

# MichiganTech

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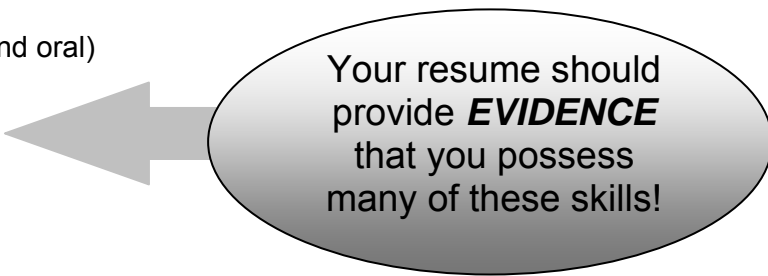
## Effective Resumes and Cover Letters

The first and perhaps the most vital step in preparing yourself for a successful job search is to create a powerful resume that will open doors and generate interviews. And you'll want a powerfully effective and attractive resume because:

***“On average, most recruiters spend about 30 seconds scanning a resume and cover letter before sending it to the “yes” or “no” pile.”***

### Top Ten Skills companies are looking for in you:

1. Co-op/internship experience
2. Communication skills (both written and oral)
3. Strong work ethic
4. Teamwork and interpersonal skills
5. Computer Skills & Technical skills
6. Motivation & Initiative
7. Problem solving/Analytical skills
8. Flexibility/adaptability
9. Accomplishments/Achievements
10. Confidence



Your resume should provide **EVIDENCE** that you possess many of these skills!

In 30 seconds, your cover letter and resume package needs to convey an image of who you are, what you're capable of, and how you've used your abilities to achieve specific results. Ideally, it indicates that you know yourself well and have a firm grasp on what you bring to the table. Take the time to analyze and package all your strengths in an organizational fashion. That way, it'll be **your** resume that catches the employer's attention and makes it to the top of the "yes" pile. This self realization and evaluation time will serve you in other ways as you search for your dream job. It will enlighten you to what you like to do, what you're good at, and what kind of a career you desire. Then, when you've pinpointed that, it will help you speak fluently and confidently in writing (the resume) and verbally (the interview) about your background and skills in a way that will impress your potential employer and greatly raise your chance to work where, when, and how you want.

There are no hard and fast rules to writing and presenting a cover letter and resume, although there are expected good practices that can guide you as you create your self-promoting, self-marketing documents as the first step in achieving the job opportunity on the path of the career of your dreams.

Turn the pages for some good practice resume writing tips and a number of excellent and effective resumes of students just like you.

Your resume is your calling card, your personal advertisement, your infomercial. It must be designed to clearly communicate who you are, what you can do, and how well you do it. So, when producing your resume, focus on one important objective: to efficiently and effectively communicate your qualifications to your audience. To do that, adhere to the 3 Cs: clean, clear, concise.

**Clean:** You want to make a strong visual impact on your reader before the first word is read:

- Organized layout
  - Effective use of white space
  - Symmetry
  - Uniformity
  - Highlighted sections
- Consistent type face such as Arial, size 11 (no bigger than 12, no smaller than 10)
- Professional quality and weight stationary in a neutral color
- High quality printing – no photocopies

**Clear:** You want to write who you are in terms of education and experience, what you can do, in terms of action, and how well you can do it, in terms of accomplishments and achievements:

- Use action phrases beginning with action verbs (see following list)
- Detailed description of duties
- Meaningful accomplishments
- Ask yourself the following questions to stimulate your description of what you've accomplished:
  - Did you identify and/or solve any major issues or problems?
  - Did you establish any new or innovative systems or procedures?
  - Did you design or redesign a process or procedure?
  - Did you test a process or procedure?
  - Did you implement a process or procedure?
  - Did you fabricate or repair a product?
  - Were you a successful team member and/or team leader?
  - Did you develop a product or process or procedure that will raise production?
  - Did you develop a product or process or procedure that will lower costs?
  - Did you serve as a coordinator, liaison, representative, or committee chair?
  - Did you act as a project manager?
  - Did you supervise or train other team members or employees?
  - Did you show initiative and go above and beyond what was asked of you? Go out of your way to provide exceptional service to a client, customer, stakeholder?
  - Have you been told by a peer, supervisor, or customer that you made an important difference?
  - Did you overcome difficult challenges to accomplish your goals?
  - What is the most satisfying thing you've ever done, both personally and professionally?
  - Did you demonstrate a willingness to assume additional work or responsibilities?

**Concise:** You want to state your experience in terms of accomplishments/skills/professional behaviors, based on your target job, in the shortest, but most understandable way.

