

COLLEGE AND CAREER EXPLORATION

COVER LETTER AND RÉSUMÉ

PURPOSE

- COVER LETTER

- This is your opportunity to introduce yourself and thank your potential employer for his/her time in reviewing your résumé.
- This is also a good place to let your potential employer know why you are especially suitable for the position.
- The cover letter is his/her first impression of you. Make an impact by writing well and showing gratitude.

- RE`SUME`

- A résumé is a brief and accurate synopsis of your skills and accomplishments.
- With this document, the employer will decide whether you have the skills, credentials, experience, and potential needed for the position.
- Résumé should be
 - Concise
 - Clear
 - Impressive

PARTS OF THE RÉSUMÉ

HEADING



- Full Name
- Current Mailing Address and Phone Number
- Email Address

OBJECTIVE

- Why do you want this job? What do you plan to do with this experience?

EDUCATION

List where you've been and where you are currently. Impress your employer with courses and accolades.

What if my academics aren't impressive? Leave that information off your résumé. It's okay!



WORK EXPERIENCE

List anything from babysitting to retail.
Anything you have been PAID to do.

No job experience? That's okay!



HONORS AND AWARDS



CAMPUS INVOLVEMENT



CLUBS AND GROUPS



SKILLS

Are you especially good at something that will be helpful to an employer?



Do you have knowledge in an area that most other people don't have?



REFERENCES

- Provide the names, titles, and contact information for THREE people who can vouch for you.
- State your relationship to each person
 - Former employer
 - Youth pastor
 - Teacher
 - Coach

NOT YOUR PARENTS

