

CAREER CENTER

Resume and Cover Letter Guide

HEALTH & FITNESS



TYPES OF RESUMES

Think of a resume as a billboard and you have 30 seconds to deliver your message:

What do you want an employer to know about you?

How will you market your experience and skills?

Paint a picture of the prospective employer demonstrating the scope of your current and past responsibilities and achievements. What do you want to emphasize? [Use one of the two following forms to help you get started.](#)

Chronological

A chronological resume [organizes information by jobs/positions/experiences in reverse chronological order](#), with the most recent experiences first. It is the most commonly used format and easiest to write.

This resume format works well when:

- Your job history shows growth and development
- You are staying in the same field or gaining your first entry level position
- You have a steady history of employment related to the position you are seeking
- You are applying in traditional fields of work such as teaching

Functional

A functional (or skills based) resume [organizes information into functional groupings of skills or accomplishments](#). This format is commonly used for candidates with more experience who are changing career fields.

This resume format works well when:

- You want to demonstrate a clear relationship between your skills listed and the position you are seeking more than your work history.
- Your specific jobs or internships are not easily related to the position you are seeking
- You have gaps in your employment history
- You are changing career paths



RESUME BUILDING

Tips and Tricks

Recommended length is one page; two pages is acceptable **if the content is related**.

Font type should be professional such as Times New Roman, Calibri, Garamond, etc. Keep font size at 11 or 12.

Page **margins** should be a maximum of 1" all around or a minimum of .7".

Avoid the use of pronouns and complete sentences. Start each descriptive phrase with action verbs.

Use **past tense** when describing past experiences. Use **present tense** for present experiences.

Include **skills and qualifications** relevant to your career goals. Each resume should be tailored to the job for which you are applying. **Generic resumes are not effective**.

Always include accurate information. Don't misrepresent yourself!

Appearance matters. Keep your resume organized, professional and consistent with font type, format, and the overall style.

Make sure the resume and the cover letter are **free of errors**. Proofread and have others proofread too.

Give each of your **references** a copy of your resume and be sure to ask them to serve as a reference before listing them on your reference page.

Don't fold, photocopy or staple your resume. Buy 8.5x11 envelopes and type address labels. Print your resume and cover letter on white or ivory resume paper.

Continually **update your resume** to reflect new skills and experiences.

Upload your resume into the Career Center's online job database, Handshake: westfield.joinhandshake.com.

This will allow you to **sign up for on-campus interviews, apply for jobs** and safely store your resume in our system.

Resume Template

Name

Street Address, City State Zip

Phone, Email

LinkedIn Profile

Objective

Identifies the position/job that you are applying for and summaries your main qualifications in 1-3 lines of text. You may omit this section and discuss your points in your cover letter.

Education (Do not include high school)

Westfield State University, Westfield, MA

Degree in (Bachelor of Arts, Master of Education, etc.)

Month, Year

Major

Minor/Concentration

Overall GPA (if above 3.0/4.0) and Major GPA (if higher)

Study Aboard (Name of Institution, Location, Semester)

MA License: Licensure Area (Licensure # if known, otherwise put In Progress)

SEI Endorsement

Honors

List Dean's List, Honor Societies and other Honors and Awards

Clinical Experience(s)

List your relevant clinical rotations or field work. Be sure to include date or number of weeks you completed along with the name of the company and location.

Related Experience

Company/Organization, City, State

Date of employment

Job Title

- Describe at least 3-4 major duties that will demonstrate your qualifications
- Tailor your resume to your audience and requirements of position
- Follow the same format for all positions and list in reverse chronological order
- Quantify when possible, use action verbs rather than sentences and avoid pronouns

Activities

List organizations, presentations, leadership positions, significant projects, professional affiliations, and/or volunteer activities. You can format this section like the Related Experience section.

Skills

List computer skills, lab techniques, language and office skills. List fluency/proficiency without overstating your competence.

References

Do not include References Available Upon Request. List references on a separate document. See References Page Sample later in guide.

