**Text

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**Career & Life Design Center Resume and Cover Letter Development Kit**

Due to a high demand for our services, we have implemented a resume review process to ensure you get the time and attention needed to create a professional resume. To do this, we ask that you use this kit to create a resume as much as you can and then we will be happy to review it and provide feedback

Next steps:

* Review the information in this kit to create/improve your resume and cover letter.
* A resume template can be found at the end of this document.
* Complete one of the following:
  + Submit your resume/cover letter to our [DropBox](https://careers.fortlewis.edu/resume-drop-off/)—A member of our team will review it and email you a video with feedback.
  + Stop by Reed 145 during our drop-in hours to have a Career Coach review your resume/cover letter.
  + Schedule a review with a Career Coach by visiting careers.fortlewis.edu and clicking Schedule an Appointment.

If you have any questions, please stop by our office in Reed 145 or email [askcareerservices@fortlewis.edu](mailto:askcareerservices@fortlewis.edu). We look forward to seeing your resume!

Icon

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**First Name Last Name**

City, State

(XXX) XXX-XXXX | Email@gmail.com |[www.linkedin.com/in](http://www.linkedin.com/in)

**[Summary (optional)](https://help.quinncia.io/article/151-summary-or-objective)**

Write 3-4 lines giving an overview of your resume. Highlight major accomplishments and why you are interested in a particular company or industry. Talk about what value you can provide them.

[**Education**](https://help.quinncia.io/article/172-education-section)

Name of University, ABC school [May 2012](https://help.quinncia.io/article/159-dates)

Bachelor of Science/Arts in Major [GPA: 3.5](https://help.quinncia.io/article/268-gpa)

Minor: XXXXX

Societies listed here

\*\*do not use bullet points in education section

**Professional Experience**

**Organization Name** City, State

*Position Title* Month year–Present

* [Write your main highlighted accomplishments.](https://help.quinncia.io/article/253-how-to-write-bullet-point-descriptions)
* Think about how your task/project helped the company do better and how you added value to the company.
* Follow the format “Performed X by doing Y resulting in Z”
* Start with strong action verbs and avoid using responsible, helped, researched, or assisted. Showcase your [essential](https://help.quinncia.io/article/147-what-are-essential-skills) and [technical](https://help.quinncia.io/article/153-technical-skills) skills here.

**Organization Name** City, State

*Position Title* Month year–Present

* Write your main highlighted accomplishments.
* Think about how your task/project helped the company do better and how you added value to the company.
* Follow the format “Performed X by doing Y resulting in Z”
* Start with strong action verbs and avoid using responsible, helped, researched, or assisted. Showcase your essential and technical skills here.

**Activities**

**Organization Name, Institution Name** City, State

*Title*  Month year–Present

Brief description of the organization and your role (1-2 lines).

* This might be activities related to a specific class, organization on campus or volunteer work experience.
* Try to show essential and technical skills you gained through this organization. Focus on leadership, teamwork and management skills here.

**Certifications**

Name of Certification Expiration or attainment date

**Skills**

Skill, skill, skill, skill, skill (ex. PowerPoint, sales, negotiation, time management, networking)

**References**

Name

Job Title

Employer

Phone: (XXX) XXX-XXXX

Email: [person@gmail.com](mailto:person@gmail.com)

**First Name Last Name**

City, State

(XXX) XXX-XXXX | [Email@gmail.com](mailto:Email@gmail.com) | www.linkedin.com/in

Today’s date

Recipient’s name and Title  
Name of company  
Company mailing address  
City, State, Zip

Dear Mr./Ms./Dr. (recipients name),

Paragraph 1 – Tell the reader of the letter which position you are applying for. Give a brief description as to why you would be a quality candidate for this role.

Paragraph 2 – The second paragraph of your cover letter should respond directly to the job description. Describe how your previous job experiences, skills, and abilities will help you meet the company’s needs. To make that easier, you should include exact words and phrases from the job descriptions in your cover letter. This section should answer why they should hire you.

Paragraph 3 – The third paragraph is the call-to-action portion of your cover letter. Summarize your cover letter and inform the hiring manager that you would love the opportunity to interview. Provide your email address or other contact information. Thank them for spending their time reading your cover letter.

Sincerely,

(Your name)

**First Name Last Name**

City, State

(XXX) XXX-XXXX | [Email@gmail.com](mailto:Email@gmail.com) | www.linkedin.com/in

Todays date

Recipient’s name and Title  
Name of company  
Company mailing address  
City, State, Zip

Dear Ms. Doe,

I was excited to see your job listing for the Senior Digital Marketing position at Westward Strategies on Indeed.com. As a dynamic email marketing specialist with over two years of professional experience executing market research, analyzing consumer data, and running A/B tests to drive successful marketing campaigns, I’m confident that I would be a valuable asset to the team at Westward.

Your job listing mentions a need for someone who is experienced in email segmentation and campaign development, both of which are areas I have extensive experience in. I’m currently employed at Marketed Inc., where I’ve honed my skills by running numerous successful email marketing campaigns. While employed here, I’ve spearheaded a digital promotion campaign for the company’s new line of sandals that successfully raised our total online engagement by an impressive 13% over the course of six months, contributing substantially to the department’s annual goals.

I’m confident that my proven track record of excellent work ethic, unparalleled attention to detail, and high-performing email marketing campaigns will make me an immediate asset at Westward Strategies and allow me to contribute to the team’s success.

I look forward to discussing the Senior Digital Marketing position and my qualifications with you in more detail and I look forward to the opportunity to interview. I can be reached at (phone) or (email).

Thank you so much for your time and consideration.

