

# CAREER CENTER

## Resume & Cover Letter Guide

### ART, MUSIC, & THEATER



#### CAREER CENTER

Lammers Annex | [careers@westfield.ma.edu](mailto:careers@westfield.ma.edu)  
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Westfield  
STATE UNIVERSITY

# THE MUSIC, ARTS & THEATER ARTS RESUME

## Music (Samples 1-3)

Musicians often demonstrate a strong passion for what they do, a wide range of talents, and have years of experience performing. Representing these characteristics and experiences on a resume effectively will help you get that dream job!

## Artist (Samples 4-6)

An artist's resume showcases your artistic accomplishments. Whether you are focusing on graphic design, illustration, teaching or presenting your work for a gallery, finding the right strategy to effectively highlight your unique talents and experience is essential. This guide includes samples of each resume as well as some additional resources:

### 12 Steps for Getting Your Work into a Gallery

This checklist will provide you with some additional pointers to help you get your work shown at galleries.

### The Artist's Statement

An artist's statement is often included with your resume for galleries, museums or grants.

An artist statement is a cover letter for artists that elaborates on the experiences highlighted in your resume.

## Theater Arts (Sample 7)

An actor's resume and headshot have one purpose: to get you an audition. It is a one-page overview of your performance experience, special skills, and qualifications. Your resume should be concise, organized, and relevant to the type of acting job you're seeking. Some additional advice:

- Resumes should be trimmed to fit onto the back of an 8x10 headshot, so be sure your text fits comfortably in that dimension.
- Staple resumes (in all 4 corners) to the back of a headshot.

## QUICK TIPS FOR RESUME BUILDING

- Recommended length for resume is one page; two pages is acceptable in the teaching profession.
- Font type should be professional (Times New Roman, Calibri, Garamond, etc). Keep font size at 11 or 12.
- Page margins should be maximum of 1" all around or minimum of .7".
- Avoid the use of pronouns and complete sentences (start each descriptive phrases with action verbs).
- Use past tense when describing past experiences and present tense for present experiences.
- Include skills and qualifications relevant to that position. Each resume should be tailored to the job for which you are applying. Generic resumes are not as effective.
- Keep your resume neat, organized and professional. Remain consistent with font type, format and the overall style. Appearance matters!
- Make sure the resume and the cover letter are free of errors. Proofread and have others proofread too.
- Give each of your references a copy of your resume and be sure to ask them to serve as a reference before listing them on your reference page.
- Continually update your resume to reflect new skills and experiences.
- Upload your resume into the Career Center's online job database, Handshake:  
<https://westfield.joinhandshake.com>. This will allow you to sign up for on-campus interviews, apply for jobs and safely store your resume in our system.

## FREQUENTLY USED CATEGORY HEADINGS

ACHIEVEMENTS	EMPLOYMENT	RELATED COURSEWORK
ACTIVITIES	ENSEMBLE PERFORMANCES	RELATED EXPERIENCE
ADDITIONAL EXPERIENCE	EXHIBITIONS/EXHIBITS	RELEVANT EXPERIENCE
AWARDS	EXPERIENCE	REVIEWS/BIBLIOGRAPHY
CAREER OBJECTIVE	FREELANCE WORK	SKILLS
CERTIFICATIONS	HONORS	SOLO PERFORMANCES
CHOREOGRAPHY	INTERNSHIPS	SPECIAL TRAINING
COLLEGIATE ACTIVITIES	LANGUAGE SKILLS	STAGE MANAGEMENT
COLLECTIONS	LICENSURE	EXPERIENCE
COMMUNITY INVOLVEMENT	MEMBERSHIPS	SUMMARY OF QUALIFICATIONS
COMPETITIONS	MILITARY SERVICE	TEACHING EXPERIENCE
COMPUTER SKILLS	OBJECTIVE	TRAINING
CONCERT ENGAGEMENTS	PRESENTATIONS	VOLUNTEER WORK
CONFERENCES ATTENDED	PROFESSIONAL AFFILIATIONS	WORK HISTORY
DIRECTING EXPERIENCE	PROFESSIONAL EXPERIENCE	
EDUCATION	PROFESSIONAL PROFILE	

