



# **Résumé & Letters Guide**

*Marketing Yourself Effectively*

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# OVERVIEW OF RÉSUMÉS

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## What is a résumé?

A résumé is a marketing tool, a personal advertisement, used to help you get an interview. It is a one to two page document that briefly highlights your educational background, experience, and skills. It is not an autobiography. The most effective résumé must be well written, concise, organized and clearly focused on a specific job title. It should also address the employer's stated requirements for the position. The more you know about the duties and skills required for the job – and organize your résumé around these points – the more effective your résumé will be.

## General Guidelines

Your résumé has 15-20 seconds to catch an employer's eye and get an interview. Make it count! This means that how you format your résumé is just as important as the content in the document. The layout of your résumé should have a clean, balanced appearance with regard to your spacing, margins, and use of bold and italics to emphasize key information.

### *Paper*

When printing your résumé for submission by mail or in person, use high-quality paper in conservative colors (white, ivory, or very pale gray). Do not use paper with visible flecks in it.

### *Heading*

Utilize the same heading on all documents (résumé and list of references); however, AVOID using the headers or footers feature as the applicant tracking systems do not scan them. Include your name and your contact information. Be certain your email address sounds professional (e.g., not “[prettypinkprincess@whatever.com](mailto:prettypinkprincess@whatever.com)”) and make sure your voicemail message is professional. Do not use your work email address. If you have a complete LinkedIn profile, include that link with your contact information. Put your name at the top of page two on a two-page résumé. For a two-page résumé, include your name and page number at the top of the second page. You do not need a heading as you had on the first page.

### *Font and Styling*

Use a San serif font (e.g., Times New Roman, Arial, Garamond). Avoid casual fonts like ComicSans. Text size should be 11-12 points. Your name and section headings can and should be a bit larger. Utilize styling tools such as bold print, • bullets, italicized print, and ALL CAPITALS carefully to quickly draw the reader's attention when they are skimming the document. Be sure to check spelling carefully when using all caps as spell check does not catch those errors.

### *Order*

In the US, we read documents from top to bottom and left to right, so it is important to write your résumé with this in mind. Prioritize information in order of importance, with the most important text up high and to the left where it is most likely to be read.

### *Numbers and Abbreviations*

Spell out numbers under and including ten; use the numerical form for numbers over and including 11 (as a general rule), unless they are the first words in a sentence or part of a range. Spell out abbreviations.

### *Format*

Formulate bulleted statements rather than using paragraphs of text:

- Use white space between sections of writing as appropriate.
- Maintain uniformity, such as either using periods or not using them after all bulleted statements.
- Start each bulleted statement with an action verb. Use present tense verbs for jobs you are still doing, and past tense verbs for tasks you have completed or are no longer doing. If describing accomplishments completed within a job, then you may use past tense verbs. Be consistent throughout the document.

### *Information to Avoid*

Do not include personal information such as age, height, weight, health status, marital status, number of children, photographs, etc.

### *Templates and Sample Résumés*

Templates and sample résumés will give you an idea of what the format of your résumé should look like. However, there is no one right way to write your résumé. It is recommended that you go into Microsoft Word as a blank document to create your résumé and avoid using Microsoft Word or Canva templates as they are not read properly by the Applicant Tracking Systems.



# APPLICANT TRACKING SYSTEMS (ATS)

More and more employers are using applicant tracking systems (ATS) to screen résumés. What is an ATS? It's computer software designed to scan résumés for certain keywords and weed out the ones that don't match the job description. When it locates keywords, it gives candidates points, essentially creating a ranking order of qualified candidates. From there, hiring managers can begin to look at the smaller list of candidates that they want to call in for an interview.

Not all companies utilize ATS, but we strongly suggest formatting your résumé so that it will get looked at by recruiters whether or not the company uses this form of artificial intelligence.

According to TopRésumé.com, 98% of large companies use ATS systems and 75% of résumés will never be seen by human eyes!

## Things to Consider with ATS:

### *Templates*

- Applicant Tracking Systems will not read any résumés that use a template, so we recommend avoiding templates that are built into programs such as Microsoft Word, Google Suite, or Canva.

### *Formatting*

- Avoid using headers or footers as most Applicant Tracking Systems are unable to scan content in these sections.
- Avoid using graphics, images, columns, text boxes, charts, or graphs. Applicant Tracking Systems scan the document from left to right, and columns and images get jumbled.
- Use ½ inch to 1-inch margins. Anything smaller may not be scanned properly.
- Avoid the vertical line as it may not be scanned properly by the computer. Try using a bullet point instead.
- Use universal font styles such as Arial, Times New Roman, or Georgia.
- .docx formats are best for ATS systems; however, follow the instructions for the online application as they may request a PDF file.

### *Power Words*

- Applicant Tracking Systems typically look at specific words from the job description to identify how a candidate is qualified for the job.
- Within your résumé, utilize these specific keywords within your past or current experiences or within the skills section of your résumé to make your résumé stand out. In other words, tailor your résumé towards the job description to make it through an ATS and on to the next stage of an interview.

### *Accomplishments, Skills, and Results Data*

- Use bullet points in your experiences section to highlight the skills you have acquired.
- Include any key accomplishments or results for your jobs within your experience sections. For example, if you implemented a social media campaign, how many new followers did you obtain?
- Include quantitative data when possible, using the \$ and % symbols. For example, how much money did you raise? How many people did you train? How many customers did you serve daily?
- Use the PAR method (Purpose – Action – Result) to help describe your accomplishments. Always start by describing your action and including key details. Make the statement even stronger by including the result of that action or the purpose of acting. For instance:
  - Oversaw fundraising efforts of a student organization to benefit a local homeless shelter resulting in raising over \$5K in proceeds
  - Implemented a new social media campaign targeting the non-traditional student population which resulted in a 5% increase in college enrollment

### *Additional Tips*

- It is recommended that you use the Reverse Chronological Résumé format as these are best scanned by the Applicant Tracking Systems and most preferred by recruiters.
- Spell out any acronyms within your document. For example, write out "Bachelor of Science" (not BS).
- Target your résumé for each position to which you apply.
- Use common section names such as Education, Work Experience, Activities, etc.
- Upload your résumé as a PDF document to keep proper formatting but understand that PDF documents can become corrupt.
- Do not change software when converting résumés. For example, if you start in Microsoft Word, then convert your résumé to a PDF from Word.

