RÉSUMÉ & COVER LETTER WRITING GUIDE

Your résumé is often the first contact with a prospective employer. It should present the best possible picture of your skills, abilities, and interests. The purpose of a résumé is to convince an employer to select you for an interview. Your ability to communicate in a clear, concise way is one of the most important aspects of your job search. Since most employers spend less than a minute scanning a résumé, it is important to be succinct and to emphasize your skills and accomplishments.

- **BE CONCISE**   Employers do not need to know your life story. Therefore, choose your words carefully and present your most relevant experiences and accomplishments clearly. One page is recommended for most entry-level positions. Candidates with more than a few years of full-time professional experience may have a two-page résumé.

- **BE HONEST**   The most crucial element in any job search is trust. Don't sell yourself short but never include anything in your résumé that you cannot back up during an interview.

- **BE NEAT AND AVOID TEMPLATES**   Start from a blank Word document with one-inch margins and enter your information using bolding, capitalization, and underlining to emphasize titles and headings. Templates are difficult to edit and do not always upload properly into an online application system.

- **BE WELL ORGANIZED**   It is important that you organize your sections and information carefully so that it is easy to read and best demonstrates your strong points at a glance.

- **BE PROFESSIONAL**   Cultivate a polished look. If you e-mail your résumé, send it as a PDF so the formatting is preserved. If submitting a printed copy of your résumé, use résumé paper (standard size, white, pale gray, or cream) for your résumé. Printed résumés should not be folded or stapled. Utilize a 10x13 envelope for mailing and paperclip your documents together.

- **BE CAREFUL & PROOFREAD**   Review your work. Does your résumé say what you want it to say? Does it look professional? Is it completely free of spelling errors, and are you using correct grammar and punctuation? Is your font size and style consistent throughout the entire document?

- **EMPHASIZE ACCOMPLISHMENTS AND RESULTS**   Accomplishments are more meaningful than just a list of job responsibilities. Use action verbs to make your accomplishments come alive. Talk about the results you achieved in your various work or organization experiences. Highlight your transferable skills. Quantify your results when possible – use numbers, %s and $s when appropriate to demonstrate success.

- **DO NOT INCLUDE PERSONAL OR HIGH SCHOOL INFORMATION**   Your age/photo/Social Security Number/marital status/wages should not be listed on your résumé. Exceptions do apply for certain majors such as Theater and Dance, as well as those applying for jobs in the federal government. High school information is not necessary once you've finished your freshman year in college unless it is directly relevant to the position.

- **TAILOR AND REVISE**   Your résumé should be tailored to the position for which you are applying. Larger companies will do a key word search of your résumé to match their job description. Make sure your contact information is current with a phone number and e-mail address where an employer can reach you during business hours. Be sure to have your résumé reviewed by Career Center staff and to upload it to Sycamore Career Link. (See final page of guide for instructions to upload.)

Frequently Asked Résumé Questions

Q: How long will it take for me to create my résumé?
A: A good résumé requires approximately 3 revisions and proofs from multiple people before it is ready to be submitted to Sycamore Career Link or used for an application.

Q: Is it ok to have a résumé longer than one page?
A: Employers want and expect a **one-page**, concise document. Nearly all students can fit their relevant information on one page with good editing and layout. Exceptions to the one-page rule: Teaching candidates, healthcare, those with graduate education, and adults with extensive professional experience.

Q: Is it ok to use a creative format to make my résumé more noticeable?
A: An employer may spend as little as 30 seconds reading your résumé. Keep the layout simple and clean. Avoid graphics or images. Don't mix font types. The best way to stand out from the crowd is with high quality content.

Q: Should I put an objective on my résumé?
A: An objective is an optional statement. If your résumé is accompanied by a cover letter, you do not need an objective. If you do include an objective, it should state the industry in which you are interested, the type of position, and the skills you hope to utilize.

Q: Can I use first person pronouns on my résumé?
A: It is standard résumé writing practice that instead of using pronouns like _I_, _my_, and _me_ that you drop the pronoun and start all sentences with a descriptive action verb.