- Again, use powerful action phrases beginning with action verbs.
- Use bullet points
- Be specific – use hard evidence detail
- Avoid whole sentences
- Use an active voice and past tense for previous experience
- Write in the first person, but without the “I”
- You want to say, in as few carefully chosen words as possible, what action was taken, in what setting, with what skills, and with what results. So, consider the following format for describing project experience:
  - Project Title
  - Objective
  - Problem Solving Methods Used (remember action verbs here and give at least 5)
  - Results (or projected results if project is on-going)

## Basic Resume Format

### Contact Information:

123 Anystreet  
Anytown, Anystate 12345  
906.555.1234  
janedoe@mtu.edu

**Jane Doe**

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### OBJECTIVE

Use the objective statement to customize your resume directly to the job and/or company to which you are applying.

### EDUCATION

College or University	Location
Degree	Expected graduation date
Major/Focus/Concentration	
Minor	
GPA	
Professional Development	
Professional Training or Certifications	

### CO-OP or INTERNSHIP EXPERIENCE

Name of Company	Location
Job Title	Dates

Work done described in as few carefully chosen words as possible:  
what action was taken, in what setting, with what skills, and with what results?

### “OTHER” EXPERIENCE

#### POSSIBLE “OTHER” DESCRIPTIVES:

- PROJECT EXPERIENCE - Especially if you are lacking in hands-on experience in your field, this is a good area to include. List 1 or 2 projects. Consider the following format for describing project experience:
  - Project Title
  - Objective
  - Problem Solving Methods Used (remember action verbs here and give at least 5)
  - Results (or projected results if project is on-going)
- WORK HISTORY
- ENGINEERING EXPERIENCE
- COMPUTER PROGRAMMING EXPERIENCE
- ACCOUNTING EXPERIENCE
- MEDICAL LAB EXPERIENCE
- WEB PAGE DESIGN EXPERIENCE
- MARKETING EXPERIENCE
- ARCHEOLOGICAL FIELD EXPERIENCE
- TEACHING EXPERIENCE

### OTHER POSSIBLE SECTION HEADINGS:

**VOLUNTEER EXPERIENCE/SERVICE WORK**  
**LEADERSHIP EXPERIENCE**

**ACCOMPLISHMENTS/ACHIEVEMENTS**

**TECHNICAL SKILLS/COMPUTER SKILLS**

**ACTIVITIES**

**CLUBS/AFFILIATIONS/COUNCILS/PROFESSIONAL MEMBERSHIPS**

## Dual Degree First Year Engineering Student

- Shows coursework project experience
- Highlights computer & technical skills
- Objective statement specifies position

1234 Townsend Drive  
Houghton, MI 49931  
906.487.1885  
sabraniac@mtu.edu

# Student A. Braniac

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## OBJECTIVE

To obtain the position of Mechanical Engineering Summer Intern with Precision Edge Surgical Products Company

## EDUCATION

Michigan Technological University

**Dual Degree: B.S. Mechanical Engineering and Biomedical Engineering**

Minor: French Language

GPA: 4.0

Houghton, MI

Expected 2011

Sault Area High School and Career Center

GPA: 4.047

Class Rank: 1<sup>st</sup>

Sault Ste. Marie, MI

May 2007

## PROJECT EXPERIENCE

- Michigan Technological University

### **Microbrewery Design Project**

**Objective:** to design a more sustainable and cost efficient microbrewery production line

#### **Methods:**

- Worked as part of an engineering team
  - Project manager
  - Modeling and design leader
- Designed a 3-D solid model of the proposed microbrewery
- Analyzed the hazards of the brewing process
- Prepared a resource budget to estimate system energy requirements
- Developed a computer simulation of microbrewery using Matlab Technical Computing Software

**Outcome (projected):** Design, model, and simulation of a feasible and marketable design solution for a more cost effective and energy reducing microbrewery production line

Houghton, MI

2008

- Sault Area High School and Career Center

### **First Robotics**

- CAD Drafting with Integrated Machining Technologies
- Student Participant
- Program Mentor

Sault Ste. Marie, MI

2003 – 2007

2004 – 2007

2007 – 2008

## SKILLS

### **Computer**

- Windows and Linux Operating Systems
- Microsoft Office
- Autodesk Drafting and Modeling Software
- Unigraphics Modeling Software
- Microsoft Excel and Visual Basic
- Matlab Technical Computing Software
- Rollomatic Virtual Grind Software

### **Technical**

- CNC Machining (plasma cutter, mill, lathe)
- Manual lathe and milling operations
- Rollomatic CNC Grinding Machines
- Computer Aided Manufacturing CAM
- Computer Aided Design CAD

## MIS Student Resume

- Notice details and quantifiers
- Shows alternate area for listing

**Student A. Braniac**  
student@mtu.edu

**Current Address:**  
1234 Townsend Drive  
Houghton, MI 49931  
Phone: (906) 487-1885

**Permanent Address:**  
5678 Gonowhere Street  
Out of Town, MI 12345  
Phone: (789) 555-1234

**Objective:** Seeking a full time position in the management information systems with IBM

**Education:** **Michigan Technological University (MTU)**, Houghton, MI  
Bachelor of Science in Business Administration  
Concentration in Management Information Systems  
GPA: 3.62  
Expected Date of Graduation: December 2007