# PARTS OF A RÉSUMÉ

## *Objective*

An objective is optional. The purpose of an objective statement is to let the employer know what position or type of job you are applying for, and your qualifications for that position in a short concise statement. Your objective should be specific to the position/company to which you are applying. Focus on what you have to offer rather than on what the job can offer you. A Summary of Qualifications or Profile Summary section may be used in place of an Objective and is generally recommended for individuals with five or more years of experience.

## *Summary*

A Summary or Summary of Qualifications section is optional. This section is typically recommended for individuals with 5+ years of experience but may be preferred for certain fields such as STEM majors. This section should summarize what you have to offer the company including any special skills, experiences, or accomplishments.

## *Education*

This section should be listed first on your résumé if you are in school or a recent graduate. Individuals with more experience may choose to move Education to the bottom of the résumé. Begin with your most recent level of education and degree and list them in reverse chronological order. Include the name and location of schools, expected date of completion (month/year only, not dates of attendance), major fields of study, and degrees received.

- Do not list your high school information.
- Do not include schools you transferred from unless you received a relevant Associate Degree or Certification.
- Your GPA should be included if it is above 3.0, or if an employer specifically states that it is required.
- Honors and awards that are directly related to your academics may also be listed under this section. If you have numerous recognitions, however, a separate section for Honors/Activities may be warranted.

## *Experience*

This section can include full-time, part-time, internship, and volunteer experiences – both paid and unpaid. Start with your most recent experience. Give dates of involvement/employment, your title, the name of the company, and the company's city and state.

- This section should detail your accomplishments, transferable skills, and important responsibilities. It should not be a listing of your job duties.
- Begin each statement using action verbs. See the list of action verbs included in this packet.
- Avoid “Responsible for...” or “Duties Included...”
- Use numbers and percentages to provide measurable results when appropriate (e.g., the number of people supervised; the number of children in the classroom; the size of the event; the budget you oversaw, etc.).

### *Activities/Involvement*

It is important to show involvement throughout college in areas other than the classroom. This is an optional section where you can list campus activities, as well as job-related professional, humanitarian, or other groups. These activities may be worth mentioning, particularly if you were an officer or were active in some other way.

### *Honors and Awards*

This section can showcase any special honors and awards you may have received.

### *Skills and Certifications*

List skills such as knowledge of foreign languages, computers (operating systems, relevant applications), and relevant certifications. Other skills or special abilities (e.g., quick-learner, people-oriented, dynamic public speaker) can be demonstrated through your experience section. When soft skills are provided, they can be provided in sentence format to provide context as to how the skill was demonstrated or developed. For instance: Demonstrated effective communication and conflict resolution skills through three years of experience responding to consumer inquiries and complaints in the restaurant industry.

### *Other Sections*

Because each person has diverse experiences and strengths, there are many different categories that can be included in a résumé. This is not a comprehensive list of all the sections you might choose to include on your résumé. You might also choose to include any of the following sections:

- Leadership Experience
- Project Experience
- Professional Affiliations and Memberships
- Relevant Coursework
- Community Involvement
- Volunteer Experience
- Publications and Research Experience
- Conferences and Presentations



# ACTION VERBS

The following are action-oriented verbs that can be used throughout your résumé and personal presentations to convey energy, accomplishments, and skills. You do not want to use “Responsibilities include...” which appears regularly on résumés. A prospective employer doesn’t want to know what you were supposed to do; he or she needs to know how you discharged the duties!

These words should be the lead words in phrases, which tell you what you really did. This list is not all-inclusive, so use your own action verbs when you don’t find the right words here.

REMEMBER: if you are currently doing the task, keep the action verb in the present tense. Do not end the action verb using –“ing.”

## **Analytical**

Accelerated  
Adjusted  
Administered  
Allocated  
Analyzed  
Assessed  
Balanced  
Budgeted  
Calculated  
Clarified  
Collected  
Conserved  
Controlled  
Decreased  
Determined  
Developed  
Evaluated  
Gathered  
Identified  
Interpreted  
Investigated  
Managed  
Marketed  
Maximized  
Organized  
Planned  
Prepared  
Programmed  
Projected  
Reduced  
Researched  
Retrieved  
Solved  
Specified  
Studied  
Tested  
Validated

## **Creative**

Combined  
Composed  
Conceptualized  
Constructed  
Created  
Designed  
Edited  
Entertained  
Established  
Illustrated  
Modeled  
Performed  
Revised  
Revitalized  
Shaped

## **Interpersonal**

Advised  
Advocated  
Answered  
Coached  
Collaborated  
Contributed  
Ensured  
Facilitated  
Guided  
Mediated  
Moderated  
Motivated  
Negotiated  
Referred  
Represented  
Resolved  
Simplified  
Supplied  
Supported

## **Leadership**

Accomplished  
Advanced  
Administered  
Approved  
Assigned  
Chaired  
Coordinated  
Delegated  
Directed  
Headed  
Instituted  
Integrated  
Led  
Managed  
Oversaw  
Recruited  
Reviewed  
Selected  
Streamlined  
Strengthened  
Supervised  
Unified

## **Communication**

Addressed  
Authored  
Communicated  
Contacted  
Corresponded  
Drafted  
Informed  
Interpreted  
Outlined  
Presented  
Published  
Wrote

## **Organization**

Approved  
Arranged  
Cataloged  
Chartered  
Classified  
Collected  
Compiled  
Distributed  
Expedited  
Filed  
Generated  
Logged  
Maintained  
Monitored  
Operated  
Ordered  
Prepared  
Processed  
Provided  
Recorded  
Registered  
Responded  
Reviewed  
Scheduled  
Screened  
Submitted  
Systematized  
Updated  
Verified

## **Marketing**

Conceived  
Delivered  
Exceeded  
Generated  
Launched  
Marketed  
Maximized  
Minimized  
Promoted  
Restored  
Transformed

## **Teaching**

Advised  
Conducted  
Critiqued  
Educated  
Encouraged  
Focused  
Guided  
Informed  
Instructed  
Taught Tested  
Trained

## **Technical**

Assembled  
Automated  
Calculated  
Computed  
Constructed  
Controlled  
Drafted  
Engineered  
Measured  
Programmed

# TOP 10 RÉSUMÉ MISTAKES

Before finalizing your résumé, make sure you don't commit any of these mistakes:

1

## **Failure to customize.**

Your résumé should be tailored to the targeted opportunity. Be prepared to revise your résumé many times throughout your job search and into your career. Your résumé should convey why you are a strong candidate for a specific job.

2

## **Highlighting job duties instead of accomplishments and transferable skills.**

Employers don't care as much about what you've done as what you've accomplished in your various activities. Highlight accomplishments, transferable skills, quantitative data, and results.

