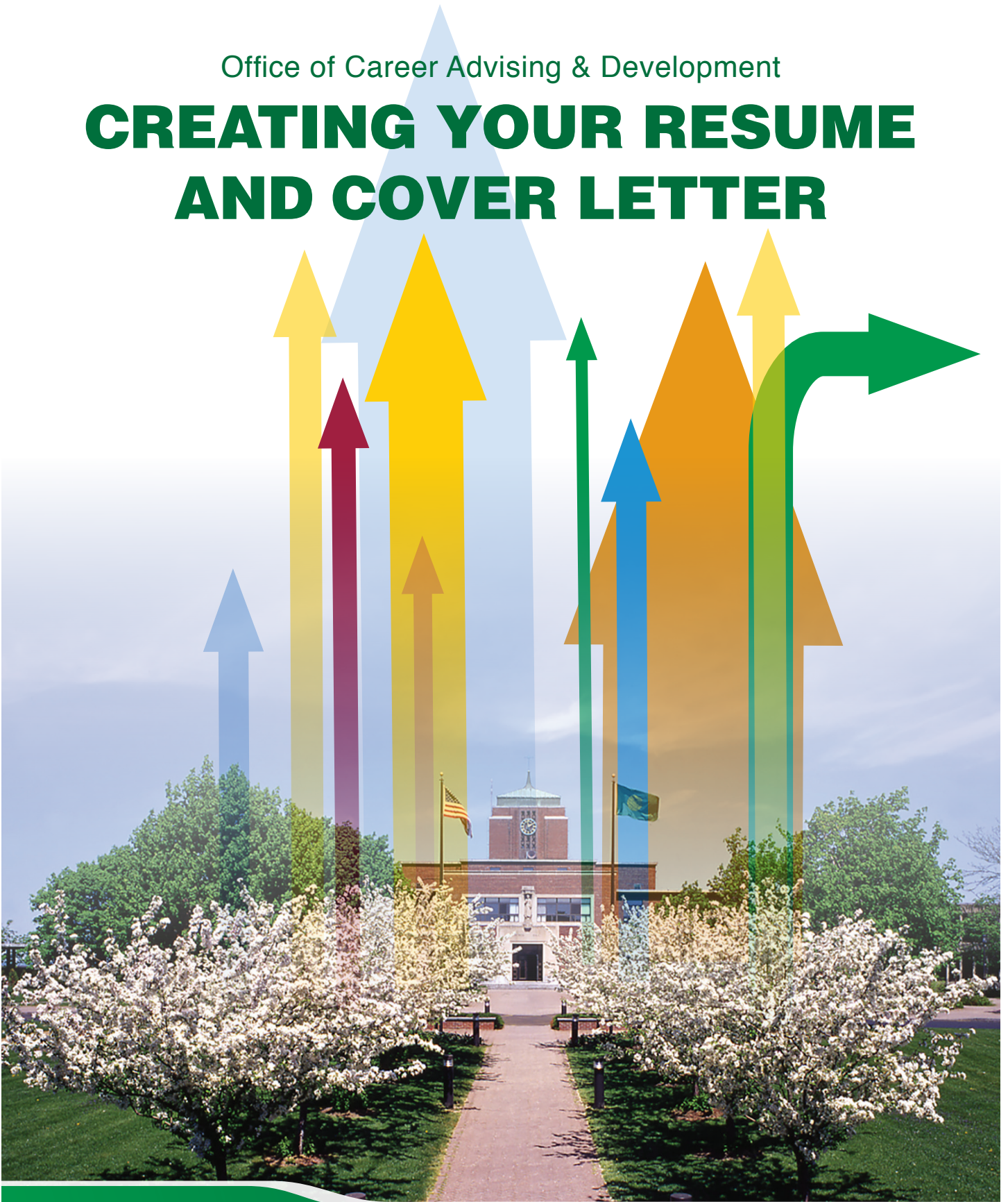


Office of Career Advising & Development




CREATING YOUR RESUME AND COVER LETTER



LE MOYNE
Greatness meets Goodness®

Office of Career Advising and Development

Reilly Hall 342

careers@lemoyne.edu | (315) 445-4185 |    @ImcDolphinsWork

 **handshake** lemoyne.joinhandshake.com

Table of Contents



Taking the first steps in creating a resume and cover letter is a huge accomplishment. You will find as you move through the process you will **REFLECT** on your past and current experiences and your future possibilities. Crafting a well-written resume and cover letter will allow you to **EXPLORE** all the opportunities that are waiting for you. Right now you are taking a necessary step in **PREPARING** your application documents in order to meet the opportunities as they arise. Well-written documents will give you the confidence and ability to **PURSUE** your career aspirations.

Go 'Phins! You got this.

The Office of Career Advising and Development

[Resume and Cover Letter Guide Overview Video](#)

[Resume and Cover Letter Guide Deeper Dive Video](#)

TABLE OF CONTENTS

Creating Your Resume	3
Power Verbs	5
Part-time Job Experience	6
Resume Screening Software	7
Resume: Freshman/Sophomore Example	8
Resume: Junior/ Senior Example	9
Resume: Senior Business Example.....	10
Resume: Biology Example	11
Resume: Rising Junior Nursing Example	12
Resume: Occupational Therapy Example.....	13
Resume: Accounting Example	14
CV Use vs. Resume.....	15
CV Physician Assistant Example.....	16
CV Chemistry Example.....	19
Resume Checklist.....	21
Creating Your Cover Letter.....	22
Cover Letter Content	23
Cover Letter Examples	24
Emailing Your Cover Letter and Resume	26

REPP



REFLECT - On your past and present experiences and goals.



EXPLORE - Look at a wide range of possibilities of where you want your resume to be seen or discovered.



PREPARE - Utilize **ALL** resources available to you (in addition to this guide) to craft your document.



PURSUE - Once your professional document has been refined and critiqued, be bold and apply to many positions or programs that fit with your interests, values and goals.

CREATING YOUR RESUME



1st DRAFT:

- LIST** all activities, experiences (paid and unpaid), dates (month & year only), city, state per each experience
- ORGANIZE** into basic categories; education, awards, internships, work experience, volunteer, skills/certifications
- CUSTOMIZE** your basic categories or labels if possible, for more impact;

Examples:

Basic Category vs. Customized Categories

Internships	Marketing Internships or Human Services Internships
Experience	Health care Related Experience, Teacher Collaborator Experience
Activities	Campus Leadership and Involvement

CAREER FACT:
Employers review resumes for 6 seconds or less

2nd DRAFT:

LAYOUT each category or section in order of relevance and/or the most recent experience first (consider your audience). **Education section (for undergraduates) will lead your resume under your heading/contact information.**

CRAFT bullet points for each experience.

Formula for resume descriptions:

Power verb + Project + Result = Stronger Bullet Point

"Pioneered career development workshop series, increasing student engagement by 50 percent."

TIPS Refer to the Power Verb list on page 5.

Avoid listing just tasks.


Include your impact/contribution or purpose with each bullet point description.


Examples:

Basic Bullet Point vs. Effective Bullet Points

Dimani Law Firm, Syracuse, NY
Receptionist

January 2021- Present

Before  Answered phones
vs.

