

Writing Resumes, Cover Letters and Thank You Notes

Begin with research...!

Don't just jump into writing the résumé, write down your targeted job:

- What skills do you need to do this job?
- What does this job entail?
- Don't know?
- Do your research!
- Help the employer imagine you at their workplace

A Résumé is Your Marketing Tool—First Impressions Count!

A Good Résumé is:

- Targeted
- Original
- Concise
- Action-Oriented
- Eye-catching
- Error Free

Résumé Formats

- Chronological
- Functional
- Combination
- Performance
- E-Résumés

Components of the Résumé

- The Heading
- Employment Objective / Summary
- Highlights / Skills Summary / Profile
- Experience
- Education / Training
- Affiliations / Associations / Memberships
- Professional Development
- Awards and Accomplishments
- Interests
- Career Portfolio and References Statement



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Preparing Your Résumé

- Write the résumé yourself
- Do not use a template
- Have two other people proofread it
- Emphasize accomplishments using concrete examples that can be measured (#, \$, %)
- Avoid anything negative
- Send your references a copy of your résumé

Never:

- Exaggerate
- Use 3-hole punch, inexpensive paper
- Double-side your résumé
- Make handwritten changes
- Use obscure/unusual acronyms or abbreviations

Do:

- Use a staple or paperclip (never fold corners)
- Put your name on all pages
- Use the same font for résumé, cover letter, etc.

What Not to Include...

- “I”, “Me”, “My”
- Fluffy, rambling Objective Statements
- Salary expectations
- Reasons for leaving a job
- Personal information
- Your References
- Poor Grammar & Spelling Errors

Cover Letters

There are two types of cover letters:

SOLICITED: Employer is actively recruiting

BROADCAST: Job Seeker is investigating opportunities with networking contacts, referrals, employer events, etc.

Cover Letter Content

Introduce yourself and the reason for writing.

Sell Yourself - What do you have to offer?

Illustrate what research you have done on the company.

1st Paragraph

Name the specific job you are applying to. State how you learned about the opening, where and when.

If you were referred by someone, mention them by name.

2nd Paragraph

- Document qualifications sought by employer and use examples (but not stories).
- Use employer's words whenever possible.
- Articulate why you are qualified for this position.
- How can you help the employer achieve organizational goals in your speciality.
- Focus on what you can do for them rather than why you want the position.

3rd Paragraph

Indicate what you know about the company which can include:

- Mission statement, corporate goals
- Opportunities, strengths
- Industry Reputation
- Products or Services
- Management Style

Last Paragraph

- Indicate your willingness and interest to attend an interview
- If requested, state salary expectations
- Sign letter



Thank You Notes

Thank everyone who:

- Gave you an information interview
- Provided you with job leads
- Interviewed you
- Acted as a reference on your behalf.

If you need job search assistance, visit your campus's Career Centre and meet with a Sheridan Employment Advisor.

Resources:

www.sheridaninstitute.ca/career

www.careeramoasic.com

www.monster.ca

www.workopolis.com