## EFFECTIVE SENTENCE OPENERS

achieved	delivered	initiated	opened	revised
acted	demonstrated	inspected	operated	revitalized
adapted	designed	installed	organized	selected
administered	determined	instituted	originated	served
advised	developed	instructed	outlined	served
analyzed	directed	integrated	overhauled	set up
applied	discovered	interpreted	oversaw	shaped
approved	edited	interviewed	performed	showed
arranged	encouraged	introduced	persuaded	solved
assembled	enlisted	invested	planned	sorted
assisted	ensured	investigated	prepared	staffed
attended	equipped	launched	presented	started
built	established	learned	processed	strengthened
clarified	evaluated	lectured	produced	studied
coached	examined	led	published	supervised
collaborated	experienced	listed	received	supplied
compared	expanded	located	recorded	supported
complied	facilitated	lowered	recruited	tailored
completed	finalized	managed	reduced	taught
composed	founded	mastered	refined	tracked
condensed	furnished	measured	related	trained
controlled	handled	merged	reorganized	transferred
conveyed	helped	minimized	represented	translated
coordinated	hired	modernized	researched	transported
corrected	identified	modified	responded	treated
corresponded	illustrated	motivated	restored	undertook
counseled	implemented	negotiated	restructured	updated
created	improved	notified	retrieved	upgraded
customized	increased	observed	revamped	utilized
decided	influenced	obtained	reviewed	vocalized

## Thomas B. Peterson

### Trumpet

33 Main Street | Westfield, MA 01085 | (413) 572-5206 | trumpet@westfield.ma.edu

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### EDUCATION

Bachelor of Arts in Music, May 2018  
Westfield State University, Westfield, MA  
GPA: 3.82/4.0


#### Principal Teachers (Trumpet)

Steven Sonn, Lecturer, Jazz Trumpet, Westfield State University, Westfield, MA  
Vincent Martin, Principal Trumpet, Metropolitan Wind Symphony, Lexington, MA  
James Chapman, Principal Trumpet, Boston Symphony Orchestra, Boston, MA

#### Master Classes

Tonya Perry, Associate Professor, Westfield State University, Westfield, MA  
Doc Severinson, Westfield State University, Westfield, MA

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Listing of teachers is optional and should only be included if it gives your resume strength. Do not include teachers with whom you have only had a few lessons.

### PERFORMANCE EXPERIENCE

#### Orchestral

Fourth Trumpet, Rochester Philharmonic Orchestra, Rochester, NY, 2018-Present  
First Trumpet, Boston Symphony Orchestra, Boston, MA, 2017-Present  
First Trumpet, Metropolitan Wind Symphony, Lexington, MA, 2017  
Fourth Trumpet, Metropolitan Wind Symphony, Lexington, MA, 2016

#### Recitals

Holyoke Community College, Guest Recital, Holyoke, MA, 2018  
Westfield State University, Alumni Recital, Westfield, MA, 2018  
Worcester High School, Guest Recital, Worcester, MA, 2016

#### Freelance

Various experience using a wide range of styles including jazz and rock throughout Central MA and Upstate New York.

#### College Ensembles

Westfield State University Wind Ensemble, Principal/Rotating, 2016-2018  
Westfield State University Jazz Ensemble, Featured Soloist/Lead Trumpet, 2017

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### TEACHING EXPERIENCE

*Trumpet Instructor, Westfield State University, Community Education, Westfield, MA, 2017-Present*

- Instructed students representing a wide range of abilities.