Q: I have heard there is a different résumé for applying to jobs in the federal government?
A: The résumé for application to a government job is a longer, more detailed document including things such as SSN, previous wages, and employer contact information. For more information, see the specific résumé samples on the Career Center website.

Q: Is it acceptable for me to list an associate's degree I completed at a community college?
A: It is acceptable to list an associate's degree or any other degree previously completed if it's related to the field in which you are seeking employment. Do not list classes taken if you did not finish the degree. Make sure degrees are listed in reverse chronological order.

Q: What is a functional résumé?
A: A functional résumé emphasizes experiences and skills that may be transferable to several fields, rather than specific positions held. People with extensive experience who are considering changing careers often use this format. We recommend that most students and alumni use a chronological résumé.

Q: Is it ok to use a personal e-mail address?
A: We recommend using your ISU e-mail address, but if you are about to graduate or are an alumnus, using a personal e-mail address is acceptable. Make sure it is professional-looking and check it often.

Q: Whom should I use for professional references?
A: Start early by getting to know your faculty and instructors by visiting during office hours, asking questions in class, and making sure they know who you are. Ask current supervisors and instructors before you start your job search if they will be a "positive reference" for you. Send them a copy of your résumé and some details about the types of jobs to which you are applying.

Action Verbs

Accounting	Administration	Analysis	Arts	Communication	Consulting	Counseling	Design
Record	Ensure	Qualify	Choreograph	Address	Advise	Consult	Organize
Assess	Monitor	Clarify	Design	Answer	Troubleshoot	Facilitate	Explore
Audit	Track	Quantify	Create	Clarify	Problem Solve	Listen	Formulate
Prepare	Assess	Infer	Build	Correspond	Recommend	Sense	Sketch
Maintain	Coordinate	Discover	Entertain	Define	Arrange	Intuit	Draw
Forecast	Organize	Conceptualize	Perform	Discuss	Determine	Assess	Draft
Calculate	Requisition	Discern	Draw	Edit	Guide	Analyze	Layout
Estimate	access	Interpret	Render	Explain	Counsel	Assist	Create
Figure	Receive	Dissect	Illustrate	Interview	Refer	Align	Incorporate
Appraise	Process	Review	Compose	Listen	Serve	Help	Plan
Examine	Serve	Observe	Conceive	Present	Contribute	Understand	Style
Measure	Furnish	Assess	Photograph	Report	Motivate	Inform	Pattern
Verify		Emphasize		Summarize	Train		Build

Editing	Finance	Fundraising	Healthcare	Human Resources	Information	Innovating	Investigate
Review	Analyze	Research	Diagnose	Assess	Appraise	Adapt	Assess
Analyze	Invest	Analyze	Communicate	Survey	Program	Create	Survey
Check	Budget	Strategize	Evaluate	Screen	Link	Change	Pursue
Compare	Inventory	Program	Administer	Analyze	Coordinate	Upgrade	Interrogate
Comment	Evaluate	Develop	Monitor	Interview	Manage	Improve	Question
Correct	Eliminate	Contact	Dispense	Select	Process	Invent	Analyze
Condense	Appraise	Inquire	Track	Train	Document	Design	Intuit
Rewrite	Construct	Inform	Operate	Mediate	Categorize	Activate	Seek
Revise	Develop	Motivate	Perform	Appraise	Design	Restructure	Search
Rework	Acquire	Persuade	Record	Coordinate	Structure	Establish	Probe
Amend	Manage	Monitor	Coordinate	Align	Inventory	Stimulate	Coordinate
Improve	Project	Coordinate	Develop	Attain	Critique	Implement	Explore
Initiate	Reconcile				Appraise	Transform	

