spelling and grammar



- ▣ If possible, address your letter to a specific person, not “To Whom It May Concern.”
- ▣ Make sure your envelope is addressed properly and has enough postage