*Trumpet Instructor, Rebecca Johnson Visual and Performing Arts Elementary School, Springfield, MA, 2016*

- Sole trumpet instructor for studio of over twenty elementary school students
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### PROFESSIONAL AFFILIATIONS AND HONORS

Member, The National Trumpet Association, 2016–Present  
Member, Pi Kappa Lambda Music Honor Society, 2017–2018  
Recipient, National Society of Collegiate Scholars, Merit Award, 2016



## Bianca Tedesco, soprano

29 Vista Avenue  
Chatham, MA 02633  
(413) 572-5206  
singer@westfield.ma.edu

### OPERA ROLES

Fiorello	<i>Barbiere di Siviglia</i>	Boston Lyric Opera	2018
Captain Corcoran	<i>HMS Pinafore</i>	Turtle Lane Playhouse	2017
Pamina	<i>The Magic Flute</i>	Westfield State University	2017

### PARTIAL ROLES/SCENES

Papageno	<i>Die Zauberflöte</i>	Westfield State University	2016
Marcello	<i>La Boheme</i>	Westfield State University	2015
Alfonso/Guglielmo	<i>Così fan tutte</i>	Metropolitan Opera Guild	2014

### MUSICAL THEATER ROLES

Meg	<i>Little Women</i>	Westfield State University	2016
Anne	<i>Anne of Green Gables</i>	Westfield State University	2015

### CONCERT ENGAGEMENTS

Soloist	NWRS At The Opera	Northeast Repertory Singers	2018
Messiah	Handel	Westfield State University	2015/14
Requiem	Durufé	Westfield State University	2015

### SOLO CONCERT WORK

Bach: Cantata 182 Rochester Bach Festival; Melvin Butler, cond., 2018  
Bach: Mattheus-Passion Eastman Philharmonia; Donald Neuen, cond., 2017

### AWARDS

Bronze Medal–Young Artist Opera Division	Musique New England	2014
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### EDUCATION

Bachelor of Arts in Music, May 2018  
Westfield State University, Westfield, MA  
GPA: 3.44/4.0

### Principal Teachers

Susan Lorna  
Cynthia Moriarty

### Coaches

Gina Verte  
John Tonal

### Master Classes

Martin Sippe

**Jennifer Rios**

45 Upper Street, Apartment 2  
Barre, MA 01005  
(413) 572-5206  
performance@westfield.ma.edu

**ORCHESTRAL AND ENSEMBLE EXPERIENCE**

Best Symphony Orchestra, Springfield, MA	2016 – Present
Top Notch Orchestra, West Springfield, MA	2015 – 2017
New Music Ensemble, Westfield State University	2015 – 2017
String Ensemble, Westfield State University	2015 – 2017
Sacred Heart Catholic Church String Quartet, Agawam, MA	2013 – 2017

**SOLO PERFORMANCES WITH ORCHESTRA**

Ridgewood Symphony Orchestra, Timothy Indie conducting, Ridgewood, NJ 2016  
Juilliard Pre-College Orchestra, Ronald Braunstein conducting, New York, NY 2015  
Orchestra, Julian Frederico and Patrick Straub conducting, Worcester, MA 2014

**CHAMBER MUSIC EXPERIENCE**

Woodland String Quartet, Southbridge, MA 2016-Present

- Coaching with the Worcester Quartet, John Graham and Catherine Tate.
- Performances in Mannison Hall and the Worcester Public Library.

**SOLO VIOLINIST PERFORMANCES**

Best Symphony Orchestra, Windsor, CT, Janice Brown conducting	March 2013
Beauty Orchestra, Hartford, CT, John Ridgeway conducting	December 2013

**RELATED EXPERIENCE**

Intern, Best Symphony Orchestra, Springfield, MA May 2017 – August 2017

- Assisted in the coordination of performances
- Developed marketing strategies for orchestra events, including the production of graphics and flyers

Violin Instruction, Classical and Jazz, Springfield, MA May 2010-Present

- Taught beginning and intermediate students ages 10 to 30

Radio DJ, WSKB 89.5, Westfield, MA Fall 2015-Spring 2017

- Hosted various weekly shows during University calendar year, including a contemporary jazz and indie rock show
- Adhered to radio station guidelines and responsible for entire station while on air

**COMPUTER SKILLS**

Pro-Tools, Reason, Logic, Garageband, and Cubase. Proficient in Microsoft Windows, Word, Excel, PowerPoint, Filemaker, Bento, Photoshop, and basic knowledge of HTML programming.