After  Answer preliminary questions and ask clarifying questions to best recommend appropriate resource

CREATING YOUR RESUME



2nd continued

FORMAT your document.

- ➡ **DO NOT USE A TEMPLATE:** create an original document
Use a font size of 10-12 for content, and larger 12-14 font for categories
- ➡ **BOLD your name** and use large font size (14-16) format
- ➡ **Utilize underline**, and *italicize* to create a consistent format and to ensure key information stands out. Use your creativity to make your document easy to read.
- ➡ **Utilize spacing** between categories, (avoid double spacing the entire document). Do not crowd content, but also evaluate for excessive blank space. Check out this [video](#) for tips on formatting a resume to one page.

FINAL DRAFT:

FINAL DRAFT RESOURCES AND TIPS

- ➡ Attend Drop In Hours during the semester for a resume check.
 - Have others critique your resume (including Career Advising).
- ➡ Make an appointment in [Handshake](#).

handshake and Why You Should Use It

Once your resume is ready to be viewed by organizations and employers, be sure to upload this document to your Handshake account. Handshake is free for you to use where you can find internships, part-time, full-time opportunities. Please review some FAQs regarding Handshake.

Why should I make a Handshake account if I already have a LinkedIn account?

- Handshake has the most opportunities for students and new college grads of any job platform, and is the only one that lets employers recruit specifically at your school
- All the jobs are posted just for students, which means you aren't competing against professionals with 5-plus years of experience. No experience required.

Why should I fill out my Handshake profile?

- Handshake will give you personalized job recommendations based on the information you provide on your profile – so you can find jobs and internships that are right for you.
- Recruiters are **five times** more likely to proactively reach out to you with job opportunities and event invitations if your profile is complete.

Go to [Building Your Profile in Handshake](#) to assist you with maximizing your Handshake profile and visibility to employers and organizations.

POWER VERBS



THINKING/ANALYSIS:

Analyzed	Consolidated	Examined
Assessed	Critiqued	Identified
Adapted	Defined	Investigated
Cataloged	Diagnosed	Judged
Coded	Diversified	Researched
Compiled	Evaluated	Strategized

CREATIVITY:

Conceived	Developed	Pioneered
Conceptualized	Innovated	Proposed
Created	Invented	

IMPROVEMENT:

Enhanced	Recommended	Revised
Expanded	Redesigned	Revitalized
Expedited	Reorganized	Simplified
Improved	Repositioned	Transformed
Increased	Restored	Updated
Perfected	Restructured	Upgraded

INTERPERSONAL:

Advocated	Enlisted	Rehabilitated
Collaborated	Facilitated	Represented
Connected	Greeted	Taught
Consulted	Interviewed	Trained
Counseled	Mediated	Tutored
Demonstrated	Motivated	United
Educated	Negotiated	Welcomed
Energized	Partnered	
Engaged	Recruited	

HANDS-ON:

Assembled	Designed	Rebuilt
Built	Distributed	Repaired
Constructed	Fixed	
Delivered	Operated	

COMMUNICATION:

Conveyed	Instructed	Reported
Drafted	Marketed	Responded
Edited	Persuaded	Summarized
Emphasized	Presented	Translated
Illustrated	Promoted	Verbalized
Informed	Publicized	Wrote

ORGANIZATIONAL:

Organized	Processed	Standardized
Planned	Recorded	Systematized
Prepared	Scheduled	

EFFECTIVENESS:

Accomplished	Exceeded	Resolved
Completed	Generated	Solidified
Created	Influenced	Solved
Developed	Instituted	Structured
Engineered	Launched	Strengthened
Established	Reached	Succeeded

LEADERSHIP:

Administered	Eliminated	Led
Advised	Encouraged	Managed
Challenged	Founded	Mentored
Coached	Guided	Officiated
Coordinated	Headed	Orchestrated
Created	Hired	Oversaw
Delegated	Hosted	Presided
Directed	Initiated	Supervised

SAVINGS:

Eliminated	Performed	Regulated
Modified	Received	Retrieved
Monitored	Recognized	
Obtained	Reduced	

PART-TIME JOB EXPERIENCE



Many students have a difficult time talking about the skills they developed during various part-time jobs and hesitate to include them on their resumes, fearing employers won't take that experience as seriously as full-time, professional positions. Although some part-time experiences seem irrelevant, it is important to remember the transferrable skills that are useful and relevant for any career. Some examples include communication skills, teamwork skills, problem-solving skills, organizational skills, leadership skills and learning skills. It can be pretty tricky to make a part-time position sound compelling on your application without overselling it. Here are some examples of how to communicate, on your resume, the skills obtained in some of the most common part-time jobs.

RETAIL JOB

Money Handling Examples:

- Deliver prompt, efficient customer service while maintaining a high level of accuracy in a fast-paced retail environment
- Accurately manage money in cash drawer, balancing at the beginning and end of each shift
- Calculate total payments during each shift and reconcile with total sales
- Assisted in the training of six new cashiers

Customer Service Examples:

- Provide friendly, prompt, and efficient customer service with a high level of accuracy at the point-of-sale
- Effectively advise customers on purchases by maintaining a high level of knowledge about store products
- Received excellent reviews from customers resulting in a promotion from sales associate to sales manager in six months
- Utilize strong communication and problem solving skills to effectively resolve customer concerns

Sales Examples:

- Built trust and credibility with clients by offering timely and relevant information on service and offerings
- Earned top sales producer for three consecutive months
- Provide excellent service by identifying needs of customer and sharing product information to address needs

BABYSITTING/NANNY JOB

- Supervise and maintain the safety and well-being of one infant and two toddlers on a daily basis
- Organize activities, meals and daily tasks for children
- Anticipate the family's needs and demonstrate initiative by providing additional services such as cleaning and organizing
- Manage disruptive behavior with patience and problem-solving skills

LAWN CARE JOB

- Develop and build summer lawn care business generating more than \$5,000 in four months
- Manage 25 residential and business accounts, ensuring customers' full satisfaction with service
- Follow planned landscaping designs to determine where to lay sod, sow grass, and plant flowers and foliage
- Advise customers on plant selection and care

FOOD SERVICE JOB

- Routinely manage an eight table section on busy weekend shifts, maintaining a professional attitude in a stressful, fast-paced environment
- Provide a high level of customer service in a large, fast-paced restaurant that averages 40 customers per hour
- Identify and resolve problems in a friendly and professional manner, ensuring repeat business

- Received excellent annual review for customer service resulting in a raise after six months
- Deliver prompt, efficient customer service while maintaining a high level of accuracy at the cash register

CAMP COUNSELOR JOB

- Develop and implement a weekly schedule for camp group
- Lead a group of 12 7-year-old children through daily activities
- Communicate with parents about participants' experiences and report concerns to camp leadership
- Contribute to maintaining accurate program records including incident reports, logbook documentation, and daily attendance
- Prepared for and actively participated in pre-camp training and weekly meetings
- Promoted to senior counselor after demonstrating leadership initiative

OFFICE/ADMINISTRATIVE JOB

- Plan and schedule meetings and events for 10-person staff utilizing Microsoft Outlook
- Provide exceptional customer service and ensure clients' needs are met during office visits
- Manage three-line telephone system, responding to various internal and external inquiries, routing to appropriate employee
- Organize and accurately maintain filing system containing confidential information

