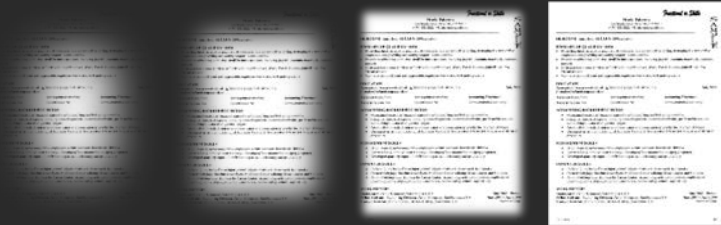


# Build Winning Resumes and Cover Letters

Success By Design



Career Services

# ROAD to Professional Development



## EMPLOYABILITY

Employer Contact Readiness:  
Job Search Strategies, Cover Letter & Resume  
Prep and Practice Interviewing



## EXPERIENCE

Applied Learning Experiences:  
Service Learning, Co-op & Internships



## EXPLORATION

Personal & Career Exploration:  
Learning about my Interests, Values, Personality & Skills,  
Researching Majors & Careers and Creating  
an Academic & Career Plan

# Learning Outcomes

- ❖ Formatting & Appearance
- ❖ Sections of the Resume
  - » Heading
  - » Objective
  - » Education
  - » Skills/Qualifications
  - » Experience
  - » Additional Components
- ❖ Electronic Resume
- ❖ Cover Letters
  - » Purpose
  - » Basics
  - » Format and Appearance
  - » Types of letters



# Formatting & Appearance

## ❖ Length

- » Should generally be one page unless you have extensive experience or graduate school work

## ❖ Margins

- » 1" on all sides

## ❖ Fonts

- » Use standard fonts such as Times New Roman or Arial

## ❖ Type Size

- » 10-12 point

## ❖ Paper

- » White, Beige, or Light Gray quality bond paper

# Heading

- ❖ Top of the Page
- ❖ Your Name
  - » Large & Bold
- ❖ Address
  - » Street, town, state & zip code
- ❖ Email Address
  - » *Professional*
  - » Check on a Daily Basis
- ❖ Telephone
  - » Have a professional message
- ❖ Website (optional)



# Sample Headings

## **Mike Jones**

1 Meadow Way  
Altamonte Springs, FL 32116  
(407) 555-1234  
MikeJones@aol.com

---

## **Susan Williams**

SusanWilliams@yahoo.com

### **Current Address**

325 Maple St  
Orlando, FL 32837  
(407) 555-3357

### **Permanent Address**

55 Sycamore Drive  
Miami, FL 36829  
(305) 555-4429

---

## **CHRIS SMITH**

83 Prospect Road • Orlando, FL 32837 • (407) 555-8975 • CSmith@msn.com

---

# Objective

- ❖ Short
- ❖ Specific
- ❖ Type of position
  - » Job Title or Focused Area
- ❖ Specialized skills
- ❖ Preferred work environment
- ❖ Tailor to each position



# Sample Objectives

- ❖ To obtain or seeking:
  - » A management training internship in a community service agency leading to a career in service to the public
  - » Program development position working with geriatric clients
  - » Paralegal position with opportunity to conduct title searches and other research
  - » Tax professional with a national accounting firm
  - » Special Education position with Orange County Public Schools
  - » Part-time legal assistant position with a law firm focusing on environmental issues



# Education Section

- ❖ Education institutions or specialized training programs you have attended
- ❖ Name & location of the institution
- ❖ Graduation or anticipated graduation date
- ❖ Major, minor and area of concentration
- ❖ GPA – if 3.0 or higher
- ❖ Certifications and/or licensure related to employment goal
- ❖ Relevant coursework and/or thesis may be included
- ❖ List schools in reverse chronological order