3

## **Use of personal pronouns.**

Eliminate any use of personal pronouns such as I, my, we, our, they, their, them.

4

## **A poorly worded objective statement.**

Give employers something specific and, more importantly, something that focuses on their needs, not your own.

5

## **Listing references.**

References should be listed on a separate document. Avoid writing "References available upon request" unless you have provided all the content you can and still need to balance out your margins due to having a larger white space at the bottom of the résumé. Including "References available upon request" is optional and can be omitted if you do not have room for it.

6

## **Use of abbreviations.**

In general, avoid using abbreviations except for two-letter state abbreviations. If using an abbreviation, spell out the full name the first time and include an abbreviation in parentheses before using it throughout the rest of the résumé.

7

## **Inconsistent or unattractive format.**

Your résumé should have a simple, clean structure and be very easy to read. Be sure bulleted statements are in line, margins are approximately 1/2"-1" on all sides, spacing between sections is consistent, and headings are easy to find.

8

## **Typos and grammatical errors.**

Your résumé needs to be perfect from a grammatical standpoint. One typo, misspelled word, or grammatical error could eliminate you from consideration.

9

## **Using graphics or pictures.**

Unless you are applying for a job in a creative field, graphics should not be used on a résumé, and your picture should never go on your résumé. If it's necessary, include it as an attachment. Due to the increasing use of Applicant Tracking Systems, it is better to use a graphic style résumé when you are emailing it or physically handing it to a specific individual. Traditional résumés should still be used when applying online.

10

## **Failure to include a cover letter.**

A cover letter should always accompany your résumé. Your cover letter is an introduction to your résumé and should clearly articulate why you are the best person for the job. When submitting your résumé via email, your email message will serve as your cover letter.

# RÉSUMÉ RUBRIC

We recommend using the rubric below to rate the quality of your résumé.

	Excellent	Above Average	Needs Improvement
Format & Appearance	<ul style="list-style-type: none"> <li>• Appropriate length for field/level of experience</li> <li>• Fills the page, but not overcrowded</li> <li>• Consistent font/spacing</li> <li>• Consistent and effective use of bold/italics/underlining</li> <li>• Section titles clearly listed and easy to find</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate length for field/level of experience</li> <li>• Fills the page</li> <li>• Somewhat consistent font/spacing</li> <li>• Some use of bold/italics/underlining</li> <li>• Section titles listed</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate length for field/level of experience</li> <li>• Difficult to read/ visually distracting</li> <li>• Font/spacing is inconsistent</li> <li>• Ineffective or no use of bold/ italics/ underlining</li> <li>• Section titles not listed/difficult to find</li> </ul>
Organization	<ul style="list-style-type: none"> <li>• Name and contact info clearly listed at top</li> <li>• Titles, organizations, dates and/or locations listed consistently</li> <li>• Sections ordered in terms of relevance</li> <li>• Section titles highlight relevant skills/experiences</li> <li>• Experiences in reverse chronological order in sections</li> </ul>	<ul style="list-style-type: none"> <li>• Name listed, missing some contact info</li> <li>• Titles, organizations, dates, and/or locations listed somewhat consistently</li> <li>• Section ordering sufficient</li> <li>• Section titles sufficient</li> <li>• Experiences somewhat in reverse chronological order in each</li> </ul>	<ul style="list-style-type: none"> <li>• Name and contact info unclear</li> <li>• Inconsistent listing of titles, organizations, dates, and/or locations</li> <li>• Ineffective ordering of sections</li> <li>• Section titles do not highlight skills/ experiences</li> <li>• Experiences not in reverse chronological order in each section</li> </ul>
Content	<ul style="list-style-type: none"> <li>• Uses a variety of strong action verbs</li> <li>• Lists correct college degree(s), major(s) name(s) and grad date(s)</li> <li>• High school information not included in the education section</li> <li>• Locations (city and state) listed for educational experiences and experiences</li> <li>• No spelling/grammar errors</li> <li>• Descriptions are concise and descriptive</li> <li>• Targeted keywords/skills</li> </ul>	<ul style="list-style-type: none"> <li>• Some use of action verbs</li> <li>• Missing either degree(s) name(s), major(s) or graduation date(s)</li> <li>• High school information not included in the education section</li> <li>• Some locations (city and state) listed for educational experiences and experiences</li> <li>• No spelling/grammar errors</li> <li>• Descriptions somewhat concise and descriptive</li> <li>• Somewhat targeted keywords/skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ineffective use of action verbs</li> <li>• Does not list degree(s), major(s), and grad date(s)</li> <li>• High school information included</li> <li>• Little to no locations listed for educational experiences and experiences</li> <li>• Spelling/grammar errors</li> <li>• Descriptions not concise and/or descriptive</li> <li>• Keywords/skills not targeted</li> </ul>

# CURRICULUM VITAE (CV)

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A curriculum vitae (CV) is a detailed biographical description of your educational and work background, which includes detailed information on your academic coursework, professional experience, publications and more. A CV is generally longer and much more detailed than a résumé.

A curriculum vitae is typically used in the following instances:

- Individuals seeking careers in higher education (academic positions) and selected areas of employment including research and teaching positions.
- Those who want to pursue international careers/positions.
- Individuals seeking to obtain admission into a graduate or professional school program.

A CV contains similar information to a résumé but in more detail. It should be tailored for each individual's job search. List the most important information at the beginning of your CV and the least important at the end. This will vary on an individual basis.

## Parts of a CV

### *Professional, Career, and Research Objectives*

- The purpose of your objective is to state the reason why you are distributing your CV. Your objective can be as short as one sentence, stating a general goal, or as long as a brief paragraph, expressing short-term and long-term goals.

### *Education*

- Degrees and the dates received
- Your majors and minors along with your grade point average (GPA) for each
- Cumulative grade point average for each degree received
- Names of universities, colleges, professional schools, or other institutions attended
- Diplomas
- Certificates

### *Thesis/Dissertation Abstract*

- Summarize your thesis and/or dissertation in a brief abstract. Include the full title and date of completion. Be sure to use appropriate wording and editorial formatting for your field of study.

### *Coursework*

- List courses in groups that support and strengthen your professional, career, and research objectives.
- Only list courses appropriate for the position you are seeking. Provide complete course titles and do not include course numbers or abbreviations.

### *Honors, Achievements, and Awards*

- List and briefly describe all special recognitions you have received. Examples: departmental awards, athletic awards/lists, dean's list, scholarships, fellowships, community awards, professional awards, academic awards, and memberships in academic/honor organizations.