**EDUCATION**

Bachelor of Arts in Music, May 2017  
Westfield State University, Westfield, MA

## **Tina Verghan**

1048 Main Street ■ Auburn, MA 01501 ■ (413) 572-5206 ■ [arteducator@westfield.ma.edu](mailto:arteducator@westfield.ma.edu)

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### **EDUCATION**

Westfield State University, Westfield, MA  
Bachelor of Arts in Music Education, May 2019

### **CERTIFICATION**

Massachusetts Initial Art Teacher Certification, Pre-K – 8 (License #: 32910)

### **STUDY ABROAD**

A Costa Rican Intercultural and Tropical Ecology Experience, June 2018

- Created and taught Social Studies lesson to Costa Rican sixth graders
- Immersed myself in a Second Language Learner's daily role

### **HONORS**

Kappa Delta Pi, Education Honor Society, 2017-2018  
Lambda Sigma Honor Society, 2016-2017  
Dean's List, 2015-2018

### **TEACHING EXPERIENCE**

**Practicum, Westfield High School**, Westfield, MA, Spring 2019

- Incorporated music history and music movements into lessons.
- Directed high school band; taught group and private lessons at both levels.
- Served as assistant conductor on the high school winter concert and directed performance of original arrangement for low brass based on the chorale — Missa Solemnis.
- Communicated with parents on an on-going basis to share information on individual student needs, talent, and progress.

**Pre-practicum, Kensington Avenue Elementary School**, Springfield, MA, Fall 2018

- Developed and implemented a lesson on the music of the Incas incorporating cross-curricular instruction and artifacts.
- Taught beginning recorder to third grade students (some with learning disabilities) using the Jump Right In method.

**Pre-practicum, Michael E. Smith Middle School**, South Hadley, MA, Spring 2018

- Collaborated with other music education students to plan and implement individually designed projects that met the needs of students with disabilities and their families as part of an introductory music education class.
- Utilized diverse strategies to support learning, consulting with parents/guardians on individual student learning needs.

**Pre-practicum, Abner Gibbs Elementary School**, Westfield, MA Spring 2017

- Observed music classes and the management skills used
- Attended behavior support meeting for student

## **RELATED EXPERIENCE**

### **Residential Assistant, Westfield State University, Westfield, MA, August 2015 – May 2018**

- Created and executed events for co-ed hall of 43 college students to meet residential learning objectives
- Mediated conflicts between students in a prompt, constructive, and confidential manner
- Serve as a resource and role model to students and be available and accessible to respond to their concerns
- Work cohesively and constructively with other hall staff team members

### **Worcester County Parks and Recreation, Worcester, MA (Summers 2017-2018)**

#### Park Supervisor

- Planned weekly and monthly arts and sports activities for up to 25 youth, ages 7-12.
- Fostered positive peer interactions and mutual respect.
- Helped coordinate large-scale summer Olympics for 300 youth, which included contacting local businesses for financial support and enlisting community volunteers.
- Commended for ability to develop excellent rapport with youth, and for organizational and leadership skills.

