

Career Center

RESUME & COVER LETTER GUIDE

ART, MUSIC & THEATER



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	serviced
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

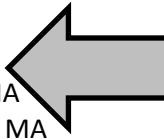
33 Main Street | Westfield, MA 01085 | (413) 572-5206 | trumpet@westfield.ma.edu

EDUCATION

Bachelor of Arts in Music, May 2017
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



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.

Master Classes

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

PERFORMANCE EXPERIENCE

Orchestral

Fourth Trumpet, Rochester Philharmonic Orchestra, Rochester, NY, 2017-Present
First Trumpet, Boston Symphony Orchestra, Boston, MA, 2016-Present
First Trumpet, Metropolitan Wind Symphony, Lexington, MA, 2016
Fourth Trumpet, Metropolitan Wind Symphony, Lexington, MA, 2015

Recitals

Holyoke Community College, Guest Recital, Holyoke, MA, 2017
Westfield State University, Alumni Recital, Westfield, MA, 2017
Worcester High School, Guest Recital, Worcester, MA, 2015

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, 2015-2017
Westfield State University Jazz Ensemble, Featured Soloist/Lead Trumpet, 2016

TEACHING EXPERIENCE

Trumpet Instructor, Westfield State University, Community Education, Westfield, MA, 2016-Present

- Instructed students representing a wide range of abilities.

Trumpet Instructor, Rebecca Johnson Visual and Performing Arts Elementary School, Springfield, MA, 2015

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

Member, The National Trumpet Association, 2015–Present
Member, Pi Kappa Lambda Music Honor Society, 2016–2017
Recipient, National Society of Collegiate Scholars, Merit Award, 2015

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	2017
Captain Corcoran	<i>HMS Pinafore</i>	Turtle Lane Playhouse	2016
Pamina	<i>The Magic Flute</i>	Westfield State University	2016

PARTIAL ROLES/SCENES

Papageno	<i>Die Zauberflöte</i>	Westfield State University	2015
Marcello	<i>La Boheme</i>	Westfield State University	2014
Alfonso/Guglielmo	<i>Così fan tutte</i>	Metropolitan Opera Guild	2013

MUSICAL THEATER ROLES

Meg	<i>Little Women</i>	Westfield State University	2015
Anne	<i>Anne of Green Gables</i>	Westfield State University	2014

CONCERT ENGAGEMENTS

Soloist	NWRS At The Opera	Northeast Repertory Singers	2017
Messiah	Handel	Westfield State University	2014/14
Requiem	Durufié	Westfield State University	2014

SOLO CONCERT WORK

Bach: Cantata 182 Rochester Bach Festival; Melvin Butler, cond., 2017
Bach: Mattheus-Passion Eastman Philharmonia; Donald Neuen, cond., 2016

AWARDS

Bronze Medal–Young Artist Opera Division	Musique New England	2013
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EDUCATION

Bachelor of Arts in Music, May 2017
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	2015 – Present
Top Notch Orchestra, West Springfield, MA	2014 – 2016
New Music Ensemble, Westfield State University	2014 – 2016
String Ensemble, Westfield State University	2014 – 2016
Sacred Heart Catholic Church String Quartet, Agawam, MA	2012 – 2016

SOLO PERFORMANCES WITH ORCHESTRA

Ridgewood Symphony Orchestra, Timothy Indie conducting, Ridgewood, NJ 2015
Juilliard Pre-College Orchestra, Ronald Braunstein conducting, New York, NY 2014
Orchestra, Julian Frederico and Patrick Straub conducting, Worcester, MA 2013

CHAMBER MUSIC EXPERIENCE

Woodland String Quartet, Southbridge, MA 2015-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 2012
Beauty Orchestra, Hartford, CT, John Ridgeway conducting	December 2012

RELATED EXPERIENCE

Intern, Best Symphony Orchestra, Springfield, MA May 2016 – August 2016

- 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 2014-Spring 2016

- 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 2016
Westfield State University, Westfield, MA

Tina Verghan

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

EDUCATION

Westfield State University, Westfield, MA
Bachelor of Arts in Art Education, May 2017

CERTIFICATION

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

STUDY ABROAD

A Costa Rican Intercultural and Tropical Ecology Experience, June 2017

- 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, 2016-2017
Lambda Sigma Honor Society, 2015-2016
Dean's List, 2014-2017

TEACHING EXPERIENCE

Practicum, Paper Mill Elementary School, Westfield, MA, Spring 2017

- Incorporated art history, art movements and different artists into lessons designed for children in grades 1-12.
- Utilized paints, water colors, printing, and other mediums to motivate and actively engage student learners.
- Differentiated instruction and assessment methods to meet the needs of students with a variety of disabilities.
- Teamed effectively with partner for preparation and presentation of lessons.
- 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 2017

- Developed and implemented a unit on the art of the Incas using various medium including clay, drawing pencils and foil.

Pre-practicum, Michael E. Smith Middle School, South Hadley, MA, Spring 2017

- Collaborated with other art education students to plan and implement individually designed art projects that met the needs of students with disabilities and their families as part of an introductory art 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 2016

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

RELATED EXPERIENCE

Residential Assistant, Westfield State University, Westfield, MA, August 2014 – May 2017

- 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 2016-2017)

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 2014 – 2015

- Provided care and level 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, 2014 – 2015
- Student National Education Association, member 2013 – 2015
- Westfield State University Campus Activities Board, member 2013 – 2015
- Residence Hall Council, Treasurer, 2013 - 2015
- SNEA Conference, Louisville, KY, November 2015
- Westfield State University Leadership Conference, September 2015

SPECIAL SKILLS

Computer Programs: Illustrator, Photoshop

Paintings: Stylized Portraits

Cartooning/Illustration: Pen and Ink/Watercolor

Wood Blocks: Famous Persons

Emma Troying

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

Online Portfolio: www.emmatroying.com

Education

Westfield State University, Westfield, MA
Bachelor of Arts in Art, Concentration in Graphic Design, May 2017

Design Skills

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

Graphic Design Experience

Westfield State University Career Center, Westfield, MA September 2013 – May 2017
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 2017 – May 2017
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 2016 – May 2016
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 2017

- Redesigned business card for sales staff

LMI Productions, Groton, CT August 2016

- 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.