Office of Career Advising and Development

Reilly Hall 342

careers@lemoyne.edu | (315) 445-4185 |  handshake lemoyne.joinhandshake.com |    @ImcDolphinsWork

RESUME SCREENING SOFTWARE



A Word about Resume Templates and ATS

Many companies today utilize software called ATS in order to screen and reject resumes. Large to mid-size companies can receive 50,000 to 70,000 resumes per week. ATS software is used to narrow down the number of potential candidates. There are ways to create an ATS-friendly resume. [Read below.](#)

➡ TIPS TO CREATE AN ATS FRIENDLY RESUME

Resumes should not have or use:

- Resume templates
- Spelling errors
- Infographics/pictures/graphs/charts/text boxes/tables
- Headers or footers
- Contain columns
- Large amounts of white space
- Any symbols (ex., # \$ * &)

Always use:

- Word format is best (unless noted in the application directions)
- Standard sized fonts (between 10-12)
- Align your content to the left margin (avoid using center formatting)
- Use keywords found in the job description when possible
- Use numeric dates (ex. 12/21 vs. December 2021)

➡ ATS FRIENDLY

- Clear Simple Format
Sample Resume that works

It is essential to have:

- Clear headlines and sections
- Contact information
- Education
(Note: If you are putting school with Le Moyne College, it should be on the same line. You should not use bullet points in the education section.)
- Work and/or Project Experience
- Be sure to be consistent in formatting the whole document.

Nice to have:

- Awards and Honors, Volunteer Experience, Languages, Hobbies and Interests, Publication
- **Technical skills** to list

Pro Tip:

Students should have ATS friendly resume, and then have the designer version of your resume for later in the interview process.

RESUME FRESHMAN/SOPHOMORE EXAMPLE

REMEMBER: Your resume categories may be different than these resume examples (refer to page 2).

Name is bold with larger font size

Contact info shown at top

*Education typically leads your resume as a student. (Once graduated you can move to the bottom of your document)

Include GPA if above 3.0

Consider color or bolding to make important information stand out.

Categories listed with most relevant info first.

Keep formatting consistent, if you are italicizing position, continue this for the rest of the document.

Brianna P. Simons	(315) 492-4444 bsimons@lemoyne.edu	
EDUCATION		
Le Moyne College , College of Arts and Sciences, Syracuse, NY	<i>B.A. Communications & B.S. Marketing</i> Minor: Religious Studies GPA: 3.2	May 20XX
Colton-Pierrepont High School , Colton, NY	<i>Advanced Regents Diploma</i> National Honor Society	June 20XX
LEADERSHIP EXPERIENCE		
Colton-Pierrepont Yearbook Committee, Colton, NY, <i>Editor-in-Chief</i>	<ul style="list-style-type: none"> Coordinated members' individual assignments to create comprehensive layout and design of yearbook Doubled ad revenue by targeting local businesses frequented by high school students 	September 20XX - June 20XX
Colton-Pierrepont Outing Club, Colton, NY, <i>President</i>	<ul style="list-style-type: none"> Led monthly meetings addressing environmental issues negatively impacting the environment locally and globally Created and implemented strategies to incorporate eco-friendly practices during school Organized trips to various locations within Adirondack Park to help foster learning of local eco-systems 	September 20XX - June 20XX
WORK EXPERIENCE		
Tops Friendly Markets, Syracuse, NY, <i>Cashier</i>	<ul style="list-style-type: none"> Provide friendly and efficient customer service with a high level of accuracy at the point-of-sale Assist in training of 6 new cashiers according to store's procedures and guidelines Accurately manage money in cash drawer, balancing at the beginning and end of each shift 	September 20XX - Present
Riverside Bar and Grill, Colton, NY, <i>Waitress</i>	<ul style="list-style-type: none"> Routinely managed an 8-person table on busy Friday and Saturday nights, maintaining a calm and friendly attitude in a stressful, fast-paced environment Identified and resolved conflict in a professional manner, ensuring repeat business Memorized daily menu items, ingredients, and beverage details to effectively communicate options to customers 	Summer 20XX and 20XX
CAMPUS ENGAGEMENT		
Communications Club, <i>Member</i>		September 20XX - Present
FBLA (Future Business Leaders of America), <i>Member</i>		September 20XX - Present

RESUME JUNIOR/SENIOR EXAMPLE



Name is bold with bigger font size

Use address if it strengthens your candidacy

Include your LinkedIn customized URL hyperlink in your contact section

Categories listed with most relevant info first

Specific category highlights experience relevant to major

Mix use of bold, italicized and regular fonts to increase readability

Not all experiences have to have bullet point descriptions, specifically if you have bullets with other experiences related to your major or career goal.

TODD R. THOMAS

100 Yellow Birch Lane, Syracuse, NY 13208

trthomma@lemoyne.edu 315-234-4620 [linkedin.com/in/trthomas](https://www.linkedin.com/in/trthomas)

EDUCATION

Le Moyne College, College of Arts and Sciences, Syracuse, NY May 20XX

B.S. Psychology

Overall GPA: 3.5 | Major GPA: 3.7

- Dean's List four semesters
- Psi Chi International Honor Society
- Working 12 hours per week

HUMAN SERVICES INTERNSHIP EXPERIENCE

Brownell Center for Behavioral Health, Syracuse, NY September 20XX - Present

Counseling Intern

- Serve clients of all ages experiencing emotional and behavioral issues
- Co-facilitate group and individual counseling with supervision
- Research cases and manage office filing system, increasing work flow of office
- Assist Mental Health Counselors in assessment tools and diagnostic interventions

Syracuse Health and Wellness Center, Syracuse, NY May 20XX - August 2020

Student Intern

- Welcomed clients before appointments, maintaining a professional and confidential environment
- Processed intake forms for accurate documentation
- Researched cases to learn about DSM-V disorders

CAMPUS LEADERSHIP

Le Moyne College, Office of Campus Life & Leadership September 20XX - Present

Resident Advisor

- Develop programs and activities to strengthen a sense of belonging for all students
- Communicate important information regarding a wide range of programs and resources through group meetings, posters, and one-on-one conversations with students
- Build relationships with key office staff across campus in order to effectively accomplish tasks and objectives

Psychology Club September 20XX - Present

President

- Organized and led social activities helping to build a sense of community among members
- Mentored new members to club by providing advice navigating academics and campus life at Le Moyne
- Facilitated professional development events for club members to compliment psychology academic learnings

ADDITIONAL WORK EXPERIENCE

Applebee's, Server, Syracuse, NY October 20XX - Present

Le Moyne College, Office of Admissions, Student Worker, Syracuse, NY September 20XX - Present

RESUME SENIOR BUSINESS EXAMPLE



Maxfield Mancuso

(605) 362-5942 | maxfieldmancuso@gmail.com | www.linkedin.com/in/maxfieldmancuso

EDUCATION

LE MOYNE COLLEGE MADDEN SCHOOL OF BUSINESS | Syracuse, New York Anticipated May 20XX
Bachelor of Science in Business Administration: Finance (Overall GPA: 3.76/4.0)