**Database Experience:** **CTC Science Corporation, Chassell, MI**  
**Database Engineering Co-op** (May- Aug 2004)

- Reduced client overstock by 10% and saved \$80,000 annually by creating inventory system database with SQL Plus
- Developed a database application with Oracle Web DB

**Database Management Project (MTU)** Houghton, Michigan

- Created a conceptual data model with structural constraints and assumptions for a particular organization
- Developed a database to efficiently track and record information concerning the NCAA football team
- Implemented a database allows appropriate management of information and produce relevant periodic reports

**Other Experience:** **MTU Memorial Union Building**, Houghton, Michigan  
Dining Services—Crew Supervisor (September 2003- May 2004)

- Supervised and scheduled staff of eight students
- Interviewed and trained new staff

**McDonald's Restaurant**, Tapiola, Michigan  
Trainer (2000-2003)

- Supervised and trained new employees
- Member of Quality Improvement Committee
- Promoted to manager at McDonald's at age 16

**Activities:**

- MTU International Club member:
  - Gave presentations and organized cultural events
- Dean's List at MTU
- Volunteer for Humane Society, Little Brothers Friends of the Elderly
- Completed high school exchange program in Japan

### **Relevant Courses:**

Information Systems Projects  
Telecommunications  
Systems Analysis and Design  
IS/IT Management  
Business Database Management  
Principles of Marketing  
Business Communication  
Accounting Principles  
Managerial Statistics  
Individual Problem Solving  
Group Problem Solving  
Quantitative Problem Solving  
Principles of Macroeconomics  
International Economics  
Organizational Behavior  
International Management  
Quality Management

### **Computer Skills:**

**Operating Systems** –  
Windows, Macintosh OS

**Programming Languages** –  
HTML, Visual Basic, SQL

**Software** –  
MS Word, Access, Excel,  
PowerPoint, Visio Professional,  
Adobe Acrobat, PhotoShop,  
Dreamweaver, Director,  
PageMaker, Flash, Fireworks

## Senior Engineering Student Resume

- Considerable Co-op Experience
- Demonstrated leadership work

1234 Townsend Drive  
Houghton, MI 49931  
906.487.1885  
sabraniac@mtu.edu

# Student A. Braniac

**Objective:** To obtain a full time position in the safety and crashworthiness or human factors evaluation departments in the Toyota Technical Center

**Education:** BS in Mechanical Engineering Michigan Technological University Houghton, MI  
Expected, 2008

### Computer

**Skills:** Ideas, MathCAD, Mathematica, Matlab, Microsoft Office Suite, Star Office, MGA software

### Co-op Experience:

Toyota Technical Center Ann Arbor, MI May – August 2006

#### Engineering Design Instrument Panel Co-op

- Compiled and highlighted various trends with JD Power & Appeal data analysis
- Collected and compiled information for target setting for a new vehicle project
- Measured steps and gaps related to registers, speakers, glove box, upper box etc.
- Learned attention to detail concerning styling, lighting, and interior harmony
- Completed a utility study to evaluate how customers utilize their storage space
- Completed competitor Glove Box Volume trend study using engineering principles

Toyota Technical Center Ann Arbor, MI January-May 2005

#### Vehicle Engineering Evaluation & Safety Crashworthiness Co-op

- Updated “Head Drop Calibration” procedure to increase clarity and promote consistency
- Provided support during CV testing; understanding associated FMVSS procedures, assisting with setup, performing and documenting free motion head form test
- Conducted Energy Absorber testing; created and analyzed various test scenarios
- Processed vehicle SE test data to compare HIC data
- Shadowed engineers during sled and bumper testing/ updated dummy database

Toyota Technical Center Ann Arbor, MI January-May 2004

#### Material Research Department Metallic Group Co-op

- Conducted surface roughness testing and analysis on Galvannealed Sheet Steel comparing current production with E-coat and phosphate samples to improve vehicle paint appearance
- Presented surface roughness results during the “North American Steel Working Group” and Paint Village meetings.
- Created operational procedures for various machines such as: Mounting Press, Coating thickness gauge, Charpy Impact Tester etc.
- Completed Japanese class

Toyota Technical Center Ann Arbor, MI January-Sept. 2004

#### Material Engineering Department Metallic Group Co-op

- Conducted benchmarking activities for North American magnesium applications
- Presented information at videoconferences for counterparts in Japan
- Set up field testing for magnesium alloyed samples
- Microhardness analysis; including SEM analysis
- Attended Japanese class