### **Paraprofessional, North Shore Education Consortium, Beverly, MA Summers 2015 – 2016**

- Provided care and age-appropriate activities for special needs students ages 11–16 and 16–20
- Activities included sensory stimulation and gross motor exercises
- Implemented Individualized Education Plans for each student
- Maintained daily communication with guardians

## **LEADERSHIP AND COLLEGIATE ACTIVITIES**

- Kappa Delta Pi Board Member, Treasurer, 2015 – 2018
- Student Education Association of MA, 2015 – 2018
- Westfield State University Campus Activities Board, member 2015 – 2017
- Residence Hall Council, Treasurer, 2016 - 2017
- Westfield State University Leadership Conference, September 2016



## Emma Troying

104 Montgomery Street  
Redding, MA 01867  
(607) 444-9618  
etroying@email.net

Online Portfolio: [www.emmatroying.com](http://www.emmatroying.com)

### Education

Westfield State University, Westfield, MA  
Bachelor of Arts in Art, Concentration in Graphic Design, May 2018

### Design Skills

- Adobe Illustrator
- InDesign
- Photoshop
- QuarkXpress
- Publisher
- Dreamweaver
- Flash
- HTML

### Graphic Design Experience

Westfield State University Career Center, Westfield, MA September 2014 – May 2018  
*Graphic Design Student Worker*

- Design promotional materials, including brochures, posters, newsletters, bookmarks, and calendars for department that supports online learning.

Aucella & Associates, Westfield, MA January 2018 – May 2018  
*Graphic Design Intern*

- Comparison of marketing campaigns with competitors focusing on price and products
- Aided in marketing projects such as design logos
- Drafted employee bios for company website

Westfield State University Persona Magazine, Westfield, MA September 2017 – May 2017  
*Art Editor*

- Discussed design and layout ideas with editor and colleague
- Reviewed art submissions and selected pieces for magazine

### Freelance Work

Wilt, Inc. Newton, MA April 2018

- Redesigned business card for sales staff

LMI Productions, Groton, CT August 2017

- Created mock-ups and design layouts for variety of print media including brochures, business cards, postcards, menus, DVD inserts and CD inserts.
- Developed logo ideas and variations based on supervisor's design vision.

### Special Skills

*Computer Programs:* Illustrator, Photoshop  
*Paintings:* Stylized Portraits  
*Cartooning/Illustration:* Pen and Ink/Watercolor  
*Wood Blocks:* Famous Persons

## ***Elliott Grace***

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123 Westfield Street ■ Westfield, MA 01086  
(413) 555-5555 ■ [elliott.grace@hotmail.com](mailto:elliott.grace@hotmail.com)  
[www.elleartportfolio.com](http://www.elleartportfolio.com)

### **EDUCATION**

**B.A. in Art**, May 2018  
Westfield State University, Westfield, MA  
GPA: 3.2/4.0; Dean's List: four out of six semesters

### **EXHIBITIONS**

**"Flowers of Spring"** (solo), Urban Outfitters, Boston, MA, 2017  
**"Dance"** (solo), Westfield State University, Westfield, MA, 2016  
**"Great Pretenders"** (group), Artistic Cove, Agawam, MA, 2015  
**"Leaves"** (group), Art Gallery of Western Mass., Springfield, MA, 2015

### **COMMISSIONS**

- Commissioned to create mural (floral scenes) at Theo's Cafe, Westfield, MA, 2017
- Member of artist team commissioned to create mural (campus scenes) in Westfield State University Campus Center, Westfield, MA, 2016-2017

### **AWARDS**

MFA New Artist Scholarship, 2017  
1<sup>st</sup> Place, Painting, WSU Student Art Show, 2017

### **GALLERY EXPERIENCE**

#### **Internship**

Westfield Art Gallery, Westfield, MA September 2017 - May 2018

- Assisted with the installation of exhibitions
- Created publicity materials and provided sales assistance
- Provided gallery visitors with artist biography and overview of pieces

### **RELATED EXPERIENCE**

#### **Fashion Merchandiser**

Anthropologie Clothing, Boston, MA August 2014 - Present

- Direct customers to requested materials and construct displays
- Arrange clothing and dining décor for various seasons and styles

### **REVIEWS**

*Daily Hampshire Gazette*, 9/5/17, "Young Artist's Work Depicts Humanity," Anne Larson.  
*CBS Evening News*, 5/15/17, "New Artist Explores Port Imagery," Tom Jones.