### *Research and/or Laboratory Experience*

- Provide detailed descriptions of your research and laboratory experiences.
- Include the title of each project as well as information on its actual or potential publication.
- List the names and titles of professors or other individuals who have supervised or are currently supervising your research.

### *Teaching Interests and Experience*

- List only those teaching interests and experiences that can be documented. You may include tutoring experience as well as any group learning experience in which you were a leader, such as a laboratory or writing center experience.

### *Instrumentation Experience*

- List all instruments you have used and the extent to which you have used them.

### *Specialized Skills*

- List any specialized skills you possess that are appropriate to your field. Examples: languages, computer technology/software. Include your level of proficiency.

### *Publications/Works-in-Progress/Presentations*

- List any publication you are authored or coauthored and provide appropriate bibliographic information.
- List unpublished manuscripts only if they are actually being considered for publication.
- Provide detailed descriptions of presentations. Include the title of the presentation, name of the organization, location of the meeting, and date.

### *Work Experience*

- List all of your work experiences and give brief, but detailed descriptions of your responsibilities. Use action verbs to describe your responsibilities.
- Provide job titles, names of the organizations or businesses, locations for the organizations or businesses, and dates of employment.

### *Professional Associations/Scientific Societies*

- List memberships in any professional associations/societies that are appropriate for your field.

### *Community Service/Involvement*

- Include volunteer work, contributions to a community, and/or membership on university-wide committees.

### *Campus Involvement*

- Include volunteer work, contributions to a community, and/or membership on university-wide committees.

### *Travel*

- Include extended international travel (for academic purposes only, not personal travel).

# **OVERVIEW OF PROFESSIONAL LETTERS**

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# OVERVIEW OF COVER LETTERS

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## What is a cover letter?

A well-written cover letter should always accompany your résumé. The cover letter allows you to draw an employer's attention to specific skills and experience outlined in your résumé, convey your research and knowledge of the organization, and expand upon information that particularly matches you to the position for which you wish to be considered. If you are emailing your résumé to a potential employer, your email message can serve as your cover letter. Remember that the cover letter reflects your writing skills, so take time and care to proofread your document.

## Format and Content

Cover letters should be one page in length, and three to four paragraphs long. The structure of the cover letter typically consists of an introductory paragraph, a middle paragraph identifying your specific strengths matched to the employer's needs, and a concluding paragraph stating your interest in the position and requesting an interview. They should be written in a professional business format and printed on the same paper as the résumé. Cover letters are not form letters. They should be targeted to each position and should address the specific employer's qualifications. Cover letters are also more effective when addressed to an actual person rather than "Dear Sir or Madam" or "To Whom It May Concern." You may use a reference line if you cannot find the name of an individual.

### *Paragraph 1 - Explain Your Purpose*

- Clearly identify the position for which you are applying or state why you would be the right candidate for a specific job.
- If answering an ad or a job posting, state where you heard about the opening. If someone referred you to the position, mention that person's name.
- If you do not know whether the employer has an opening, indicate the type of position you are seeking.

### *Paragraph 2 - Your Sales Pitch*

- Explain your qualifications and why you are interested in the position and the company.
- Generate the reader's interest in you by referring to an enclosed résumé. Do not repeat your résumé; rather, highlight specific examples of your experience and qualifications as they relate to the desired position.

### *Paragraph 3 - Your Plan of Action*

- Identify what you will do next.
- Request an interview. If you know you will follow up, state that.
- Keep this paragraph short and positive, and avoid sounding aggressive or "pushy" in tone.
- Thank them for their time and indicate your eagerness to speak with them.
- Include your contact information (phone and email address).
- At the end, you must include a signature block. Be sure to sign the letter before it is sent!

# TOP 10 COVER LETTER MISTAKES

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*Before finalizing your cover letter, make sure you don't commit any of these mistakes:*

- 1 Failure to customize.**

Your cover letter should be tailored to match each specific position that you are applying for. Remember that it tells the hiring manager which position you're applying for, and it is the introduction to you and your résumé.
- 2 Too long.**

Your cover letter should not exceed one page. Get to the point – which is to get them to read your résumé.
- 3 Too short.**

Most cover letters should be one full page. Many people make them too short because they think that cover letters don't really matter. Keep in mind that the point of the cover letter is to make the hiring manager want to read your résumé.
- 4 Too casual.**

Remember that you are not writing a letter to your friend but to your potential employer. Be polite and friendly, but not too casual. Use formal business letter format.
- 5 Spelling errors and typos.**

This simple mistake can cost you the job.
- 6 Addressing the letter "To Whom It May Concern."**

Do you like getting junk mail that's addressed to "current resident"? Of course not! Neither does the hiring manager of the company you're applying with. Take the time to learn about the company and who does the hiring for them. Then, include their name and title in the cover letter.
- 7 Writing vague statements.**

Your cover letter is the place to make yourself stand out from the crowd. Pick specific achievements to highlight but do not overuse the word "I." Use lots of specific adjectives to describe yourself. Match them with the ones in the job posting if possible. If they want a "highly motivated and outgoing person," be sure to use those words in your cover letter.
- 8 Long paragraphs.**

Your cover letter should be easy to read, and easy to skim. Use short paragraphs, sentences, and words.
- 9 Using graphics or pictures.**

Do not include any graphics and pictures that might distract the reader.
- 10 Forgetting to sign the letter.**

It gives an important personal touch!

# OTHER PROFESSIONAL LETTERS

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## **Prospecting Letters**

The purpose of this letter is to inquire about possible vacancies, have someone read your résumé, and generate an interview.

## **Networking Letters**

This letter is sent to individuals requesting information about a career or company. Normally, a résumé is not attached to this type of letter because the focus is on generating information not generating job offers! It is an excellent way to ask for an informational interview.

## **Follow-Up Letters**

A letter requesting the status of your application while noting your continued interest in the position. You should also offer to provide any additional information that would assist the employer in making a decision. Due to time sensitivity, this letter is often emailed.

## **Interview Confirmation Letters**

Once an interview appointment has been made between you and a prospective employer over the telephone, it is sometimes best to follow-up that conversation with a confirmation letter or email indicating:

- Restatement of the date and time of the interview appointment
- Other pertinent details discussed on the phone
- Your appreciation of the employer's further consideration of your qualifications

## **Post-Interview Thank You Letters**

This is one of the most important yet least used letters in a job search. It is used to show goodwill and appreciation. A thank you letter should always be sent within 24-48 hours after an interview. It can be a handwritten note, a business letter, or sent via email. A well-written thank-you letter reminds the employer who you are, your background and qualifications, shows your enthusiasm and continued interest, and conveys your sincere appreciation for their time. It is suggested that you create a draft of a thank you email to employers before going into an interview, so that you may quickly personalize and send it after the interview.