**Leadership:** Senior Design-Gas Generation & Storage Facility August 2007 - present

- Noise Control Liaison
- Secretary

Delta Phi Epsilon International Sorority December 2003 - present

- Recruitment Group
- Winter Carnival Statue Group

National Society of Black Engineers August 2000 - present

- Pre-College Initiative Chair

Aerospace Enterprise May 2003 - Dec.2004

- Executive Vice-President

### **Upper Classman Computer Engineer**

- Highlights internship experience while attending school
- Entrepreneurial Experience

## **Student A. Braniac**

Email: sabraniac@mtu.edu  
Cell: (906) 487-1885

**University Address:**  
1234 Townsend Drive  
Houghton, MI 49931

**Home Address:**  
5678 Gonowhere Road  
Out of Town, MI 12345

### Objective

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An entry level engineering position in a Computer Engineering related field that will allow me to make a contribution to the field, and develop my professional skills and relationships.

### Education

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**Michigan Technological University**

B.S., Computer Engineering

Aug. 2004 - Present  
*Spring 2008 Graduate*

- GPA 3.06
- *Relevant Courses:* Embedded Systems Programming, Systems Administration, DSP, Electronics, Hardware & Software Sys Integration

### Experience

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**GE Aviation** (Smiths Aerospace)

Jan. 2007 – Present

*Consultant/Programmer*

- Program Test Software for GE (Smiths) Aerospace, designing tests for flight product
- Successfully performed Hardware/Software integration on flight systems
- Work in an Extreme Programming Team based environment
- Develop with National Instruments Labwindows/CVI in C and NI Teststand

**Integrated Microsystems Enterprise (Michigan Technological University)**

Aug. 2005 – Present

*President/CEO*

- Running a student based company focused on bringing small integrated products to real world markets, such as secondary education and pavement design
- Designed wireless embedded sensor systems, soldered and debugged surface mount integrated circuits that are designed in house by other students
- Manage project timelines, design requirements, and personnel conflicts
- Worked with external companies on Army Research Labs and DoD projects as main point of contact and lead consultant engineer

**Honeywell**

May – Aug. 2006

*Intern*

- Programmed and designed UI front-end to control and test ZigBee wireless network
- Programmed in C and Java
- Troubleshoot and debugged integrated wireless system

### Computer Skills

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- *Programming Languages:* C, C++, Java, Assembly, Fortran 90
- *Applications:* NI MAX, NI LabWindows/CVI, NI TestStand, Cygwin, gcc, g++, SVN, Dimensions, National Instruments Suite, MatLab, HyperTerminal
- *Hardware:* GPIB, VXI, RS422, RS232, Mil-STD-1553, PIC Microcontrollers, Atmel Atmega 128 and 256, Bluetooth, ZigBee, Chipcon Radios, Sun SPOT, Mote*iv*

### Interests

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Micro Design, Embedded Systems, Robotics, Wireless Communication, Bass Guitar, Computer building, Broomball, Fencing, Hockey, Mission Trips

## Student A. Braniac

**Education:** Michigan Technological University Houghton MI  
▪ B.S. in Psychology May 2008  
▪ General Education Credits focused in Biological Sciences  
▪ Departmental GPA: 3.21 Overall: 2.83, Deans List Fall 2006

**Work Experience:** Michigan Technological University Houghton MI  
**Research Assistant, Psychology Department** 2005 – 2007

- Researched educational opportunities and outcomes within secondary school students, institutionalization and effects of service learning programs in K-12 schools
- Formatted research manuscript using proper APA formatting and editing
- Conducted phone interviews and surveys for the Copper Country Immediate School District
- Researched literature reviews using various online databases
- Analyzed surveys for result reporting
- Reviewed grant proposals for service learning projects

**Teaching Assistant, Physiological Psychology** 2007

- Provided students with individual instruction upon request
- Responsible for maintaining and updating grade spreadsheets
- Assisted professor with construction and formatting of exams

**Student Development Complex Customer Service** 2007 - Present

- Provide customers with friendly assistance
- Maintain accurate counts of equipment rentals and returns
- Acquired First Aid and CPR Certification

Shopko Pharmacy Houghton MI  
**Pharmacy Technician** 2004 – 2005

- Maintained accurate records of pill counts and patient billing information
- Developed skills in accuracy and detail when filling prescriptions and handling paperwork
- Honed essential teambuilding skills
- Effectively communicated with supervisors and customers
- Strived to maintain patient confidentiality and uphold various medical policies
- Learned various insurance policies and requirements

**Computer Skills:** Microsoft Word, Microsoft Excel, PowerPoint, SPSS (statistical analysis software), Windows OS

**Activities and Leadership:** **Leadershape Graduate, 2006**  
**Alpha Sigma Tau National Sorority** 2005 - Present

**Athletic Director**

- Organized and scheduled group participation in Homecoming/Winter Carnival events
- Organized and scheduled teams for Intramural Athletics

