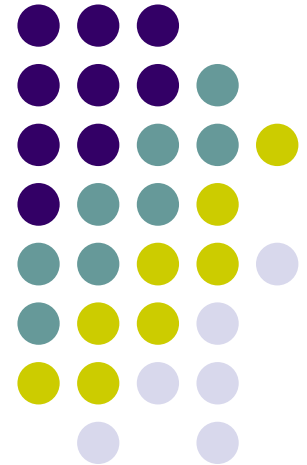
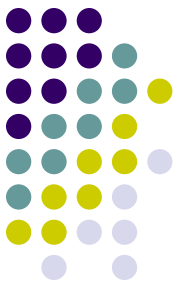




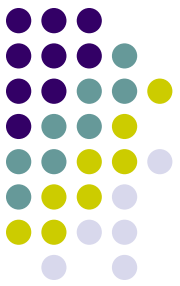
Résumés and Cover Letters





Why?

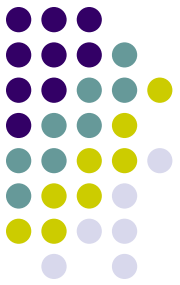
- **Résumés** and cover letters are an essential part of your job-hunting tool kit
- Your résumé is a picture of who you are
 - It's an outline not a full autobiography
 - It gives the person who reads it a quick, general idea of who you are
- No matter what type of initial contact you make with an employer -- whether it is in-person, through the mail, over the phone or via the Internet, you will want to leave the person with some written reminder of who you are and why you are interested in his or her company or business



Types of Résumés

There are four basic types of resumes formats:

- ◆ **Chronological Resume-** most popular format, it places information in reverse chronological order (i.e. from most to least recent).
- ◆ **Functional Resume-**emphasizes on your skills, abilities, credentials, qualification and accomplishments over the course of all jobs held.
- ◆ **Combination Resume-**the format places importance on your relevant skills, qualifications and credentials first, and then lists your employment or education.
- ◆ **Target Resume-**is tailored to a specific job; highlighting the experience and skills relevant to the job that you are applying to.



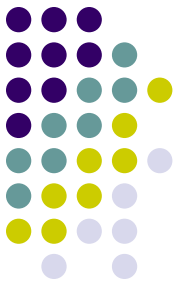
How to Organize a Résumé

- ✓ **Heading: Name, address, phone, email**
- ✓ **Employment objective (optional)**
- ✓ **Education**
- ✓ **Employment experience**
- ✓ **Skills and abilities (activities)**
- ✓ **References**

The Heading

Clearly show your name, address, telephone numbers and email address.

Susana L. Lopez
6924 Sunset Rd.
El Paso, Texas 79921
(915) 555-5523
sllopez@cpepcc.edu



Employment Objective- Optional

An career objective may be particularly useful in an electronic resume since it serves both as a screening device and as an introduction to the materials in your resume.

- Your career objective is a statement that describes the type of job or job title you want to find.
- States not only your immediate employment objective but your career path as well.

Objective Samples



- ✓ To acquire a position with a company that will allow me to utilize my experience and be an asset the company.
- ✓ To find an opportunity with a company that will allow me to utilize my ability and to acquire a challenging and rewarding position.
- ✓ To obtain employment with a company that will provide an opportunity for advancement, where I can utilize my work experience towards a rewarding career.
- ✓ To prove my job skills and be able to succeed in life with an opportunity to establish my career in a company with which I can grow.
- ✓ To obtain a challenging position where I can prove my skills and be able to succeed in life an opportunity to establish my career in a company with which I can grow.

Education

List the college or colleges you have attended, include dates attended, degree or degrees received, your field of study, support courses, any academic honors earned and specialized training.



Example:

EDUCATION

El Paso Community College

El Paso, Texas

Expected graduation: Fall 2009

Currently pursuing an Associate of Applied Science Degree in
Computer Information Systems.

Cumulative Grade Point Average 3.46

Employment Experience

List all your jobs, starting from you most recent and work backwards. You need to include a list of responsibilities that you had at each job site. You should use as many pertinent keywords as possible, to include industry jargon, the name of software programs used and so on.



EXPERIENCE

Mesa Sporting Goods

El Paso, Texas

Sales Clerk

December, 2003 to May, 2004

Duties: Arranged window displays, assisted with ordering stock and maintaining inventory records. Prepared newspaper advertising layouts and copy.

Redlands Rapid Car Wash

El Paso, Texas

Crew Supervisor

August, 2000 to December, 2003

Duties: promoted to crew supervisor after learning each aspect of car wash operations as crew member. Assigned duties to crew, completed time sheets, conducted quality control checks, assisted management with employment interviews for personnel.