Frequently Used Category Headings

Activities	Honors	Professional Profile
Additional Experience	Internships	Public Relations Project
Certifications	Language Skills	Related Activities
Collegiate Activities	Licensure	Related Coursework
Community Involvement	Memberships	Related Experience
Computer Skills	Military Service	Research Project
Conferences Attended	Objective	Skills
Education	Presentations	Special Training
Employment	Professional Affiliations	Summary of Qualifications
Experience	Professional Experience	Volunteer Work

Effective Sentence Openers

IMPROVE SOMETHING	LED A PROJECT	CREATE SOMETHING	RESEARCHED	MANAGE A TEAM
Modified	Oversaw	Engineered	Calculated	Recruited
Standardized	Executed	Created	Surveyed	Hired
Converted	Produced	Instituted	Investigated	Cultivated
Replaced	Coordinated	Formalized	Evaluated	Shaped
Redesigned	Organized	Formulated	Tracked	Guided
Strengthened	Orchestrated	Founded	Audited	Aligned
Customized	Controlled	Spearheaded	Tested	Regulated
Restructured	Chaired	Devised	Analyzed	Inspired
Refined	Planned	Introduced	Mapped	Directed
Updated	Headed	Formed	Examined	Supervised
Influenced	Programmed	Developed	Assembled	Mentored
Revamped	Operated	Launched	Measured	

Charles Hyde

65 Autumn Hill Road, Westfield, MA, 01085, 413-572-5206 charles.hyde@email.net

EDUCATION

Westfield State University, Westfield, MA
Bachelor of Science in Movement Science
Minor: Gerontology
GPA: 3.3/4.0

Expected: May 20xx

RELEVANT EXPERIENCE

Occupational Therapy Center, Northampton, MA

September–December 20xx

Outpatient Occupational Therapy Intern

- Worked with patient to improve mobility and achievement of ADL's
- Assisted four disabled patients with best practices for movement exercises
- Determined activities and exercises to best suit client needs

Westfield State University, Westfield, MA

September–December 20xx

Teaching Assistant-Therapeutic Modalities & Therapy Training

ATI Physical Therapy, Wilbraham, MA

May–August 202xx

Therapy and Fitness Intern

- Performed basic therapy exercise instruction
- Co-facilitated therapy appointments along with supervisor

Vantage Sports and Rehabilitation, Westfield, MA

December 20xx–February 20xx

Job Shadow

- Observed therapy sessions and therapist interactions
- Shadowed three different therapists focusing on different action sports activities

Adaptive Sports Foundation, Windham, NY

Summer 20xx & 20xx

Volunteer

CERTIFICATIONS

CPR & AED - American Heart Association Expires: June 20xx

First Aid - American Red Cross Expires: November 20xx

VOLUNTEER EXPERIENCE

Boston Marathon, Boston, MA

April 20xx

CAMPUS INVOLVEMENT

President | Outing Club 20xx–Present

Vice President | Movement Science, Sport and Leisure Studies Club 20xx & 20xx

Member | Athletic Training Club 20xx–Present

Member | Christian Fellowship 20xx–Present

Alan A. Trainer

207 North Main Street | Westfield, MA, 01085

413-572-5206 | athletic-trainer@email.net

ATHLETIC TRAINER

- Performed injury evaluations and determined appropriate treatment plan
 - Developed rehabilitation plans with protocols established by physician
 - Completed over 1,000 hours of hands on training with Division 1 athletes
 - Collected, organized, and cataloged insurance information, injury evaluations and medical logs
-

CERTIFICATIONS:

- NATA-BOC Certifications, National Athletic Trainers Association
- BLS for HealthCare Providers, American Heart Association

June 20xx

Valid Through August 12, 20xx

EDUCATION:

Westfield State University, Westfield, MA

May 20xx

Bachelor of Science in Athletic Training

- GPA 3.7/4.0; Dean's List (six out of seven semesters)

CLINICAL ROTATIONS:

Westfield High School, Westfield, MA

Spring 20xx

- Assisted with all spring sports under the guidance of one certified trainer
- Provided rehabilitation treatments, taping for practices, field preparation, assessing injuries and preparing all supplies

University of Massachusetts Amherst NCAA Football, Amherst, MA

Fall 20xx

Performed injury evaluations for 25 NCAA football players to determine a treatment plan

Developed rehabilitation plans implementing streamlined filing system for insurance information, injury evaluations, and rehabilitation logs increasing office efficiency

Westfield State University Baseball Team, Westfield, MA,

Spring 20xx

Holyoke High School Basketball Team, Holyoke, MA

Fall 20xx

Springfield College Cross Country, Springfield MA

Spring 20xx

RELATED EXPERIENCE:

