

# **How to Write a Resume**

**Resumes**

**Cover Letters**

**References**

**Office of Career Development**

901 S. Flagler Drive ♦ P.O. Box 24708 ♦ West Palm Beach, FL 33416-4708

Phone: 561-803-2386 ♦ Fax: 561-803-2086 ♦ E-mail: [career\\_services@pba.edu](mailto:career_services@pba.edu)

# Table of Contents

<b>Resume: A reflection of you</b>	<b>3</b>
Content	3
Dos and Don'ts	3
<b>Building Your Resume Worksheet</b>	<b>4</b>
Objective Statement, Qualifications Summary, Professional Profile	4-5
Education	5-6
Experience	6-9
Reference list	9-10
<b>Action Verbs</b>	<b>11-12</b>
<b>Resume Samples</b>	<b>13-19</b>
Chronological	13-14
Functional	15
Combination (a graduate school level, 2 pg example)	16-17
Incorrect Resume Example	18-19
<b>Cover Letters</b>	<b>20-21</b>
Cover Letter Example	21

## The Resume: A Reflection of You

Your resume is a summary of your education and experiences that are relevant to your job search objective. The purpose of the resume is to **get you an interview**.

Most employers take between **8 and 30 seconds** to scan over a resume, so make sure your resume is brief and well-organized. Focus on the employer's needs and only include information that is relevant.

When reviewing your resume, the employer is looking specifically for the qualities you bring to the position. Keep this in mind as you describe each of your experiences.

A resume is a flexible document that you can change or adapt for each job or internship you apply for, making each copy specific to employer needs. Don't forget to proofread for typos, spelling, consistency, and grammar.

### **Content**

- Try to keep it to one page. If you need more pages, write full pages. Half pages make your resume look incomplete. Make sure employers can learn as much about you as possible in the short time they spend reviewing your resume. Write in bullet points NOT paragraphs.
- Headings: some resume headings are standard, but your goal should be to develop a resume that is unique for you. You can use the following headings for starters, but feel free to develop your own.

- |                                      |                              |
|--------------------------------------|------------------------------|
| ❖ Name, Address, Phone number, email | ❖ Honors and Awards          |
| ❖ Objective                          | ❖ Extracurricular Activities |
| ❖ Education                          | ❖ Additional Experience      |
| ❖ Experience                         | ❖ Credentials                |
| ❖ Summary of Qualifications          | ❖ Skills                     |
| ❖ Teaching Experience                |                              |

### **Resume Do's And Don'ts**

#### **Resume Do's:**

- Maintain consistency throughout.
- **PROOFREAD!** Have several people review your resume.
- Be cautious of personalized e-mail addresses.
- Select a resume style of your choice that is clean and well-organized.
- Organize your resume into sections : (Objective, Education, Experience, Honors)
- Choose appropriate paper and color.
- Be original but professional.

#### **Resume Don'ts:**

- Use a template.
- Use photographs, clip art or list personal information.
- Mail without a cover letter.
- Place in folder or binder.
- Mass produce: Each resume should be crafted to meet the needs of the specific employer.
- Have an unclear objective.

# Building Your Resume

Fill out this worksheet as completely as possible. Use the information to build an appropriate resume for your career field.

Personal Information	
Street Address	
City, ST, Zip	
Phone # (w/ professional voicemail greeting)	
Professional e-mail	

## Writing your Objective Statement, Qualifications Summary, or Professional Profile

*You should include only one of these options depending on the best fit for your content.*

### **Objective:**

An objective statement is optional, having an *objective* for your resume is not - be clear about your goals.

Customize the resume objective to match the position. The more specific your objective is the better chance you have of being considered for the job.

### **Sample Resume Objective Statements**

To obtain a position at XYZ Company where I can maximize my management skills, quality assurance, program development, and training experience.

Seeking a position as clinical practice assistant for health maintenance organization, utilizing writing, research, and leadership skills.

Desire a management position where I can effectively utilize my expertise in human relations, project management, and staff recruitment and retention.

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### **Qualifications Summary**

A Summary of Qualifications can offer a list of your skills and accomplishments right at the very beginning of your resume. It proactively states what the candidate can do for the targeted company, which places the hiring

manager's needs first. Briefly highlight your most effective skills and experience as they pertain to your job search. Think of this section as a showcase, convincing potential hiring managers to further read your resume.

Give specific examples of what you can do, quantify an accomplishment, indicate past performance, and provide information on education and certifications. Include no more than 5-7 bullet points.

