

Resumes, References

& COVER LETTERS

A HELPFUL GUIDE TO ENTERING THE JOB MARKET



Resume Tips & Instructions

STEP 1

Brainstorm

Employment trends indicate workers will change not just jobs, but careers, several times in a lifetime. For this reason resume writing is a skill you will use throughout your life.

Before beginning your resume, put together a list of experiences and accomplishments from work, volunteer projects, school, extracurricular activities, and international work or study. Keep this information on file and add to it throughout your career for future resume writing.

Write everything down and do not limit yourself!

Action verbs from the list on page 8 may help you remember things you have done and give you ideas for new ways to describe those activities. Friends or family familiar with your work and work style can be good sources of assistance as well.

Gather documents related to your experiences, such as performance reviews, letters of appreciation, job descriptions, documents, or presentations you wrote or prepared. This can be helpful now with your brainstorming, and later to review, check, and confirm details. Categories to generate ideas and organize your information include:

- **Education** (universities attended, classes related to your career goal, certifications, special training)
- **Experience** (paid/unpaid, part/full-time, internships, military, class projects)
- **Volunteer Experience** (church, civic groups, tutoring)
- **Activities & Honors** (student organizations, professional associations, scholarships, academic achievements, sororities or fraternities)
- **Important Career-Related Skills** (computer proficiency, foreign languages, activities that illustrate problem solving, critical thinking, communication abilities)
- **Personal Achievements** (financing your education, overcoming obstacles)



POSSIBLE SECTION HEADINGS

Education	Professional Memberships
Relevant Experience	Specialized Training
Internships	Languages
Employment History	Awards and Recognition
Professional Experience	Honors
Research Experience	Honors and Awards
Volunteer Experience	Activities
Study Abroad Experience	Leadership
International Experience	Additional Experience
Technical Skills	Additional Information
Computer Software	Work Authorization
Certification	Objective
Licensure	Summary of Qualifications
Profile	

STEP 2

Organize Initial Draft

Name & Contact Information Required

- Include your name, phone number, and email. Including a physical address is a matter of personal preference. You may consider including your local address if it serves a purpose, such as applying for positions in that town. If posting online, you may choose to omit the address altogether or include only a city and state for personal safety reasons.
- If you use your cell phone as your contact phone number, be prepared to handle a professional conversation wherever you may answer your calls. Only use a work phone if it is appropriate for you to receive calls at work.
- Your phone number should be listed using one of these formats: 785-987-6543, (316) 123-4567, 785.555.5555

- Your email address should be professional (DO NOT USE partyhound@ku.edu). If you are a graduating senior, use a non-KU email address.
- Your name is generally bold and a few points larger in font size than the rest of the resume.
- Be consistent with the name you use across all of your materials including resume, cover letter, references, and online application.

WHAT'S IN A NAME?

Students who go by a name different than their legal name or those who've changed their name may be confused when it comes to deciding what to use when applying for a job.

It's best to be consistent across all job-related materials. Remember that employers will need to match up your resume, cover letter, online application materials, calls to references, and background checks.

Below are some tips for addressing this issue in your professional documents:

- Using your middle name is optional.
- If you go by your middle name, include your legal first name as well, i.e. James (Dave) Phillips.
- If you go by a name other than your legal name, include your legal name along with your preferred name; for example, Wenfei (Cathy) Zhou or John "Jack" Smith, Jr.
- If you have hyphenated or multiple last names, you may want to use your middle initial, instead of your middle name, to signal to the employer where your last name begins, i.e. Mary J. Kelly Gregory.
- If your last name has changed, for example, you may include your former last name such as Sarah (Williams) Hanson. It's also important to let your references know that your name has changed before an employer calls them for a reference check. They may not realize that Sarah Hanson is the same Sarah Williams they knew at one time.
- It's a good idea to send a copy of your resume (including both names) to all of your references prior to the reference check—it will give them a better idea of your professional activities and serve as a reminder that your name has changed.