- Dean's List (All Semesters)
- Academic/Athletic Scholarship
- Starter on Le Moyne Men's Varsity Soccer Team
- Tri-Lingual – English, Portuguese, Spanish
- Beta Gamma Sigma Honor Society, Tau Sigma Honor Society

POMPEU FABRA UNIVERSITY | Barcelona, Spain Jan 20XX – May 20XX
CEA Study Abroad

INTERN EXPERIENCE

SIT CORPORATION | Miami, FL Jun 20XX – Aug 20XX
Business Development Intern

- Identified, built and managed long term relationships with strategic partners in pursuit of growth opportunities
- Managed order processing and inventory control strategies; implemented improvements to environment and systems
- Designed consolidated data systems through VBA
- Ensured inventory control needs were consistently met by improving, developing and building upon existing measures involving safety, quality and productivity standards
- Minimized overstocking and removal of obsolete or redundant raw materials to maximize availability of working capital

CAMPUS INVOLVEMENT/INTERCOLLEGIATE ATHLETICS

LE MOYNE COLLEGE MEN'S SOCCER | Syracuse, NY Aug 20XX – Present

- Member of NCAA Division II Men's Soccer program competing in the Northeast 10 Conference (NE-10)
- Academic and Athletic scholarship recipient
- Fall 20xx and Spring 20XX, 20XX NE-10 Commissioner's Honor Roll
- Committed 20-30 hours per week to weight training, skill work, practice, conditioning, and meetings

DOLPHIN GREEN AND GOLD FUND | Syracuse, NY Aug 20XX – Present

- Participant in CFA Research Challenge 20XX
- Perform fundamental analysis of various companies across several industries
- Analyze several companies within the financial sector
- Present analysis and compare companies across industry

INVESTMENT CLUB | Syracuse, NY Aug 20XX – Dec 20XX

- Competed in a simulation investment challenge with peers
- Created and maintained a simulation portfolio

INKLULULEKO CLUB | Syracuse, NY Jan 20XX – Dec 20XX
Treasurer

- Prepared fund procurement, financial reports for transparency, managed cash forecasting and budgeting
- Assisted with all aspects of club events, including marketing efforts and on-site event management
- Created detailed reports of all financial transactions that provided clear strategic direction and defined goals for evaluating performance

SKILLS

- **Technical:** Microsoft Word, Excel, Project, PowerPoint, Virtual Desktop, VBA, SAGE, AQS3
- **Languages:** English (Native), Portuguese (Fluent), Spanish (Fluent)

Include study abroad experience in the Education section

Expand campus involvement using bullet point descriptions to showcase experience related to the job

Organize your skills into categories

RESUME BIOLOGY EXAMPLE



This resume could be used to apply to a Physician Assistant program or for a direct patient care role.

Zelda Evans

zevans@lemoyne.edu ph.518.775.7628

EDUCATION

Le Moyne College, Syracuse, NY May 20XX

Major: B.S. Biology, Minors: Chemistry, Psychology

Overall GPA: 3.66

- Dean's List
- Beta Beta Beta National Biological Honor Society
- Scholar-Athlete 3 consecutive seasons
- Member of Le Moyne's Pre-Health Society

CERTIFICATIONS

- Basic Life Saving
- EKG
- Trained in CPR, First-Aid, Administering Oxygen and AED use
- New York State Certified Lifeguard

PATIENT RELATED EXPERIENCE

College Volunteer, Upstate University Hospital, Syracuse, NY March 20XX-Present

- Assist nurses with patient care and needs

Volunteer EMT, Wilton EMS, Wilton, NY June-August 20XX

- Responded to emergency calls and stabilized patients and safely transported them to receive necessary medical care

Patient Care Assistant, Glens Falls Hospital, Glens Falls, NY June-August 20XX

- Assisted nurses with patient intake and taking vital signs
- Charted changes in health or behavior in Intensive Care Unit
- Provided direct care to patients by cleaning and dressings wounds

Shadowing, Adirondack Cardiology, Glens Falls, NY December 20XX–August 20XX

- Shadowed 23 hours of patient care in the field of cardiology; observed assessment of patient risk factors for coronary artery disease

CAMPUS INVOLVEMENT

NCAA Sports: Division II Swimming August 20XX-Present

- Dedicate over 15 hours/week for training and competing

Pre-Health Society, Member September 20XX-Present

- Participate in club's public service activities
- Attend speaker programs to expand knowledge of the Physician Assistant field

WORK EXPERIENCE

Lifeguard, Le Moyne College, Syracuse, NY September 20XX–Present

- Ensured swimmer safety of students, faculty and staff

Mentor, Advocates, Inc., Syracuse, NY September 20XX-December 20XX

- Provide companionship, entertainment, and instruction to developmentally disabled young adults promoting a community of inclusion

Supervising Lifeguard, Saratoga Spa State Park, Saratoga Springs, NY Summer 20XX

- Oversaw the training and management of 21 lifeguards

Lifeguard, Saratoga Spa State Park, Saratoga Springs, NY Summers 20XX-20XX

- Monitored up to 40 patrons at one time in beach area to make certain swimmers are following safety rules to prevent injuries or accidents

RESUME RISING JUNIOR NURSING EXAMPLE



Aleishaia Roslin Hoffman

Schenectady, NY • (908)-442-4464 • hoffmanre@lemoyne.edu

EDUCATION

Le Moyne College, St. Joseph's College of Nursing, Syracuse, NY May 20XX

Bachelor of Science in Nursing - Dual Degree Partnership in Nursing

- Le Moyne Provost Scholarship, 20XX - Present
- Le Moyne Dolphin Award, 20XX - Present
- Area VII Physicians Review Organization Grant Recipient 20XX, 20XX

CLINICAL EXPERIENCE

Saint Joseph's Hospital, Syracuse, NY August 20XX-Present

Student Nurse

- Deliver nursing practices according to the current evidence-based research, nursing policies, and standards of care, to provide and ensure safe and excellent delivery of individualized patient care
- Communicate with patients, nursing colleagues and other members of the health care team regarding patients' status, rendered care and treatment plans
- Administer medication utilizing the latest advancements in bar-scanning and documentation technologies to ensure the safest delivery of medications to patients
- Maintain Point-of-Care electronic documentation of each individual patient's assessments, plan-of-care, interventions and evaluation of rendered care

WORK EXPERIENCE

Ground Fern Recreation Area, Burnt Hills, NY Summers 20XX-20XX

Head Lifeguard

- Supervised 11 lifeguards, assigned schedules, and managed hourly placements
- Ensured patron water and park safety
- Initiated and motivated lifeguard team to complete daily training regimen and conditioning
- Oversaw daily first aid training
- Administered first aid as needed

CAMPUS ENGAGEMENT

Manresa Spring 20XX - Present

Fellow

- 3-year participant in personal and professional development program
- Dedicated 16 hours during one semester each year to practicing self-reflection, building career readiness competencies, and developing professional skills

INTERESTS

- Skiing
- Travel
- Photography
- Watersports
- Cooking

RESUME 2ND YEAR OCCUPATIONAL THERAPY

Dana Rothman, OTR/L

315-822-7449, rosthmal@lemoyne.edu

EDUCATION

Le Moyne College, Syracuse, NY
M.S., Occupational Therapy
Overall GPA: 3.69

May 20xx

Onondaga School of Therapeutic Massage, Syracuse, NY

June 20xx - May 20xx

Le Moyne College, Syracuse, NY
B.S., Biology

CERTIFICATIONS/ LICENSURE

NY State Occupational Therapy License
NBCOT Certification
Certified, Cardiopulmonary resuscitation (CPR)
American Heart Association
NY State Massage Therapy License

August 20xx

August 20xx - August 20xx

March 20xx- Present

CLINICAL EXPERIENCE

Level II Fieldwork

Casey's Place, Syracuse, NY

January 20xx - April 20xx

- Collaborated with OT students to conceptualized and implement at least 10 new client centered activities transferrable to staff members.
- Informally educated staff members on the OT process and potential to implement OT services.
- Independently designed and implemented 4 leisure exploration and participation activity groups for up to 8 children.

