

Activities Resume & Cover Letter





Your Job:




Your Job:

- Create a current resume
- 



Your Job:

- Create a current resume
 - Write an introductory cover/letter of application
- 

Resume:



seen listed on a resume before."
"An 'ability to smell fear' is a quality I've never

Resume: list of activities



seen listed on a resume before."
"An 'ability to smell fear' is a quality I've never

Cover letter:

24 hours • Monday, May 25, 2009

Careers & Education

Don't forget the cover letter



MOSHIN
MANJI

So now you have a professional resume but what about the cover letter?

As with the resume a well written cover letter is vital when applying for employment. Many job seekers spend hours preparing the resume, while very little if any thought is given to creating an effective cover letter.

Although, some employers may not take the time to read the entire cover letter, it is almost always the cover letter that greets the employer when applying for employment opportunities.

It is also a well written cover letters that will get you noticed and stand out from other candidate submissions.

The following outlines my personal recommendation to keep in mind when writing a professional cover letter:

- Customize each cover letter to a specific contact or department (do not use "to whom it may concern")

- Free of grammatical errors. Proofread your cover letter and use spell check. Keep it professional not personal (e.g. do not mention marital status etc.).

- Keep the cover letter relevant to the job you are applying for.

- If you don't have a specific contact person, address the cover letter as Dear or Attn: to a specific department.

- If you do have a contact name, spell out the entire name (e.g. Dear Jane Smith). Do not refer to the contact on a first name basis or use any nicknames.

- Don't be overly-flattering or over the top. (e.g. "it's been a dream to work at ABC"). Just be honest (e.g. "I'm applying for the recent job posted on the myjobnow website for a _____")

- Use an e-mail address that matches your

name in some way. Don't email your resume from js6547@yourdomain.com.

- Don't sign your emails with some kind of handle or nickname. Use your given birth name.

- First impressions count, don't be forgetful, attach your resume to the cover letter.

- Show some creativity, write a letter that conveys both your personality and professionalism.

- Every sentence of your cover letter you should show enthusiasm, passion for the position and industry, and interest in working for the employer.

- The cover letter length should never exceed one page. The cover letter is only a brief introduction to get the employer interested in reading your resume.

- Mention names if you know someone within the company for which you are applying. Hiring managers pay more attention to unsolicited resumes when they assume you were referred by one

of their employees or customers.

- Cover letters should always be typed, not hand written.

- Always close with a promise of action (e.g. you will follow-up with the contact or company within 7-10 days in regards to the status).

These are just a few tips to keep in mind when writing a professional cover letter.

Unfortunately, there is no secret formula that guarantees you employment, or even a job interview.

An effective cover letter is simply a way to ensure you get noticed by the employer and helps you stand out from other job applicants.

Have questions about how to wow potential employers? Visit us at www.hrinmotion.com. Providing job preparation services from a human resources perspective.

Cover letter: Introduction

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Where To Begin?



Where To Begin?

- Start with the simple stuff: How can you be reached?
- 

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- Start with the simple stuff: How can you be reached?

Rufus T. Firefly

123 Skidoo Ave.

Buttscratch, NY 12776

(845) 362-3640

firefly123@yahoo.org



Okay, now what?




Okay, now what?

- Here's where you begin to categorize things that are impressive about you.




Okay, now what?

- Here's where you begin to categorize things that are impressive about you.
 - Jobs
- 




Okay, now what?

- Here's where you begin to categorize things that are impressive about you.
 - Jobs
 - Awards
- 



Okay, now what?

- Here's where you begin to categorize things that are impressive about you.
 - Jobs
 - Awards
 - Responsibilities
- 




Okay, now what?

- Here's where you begin to categorize things that are impressive about you.
 - Jobs
 - Awards
 - Responsibilities
 - Sports
- 



Okay, now what?


- Here's where you begin to categorize things that are impressive about you.
 - Jobs
 - Awards
 - Responsibilities
 - Sports
 - Talents
- 