## **Job Acceptance Letters**

Congratulations if you've made it to this stage in the job search! This letter is sent to an employer when an offer has been made. Use it to accept the offer and confirm the terms of employment (start date, salary, medical examinations, etc.). It is an excellent way to positively reinforce the employer's decision to hire you.

## **Job Offer Letters of Declination**

A letter sent to formally decline an offer of employment or to remove you from consideration as a candidate. Rejecting an employment offer must be done thoughtfully. Indicate that you have carefully considered the offer but that it was not the best job fit for this stage in your career. Do not say that you have obtained a better job. You want to express your thanks while keeping the door open for future contact.

# **SAMPLE RÉSUMÉS**

---

## Iwanna Jobb

FirstName\_LastName@georgiasouthern.edu • (912) 681-5197  
3 Eagle Avenue, Statesboro, GA 30458

### Objective (Optional section)

---

Target the organization or the title for which you are applying. Keep it short and simple!

### Education

---

**Georgia Southern University**, Statesboro, GA

*Bachelor of Arts (or Science) in (Major)*, Graduation Date, GPA (if 3.0 or higher)

### Relevant Experience

---

**Most Recent Employer**, City, State

*Position Held*, Date held position (Month, Year)

- List your duties & responsibilities – something you did or learned
- Cite an accomplishment you achieved while working (need at least 2)
- Begin each bullet with an action verb

**Previous Company(s) You Worked At**, City, State

*Position Held*, Date held position (Month, Year)

- List at least two, up to five duties
- Concentrate on accomplishments, skills, and responsibilities

### Project Experience

---

**Project Name/Class Name**, Semester, Year

*Georgia Southern University*, Statesboro, GA

- List the goals, objectives, and outcomes of the project
- Begin each bullet with an action verb

### Relevant Courses

---

Class Title(s) in bullet format (not every course, but only those that support your objective)

*\*If you need a filler or have little experience in your field*

### Leadership Experience

---

Position Title, Organization Name – describe accomplishments

Position Title, Organization Name

Position Title, Organization Name

### Honors

---

Dean's List, Awards, Scholarships, HOPE Scholarship

*\*If you have earned a scholarship or were recognized for some type of achievement, list it.*

### Technology Skills

---

Outline your technical skills, and list all programs you know or are familiar with using.

### Activities

---

Organization Name, Date of Involvement (2017 – Present)

*\*If you belong to a club, organization, sorority, and/or fraternity, list it along with any leadership positions held and dates.*

**YOUR NAME** Eagle Lane • Savannah, GA 30458 • 912-111-2222 • mail@georgiasouthern.edu

---

### OBJECTIVE (Optional section)

Target the organization or the title for which you are applying. Keep it short and simple!

### EDUCATION

**Bachelor of Science: Computer Science**, May 2024

*Georgia Southern University, Savannah, GA*

### RELATED COURSES

- Database Programming
- Networking Administration
- Webpage Design
- Computer Software Engineering
- Programming Visual Basic
- Operating System Pragmatics

### TECHNICAL SKILLS

- Systems: MySQL • UNIX • LINUX
- Software: Microsoft Office Suite • Adobe Photoshop • DreamWeaver • FrontPage
- Programming Languages: C • C++ • HTML • XHTML • Java • Python • Visual Basic

### RELATED EXPERIENCE

**Student Assistant**, September 2023-Present

*Department of Computer Science, Georgia Southern University, Savannah, GA*

- Maintain department website including content, programming, and troubleshooting
- Create graphics and other visual elements to enhance the website resulting in a 10% increase in number of views
- Assist staff with administrative tasks including entering data into Excel Spreadsheets

**Senior Project**, Spring 2023

*Georgia Southern University, Savannah, GA*

- Designed, developed, and implemented a web-based survey system as part of a four-member team
- Created a beta database program to organize survey results and provide easy access to data
- Utilized XHTML on an Apache Tomcat Server to write the program

**Intern**, Summer 2022

*The Game Shop, Atlanta, GA*

- Located and corrected programming code in prototype software
- Brainstormed new ideas for gaming scenarios in staff meetings which resulted in the creation of a new game that is currently in development to be sold
- Assisted with the development, testing, and implementation of fantasy game products

### OTHER EXPERIENCE

**Career Educator**, September 2021-May 2022

*Georgia Southern University Office of Career and Professional Development, Savannah, GA*

- Provided career assistance to approximately 12 students daily specifically with résumé and job search strategies
- Assisted with the set-up and implementation of special career events including the STEM Career Fair serving an average of 700 students and 150 recruiters
- Presented career-related workshops on office services and résumés to classes and student groups

### INVOLVEMENT

**Association for Computing Machinery (ACM)**, *Member*, Fall 2022-Present

- Participated in regional and national programming competitions

**Alpha Beta Alpha Honor Society**, *Member*, Fall 2021-Present

## YOUR NAME

---

123 Eagle Court • Statesboro, GA 30458

912-111-2222

mail@gmail.com

---

### SUMMARY OF QUALIFICATIONS

---

- Limit this section to 4-6 bulleted statements that highlight your strongest professional attributes
- List achievements or skills that would relate to the position you are applying for
- Try to keep these concise and to the point; try to think of things that are measurable or valuable
- This is where you begin to sell yourself to a potential employer

### RELATED EXPERIENCE

---

#### Interpersonal and Teamwork Skills

- List achievements, skills, and experiences in this functional area
- Begin each bullet with an action verb and keep it concise
- List 4-6 statements describing your experience from your previous positions
- Try to list significant or measurable achievements, awards, or projects

#### Customer Service Skills

- List achievements, skills, and experiences in this functional area
- Begin each bullet with an action verb and keep it concise
- List 4-6 statements describing your experience from your previous positions
- Try to list significant or measurable achievements, awards, or projects

#### Managerial and Supervisory Skills

- List achievements, skills, and experiences in this functional area
- Begin each bullet with an action verb and keep it concise
- List 4-6 statements describing your experience from your previous positions
- Try to list significant or measurable achievements, awards, or projects

#### Marketing and Public Relations Skills

- List achievements, skills, and experiences in this functional area
- Begin each bullet with an action verb and keep it concise
- List 4-6 statements describing your experience from your previous positions
- Try to list significant or measurable achievements, awards, or projects

### EDUCATION

---

**Bachelor of Science: Public Relations**, May 2018

*Georgia Southern University, Statesboro, GA*

### EMPLOYMENT HISTORY

---

**Job Title**, *Company Name*, City, State, Dates of Employment

**Job Title**, *Company Name*, City, State, Dates of Employment

**Job Title**, *Company Name*, City, State, Dates of Employment

### TECHNICAL SKILLS

---

- List out technical programs and skills you have developed and have to offer
- These can be separated into groups if needed (i.e. software skills, language skills, etc.)