**Trouble Shooter**

- Mediated member internal and external conflict and crisis issues
- Developed, organized and lead miniature group therapy sessions

**Winter Carnival Statue Chair**

- Lead group of 25 in statue build
  - Concept and design according to theme and statue competition regulations
  - Resource procurement
  - Scheduled groups of builders
  - Timeline adherence

**Association of Psychology Students**

- Vice President, 2006-2007
- Assisted president in running of meetings
- Planned and implemented various service projects

**Volunteer Work:**

- MOPS (Mothers of Preschool Students)
- Big Brothers/Sisters

**Social Science Resume highlighting:**

- Excellent research skills
- Expected APA format writing skills
- Good leadership experience

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Out of Town, MI 12345  
(789) 555-1234

**OBJECTIVE:** To obtain a position in the Applied Ecology and Environmental Science field

**EDUCATION:** **Michigan Technological University (MTU)** Houghton, MI  
BS: Applied Ecology & Environmental Science expected May 2008  
Minor: Journalism  
Concentration: Plant Ecology and Wetlands  
Departmental GPA: 3.27 Overall GPA: 3.16

**WORK EXPERIENCE:** **MTU Forestry Lab, Houghton** Houghton, MI  
*Undergraduate Research Assistant* 01/05 – Present

- Entering data
- Organizing lab specimens
- Assisting graduate students

**Emerald Ash Borer Detection survey** Upper Peninsula, MI and Northern WI  
*Field Research Assistant* 6/07-9/07

- Installed and checked sticky traps on trees
- Measured tree heights, diameters, damage, and crown characteristics
- Inspected firewood

**Sirex Wood Wasp project** Upper and Lower Peninsulas, MI  
*Field Research Assistant* 6/07-9/07

- Scouted for optimal plot locations
- Installed and checked flight intercept and funnel traps

**Hemlock Deer study** Upper Peninsula, MI  
*Undergraduate Research Assistant* 1/07-3/07

- Measured snow depths
- Assisted graduate students

**Rural Emerald Ash Borer project** Upper Peninsula, MI  
*Field Research Assistant* 5/05-8/06

- Measured tree heights, diameters, damage, and crown characteristics
- Established and revisited plots

**ACCOMPLISHMENTS:** **Volunteer with Earthwatch Institute Research Team in Trinidad, West Indies**  
*Summer 2004*

- Studied endangered leatherback sea turtles by tagging and measuring turtles
- Recorded and entered data
- Protected hatchlings
- Educated the public on leatherback sea turtles

**SKILLS:**

**Technical**

- Compass
- GPS
- Clinometer
- Spiegel Relaskop
- Trimble
- Hypsometer

**Computer**

- Excel
- Word
- GIS
- PowerPoint
- HTML

**Forestry Related**

- Tree identification
- Herbaceous plant identification

**Applied Ecology  
Environmental  
Science Resume**

- Vast and varied research experience
- Global/diversity experience
- Extensive technical skills

**Business Administration Major**

- Excellent project/internship experience
- Team working skills

**Student A. Braniac**

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Permanent Address:  
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(789) 555-1234

**Objective:** Obtaining a full time job as an Accountant where I can utilize my skills and knowledge

**Education:** **Michigan Technological University (MTU)** Houghton, MI  
B.S. Business Administration May 2008  
Concentration: Accounting  
Departmental GPA: 3.46 Cumulative GPA: 2.92

**Project**

**Experience:** **MTU CenTILE Program**  
*Consult for Fortune 500 Company (Kimberly-Clark)* 09/06 – 05/07

- Member of 6 person team
- Analyzed and met the company's expectations
- Documented daily business processes
- Created an instruction manual
- Added to Sarbanes Oxley procedures for future users

**Accounting**

**Experience:** **Lake Accounting** Houghton, MI  
*Tax Internship* (average 15-20 hours weekly) 09/07 - Present

- Inspected tax returns
- Developed balance sheets and income statements
- Reconciled bank statements

**Kimberly Clark Corporation/Tax Department**

*Tax Internship* Menasha, WI  
Summer 2007

- Analyzed NOL's and credit's affect on reserves
- Filed amended and state returns
- Analyzed Kimberly Clark's financial impact in the Fox Cities
- Updated revised amended return payment schedules
- Provided reports to supervisor that were presented to Tax Director

**Computer**

**Skills:** Microsoft Office, Interest Calc, CorpTax, AutoCAD, Star Office, Creative Solutions

**Organizations:**

Member of Kappa Sigma Iota (KSI) January 2007 – Present

**Accomplishments:**

Received 1st place at MTU Sound Competition Fall of 2004

# COVER LETTER



## *Top 5 things recruiters look for in a cover letter*

- 5. readability*
- 4. a sense of the applicant's personality*
- 3. how an applicant found out about the job opening*
- 2. something interest peaking, such as a major accomplishment*
- 1. evidence that the applicant has researched the company*

Many times, even the resume makes a second impression behind the cover letter. That oh so critical first impression is made by the letter that introduces the resume – the cover letter. So, a cover letter can be just as important and as powerful as your resume. When the envelope is opened, your cover letter is the first thing seen. It can make an indelible first impression, it can set the tone for your candidacy, and it can earn your resume the careful examination it deserves. A good cover letter sets the stage for the reader to accept your resume as something worth serious attention.