Templates: A Good Idea




Templates: A Good Idea

- Many word processing programs feature fill-in-the-blank resume templates
- 



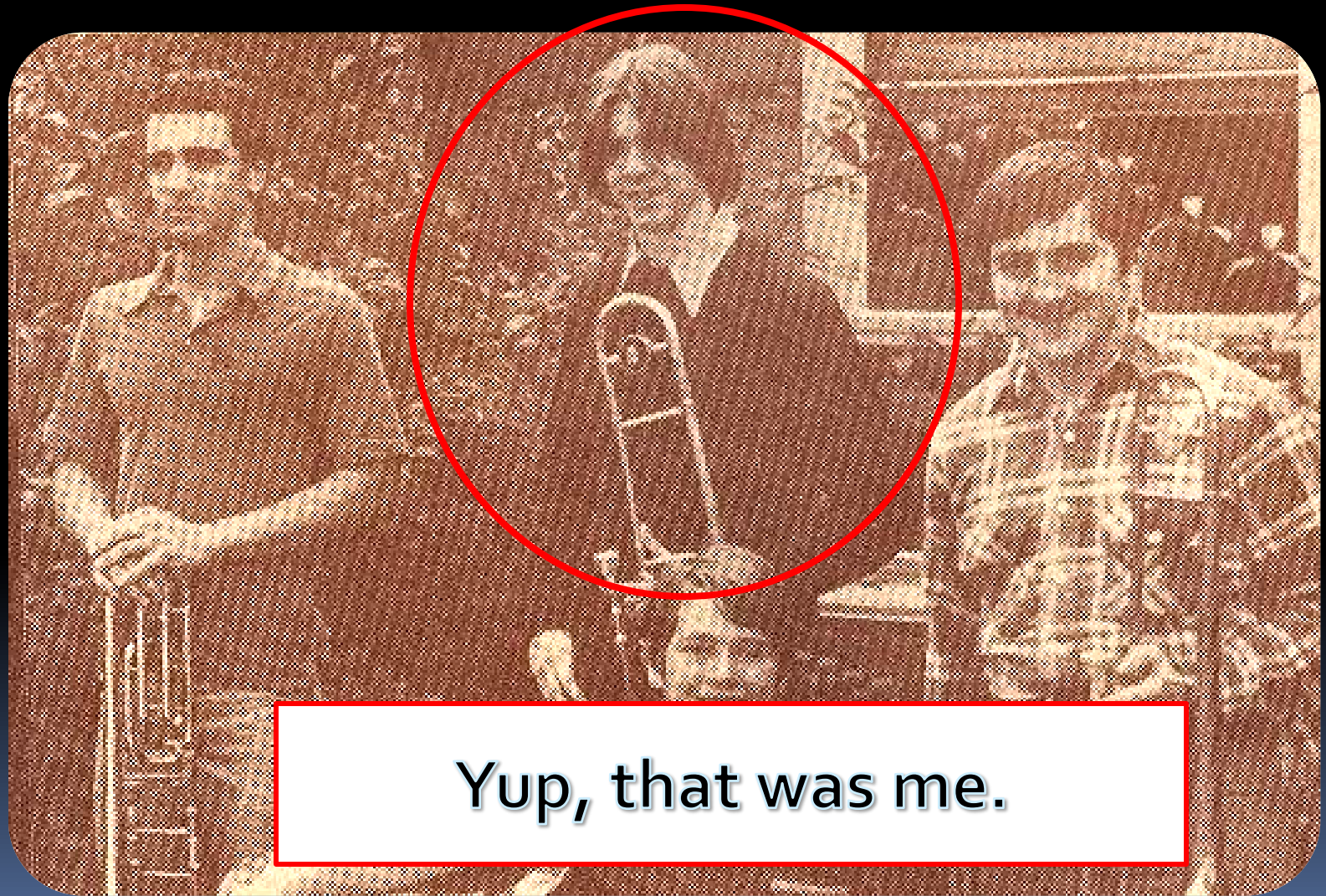
Templates: A Good Idea

- Many word processing programs feature fill-in-the-blank resume templates
 - Many will also let you customize the look and the background of your resume.
- 

Case Study: Fleck, c. 1981



Case Study: Fleck, c. 1981



Yup, that was me.

At roughly 18, what had I done?



Junior year, c. 1980

At roughly 18, what had I done?

- Altar boy



Junior year, c. 1980

At roughly 18, what had I done?

- Altar boy
- All-County Band



Junior year, c. 1980

At roughly 18, what had I done?

- Altar boy
- All-County Band
- All-State (alternate)



Junior year, c. 1980

At roughly 18, what had I done?

- Altar boy
- All-County Band
- All-State (alternate)
- Held a job (3 years)



Junior year, c. 1980

At roughly 18, what had I done?



- Altar boy
- All-County Band
- All-State (alternate)
- Held a job (3 years)
- Honor Roll (mostly)

Junior year, c. 1980

At roughly 18, what had I done?



- Altar boy
- All-County Band
- All-State (alternate)
- Held a job (3 years)
- Honor Roll (mostly)
- National Honor Society

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At roughly 18, what had I done?



Junior year, c. 1980

- Altar boy
- All-County Band
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- Held a job (3 years)
- Honor Roll (mostly)
- National Honor Society
- Various writing awards

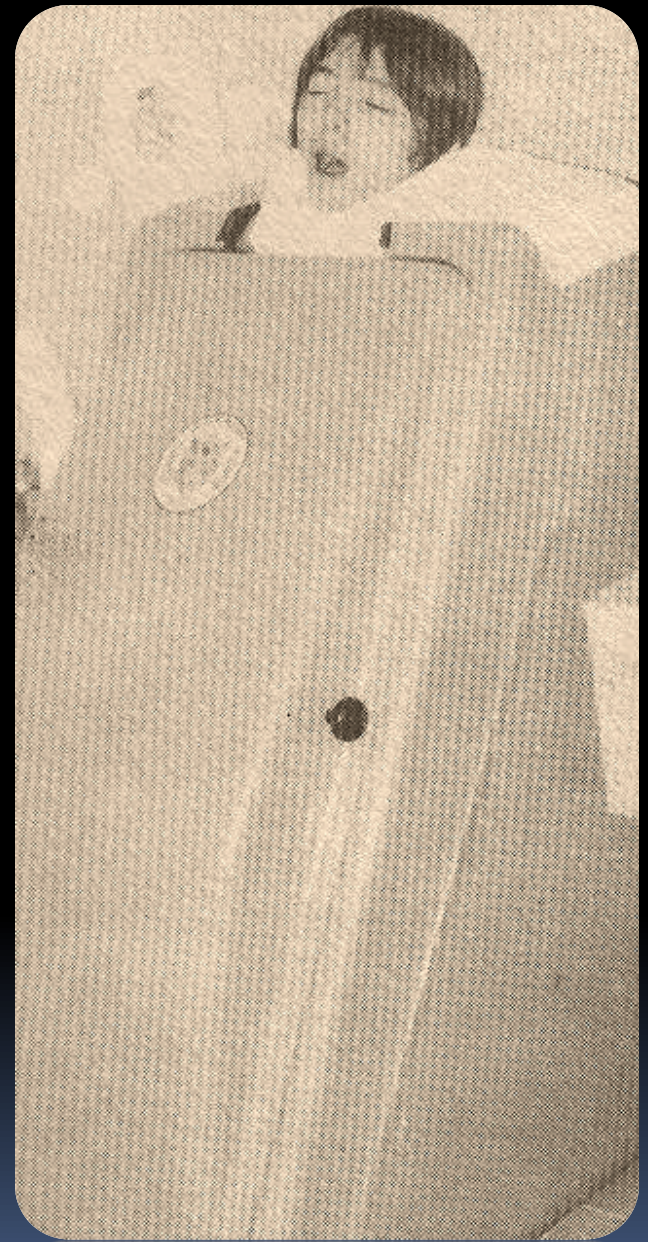
At roughly 18, what had I done?



Junior year, c. 1980

- Altar boy
- All-County Band
- All-State (alternate)
- Held a job (3 years)
- Honor Roll (mostly)
- National Honor Society
- Various writing awards
- EJE = NAJE winner

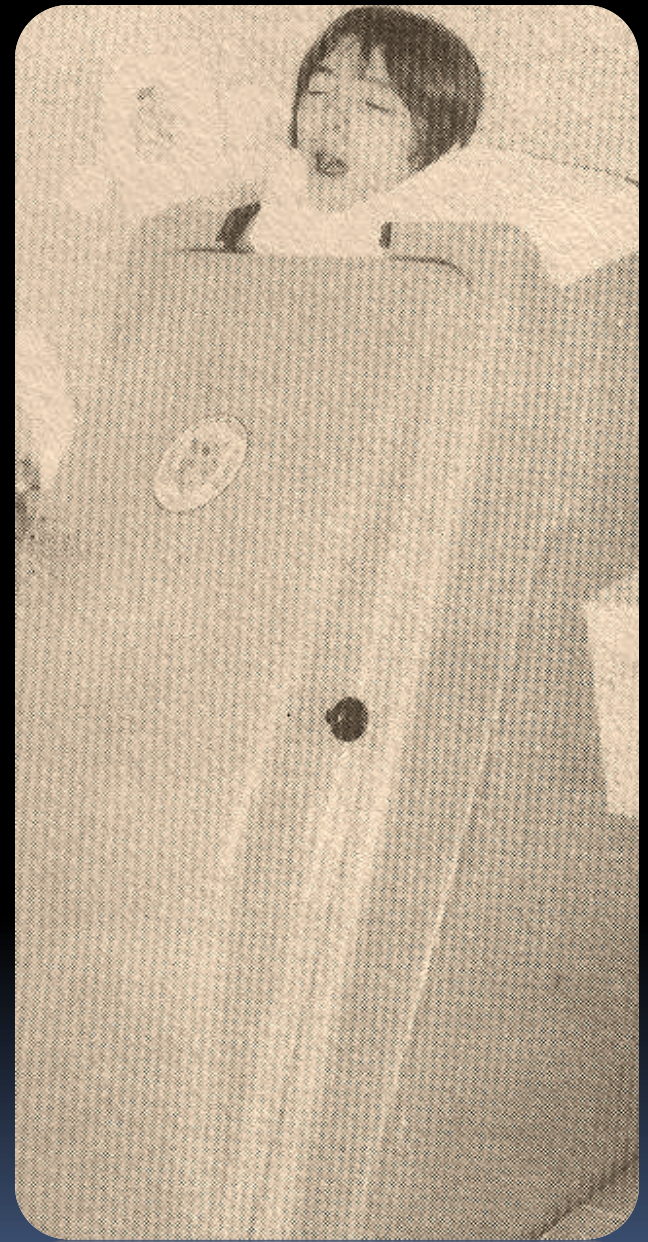
And...?