Sincerely,

(Your Name)

**First Name Last Name**

City, State

(XXX) XXX-XXXX | [Email@gmail.com](mailto:Email@gmail.com) | www.linkedin.com/in

Todays date

Recipient’s name and Title  
Name of company  
Company mailing address  
City, State, Zip

Dear Mr. Doe,

I was pleased to see your recent job listing for an account manager role. As an experienced and highly-qualified account manager, I've used my analytical and communication skills to identify clients' goals and implement campaigns that exceeded each milestone. I'd love to provide the same positive results to your company and clients.

I have three years of account management experience in my current role at Communications Solutions, Inc. During my time there, I've collaborated with several businesses in a wide variety of industries to bring in successful results for both our clients and the company. Some notable achievements I've accomplished during my time at the company include:

* Increased client retention rate by 60% in three years
* Maintained a steady clientele of 30 clients
* Negotiated and renewed contracts with current clients, increasing the company's revenue by 20%

Thank you for taking the time to consider my application for your account manager position. I'd love to use my customer service, team-building and negotiation skills to help you attract and retain clients for your business. I look forward to the opportunity to interview. I can be reached at (phone) and (email)

Thank you again for your consideration.

Sincerely***,***

(Your Name)

Additional Tips

[Project Experience](https://help.quinncia.io/article/319-project-experience)

[Graphic Resumes](https://help.quinncia.io/article/157-graphic-resumes)

[Quantifying Experience](https://help.quinncia.io/article/155-quantifying-experience)

[How to Check Margins and Indentation](https://help.quinncia.io/article/168-fixing-margins-font-types-font-sizes-reformatting-your-resume)

[Font Sizes in a Resume](https://help.quinncia.io/article/158-font-size)

[Font Types in a Resume](https://help.quinncia.io/article/162-font-type)

[How to Check Font Type](https://help.quinncia.io/article/270-how-to-check-font-type)

[How to Check Font Size](https://help.quinncia.io/article/271-how-to-check-font-size)

[Resume Sections](https://help.quinncia.io/article/154-section-titles)

[Using Images on a Resume](https://help.quinncia.io/article/161-photos)

[Applicant Tracking Systems (ATS) Explained](https://help.quinncia.io/article/166-applicant-tracking-systems)

Logo

Description automatically generated with medium confidence[Using Abbreviations on a Resume](https://help.quinncia.io/article/167-abbreviations)

[Margins on a Resume](https://help.quinncia.io/article/150-margins)

[PDF vs. Word](https://help.quinncia.io/article/156-pdfs)

[Using Columns on a Resume](https://help.quinncia.io/article/160-columns)

[Should I Include High School Information?](https://help.quinncia.io/article/277-including-high-school-information)

[Why You Should Avoid Blank Space](https://help.quinncia.io/article/278-too-much-blank-space)

[Cover Letter information](https://www.jobscan.co/cover-letter-writing-guide)

**Action Verbs**

**Administrative Skills**

Approved

Arranged

Classified

Compiled

Executed

Generated

Implemented

Operated

Organized

Prepared

**Educating Skills**

Advised

Coached

Communicated

Demonstrated

Encouraged

Facilitated

Instructed

Trained

Logo

Description automatically generated with medium confidenceGuided

Corrected

**Management Skills**

Administered

Assigned

Coordinated

Delegated

Developed

Strengthened

Improved

Increased

Monitored

Scheduled

**Communication Skills**

Addressed

Composed

Edited

Explained

Negotiated

Interpreted

Persuaded

Clarified

Authored

Marketed

**Financial Skills**

Allocated

Analyzed

Balanced

Calculated

Estimated

Forecasted

Quantified

Tracked

Reconciled

Purchased

**Research Skills**

Classified

Collected

Evaluated

Interpreted

Reviewed

Summarized

Surveyed

Critiqued

Examined

Tallied

**Creative Skills**

Conceptualized

Designed

Directed

Exhibited

Initiated

Performed

Revitalized

Shaped

Transformed

Integrated

**Helping Skills**

Assessed

Assisted

Educated

Led

Mediated

Referred

Validated

Volunteered

Counseled

Rehabilitated

**Technical Skills**

Assembled

Engineered

Fabricated

Operated

Programmed

Recorded

Repaired

Solved

Upgraded

Remodeled

**Transferrable Skills**

Meet deadlines

Ability to delegate and plan

Customer service

Increase sales or efficiency

Time management

Problem solving

Manage money/budgets

Public speaking

Organization

Written communication

Computer skills

Logo

Description automatically generated with medium confidencePersuasive

Collaborative

Critical thinking

Decision making

Flexibility

Dependable

Developing rapport

Result oriented

Supervising

Defining needs

Patience

Persistence

Quick learner

Leadership

Responsible

Advising/counseling

Mentoring

Diligence

Conflict management

Interview skills

Active listening

Negotiation

Adaptable

Event planning

Led meetings

Self-motivated

Analyze data

Take inventory

Research and find information/answers

Classify data

Compare, inspect or record data

Detail oriented

Logical

Convey complex information

Design

Edit

Cultural sensitivity

Focus on diversity, equity, and inclusion

Troubleshoot

Teaching

Facilitated group discussions



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**Text

Description automatically generated**

**Timeline

Description automatically generated**

**Graphical user interface, text, application

Description automatically generated**

**Graphical user interface, text, application, email

Description automatically generated**

**TEMPLATE (COPY AND PASTE INTO NEW DOCUMENT)**

**First Name Last Name**

City, State

(XXX) XXX-XXXX | Email@gmail.com |[www.linkedin.com/in](http://www.linkedin.com/in)

**Summary (optional)**

Write 3-4 lines giving an overview of your resume. Highlight major accomplishments and why you are interested in a particular company or industry. Talk about what value you can provide them.

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Minor: XXXXX

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Phone: (XXX) XXX-XXXX

Email: [person@gmail.com](mailto:person@gmail.com)