

Career Center

RESUME & COVER LETTER GUIDE



TYPES OF RESUMES

Think of a resume as a billboard and you have 30 seconds to deliver your message:

*What do you want an employer to know about you?
How will you market your experience and skills?*

Paint a picture for the prospective employer demonstrating the scope of your current and past responsibilities and achievements. What do you want to emphasize? Use one of the two following formats to help get you started.

Chronological

A chronological (or reverse chronological) resume organizes information by jobs/positions/experiences in *reverse chronological* order, with the most recent experiences first. It is the most commonly used format and easiest to write.

This resume format works well when:

- Your job history shows growth and development
- You are staying in the same field or gaining your first entry level position
- You have a steady history of employment related to the position you are seeking
- You are applying in traditional fields of work such as accounting

Functional

A functional (or skills based) resume organizes information into *functional* groupings of skills or accomplishments. This format is commonly used for candidates with more experience who are changing careers.

This resume format works well when:

- You want to demonstrate a clear relationship between your skills listed and the position you are seeking more than your work history
- Your specific jobs or internships are not easily related to the position you are seeking
- You have gaps in your employment history
- You are changing career paths

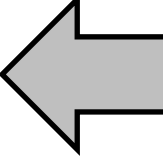
QUICK TIPS FOR RESUME BUILDING

- Recommended length for the resume is one page; two pages is acceptable if the content is all related.
- Font type should be professional (Times New Roman, Calibri, Garamond, etc.). Keep font size at 11 or 12.
- Page margins should be a maximum of 1" all around or a minimum of .7".
- Avoid the use of pronouns and complete sentences (start each descriptive phrase with action verbs).
- Use past tense when describing past experiences and present tense for present experiences.
- Include skills and qualifications relevant to your career goals. Each resume should be tailored to the job for which you are applying. Generic resumes are not effective.
- Appearance matters! Keep your resume organized, professional and consistent with font type, format and the overall style.
- 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.
- Print your resume and cover letter on white or ivory resume paper (Found at any office supply store).
- 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.

RESUME TEMPLATE

Name

Street Address, City, State Zip
Phone, E-Mail
LinkedIn Profile



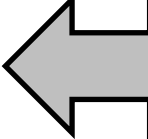
If you will be moving, add a permanent and current/local address. Make sure that your email address and phone voicemail message are professional.

OBJECTIVE (optional)

Identifies the position/job that you are applying for and summarizes your main qualifications in 1-3 lines of text. You may **omit this section** and discuss your points in your cover letter, or you can prepare a separate objective for each resume.

EDUCATION

Westfield State University, Westfield, MA
Degree (Bachelor of Arts, Master of Education, etc.), Month, Year
Major:
Minor/Concentration:
Overall GPA (if above 3.0/4.0) and Major GPA (if higher)
Study Abroad (Name of institution, Location, Semester)



List all additional degrees obtained from most recent to oldest. Do not include high school after sophomore year.

RELATED COURSEWORK

Optional section: List 4-8 upper-level classes that are relevant to the position you are seeking and wouldn't be assumed under your major curriculum. Avoid using course numbers.

RELATED EXPERIENCE

Company/Organization, City, State
Job Title

Dates of Employment

- Describe at least 3-4 major duties that will demonstrate your qualifications
- Tailor your resume to your audience and requirements of position
- Follow the same format for all positions and list in reverse chronological order
- Quantify when possible, use action verbs rather than sentences and avoid pronouns

EXPERIENCE

This section follows the same format as the Related Experience section. You do not need to include bullets if your responsibilities are not relevant for the position you are seeking.

SKILLS

List computer skills, lab techniques, language and office skills. List fluency/proficiency without overstating your competence.

HONORS

List Dean's List, Honor Societies and other Honors and Awards

ACTIVITIES

List organizations, presentations, leadership positions, significant projects, professional affiliations, and/or volunteer activities. You can format this section like the Related Experience section.

REFERENCES

Do not include "References Available Upon Request". List references on a separate document (See Reference Page Sample later in guide).

