

Checklist for effective resumes and cover letters



Is your resume and cover letter:

- Free of typos, spelling and grammatical errors?
- Organized and prioritized to demonstrate the skills employers need?
- Full of appropriate action verbs and work specific nouns?
- Easy for an employer to visually and electronically scan (no major underlining, no italics, no odd symbols)?
- Does it follow a professional business format with the specific qualifications of the job?

Be sure to:

- Focus on achievements, particularly on those directly related to job-specific skills and qualifications?
- Emphasize your education, internships, relevant work experience, course projects, community service, leadership activities, professional affiliations, certifications and/or technical skills?

Does your resume:

- Avoid the use of “I” statements (i.e. “I assisted...”, “I developed”) and personal pronouns?
- Have a clean and organized format?

Does your cover letter:

- Demonstrate your company research to ensure an appropriate match of skills to their needs?
- Provide appropriate contact information for you to the employer?
- Thank the employer for their time and consideration and end on an enthusiastic tone?

Cover letters

A cover letter is a marketing piece that introduces you to an employer. It highlights your specific accomplishments that most benefit the employer. In that sense, a good cover letter demonstrates your fitness and enthusiasm to a position.

Before you start writing, ask yourself...

- Who is my audience?
- What skills does the employer want and what do I have to offer?

Introduction/purpose:

- State the job you are applying for, where you found the posting, and why you are a strong candidate for the position.
- Demonstrate enthusiasm for the position and explain why you want to work for that organization.

Body:

- Write about your experience and qualifications using examples that relate directly to the job posting and how these benefit the employer. You can use education, class projects, work experience or volunteering.
- In this section, connect your background to the job. Explain to the hiring manager three ways in which your background and experience mesh with what they're seeking. If, for example you have a background in the same or similar industry, highlight that. You will want to limit your examples to three, because any more than that becomes unwieldy. Try to make each example unique and diverse!

Closing:

- End your letter with a call to action. There is no point in writing a cover letter if you're not going to ask for something! You want the employer to contact you to learn more about you, so ask for it. "I would be grateful for the opportunity to interview for this position." is a good way to phrase it.
- Thank the employer for reviewing your application and state the best phone number and email to reach you.

Jane Candidate

jcandidate613@gmail.com

602-863-0725

www.linkedin.com/in/janecandidate

Date

Name/Title (or Hiring Manager)

Business Name

Street Address

City, State Zip

Dear (name or Hiring Manager),

I am writing to express my interest in the position of part-time Customer Service Associate posted on your careers page. This position seems like a great match for my interests and skills. A customer service role which requires clear communication skills and a passion for making a positive impact on others would be an exciting opportunity to apply the knowledge I'm gaining in my Bachelor's of Communication.

I have experience through my student club with communicating with diverse groups about a variety of topics. As the activities coordinator, it was my responsibility to determine how to best accomplish our goals with limited resources. While I was ultimately responsible for the activities, collaboration with other members was critical to our success. There were also several administrative responsibilities in the role, which taught me the importance of accurate record keeping and helped me develop strong organization skills.

Your organization's mission to positively impact the lives of every customer you serve is one that I feel passionately about supporting. I would sincerely appreciate the opportunity to speak with you about how I could add value to your team. Please feel free to contact me at 602-863-0725 or jcandidate613@gmail.com. Thank you for taking the time to review my application materials.

Sincerely,

[Sign here]

Jane Candidate

 ASU Career and Professional
Development Services
Arizona State University