John "Jack" Anderson IV

Lawrence, KS
785-123-4567
jack.andersonIV@ku.edu

Objective (Optional)

In general, objectives are no longer commonly used. An objective may be useful if you need to clarify the position for which you are applying. For example, if a job posting lists several positions, an objective allows you to identify your preferred area.

Examples of objectives:

- To obtain an entry-level sales position in the consumer products industry.
- Seeking a summer internship in investment banking with XYZ Company.

Summary of Qualifications Profile (Optional)

Typically used by job seekers with more professional or varied experience, this summary should focus on the big picture and help the employer understand how your experiences fit together. Summary information briefly communicates your experience, training, and personal abilities as they relate to the specific job you seek. Information of this type may be included in a cover letter, eliminating the need to include it in the resume. Details of your experiences belong in other sections of the resume.

Examples:

- Two years of experience in a medical environment; familiar with confidentiality issues and medical terminology.
- Strong analytical skills developed through lab experience in chemistry and biology.
- Proven communication skills as demonstrated through club leadership, debate competition at state

Education (Required)

This section can include your higher education degrees and certificates as well as noncredit learning. Your information should include:

- Degree (i.e., Bachelor of Science, Master of Arts)
- Major(s)
- Minors, concentrations or certificates
- University name, city, and state
- Month and year of graduation
- GPA(s) (typically if above 3.0)—If you list anything other than your overall GPA, be sure to specify which GPA you are using.

EDUCATION

The University of Kansas, Lawrence, Kansas
Bachelor of General Studies in Geography, May 2026
Minor in Geology
Leadership Engagement Certificate
Overall GPA 3.65

Independently financed 75% of college education
through scholarships and employment.

List your most recent degree first (Ph.D., Master, Bachelor). You don't need to list every college or university at which you have taken classes. Once you are in college, high school is not typically included on a resume unless you are a freshman or you have a good reason why you want an employer to know where you went to high school.

Including academic awards or scholarships can show academic breadth and intellectual accomplishment. Sometimes it may be beneficial to include courses relevant to the position for which you are applying.

If applicable, it can be a good idea to include a statement about a significant contribution toward financing your education.

Experience (Required)

The experience section should communicate what you accomplished in past paid or unpaid work experiences.

- Include the position title, employer/organization name, location (city, state), and dates with months and years.
- Typically your experience is listed in reverse chronological order with your most recent experience first.
- Highlight transferable skills and abilities when describing work duties and responsibilities. Think about the types of things you did in your job or activities that relate to the types of things you will be doing in your future professional positions.
- Do not use full sentences to describe your experience; use short phrases beginning with an action verb. Vary your verbs, limiting words like "worked" and "responsible for".

For example, "Interviewed, hired, and trained new team members" or, "Led closing of store by assigning roles at the appropriate time, balancing the cash registers, securing all cash, and setting the alarm."

- Describe your experience in a result-oriented fashion. Employers know the best predictor of future performance is past performance.
- Whenever possible, use concrete information to qualify and/or quantify your experience. For example, "Increased sales by 25% over a three-month period," or, "Taught a class of 300 students."

DESCRIPTIONS OF EXPERIENCE

NOT GOOD	BETTER	BEST
● Responsible for publicity.	● Interacted successfully with public affairs representatives and local media	● Increased community awareness of agency through interaction with public affairs representatives and local media.
● Duties included handling customer complaints.	● Resolved service and billing problems.	● Resolved service and billing problems. Consistently recognized for promptness and professionalism.
● Responsibilities included adhering to safety policies and ensuring other lifeguards new policies.	● Carried out safety precautions and instructed staff in the proper use of equipment.	● Carried out safety precautions and instructed staff in the proper use of equipment, resulting in a 50% reduction of injury accidents over the summer
● Dealt with delinquent youth.	● Explained team strategies and instructed youth on how to execute strategies.	● Explained team strategies and instructed youth on how to execute them. Development of enthusiasm and skills led to winning the city competition



Consider the type of position for which you are applying. You may want to use the words listed in the position description when describing your experience. Highlight the skills that are most relevant to the position for which you are applying.