Elliott Grace

123 Westfield Street ■ Westfield, MA 01086
(413) 555-5555 ■ elliott.grace@hotmail.com
www.elleartportfolio.com

EDUCATION

B.A. in Art, Expected 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, 2016
“Dance” (solo), Westfield State University, Westfield, MA, 2015
“Great Pretenders” (group), Artistic Cove, Agawam, MA, 2014
“Leaves” (group), Art Gallery of Western Mass., Springfield, MA, 2014

COMMISSIONS

- Commissioned to create mural (floral scenes) at Theo's Cafe, Westfield, MA, 2016
- Member of artist team commissioned to create mural (campus scenes) in Westfield State University Campus Center, Westfield, MA, 2015-2016

AWARDS

MFA New Artist Scholarship, 2016
1st Place, Painting, WSU Student Art Show, 2016

GALLERY EXPERIENCE

Internship

Westfield Art Gallery, Westfield, MA September 2016 - May 2017

- 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 2013 - 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

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

<i>Three Sisters</i>	Baron Tusenbach	Ely Studio Theater, Westfield State
<i>A Midsummer Night's Dream</i>	Puck	Town Players of Pittsfield
<i>Little Shop of Horrors</i>	Audrey	Ely Studio Theater, Westfield State
<i>Henry V</i>	Henry	Poland Shakespeare Company

FILM/TELEVISION

Sarah’s Game	Allison	Featured
Westfield Bank Commercial	Invest Now	Extra

RADIO

Soundtrack Studios, Boston, MA: “Winter Collection”	Voiceover	Clark’s
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DIRECTING EXPERIENCE

<i>Pterodactyls</i>	2016	Ely Studio Theater, Westfield State Uni.
<i>As You Like It</i> – Asst. Director	2014	Poland Shakespeare Company

TECHNICAL EXPERIENCE

Beggar's Opera- **Master Electrician**- Westfield State University, Westfield, MA 2016
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	Stage Movement: Joe Smith	Voice Coach: Manny Solo
Dictation: Sue Prono	Voice: Tom Octo	Stage Combat: Peter Robinson

RELATED ACTIVITIES

President, Westfield State University Student Theatre Association 2016-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 2017)

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

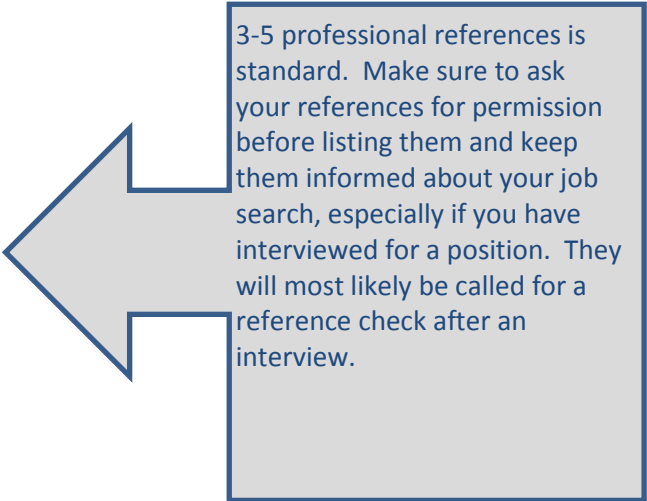
902 Franklin Street • Springfield, MA 01085
(413) 572-5207 • jjohnson@gmail.com

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

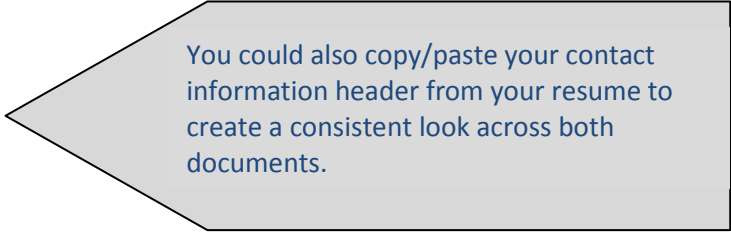
- ✓ Avoid excessive use of "I" when starting sentences.
- ✓ Print on high quality paper to match your resume.
- ✓ Be sure to sign your name on each cover letter, unless submitting electronically.

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.

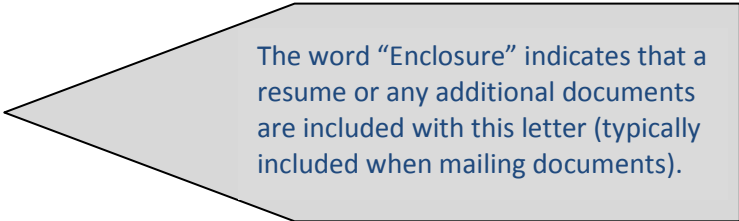
(1 line)

Sincerely,

(3 lines) - Your Signature

Type Your Name

Enclosure(s)



The word "Enclosure" indicates that a resume or any additional documents are included with this letter (typically included when mailing documents).

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

Enclosure(s)