St. Louis, 1981

And...?

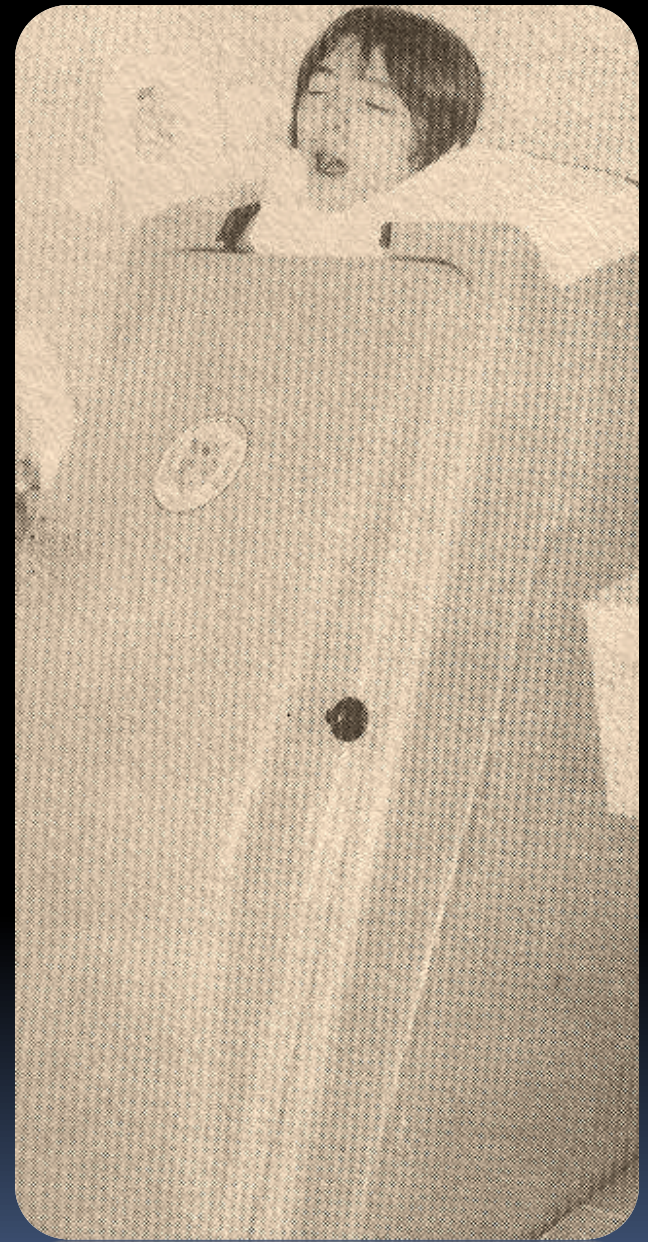
- Cub Scouts



St. Louis, 1981

And...?

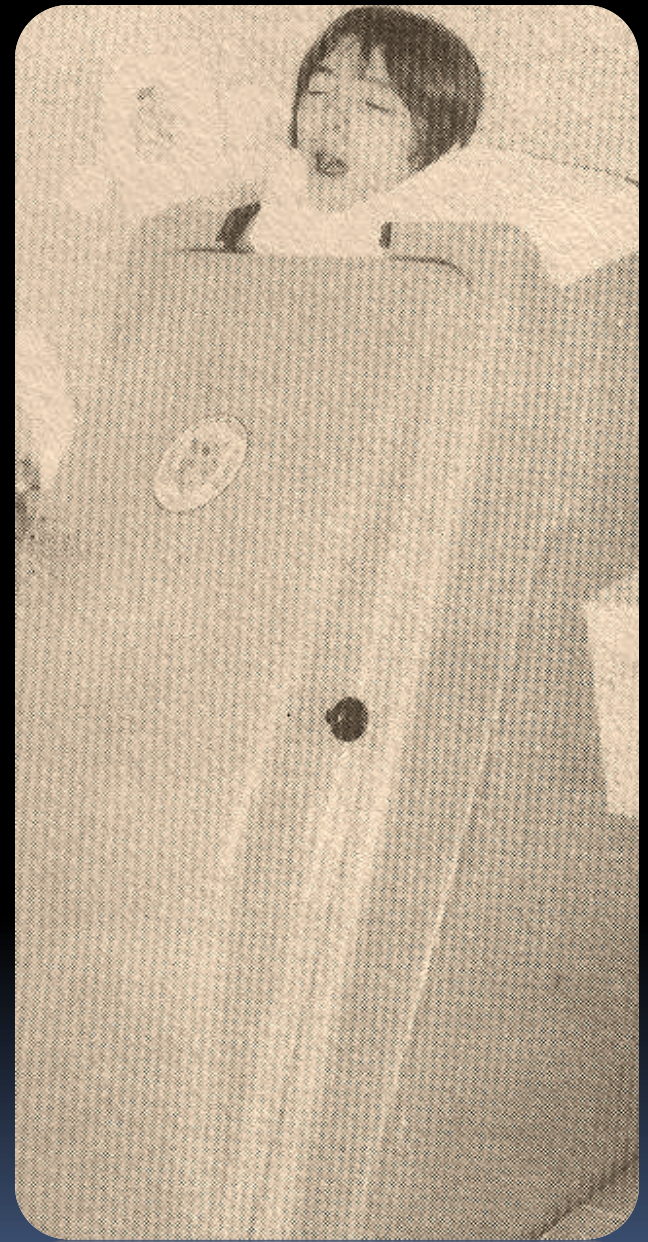
- Cub Scouts
- Little League



St. Louis, 1981

And...?