FREQUENTLY USED CATEGORY HEADINGS

ACHIEVEMENTS

ACTIVITIES

ADDITIONAL EXPERIENCE

CAREER OBJECTIVE

CERTIFICATIONS

COACHING EXPERIENCE

COLLEGIATE ACTIVITIES

COMMUNITY INVOLVEMENT

COMPUTER SKILLS

CONFERENCES ATTENDED

EDUCATION

EMPLOYMENT

EXPERIENCE

HONORS

INTERNSHIPS

LANGUAGE SKILLS

LICENSURE

MEMBERSHIPS

MILITARY SERVICE

OBJECTIVE

PRESENTATIONS

PROFESSIONAL AFFILIATIONS

PROFESSIONAL EXPERIENCE

PROFESSIONAL PROFILE

RELATED ACTIVITIES

RELATED COURSEWORK

RELATED EXPERIENCE

RELEVANT EXPERIENCE

SKILLS

SPECIAL TRAINING

SUMMARY OF QUALIFICATIONS

TEACHING EXPERIENCE

VOLUNTEER WORK

WORK HISTORY

EFFECTIVE SENTENCE OPENERS

achieved

acted

adapted

added

administered

advised

analyzed

applied

approved

arranged

assembled

assisted

attended

built

changed

clarified

coached

collaborated

compared

complied

completed

composed

condensed

controlled

conveyed

coordinated

corrected

corresponded

counseled

created

dealt with

decided

delivered

demonstrated

designed

determined

developed

diagnosed

directed

discovered

distributed

edited

employed

encouraged

enlisted

ensured

equipped

established

evaluated

examined

experienced

expanded

facilitated

finalized

fostered

furnished

handled

helped

hired

identified

illustrated

implemented

improved

increased

influenced

initiated

inspected

installed

interviewed

instituted

introduced

instructed

integrated

invested

investigated

judged

launched

learned

lectured

led

listed

located

lowered

managed

measured

merged

minimized

modernized

modified

motivated

negotiated

notified

observed

obtained

opened

operated

organized

outlined

overhauled

oversaw

patrolled

persuaded

planned

prepared

prescribed

presented

processed

produced

programmed

published

purchased

received

recorded

recruited

reduced

refined

related

reorganized

represented

researched

responded

restored

retrieved

restructured

revamped

reviewed

revised

selected

served

serviced

set up

shipped

showed

sold

solved

sorted

staffed

started

strengthened

studied

supervised

supplied

supported

tabulated

tailored

taught

tended

tracked

trained

transferred

translated

transported

treated

typed

undertook

updated

upgraded

utilized

worked

wrote

LYNN NGUYEN

10 Burnside Street ■ Medway, MA 02053 ■ (413) 572-5206 ■ lynn.nguyen@email.net
www.linkedin.com/in/yourname

EDUCATION

Westfield State University, Westfield, MA May 2020
Bachelor of Science in Business Management
Minor: Economics and Math GPA: 3.4/4.0
STUDY ABROAD: Florence University of the Arts, Florence, Italy, Spring 2018
**Worked thirty hours per week to finance education*

ACADEMIC ACHIEVEMENTS

Dean's List, every semester
President's Award for Excellence in Leadership, December 2017

- Recognized by the University for achievement in academics, community service, and co-curricular involvement

HIGHLIGHTED COURSEWORK

Public Finance	International Business
Investments: Security Analysis	Money and Banking
Financial Management	Investments: Portfolio Management

INTERNSHIP

Merrill Lynch Boston, MA
Global Banking & Markets Intern May – August 2018

- Assisted investment bankers with analyzing financial markets
- Designed and drafted client deliverables to help clients achieve their financial and strategic objectives
- Constructed and reviewed valuation and other financial models
- Performed financial statement, industry and other quantitative and qualitative assessments

ADDITIONAL EMPLOYMENT

Target Stores Holyoke & Milford, MA
Sales Associate September 2014 – Present

- Recognized by management with Customer Service Award within six months of employment
- Trained five new sales associates on all aspects of position responsibilities