SeaCrest Nursing and Rehabilitation Center, Brooklyn, NY

May 20xx - August 20xx

- Managed a daily caseload of 10-14 adult patients in long- term and short- term care with orthopedic, neurological, and cognitive impairments.
- Developed and implemented intervention plans with interdisciplinary rehabilitation and primary care team and family members of patients.

Level I Fieldwork

Cab Horse Commons Daycare Center, Syracuse, NY

September 20xx – November 20xx

- Facilitated participation in play activities while observing social and developmental skills of children ages 1 to 3 years old.
- Completed assessment of motor developmental skills for select children.

Christopher Communities, Syracuse, NY

February 20xx - April 20xx

- Developed a 3-session intervention plan targeting a community partner's occupation -based needs.

Salvation Army Women's Shelter, Syracuse, NY

August 20xx- November 20xx

- Developed weekly group activity sessions to facilitate social and leisure participation for adults with mental health and/or medical diagnoses.

PROFESSIONAL /COMMUNITY INVOLVEMENT

Mentee, Coalition of Occupational Therapy Advocates for Diversity

June 20xx- Present

Member, American Occupational Therapy Association

May 20xx- Present

Member, American Massage Therapy Association

August 20xx- Present

Assembly of Student Delegates Representative, SOTA, Syracuse, NY

January 20xx- December 20xx

Adult Volunteer, Teen Institute, Syracuse, NY

November 20xx- Present

RESUME ACCOUNTING EXAMPLE



Cyndi Lee

leecyndi@lemoyne.edu • 518-899-7122

OBJECTIVE Third-year accounting student from Le Moyne College with plans to be CPA eligible by advancing into the 150-hour program. Seeking an accounting internship for Summer 20XX.

EDUCATION

Le Moyne College, Syracuse, NY May 20XX
Madden School of Business GPA: 3.51
B.S. Accounting
Intent to apply for Masters of Business Administration for the Fall 20XX semester

- Dean's List: 3:4 semesters
- Working 20 hours per week during the semester

RELEVANT EXPERIENCE

Citizens Bank, Syracuse, NY May 20XX– Present
Teller

- Assisted up to 25-30 customers with bank transactions in one day
- Verified vault totals with a daily balance of \$150,000
- Reconciled cash drawer with a daily balance up to \$7,500
- Selected to complete the Supervisory Training program enhancing managerial skills

Le Moyne College, Madden School of Business, Syracuse, NY September 20XX – Present
Accounting Department Tutor

- Assisted students with accounting skills in two upper-level accounting courses

Accounting Proctor September 20XX – May 20XX

- Proctored exams and answered questions for approximately 5 hours per week

Student Worker, Dean's Office September 20XX– May 20XX

- Provided customer service to faculty, staff, and students by directing inquiries to the appropriate party
- Performed prepared excel spreadsheets for online research for professors and graduate students

LEADERSHIP/ACTIVITIES

Madden Accounting Student Advisory Board, Syracuse, NY September 20XX – Present
Active Member

- Support initiatives to promote professional development in the field of accounting
- Participate in sponsored events to learn from practicing accountants and related professions
- Attend monthly meetings to discuss relevant topics and help to bridge classroom learning to current accounting practices

Manresa, Syracuse, NY Spring 20XX, Fall 20XX, & Spring 20XX
Fellow

- Completed Become You, Values in Action and Think Forward for a total of 18 seminars on personal, professional and spiritual development

ADDITIONAL WORK EXPERIENCE

Starbucks, Dewitt, NY September 20XX- May 20XX
Barista

- Handcrafted mobile and in person customized drink and food orders with specificity
- Provided drink and food menu information to help answer customer inquiries

SKILLS

Technical: Microsoft Word, Excel, PowerPoint, Bloomberg, Google Suite, Zoom

Adapted from <https://studentaffairs.psu.edu>

Accounting students are often required to include an Objective statement. This is NOT required for other majors unless directed by employer application guidelines.

CV VS. RESUME



The primary differences between a resume and a curriculum vitae (CV) are length, what is included, and what each is used for. While both are used in applications, a resume and a CV are not always interchangeable. Essentially, the CV is a you selling yourself and all the work you have done in and outside of the classroom.

A CV serves the same basic purpose as a regular resume: to secure a job you want. Essentially, the CV is a you selling yourself and all the work you have done in your in and outside of the classroom.

A CV provides a comprehensive list of your experience and skills. Typically – CVs are longer than resumes – at least two to three pages and include more information, particularly details related to one’s academic, research experience, practicum or shadowing experience, and information related to any publications. Please visit our [Graduate School guide](#) if you are preparing a CV for an application into a program.

Where might you use a CV?

- University teaching and research positions
- Fellowships and grants
- Certain U.S. federal government jobs.
- International positions
- Positions with think tanks or NGOs
- Research and development positions with some
- Industrial employers

Keep these considerations in mind to make your CV stand out:

- **Tailor your CV to the specific position to which you are applying.** Emphasize your experience and skills related to the role.
- **Use powerful language and include details.** Strong phrases and a good vocabulary not only show academic control of language – they get the reader’s attention. Vary your verbs and expressions and be specific: instead of writing that you “spent a lot of time in the lab,” explain how you “assisted in bi-weekly slide analysis alongside Dr. Kunstler.” Concrete details make for a compelling story.
- **Tell your story through a clear structure.** While the experiences on your CV will need to be ordered in a somewhat linear way, it is still possible to give a “narrative” of how you developed your knowledge and skills through your work and experiences, as well as how your interests pushed you.
- **Internships and volunteer work matter.** Internships and volunteer work outside of the classroom show employers what what interests you.



