

COVER LETTER SAMPLE #1

Your street or box number
City, State, Zip

Date

Contact's Name
Contact's Title
Organization Name
Street Address
City, State, Zip

Dear Mr. Or Ms. (person's last name only):

Paragraph 1: State immediately the position you are pursuing and how you came to know of the opening. If you have an alumnus, family or other contact at the organization, you can mention that here as well. Tell the employer briefly (one or two sentences) why you are interested in this position.

Paragraph 2: Explain the skills and experiences you have that will make you successful in the position. Talk about classes you have taken, activities you have been involved in, summer experiences you have had. You do not have to have directly related experience but think about the skills you have gained from what you have done and how those could relate to the duties of the position you are applying for. You do not want to repeat your resume to the employer in this paragraph but this is the place to highlight related accomplishments that will make the reader want to learn more, which will lead them to your resume. The goal is to show the employer that you have confidence in your ability to succeed in the position.

Paragraph 3: Demonstrate that you have done some research about this organization. Go to their web site, look in industry periodicals (Ad Week, Wall Street Journal, Chronicle of Higher Education) and talk to alumni or other contacts that may currently work for the organization. This research does not have to be extensive but it shows that you have taken some time to think about this position and put some effort into this letter. This makes a very good impression on employers. It shows that this is not a form letter where only the address and contact name is changed for each position.

Paragraph 4: State that you would welcome a personal interview to further discuss this opportunity. If you need to explain anything out of the ordinary on your resume, this is the place to do it. You might mention that if you do not hear anything from the potential employer in two to three weeks time that you will call to follow up this letter to see where they are in their process. Finish by thanking them for their attention and express a desire to meet them sometime in the near future.

Sincerely,

Your signature (leave 4 blank spaces for this)

Your name in print

COVER LETTER SAMPLE #2

First I. Last

999 Adress St.
Chicago, IL 60000

(999) 555-1234
email@9999mail.com

[*****Please note that words in red or parenthesis need to be replaced or deleted]

June 28, 2005

Contact Name
Company Name
Company Address

Dear Mr./Mrs. _____,

Perhaps you are looking for a [insert job position] with strong experience [insert a general statement about your experience]. In review of the attached resume you will find that I am highly capable performing this role and associated functions.

[Over the last four years I have been extensively constructing Personal Computers primarily in for Windows 95, 98, NT and 2000. I possess solid knowledge of internal PC components and multiple peripheral devices. My expertise is further enhanced with recent certifications as A+ Technician and Microsoft Certified Systems Engineer in Windows NT 4.0.

My work experience over the last twelve years has involved assembling and troubleshooting complex technical devices including WaveGuide products, phase shifters and couplers. I have demonstrated my ability to quickly learn new technical skills, resolve problems and improve processes, which have attributed to successfully reducing critical production times. This trend I intend to continue long into the future.]

I am a technically skilled professional with the experience, patience and understanding it takes to efficiently build, repair, troubleshoot and support Windows PC systems and networks. I am confident that you will be pleased with the skills and experience portrayed in the accompanying resume. I will call your office in a few days to inquire about the possibility of a meeting.

Thank you in advance for your time and consideration.

Sincerely Yours,

Ron Murphy

RESUME SAMPLE #1

CHRISTOPHER P. GIMBLE

Address: (through May 15, 2003)

2343 Blankinship Road
Blacksburg, VA 24060
(540) 555-0000
Email: cpgim@vt.edu

Permanent address:

49303 Rolling Road
Bloomdale, IL 54321
(765) 345-7654

OBJECTIVE

Internship or summer job in the area of criminal justice and law; particular interest in juvenile delinquency

EDUCATION

Bachelor of Arts, Sociology; Minor: Human Development, expected August 2004
Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA
GPA: 3.1 Earning 40% of college expenses through summer and part-time work

Related Courses

Deviant Behavior	The Family in the Ecosystem
Sociology of Law	Adolescence and Early Childhood
Families Under Stress	Sociology of Corrections

Content features:

- Relevant college activities detailed like employment.
- Experience includes volunteer work.
- Other, less relevant employment separated and not detailed.
- Relevant Courses listed.

