

Resume Handout

For this assignment, you will write a resume and cover letter for a job that you imagine. Try to think of a job that you might apply for in the future.

- The first draft of your resume is due on **Friday, August 8th**.
- The first draft of your cover letter is due on **Monday, August 11th**.
- The final draft of both your resume and cover letter is due on **Thursday, August 14th**.

Here are some general rules for resumes and cover letters:

- Use a font that is easy to read, usually Times New Roman, Helvetica, or something similar. Do not make the text too big or too small, usually 10-12 point font is the best.
- Do not use fancy paper. Use a high-quality white or off-white paper. Do not use colored paper.
- Include all relevant information on your resume. If you think it will help you get the job, include it on your resume. Do not include things that are not relevant to the job on your resume, such as your high school or family information.
- Do not lie on your resume.
- Do not include personal information in your resume or cover letter. Do not tell about your past or your family.
- Your resume and cover letter should be one page each. Neither should be more than one page unless you have a lot of experience. For example, I've been teaching in various schools for 6 years, have a lot of education, and a lot of additional skills, but my resume is still only one page.

Name

Address line 1
Address line 2
Phone Number
Email Address

Comment [RPS1]: Your name should be in large **bold** letters at the top of your resume.

Objective (optional)

To get this job (mention the company and the position by name).

Comment [RPS2]: Put your contact information right at the top. Include your address, phone number, and email. Make sure that your email address is professional and not silly or inappropriate. Make a new email account if you need to.

Comment [RPS3]: Sections should be clearly separated, so that the employer can find your information easily.

Summary of Qualifications (optional)

The three things from your qualifications that you think are the most important.

Education

Your Degree, your department, your school

Your graduation date

- Special information
- Special information
- Special information

Comment [RPS4]: Put the following categories into order of importance. This will be different depending on the job. Do not include categories that don't have anything underneath.

Comment [RPS5]: Put the most recent information first and the oldest information last. Do not include your high school in Education unless you went to a very special high school.

Work Experience

Your Current Job, location

Duration Working There

- Special Information
- Special Information

Your Previous Jobs, location

Duration Working There

Comment [RPS6]: Include relevant and recent jobs if you've had many. If you've had only a few, you can include them all.

Volunteer Experience

Your Current Volunteer Job, location

Duration

Certifications and Scores

Certification or Test Name

Date Received

Certification or Test Name

Date Received

Computer Skills (or any other special skills)

Skill

- Special Information
- Special Information

Skill

Publications or Special Projects

Publication or presentation name, location or place of publication

Date

References

Name of person, relationship or job

Contact Information

Name of person, relationship or job

Contact Information

Name of person, relationship or job

Contact Information

Comment [RPS7]: Only include references if you are asked, but you should always bring at least 3 to an interview. If you are asked to include them, they should always be the last thing in your resume.

My address line 1
My address line 2
My phone number
My email address

Date

Interviewers' name (if you have it)
Interviewer's position
Company name
Address line 1
Address line 2

Dear Sir or Madam:

Comment [RPS8]: Use this person's name if you have it. If you don't have it, use "Dear Sir or Madam:"

Please accept this letter and the supporting materials as my application for the position of **(Position Name)** at (company name). How you learned about the job. At least three qualifications for the job.

Comment [RPS9]: Position name in bold.

Mention resume and qualification number 1. Details about qualification 1.

Qualification 2. Details about qualification 2.

Qualification 3. Details about qualification 3.

Comment [RPS10]: The qualifications you mention should all be on your resume. You can give more details here, but DO NOT put any important information here that you did not put on your resume.

Mention resume. Mention qualifications and meeting the person. Give contact information
Thank you for considering me for the position of (position name) at (company name). I look forward to discussing this position with you.

Sincerely,

Comment [RPS11]: Sign in blue or black pen.

Phillip J. Fry
Resume Enclosed.