SKILLS

Computer: Proficient in Microsoft Access, Excel, PowerPoint & Word
Social Media: Twitter, Facebook, Instagram, FourSquare, Blogger, LinkedIn, Pinterest

MICHAEL MULLINS

78 Franklin Street, Westfield, MA 01085 | (413) 572-5206 | Michael_Mullins@email.net

- PROFESSIONAL PROFILE** Highly motivated worker with strong verbal and written communication skills and demonstrated experience working in diverse settings. Proficient in generation of quality public relations materials.
- EDUCATION**
- Westfield State University**, Westfield, MA
Bachelor of Arts in Communication, May 2019
Minor: Psychology
GPA: 3.7/4.0
Commonwealth Honors Program
- University of Hawaii at Hilo**, Hilo, Hawaii
Completed a semester of student exchange, Spring 2018
- HONORS**
- Sankofa Scholar
Westfield State University Dean's List
Psi Chi, National Psychology Honor Society
- PROFESSIONAL EXPERIENCE**
- Westfield State University**, Westfield, MA
Intern, Public Affairs January – May 2019
- Gathered information and interviewed individuals for features
 - Wrote, edited and disseminated professional messaging including press releases, online content, social media and internal and external communication materials
- Intern*, Advancement and University Relations September – December 2018
- Co-coordinated the Embassy Student calling program
 - Attended and participated in all development events including golf tournaments and galas
 - Used Raiser's Edge to establish and maintain donor lists
- Spirit of Springfield**, Springfield, MA
Intern, Public Relations Department September – December 2017
- Prepared brochures for mailings to area population
 - Created information packets to highlight organization
 - Wrote seven articles for local newspapers and agencies
- VOLUNTEER WORK**
- Big Brother Mentor, Springfield, MA, 2016 - Present
Boys and Girls Club of America, Westfield, MA, 2016 - 2017
American Heart Association of New England, Springfield, MA, 2016
- ATHLETICS**
- NCAA Div. III Men's Basketball – Westfield State University** 2016-2018
- NCAA Division III Basketball All American Award Winner 2018
 - Team Captain 2018
 - MASCAC All-Academic Team 2017

LaKiya Thompson

678 South Main Street, Worcester, MA 01550 (413) 572-5206
LaKiya.Thompson@email.net
www.linkedin.com/in/yourname

BILINGUAL CRIMINAL JUSTICE PROFESSIONAL
seeking employment as a Correctional Officer in Suffolk County

EDUCATION

Westfield State University	Westfield, MA
Master of Science in Criminal Justice	May 2019
Bachelor of Science	May 2017
<u>Dual Major:</u> Criminal Justice & Political Science	

SAFETY AND SECURITY EXPERIENCE

Hampden County Sheriff's Department
Intern

Ludlow, MA
January – May 2017

- Maintained control and order in the assigned unit of one guard to 77 inmates
- Confronted and disciplined disorderly inmates utilizing conflict resolution skills
- Communicate effectively with other guards and management to ensure safety of inmates and officers

Kohl's Department Store

Worcester, MA
Summers 2015 & 2016

Loss Prevention Summer Intern

- Developed in-depth knowledge of retail operations, distribution and investigative methodologies
- Participated in internal and external shrinkage investigations and surveillance
- Used key reports to detect internal theft and provided proper documentation to supervisor

ADDITIONAL EXPERIENCE

Staples

Sturbridge, MA
June 2013 – Present

Cashier

- Patrol and monitor store to protect inventory levels
- Handle cash and credit transactions; reconcile cash drawers
- Cross-trained in different positions within the company structure

Pomeroy Associates

Lunenburg, MA
January – May 2014

Assistant, Office Manager

- Maintained office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.