### **ADDITIONAL SKILLS**

Experienced in watercolor, oils, pencil sketching, photography and graphics/web applications including: Adobe Photoshop, Illustrator, Dreamweaver and Quark Express

### **Checklist for the Artist's Packet:**

- ☐ Cover letter/Letter of Interest
- ☐ Artist's resume
- ☐ Artist's statement – specific to body of work on CD
- ☐ CD of samples of your work (professional photos)
- ☐ Optional: artist biography
- ☐ Optional: one or two printouts of your work
- ☐ Optional: a promotional postcard from a show of yours
- ☐ Self-addressed, stamped envelope so that you get your CD and other enclosures returned
- ☐ Business card
- ☐ A piece of cardboard to protect the contents of the packet
- ☐ A 10" x 13" envelope to put it all in with appropriate postage

## **12 STEPS for Getting your Work in a Gallery:**

**Step 1.** Identify galleries whose work coincides with your style. Collect about 20 pieces in a similar style and demonstrate how your art differs from others'.

**Step 2.** Decide to continue to create in that style.

**Step 3.** Create your artist's statement and biography.

**Step 4.** Develop an artist's resume.

**Step 5.** Have your work professionally photographed without frames.

**Step 6.** Have your work professionally framed (if applicable).

**Step 7.** Write a letter of inquiry or email to prospective galleries to express interest in showing your work. Provide examples of your work, a link to your artist website, your artist's statement and biography.

**Step 8.** Establish prices according to career level.

**Step 9.** Check submission policies of galleries and submit your package.

**Step 10.** Review gallery contracts with a lawyer to understand the terms of the agreement and the galleries' cut for selling your work. You also want to make sure that you are not restricted to only showing and selling your art at that gallery.

**Step 11.** Network! Network! Network! Attend openings, area art events, and any networking group that will allow you to make connections with others.

**Step 12.** Apply for grants. Even if you don't get the grant, the judging panel will consist of artists and curators, and will be another way for you to gain exposure. Typically, any grants or exhibitions that you have to pay for should be avoided. These are often fundraisers for organizations and don't normally offer career advancement or recognition.

## Artist's Statement

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### Alexis Cole

555 Western Avenue  
Westfield, MA 01086  
(603) 555-323  
alexisart@hotmail.com  
www.ArtistA.com

### Artist's Statement

The whole is made of its parts. The wholes of society, nature, and the city are less fascinating to me than their details. I pick apart the world and rearrange the parts to disgust, confuse and puzzle viewers. By evoking these emotions in my viewers, they experience how I feel about the state of the world.

I am social and political in my photography, commenting on how we are destroying the world. By using both black and white and color photographs, I create a sense of tension, a world not perfect. Viewers have described my work as “random senselessness: and disjointed,” and I tell them they got the message. Just as Marc Chagall distorted the world, animals, and humans by mixing parts of one with another, I do the same in my photography.

The more viewers react to my work, the more successful I feel. I push viewers to react, and if all goes well, some may think about themselves and the world and consider creating change. Because I cannot change the world by myself, I invite others to join me through my art.



**Julia Star**

SAG, AFTRA

413.572.5206

jstar5489@westfield.ma.edu/www.jenniferstar.com

Do NOT include your home address. This is for safety reasons, and for accessibility in case you move (an actor's resume may be on a casting agent's file for several years).

