



RESUMES AND COVER LETTERS

Brooke Peccie '13

Career Operations Coordinator
Washington and Lee University

NORFOLK
ACADEMY

1728





2013



2017



CAREER *and*
PROFESSIONAL
DEVELOPMENT

2019

Your Story

NORFOLK
ACADEMY

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Inventory of Accomplishments

Situation

What was the situation and problem to be solved?

Example: Before I joined mock trial, the team had never won a championship.

Action

What solution did you contribute and how did you do it?

Example: I recruited an attorney to coach the team and encouraged team try-outs.

Result

What was the end result and how did it affect you and others?

Example: The team qualified for a state championship and received an award for Best Attorney.



Resumes

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Resumes...

- Create a snapshot of your qualifications
- Market your skills and experiences
- Should be pertinent, concise, and easy to skim
- Should be tailored to the job for which you are applying



A resume should...

- Be ONE page (no more *or* less)
- Use strong action verbs
- Have NO references or personal pronouns (...none!)
- Be free of typos and grammatical errors



Heading

Catherine "Cath" Bulldog
555.555.5555 | 1111 North Rd, Norfolk, VA 23508 | bulldogc21@gmail.com



NORFOLK
ACADEMY



Heading

Education

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Lexington, VA

- Relevant courses: listed here
- GPA: 3.2/4.0; Dean's List (Academic Year 2018-2019)

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Graduated June 2017

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Norfolk, VA

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Work Study Lexington, VA

- Welcomed perspective families into the office and served as a resource for interested students

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- Taught volleyball, basketball, and lacrosse to 6 to 18 campers ages 8 to 12 during a day-camp
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Vice President of Community Service Lexington, VA

- Educate chapter members on Alpha Sorority's community service initiatives and plan events in collaboration with the local Girl Scout troop

Campus Kitchen Spring 2017 - Present
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- ACTION VERBS:**
- Prepared
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ACTION VERBS:

- Prepared
- Researched
- Constructed
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- Taught
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NOT:

- "Responsible for..."
- "I did..."
- "Helped with..."

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Cover Letters

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Cover letters...

- Are a personal introduction that accompany your resume
- Provide additional information to your potential employer
- Market your strengths and how they align with the job opening
- Should be tailored to the job for which you are applying



A cover letter should...

- Be ONE page (no more *or* less)
- Serve as a narrative as well as a writing sample
- Be free of typos and grammatical errors



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Date

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January 3, 2020

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Heading

Date

Recipient Address

Catherine "Cath" Bulldog

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January 3, 2020

[Recipient's first and last name]

[Recipient's title]

[Company name]

[Company address]

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Salutation

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[Recipient's first and last name]

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Dear [Mr./Ms. Last name only],

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Salutation

Body
(3-4 paragraphs)

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January 3, 2020

[Recipient’s first and last name]

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Dear [Mr./Ms. Last name only],

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Indentations are not necessary when using this format—just be sure to double space between paragraphs. Use strong topic sentences for each paragraph that clearly identify your qualifications and passions. Align those qualifications and passions with those required for the position you are seeking. Always provide concrete examples. Tell your story in a manner that convinces an employer that you are qualified and should be seriously considered. Why should the employer hire you instead of someone else? Be as professional and passionate as possible. Use facts, reason, and examples to support your position or candidacy.

In the final paragraph, summarize your interests and qualifications. Remind the reader how to contact you. Thank the reader for his/her consideration.

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Sincerely,

First and last name

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1) WHY THEM?

- Why this industry/company?
- Connection to company
- Show you've done research

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1) WHY THEM?

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2) WHY YOU?

- Why/how are you qualified? (multi-pronged argument)
- Provide concrete examples
- Align content with job requirements

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3) CLOSING

- Begin with a summary
- Any other pertinent info?
- Contact info reminder
- Thank them for consideration

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- Provide concrete examples
- Align content with job requirements

3) CLOSING

- Begin with a summary
- Any other pertinent info?
- Contact info reminder
- Thank them for consideration

Catherine "Cath" Bulldog

555.555.5555 | 1111 North Rd, Norfolk, VA 23508 | bulldogc21@gmail.com

January 3, 2020

[Recipient's first and last name]

[Recipient's title]

[Company name]

[Company address]

Dear [Mr./Ms. Last name only],

Try not to start the letter with "my name is..." or "I am a junior at X College..." but instead, create a strong opening to grab the reader's attention. Know your audience. State the purpose for writing (e.g., submitting an application for X position) after you have introduced yourself. Distinguish yourself without being overly confident. Where did you hear about the job? Do you know someone at the company? Why are you interested in the position?

Indentations are not necessary when using this format—just be sure to double space between paragraphs. Use strong topic sentences for each paragraph that clearly identify your qualifications and passions. Aligns those qualifications and passions with those required for the position you are seeking. Always provide concrete examples. Tell your story in a manner that convinces an employer that you are qualified and should be seriously considered. Why should the employer hire you instead of someone else? Be as professional and passionate as possible. Use facts, reason, and examples to support your position or candidacy.

In the final paragraph, summarize your interests and qualifications. Remind the reader how to contact you. Thank the reader for his/her consideration.

Sincerely,

First and last name

First and last name

Heading

Date

Recipient Address

Salutation

Body
(3-4 paragraphs)

Signature

Catherine “Cath” Bulldog

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Sincerely,

First and last name

First and last name

NORFOLK
ACADEMY

1728





Questions?

NORFOLK
ACADEMY

1728