University of Massachusetts Amherst, Amherst, MA

Summer 20xx

Assistant to the Athletic Trainer

Addressed specific needs for off-season sports such as increasing strength and speed, maintaining cardiovascular fitness, improving flexibility, and strengthening the core

Developed relationships with lead athletic trainer and director, submitting comprehensive injury reports

ACTIVITIES/PROFESSIONAL AFFILIATIONS:

National Athletic Trainers Association, January 20xx–Present

MA Assn. for Health Physical Education, Recreation, and Dance (MAHPERD), October 20xx–Present

New England Chapter of American College of Sports Medicine (NEACSM) September 20xx–Present

Westfield State Student Athletic Advisor Board Sept 20xx–May 20xx

Westfield State Cross Country 20xx–20xx

- *Captain*, Fall 20xx

JASMINE NUNEZ

774 First Street • Holyoke, MA 01013
413-572-5206 • jnunez@email.net

Education

Westfield State University, Westfield, MA

Master of Science in Physician Assistant Studies

1/20xx

Bachelor of Science in Biology

5/20xx

Clinical Rotations

Emergency Care- **UMass Memorial Medical Center**, Worcester, MA

8 weeks

Emergency Care- **Saint Vincent Hospital**, Worcester, MA

4 weeks

General Surgery- **Beverly Hospital**, Beverly MA

6 weeks

Internal Medicine- **Holyoke Medical Center**, Holyoke, MA

8 weeks

Rehabilitation Care- **Fairlawn Rehabilitation Hospital**, Worcester MA

4 weeks

OB/GYN- **Baystate Northampton OB/GYN**, Northampton, MA

4 weeks

Pediatric Care- **Shriner's Hospital for Children**, Springfield, MA,

4 weeks

Ambulatory Service- **Baystate Noble Hospital**, Westfield, MA

6 weeks

Behavioral Medicine- **Center for CBT**, Worcester, MA

4 weeks

Related Experience

Baystate Medical Center, Springfield, MA

20xx–Present

Physician Liaison Associate

- Compile all referral data from the various Baystate sources
- Assist with developing, and extracting information from the CRM utilized by Liaisons team using Salesforce & Crimson
- Supports the Director and liaisons in maintenance of data and any electronic files
- Develop relationships with internal network to further support the Physician Liasons team
- In coordination with team initiatives, maintain stock and organize marketing material for team to distribute in the field. Items such as posters, fact sheets, order forms, and various brochures
- Under the direction of the liaison team coordinate all customer outreach events

Baystate Noble Hospital, Westfield, MA

2/20xx–12/20xx

Patient Care Technician – 500 hours

Shriner's Hospital for Children, Springfield, MA

5/20xx–2/20xx

Certified Nursing Assistant – 800 hours

Walgreen's Pharmacy, Holyoke, MA

6/20xx–8/20xx

Pharmacy Technician – 2,500 hours

Licenses and Certifications

Massachusetts Board of Registration of Physician Assistants

Pending

Massachusetts State Physician Assistant License

National Commission on Certification of Physician Assistants (NCCPA)

Physician assistant, Certified, ID #12345

Expires: 3/20xx

American Heart Association

Pediatric Advanced Life Support – PALS

Expires: 6/20xx

Cardiopulmonary Resuscitation – CPR

Expires: 1/20xx

Automated External Defibrillator – AED

Expires 3/20xx

Research Presentations

Nunez, J. and Smith, Z., Exercise and Mental Health in University Aged Students. Poster Presentation, Center for Creative Activity and Undergraduate Research and Creative Activity Conference, 4/2018. Westfield State University, Westfield, MA

Nunez, J. and Smith, Z., Indirect photo degradation of Naproxen in Simulated Natural Water Systems. Oral Presentation, Massachusetts Undergraduate Research Conference, 4/2018. UMass Amherst, Amherst, MA

Volunteer Experience

Samaritan Inn, Westfield, MA

20xx

Health Aide Volunteer

- Assisted with basic medical needs and first aid
- Facilitated health information sessions

Big Brothers, Big Sisters, Springfield, MA

20xx–20xx

Volunteer

- Supervised a group of six to ten children during both on and off-site activities
- Assisted with planning and implementing activities