Voice: Soprano  
(2octave range, to high C)

Height: 5'5"; Weight: 130  
Hair: Brown; Eyes: Brown

**THEATRE**

*Three Sisters*  
*A Midsummer Night's Dream*  
*Little Shop of Horrors*  
*Henry V*

Baron Tusenbach  
Puck  
Audrey  
Henry

Ely Studio Theater, Westfield State  
Town Players of Pittsfield  
Ely Studio Theater, Westfield State  
Poland Shakespeare Company

**FILM/TELEVISION**

*Sarah's Game*  
Westfield Bank Commercial

Allison  
Invest Now

Featured  
Extra

**RADIO**

Soundtrack Studios, Boston, MA:  
"Winter Collection"

Voiceover

Clark's

**DIRECTING EXPERIENCE**

*Pterodactyls*  
*As You Like It* – Asst. Director

2018  
2017

Ely Studio Theater, Westfield State Uni.  
Poland Shakespeare Company

**TECHNICAL EXPERIENCE**

*Beggar's Opera*- **Master Electrician**- Westfield State University, Westfield, MA 2017  
Interpret and execute light plot. Work with the Technical Director to schedule the load-in, light hang and focus of lighting equipment. Organize lighting schedule, and assign and write cues.

**TRAINING**

Acting: Jack Teacher  
Dictation: Sue Prono

Stage Movement: Joe Smith  
Voice: Tom Octo

Voice Coach: Manny Solo  
Stage Combat: Peter Robinson

**RELATED ACTIVITIES**

**President**, *Westfield State University Student Theatre Association* 2017-Present

- Provided direction to student run organization that produces two main stage shows annually.
- Increased output, from two productions, up to ten.

**EDUCATION**

B.A., Theatre Arts, Westfield State University, Westfield, MA (Expected May 2019)

**SPECIAL SKILLS**

Dialects (American South, American Midwest, French), juggling, gymnastics, soccer, ballet

This can include everything: accents, spoken languages, juggling, acrobatics, sports, etc.

## JAKE JOHNSON

902 Franklin Street • Springfield, MA 01085  
(413) 572-5207 • jjohnson@gmail.com

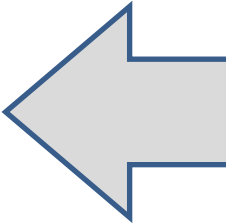
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### REFERENCES

Mr. Jonathon Settler  
*General Manager*  
Boston Youth Symphony Orchestras  
855 Commonwealth Avenue  
Boston, MA 02215  
617-353-3348  
byso@bu.edu

Dr. Helen Walker  
*Faculty Advisor*  
Music Department, Faculty Member  
Westfield State University  
577 Western Avenue  
Westfield, MA 01086  
(413) 572-5206  
sriley@westfield.ma.edu

Ms. Gloria M. Sanchez  
*Past Supervisor*  
YMCA of Greater Westfield  
Program Director & Human Resource Manager  
222 Main Street  
Westfield, MA 01086  
(413) 598-3128  
rdsanchez@ymcawestfield.org



3-5 professional references is standard. Make sure to ask your references for permission before listing them and keep them informed about your job search, especially if you have interviewed for a position. They will most likely be called for a reference check after an interview.

# COVER LETTERS

## A cover letter...

- Serves as your introduction to the employer
- Expresses your interest in being considered for a position
- Provides you with the opportunity to highlight how your skills and qualifications match those necessary to perform the position
- Captures the employer's attention and interest in reading your enclosed resume

An effective cover letter does not repeat or summarize your resume, but makes the reader want to learn more about you. **Every resume** should be accompanied with a cover letter, even if it's not listed as a required component of your application.

## BASIC LETTER WRITING RULES

### Address the letter to a specific person

- ✓ If you do not have a name, call the organization and ask for the name and title of the person who should receive your letter or search online.
- ✓ Avoid the title "To whom it may concern". As a last resort, use the recipient's title or address the entire search committee (i.e., "Dear Assistant Manager Search Committee").

### Research the organization carefully

- ✓ Demonstrate that you appreciate and understand the organization's mission and goals.
- ✓ Be sure to include why you want to work for this particular employer.

### Do not simply restate what is on your resume

- ✓ Think about the skills necessary to do the job for which you are applying and highlight an example or two best demonstrating how your skills and background directly match the specific job requirements. (*Example:* Teaching candidates may want to highlight experience with classroom management, parental involvement, state standards or diverse learning styles).
- ✓ Confidently express what you can offer to the company, not what the company will offer you.