Your first step is to grab your reader's attention. You do this with the appearance of your letter: the type is large and legible enough for others to read, it is completely free of misspellings, and it is well laid out so that it is easy on the eye, and if that letter is going by mail, rather an e-mail, you grab attention by using quality stationary, including envelopes.

Your second step is to generate interest with the letter's content. The first opportunity you have to do this is by addressing the letter to someone by name. The cover letter offers you an opportunity to personalize and target your resume to a particular reader. This is critical, since resumes are impersonal. Without a personalized cover letter, a resume may create the impression that the addressee is simply part of a mass mailing. Find out who will be the first in line to evaluate your application materials or better yet, write to the stakeholder in this hiring process – the person who is responsible for hiring the right person for the job or who will have the final say as to who is hired. This may take some investigation and research work, but it is well worth your while.

Important guidelines for writing powerfully effective letters are to have something of interest to communicate to the reader and to deliver that message with passion and enthusiasm.

Again, know your skills! With a targeted letter, the first step is to identify your skills and marketable attributes. Then write with the reader in mind. Show them something you have to offer that will benefit them. Think of your letter in terms of your reader's interest. Put yourself in the employer's shoes. You will get the interview or advance to the next step if you meet the prospective company's "criteria or needs for hire." Address the company's needs as you understand them and draw the connection between those needs and your skills as a means to meet them. This means more research and investigation on your end, but, again, well worth your while. Your letter must address and answer the following questions:

- What is the company really looking for?
- What qualifications do I have that are valuable to a potential employer?
- What specific contributions have I made in the past that will excite the employer and tell them that I am capable of that kind of contribution again?
- What type of personality do I have and am I a team player?
- Why do I want to work for this company?
- Why would this company want to hire me instead of the guy behind me?

**Basic Cover Letter  
Resume Format  
Business Block Style**

Your Street

Your Town, State, Zip

Date

**(space)**

**(sp)**

**(sp)**

**(sp)**

Name of Contact (Hiring Stakeholder)

Title

Company

Address

Address

**(sp)**

Dear Hiring Stakeholder: (If you cannot find a contact name, use Dear Sir/Madame:)

**(sp)**

First Paragraph: Immediately tell your reader why you're writing. Be sure to fully describe the employment opportunity, along with how you found out about it. The first paragraph should ignite interest in your candidacy and spark enthusiasm from the reader. What can you do for him or her in general terms.

**(sp)**

Second Paragraph: Give your reader your background. Go more in depth about your experiences, education, skills, and abilities. Also, build a bridge between those details and what the company needs. Tell your reader what you can offer the company with as specific and focused evidence as possible.

**(sp)**

Third Paragraph: Show evidence that you've researched the company and explain why you want to work for them.

**(sp)**

Closing Paragraph: Let your reader know that you've included your resume for their review. Then, suggest some follow up action. You might ask for an interview, let them know you'll follow up with a phone call to speak further about the opportunity, your qualifications, or scheduling an interview. If you're sending your application materials electronically, you may want to suggest a follow up phone call to ensure your documents were received. Then, of course, thank your reader for their time and consideration.

**(sp)**

Sincerely,

**(sp)**

**(sp)**

**(sp)**

**(sp)**

Your Name

**Enclosure/Attachment**

1234 Townsend Drive  
Houghton, MI 49931  
April 7, 2008

International Conservation Service  
Midwest Region Office  
123 Opportunity Drive  
Out of Town, MI 12345

RE: Ann. # MWRO-08-MP-0043

Dear Sir/Madame:

I am writing to apply for the position of GIS/Remote Sensing Specialist position in the Great Lakes Network (GLKN) as advertised in announcement #MWRO-08-MP-0043. This position came to my attention through Mike Smith, a previous supervisor and the GIS Analyst / Lecturer in Michigan Technological University's (MTU) School of Forest Resources and Environmental Science (SFRES). I am currently finishing up my senior as an Applied Ecology and Environmental Science major at Michigan Tech University. The following list highlights my skills that I believe will allow me to make an immediate and valuable contribution to the International Conservation Service:

- **GIS/Remote Sensing Experience** – I have completed both an Intro to GIS course and a master's level GIS course in addition to an Independent Study in GIS/Remote Sensing. I have worked on several GIS projects including ortho-rectifying aerial photos from the 1940's for GLKN in addition to being the GIS analyst on my Integrated Resource Assessment (Senior Design/Capstone) team.
- **Stand Survey Design** - Accustomed to obtaining a list of stands that need surveys and creating the protocol and procedure myself. In addition, I am familiar with many different survey strategies and methods.
- **Communication and Interpersonal Skills** – I am currently a Teaching Assistant for Introduction to GIS for Natural Resource Management and have previously been a tour guide for the Michigan Tech Admissions Department.