American Red Cross Blood Donation Center, Springfield, MA

20xx–20xx

Blood Drive Volunteer

- Registered blood drive donors and maintained high confidentiality concerning medical information
- Directed donors to their appropriate station

Nadine Hess

123 Peach Court | Marshfield, MA, 02050 | 413-572-5206 | nhess@email.net

STUDENT NURSE

Hospital Settings | Medical Assisting | In-Home Care

- Versatile and compassionate nursing student with a desire to help those in need
- Seeking to provide care that allows the patient to feel like a priority
- Recognizes the importance of ensuring patient confidentiality

EDUCATION:

B.S.N. **Westfield State University**, Westfield,

MA Expected May 20xx

A.S. Medical Assisting, **Middlesex Community College**, Lowell, MA

January 20xx

INTERNATIONAL NURSING EXPERIENCE:

Guatemala Nursing Mission Trip, Antigua, Guatemala

March 20xx

- Worked directly with the Iglesia Del Camino in order to help families in need
- Assisted malnutrition center in providing food and support to malnourished children
- Provided meals, medical supplies and health check-ups to over 250 people

CLINICAL EXPERIENCE:

Emergency Room Holyoke Medical Center, Holyoke, MA

Spring 20xx

Pediatric Care Shriner's Hospital for Children, Springfield, MA

Fall 20xx

Behavioral Medicine Holyoke Medical Center, Holyoke, MA

Fall 20xx

General Surgery UMass Memorial Medical Center, Worcester MA

Spring 20xx

Maternity Family Medical and Maternity, Leicester, MA

Fall 20xx

Community Health Life Care Center, Auburn, MA

Fall 20xx

General Surgery Mercy Medical Center, Springfield MA

Spring 20xx

Fundamentals Harrington Hospital, Southbridge, MA

Fall 20xx

RELEVANT EXPERIENCE:

Mercy Medical Center, Springfield, MA

January 20xx–Present

Medical Assistant 1

Collect and record patient medical history per HIPAA guidelines

- Prep and sanitize examination rooms
- Perform tasks such as administering immunizations and medication when necessary

Lowell General Hospital – Emergency Room, Lowell, MA

Summer 20xx

- Student Nursing Shadowing Program
- Gained understanding of medical reporting and paperwork

Excel Nursing Services, Springfield, MA

March 20xx–December 20xx

Home Health Aide

- Assisted up to eight clients with activities of daily living
- Ensured medications were administered properly

VINCENT ELLIS

145 Hastings Road, Westfield, MA 01085 413-572-5206, vellis@email.net

EDUCATION:

Westfield State University, Westfield, MA

Bachelor of Science in Biology

May 20xx

Bachelor of Science in Biology

Cumulative GPA 3.54/4.0

RELEVANT EXPERIENCE:

Baystate Noble Hospital, Westfield, MA

February 20xx–Present

Nurse Assistant – 500 hours

- Manage check-in and transfer of patients
- Report to head nurse about patient conditions daily
- Perform medical tasks such as taking vitals, prepping for surgery, among others

Life Science Nation, Boston, MA

June–August 20xx

Lab and Research Assistant

- Processed bacterial specimens for analysis by technicians
- Assisted in collecting and analyzing data for research purposes

Banacos Academic Center, Westfield State University, Westfield, MA

September 20xx–May 20xx

Peer Tutor

- Tutored students in biology and chemistry courses
- Helped students develop their scientific writing techniques

Minute Clinic, West Springfield, MA

Winter 20xx

Clinic Aide

- Aided in providing low cost health care to low income individuals
- Maintained organization of office and medical materials in order to promote efficient operations

Operation Smile, Assist, Egypt

Summers 20xx–20xx

Medical Intern – 1000 hours

- Assisted nurses in prepping children for surgery
- Sanitized work stations before and after operations

VOLUNTEER WORK:

New Beginnings Child Care Center, Springfield, MA

June 20xx–April 20xx

Activities Supervisor

CERTIFICATIONS:

Automated External Defibrillator

(expires in May 20xx)

Cardiopulmonary Resuscitation

(expires in 20xx)

RESEARCH PRESENTATIONS:

Oral Presentation, **24th Massachusetts Statewide Undergraduate Research Conference**