Language	Leadership	Management	Marketing	Mechanical	Organizing	People Skills	Persuading
Translate	Create	Coordinate	Review	Analyze	Simplify	Cooperate	Present
Interpret	Lead	Combine	Survey	Construct	Classify	Counsel	Articulate
Lecture	Enforce	Expedited	Advertise	Craft	Organize	Elicit	Clarify
Converse	Enlist	Facilitate	Promote	Troubleshoot	Prioritize	Encourage	Challenge
Negotiate	Manage	Plan	Identify	Create	Maintain	Collaborate	Debate
Understand	Organize	Shape	Announce	Design	Liaison	Inquire	Negotiate
Comprehend	Inspire	Schedule	Publicize	Engineer	Assist	Listen	Propose
Understand	Represent	Delegate	Advertise	Repair	Maintain	Volunteer	Reason
Proficiency	Govern	Mediate	Advance	Align	Arrange	Consider	Influence
Fluency	Direct	Evaluate	Boost	Coordinate	Systematize	Introduce	Convince
Teach	Prevent	Strategize	Improve	Manipulate	Schedule	Coach	Arbitrate
Tutor	Revitalize	Develop		Examine	Coordinate	Support	Mediate

Program Development	Public Relations	Research	Sales	Service	Teaching/ Training	Technical	Writing
Analyze	Assess	Identify	Inform	Advocate	Educate	Conceptualize	Authored
Design	Prepare	Evaluate	Educate	Anticipate	Tutor	Design	Conceive
Construct	Coordinate	Review	Persuade	Aid	Demonstrate	Troubleshoot	Craft
Develop	Present	Calculate	Provide	Defend	Stimulate	Inspect	Compose
Prepare	Negotiate	Conduct	Assist	Discuss	Inform	Locate	Integrate
Strategize	Publicize	Test	Serve	Enhance	Instruct	Edit	Capture
Coordinate	Strengthen	Compare	Trade	Follow	Facilitate	Modify	Abstract
Formulate	Promote	Analyze	Vend	Help	Awaken	Analyze	Express
Persuade	Handle	Survey	Handle	Initiate	Explore	Implement	Inform
Implement	Participate	Quantify	Sell	Invite	Advise	Construct	Summarize
Investigate	Facilitate	Collect	Convince	Perform	Counsel	Modify	Conclude
Institute	Troubleshoot	Inspect		Relate	Entertain	Operate	Revise
Suggest		Formulate		Share		Supply	Write
				Welcome			

Résumé Format Sample

NAME
E-mail Address
Mobile Phone Number

Address (Local)   Address (Permanent)

Include your name, street, address, city, state, telephone number, and ISU/professional e-mail address. It is appropriate to list a link to your LinkedIn page if it is built properly and up to date.

OBJECTIVE
An objective is an **<u>optional</u>** statement that gives you the opportunity to identify the type of position you want and the skills you have to offer. Keep it to one direct and concise sentence, but do not use *I* or first person. Include industry, type of position, and mention a unique experience or skill you can contribute.

EDUCATION
Indiana State University   Terre Haute, IN
Bachelor of Science, Major   Expected May 2019
Minor in XXX
GPA: (3.0 or above ONLY)
Study Abroad

List the school(s) you attended (or are still attending), starting with the most recent first. Include the name of the college, city & state, degree, month/year of graduation and major/concentration. High school information is not necessary once you've finished your freshman year in college.

CERTIFICATIONS/LICENSES - If pertinent to your field, list this information on your résumé.

WORK EXPERIENCE (Can also be listed as relevant/related work experience, internship experience, etc.)
Company Name City, State
Title of position (Month year - Month year, starting with your MOST RECENT position)
- When writing a bullet point for a résumé, it is not enough to tell the reader simply "what you did" without telling them "why you did it" or what accomplishment was associated with that task. Use a 1-sentence description, starting with an action verb, and line them up with the most relevant point in the first position.
- List 2-4 bullets for each previous work experience.
- Statements should highlight skills, achievements, and results. Quantify your results when possible – use numbers (#), percentages (%), and dollar amounts ($) to demonstrate success.