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### **Personal Profile**

The Professional Profile a combination of a Qualifications Summary and an Objective Statement. It is typically in form of a short paragraph containing only about three sentences or phrases (*still no personal pronouns*).

Include a phrase summarizing or highlighting your previous experiences and skills as they relate to the potential job. Include a phrase summarizing or highlighting your education. Include a phrase explaining your professional goals or an objective statement for the position.

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### **Education**

Most Recent Education	
Name of degree (e.g. Bachelor of Arts in...)	
Name of College or University	
Anticipated Graduation Date	
City, ST	

**Previous Education**

Name of degree or coursework pursued <i>(e.g. Completed coursework toward a degree in...; General Education coursework completed)</i>	
College or University	
Dates of attendance if no degree was obtained	
City, ST	

**Other Education and Training (as applicable)**

Current license or certification (education, nursing, etc.)	
Name of training program	
Relevant dates	

**Optional Education Information**

GPA	
Honors and Awards	
Academic Honors Societies	
Academic Clubs	
Related Coursework <i>(do not include any courses that begin with Principles of or Introduction to...)</i>	

**Experience**

List the type of position or the career field where you are seeking employment. *(e.g. something within the field of marketing - marketing manager, account supervisor, graphic designer)*

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List the skills necessary for that field. If you need assistance, use <http://online.onetcenter.org> and [www.bls.gov/oco](http://www.bls.gov/oco) as resources. (e.g. identifying developing, and evaluating marketing strategies, coordinate marketing activities, initiate market research studies, consult with clients on promotional activities)

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List previous experiences that may be relevant to the position/field listed above. These may be paid or volunteer, short term or long term. In most cases, your experiences should not go back more than 10-15 years.

Previous Experiences	
Position Title	
Company/Organization Name	
Dates of Employment	
City, ST	
Duties and responsibilities as they relate to the information listed above. Specific accomplishments or contributions and their results. Make sure you answer the “why” or “so what” of each item you list.	
Position Title	
Company/Organization Name	
Dates of Employment	
City, ST	

**Previous Experiences**

Duties and responsibilities as they relate to the information listed above. Specific accomplishments or contributions and their results. Make sure you answer the “why” or “so what” of each item you list.

Position Title

Company/Organization Name

Dates of Employment

City, ST

Duties and responsibilities as they relate to the information listed above. Specific accomplishments or contributions and their results. Make sure you answer the “why” or “so what” of each item you list.

Position Title

Company/Organization Name

Dates of Employment

City, ST

Duties and responsibilities as they relate to the information listed above. Specific accomplishments or contributions and their results. Make sure you answer the “why” or “so what” of each item you list.

Position Title

Company/Organization Name

Dates of Employment

City, ST



**Previous Experiences**

Duties and responsibilities as they relate to the information listed above. Specific accomplishments or contributions and their results. Make sure you answer the “why” or “so what” of each item you list.

**Additional Competencies or Skills**

Include here any additional skills, training, languages, advanced computer knowledge

*(to be included as a separate page on your resume with the same heading information)*

**References**

Name	
Position Title/Relation to applicant	
Company name	
City, ST, Zip	
Phone Number	
E-mail	
Name	
Position Title/Relation to applicant	
Company name	
City, ST, Zip	
Phone Number	
E-mail	
Name	
Position Title/Relation to applicant	
Company name	

References

City, ST, Zip	
Phone Number	
E-mail	
Name	
Position Title/Relation to applicant	
Company name	
City, ST, Zip	
Phone Number	
E-mail	
Name	
Position Title/Relation to applicant	
Company name	
City, ST, Zip	
Phone Number	
E-mail	

## Actions Verbs for Resumes

### Communication/ People Skills

Addressed  
Advertised  
Arbitrated  
Arranged  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed  
Condensed  
Conferred  
Consulted  
Contacted  
Conveyed  
Convinced  
Corresponded  
Debated  
Defined  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Elicited  
Enlisted  
Explained  
Expressed  
Formulated  
Furnished  
Incorporated  
Influenced  
Interacted  
Interpreted  
Interviewed  
Involved  
Joined  
Judged  
Lectured  
Listened  
Marketed  
Mediated  
Moderated  
Negotiated  
Observed  
Outlined  
Participated  
Persuaded  
Presented  
Promoted

Proposed  
Publicized  
Reconciled  
Recruited  
Referred  
Reinforced  
Reported  
Resolved  
Responded  
Solicited  
Specified  
Spoke  
Suggested  
Summarized  
Synthesized  
Translated  
Wrote

