Here is an example of a job announcement. Below are the description and a sample resume written specifically for this job. Please note how the qualifications are addressed in the Skills/Qualifications section of the resume.

**Job Title: L&I Auditor 3 (In-Training)**

**Job Type: Full Time - Permanent**

**Location: Thurston County – Tumwater, Washington**

The L&I Auditor 3, independently conduct audits of business financial records to determine premium liability for industrial insurance. Provide professional consulting and technical assistance to educate employers regarding prime contractor liability, recordkeeping, and reporting requirements.

Some of what you will do

Identify businesses suspected of non-compliance.

Screen, schedule, coordinate and conduct audits of business financial records.

Evaluate and verify financial records.

Conduct computer research on firm's accounts with other agency programs.

Review employment contracts and conduct fact-finding interviews.

Prepare report of audit findings.

Prepare subpoenas and other legal documents as needed.

Testify at industrial insurance appeals and court proceedings. T

The first things you will do are:

* You will be introduced to the various statutes (RCW’s & WAC’s) that are used and applied in Labor & Industries auditing.
* Attend classes to develop the skills and knowledge necessary to perform the duties of a Labor & Industries auditor.
* Attend classes to emphasize expected behavior within the organization and when dealing with the customer.

Qualifications:

Required: You must have a thorough understanding of and ability to apply Generally Accepted Accounting Principles and provide proof that you possess a minimum of 20 semester or 30 quarter hours of college credit accounting coursework.

Desired: An associate's or bachelor’s degree in accounting or a closely related field of study. (Please attach a copy of college transcripts documenting proof of successfully completing required college credits in accounting in the application process and be prepared to present an official copy upon interview.)

What we are looking for:

* Strong and effective communicator, both written and verbal, with excellent interpersonal skills.
* Demonstrated ability to work effectively with both accounting and non-accounting personnel. ·
* Proficient computer skills using MS Word, Excel, Outlook, and Internet.
* Strong interview skills, ability to ask the right questions to gather and obtain relevant information.
* Ability to work independently, as well as maintain a positive working relationship with other Labor & Industries staff.
* Perform multiple tasks under tight deadlines without sacrificing quality or accuracy.
* Strong attention to detail and follow-through.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who will be selected for the next step in our process

**Marty Martin**

Lacey, Washington | xxx-xxx-xxxx | marty.martin@stmartin.edu| [www.linkedin.com/in/marty-martin](http://www.linkedin.com/in/marty-martin)

**Profile**

Third-year accounting student with coursework and experience in auditing of financial records. Successful in meeting objectives and providing outstanding customer service.

**Skills and Qualifications**

* Over three years’ experience providing detailed office support, database management, record keeping and customer service
* 27 credits in accounting coursework including Auditing, Federal Taxation, Managerial Cost Accounting, Governmental and Non-Profit Accounting
* Proficient in MS OfficeSuite and QuickBooks (Word, Excel, Access, PowerPoint, Outlook)
* Outstanding communications skills developed over years of working with people of all ages from students to senior citizens. Able to maintain confidentiality with financial and tax records

**Education**

**SAINT MARTIN’S UNIVERSITY |** Lacey, WA

*Bachelor of Arts in Business Administration*

Anticipated graduation date May 2023

* Dean’s List, fall of 2021 (3.85 GPA)

**Experience**

**WA Department of Revenue** | Olympia, Washington       JAN. 2022 – MAY 2022

*Accounting Intern*

* Supported the functions of revenue collection through tracking tax receipts and business financial records
* Audited records for non-compliance

**SAINT MARTIN’S UNIVERSITY** | Lacey, Washington

*Office of Campus Life Student Worker SEPT. 2020 – MAY 2021*

* Greeted guests at the University’s annual fundraising dinner and auction

*Gala Volunteer NOV. 2021*

* Greeted guests at the University’s annual fundraising dinner and auction

**H&R BLOCK** | Olympia, Washington       JAN. 2022 – MAY 2022

Tax Preparer

* Volunteer tax preparer for senior citizens

**Leadership**

Saint Martin’s Baseball Team Captain 2022

* Held highest GPA (3.85) on Saint Martin’s baseball team
* Dean’s list, fall of 2021 (3.85)
* Varsity baseball team member, 2020–current
* Varsity baseball, Most Valuable Player, Olympia High School

**References**

Available upon request

Marty Martin

Lacey, WA, 98503

123-456-789

m.martin@stmartin.edu

June 27, 2022

Steven Miller, Director

Washington State

Department of Labor & Industries

5555 Water St

Tumwater, WA 98501

Dear Mr. Miller:

I was excited to see the L&I Auditor 3 position available on Washington’s state agency website and am interested in working for the Washington State Department of Labor & Industries. Currently, I am an intern with the Washington State Department of Revenue and I believe that working for the Washington State Department of Labor & Industries would allow me to further advance my skills and knowledge regarding auditing. I am interested in the L&I Auditor 3 position because of the opportunity to work with employers and provide them with professional consulting. I am an advocate for small business owners and would like to educate employers on contractor liability, recordkeeping, and reporting requirements.