LEADERSHIP AND VOLUNTEER WORK (Can also be listed as *Activities* or *Collegiate Involvement*.)
Organization Name
Role (Month year – Month year)
- Insert Accomplishment Statement, or other relevant information such as conferences attended, leadership responsibilities, or events planned.

SKILLS
- This is an **optional** section. Focus on hard skills such as language proficiency or specific computer programs in which you have <u>advanced</u> knowledge. Avoid soft language such as hard worker, team-oriented, dependable, etc.

HONORS & AWARDS
- **Optional** section - If you received any significant awards, or made special contributions to work/school, list them here.

Do not list references here. They go on a separate page.

Jim Sycamore

jsycamore@sycamores.indstate.edu

812-123-4567

Local Address	**Permanent Address**
111 Tree House Ave., Apt. 123	123 Circle Street
Terre Haute, IN 47809	Muncie, IN 47302

OBJECTIVE

To obtain an internship in the nonprofit sector utilizing proven abilities in program creation, serving others, and marketing that can contribute to the success of an organization.

EDUCATION

Indiana State University, Terre Haute, IN

Bachelor of Arts, Communication (Concentration in Public Relations)   May 2016

Minor: Psychology

GPA: 3.2/4.0

Sycamore Career Ready Certificate

LEADERSHIP AND VOLUNTEER WORK

Muncie Youth Project, Muncie, IN   May 2012 – Aug 2012

Volunteer

- Created and delivered innovative programing on topics such as managing your online profile and stress management to at-risk youth.
- Informed families about the variety of programs the organization offers.
- Coordinated the planning and marketing for CASA 5K Race in which 335 people participated.

United Way of Delaware County, Muncie, IN   May 2011 – Aug 2012

Volunteer

- Organized events throughout Delaware County such as Kindergarten Countdown Camp which included managing event logistics, set, and staffing.
- Surveyed 56 local organizations via phone to inquire about partnering in future events.

WORK EXPERIENCE

ISU Cunningham Memorial Library, Terre Haute, IN   Sept 2013 - Present

Student Worker

- Assist in overall operations of circulation desk including checking out books and managing phones calls leading to an increase in customer service skills and ability to multitask.
- Coordinate student schedules for staff of 50 student workers.

COLLEGIATE INVOLVEMENT

- Freshman Council, ISU Student Government Association   Aug 2012 - May 2013
- Habitat for Humanity   June - Aug 2012

Robert Bruce

3453 W. Poplar St.
Terre Haute, IN 47809
812-222-3333 rbruce34@sycamores.indstate.edu
LinkedIn: www.linkedin.com/in/robertbruce

Education

B.S. in Mechanical Engineering Technology   Anticipated: May 2015
Indiana State University, Terre Haute, IN
Minor: Business Administration
GPA: 3.56/4.0

Relevant Coursework

- Advanced CAD Design
- Thermo Systems
- Quality Systems and Tools
- Engineering Design and Management
- Manufacturing Process and Materials
- Fluid Power Technology

Internship Experience

Summer Engineering Intern   May 2013 - August 2013
GM Fort Wayne Assembly Facility, Fort Wayne, IN

- Compiled and analyzed bid packages totaling over $100 million for conveyor renovations at Fort Wayne Assembly Facility.
- Assisted in the design of new conveyor system to be used throughout all GM assembly facilities in the assembly of hybrid engines to better ensure quality control.
- Designed modifications to seat assembly system using Auto CAD.
- Collaborated with supervisor to manage construction crews of 50+ workers through several phases of conveyor renovations.

Professional Involvement

President   August 2012 - Present
ISU Chapter of Society of Manufacturing Engineers, Terre Haute, IN

- Lead student chapter of 25 members in various professional development activities including site visits, webinars, conferences, and other events.
- Plan and host career event bringing 5 engineers in the Indianapolis area from various industries to discuss their path to their current jobs and over 50 students, faculty, and administrators attended the event.
- Attend SME Annual Conference. (June 2013)

Other Work Experience

Student Assistant   September 2011 – Present
ISU Department of Applied Engineering & Technology Management, Terre Haute, IN

- Answer phones speaking with prospective students, employers, faculty, and staff regularly exceeding 30 calls per 6 hour shift.
- Work with faculty/staff coordinating event set up for programs such as Women in Engineering.