### Creative Skills

Acted  
Adapted  
Began  
Combined  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Designed  
Developed  
Directed  
Displayed  
Drew  
Entertained  
Established  
Fashioned  
Formulated  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Modeled  
Modified  
Originated  
Performed  
Photographed  
Planned  
Revised  
Revitalized

Shaped  
Solved  
Data/Financial Skills

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Measured  
Netted  
Planned  
Prepared  
Programmed  
Projected  
Qualified  
Reconciled  
Reduced  
Researched  
Retrieved

### Helping Skills

Adapted  
Advocated  
Aided  
Answered  
Arranged  
Assessed  
Assisted  
Clarified  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Encouraged

Ensured  
Expedited  
Facilitated  
Familiarized  
Furthered  
Guided  
Helped  
Insured  
Intervened  
Motivated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified  
Supplied  
Supported  
Volunteered

### Management/ Leadership Skills

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Considered  
Consolidated  
Contracted  
Controlled  
Converted  
Coordinated  
Decided  
Delegated  
Developed  
Directed  
Eliminated  
Emphasized  
Enforced  
Enhanced  
Established  
Executed  
Generated  
Handled  
Headed  
Hired  
Hosted

Improved  
Incorporated  
Increased  
Initiated  
Inspected  
Instituted  
Led  
Managed  
Merged  
Motivated  
Navigated  
Organized  
Originated  
Overhauled  
Oversaw  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Reorganized  
Replaced  
Restored  
Reviewed  
Scheduled  
Secured  
Selected  
Streamlined  
Strengthened  
Supervised  
Terminated

**Organizational Skills**

Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified  
Coded  
Collected  
Compiled  
Corrected  
Corresponded

Distributed  
Executed  
Filed  
Generated  
Incorporated  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Operated  
Ordered  
Organized  
Prepared  
Processed  
Provided  
Purchased  
Recorded  
Registered  
Reserved  
Responded  
Reviewed  
Routed  
Scheduled  
Screened  
Submitted  
Supplied  
Standardized  
Systematized  
Updated  
Validated  
Verified

**Research Skills**

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Critiqued  
Detected  
Determined  
Diagnosed  
Evaluated

Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered  
Inspected  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized  
Researched  
Reviewed  
Searched  
Solved  
Summarized  
Surveyed  
Systematized  
Tested

**Teaching Skills**

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Critiqued  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused  
Guided  
Individualized  
Informed  
Instilled  
Instructed  
Motivated

Persuaded  
Simulated  
Stimulated  
Taught  
Tested  
Trained  
Transmitted  
Tutored

**Technical Skills**

Adapted  
Applied  
Assembled  
Built  
Calculated  
Computed  
Conserved  
Constructed  
Converted  
Debugged  
Designed  
Developed  
Engineered  
Fabricated  
Fortified  
Installed  
Maintained  
Operated  
Overhauled  
Printed  
Programmed  
Rectified  
Regulated  
Remodeled  
Repaired  
Replaced  
Restored  
Solved  
Specialized  
Standardized  
Studied  
Upgraded  
Utilized

# Resume Sample

## (Chronological Format)

### Name

901 S. Flagler Drive • West Palm Beach, FL 33416  
561-803-2383 • careerservices@pba.edu

### Objective:

To obtain an entry-level marketing position at Sailfish Marketing, Inc.

### Education:

**Bachelor of Science in Marketing**  
Palm Beach Atlantic University

May 2011  
*West Palm Beach, FL*

### Experience:

**Business Development Officer**  
Fidelity Federal Savings Bank of Florida

Sept 2009-Present  
*West Palm Beach, FL*

- Generated over 3 million dollars in deposits
- Opened over 50 new business accounts
- Visited with existing customers to maintain a positive banking experience

**Public Relations Coordinator**  
Fidelity Federal Savings Bank of Florida

Jan 2008-Aug 2009  
*West Palm Beach, FL*

- Worked with public relations director in marketing for branches
- Collaborated on cooperative marketing efforts with Winn-Dixie
- Assisted in writing and editing bank publications and annual reports

**Campus Recreation Intern**  
Palm Beach Atlantic University

Aug 2006-May 2007  
*West Palm Beach, FL*

- Supervised a staff of 8 intramural personnel
- Organized intramural and recreational activities to encourage enthusiasm for the university