Generally new college graduates will not include experiences from high school or earlier. However, if you have relevant experience (i.e., you owned your own business) or if you are a freshman or sophomore, it may be appropriate to include experiences from high school.

Include two to five bullets to describe each experience.

Use present tense when describing current positions and past tense when describing past experiences.

ACTIVITIES

- University of Kansas Student Ambassador
- Association of Collegiate Entrepreneurs
- Alpha Chi Omega Sorority
- Scholarship Coordinator
- Chairperson of Recruitment Committee
- Big Brothers/Big Sisters Volunteer

Activities & Organizations (Optional)

This section can include membership in campus or community activities, professional organizations, volunteer activities, or relevant interests. You may choose to format this section as a list, or you may choose to set it up with the same format as your jobs with descriptions of the leadership roles you performed in these organizations.

Activities might:

- Demonstrate a well-rounded person with more dimensions than just work.
- Point out skills that have been demonstrated in your nonprofessional life.
- Account for gaps in employment.

When you choose to include activities and interests, be aware of “hot buttons.” A hot button is an activity or interest such as religious or political affiliations, to which some employers may have a strong positive or negative reaction. When you have an activity or interest that is a “hot button” you have options. Make an informed and reflective choice.

Options:

- Include this information on your resume. Many applicants feel the employer should know who they are inside and outside of the workplace, and they may not want to work for an employer who cannot accept them as a whole individual.
- Omit this information. You may want the opportunity to present yourself as a candidate rather than be prematurely discounted due to the employer’s bias.
- Generalize these activities/interests. Present them in a generic format (i.e., “Choir Director”) without specifying religion or denomination.

Interests are unstructured individual pursuits and can be included if relevant. When considering if you want to include an interest, think about how the employer would view the activity as well as the space available on your resume.

HONORS AND AWARDS

- Golden Key National Honor Society
- Dean’s List, six semesters
- Leadership Scholarship

Honors & Awards (Optional)

This section can include scholarships, honor roll, dean’s list, competitive awards, juried shows, etc.

- You may want to provide some information on the context of the award if it is not evident. For instance, “One of ten students selected nationwide for the Fulbright Scholarship.”
- Do not include dollar amounts for scholarships.
- Your honors and awards may be listed as a separate section or may be included with your education or activities section if there are only a few items on your list.

Skills (Optional)

This section is included to highlight particular abilities. Technical skills, laboratory skills, and proficiency or fluency in a foreign language are typically found in this section. Skills should relate to the positions for which you are applying. The placement of this section on your resume may vary depending on the relevancy to the employer. Soft skills such as “great communicator”, “team player”, and “strong leader” should be reflected in your bullet points and your cover letter, not in your skills section.

Work Authorization (Optional)

You can include this section if it is important for you to share your work authorization status. International students would not generally include their work status on their resume unless specifically requested by an employer.

WORK AUTHORIZATION

United States Permanent Resident - fully authorized to work in the U.S.

References (Required but separate from the resume)

The statement “References Available upon Request” is not needed, as this is a given in the job search process. Reference names and information are generally listed on a separate page (see References section in this handout). Usually references are provided to an employer once they are requested or at an interview.

REMEMBER...

- Resumes do not get jobs; they get interviews.
- Resumes should convey your unique skills and abilities as they relate to the position for which you are applying.
- Some items may be appropriate under various headings. For example, scholarships could be listed under Education, Honors and Awards, or Study Abroad sections. Use your best judgement to determine which section makes the most sense for your resume.
- Resumes should not include every detail about you. They should highlight the specifics that make you a qualified candidate for the position you seek.
- Resumes should not be so short or so vague that an employer has no idea what your skills are or what you did in your last job.
- Human resources professionals know that the best predictor of future performance is past performance. In your resume, highlight the results of your experiences.

STEP 3

Format It

Resumes will vary by profession and will change based on your experience level. It is your resume, so be sure to create a document that reflects who you are while also targeting the employer’s needs.

Pass the 15-second glance test. Employers see hundreds of resumes, and they skim first. If this first test is passed, they may look at your resume more thoroughly.

