

## Writing A Cover Letter

A good cover letter should create enough interest on the part of the reader to warrant closer examination of the résumé.

### Include:

1. Your Return Address
2. Employer's Address
3. Salutation
4. Introductory Paragraph
5. Purpose
6. Brief Summary of Qualifications
7. Request for Response

If possible, mail cover letters to the attention of a specific individual within the company.

## Helpful Résumé Tips

**Know Your Audience:** Tailor your résumé to the needs of the employer.

**Skills:** List your skills that match the position.

**Bullets:** Bullet points are most effective for key points.

**History:** Make sure the dates line up and are easy to follow. If you have had several job changes, be sure to state your reason for leaving.

**Progress:** List goals achieved and what role you played on the team. **Past performance is the best indicator of your future performance.**

**Purpose:** Provide a summary of your skills, accomplishments, experience, and education to secure an interview.

**Length:** Keep résumés limited to one page. Extensive work experience, technical skills, or education may require a two-page résumé. Key skills and selling points should be listed on the first page.

## Include In Your Résumé

**Heading:** Your name, address, and telephone number should appear centered at the top of the page. Type your name in capital letters, or set in bold type. Include your e-mail address if you have one.

**Objective:** Clearly define your objective in one sentence. Name the position you desire along with two or three of your top skills.

**Titles & Dates:** Identify company name, position title, and the dates of your previous positions. If a company has changed its name due to re-organization, use only the current name. **Emphasize results and achievements**, not job duties. Indicate how well you performed.

**Salary:** Never list past, current, or expected earnings. You may be rejected because you make too much money (over-qualified), or you may be offered too little money based on past earnings (under-qualified).

**Education:** Be brief and concise. Include degree(s) earned, schools attended, major, and any honors, if applicable.

**References:** Modern résumé formats do not include employment references. References are needed by the employer after you have been interviewed if there is interest in extending an offer of employment. However, if requested, be sure to have a separate list of references available.

**Personal:** Do not include any personal information such as age, height, weight, health, or marital status. Such information is not considered job relevant.

*For more salary information, résumé, and interview tips, visit our website at [www.smarttalent.net/employee.htm](http://www.smarttalent.net/employee.htm), or call us for a free copy of "Hire Me! Secrets of Job Interviewing."*

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## Good Tips About Résumés

- If you include an objective at the beginning of your résumé, keep it generic enough so that you do not exclude yourself as a candidate from other positions within the company.
- Organize your résumé carefully. The easier it is to absorb the more likely your audience is likely to read it.
- Unless you are trying to obtain a position in creative advertising or public relations, stick to white, light beige, bone or gray paper.
- Résumés should be one page long. Descriptive words will help keep your résumé brief.
- Don't explain why you left each company. If the interviewer asks, be prepared to answer.
- Don't give dates such as graduation dates that give away your age.
- Don't put salary requirements on your résumé. However, if you are screening companies this way or if a company asks for this information, put it in your cover letter.
- You should have at least two résumés emphasizing different areas of expertise. For instance, if you have managerial experience and computer capabilities, you should slant one résumé towards your management skills and another towards your technical abilities.

*Remember the overriding rule in résumé writing is to keep it simple enough to secure an interview. Once you get there, you can sell yourself.*

Fife (253) 922-6770

Lacey (360) 456-0380

Seattle (206) 223-4001

Kirkland (425) 827-5111

Lynnwood (425) 776-6500

Renton-Clerical (425) 271-4226

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# RÉSUMÉ TIPS



**A résumé is a company's first impression of you as a candidate. Its purpose is to get your foot in the door for a person-to-person interview.**

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# Functional Résumé Example

## Christopher Smith

1600 Main Street, Anytown, WA 98055  
(425) 123-4567 • CAS@hotmail.com

**OBJECTIVE:** A position as Sales Manager or Account Manager.

### SUMMARY OF QUALIFICATIONS:

- Six years successful experience in direct sales of a range of products and services.
- Extensive practical hands-on experience as co-owner and manager of a small business.
- Motivated and enthusiastic about developing good relations with clients.
- Effective working alone or as a cooperative team member.
- Professional in appearance and presentation.

### RELEVANT SKILLS:

#### Sales and New Account Development

- Increased a small publication's advertising revenue through market research and promotion.
- Developed new distribution outlets for a special-interest magazine in Northern California.

#### Customer Relations

- Served as vendor representative for Jana Imports.
- Oversaw the production of advertising and its placement in major trade publications.

#### Advertising, Marketing and Distribution

- Organized and styled merchandise for effective presentation in a 20-page giftware catalog.
- Handled all aspects of order taking and processing at both Bill's Dairy and Jana Imports.

### EMPLOYMENT HISTORY:

2002 - Present:	Co-Owner/Manager	Bill's Dairy Products, Livermore
2000 - 2002:	Distribution Coordinator	Déja Vu Publishing Co., San Rafael
1997 - 2000:	Sales Coordinator	Jana Imports, Oakland

**EDUCATION:** Bachelor of Liberal Arts Degree, UCLA, 1997

# Chronological Résumé Example

## Christopher Smith

1600 Main Street,  
AnytownWA 98055  
(425) 123-4567  
CAS@hotmail.com

### EDUCATION:

#### Bachelor of Arts Degree in English with a Minor in Theatre Arts

Westmont College, Santa Barbara, CA, May 1997

- Working knowledge of Spanish and French.

### EXPERIENCE:

#### Director of Social Service Outreach

Nov. 2002 - Present

Westmont College, Santa Barbara, CA

- Coordinated cross-cultural program in Ensenada, Mexico.
- Supervised 450 students in 24 diverse teams.
- Establishing working relationships with Mexican Government and pastoral community.
- Designed program to increase group unity.
- Directed a theatrical team for cross-cultural outreach.

#### Director of Homeless Outreach

Aug. 2000 - Nov. 2002

Westmont College, Santa Barbara, CA

- Developed weekly program to present at several organizations implementing drama and music.
- Motivated team members to build relationships with the homeless.
- Established strong community emphasis between homeless and students.

#### International Ambassador for "Up With People"

Jul. 1999 - Aug. 2000

Tucson, AZ

- Participated in both presentational and organizational aspects of show.
- Interacted in prisons, rest homes, hospitals and other similar institutions in five countries.
- Promoted "Up With People" in Norway and the United States.

#### Promotion Representative for Access Theatre

Sep. 1998 - Jun. 1999

Santa Barbara, CA

- Managed publicity for theatre, promoting a show which integrated handicapped and hearing impaired performers with non-handicapped performers.
- Successfully promoted fund-raisers to aid nonprofit organization.

#### Employment Service Representative Intern

Jul. 1997 - Jul. 1998

Employment Development Department, Santa Barbara, CA

- Organized and assisted in job search workshop.
- Aided in job development and placement of the Youth Employment Service.