April 20xx

- Vincent Ellis and Jennifer Hanselman, Ph.D., Indirect photo degradation of Naproxen in Simulated Natural Water Systems, UMass Amherst, Amherst, MA

Poster Presentation, **Center for Undergraduate Research and Creative Activity**

December 20xx

- Vincent Ellis and Jennifer Hanselman, Ph.D., Exercise and Mental Health in University Aged Students, Westfield State University, Westfield, MA

Jessica Danbury

145 Basil Road
Paxton, MA 01612
413-572-5206
Jess.Danbury@email.net

EDUCATION:

Westfield State university, Westfield, MA

Expected: May 20xx

Bachelor of Science, Movement Science,
Concentration in Sports Medicine
GPA: 3.7/4.0; Dean's List

RELEVANT EXPERIENCE:

Boynton Therapy Practices, Holden, MA

May–August 20xx

Physical Therapy Intern

Assisted supervisor in basic therapy practices
Gained greater understanding of kinesiology practices
Aided patients in scheduling appointments

Roxbury Outpatient Care, Leicester, MA

May–August 20xx

Job Shadow

Observed therapist practices and interactions with patients
Worked with the physical fitness therapy coordinator to plan workout regimens

RELEVANT COURSEWORK:

- Kinesiology/Gerokinesiology
- Therapeutic Exercise
- Orthopedic Therapy Training
- Therapeutic Modalities
- Basic EKG and Stress Testing
- Women and Sport
- Physiology of Exercise
- Functional Anatomy

ACADEMIC RESEARCH

Presented Effects of Kinesiology Tape on Sitting Posture in College-Age Males at UMass
Undergraduate Research Conference, April 20xx

CERTIFICATIONS

CPR and First Aid Certification (Valid through 2/20xx)

VOLUNTEER WORK:

CARE Mission Trip, Tanzania
Susan G. Komen Race for the Cure, Boston, MA
PETA Telethon, Boston, MA

July 20xx
April 202xx
March 20xx

EMPLOYMENT:

The Sole Proprietor, Worcester, MA - *Server*

Summers 20xx-20xx

Judy G. Robertson

808 Hart Avenue, Westfield, MA, 01086
413-572-5206, Judith.Robertson@email.net

EDUCATION:

Westfield State University, Westfield, MA

Anticipated: May 20xx

Bachelor of Science in Movement Science, Concentration: Exercise Science

RELATED EXPERIENCE:

Anytime Fitness, Westfield, MA

Aug. 20xx–Current

Fitness Assistant

- Instruct clients on how to properly and effectively use exercise equipment
- Assist clients in setting and achieving fitness goals
- Teach basic cardio and aerobic exercises courses for up to 15 adults

Westfield State University, Ely Fitness Center, Westfield, MA

Jan–May 20xx

Personal Training Intern

- Assisted and educated students in proper usage of equipment
- Sanitized gym equipment and locker room areas
- Co-facilitated group exercise classes with up to 22 participants

Planet Fitness, Westfield, MA

Sept.–Dec. 20xx

Job Shadow

- Observed fitness consultations with clients
- Shadowed instructor of fitness classes (yoga, Pilates, Zumba, aerobics, etc.)
- Learned best practices for dealing with clients with different fitness needs

CLINICAL ROTATIONS:

Planet Fitness, Westfield MA

Mar.–May 20xx

Westfield State University Women's Basketball Team, Westfield, MA

Nov. 20xx–March 20xx

Expert Fitness, Westfield, MA

Oct–December 20xx

Planet Fitness, Holyoke, MA

Aug.–Oct. 20xx

Springfield Rehabilitation Center Physical Therapy, Springfield, MA

May–July 20xx

CERTIFICATIONS:

ASFA Cycling Instructor Certification Expires:

May 20xx

ASFA Water Aerobics Instruction Certification

Expires: May 20xx

ASFA Yoga Certification

Expires: Dec. 20xx

AHA First Aid and CPR

Expires: July 20xx

American Red Cross Lifeguard Certification

Expires: Jan. 20xx

ACTIVITIES:

Sports Medicine Club

20xx–Current

Multicultural Student Association

20xx & 20xx

JANE O'CONNOR

21 Main Street, Southbridge, MA 01550
413-572-5206, joconnor1234@westfield.ma.edu

EDUCATION

Westfield State University, Westfield, MA
Bachelor of Science in Biology, Minor in Chemistry
GPA: 3.4/4.0; Dean's List (three out of four semesters)