- Cub Scouts
- Little League
- Babe Ruth League

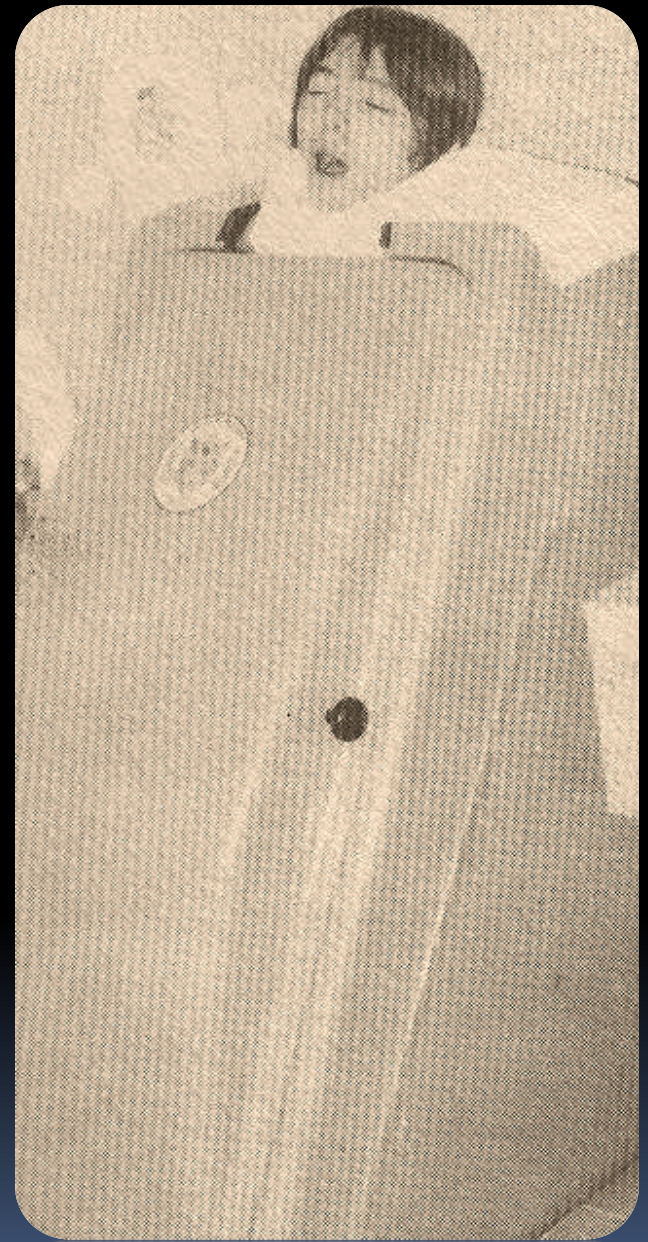


St. Louis, 1981

And...?

- Cub Scouts
- Little League
- Babe Ruth League

TALENTS:



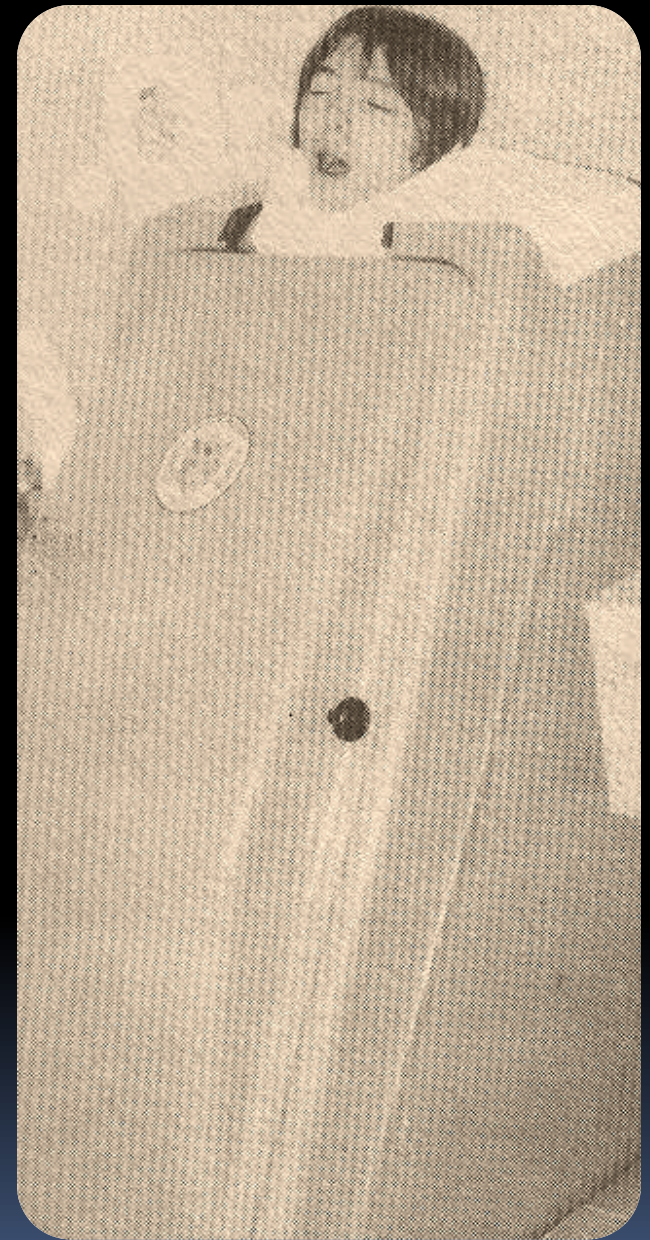
St. Louis, 1981

And...?

- Cub Scouts
- Little League
- Babe Ruth League

TALENTS:

- Photography



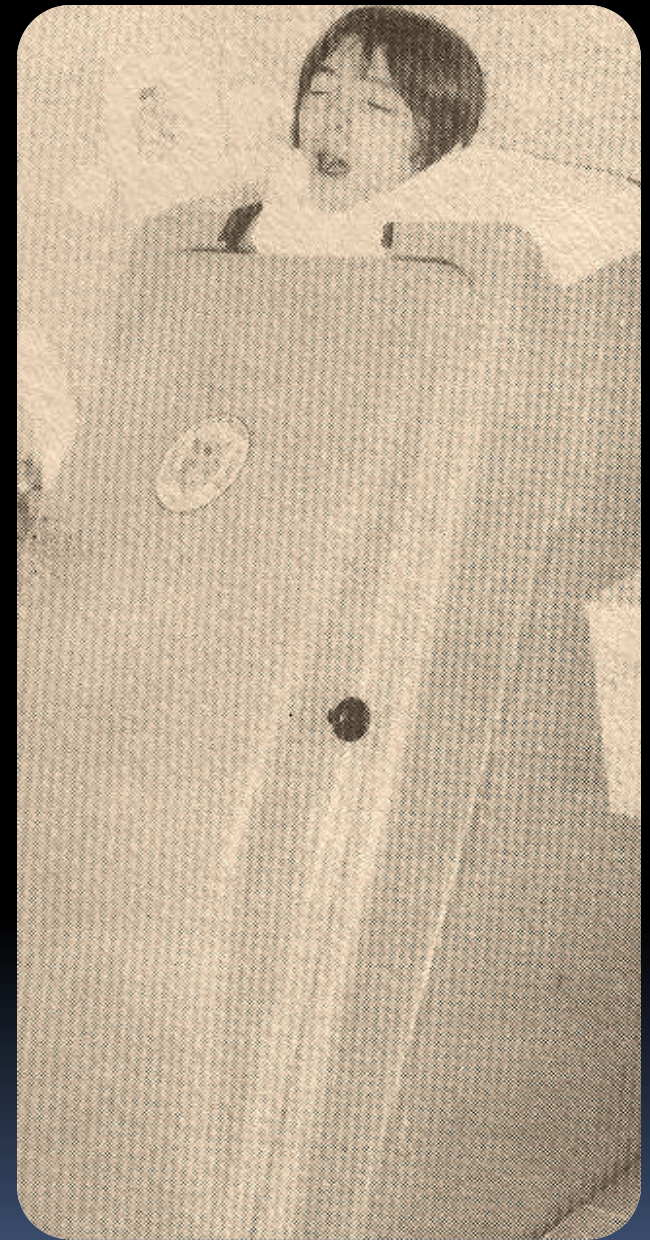
St. Louis, 1981

And...?

- Cub Scouts
- Little League
- Babe Ruth League

TALENTS:

- Photography
- Filmmaking



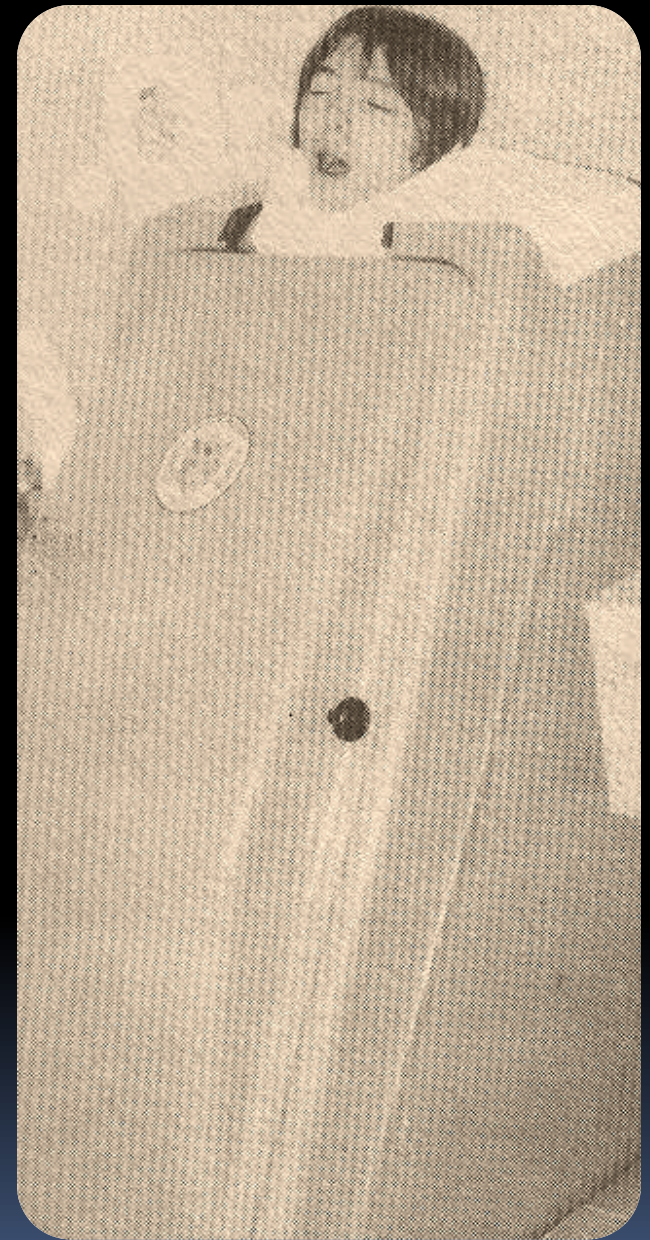
St. Louis, 1981

And...?

- Cub Scouts
- Little League
- Babe Ruth League

TALENTS:

- Photography
- Filmmaking
- Partying



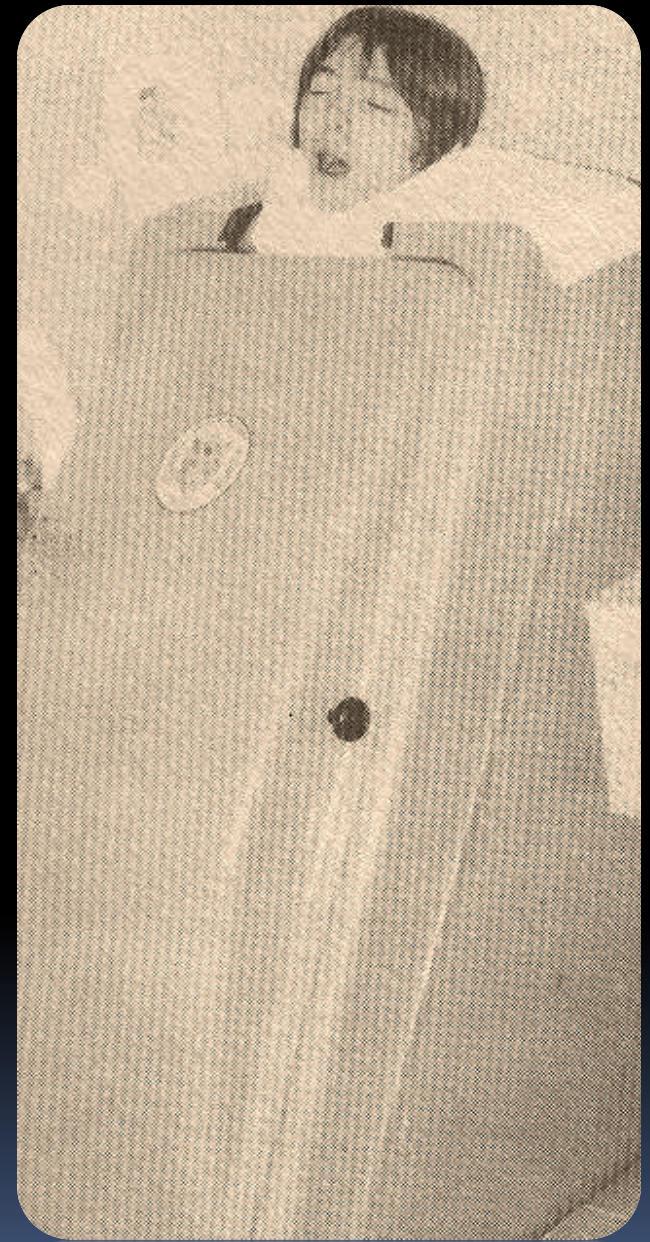
St. Louis, 1981

And...?