CAMPUS ACTIVITIES

Criminal Justice Club	September 2013 – May 2017
Campus Activities Board	September 2014 – May 2015
Musical Theater Guild	September 2013 – December 2014

CERTIFICATIONS

Class A License to Carry, CPR, First Aid, AED

MARIA ROSARIO

5481 South Bend Avenue • Andover, MA 01810
413-572-5206 • mrosario1234@westfield.ma.edu
www.linkedin.com/in/yourname

ENTRY-LEVEL HELP-DESK POSITIONS

- Upcoming Westfield State University graduate offering a strong academic background in IT combined with excellent internship experience as a help-desk analyst.
- Consistently recognized for technical troubleshooting skills used to quickly resolve challenging technical issues and strong interpersonal skills.
- Demonstrated ability to effectively communicate solutions for complex technical issues to end users over the phone and in person.
- Experienced in troubleshooting TCP/IP applications in the Windows, Macintosh, and Unix environments

EDUCATION

Westfield State University, Westfield, MA
B.S. in Computer Information Systems (expected 12/2018)
GPA: 3.7/4.0

TECHNICAL EXPERTISE

- **Certifications:** CompTIA A+, HDI Help-Desk Certified
- **Systems:** CICS/ISPF/Mainframe, Unix, Windows 2011, Mac OS
- **Databases:** Oracle, ADB2, Relational Databases, Access
- **Languages:** Visual Basic, SQL, HTML, Python, CSS, C++, Java
- **Software:** MS Project, MS Visio, MS Office, IBM Notes

IT EXPERIENCE

Student Help-Desk Technician, September 2014 to Present

Westfield State University, Department of Information Technology, Westfield, MA

- Provide networking/desktop support and perform mainframe and account maintenance tasks.
- Earned commendations for teamwork, flexibility and work excellence in providing IT support to students and faculty.
- Respond to 30+ technical support calls daily and consistently met high service standards.
- Handle technical troubleshooting including system crashes, slow-downs and data recoveries.

Support Desk Technician Intern, Summers 2017 & 2018

Continuum, West Newton, MA

- Responded to and resolved submitted Help Desk Tickets in the company's ticketing system within an efficient and timely manner.
- Performed telephone system set-up tasks including voice mailbox creation/deletion for new employees.
- Provided AV/media technology support and services for user needs in meetings, presentations and collaboration sessions.
- Assisted in maintaining rotation of backup media and coordination of offsite storage with the company's storage vendor.
- Facilitated system imaging, patching of and software deployment maintaining all facets of company computers.
- Supported the Senior Support Desk Specialist and the Systems Administrator in their roles and project initiatives as it relates to end users.

Available for Relocation and Travel

Jill Frein

902 Franklin Street • Fall River, MA 02723
(413) 572-5206 • jfrein@email.net

SUMMARY OF QUALIFICATIONS

Over seven years of professional full-time experience in management, human relations and program development in non-profit sector. Key contributor to team environments with strong problem solving and communication skills. Demonstrates enthusiasm to utilize strengths and experience to serve as an Assistant Human Resource Manager within the Key Program.

SKILLS

Management

- Recruited and oversaw 100 volunteers to assist in fundraising efforts for the Boys Club
- Supervised ten counselors and responsible for over 250 children
- Managed an office of five employees and provided guidance and feedback on performance

Human Relations & Training

- Trained new counselors on company policies and procedures
- Assisted with new hire paperwork and orientation programming
- Facilitated one-on-one weekly meetings with each counselor under supervision to foster professional growth

Program Development

- Organized comprehensive academic awards banquet for seniors
- Scheduled a variety of speakers to attend and participate in community functions
- Coordinated event details with diverse audience including parents, students and external constituents
- Planned outdoor nature field trips and group retreats

Technology

- Proficient in Microsoft Office, WordPerfect and Adobe Photoshop
- Strong comfort with technology and quick to learn new programs