### Honors:

**Dean's List**  
**College Hall of Fame Scholar-Athlete Award**

Fall 2009-Spring 2011  
Fall 2009

### Activities:

**Student Government Association**  
**Academic Tutor**  
**Workshop**, completed 180 hours of community service through university

Fall 2009-Spring 2011  
Fall 2008-Spring 2009  
Fall 2007-Spring 2011

**Resume Sample**  
**(Teaching/Chronological Format)**

**Jane Smith**

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**Campus Address**  
**City, St, Zip**  
**Phone Number**

**Permanent Address**  
**City, St, Zip**  
**E-mail Address**

**OBJECTIVE**                      To obtain a \_\_\_\_\_ [grade level(s)] teaching position...

**EDUCATION**                      **Bachelor of Arts/Science in \_\_\_\_\_**                      Grad. Date  
Palm Beach Atlantic University                      West Palm Beach, FL

- Eligible for a five year professional certification
- Specialization
- GPA/Honors

**CREDENTIALS  
ENDORSEMENTS  
AND TESTS**                      List all credentials/endorsements/tests with date passed (if applicable). If you are eligible for professional certification do not list endorsements covered by certification

**ESOL Endorsement**                      \_\_\_\_\_                      Date  
**Florida Teacher Certification Exam**                      \_\_\_\_\_                      Date

**TEACHING  
EXPERIENCE**                      **Student Teacher (K-6)**                      Fall 2011 – Present  
Jupiter Elementary School                      Jupiter, FL

- 3-5 action oriented descriptions of job functions
- Remember to list skills, responsibilities, and accomplishments not tasks

**Field Experience**                      September 2009 – December 2010  
Palm Beach County School District                      West Palm Beach, FL

- Observed, critiqued and interacted with teachers
- Created and implemented lesson plans
- Prepared and conducted a reading profile on a student

**OTHER  
EXPERIENCE**                      **Resident Advisor**                      August 2009 – May 2010  
Palm Beach Atlantic University                      West Palm Beach, FL

- Increase student wellness by organizing educational and social activities for 200 residents
- Managed a \$1000 per semester budget
- Counseled residents and mediated roommate conflicts

**SKILLS**

- Spanish – bilingual/fluent/conversational
- Certified in American Red Cross CPR and First Aid
- List computer skills beyond basic levels, also include any knowledge of education specific programs

# Resume Sample

## (Functional Format)

### Name

123 West Avenue  
West Palm Beach, FL, 33401  
561-123-4567  
name@email.com

**Objective** To obtain a fundraising position at a small non-profit organization

### Qualifications

- Helped raise \$2 million in campaign funds for a successful Florida gubernatorial campaign
- Solicited printed materials and \$5,000 in donations from corporate sponsors for West Palm Beach Health Care Expo
- Participated in five telethons and personally raised \$1,500 in alumni pledges for the university alumni office
- Developed and implemented 5,000 entry database mailing system
- Authorized student activities expenditures from a \$3,000 budget
- Devised system for collection, organization, and dissemination of information to 2,000 person university student body

### Experience

- **Campaign Staff Volunteer**  
Florida Senatorial Fund Raising, Palm Beach, FL 2000 - 2004
- **Student Government Vice President**  
Palm Beach Atlantic University, West Palm Beach, FL 2001 - 2002
- **Fund Raiser**, Development Office  
Palm Beach Atlantic University, West Palm Beach, FL 2000 - 2002
- **President**, Student Activities Board  
Palm Beach Atlantic University, West Palm Beach, FL 1999 - 2000
- **Coordinator**, Health Care Expo  
West Palm Beach Auditorium, West Palm Beach, FL Summer 1998

### Education

- **Bachelor of Arts in Political Science**  
Palm Beach Atlantic University, West Palm Beach, FL May 2002

### Activities

- Completed 180 hours community service through the university workshop program

# Resume Sample

(graduate school / 2 pages)

## Name

901 S. Flagler Drive  
West Palm Beach, FL, 33416

561-123-4456  
name@email.com

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### **SUMMARY OF QUALIFICATIONS**

- Over four years of experience in various health care settings
- Ability to work in a variety of diverse communities with fluency in spoken and written Spanish
- Experience in working with both individuals and small groups in informal counseling situations
- Proficient in intake assessments and counseling techniques including client centered therapy, cognitive behavioral therapy, and the impact of physiological issues on mental health

### **OR**

### **PROFESSIONAL PROFILE**

Possess over 4 years of experience in various small group and individual informal counseling situations. Completing an advanced degree in counseling psychology in May 2012. Seeking a case management position at/in \_\_\_\_\_.