May 20xx

LABORATORY SKILLS

Electrophoresis
Spectrophotometry
Computer Data Analysis

Amino Acid Analysis
DNA/Extraction/Quantification
Microscopy

Distillation
Reagent Preparation
Titration

RESEARCH EXPERIENCE

Divergence in microRNAs in a Hybrid Zone

Westfield State University Biology Department, Westfield, MA

- Presented at the UMASS Undergraduate Research Conference, April 20xx

RELATED EXPERIENCE

Westfield State University Chemistry Department, Westfield, MA

January–May 20xx

Teacher's Assistant - Instrumental Analysis

- Managed chemistry lab supplies and materials, sanitized equipment, prepared lab for classroom use
- Assisted students with experiments, prepared test samples, interpreted data and results, and review abnormal lab results
- Explained lab procedures and encouraged critical thinking when reviewing lab results

Westfield State University Banacos Center, Westfield, MA

February 20xx–May 20xx

Biochemistry & Chemistry Tutor

- Chosen by faculty to cover biochemistry and general chemistry topics including stoichiometry, atom structures, enzymatic pathways and laboratory procedures to students
- Took complex biology and chemistry terminology and information and simplify it for students

Springfield College Cadaver Lab, Springfield, MA November 20xx

Tour Participant

- Examined organs, muscles, the brain and heart of four cadavers

CAMPUS ACTIVITIES

Biology Club

September 20xx–May 20xx

- Secretary, Sept. 20xx–May 20xx

Intramural Basketball

Oct. 20xx–May 20xx

EMPLOYMENT

Hostess/Busser, **Applebee's Restaurant**, Worcester & Westfield, MA

May 20xx–Present

Reference Assistant, **Westfield State University Ely Library**, Westfield, MA

September 20xx–March 20xx

Bank Teller, **Freedom Credit Union**, Sturbridge, MA

June 20xx–August 20xx

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, Publisher, Access and Outlook

Language: Fluent in both English and Spanish



REFERENCES

Tips and Tricks

References can be your supervising practitioner, cooperating program supervisor, previous employers (preferably in jobs where

you worked with children), professors, or other professionals who can attest to your teaching abilities.

Examples

Mr. Timothy Beebe

Current Supervisor
Boys Club of Worcester
1125 State Street
Worcester, MA 01111
413-788-8419
Tim.Beebe@boysclubworchester.com

Mr. Robert M. Sanchez

Supervising P
Highland Elementary School
222 Main Street
Westfield, MA 01086
413-598-3128
rdsanchez@email.com

Three to five professional references are standard. Make sure you ask your references for permission before listing them and keep them informed about your job search, especially if you have interviewed for a position. They will most likely be called for a reference check after an interview. Also, be sure to obtain summer contact information.



COVER LETTERS

A Cover Letter...

Serves as your **introduction** to the employer.

Expresses your interest in being considered for the position.

Provides you with the opportunity to **highlight** how **your skills** and qualifications match those necessary to perform the position.

Captures the employer's attention and interest in reading your resume.

An effective cover letter does not repeat or summarize your resume, but **makes the reader want to learn more about you.**

An effective cover letter does not repeat or summarize your resume, but makes the reader want to learn more about you. **Every resume** should be accompanied with a cover letter, even if it's not listed as a required component of your application.

Basic Letter Writing Rules

Address the letter to a specific person

- If you do not have a name, search the school website or LinkedIn for a Human Resources contact.
- Avoid the greeting “To Whom it May Concern”. As a last resort, use “Dear Search Committee” or “Dear Human Resources Director” if a specific person isn’t identified.

Research the school carefully

- Be sure to include why you want to work for this particular school and/or district.
- Demonstrate that you appreciate and understand the school’s mission, goals, and population.

Do not simply restate what is on your resume

- Think about the skills necessary to do the job for which you are applying and highlight an example or two best demonstrating how your skills and background directly match the specific job requirements. Examples of key issues to consider including: parental involvement, classroom management, state standards, diverse learning styles, etc.
- Confidently express what you can offer to the team, not what the opportunity will offer you.