### Tailor each cover letter to each employer

- ✓ Make each letter unique. Utilize the job description to identify the necessary qualifications and main responsibilities for this particular role to incorporate into your letter.
- ✓ What do you know about this particular company and how do your skills and qualifications match the specific needs of the position?

### Limit the letter to one page and avoid spelling and grammatical errors

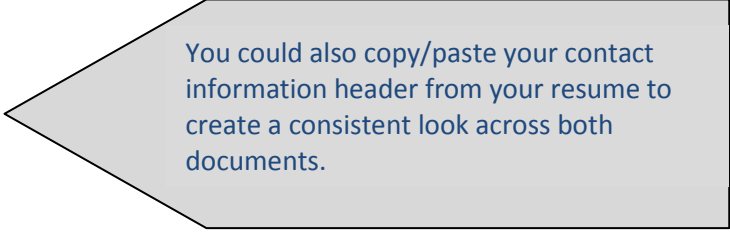
- ✓ Avoid excessive use of "I" when starting sentences.
- ✓ Print on high quality paper to match your resume.
- ✓ Be sure to sign your name on each cover letter, unless submitting electronically.

### Follow through

- ✓ In a concluding paragraph, tell the reader you will follow up with your application (and don't forget to do so).
- ✓ Use this opportunity to ensure that your voicemail message and email address are professional!

# COVER LETTER FORMAT

Your Street Address  
City, State Zip Code  
Your Phone Number  
E-mail (optional)



You could also copy/paste your contact information header from your resume to create a consistent look across both documents.

Date  
(2 lines)

Contact Person's Name  
Title  
Company Name  
Street Address  
City, State Zip Code

(1 line)

Dear Mr./Ms./Dr. Last Name: (Use Title if name is not available)

(1 line)

**Paragraph 1:** State why you are writing and identify the position in which you are applying. Include why you are interested in this particular position and working for that specific employer. If relevant, address how you learned of the opportunity. (If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so).

**Paragraph 2:** Briefly state the specific work that interests you and detail the relevant qualifications you offer. Spell out exactly how your experiences, skills, and education fit the position and can benefit the company.

**Paragraph 3:** Close the letter by thanking the reader for their attention or consideration and stating the next course of action. Indicate that you will follow up with your application (and then do it!). Refer the reader to any documents you have enclosed (resume, references, writing samples, etc.). Provide the employer with your phone number so that they can reach you.

(1 line)

Sincerely,

(3 lines) - Your Signature

Type Your Name

# LETTERS OF INQUIRY

## A letter of inquiry (or letter of interest)...

- Expresses your interest in an employer and/or employment opportunity without referencing a job posting (typically because there are no positions currently posted or immediately available)
- Includes similar qualities and template to a cover letter, but without addressing a specific position or posting

Your Name  
Street Address  
City, State Zip Code  
Phone Number  
E-Mail (optional)

**(1 line)**

Today's Date

**(2 lines)**

Contact Name  
Title  
Company/Organization  
Street Address  
City, State Zip Code

**(1 line)**

Dear Mr./Ms./Dr. Last Name: (Use Title if name is not available)

State your hope to be considered for any positions that may become available at the organization and why you are interested in working for the company. If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so.

Tell them what your status is now and why you feel you would be especially well qualified for this position. This paragraph should include one or two brief sentences that emphasize your strengths as they relate to the field in which you are interested. If possible, it is always nice to personalize your letter by saying something positive about the reputation of the organization, its accomplishments, and how you fit with their company.

Refer the reader to any enclosed documents (resume, writing samples, etc.) and inform them of the manners in which you can be contacted (email, phone). If you plan to follow up, indicate your plan of action here. Close the paragraph by thanking the reader for their time and consideration.

**(1 line)**

Sincerely,

**(3 lines)** - Your Signature

Type Your Name