- Cub Scouts
- Little League
- Babe Ruth League

TALENTS:

- Photography
- Filmmaking
- Partying (okay, I didn't write that)



St. Louis, 1981



So what did I emphasize on my resume
(done on the old IBM Selectric)?

So what did I emphasize on my resume (done on the old IBM Selectric)?

Employment Record

Dates Employed	Employer	Position Held	Type of Work
1979 - Present	JCD Pharmacy	Stock Boy/Cashier	Customer Service
1976 - 1979	Independent Lawn Services	Maintenance	General Yard Work
1976	Independent Cleaner	Cleaner	Cleaned Old Houses

Trombone

- 4th - 6th grade - Elementary Band
- 5th - 10th grade - Jazz Ensemble II; All-County Band (9th, 10th grade)
- 9th - 12th grade - 1st trombone, High School Band; All-County Band (9th, 10th, 11th, 12th)
- 11th - 12th grade - Jazz Ensemble; performed at NAJE festival in St. Louis, MI; All-State Jazz Ensemble (alternate); featured soloist on "Jelly Roll," "Woodchopper's Ball," and "Also Spake Zarathustra"



And...

And...

Sports

- 9th grade - back up catcher/outfielder, JV baseball team
- 12th grade - runner (cross-country), track team
- 8th - 9th grade - catcher, Ellenville Little League
- 10th grade - outfielder/catcher, Resnick's Cambridge Warehouse, Babe Ruth League
- 10th grade - assistant coach, Ellenville Little League (minor leagues)

School - Related Extracurricular Activities

- 11th - 12th grade - Photography Club
- 11th grade - photographer for Jazz Ensemble Benefit Concert program
- 11th grade, 12th grade - Yearbook Art Editor

Academic Honors and Awards

- 12th grade - inducted into the National Honor Society
- Honor Roll - 7th grade (3x), 8th (3x), 9th (3x), 10th (4x), 11th grade (3x)
- High Honor Roll - 12th grade (3x so far)
- 11th grade - selected to serve as school representative in PEN writing contest

References:



References:

Should be written by an
"Authority"



References:

Should be written by an
"Authority"

- Employer



References:



Should be written by an
"Authority"

- Employer
- Teacher

References:



Should be written by an
"Authority"

- Employer
- Teacher
- Guidance counselor

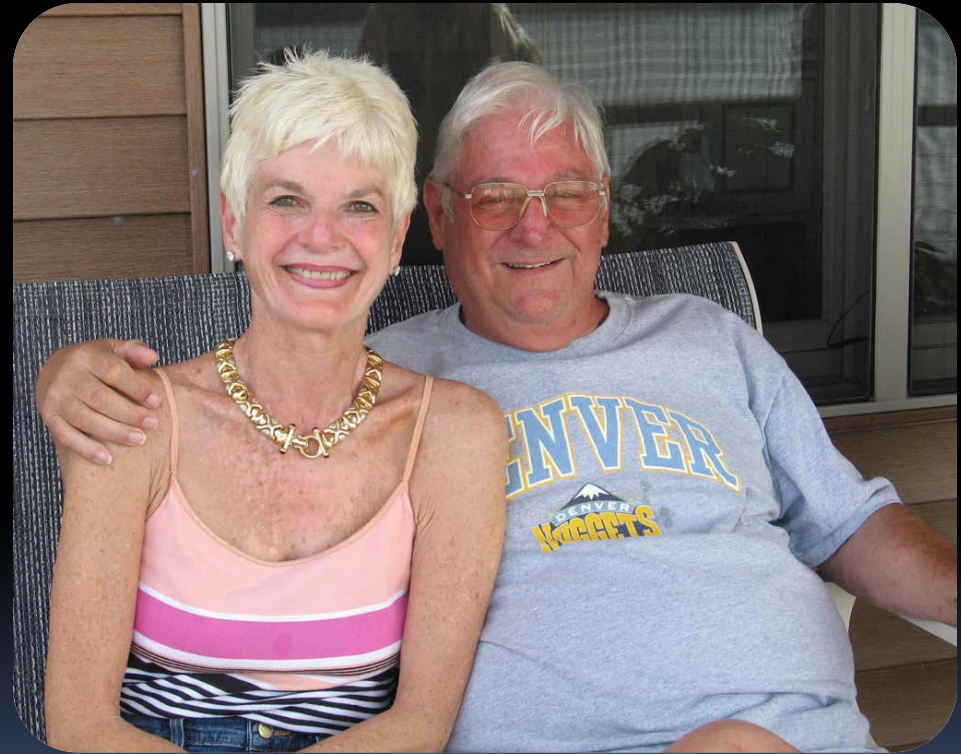
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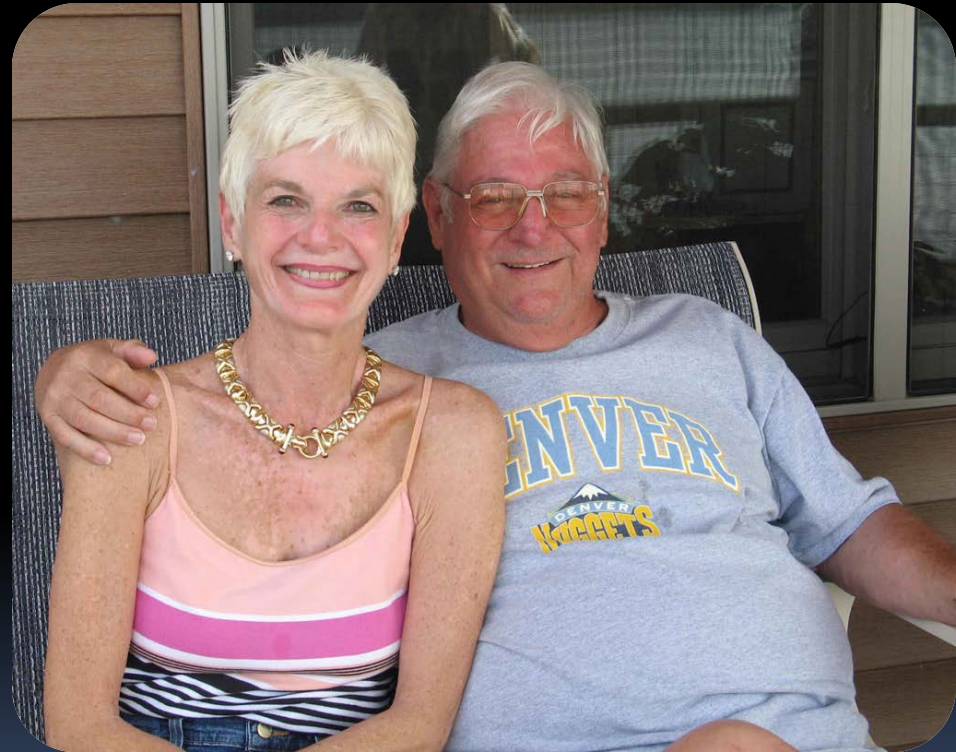
- Employer
- Teacher
- Guidance counselor
- Group leader