Janelle Snyder

456 S. Steam Road

Terre Haute, IN 47834

812-555-4321 • jsnyder3@sycamores.indstate.edu • LinkedIn: www.linkedin.com/in/janellesnyder

---

Education

Bachelor of Science in Marketing; Minor in English   May 2015

Indiana State University, Terre Haute, IN

GPA: 3.15/4.0

Study Abroad: University of Maastricht   May 2013 – August 2013

Maastricht, The Netherlands

Internship Experience

FreezeCrowd, Indianapolis, IN   May 2012 – August 2012

Social Media Marketing Internship

- Managed social media platforms for startup social experience network targeted towards college students and alumni which has over 15,000 registered users.
- Utilized HootSuite to deliver varied and engaging content to audiences and as a result increased Facebook likes by 75% (2,132) and Twitter followers by 40% (1,528).
- Created contests in collaboration with local businesses to drive viewership to social media.
- Attended on-campus events in the Indianapolis area to promote FreezeCrowd including concerts, social events, and alumni chapter meetings regularly exceeding 3 events per week.

Work Experience

Kroger, Terre Haute, IN   October 2011 – Present

Stock Person

- Utilize inventory management system to unload up to 3 trucks nightly which can include anywhere from 400-600 individual items in a prompt and efficient manner to minimize damage to goods.
- Assemble product displays according to company specifications and locate display/product in area of the store that will see most customer traffic.
- Operate cashier station when needed during peak times of the year.

Campus Involvement

- ISU Club Soccer   January 2013 - Present
- Kappa Kappa Gamma   October 2012 - Present
- Student Government Association   August 2012 – Present

Training and Certifications

- Microsoft Office Specialist (MOS) Certified
- Sycamore Career Ready Certificate
- Certificate in Sustainability Leadership

James R. Roberts

5678 Venture Ave.   Carmel, IN 46032   (812)-222-6543   jroberts@gmail.com

Professional Summary

Program Manager with over fifteen years of experience. Proven history of increasing market reach and profitability through careful research and assessment. Accomplished team leader with excellent communication skills and expertise in client services and outreach.

Professional Experience

QualTek Industries, Carmel, IN   2005 – Present
Program Manager (2009 – Present)

- Lead team of 5 engineers and marketing professionals to bring new online customer service tool to market for Fortune 500 company.
- Implement changes to testing process, decrease error rates, complete projects ahead of schedule, and on budget.
- Develop online communication process that increased marketing reach to potential customers by 15% and developed multi-faceted marketing plan.

Business Development Manager (2005 – 2009)

- Conducted insight analysis of international customers using consumer data.
- Presented pricing recommendations to marketing department, resulting in strategic changes to better fuel long term sales.
- Developed processes for mining data from old customer databases to prepare for transition to new system, which involved managing team of 6 consultants.

Fortitude Inc., Fort Wayne, IN   1999 – 2005
Senior Consultant (2003 -2005) **Consultant** (1999 – 2003)

- Evaluated, staffed, and managed 6-8 projects a month with budgets from $400K to $4M utilizing a variety of consumer research and analytical software.
- Increased profitability for clients by as much as 25% by recommending direct mail and online marketing changes utilizing new systems at that time such as Facebook.
- Worked extensively with focus groups, surveys, and data warehouse research.
- Developed online database systems, using SQL, Access, and FrontPage, for tracking efficiency of client services groups in a variety of global tech start-ups.