WORK HISTORY

Boys Club of Worcester, Worcester, MA

Program Director

August 2012 - Present

Assistant Program Manager

August 2010 - August 2012

YMCA of Greater Westfield, Westfield, MA

Senior Club and Group Leader

May 2005 - August 2010

Counselor

Summers 2003, 2004

EDUCATION

Westfield State University, Westfield, MA

Bachelor of Arts in History

May 2005

JAKE JOHNSON

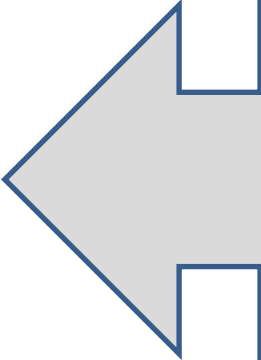
902 Main Street • Fall River, MA 02723
(413) 572-5206 • jjohnson@email.net

REFERENCES

Mr. Timothy Beebe
Current Supervisor
Meditech
Application Specialist
7 Blue Hill River Road
Canton, MA 02021
(413) 572-5206
name@email.net

Dr. Samantha A. Riley
Faculty Advisor
Westfield State University
Business Management Department
577 Western Avenue
Westfield, MA 01086
(413) 572-5206
name@email.net

Mr. Robert M. Sanchez
Past Supervisor
Amica Mutual Insurance
Customer Services Manager
50 Amica Way
Lincoln, RI 02865
(413) 572-5206
name@email.net

- 
- 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.
 - Provide references with a copy of your resume. If you ask a professor to serve as a reference, be sure to ask for their cell phone number. Most professors do not check their office voicemail during the summer.

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, search the company website or LinkedIn for a Human Resources contact.
- ✓ 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 Hiring Manager, Search Committee or Human Resources Director").

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.
- ✓ 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.

Professional Communication

- ✓ Use this opportunity to ensure that your voicemail message and email address are professional! Clearly state your name in your message. Your email address should include your name@domain.com.

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 (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. "Enclosure" is not needed if submitting electronically.

Cover Letter Sample 1 – Applying for an Entry-Level Position, Relocating to a new area

329 Mechanic Street
Westfield, MA 01085
(413) 572-5206
cjackson@email.net

February 23, 2018

Mr. Jonathan Medina
Human Resources Director
Walden Communications
1234 Main Street
Brockton, MA 02356

Dear Mr. Medina:

Please consider me an applicant for the position of Marketing Assistant on your staff. I learned of this vacancy from the Career Center at Westfield State University, where I will earn my Bachelor of Science in May of this year with a dual major in Business Management and Computer Information Systems.

As the enclosed resume indicates, I have completed several business-related internships in the areas of marketing, sales, and finance through which I have gained a great deal of knowledge about the latest industry trends, proving beneficial in this assistant role. My main career interest lies in the marketing aspect of the industry and particularly in helping your company expand its client base through its social media outlets. My computer skills are noteworthy as a result of designing and maintaining a website for the business club on campus as well, which will help strengthen the Walden Communications' online presence.

Furthermore, I have a strong comfort with various social media platforms including FourSquare, LinkedIn, Facebook, Twitter, Google +, Pinterest, Tumblr, Instagram, HootSuite and YouTube. As a social media intern with Artioli Dodge, I was solely responsible for launching and managing the company's social media presence on the aforementioned programs and wrote the content for the various marketing campaigns used on these sites. Through these skills and past experiences, I am confident that I can make an immediate contribution to your team.

As your job posting instructs, I have arranged to have reference letters and a copy of my transcript forwarded to you. I would be very interested in discussing this opportunity with you further. I will call you in a few days to see if we can arrange a mutually convenient time to meet. In the meantime, please feel free to contact me at (413) 572-5206 or email cjackson@email.net.

Sincerely,

Christina M. Jackson

Thomas Bell

Box # 5164 • 577 Western Avenue • Westfield State University • Westfield, MA 01086
(413) 572-5206 • Tbell1234@westfield.ma.edu

March 12, 2018

Mr. Charles Beckett
Editorial Director
Springfield Daily Press
322 State Street
Springfield, MA 01030

Dear Mr. Beckett:

Please accept this letter as an indication of my interest in the Springfield Daily Press summer internship. As a student at Westfield State University majoring in English, my career focus and passion align with writing and the media. I would like the opportunity to demonstrate my strong communication and editorial skills through writing short articles and assisting with research, as described in the posting, while adding value to your team.