Adrianna R. Garcia, PA-C

Franklin, MA 01013 | (303) 454-2213 | agarcia@lemoyne.edu

EDUCATION

Master of Science in Physician Assistant Studies

Le Moyne College | Syracuse, NY

August 20XX

Bachelor of Science in Human Biology

American International College | Springfield, MA

Accomplishments: Magna Cum Laude, Honors Program

May 20XX

CLINICAL ROTATIONS

Women's Health: Tidewater Physicians for Women | Virginia Beach, VA

09/24/XX – 10/31/XX

- Performed Pap smears and cervical cultures, fetal heart rate monitoring, and placental delivery
- Assisted with vaginal delivery, IUD placement and removal, fetal nonstress testing set-up and interpretation

Internal Medicine: Norfolk Internal Medicine, PC | Norfolk, VA

07/08/XX – 08/07/XX

Rheumatology: Regional Rheumatology Associates | Binghamton, NY

06/10/XX – 07/05/XX

Gastroenterology: Gastroenterology and Hepatology of CNY | Liverpool, NY

05/13/XX – 06/07/XX

Urgent Care: St Joseph's Physicians | Liverpool, NY

04/29/XX – 05/08/XX

Pediatrics: Beaver River Health Center | Beaver Falls, NY

04/01/XX – 04/26/XX

Emergency Medicine: Ellenville Regional Hospital | Ellenville, NY

02/18/XX – 03/27/XX

Behavioral Medicine: River Hospital | Alexandria Bay, NY

01/02/XX – 02/13/XX

General Surgery: Mohawk Valley Health System | Utica, NY

11/05/XX – 12/12/XX

Family Medicine: St Joseph's Physicians | Liverpool, NY

08/20/XX – 09/19/XX

CLINICAL PROFICIENCIES

- Pap smears
- Incision and drainage
- Splinting and casting
- Foley catheter placement
- Endotracheal intubation
- Joint aspiration/injection
- Wound closure via sutures
- Punch/shave biopsy
- Venipuncture

LICENSES/CERTIFICATIONS

Licensed by the Massachusetts State Board of Registration of Physician Assistants

November 20XX

Board Certification, National Commission on Certification of Physician Assistants (NCCPA)

September 20XX

Advanced Cardiovascular Life Support (ACLS)

Since July 20XX

Basic Life Support (CPR/BLS)

Since April 20XX

PROFESSIONAL AFFILIATIONS

Association of Physician Assistants in Obstetrics and Gynecology (APAOG)

20XX – Present

American Academy of Physician Assistants (AAPA)

20XX – Present

PROFESSIONAL EXPERIENCE

Personal Care Assistant

Tempus Unlimited, Inc. | Chicopee, MA

January 20XX – December 20XX

- Implemented daily routine; monitored patient behavior and symptoms
- Ensured adequate dietary intake with meal prep and household cleanup

Page 1 of 3



Adrianna R. Garcia, PA-C

Franklin, MA 01013 | (303) 454-2213 | agarcia@lemoyne.edu

- Provided daily hygiene, toileting and bathing assistance
- Mentally engaged the client in memory games and outdoor recreation activities

Certified Medical Scribe Specialist

January 20XX – August 20XX

ScribeAmerica, LLC | Springfield, MA

Specialties: Urology, ENT

- Optimized provider workflow and enhanced patient care with succinct medical data entry
- Extracted details from patient history and physical; summarized pertinent patient labs and imaging
- Ensured correct documentation for billing through knowledgeability of CPT codes and ICD-10 codes
- Floor trained medical scribes

ADDITIONAL EMPLOYMENT

Peer Tutor

February 20XX – May 20XX

American International College Tutoring and Writing Center | Springfield, MA

- Assisted in lab report structure and revision of scientific content
- Mentored students in thesis development, organizational skills, and APA/MLA formatting

Cabin Leader/Recreational Director

Summer 20XX and 20XX

Lakeside Christian Camp and Conference Center | Pittsfield, MA

- Insured safety of the campers; provided overnight care to children and adolescents
- Organized recreational classes and implemented camp-wide outdoor activities

PROFESSIONAL DEVELOPMENT

Mohawk Valley Health System | Utica, NY

December 20XX

TEAMHealth Clinical Skills Workshop: Evaluation of the Trauma Patient, Suturing, I&D, Splinting

RESEARCH EXPERIENCE

“Physician Assistant Nutrition Counseling in the Well-Child Visit.”

September 20XX – May 20XX

Le Moyne College | Syracuse, NY

Master’s Research Project

COMMUNITY ENGAGEMENT

Springfield Rescue Mission | Springfield, MA

May 20XX – August 20XX

Volunteer

- Prepared and served meals to the underserved community in Springfield, MA

Outdoor Access | Weston, MA

Winter 20XX and 20XX

Volunteer

- Facilitated access to outdoor activities and recreation to persons with disabilities

EXTRACURRICULAR ACTIVITIES

American International College, Cross Country and Track and Field | Springfield, MA

20XX – 20XX

Student -Athlete

- 12 seasons of Cross Country and Indoor/Outdoor Track and Field; NCAA Division II

American International College, Lion’s Club International | Springfield, MA *Member*

20XX - 20XX

- Volunteered to provide free health screenings with audiometric and vision testing

Page 2 of 3



Adrianna R. Garcia, PA-C

Franklin, MA 01013 | (303) 454-2213 | agarcia@lemoyne.edu

Determine who would be best suited to include as a reference for you. Always ask your reference first before sharing their information.

REFERENCES

Mary O'Connor, MD

OB/GYN Surgeon

Tidewater Physicians for Women | Virginia Beach, VA

Phone: (793) 967 - 1036

Email: mconnor@tpwa.com

Relationship: Women's Health Preceptor

Stan Smith, PA-C

Assistant Academic Coordinator

Le Moyne College Physician Assistant Program | Syracuse, NY

Phone: (315) 674 - 4300

Email: smithst@lemoyne.edu

Relationship: Professor of Practice of Physical Diagnosis

Raslaan Patel, MD

Urologic Surgeon

Urology Group of Western New England | Springfield, MA

Phone: (413) 374 - 7082

Email: uroglover@aol.com

Relationship: ScribeAmerica Supervising Physician

Dawn Johnson, MD

Instructor and Professor of Practice

Le Moyne College Physician Assistant Program | Syracuse, NY

Phone: (315) 445 - 4045

Email: johnsodan@twcnv.rr.com

Relationship: Professor of Practice of Clinical Medicine

Robert Garamond

Consumer Employer Healthcare Proxy

Tempus Unlimited, Inc.

Phone: (433) 331 - 8410

Email: robertga@gmail.com

Relationship: Consumer Employer Healthcare Proxy



Damoni Smith

315-778-0440 | smithda@lemoyne.edu

EDUCATION

Le Moyne College | May 20XX | Syracuse, New York

August 20XX - Present

- B.S. Chemistry
- Biology and Music Minors
- ACS approved degree
- Dean's List scholar August 20XX-Present
- GPA 3.93
- Presidential Scholarship Recipient

RELEVANT COURSEWORK/SKILLS

- General Chemistry
- Organic Chemistry
- Analytical Chemistry
- Physical Chemistry I & II
- Instrumental Chemistry
- Calculus I & II
- General Physics I & II
- Biochemistry
- Inorganic Chemistry
- IR Spectroscopy
- NMR
- GC-MS and HPLC

RESEARCH AND LABORATORY EXPERIENCE

Research Assistant | Le Moyne College | Syracuse, New York

August 20XX - Present

- Specific research included synthesis of symmetrical and asymmetrical curcuminoids using various methods in order to link them to amino acids for their antimicrobial properties. Responsibilities include:
 - Absorb and adhere to the research mission to activate learned skills and achieve project goals
 - Conduct library research to seek out optimal lab procedures
 - Complete lab work and collected data
 - Determine the next direction of the experiment
 - Complete an ACS guided report
- Advisor: Joseph Mullins, Ph. D.