Education

Master of Business Administration   2011
Indiana State University, Terre Haute, IN

Bachelor of Science in Accounting   1999
Ball State University, Muncie, IN

Community Involvement

Boys and Girls Club   United Way
Habitat For Humanity   Susan G. Koman for the Cure

Tips for Creating a Reference Sheet

How and where to list references:

- **DO NOT STATE "References available upon request" on your résumé.** It is often a waste of valuable space because employers assume you can supply references.
- References are not listed on your résumé; they are on a separate document.
- When setting up your reference page, be sure to use the same heading as you did on your résumé.
- Skip a few lines after your heading and write the word References. Below that is where you will list your contacts.
- The average number of references is 3-5.
- Include references name, title, organization, mailing address, phone number and e-mail.

When to give your reference list to a prospective employer:

- Provide reference information when you are asked to. If you have reached the interview stage and have not been asked for reference information, you may consider offering it.
- Do not send reference information with your résumé unless it has been requested.
- For most undergraduates, employers will not be contacting references prior to interviewing you.

How to select references:

- Ask people who have a positive opinion of you and who can describe your work-related qualities and personal characteristics.
- Past and present employers usually know about your reliability, initiative, and ability to work with others. This information is valuable, even if your employment was/is not career-related.
- Faculty members know about your academic ability, productivity, timeliness, and perhaps have observed how you work with others.
- Advisors and coaches may be aware of information about you that could be relevant to a potential employer, such as maturity, initiative, interpersonal skills, or leadership qualities.

Getting permission:

- **Never give someone's name as a reference without securing that person's permission in advance.**
- Specifically ask if they will serve as a positive reference.
- Verify spelling of names, titles, and all contact information for your references.
- Give each person who agrees to serve as a reference a copy of your résumé. This lets your references know about abilities, interests, and experiences they may not have observed.
- Keep your references informed about activities and progress in your job/internship search. Tell your references the names of persons and organizations to which you have given their names.
- When possible, give them a copy of the job description for the positions for which you are applying. This helps your references be prepared for phone calls and e-mails they may receive.
- Thank each reference in writing for his or her assistance.

Reference Sheet Sample

Jamie Leaf

222 12th Street, Apt. 323
Terre Haute, IN 47809
812-789-1011
jleaf@sycamores@indstate.edu

References

Name
Company/Organization
Title
Street Address
City, State Zip
Phone Number
E-mail Address

Name
Company/Organization
Title
Street Address
City, State Zip
Phone Number
E-mail Address

Name
Company/Organization
Title
Street Address
City, State Zip
Phone Number
E-mail Address

Tips for Effective Cover Letters

An important but often misunderstood part of the job search process is the cover letter. Your résumé tells employers about your qualifications, education, and experiences, but it is your cover letter that piques their interest enough to read your résumé. Your cover letter lets you emphasize information you want the reader to notice in your résumé. It also gives you the opportunity to personalize and tailor your message and to highlight your written communication skills.

- **SELL YOURSELF**   Get the reader interested in you and your experiences.

- **BE ASSERTIVE**   If the purpose of sending your cover letter is to get an application or arrange an interview, say so. Many candidates write sentence after sentence without getting to the point in their cover letters. When closing, mention what you will do to follow up with the employer and when. Then do not forget to call.

- **MEET THE EMPLOYER'S NEEDS**   Many companies will do key word searches of your cover letter and résumé to filter the candidates that most closely match their job description. Speak to the requirements of the job and use the correct industry language and buzzwords. Also tell the employer not just how you will do the duties of the job, but **how you will add value to the organization**. Provide at least one concise example of how you have applied an important skill in a previous position or school project.

- **MAKE IT PERFECT**   Spell correctly and watch your grammar. Have multiple people proof your résumé. The ISU Career Center has Walk-In hours every day for quick 15-minute appointments to have your document reviewed. Save a copy of your document as a PDF to ensure un-altered formatting.

- **MATCH YOUR RÉSUMÉ**   Make sure to use the same paper, color, and font style as your résumé.

- **PROPERLY ADDRESS YOUR COVER LETTER**   Find out the name and title of the person to whom you should send your cover letter. If you cannot get this information online, you may have to call the employer to find out. Make sure to spell their name correctly and do not confuse their job title. Beginning your cover letter with "to whom it may concern" or "dear sir or madam" is not recommended. If you are unable to identify the proper contact, use "Dear Hiring Official" in your greeting. If you are sending your résumé via e-mail, in many cases the e-mail message becomes your cover letter.