Tailor each cover letter to each employer

- Make each letter unique. Utilize the job description and school website to identify the necessary qualifications, unique attributes of this school, and main responsibilities for this particular role to incorporate into your letter.
- What do you know about this particular school and how do your skills and qualifications match the specific needs of the position? Consider experiences you’ve gained working with this population of students or in a similar environment and make that connection for the reader.

Limit the letter to one page and avoid spelling and grammatical errors.

- Avoid excessive use of “I” when starting sentences.
- Print on high quality paper to match your resume.
- Be sure to sign your name on each cover letter, unless submitting electronically.

Professional Communication

- Use this opportunity to ensure your voicemail message and email address are professional.
- Clearly state your name in your message and remove any ring back tones. Your email address should include your name@domain.com.

Cover Letter Format

Tip: You could also copy/paste your contact information header from your resume to create a consistent look across both documents.

Your Street Address
City, State Zip Code
Your Phone Number
E-mail (optional)

Date

Contact Person's Name
Title
Company Name
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name: (Use Title or Dear Hiring Manager if name is not available)

Paragraph 1: State why you are writing and identify the position in which you are applying. Include why you are interested in this particular position and working for that specific employer. Demonstrate that you appreciate and understand the organization's mission and goals. (If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so).

Paragraph 2: Utilize the job description to identify the necessary qualifications and main responsibilities for this particular role to incorporate into your letter. What do you know about this particular company and how do your skills and qualifications match the specific needs of the position? Spell out exactly how your experiences, skills, and education fit the position and can benefit the company. Confidently express what you can offer to the company, not what the Company will offer you.

Paragraph 3: Close the letter by thanking the reader for their attention or consideration and stating the next course of action. Indicate that you will follow up (and then do it!). Refer the reader to any documents you have attached (resume, references, writing samples, etc.).

Sincerely,

Name

Jasmine Nunez

774 First Street, Holyoke, MA 01013, 413-572-5206, jnunez@email.net

March 5, 20xx

Mary Beth Washington
Human Resources Director
Holyoke Family Care Center
365 Circle Drive
Holyoke, MA 01013

Dear Ms. Washington:

Please consider me as an applicant for the Physician's Assistant position with the Holyoke Family Care Center. As a recent graduate from the Westfield State University Master of Science in Physician Assistant Studies Program, I have developed and crafted my skills in the field in a way that I believe has allowed me to grow into a well0rounded medical professional. Between my rigorous coursework and extensive field trainings I feel that I Am a qualified candidate for this position.

Currently, I am certified by the National Commission on Certification of Physician Assistants and am awaiting certification through the Massachusetts Board of Registration of Physician Assistants. I am well-versed in many different medical practice environments from high intensity emergency settings to personalized care of behavioral health. Each training opportunity has solidified my desire to work in the medical field and work as part of a skilled team to provide exceptional medical care.

As requested, I have attached my resume and a copy of my NCCPA certification. If you need any additional information or should you have any questions, please contact me at 413-572-5206 or by email at jnunez@email.net. Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Jasmine Nunez

Cover Letter Sample 2 — Seeking full-time position

78 Yorktown Lane
Westfield, MA 01086
413-572-5206
dmerch@email.net

September 29, 20xx

To Whom It May Concern: (Required by Department)

Please consider me for the preceptor ship position within your hospital's pediatric care unit for the Spring of 20xx. Currently, I am a senior pursuing a bachelor's in nursing from Westfield State University, with my main focus being pediatric care. I would greatly appreciate the opportunity to learn more about pediatric services from the nurses at your facility, while also being a helpful addition to your team.

As stated on my resume, I am interested in working with children and infants and have expanded my knowledge and abilities in this area of medicine. I have interacted with children my entire life, and with that have honed my ability to communicate effectively with this population. My clinical and nonclinical experiences have afforded me the opportunity to work with children and infants in a variety of settings, however my career goal has always been to enter the nursing field. As a nursing student, I was given the opportunity to do one of my clinical rotations at Shriners' Hospital for Children; this experience undoubtedly solidified my desire to help children and infants in a hospital setting.