## JOE EAGLE

123 Eagle Court  
Statesboro, GA 30458

(912) 681-0000  
jeagle@georgiasouthern.edu

**Veteran's Preference:** N/A

**Federal Civilian Status:** N/A

**Country of Citizenship:** United States of America

### ANNOUNCEMENT

Announcement #0000000000, Job Title (GS #)

### EDUCATION

**Georgia Southern University**, Statesboro, GA 30460

**Degree:** Bachelor of Science      **Major:** Biology

**Dates of Education:** August 2020-May 2024

**Major GPA:** 3.85/4.0      **Overall GPA:** 3.76/4.0

**Relevant Coursework:** List any classes that you have taken that are relevant to the job for which you are applying

**Statesboro High School**, Statesboro, GA 30458

**Diploma Type:** College Preparatory

**Dates of Education:** August 2016-May 2020

### HONORS & AWARDS

- Dean's List, 2020-2023
- Golden Key Honor Society, 2021-2023

### CERTIFICATIONS & TRAINING

- List any certifications that you may have, especially those requested on the job announcement
- List any professional development opportunities or training outside of the classroom you have attended

### SKILLS

- List any technical skills you possess
- List any language skills or other skills relevant to the position that you possess

### WORK EXPERIENCE

Dates (Month/Year-Month/Year), Hours per week, Salary: \$xx,000/year

Company Name, Job Title, Address, City, State, Zip Code

Supervisor: Mr. John Doe, (555) 555-5555, Contact: Yes (or No)

List ALL of your duties and responsibilities in sentence/paragraph format, not bullets. Begin each sentence with an action verb. Try to be as descriptive as possible, but still concise. Use keywords from the job description when applicable.

**Accomplishments:** Make sure to include any accomplishments or results achieved.

### VOLUNTEER EXPERIENCE

Dates (Month/Year-Month/Year), Hours per week

Organization Name, Job Title, Address, City, State, Zip Code

Supervisor: Mr. John Doe, (555) 555-5555, Contact: Yes (or No)

List ALL of your duties and responsibilities in sentence/paragraph format. Begin sentences with an action verb and try to be as concise as possible.

### ACTIVITIES

Organization Name, Dates of Involvement

## SUZIE EAGLE

---

123 Eagle Court • Statesboro, GA 30458

912-111-2222

mail@georgiasouthern.edu

---

### OBJECTIVE

To obtain an internship with Safe Haven utilizing my skills and education.

### EDUCATION

**Bachelor of Science: Psychology**, May 2026

Georgia Southern University, Statesboro, GA

- GPA: 3.5

### RELEVANT COURSES

- Introduction to Psychology
- Research and Analysis in Psychology
- Careers and Ethics
- Abnormal Psychology

### CLASS PROJECTS

**Research and Analysis in Psychology**, Georgia Southern University, Statesboro, GA

*The Relationship between Stress & Alcohol Consumption*, Spring 2023

- Conducted research on the relationship between stress and alcohol consumption among college students
- Received IRB approval to perform the research study
- Administered a survey and utilized SPSS to conduct an analysis of data
- Determined that there is a high correlation between stress and alcohol consumption

### TECHNOLOGY SKILLS

- Microsoft Office Suite (Word, PowerPoint, Excel, Publisher)
- Google Sheets, Docs, Forms, and Slides
- Adobe Photoshop

### LEADERSHIP EXPERIENCE

**University Programming Board (UPB)**, Georgia Southern University, Statesboro, GA

*Event Coordination Team*, August 2023, Present

- Work as part of a team to make decisions regarding special events and activities for students including concerts and speakers
- Design flyers and marketing materials to promote events to students via social media resulting in a 10% increase in attendance
- Plan and coordinate logistics for event set-up and break-down

### VOLUNTEER EXPERIENCE

**Statesboro Food Pantry**, Spring 2023

- Assisted with coordinating a food drive which resulted in raising \$1,200 in cash donations
- Distributed over 780 cans of food to targeted local populations
- Organized the food pantry and developed a computerized system to maintain accurate inventory and assess up-to-date needs

# BUILD YOUR RÉSUMÉ

## Contact Information

Name:

Address:

Phone:

E-mail:

## Education

University, City, State  
Degree in Major, Expected Graduation Date



Georgia Southern University, Statesboro, GA  
Bachelor of Science in Psychology, May 2024

## Work Experience

Company Name  City, State

Job Title  Dates

*\*List duties below beginning with an action verb*

- 
- 
- 

Company Name  City, State

Job Title  Dates

- 
- 

## Skills: Technology, Foreign Languages, Professional

**Technology Skills:** Microsoft Excel, Microsoft Word, PowerPoint

**Foreign Languages:** Fluent in Spanish

**Professional Skills:** Excellent communication and interpersonal skills; strong leadership abilities

-

## Class Projects or Research Experience

**Title of Class**  **City, State**

**Title of Project**  **Dates**

*\*Describe project beginning with an action verb*

- 
- 
- 

## Volunteer Experience

**Organization**  **City, State**

**Title**  **Dates**

*\*Duties beginning with an action verb*

- 
- 

## Leadership Experience

**Organization**  **City, State**

**Title**  **Dates**

*\*Duties beginning with an action verb*

- 
- 
- 

## Honors and Awards

**Honors** (i.e., HOPE Scholarship, Dean's List, etc.)

- 
- 
- 
- 

## Involvement

**Involvement** (i.e., Fraternity/Sorority, Psychology Club, etc.)

- 
-

# BUILD YOUR REFERENCE LIST

---

## References (3-5 Professional References)

**Name:**

*Title:*

Organization:

E-mail:

Phone:

**Name:**

*Title:*

Organization:

E-mail:

Phone:

**Name:**

*Title:*

Organization:

E-mail:

Phone:

# **SAMPLE COVER LETTERS**

---

Your Street Address  
City, State Zip

Date

Name  
Title  
Company  
Street Address  
City, State Zip

Dear Mr./Ms. Employer:

*(Address the letter to a specific individual. Do the research necessary to find the name of the individual hiring the position. If you are unable to do so, use a reference line or "Hiring Manager" in place of the salutation.)*

### **First Paragraph: Why you are writing**

Indicate the reason for writing, the specific position or type of work for which you are applying, and how you learned of the opening. Express your knowledge about and enthusiasm for this particular organization, its products, or its services.