# Samples of Education

## EDUCATION

*University of Central Florida*

**Bachelor of Science**

Major: **Biology**

GPA: 3.5

Orlando, FL

May 2013

*Atlanta Community College*

**Associate of Science in Biology**

GPA: 3.8

Atlanta, GA

May 2010

---

## EDUCATION

*University of Central Florida*

**Master of Social Work**

**Bachelor of Science**

Major: **Social Work**

Minor: **Psychology**

**Addictions Certificate**

Orlando, FL

05/08

05/06

April 2008

---

## EDUCATION

*University of Central Florida* Orlando, FL

**Bachelor of Science in Business Administration, 05/08**

# Skills/Qualifications Summary

- ❖ Optional
- ❖ Bulleted list that can summarize multiple aspects of your background
- ❖ Description or overview of relevant functional skill set
- ❖ Short list of key skills and/or accomplishments
- ❖ Use keywords related to field or industry

# Sample of Skills/Qualifications Summary

- ❖ Over five years of experience providing outstanding customer service in various settings (retail, food services, theme park)
- ❖ Experience working within a team creating a strong, comprehensive and fluent marketing plan that was judged best among four other cohorts
- ❖ Trained and experienced in safe, accurate and reliable laboratory techniques
- ❖ Knowledgeable of nursing home regulations in regards to health services administration for the state of Florida

# Experience Section

- ❖ Related Employment
  - » Full-time or part-time
- ❖ Internships
  - » Paid or unpaid
- ❖ Co-op
- ❖ Service Learning
- ❖ Volunteer
- ❖ Projects or academic research
- ❖ Work experience abroad
- ❖ Capstone projects
- ❖ List employers in reverse chronological order



# Samples of Experience

*Washington Mutual*

**Accounting Intern**

Orlando, FL

May – Aug 2008

- Reviewed and corrected accounting entries
  - Assisted with financial planning input and analysis, and generated reports
  - Identified nearly \$50,000 in unpaid bills and mislaid funds through accounting audits
- 

*University of Central Florida, College of Business*

**Graduate Assistant**

Orlando, FL

Aug 2007 – present

- Assist in class preparation, update computer files, internet research, and other organizational functions
  - Present workshops on resume writing and interviewing preparation
  - Provide individual career guidance and academic advising
- 

*Walgreens*

**Customer Service**

Oviedo, FL

01/05 – 05/08

- Assisted customers with selection and purchase of retail, photo, food and pharmaceutical items
- Maintained clean, safe and welcoming environment
- Assisted with training new clerks; recognized for good attendance and as employee of the month (06/07)

# Additional Components

- ❖ Professional Memberships
- ❖ Leadership Activities
- ❖ Honors
- ❖ Scholarships
- ❖ Awards
- ❖ Volunteering



# Samples of Additional Components

## **PROFESSIONAL MEMBERSHIPS**

American Society for Microbiology, Member (08/07 – present)

Association of Latino Professionals in Finance and Accounting, Secretary (2008)

Florida Career Professionals Association, Conference Programming Lead (2009)

---

## **HONORS, AWARDS and ACTIVITIES**

Florida Bright Futures Scholar (Awarded 06/07)

Delta Epsilon Iota Career Centered Honor Society (Inducted 05/09)

Big Brothers Volunteer (Since 2006)

---

## **LEADERSHIP ACTIVITIES**

President of Student Government Association (2007 – 2008)

- Managed an annual budget in excess of \$4 million

Pledge Coordinator for Sigma Chi Fraternity (2006)

- Coordinated 3 membership drives resulting in 25% increase in new members

Treasurer for UCF Chapter of the American Society for Microbiology (2007)

- Maintained accurate records for a 450 member organization with a \$4,500 annual budget



# References

- ❖ Reference page should complement resume
- ❖ List professional contacts who have direct knowledge of your skills and qualifications.
- ❖ May include:
  - » Faculty
  - » Former Employers
  - » Internship Supervisors
- ❖ Obtain permission from references in advance
- ❖ Provide them with a current resume & a description of the position for which you are applying.