In my current role as an intern with the Washington State Department of Revenue, I help to support the functions of revenue collection through tracking tax receipts and business financial records. My experience with conducting interviews, multi-tasking under pressure, and paying great attention to detail in my current role have helped to prepare me for the responsibilities of an L&I Auditor 3. In my previous job position as an H&R Block tax preparer, I accumulated great experience with meeting hard deadlines and supporting the needs of customers. After completing 27 credits in accounting coursework – including Auditing, Federal Taxation, Managerial Cost Accounting, Governmental and Non-Profit Accounting – I have become proficient in using Microsoft Word, Excel, PowerPoint, and Outlook.

With the experience accumulated through my past jobs and experiences, I am confident that I will be a great asset to the Washington State Department of Labor & Industries. My familiarity with tracking business financial records, tax preparation, and multi-tasking under hard deadlines has prepared me for some of the key responsibilities as a L&I Auditor 3 at the Washington State Department of Labor & Industries. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Marty Martin

**On Campus Job Posting and Resume Example**

**SMU Office of Career and Calling: Peer Advisor**

Job Description:

On Campus: opportunities to work with students in the career services planning process. We need students with enthusiasm for internships, exploring majors, learning how to edit a successful resume, meeting with potential employers and provide support for events.  Your role will have a tremendous influence on the positive experience students have at Saint Martin's.

Some of the projects for the upcoming year include:

* Assisting Career Center professional staff with the execution of the Saints Have a Plan campaign for all students.
* Represent the Career Center by providing information to other students during orientation, club fairs, dining hall tables, and other on-campus events
* Help us develop more of a Facebook, Twitter, and Instagram presence
* Work with the RAs to promote services to students, especially in the areas of exploring majors and follow-up with students
* Serve as peer advisors to students unsure about their direction
* Assist in the various Career Center events by marketing these to students: Etiquette Dinners, Career Fairs, Saints Have A Plan events, and more
* Brief classroom presentations on upcoming events - also ASSMU and clubs

Training will be provided for job postings, office operations, resume review, career exploration, and other career center services.

Benefits:

* Great leadership experience
* Opportunity to meet personally with recruiters for internships, off-campus jobs
* Provide wisdom to new (and not-so-new) students about their direction and experience at SMU; and provide feedback to Career Center staff about programming
* You will have the BEST resume - and know how to teach others!

**JANE DOE**

Lacey, WA 98516

jane.doe@stmartin.edu

(123) 456-789

**SUMMARY**

Effective and knowledgeable student talented at learning quickly and adding value to any team. Strong history of successful projects using creativity, communication, and teamwork to complete tasks. Highly experienced in multiple areas of leadership with solid academic achievement, demonstrated commitment, and integrity.

**EDUCATION**

**Bachelor of Arts in Psychology – Saint Martin’s University, Lacey, WA**

Anticipated graduation May of 2022

4.0 GPA, Dean’s List

**Associate in Arts – South Puget Sound Community College, Olympia, WA**

4.0 GPA

**SKILLS AND QUALIFICATIONS**

* Leadership experience as a Drum Major of my high school marching band
* Public speaking skills which I developed through class presentations and projects
* Proficient in Microsoft Office, Adobe Photoshop, Adobe InDesign, and Adobe Premier
* Social media management and proficiency in content creation

**EXPERIENCE**

Summer Technology Helper, Aberdeen School District | Aberdeen, WA June 2018 **–** Aug. 2018

* Repaired damaged technological equipment
* Installed technological equipment in classrooms and set up computer labs
* Troubleshooted technological problems and provided solutions

Student Helper, Robert Gray Elementary After School Program | Aberdeen, WA Sept. 2017 **–** Feb. 2018

* Tutored and mentored 4th grade students
* Led and facilitated recreational student activities
* Created lesson plans for student activities and organized student events

Outdoor School Student Leader, Camp Bishop | Aberdeen, WA Oct. 2015 & Oct. 2016

* Taught and led activities for 6th grade students who attended camp
* Educated campers about the environment the United Nation’s 17 Sustainable Development Goals
* Designed and implemented experiential learning activities for campers

**LEADERSHIP**

* National Honor Society | 2017 – 2018
* Renaissance Action Team President | 2016 – 2018
* Amazing Grace Lutheran Church Youth Group Member | 2015 – 2018
* Aberdeen High School Marching Band | 2014 – 2018
* Drum Major of Aberdeen High School Marching Band
* United Spirit Association Drum Major Summer Camp Superior

**COVER LETTER FORMAT**

Your Address

City, State, ZIP

Phone

E-mail

Date

Name of Contact Person

Title Organization

Street Address

City, State, ZIP

Dear (Contact Person’s Name):

**Opening Paragraph:** Why you are writing. State why you are writing. Name the position or type of position for which you are applying Mention how you learned of the position. Mention the name of any referring person. Briefly describe why you are interested in this position.

**Body of the Letter:** Show enthusiasm for what you like to do. Briefly describe the skills and/or experiences you possess that fit the requirements of the position. If you have related experiences, mention your qualifications and achievements. This is your chance to give the reader more insight as to who you are as a person. Do not repeat your resume. This is the time to mention **personal qualities or special experiences and motivators.**

**Closing Paragraph**: Directly, but politely, indicate your desire to further discuss your qualifications in an interview. Make it easy for the reader to contact you by providing your phone number, email, and the best time to reach you. **Thank the contact person for his or her time and consideration.**

Sincerely,

Your signature

Your typed name