### **EDUCATION**

**Masters of Science in Counseling Psychology: Mental Health Track** May 2012

Palm Beach Atlantic University, West Palm Beach FL

- Completed a weekend workshop on grief counseling

**Bachelor of Arts in Communication with a minor in Psychology** May 2005

Palm Beach Atlantic University, West Palm Beach FL

- Additional coursework in psychology includes: Personality Theories, Abnormal Psychology, and Psychological Assessment
- Outstanding Graduate for the School of Communication and Media

**Courses taken toward a degree in Communication** August 2000 – May 2001

Nova Southeastern University, Ft. Lauderdale, FL

### **RELATED EXPERIENCE**

**Graduate Assistant, Health and Wellness Office** Sept 2009- Present

Palm Beach Atlantic University- West Palm Beach, FL

- Documented patient visitation information
- Filed patient information according to office protocol
- Assessed level of need of patients arriving to health center



(graduate school / 2 pages)

## Name

901 S. Flagler Drive  
West Palm Beach, FL, 33416

561-123-4456  
name@email.com

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### **Office Coordinator**

Nov 2007-May 2009

Rehabilitation Center – West Palm Beach, FL

- Supervised volunteers in properly filing, recording, and maintaining client data
- Organized scheduling of appointments for counselors
- Determined admission of first time clients

### **Outreach Intern**

June 2005-August 2006

Salvation Army – West Palm Beach, FL

- Served as the contact person for all outreach volunteers
- Interacted with local inner city persons while distributing food and hygiene supplies
- Coordinated with local organizations to gather donations and supplies

### **Resident Assistant**

Aug 2003-May 2005

Palm Beach Atlantic University – West Palm Beach, FL

- Responsible for the holistic development of a group of 25 undergraduate students
- Mentored residents through intentional dorm programming and one on one meetings
- Confronted residents when problems arose and provided mediation when needed

## **WORK EXPERIENCE**

### **Teaching and Research Assistant**

January 2010 – December 2010

Nova Southeastern University, Ft. Lauderdale, FL

- Maintained the schedule, paperwork, and grading system of an undergraduate psychology faculty member
- Gathered and summarized research on a variety of topics

### **Tutor**

September 2009-December 2010

Student Success Center, Palm Beach Atlantic University, West Palm Beach, FL

- Tutored college students in elementary and intermediate Spanish
- Assessed gaps in student knowledge to provide appropriate interventions
- Counseled and encouraged goal setting for academic pursuits
- Strengthened test-taking and critical thinking abilities

### **Summer Team Member**

Summer 2009

Chick-fil-A Restaurant, West Palm Beach, FL

- Attended to the needs of the customers by providing friendly and prompt service
- Assisted with the implementation of a new marketing campaign
- Facilitated safety training for summer employees

Example of a poorly written resume

inappropriate use of clip art/graphics



extra space at the top of the resume

900 S. Olive, West Palm Beach FL 33401 ~ 561 803 2000 ~ [John\\_Smith@pba.edu](mailto:John_Smith@pba.edu)

use of personal pronouns

**OBJECTIVE**

My objective is to use all my transferable skills from my past experiences in finance to become a leader in an established and well-respected financial institution. My goal is to finish my master's degree and many other certifications to make this objective possible. I am a qualified hard worker with experience dealing with financial issues.

vague statements

**EDUCATION**

Palm Beach Atlantic University  
MBA, spring 2011

Format of this section does correspond to the formatting of the rest of the resume

Florida Atlantic University  
Accounting, BA, fall 2006

**ACTIVITIES**

Palm Beach Church, Youth Volunteer  
Palm Beach Atlantic Workshop  
Quilting  
Skiing

information that does not relate to the job field

misspelling

headings not in order of importance

**EXPERIENCE**

Starbucks

January 2007- February 2008

*Barista*

- Made Drinks
- Handled Money
- Customer Service

Descriptions that are vague, too short, and do not incorporate transferable skills

Lack of consistent right margin

H & R Block

September 2006-December 2006

*Intern*

- Learned the in's and out's of the company

slang

changes in formatting

Made Up Company

December 2009-April 2010

*Customer Service*

- Had to learn the basics of their company and started in their Human Resources Department to learn how to interact with Customer's.
- Once I resolved issues with clients daily, I supported them in managing their needs.
- Commuter over 3 hours daily to this job. Also, took the place of an employer who went on maternity leave.
- Welcomed many people into the service with a focus of keeping people in the program. I also educated people on understanding finances.
- Took calls, left voicemails, dealt with clients on an hourly basis.

