

WRITING YOUR RESUME AND YOUR COVER LETTER

RESUME : YOU SHOULD KEEP YOUR RESUME UP-TO-DATE.

MAJOR HEADERS (in almost all resumes)

Objective

Employment History/Work Experience

Education

School Activities

MINOR HEADERS (if appropriate)

Computer Experience

Interests and Hobbies

Associative Activities

Projects

Certifications

Relevant Courses

Community Activities

Summary of Qualifications

Highlights of Qualifications

Volunteer Experience

Honors/Awards

ACTIONS : VERBS TO STRENGTHEN YOUR RESUME AND YOUR COVER LETTER

- **DECISION MAKING**: accept, activate, approve, authorize, decide, solve, test.
- **MANAGEMENT**: analyze, anticipate, approve, direct, evaluate, execute, manage, meet, organize, plan.
- **CHANGES**: activate, compare, create, compare, design, establish, improve, make, modify, stimulate, upgrade.
- **HR**: handle, promote, screen, seek, select, train, transfer.
- **SUPERVISION**: assess, assign, counsel, develop, encourage, exercise, participate, report, supervise.
- **RESEARCH**: analyze, compile, define, determine, develop, evaluate, identify, investigate, propose, recommend, review, submit.
- **HELPING**: assist, contribute, solve.
- **COMMUNICATION**: contact, inform, interpret, issue, testify.

COVER LETTER : A GOOD COVER LETTER GOES STRAIGHT TO THE POINT.

§1 : getting to the point.

- Dear Mr / Ms Johnson...
- I have seen your ad in... for the position of...
- With reference to your ad...
- In reply to your ad of... regarding the position of...
- In a recent discussion with Mr Smith, he expressed the belief that my experience in the field of ... would be a valuable asset to the sales service of your company.

§2 : why this job?

- I have always been interested in your innovative ... and would like to join a team that is so successful in developing new ideas.

- I have been interested in technology for some time, and would welcome an opportunity to move into a more progressive environment.
- Your reputation as a leading developer within the industry...

§3 : why you?

- As required by your job description, I am a graduate in French and German, have good IT skills which I am willing to develop to the utmost in order to...
- Although I do not have the previous experience you require, I am keen to learn about this and am convinced this is no obstacle to my ability to perform the job.
- I have recently completed my... and am now keen to start my career in a company which, as you say in your advert, can offer comprehensive training and experience in all forms of office administration (you have little experience).
- As described in the advert, I have good IT skills and previous work experience in a similar role at a lawyer's office. (you have some experience).
- I am interested in this position as it requires the basic skills I have together with the opportunity to develop new ones. (you have some experience).
- I feel I have much to offer, and hope that after considering my enclosed resume, you will agree that my experience is both relevant and adequate.

§4 : how to get in touch?

- Please feel free to call me at 33-... for any additional information.
- Owing to my circumstances, I am available immediately, and would be delighted to discuss my resume with you, should you think this would be helpful. I am looking forward to hearing from you.
- I'll do my utmost/best to...
- I am willing to...
- I can be relied on for...
- I can meet with your satisfaction on...
- Please/Kindly let me know...
- Should you need further information...
- I am available for a... meeting at your earlier convenience/telephone conversation...
- The enclosed CV...

§5 : saying good-bye.

- Best regards
- Sincerely yours (if you already know the person).