- **GET TO THE POINT**   Brevity is key. Employers do not have time to read long cover letters. Keep it to one page. In the first sentence of your cover letter, explain what the letter is about and why you are writing it. Be concise and make your letter easy to read.

- **DO NOT OVERUSE THE WORD *I***   After completing the first draft of your cover letter, take a pencil and circle every sentence that begins with *I*. Vary sentence structure and use compound sentences to reduce the number of sentences that begin with *I*. Read the cover letter out loud to yourself to ensure it flows well and sounds professional.

- **CONVEY THE RIGHT IMAGE**   Never be negative or speak poorly about a previous employer. Make sure your language conveys a confident tone. Instead of saying "I feel" and "I think", try saying "I know". It leaves the reader with a much more positive impression.

- **CUSTOMIZE**   Every cover letter should be tailored to each company, industry, and position. Research the company ahead of time and use industry language so they know how interested you are in *their* company.

Cover Letter Sample

Your Street Address
City, State Zip Code
Telephone Number
Indiana State E-mail Address

Month, Day, Year

Mr./Ms./Dr./First Name Last Name
Title
Name of Organization
Street or P.O Box Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

Opening Paragraph: State why you are writing, how you learned of the organization or position, education, and basic information about yourself.

2nd Paragraph: Describe why you are interested in the employer and this job. Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications that make you a good fit for the employer's needs. Do not restate full sections of your résumé. This is an opportunity to explain in more detail relevant items in your résumé. If possible, describe how you have used important skills in at least one specific accomplishment or project. An example will indicate to the employer the type of work you will perform for them in the future.

3rd Paragraph: Indicate that you would like the opportunity to interview for the position. State what you will do to follow up; such as telephone the employer within two weeks. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature [on hard copy])

Your name typed

Enclosure(s) (refers to résumé, portfolio, demo etc.)

Sample Cover Letter (Basic)

234 Locust Street
Terre Haute, IN 47809
812-122-3334
jleaf@sycamores.indstate.edu

December 14, 2012

Mr. Joe Smith
Special Programs Assistant
Vigo County Wilderness Challenge
432 Margaret Ave.
Terre Haute, IN 47802

Dear Mr. Smith:

I am a sophomore at Indiana State University working toward my bachelor's degree in Criminal Justice. I am seeking an internship for the summer 2013, and found your internship posting through the ISU Career Center. I have had a variety of related experiences that have prepared me well and given me an understanding of working with the adolescent community. I know I will be a good fit for your internship working with juvenile offenders.

My related experiences include volunteering 10 hours a week as a hotline assistant for a local intervention center. After a 50 hour training program, I counseled teenagers about personal concerns and referred them, when necessary, to appropriate professional services for additional help. My experience as a residence hall assistant also lends itself to this opportunity. This role requires me to establish rapport with 50 residents and advise them on personal matters as well as University policies. In addition, I developed social and educational programs and activities each semester for up to 200 participants.