### **Second Paragraph: What you have to offer**

Indicate what you can do for the employer. This is your opportunity to convince the employer that you can make a unique contribution to their organization. Do your research! Highlight your skills, experience, knowledge, personal qualities, academic background, and accomplishments most relevant to the job description. Link these positive features to ways you can benefit the employer. Use specific examples to support claims you make about yourself. Link your strengths and examples to the employer's needs and to the stated job requirements. You may refer to the enclosed résumé but try not to repeat the exact information that the reader will find there. If necessary, this can be two paragraphs.

### **Third Paragraph: What happens next**

Conclude by restating your interest in the position and the organization. Refer the reader to the enclosed résumé or application form that summarizes your qualifications, training, and experience. Indicate your desire for a personal interview and repeat your contact information (i.e., phone number and email address). Close with a statement that will encourage a response. For example, state that you will be in the city where the organization is located on a certain date and would like to set up an interview. You may also simply state that you will call on a certain date and time to inquire about an interview. Thank the individual for their time and consideration.

Sincerely,

*Your handwritten signature (not a cursive font) in blue or black ink*

Your typed name in plain text

9066 Herty Street Apt C  
Statesboro, Georgia 30458

June 30, 2023

Ms. Jane Grey  
HR Manager  
Large Bank Corporation  
111 North Street  
Atlanta, GA 32121

Dear Ms. Grey:

I am writing to express my interest in the marketing research position you advertised in the August 20th edition of the Atlanta Journal-Constitution. With my undergraduate research background, my training in psychology and sociology, and my work experience, I am confident I would make a valuable contribution to Large National Bank Corporation in this position.

In May 2024, I will complete a Bachelor of Science in Psychology with a minor in Sociology from Georgia Southern University. As part of the requirements for this degree, I am involved in a senior marketing research project which has given me experience interviewing and surveying research subjects and assisting with the analysis of the data collected. I have also completed a course in statistics and research analysis.

In addition to academic work, my experience also includes working part-time as a bookkeeper in a small, independently owned-restaurant with an annual budget of approximately \$150,000. Because of the small size of the business, I have been exposed to and participated in most aspects of managing a business, including advertising and marketing. As the bookkeeper, I produced monthly sales reports that allowed the owners to project seasonal inventory needs. I also assisted with the development of ideas for special promotional events and calculated sales proceeds after each event to evaluate its success. My résumé, with additional information about my qualifications, is enclosed.

I believe that the combination of my business experience and social science research training is well-suited to the marketing research position you described. Would you please consider my request for a personal interview to discuss my qualifications and learn more about this opportunity? I shall call you during the week of July 23rd to discuss this further. Should you need to reach me, please feel free to contact me at 912-555-1212 or via email at johnglenn@georgiasouthern.edu.

Sincerely,



John Glenn

Enclosure: Résumé & References

## Cover Letter - Internship

Your street address  
City, State Zip Code

Date

Name of the individual, title  
Company name  
Street address  
City, State Zip Code

Dear Individual's Name:

I recently learned about the Fashion Merchandising Internship position with Gap, Inc., and am attaching a copy of my résumé for your review. I know that Gap, Inc. is dedicated to listening to the needs of the customers and takes steps such as developing the new cross-brand denim to ensure complete customer satisfaction. I want very much to be a part of a team that focuses on quality service while also serving a diverse group. You will find that my experiences meet the needs of your organization.

I am confident that my education, experience, and skills have prepared me for this position. As a fashion merchandising student at Georgia Southern University, I have taken courses that have given me a strong understanding of fashion trends, visual merchandising, forecasting, and buying. I had the opportunity to complete a class project in which I selected spring apparel and estimated the cost to buy. In addition, I have gained experience working in retail promoting merchandise by setting up visual displays, assisting customers in selecting apparel to meet their specific needs, and managing the boutique's social media accounts. I have also participated in the New York Study Tour and assisted with the Charleston Fashion Week. Both of these experiences have allowed me to network with professionals and truly understand the merchandising field through hands-on experience. My leadership skills have been demonstrated as well as other qualities such as excellent communication, organization, and time management skills. Having worked hard to stay informed of the latest fashion trends by reading various articles and blogs, I am able to bring a keen awareness of customer fashion interests to your organization. Your position requires all these abilities.

I am excited about the possibility of interning with Gap, Inc., and know that my passion and enthusiasm for the field would provide your team with a fresh perspective. I would appreciate the opportunity to discuss my qualifications for this position with you in an interview and can be reached at 912-555-5555. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,



Susie Smith

Enclosure: Résumé & References

# BUILD YOUR COVER LETTER

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This is an opportunity for you to outline the content you want to include in your cover letter. Use this space for notes and ideas, to get a big picture written down, before you write the full letter on your own computer.

**Your Address:**

**City, State Zip Code:**

**Today's Date:**

**Recruiter Name:**

**Recruiter Position Title:**

**Company Name:**

**Company Address Line 1:**

**Company Address Line 2:**

**Salutation: Dear \_\_\_\_\_ :**

**Opening Paragraph:**

*What are you applying for? Why are you interested in this opportunity and company? If you know or spoke to someone at this organization, include that evidence of networking. Why do you think you are a good fit with the position and the qualifications the employer is seeking?*

**Body Paragraph(s):**

*Expand on your qualifications. Highlight examples and indicate stories when you have demonstrated these qualities. Tell them how the experiences you are highlighting are relevant to the position.*

**Closing Paragraph:**

*Reiterate your interest in the specific company and position. Include a closing summary statement about your fit and interest in the position. Close with a request for action (interview) and a thank you for the consideration.*

**Sign Off:**

**Name:**

# **SAMPLE PROFESSIONAL LETTERS**

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9066 Herty Street Apt C  
Statesboro, Georgia 30458

June 30, 2023

Mr. R U Hiring  
Personnel Director  
Atlanta History Center  
190 W. Marietta Center  
Atlanta, GA 30305

Dear Mr. Hiring:

I am currently a junior at Georgia Southern University seeking a summer internship that will enable me to develop my skills in managing historical exhibits and apply the concepts learned in my undergraduate studies. I became acquainted with the Atlanta History Center by reading your recruitment literature at the Georgia Southern University Office of Career and Professional Development.