Organic Chemistry Workshop Leader | Le Moyne College | Syracuse, New York

August 20XX - Present

- Facilitate peer-led team learning in order to achieve understanding
- Lead group work to get through difficult material to clarify confusing subjects
- Working with students to better understand chemistry and engage them in learning
- Assist with exam preparation to develop test-taking strategies

Organic Chemistry Clinic Leader | Le Moyne College | Syracuse, New York

August 20XX - August 20XX

- Act as liaison between enrolled students and professor by supporting class peers in lab and reporting challenges amongst group
- Adapting to fit the needs of the student in order to successfully foster their learning
- Ensure students feel welcome and supported, create atmosphere to answer questions in group setting reducing stress and help to increase learning of organic chemistry key concepts
- Assess student needs and answer questions
- Lead students in stimulating their thinking to achieve their learning objectives

**iREU Participant | University of Technology | Graz, Austria***June 20XX - August 20XX*

- Specific research included synthesizing protein-protein interaction inhibitors in order to block transcription within the cell as a possible cancer treatment. Responsibilities included:
 - Working full-time in an organic chemistry lab in a graduate student setting
 - Researching literature and developing the direction of the project
 - Completing lab work and analyzing samples by GC-MS, HPLC, and NMR
 - Completing an ACS guided report and presenting my research in Graz and Syracuse

CAMPUS INVOLVEMENT**Student Leader | Le Moyne College | Syracuse, New York***August 20XX - Present*

- Co-President of the Le Moyne College Chemistry Club
 - Organizing meetings and events both individually and collaboratively
 - Participating in community service activities

Other clubs:

- Chamber Singers
- Biology Club
- Habitat for Humanity
- Cheerleading

AWARDS & HONORS**Clare Booth Luce Scholarship for Women in Science***August 20XX - May 20XX*

- Scholarship for women in science who are pursuing a STEM career in academia
- Includes 10 hours of research per week, having a graduate mentor, and presenting research at a seminar or conference

Franklin Dolan Jr. Award for Pure Sciences*August 20XX - May 20XX*

- Award for academic excellence in pure sciences for the sophomore year of undergraduate education

Dean's List Scholar*August 20XX - Present*

- GPA must be higher than 3.5 after the end of the semester

EMPLOYMENT HISTORY**Vernon Downs Casino Hotel***July 20XX - Present*

- Server in Mr. G's restaurant
- Took orders, served customers, and handled payment of the bill
- Contact information available upon request

Colgate Inn*June 20XX - August 20XX*

- Server for events and regular restaurant hours
- Took orders, delivered courses in a timely manner, served customers, and handled payment of the bill
- Contact information available upon request

Ye Olde Pizza Pub*July 20XX - August 20XX*

- Cashier for regular business hours
- Handled payment for orders, retrieving the correct orders for customers, and giving friendly service
- Contact information available upon request

RESUME CHECKLIST



1. ✓ **FORMATTING**

- Resume is ONE page – (there are only a few exceptions; please reference your specific field or CV vs. Resume on page 14)
- Font size is between 10-12 with header being at least 14
- Consistent spacing and margins
- Dates, fonts, and spacing follow consistent pattern
- Use of bullet points to list relevant experiences
- Set margins to 0.5 if more space is needed to prevent 2 page resume

2. ✓ **CONTENT**

- Degree listed correctly (B.S. vs. B.A.) Check Phinfo
- GPA listed (if above 3.0)
- Adequate contact information is provided with voicemail set up (professional greeting)
- Power verbs are used to describe experiences (not “worked or responsible for...”)
- Verbs are consistent tense (past tense used for past experiences, etc.)
- Include hard skills on your resume. Avoid listing soft or transferrable skills. Show this through your strong bullet point descriptions. Showing vs. telling is a better strategy.

3. ✓ **FINAL STEPS**

- Final draft is easy to read and saved as a PDF (with first and last name).
- Proofread by another trusted peer or mentor or drop in for a resume review (see Handshake for 1st time resume review availability)
- Follow up with a Career Advisor for a final review of your resume/cv in a docx. or google format.
- Upload your career documents to your Handshake profile>documents tab and choose “visible” to be discovered by company representatives.

CREATING YOUR COVER LETTER



GATHER INFORMATION:

- **Find the name, title and mailing address for the person accepting applications.**
In some instances the job description will provide a contact name. If none is provided, you can check the company's website.
- **If you can't find a name, it's best to address the letter to "Dear (Company Name) Hiring Team."**
Avoid "To Whom It May Concern."
- **Research the organization to which you are applying.** Note discoveries about its mission and values, products or services, history and future goals, performance and reputation, etc. As you research, take notice of what makes you excited about your discoveries. Use this as inspiration to craft examples of synergy between you and the employer. You can research a company by visiting its website, going to its LinkedIn page, and checking its social media presence. Highlight connections between your values and purpose that align with the company to which you are applying.
- **Review the job description, ie., responsibilities, preferred qualifications and skills you may already possess and highlight the skills and experiences the employer wants so you can address them in the cover letter.**

DRAFT:

- Do not repeat exactly what is on your resume. Use this opportunity to provide context to skills or accomplishments in your resume.
- Write the letter, using the suggestions listed.
- Make sure you are including information about the organization and how your skills will blend with the characteristics they are seeking in an employee.

REFINE:

- **Read the letter as a potential employer.**
- **Ensure that you have highlighted the skills you will bring to the position.** The letter should focus on what you bring to a position versus what you would learn from it.
- **Check for grammatical, usage and spelling errors multiple times.**
- **Ensure your letter matches the professional tone of your industry.**
- **Follow up with the contact person after you have sent the letter and resume in PDF form.**
Do not simply ask if they have received your materials. Use the opportunity to reiterate your interest in the position.
- **Have your cover letter reviewed by a trusted mentor and/or Career Advising.**

COVER LETTER CONTENT



<p>Your contact info</p>	<p>Same heading as your resume, including: Name, Email, Phone</p>
<p>Date</p>	<p>Today's date</p>
<p>Recipient's name, title, organization name, and address</p>	<p>Full Name of Person You Are Contacting Title/Position Name of Organization Mailing Address City, State, Zip Code</p>
<p>Salutation with name of hiring person. If gender is unknown use Mx.</p>	<p>Dear Ms./Mr./Mx./Dr. Last Name:</p>
<p>Content of your letter: Use the job description for employer preferences or requirements and incorporate key words into your letter.</p>	<p>Paragraph 1 – Briefly state your purpose for writing the letter</p> <ul style="list-style-type: none"> • Explain why you are interested in a specific position/opportunity. • Refer to any contacts you may have at the organization. • Explain what it is about the organization that you find interesting/compelling. • Try to lead with a relevant example. Opening sentence should be compelling. (Avoid “My name is ...”) <p>Paragraph 2 – Tie your skills, knowledge and experience to the position/organization</p> <ul style="list-style-type: none"> • Select one to two projects or experiences that demonstrate skills and accomplishments related to the position. These can be experiences from your classes, prior work or volunteer experience, or student organization leadership. • Show evidence you have researched the organization and give specific examples where your skills would support the efforts of the organization • If you feel a particular connection to the organization, you can go more into detail about it than you did in the first paragraph. This could include how the company fits with your interests, goals, working style, values, etc. • This section can be separated into two paragraphs, if necessary
<p>Briefly list at least 2 of the most compelling job related skills, strengths, or desired traits and evidence or story to back your claim. Provide real examples.</p>	<p>Paragraph 3 – Ask for an interview/consideration for the position</p> <ul style="list-style-type: none"> • Indicate that you are available to meet and discuss your qualifications further. • Reiterate your interest in the position. • Thank the employer for their time and consideration.
<p>Closing statement with your name and signature Consider scanning your signature to insert as an image.</p>	<p>Sincerely/Cordially/Best Regards,</p> <p>Your Name</p>