Not Good References



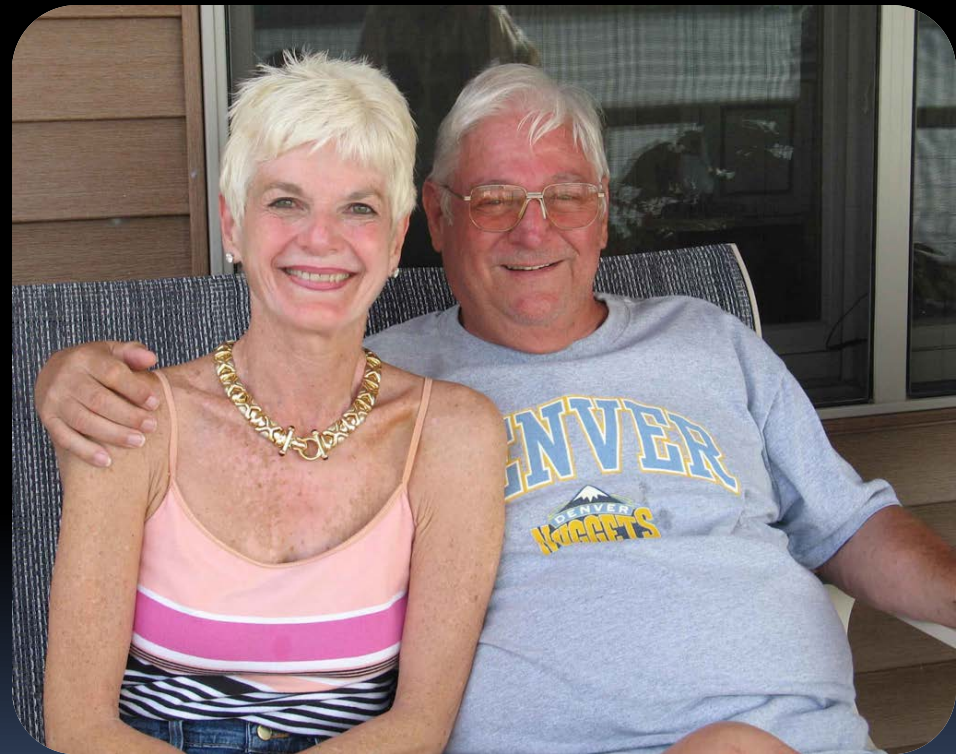
Not Good References

- Grandparents



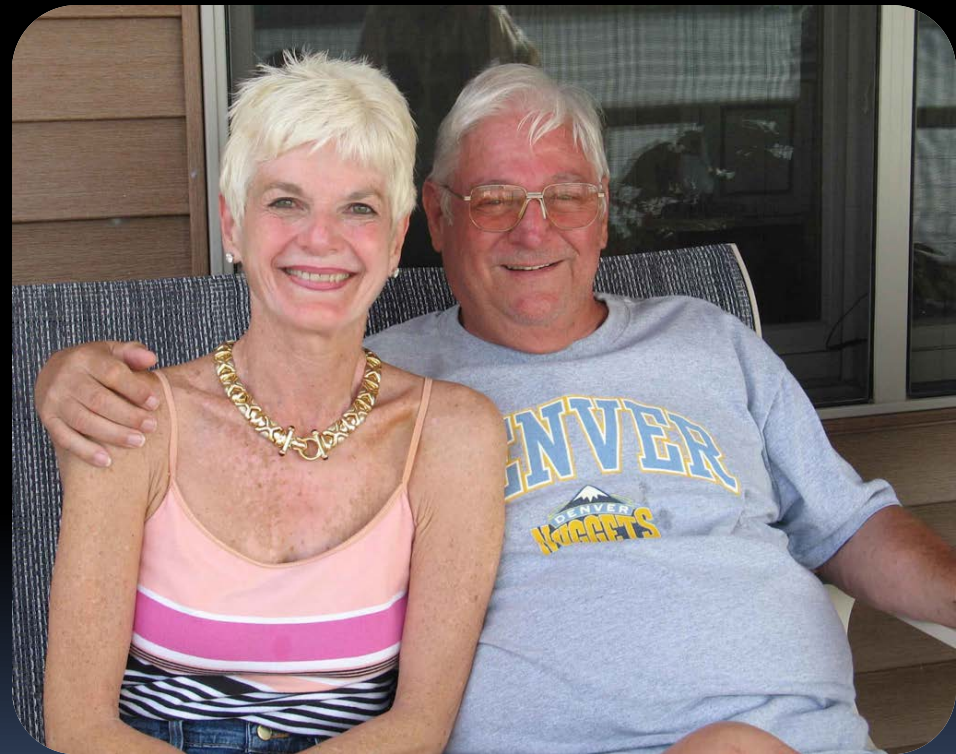
Not Good References

- Grandparents
- Mom



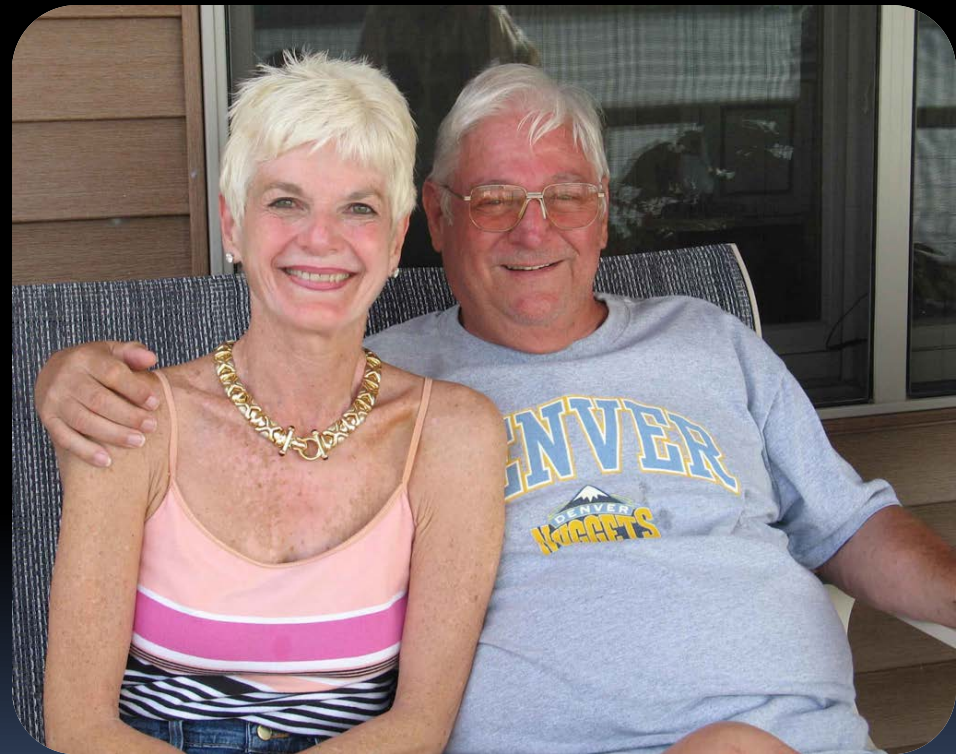
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- Mom
- Peers



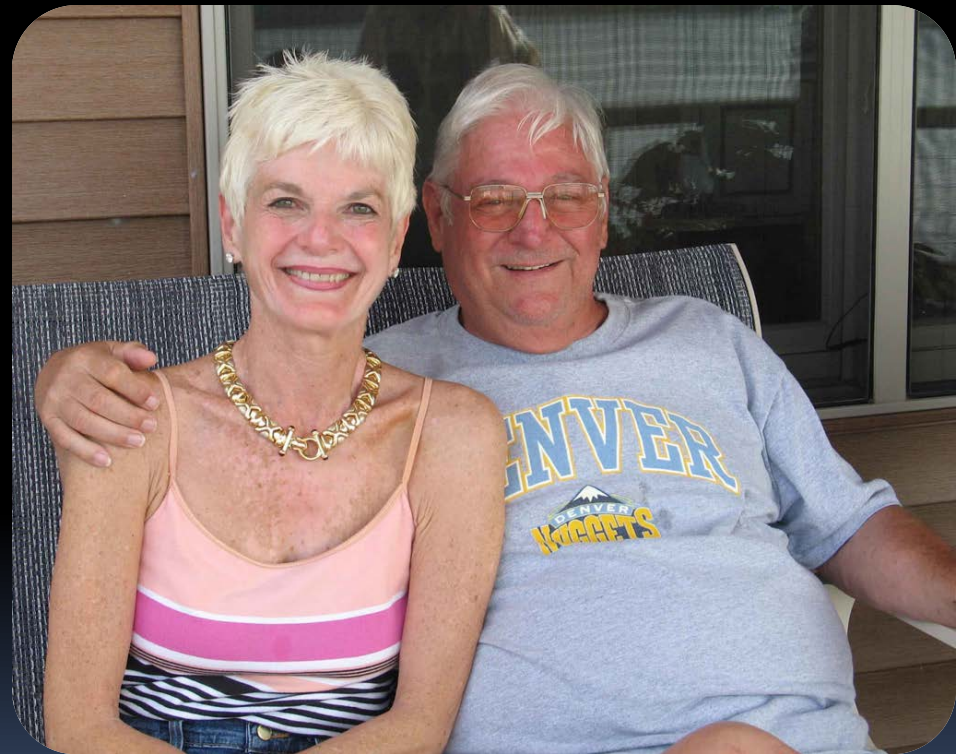
Not Good References

- Grandparents
- Mom
- Peers
- James O'Conner



Not Good References

- Grandparents
- Mom
- Peers
- James O'Conner
(that was a joke)



The Application Letter





Should be:




Should be:

- More specific than resume
- 




Should be:

- More specific than resume
 - Tailored (if possible) to a specific place
- 




Should be:

- More specific than resume
 - Tailored (if possible) to a specific place
 - An introduction of your best qualities
- 




Should be:

- More specific than resume
 - Tailored (if possible) to a specific place
 - An introduction of your best qualities
 - Neat, well written, free of errors
- 



Should be:

- More specific than resume
 - Tailored (if possible) to a specific place
 - An introduction of your best qualities
 - Neat, well written, free of errors
 - A representation of YOU
- 

Excerpts From My Letter

- Directing films requires vision, organization, people skills, and a sense of humor. I feel I have all of these qualities. I like to joke and to laugh, but I'm capable of being very serious and motivated. My grades in Ellenville High School are solid (I'm graduating in the top 10%), and I believe my membership in the National Honor Society says something about my abilities. My achievements in music (All County and All State Bands) indicate my ability in artistic fields. I'm willing to listen, to learn, and to work with people. And, if being "a little loony" (as John Dykstra from the Star Wars effects team says) is an asset, I have that, too. All of these qualities, I believe, make me an ideal candidate for the Newhouse School.