My interest in GIS/remote sensing stems from my coursework at MTU, where I developed an appreciation for the necessity of accurate GIS/remote sensing analysis in the greater natural resources fields. I especially came to this conclusion when I was attempting to integrate my two primary interests of wetlands and fire caused disturbance. At some point in the future, I would like to pursue a graduate degree looking at the interactions between wetlands and fire. As such, I believe that strengthening my understanding of GIS/remote sensing, not only in my areas of interest but also in natural resources as a whole, will greatly aid me in my future research.

I have attached my resume for your perusal and ask for the opportunity to interview with you at your earliest convenience. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Student A. Braniac  
Attachment

1234 Townsend Drive  
Houghton, MI 49931  
February 1, 2008

Mr. John A. Smith, CEO  
The Best Care Hospital  
123 Opportunity Drive  
Out of Town, MI 12345

Dear Mr. Smith:

I am writing to apply for the Biomedical Engineering Intern position at Best Care Hospital. I heard about this opening from Dr. Michael Neuman, my department chair. I believe my academic background and my engineering work experience make me an excellent fit for this position. I know my skills and my character will allow me to help The Best Care Hospital achieve its health care goals.

I have experience working on several team biomedical engineering design projects, including work with the Consumer Product Manufacturing Enterprise. I am currently working on a year-long senior design project focused on cardiac flow measurements around stent struts using particle imaging velocimetry systems. I have had the experience of communicating with a company as to its needs, applying my engineering knowledge and skills to the project's design, building, testing, and redesigning, and seeing the project through to a successful outcome.

I have held several leadership roles on Michigan Tech's campus, including membership in the Society for Biomaterials, Interfraternity Council Philanthropy Committee Chair, and numerous leadership positions within Alpha Gamma Delta International Women's Fraternity. This campus community experience honed my leadership and communications skills and has made me a great team player.

My resume is for more details concerning my education and experience. (I will call you shortly to ensure you received my application materials.) I am excited about this career opportunity and would appreciate the opportunity to interview with you at your earliest convenience. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Student A. Braniac  
Encl.

1400 Townsend Drive  
Houghton, Michigan 49931  
February 21, 2008

Jane Doe  
Copper Co.  
444 Mine Drive  
Coppertown, WI 55555

Dear Ms. Doe:

I am writing to apply for an internship/co-op position currently available at Copper, Co. I learned of this opportunity when I spoke with your company's representative at the MTU Career Fair on February 19. I believe my academic background and my great desire to apply my engineering fundamental knowledge to industrial projects makes me an excellent candidate for this position. I know my character and experience will allow me to make an immediate contribution to the technical needs of Copper Co., thus helping Copper Co. meets its goals.

I am currently studying to earn a B.S. in Mechanical Engineering. Although my work experience is limited, I am having a successful academic experience. I am anxious to compliment my education with hands-on, real world technical work. My engineering courses have allowed me to work with other engineering students to plan, design, build, test, and then redesign mechanical devices, taking a project from start to successful finish.

I have included my resume for your perusal. I am excited about the opportunity to work at Copper, Co. in an intern or co-op position, and I am happy to speak with you further about how I may fit your intern or co-op needs. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Student A. Braniac  
Enclosure

1234 Townsend Drive  
Houghton, MI 49931  
April 11, 2008

Mr. Bob d'Builder  
Project Engineer  
Healthy Pharmaceuticals  
100 Anywhere Avenue  
St. Paul, MN 44444

Dear Mr. d'Builder:

I am writing to tell you of my great interest in pursuing a summer Chemical Engineering internship with Healthy Pharmaceuticals in the St. Paul area. I believe that my academic background and engineering project experience make me an excellent candidate for this kind of position.

I am currently studying to earn my B.S. in Chemical Engineering from Michigan Technological University. I thoroughly enjoy my course work and appreciate my academic success, but am eager to apply what I have learned to a hands-on industry experience. Having grown up in the twin cities area, I know that Healthy Pharmaceuticals is a global leader in design, development, and manufacturer, of a vast and varied array of products. In terms of industry and vital product production, St. Paul and Healthy Pharmaceuticals are synonymous in my mind. For this reason, I am truly excited to ask for the opportunity to contribute to your company. My collegiate education and thirst to broaden my chemical engineering experience make me a great fit with your company.

I have enclosed my resume for your review and request an interview with you at your earliest convenience. I will contact you in 3-4 business days to discuss a possible interview. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Student A. Braniac  
Encl.