COVER LETTER EXAMPLES



STEM STUDENT COVER LETTER

Leave two spaces between heading and address

MICHAEL SNYDER

E-mail: student@lemoyne.edu | **Cell:** (607) 205-0940

One space

December 18, 20XX
Saab Sensis Corporation
Office of Human Resources
341 Business Parkway
Orlando, Florida 44201

One space

Dear Saab Sensis Hiring Team,

One space

I am writing to express my interest in the Spring and/or Summer 2018 Test Engineering Co-op; Air Traffic Management position. Last summer, I received an e-mail from the Le Moyne College Physics Department regarding available Co-op positions at Saab, but these were all for students who had already completed sophomore year. Since then, I have kept Saab on my radar. At this time, midway through my sophomore year, I believe my experience and academic record show that I am ready for this position.

One space

This fall, I have been working with Dr. Neils Bohr, one of my professors and an experimental nuclear physicist, on a 14-institute collaborative experiment called PROSPECT. This project is headed by Yale University and is a precision oscillation and spectrum experiment involving the search for the sterile neutrino. Our current assignment involves humidity detection for a Li-6 loaded liquid scintillator setup. I wrote code and built the circuitry for an Arduino Board that reads and writes data from a humidity and temperature sensor. We have designed, tested, and redesigned various experimental setups for the project. Right now, we are waiting on funding for an oxygen sensor to ensure more accurate data on air leakage.

One space

In the classroom this semester, I gained experience with computer programming and algorithm design using Python programming language. Additionally, in an electronics course, I learned to use various circuit components as well as other test gear. This January, I will be taking a class titled Fundamentals of Engineering, which teaches introductory CAD, Matlab, Maple, and Octave. Furthermore, this spring, I am taking an Object-Oriented Programming course that uses C++ programming language. Lastly, I believe my ability to juggle school with a competitive NCAA Division II tennis schedule demonstrates excellent time management skills and work ethic.

One space

My laboratory experience and academic achievements along with the skills I have acquired in the classroom confirm my potential for success at Saab Sensis. Also, I would greatly enjoy real-world, hands-on practice and experience working within a team setting on cutting-edge technology. I am readily available to meet to discuss my qualifications and resume further. Please do not hesitate to call or e-mail me. Thank you very much for your time and for considering me for this position.

One space

Best Regards,

Leave two spaces between closing and your name.

Michael Snyder

COVER LETTER EXAMPLES



2ND YEAR MARKETING STUDENT EXAMPLE

Yamiche Birdsey

4 Independence Row, Albany, NY 12170
bbirdsey@lemoyne.edu 518-222-2222
[linkedin.com/in/bbirdsey](https://www.linkedin.com/in/bbirdsey)

12/6/20XX

Dr. Magdoleen Ierlan
Marketing Program Director
Heights Global Marketing
1419 Salt Springs Road
Syracuse, NY 13214

Dear Dr. Ierlan and the Heights Global Marketing Team:

I have always excelled in business environments where I am able to put theory into practice. An internship in your organization would allow me to have an opportunity to contribute and collaborate with your team while learning and growing as a person and a professional. As I am eager to enter into the field of Business and Marketing, I seek the opportunity to gain knowledge and experience while still in college. I believe that Heights Global Marketing would be an ideal setting for me to continue my journey toward becoming a highly skilled marketing professional.

As a rising sophomore with a double major in Human Resource Management and Marketing, I recently completed a group project through my marketing class in partnership with Clear Path for Veterans specifically to promote the Mega Murph event. We developed effective social media marketing strategies to increase community awareness and participation of this important event. The President of Clear Path for Veterans was directly involved with our project and treated us not like students but more like marketing professionals giving us clear expectations and goals. Through this project we were able to provide Clear Path with unique marketing plans that they will continue to utilize for future events. During this project and my time at Le Moyne, I've honed my skills in understanding consumer behavior and social media marketing which are some of the key skills the Heights Global Marketing firm is seeking. Additionally, my ability to pick up on new ideas and to understand different aspects of situations will add value to your team.

Thank you for your time and consideration. It would be my pleasure to meet to further discuss my skills and strengths. Please feel free to contact me at (518) 222-2211. I look forward to hearing from you.

Kindest regards,

Yamiche Birdsey

EMAILING YOUR COVER LETTER AND RESUME



You have worked very hard to improve, edit, and customize your resume and cover letter. You may have the opportunity to directly email a hiring manager or human resource professional. In either case, your email should be well crafted, brief and professional.

TIPS AND SUGGESTIONS:

- 1) Refrain from relaxed language i.e. Hey, lol, ur, yeah
- 2) Do not use emoticons or emojis – this isn't a text message to your friend
- 3) Use a proper salutation and honorific; Dear Ms./Mr./Mx./Dr. [last name]; ex) Dear Dr. Smith,
- 4) Include in the message that you are attaching your full version of cover letter and resume for a specific position.
- 5) Save and send your documents in PDF format and label documents with your first and last name so they can be easily recovered when searching. Avoid saving your document as resume.pdf.
- 6) Proofread your email TWICE. Make sure it flows and the tone of the email is appropriate and professional

GOOD EXAMPLE:

Dear Ms. Jones,

Thank you for taking the time to speak with me yesterday at the Le Moyne Accounting Opportunity Fair regarding your tax internship position for this upcoming spring. Attached you will find a full version of my cover letter and resume for your consideration. I would be happy to expand on my qualifications and interest in this position via virtual meeting, phone or in-person meeting. Should you need any additional information, please do not hesitate to ask.

Best Regards,

Samuel Fisher

[Samuel Fisher Cover letter.pdf](#)

[Samuel Fisher Resume.pdf](#)

BAD EXAMPLE:

Hey! Please see attached.

[Resume.doc](#)

[Cover letter.doc](#)



Links Referenced in the Guide

Below are the Web addresses referenced in this guide in case the links aren't working. You can copy and paste the address to your browser.

- Page 2** Resume and Cover Letter Guide - Overview
<https://youtu.be/bLI0Fqw7S8c>
Resume and Cover Letter Guide - Deeper Dive
<https://youtu.be/5VN7B00EpBA>
- Page 4** Video on tips for formatting a resume:
<https://www.youtube.com/watch?v=up-qy4Wu7IA>
Make an appointment in Handshake:
<https://support.joinhandshake.com/hc/en-us/articles/219133257-How-to-Request-an-Appointment>
Building Your Profile in Handshake:
<https://support.joinhandshake.com/hc/en-us/articles/360040813754-Build-Profile-from-Resume>
- Page 15** Graduate School Guide
lemoyne.edu/Portals/0/CAD/GradSchoolGuide.pdf