*Heading information should be repeated at the top of each page*

- Helped settle issues with clients who were struggling financially.

*inappropriate page break – should be between headings or entries not within a description*

*changes in heading formatting*



**Computer Skills:**

Microsoft Office 2007 (Powerpoint, Outlook, Excel, Word), Photoshop, Fax machines, scanning, Basic Email, Adobe Acrobat, 70+ WPM. Macintosh

**Skills**

*skills should only be included if they are beyond the typical computer or office knowledge*

**Core Competencies**

Finance, Attention to detail, motivating, negotiator, hard-working, ability to multitask, organized, dedicated, personable, good public speaker, human resources.

*competencies are repetitive to information included in the resume and/or not specific or provable*

**Language**

English, Conversational Spanish and French.

**REFERENCES**

Available upon employer's request      *Should be included as a separate page with the same heading as the resume*

*Inappropriate page length – too much white space*

## Cover Letter

The cover letter serves as your introduction to the employer. It provides you with the opportunity to highlight information from your resume that speaks to the needs of the employer. The cover letter should demonstrate your interest in the company and the qualifications you have. The cover letter also serves to alert the employer of your attention to detail and your written communication skills.

Your cover letter describes **why** you are qualified for the position you are applying for, whereas your resume explains **how** you are qualified.

### Cover Letter Quick Tips:

- Personalize your letter
- Focus on what you can offer the employer
- Be direct, relevant, and consistent
- Highlight your major experiences, not the whole resume

### How To Write a Cover Letter:

- Heading information:
  - Your full address, the date, the employer's name and full address.
- Greeting:
  - "Dear\_\_\_\_" rather than "To Whom It May Concern" or "Dear Sir/Madam." Always address your cover letter to someone, even if it is the "Human Resource Director".
- Paragraph One:
  - You want to clearly communicate **what** position you are applying for and **how** you heard about the position. If you have any personal contacts mention him/her in this section. Every cover letter you write should be tailored to the employer to show your initiative, excitement, and personality.
- Paragraph Two/Three:
  - Connect your **specific skills and experiences to the position**. Research each organization to exhibit your knowledge of the company in your cover letter. Use that knowledge to shape the content of your cover letter, being attentive to word choice and the experiences you choose to highlight. Use the information the employer included in the job listing.
- Closing Paragraph:
  - Thank the employer for their time and state your follow up information. If you say you will contact them in a week make sure you actually do so. Follow through is essential! Provide a closing statement (Sincerely...)
- Signature:
  - Make sure you sign and type your name at the end of your cover letter if you are not sending it electronically.

**John Smith**

Palm Beach Atlantic University  
P.O. Box #24708  
West Palm Beach, FL 33416-4708

Month Day, Year

Ms. Jane Jones  
Director of Recruiting  
Organization Name  
123 Main Street  
West Palm Beach, FL 33401

Dear Ms. Jones:

*[I am writing in regard to (position title), which I heard about through (name of contact or source of information about job).]* At this point include 2-3 sentences about why you are interested in the position and why you are a good fit. This is a good area to incorporate the research you have done about the organization. The employer will only spend about 20-30 seconds reading your cover letter – if you have a name to drop, do it here.

*[I have recently graduated from Palm Beach Atlantic University with a (insert degree).]* Explain how the classes you have taken have prepared you for a position in their organization. You may then want to include information about the experiences you have had in internships and other job opportunities. Do not repeat information directly from your resume but highlight one or two specific examples that are the best representation of your assets for each organization. If asked for specific information (typically salary), provide a range based on the job requirements and the cost of living in the area – another opportunity to do research for the position. Providing the requested information is an easy measure of your ability to follow directions. Include a summarizing concluding statement – *[I am confident that my education, work experience, and enthusiasm make me an ideal candidate/will be of value to (organization).]*

The third paragraph restates your interest in the position and the employer/organization. Refer the reader to the enclosed resume and indicate your follow-up intentions. Take responsibility to follow-up. This shows initiative, perseverance, and follow-through. Include the best phone number to contact you at (make sure it has an appropriately professional voicemail message). Don't forget to thank the potential employer for his/her time, consideration, and attention. *[I would welcome the opportunity to talk with you about my qualifications for the (position). If you have any questions or need to contact me, please call me at (561) 555-1342 or e-mail to John\_Smith@pba.edu. I appreciate your time and consideration.]*

Sincerely,

John Smith  
Enclosure