Attached you will find a copy of my resume which will highlight my education, certifications, qualifications, and skills. Please contact me with any questions or additional information you may need, by phone at 413-572-5206 or email at dmerch@email.net. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Diana G. Merchant

Cover Letter Sample 1 — Seeking full-time position

145 Basil Road
Paxton, MA 01612
413-572-5206
Jess.danbury@email.net

April 19, 20xx

John Green
Physical Therapist
Healing Hands Therapy Group
121 Hyatt Street
Leicester, MA 01524

Dear Mr. Green:

I am writing to express my interest in the physical therapy aide position at Healing Hands Therapy Center. I learned about this position through Dan Tremont at Boynton Therapy Practices. Throughout my time as a student at Westfield State University, my career interest has been focused on working with elderly patients in pain management, after reviewing your company's mission, I see that your practice focuses solely on this population, and I would welcome the opportunity to contribute to your company's goal of helping older patients better manage their pain.

I am attracted to the field of physical therapy because of the fact that I could incorporate my interest in the area of health and movement sciences coupled with helping others. My internship with the Boynton Therapy Practices group has afforded me the opportunity to work directly with patients in instruction and practice of therapy exercises, but also develop a specialized knowledge of the use of kinesiology science with the elderly population. My compassion and desire to help others in need of pain management would allow me to be a successful physical therapy aide within your practice, I am confident in the knowledge gained both in and outside of the classroom and believe I would apply these skills to best suit the patients.

My attached resume will further detail my knowledge and experience in the field of physical therapy. I welcome the opportunity to discuss this position with you in greater detail. If you have any questions, please contact me at 413-572-5206 or by email at jess.danbury@email.net. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Jessica Danbury



LETTERS OF INQUIRY

A Letter of Inquiry...

Expresses your interest in an employer and/or employment opportunity **without referencing a job posting** (typically because there are no positions currently posted or immediately available)

Includes similar qualities and template to a cover letter, but **without addressing a specific position or posting.**

Letters of Inquiry Format

Your name
Street Address
City, State, Zip Code
Phone Number
E-Mail (optional)

Today's Date

Contact Name
Title
School System/Organization Name
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name: (Use Title if name is not available)

State your hope to be considered for any positions that may become available at the organization and why you are interested in working for the company. If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so.

Tell them what your status is now and why you feel you would be especially well qualified for this position. This paragraph should include one or two brief sentences that emphasize your strengths as they relate to the field in which you are interested. If possible, it is always nice to personalize your letter by saying something positive about the reputation of the organization, its accomplishments, and how you fit with their company.

Refer the reader to any enclosed documents (resume, writing samples, etc.) and inform them of the manners in which you can be contacted (email, phone). If you plan to follow up, indicate your plan of action here. Close the paragraph by thanking the reader for their time and consideration.

Sincerely,

Name

Letter of Inquiry Sample 1 — Seeking full-time position

123 College Street
Holyoke, MA 01040
413-572-5206
kraymond@email.net

June 25, 20xx

James Ivy
Head of Human Resources
ATI Physical Therapy
70 Post #7008
Wilbraham, MA 01095

Dear Mr. Ivy:

I am writing to learn of any future opportunities as an occupational therapist to join the ATI Physical Therapy team. With strong analytical skills and sound work ethic, I am passionate about the field and your practice in particular. As a dedicated occupational therapist, I can bring my knowledge from my coursework coupled with clinical experiences to contribute to ATI Physical Therapy's mission of compassion and healing.

A few of the qualifications I can offer to your company are:

- Solid Knowledge of occupational therapy practices gained while earning a bachelors in movement science and a master's degree in occupational therapy at Westfield State University, where I obtained a cumulative GPA of 3.7/4.0.
- Over two years of experience and 450 hours working directly with patients in different therapy practices producing exceptional reviews from supervisors.
- Excellent attention to detail and communication skills, written and oral, demonstrated by effective communication with patients and detailed file notes.

Attached you will find my resume which further expands on my experiences, I would be honored to bring my strengths as an occupational therapist to ATI Physical Therapy and am confident in my ability to help achieve your goals. After relocation to Eastern Massachusetts this month, I can be ready to start a new position quickly. Should an opportunity arise in the near future, please contact me at any time. I sincerely thank you in advance for your time and consideration of my potential candidacy.

Sincerely,

Kayleigh Raymond

Contact the Career Center



Parenzo Hall



413-572-5206



Careers@westfield.ma.edu

Hours (Monday - Friday):

8:30 a.m.–5 p.m.

8 a.m.–4 p.m. (summer hours)



Westfield.ma.edu/Career Center

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