I would welcome the opportunity to meet with you to discuss my qualifications in greater detail. Please feel free to contact me at 812-122-3334 or jleaf@sycamores.indstate.edu. If not contacted sooner, I will follow up in two weeks to see where you are in the process. Thank you for your consideration.
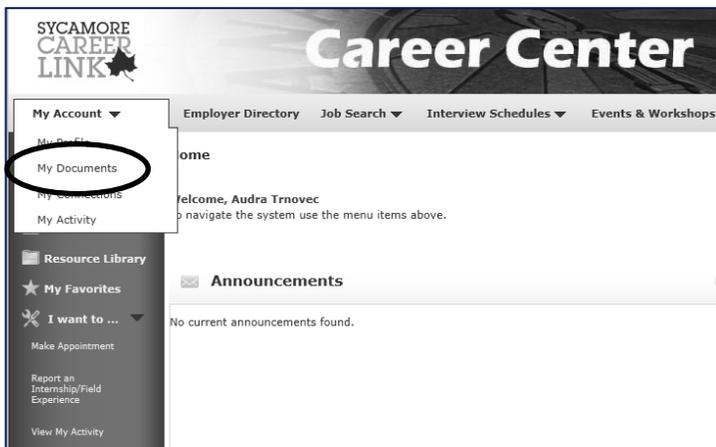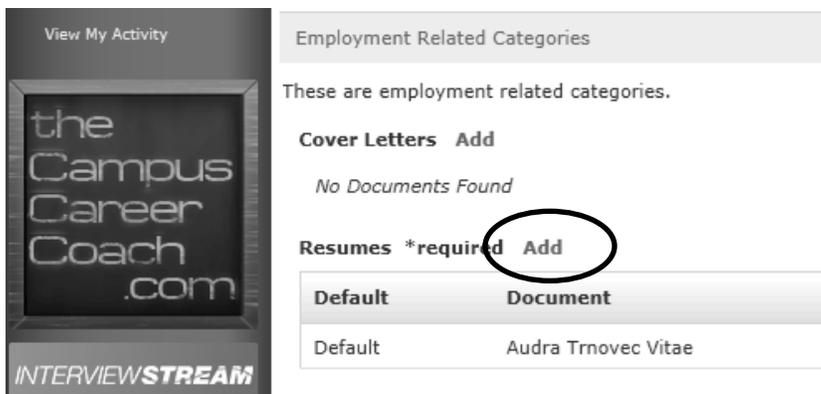

Sincerely,

Jamie Leaf

Enclosure: Résumé

Uploading a Résumé in Sycamore Career Link

Log into Sycamore Career Link via the ISU Portal under "MyISU Apps", under "My Account" select "My Documents".

Under "Employment Related Categories" find the type of document you want to upload (Résumé, Cover Letter, etc.) and click on "Add".

Type Document Name and click on "Browse" to select a document to upload. Be sure your résumé has your first and last name in the document title (Example: John_Smith_Résumé.docx).
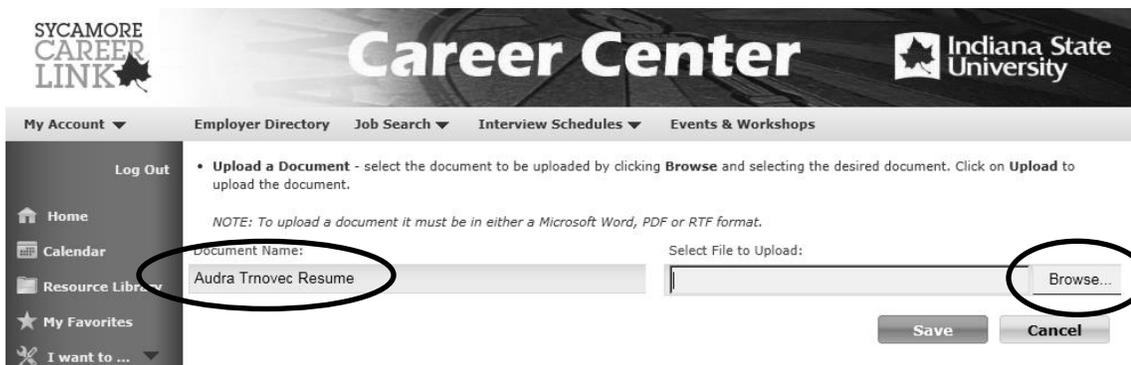
Click on "Save" to upload it into Sycamore Career Link. You should see the message above if your document was successfully uploaded.

A member of the ISU Career Center staff will review your documents and you will receive a message to confirm that it has been approved **or** to recommend improvements. Multiple revisions may be required before a document is approved. Once a document is approved, it will be available in the Sycamore Career Link for assignments, employers, applications and on-campus interviews.