As you will note in the enclosed résumé, I have gained volunteer experience with the Milledgeville History House. In addition, I have worked as a customer service specialist in a retail setting. These and other experiences have enabled me to begin to develop a variety of skills including problem-solving, interpersonal communication, and time management. Therefore, I know that I would be able to make a meaningful contribution to your organization.

I would like the opportunity to further discuss summer internship opportunities with you in person or via Zoom. I am from Atlanta and plan to be home during my Spring Break during the week of March 16-20. I will contact your office in about two weeks to discuss the possibility of meeting during that week.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

[Signature]

Name, typed

Enclosure: Résumé & References

## Prospecting Letter - Full-Time Job

9066 Herty Street Apt C  
Statesboro, Georgia 30458

June 30, 2023

Mr. J. B. Price  
Director of College Recruiting  
You Buy It Stores  
4500 Sunshine Drive  
Chicago, IL 60601

Dear Mr. Price:

I have been reading about You Buy It Stores in the Georgia Southern University Handshake system and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to relocate to the Chicago area.

I shall receive my Bachelor of Arts degree in English this May. Although I studied English, my interest in business started with my membership in the Future Business Leaders of America organization while in high school and developed further through a variety of sales and retail positions during college. My internship with Nordstrom convinced me to pursue a career in retailing. When I researched the top retailers in the Chicago area, You Buy It Store emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional retail environment I seek.

My résumé is enclosed for your consideration. My education and experience match the qualifications required of your management trainees, but I would like to learn more about the intricate qualities that you seek in your management team. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management. Further, my practical experience gives me confidence in my career direction and in my ability to perform.

I am very interested in talking with you further about possible employment opportunities with You Buy It Stores. I will plan to call you in the next two weeks to see if we can arrange a meeting time that is convenient for your schedule.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

[Signature]

Name, typed

Enclosure: Résumé & References

## Post Interview Thank You Letter

9066 Herty Street Apt C  
Statesboro, Georgia 30458

June 30, 2023

Ms. Katherine Ortiz  
Director of Development  
WLMR - Channel 57  
10656 Columbia Parkway  
Atlanta, GA 31301

Dear Ms. Ortiz:

Thank you for the opportunity to meet with you to discuss the Assistant Director of Development position at WLMR – Channel 57. I enjoyed our interview very much and especially enjoyed learning more about the new programming that you are creating for your viewers.

This opportunity sounds exciting and challenging for someone with my energy level and commitment to public television. As we discussed, I had the opportunity to create a new program at Georgia Southern that increased our audience by 10%, and I am confident that this experience along with my innovative ideas would benefit your station. The Assistant Director of Development position offers an experience suited for someone with my skills and abilities.

I would be happy to provide any additional information that you may need regarding my candidacy. Thank you so much for your consideration, and I look forward to hearing from you soon.

Sincerely,

[Signature]

Name, typed

Enclosure: Résumé & References

Your Address  
City, State Zip

Date

Mr./Ms.  
Job Title  
Company Name  
Address  
City, State Zip

Dear Mr./Ms. [Insert Last Name] (unless you were instructed to use the first name):

In the first paragraph, you should remind the recipient of the interview that took place, along with the date. You can also include a little bit of information on what was discussed or key things that will help remind the reader of that particular interview and the position you applied for.

In the body of the letter, tell the employer that your interest in the company still remains high. Reiterate your strengths briefly and how you would be an asset to the company. Also include that you would like to be contacted on the company's decision, whether or not you are offered the position.

In the closing, thank the reader for his or her time and state a specific action statement. For example, I will call your office on Tuesday afternoon to talk about the next steps. Be clear that you are flexible in meeting again.

Sincerely,

[Signature]

Name, typed

Enclosure: Résumé & References

9066 Herty Street Apt C  
Statesboro, Georgia 30458

June 30, 2023

Ms. Katherine Ortiz  
Director of Development  
WLMR - Channel 57  
10656 Columbia Parkway  
Atlanta, GA 31301

Dear Ms. Ortiz:

I want to thank you for offering me an opportunity to join your development team at WLMR – Channel 57. I am very pleased to accept the Assistant Director of Development position. I believe that this position is exactly the kind of work I want to do, and I know I will serve your organization well.

As we discussed, I shall begin work on June 1, 2024. In the meantime, I will complete all necessary employment forms and locate housing. I plan to be in Atlanta within the next two weeks and would like to deliver the paperwork to you personally. At that time, we can handle any remaining items pertaining to my employment. I will call next week to schedule an appointment with you.

I have enjoyed my interviews with you and look forward to beginning my career as a part of your development team.

Sincerely,

[Signature]

Name, typed

Enclosure: Résumé & References

## Job Offer Declination Letter

9066 Herty Street Apt C  
Statesboro, Georgia 30458

June 30, 2023

Ms. Katherine Ortiz  
Director of Development  
WLMR - Channel 57  
10656 Columbia Parkway  
Atlanta, GA 31301

Dear Ms. Ortiz:

It was indeed a pleasure meeting with you and your development team on May 30 to discuss your needs for an Assistant Director of Development. I cannot thank you enough for your decision to offer me the position; however, at this time I am unable to accept your offer of employment.

As I discussed with you during our meeting, I have a strong interest in international communications and specifically in developing relationships with international stations. After careful consideration, I have realized that I would be better suited for a position that concentrates on international markets in addition to domestic markets.

Should a position that would concentrate on international markets become available, I would be pleased to be among those considered for the opening. You have a fine organization, and I would enjoy being a part of it.

Best wishes in your search.

Sincerely,

[Signature]

Name, typed

Enclosure: Résumé & References

## ADDITIONAL RESOURCES

### Upload Your Résumé to Handshake

Uploading your résumé makes it visible to employers who are looking for students like you. Using this feature allows for one-click ability when applying for jobs and interview opportunities in Handshake. By having an uploaded résumé on Handshake, you also earn points toward Ready Day 1 Certification!



**Handshake**

### Receive Immediate AI Feedback through VMock

Access VMock to receive immediate feedback on your resume through AI, ensure your resume aligns with jobs and internships you may be applying for, and practice responding to interview questions. Visit [www.vmock.com/georgiasouthern](http://www.vmock.com/georgiasouthern) or follow the QR code.



 **vmock**

### Looking for Professional Assistance?

Make an appointment to meet with your Career & Internship Advisor to receive a higher level of feedback and advice on how to improve your résumé for your specific career field.



**Make an Appointment**





***Upload your résumé to Handshake and earn points toward Ready Day 1 Certification!***



[GeorgiaSouthern.edu/OCPD](https://GeorgiaSouthern.edu/OCPD) • 912-478-5197