Skills and Abilities (Activities)

Be selective do not duplicate information given in other areas, include skills that support your employment goals, items such as writing and editing abilities, specialized technical knowledge, community activities, professional or club memberships.



Example:

SKILLS & ABILITIES

Full accounting cycle, type 45 to 50 w.p.m. and general office skills. Bilingual: English & Spanish, telephone etiquette, dedicated and hard-working.

Proficient in the following computer programs/systems:

Corel Quatro Pro 8

Power Point

MS Office 2000

Internet/Web Page Development

Network for Windows

Win 95, Win 98, Win 2000

References

Do not give anyone as a reference without first obtaining his or her permission. If references will upon request include a statement about it



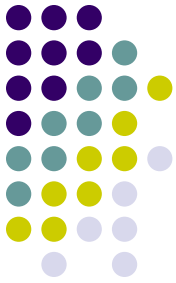
SUSAN L. DOE

919 Hunter Dr.

El Paso, Texas 79907

(915) 831-2039

Susan.l.doe@yahoo.com



EDUCATION:

El Paso Community College

El Paso, Texas

Expected graduation: Fall 2009

Currently pursuing an Associate of Applied Sciences Degree in
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EXPERIENCE:

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Power Point

MS Office 2000

Internet/Web Page Development

Network for Windows

Win 95, Win 98, Win 2000

REFERENCES:

Available upon request

Provide more than two references but not more than four. If you do provide references, list them as follow:



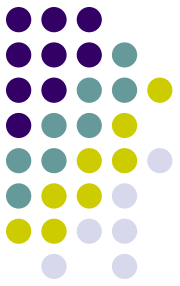
REFERENCES

Mr. Joseph Blue
Instructor
Jefferson High School
8917 Boone Street
San Diego, California 92102
(915) 579-2810

Ms. Mary Kay Briones
Supervisor
Canco Manufacturing Company
123 Jewell Street
San Diego, California 92010
(714) 461-8111

Mr. Carlos Brown
Counselor
Jefferson High School
8917 Boone Street
San Diego, California 92102
(915) 579-2810

Cover Letter



Cover letters offer additional information about you that is not included in your resume. It explains why you are sending a resume , it also conveys your command of proper language and grammar, and your overall professionalism.

Your cover letter should contain the following information:

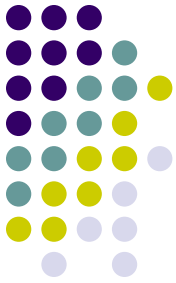
- ✓ **Employer's name, title, company and address**
- ✓ **Salutation**, "*Dear Mr./Ms./Dr. Last Name*"
 - *when addressing to a female do NOT use Miss or Mrs. Always use Ms.*
 - *Find out the name of the person in charge of the hiring process if not known include:*
"To Whom It May Concern:"

Cover Letter



- ✓ **First paragraph:** the purpose of your letter , state why you are writing and how you learned of the position.
- ✓ **Second paragraph:** Tell the employer what skills you have that qualifies you for the position. Use the bulk of the letter to outline your academic qualifications, skills, accomplishments and experience.
- ✓ **Third paragraph:** bring the letter to a close and make a specific request for an interview. Indicate how and when you can be reached and that you will follow-up with a phone call. Thank the employer for this time and consideration.
- ✓ **Closing,** Sincerely, Respectfully

**P.O. Box 80
Houston Post
4747 Southwest Freeway
Houston, Texas 77001**



Dear Ms

This letter is in response to your advertisement for an Engineering Department Supervisor in the September 10, 2004 *Houston Post*. I graduated from Houston Community College with an Associate of Arts Degree in Electronics Technology. My major coursed include: DC Theory and Lab; AC Theory and Lab; Electronic Systems and Lab; Electronic Drafting; and computer Technology.

I am aware that your company is working on the Martin Project which involves electronics apprenticeships. Upon graduation, I was sponsored by a local union and served as an electronics apprentice for four years. I am currently employed by an electronics firm as an Electronics Engineer. My responsibilities include schematic interpretations, as well as staff supervision, budge preparation and quality control.

I am enclosing a copy of my resume which further details my work experience. I would like to schedule an appointment with you to discuss the position. I can be reached at (714) 333-1000 between 8:00 a.m. and 5:00 p.m. or at (714) 333-0001 after 5:00 p.m.

Sincerely,

Wayne D. Hanson

Enclosure: Resume