Through coursework in both communication and literature, I developed skills in written, oral, and multimedia expression - all critical to working in journalism. As the editor for our student newspaper and as a teaching assistant evaluating students' written work, I have also sharpened my editorial skills. The course, "Writing for Mass Media", offered me a firm grounding in the basic techniques of news writing – all of which I hope to apply in this role. In addition, my varied work experiences ranging from program coordination to waiting tables helped me become proficient in dealing with the public and working under pressure. I would be honored to bring these skills, educational experiences and positive energy to your organization.

Attached are my resume and writing samples for your review. If you have any questions or need additional information, please contact me at (413) 572-1234, or by e-mail at tbell1234@westfield.ma.edu. I look forward to hearing from you.

Sincerely,

Thomas Bell

908 Holy Cross Road
Longmeadow, MA 03029
(413) 572-5206
Kwilson5206@westfield.ma.edu

March 30, 2018

Ms. Nancy Sullivan
Director, Academic Affairs
University of Albany
Williams Administration Building
1400 Washington Avenue
Albany, NY 12222

Dear Ms. Sullivan:

I am writing to express my interest in the Academic Advising position for the 2017-2018 academic year at the University of Albany. I learned of this exciting opportunity through Dr. Judy Smith in the Psychology Department at Westfield State University. After further reviewing the university mission emphasizing academic success, I grew especially fascinated by the prospect of joining your team and contributing to this institutional goal.

I was drawn to the field of Academic Advising based on my many positive and diverse experiences as a Resident Assistant and a Peer Advisor. As I counseled my residents, I was able to hone my advising skills and help them to reach their goals through careful, individualized planning. My strengths in developing strategies to overcome academic challenges and attention to detail will allow me to be successful as an Academic Advisor to incoming University of Albany students. I am confident in my abilities to work collaboratively as a dependable member of your academic advising team and look forward to contributing my skills and enthusiasm on campus.

The enclosed resume further elaborates my accomplishments, background, and relevant experience. I would welcome the opportunity to discuss further my qualifications. Please feel free to contact me at (413) 572-5206. Thank you for your consideration. I look forward to hearing from you at your earliest convenience.

Sincerely,

Kimberly E. Wilson

Kimberly E. Wilson

Enclosure

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

LETTER OF INQUIRY FORMAT

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 any anticipated openings in this field. 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

Sample Letter of Inquiry

123 College Street
Stafford Springs, CT 03458
(413) 572-5206
ndaigle1@email.net

April 25, 2018

Mr. Robert Iron
Vice President, Finance
Reebok International
321 Fifteenth Street
New York, NY 10098

Dear Mr. Iron:

I am writing to learn of any future opportunities as a financial analyst among the Reebok International team. With strong analytical skills and a sound work ethic, I am passionate about the industry and your company in particular. As a loyal consumer, I can bring my knowledge from a customer perspective coupled with my financial background to help increase Reebok's current sales and productivity.

A few of the qualifications I can offer your company are:

- Solid knowledge of finance gained while earning a double major in Finance/Economics at Westfield State University earning a major GPA of 3.7/4.0.
- Two years of experience analyzing data and written reports for a commercial concern producing exceptional reviews from supervisors.
- Excellent analytical and communication skills, written and oral, demonstrated by a monthly column for our school newspaper and numerous presentations to the Junior Chamber of Commerce.

Attached you will find my resume which further expands on my experiences. I would be honored to bring my strengths to the Finance Department at Reebok International and am confident in my ability to help achieve your goals. After relocating to the NYC area this month, I can be ready to start a new position quickly. Should an opportunity arise in the near future, please contact me at any time. I sincerely thank you in advance for your time and consideration of my potential candidacy.

Sincerely,

Nancy Daigle

Nancy Daigle

COVER LETTER TIP:

A great way to organize your thoughts before writing a cover letter is to make a list of the job requirements the company is asking for and then list your skills.

JOB REQUIREMENTS	MY SKILLS

Westfield State University