RELATED EMPLOYMENT AND COLLEGE ACTIVITIES

Resident Assistant, Residential and Dining Programs, Virginia Tech

Blacksburg, VA, September 2001 – present

- Develop programs for, advise, and manage 60 residents
- Enforce residence hall policies
- Serve as a liaison between residents and student affairs administration

Panel Member, Honor Court System, Virginia Tech

- Blacksburg, VA, September 2002 – present
- Serve as a student representative on the University Judicial Panel
- Consider alleged violations of the honor system to determine guilt or innocence

Hotline Assistant, (Volunteer), RAFT Community Crisis Center

Blacksburg, VA, January 2001 – present

- Assist, advise, and refer individuals on issues related to personal needs
- Trained six volunteers in counseling techniques and procedures
- Coordinate personnel scheduling

OTHER WORK EXPERIENCE

Waiter, Backstreets, Blacksburg, VA September 2001 – present (during college)

Sales Clerk, Homeline Department Store, Dover, DE Summer 2002

Laborer, Walt Construction, Dover, DE Summers 2000 & 2001

AWARDS & HONORS

Harold T. Smith Scholarship
National finalist, Hallmark Award Art Competition

Dean's List (two semesters)
Governor's State Scholarship

RESUME SAMPLE #2
Sarah M. Barbour

Current Address:
100 Houston Street
Blacksburg, VA 24060
(540) 555-6666
smbarbour@vt.edu

Permanent Address:
22141 Cabin Road
Square, VA 23456
(703) 555-1234

OBJECTIVE To obtain a governmental affairs position utilizing language skills

EDUCATION **BACHELOR OF ARTS, INTERNATIONAL STUDIES AND POLITICAL SCIENCE**, May 2003
Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA
Minor – Spanish Overall GPA: 2.9/4.0; Dean's List last 3 semesters

VIRGINIA TECH'S "WASHINGTON SEMESTER," Alexandria, VA, Summer 2002

- In conjunction with internship with US Agency for International Development: senior seminar in US public policy and political institutions.
- Site visits at the Environmental Protection Agency, Senator John Warner's office, the Campaign Center and the Library of Congress.

CENTER FOR EUROPEAN STUDIES AND ARCHITECTURE, Riva San Vitale, Switzerland, Fall 2001

- Studied Italian, Roman history, humanities and art.
- Traveled to Spain, Germany, Austria, France, Italy and England studying culture, art, history, politics and languages.

LANGUAGE SKILLS

- Written and oral fluency in Spanish.
- Basic writing skills and conversational proficiency in German, French, and Italian.

RELATED EXPERIENCE **INTERN, US Agency for International Development** Summer 2002

- Assisted in the creation of an agency-wide database.
- Performed technical analysis of various agency programs and communicated their status to USAID missions throughout the world.
- Attended USAID and State Department meetings concerning global environmental issues.

OTHER EXPERIENCE Receptionist, George Mason University School of Law, Arlington, VA Summer 2001

- Processed and filed incoming student applications and sent brochures to prospective students.

Receptionist, Chesapeake Materials, Inc. Dumfries, VA Summer 2000

- Organized the filing system for a branch office, performed general office work and made bank deposits.

Office Assistant, Cedar Systems, Inc. (through Temporary Solutions) Woodbridge, VA Summer 1999

- Awarded August "Temp of the Month."
- Assisted in the organization of the company's computer classes and performed general office work.

ACTIVITIES Phi Beta Delta International Honor Society
International Studies Organization
Spanish Club of Virginia Tech
Dance Company of Virginia Tech, Stage Manager 2002-03

Features of this resume:

- "Related experience" and "other experience" separated.
- Study abroad and Washington semester included in "Education" section (not buried in activities where it might be overlooked).
- Skills are related to her objective – placed higher on the page.
- Font is Arial 10
- Margins are 1/2 inch on top, bottom and sides.