

CREATE A RESUME THAT HIGHLIGHTS YOUR STRENGTHS

FIRST IMPRESSIONS LAST

OVERALL GUIDELINES

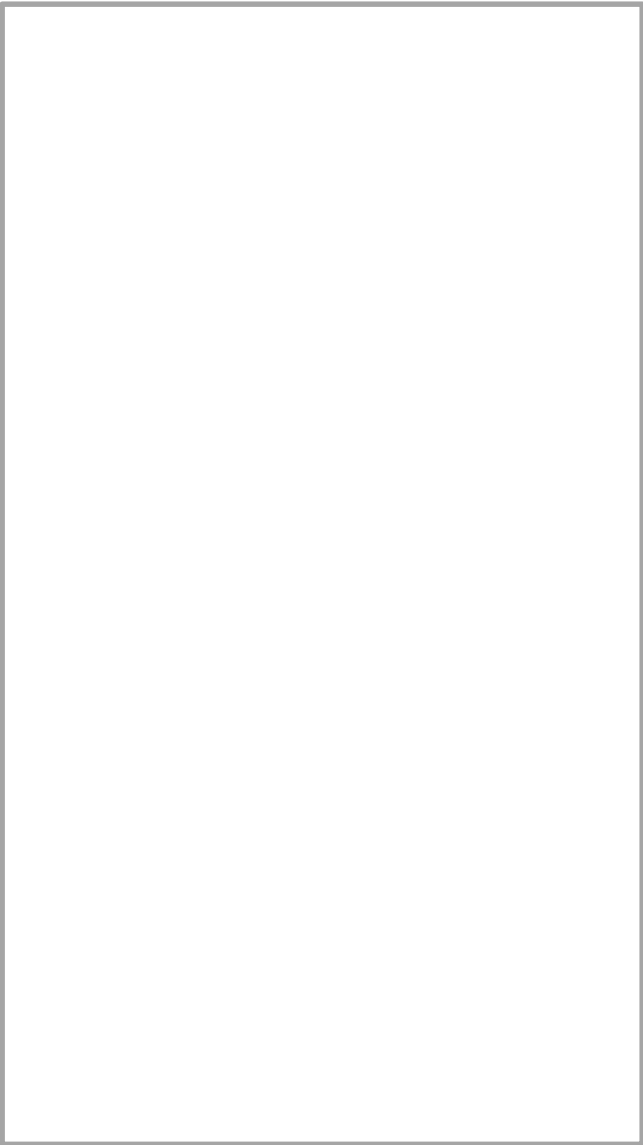
your strengths
marketing document

what is important to them?

action verbs

OPTIONAL SECTIONS

Summary or Profile



MANAGEMENT/
LEADERSHIP
SKILLS

Example Experience Descriptions

RELATED EXPERIENCE

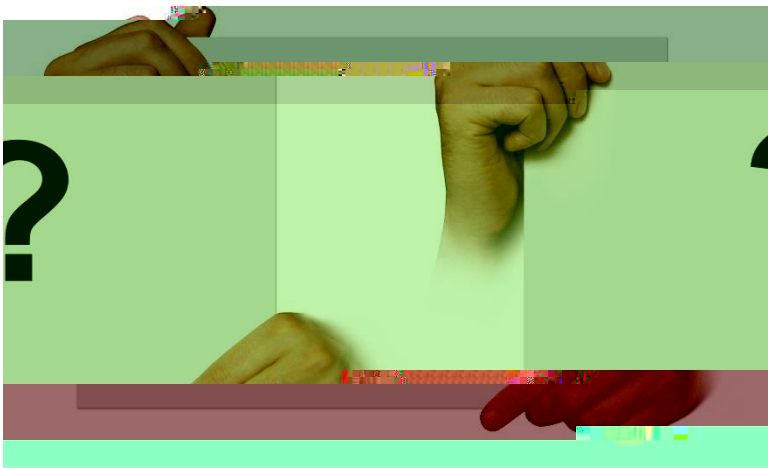
Team Member, Solar Hope – Tanzania

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LEADERSHIP EXPERIENCE

IEEE,

-



Linda Akemoto

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EDUCATION

Oregon Institute of Technology (Oregon Tech) | Klamath Falls, OR
Bachelor of Science in Business Administration | June 2014

High School | Klamath Falls, OR
High School Diploma | June 2010

SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
Customer Service | Sales | Teamwork | Communication
Problem Solving | Time Management | Organization

EXPERIENCE

Inc. Klamath Falls, OR
Sales Manager | Summer 2015

EXPERIENCE

Cutco,
Student

Responsible for managing sales and customer service for the company.
Assisted in the development and implementation of marketing strategies.
Collaborated with the marketing team to create promotional materials.

Charming Charlie, Roseburg, OR

Responsible for managing sales and customer service for the company.
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High School | Klamath Falls, OR

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Cover Letters: Focus on the Organization's Needs

Heading

(Same as resume with your name, email, etc.)

Date

Employer's Name

Title of Employer

Company/Organization

Street Address

City, State, Zip Code

Dear Hiring Manager: (or better yet, a name if you can get it)

Opening Paragraph:

The purpose of this paragraph is to introduce yourself and grab the employer's attention. Begin by stating your reason for writing the letter and how you learned about the organization/position (specifically name the person who referred you, if any). Include specific items that demonstrate your level of interest and knowledge about the organization. Conclude this paragraph with a persuasive statement about what makes you the ideal candidate for the position (state your strongest qualifications/most relevant skills).

Middle Paragraph(s):

The body of your cover letter may consist of 1-2 paragraphs that serve as your sales pitch to the employer. Use these paragraphs to elaborate on the qualifications/skills you mentioned in the opening paragraph.

- You may use bullet points and **bold text** for emphasis.
- Provide a few **concrete examples** that demonstrate your mastery of those skills (but try not to go overboard with examples).
- Show the employer why you are an excellent candidate by emphasizing what you could contribute by addressing **specific qualifications** listed in the job description).

Closing Paragraph:

Reiterate your interest in the position, thank the employer for his/her consideration, and request an opportunity to discuss your qualifications further in the future. Additionally, indicate how the employer can most easily reach you for follow-up (phone number and/or email).

Sincerely,

(sign if sending a hard copy)

Your First and Last name

Enclosure: Resume

COVER LETTER GUIDELINES

- Make it interesting and show your commitment! Employers read a lot of boring cover letters.
- Include 3-4 paragraphs (Opening, Middle, and Closing).
- Do not exceed one page in length.
- ~~Use~~ Use the same type of font size/style, contact information heading, etc. as for your resume.
- Address the letter to a specific person (if the hiring manager is not listed, call the human

E-MAIL: If you are asked to e-mail your application, your cover letter is the body of your e-mail, and you attach only your resume. You do not need your contact information at the top, nor the addressee's contact information; simply begin your e-mail with "Dear []" Be sure to reference the position number or name in the subject line of your e-mail.