Results



Results

College Applications:



Results

College Applications:

- NYU



Results

College Applications:

- NYU
- Berklee



Results

College Applications:

- NYU
- Berklee
- Ithaca College



Results

College Applications:

- NYU
- Berklee
- Ithaca College
- Syracuse University



Results

College Applications:

- NYU
- Berklee
- Ithaca College
- Syracuse University
- SUNY Fredonia



Results

College Applications:

- NYU
- Berklee
- Ithaca College
- Syracuse University
- SUNY Fredonia
- SUNY Purchase
("safety" school)



Results

College Applications:

- NYU - *Yes*
- Berklee
- Ithaca College
- Syracuse University
- SUNY Fredonia
- SUNY Purchase
("safety" school)



Results

College Applications:

- NYU - Yes
- Berklee - Y
- Ithaca College
- Syracuse University
- SUNY Fredonia
- SUNY Purchase
("safety" school)



Results

College Applications:

- NYU - Yes
- Berklee - Y
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Results

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("safety" school)



Results

College Applications:

- NYU - Yes
- Berklee - Y
- Ithaca College - Y
- Syracuse University - Y
- SUNY Fredonia - Y
- SUNY Purchase
("safety" school) – **No!**





All this out of:



All this out of:

- An 88 average



All this out of:

- An 88 average
- 1170 SAT's (old)



All this out of:

- An 88 average
- 1170 SAT's (old)
- Graduating top 10%
(16th out of 166)



So Where Did I Go?

So Where Did I Go?



All this somehow brought me to
LHS.