1234 Townsend Drive  
Houghton, MI 49931  
June 19, 2008

Swell Company  
1000 Winter Street  
Boston, MA 22222

Dear Sir/Madame:

I am writing to apply for the position of LAN/WAN Technologist 1 that is posted on the Yahoo Jobseeker website. I believe that my academic background and LAN and Information Technology project experience make me an excellent candidate for this position.

I am currently studying to earn my B.S. degree in Computer Network and System Administration from Michigan Technological University. I am minoring in Enterprise, which is a project based, company sponsored program that mimics real world industry work. In fact, Swell Company is a long standing supporter of the Enterprise program at Michigan Tech. I am currently working with the Wireless Communication Enterprise, sponsored by Bazooka. I have hands-on project management experience working with LAN processes, hardware, software, and their servers, as well as all aspects of internal and external digital communication networks.

I am confident that I will make an immediate and valuable contribution to the Bubble Gum program at Swell Company in Boston, Massachusetts. I have attached my resume for your review and ask for the opportunity to interview with you at your earliest convenience. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Student A. Braniac  
Attachment

1234 Townsend Drive  
Houghton, MI 49931  
July 8, 2008

Arctic Circle Railroad Company  
5000 Ice Street  
Houghton, MI 49931

Dear Sir/Madame:

I am writing to apply for the position of Management Associate – Transportation (Job Code: AB-031-08) for the Arctic Circle Railroad Company. I believe that my academic background, my business management abilities, and my coaching experience make me an excellent candidate for this position.

I have recently earned my B.S. degree in Business Management from Michigan Technological University. While at Michigan Tech, I have had the pleasure of being an assistant football coach. Although a sport, the management of the football program and the student athletes at Michigan Tech is taken very seriously, especially because of our strong commitment to academics. Michigan Tech is widely known for its rigorous and demanding academic expectations and thus, managing an athletic program and its student athletes requires a great amount of attention to the effective and efficient management of limited student athlete time, all while ensuring a results oriented work environment. Through this extensive and intensive experience, I have learned to work with a team of managers (coaches) to determine the optimal business (game) plan, carefully and closely analyze competition, and create and communicate systems to deal with and defeat that competition. My strengths include teaching, motivating, and effectively communicating to a diverse group of student athletes to work with intensity and commitment to execution.

My coaching experience has sharply honed my personnel management, supervisory, organizational, and communication skills. I have also developed a superior and disciplined work ethic, the ability to lead a team to attain deliverable and valuable results, and a positive approach to problem solving. These innate skills will allow me to make a significant and valuable contribution to the Arctic Circle Railroad Company.

I have attached my resume for your review and ask for the opportunity to interview with you at your earliest convenience. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Student A. Braniac  
Attachment

# ***Action Verbs for Resumes and Cover Letters***

## **Management**

### **Skills:**

Administered  
Analyzed  
Assigned  
Attained  
Chaired  
Consolidated  
Contracted  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Improved  
Increased  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Strengthened  
Supervised

## **Communication**

### **Skills**

Addressed  
Arbitrated  
Arranged  
Authored  
Collaborated  
Convinced  
Corresponded  
Developed  
Directed  
Drafted  
Edited  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Promoted  
Publicized  
Reconciled  
Recruited  
Spoke  
Translated  
Wrote

## **Research**

### **Skills**

Clarified  
Collected  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized

## **Technical**

### **Skills**

Assembled  
Built  
Calculated  
Computed  
Configured  
Designed  
Devised  
Engineered  
Fabricated  
Installed  
Maintained  
Operated  
Overhauled  
Performed  
Trouble-shooting  
Programmed  
Remodeled  
Repaired  
Retrieved  
Solved  
Upgraded

## **Teaching**

### **Skills**

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Demystified  
Developed  
Enabled  
Encouraged  
Evaluated

## **Teaching Skills**

### ***(Continued)***

Explained  
Facilitated  
Guided  
Informed  
Instructed  
Persuaded  
Set goals  
Stimulated  
Trained

## **Clerical/Detail Skills**

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Executed  
Generated  
Implemented  
Inspected  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Screened  
Specified  
Systematized  
Tabulated  
Validated

## **Helping**

### **Skills**

Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Expedited  
Facilitated  
Guided  
Motivated  
Referred  
Rehabilitated  
Represented

## **Financial Skills**

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Calculated  
Computed  
Developed  
Forecasted  
Managed  
Marketed  
Planned  
Projected  
Researched

## **Creative Skills**

Acted  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Originated  
Performed  
Planned  
Revitalized  
Shaped

## **More Verbs**

Achieved  
Expanded  
Improved  
Pioneered  
Reduced  
(losses)  
Resolved  
(problems)  
Restored  
Spearheaded  
Transformed

# ***MichiganTech***

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  - **Job Search Skills**
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