- When ordering information and sections in your resume, prioritize according to the needs of the employer. Put the most important information toward the top and to the left.
- Choose a format and heading that effectively communicate the combination of skills and abilities that highlight your qualifications for the position and provide insight into you as a unique person. Refer to Possible Section Headings box on page 1 for ideas.
- Length of resume varies according to field of interest and level of experience. Generally, undergraduates will have a one-page resume. Experienced workers and some graduate students, along with students in certain disciplines, may have two pages. See your career services office for help in determining the appropriate length.

FORMAT AND WRITING TIPS

- Make the resume easy to skim: bullets, short declarative phrases, easy-to-read font – 10 to 12 points – no abbreviations.
- Use one font style throughout the resume; avoid script fonts. Arial, Calibri and Times New Roman, are good choices.
- Do not use graphics, shadowing, clip art, or decorative bullets (use ●)
- Use bold or underlining appropriately but sparingly
- Put key information on the left and near the top of the page whenever possible (for example, job title rather than employment dates listed at the far left).
- Arrange your headings, sections, and bullet points in order of importance and relevance to the employer/position.
- Begin phrases with action verbs (See page 8)
- Avoid generalities and focus on specifics about experience, projects, and products.
- Quantify experience when possible (Employee of the Month, Received customer service ratings of 9.8/10, Managed a budget of \$2,000).
- Be consistent in the format, layout, and spacing.

Resume Styles:

The traditional resume style lists everything in reverse chronological order, starting with the most recent experience and working backward. Most resumes for new college graduates are written in this format, and employers are accustomed to seeing this style of resume. Reverse chronological resumes are particularly effective when:

- You are or will be a new college graduate.
- You have experience in the field of interest.
- You can demonstrate measurable results from work activities (“Marketed events, resulting in 50% increase in attendance”).
- You have held impressive job titles and/or have worked for big-name employers.
- You can demonstrate promotions and increased responsibilities.

Functional Resumes:

The functional resume summarizes your professional “functions” or experience and minimizes employment history. Functional resumes are often useful for:

- Experienced workers and those returning to the workforce because it minimizes dates.
- Career changers because it outlines transferable work skills.
Emphasizing knowledge and skills that have not been used in recent work.

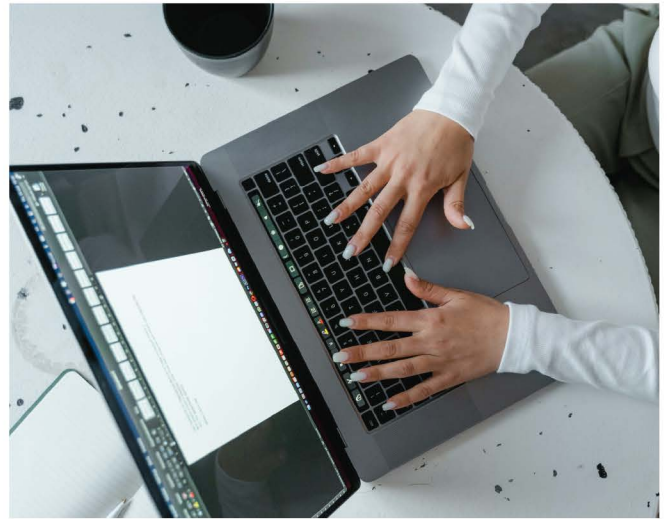
Elements of both reverse chronological and functional styles can be combined if needed to show your experience.

Applicant Tracking Systems:

Applicant tracking systems (ATS) are a type of software application used by most large companies, as well as many small and mid-sized companies to sort through resumes and organize applicant information. Typically, a company will use their ATS to determine which resumes will be reviewed by a recruiter. Companies use different systems, so be sure to read through the instructions when applying. For example, some systems may require you to post your resume as a .pdf while others may not be able to read a .pdf.

ATS’s will typically search for key words and try to find candidates with the greatest match to the company’s posting. It is important for you to look closely at the position description and try to use the same key words as the company whenever possible.

There are several websites that allow a job seeker to input their resume and a position description to be analyzed for the percentage of match. Use key words in a way that makes sense because eventually a human will review your resume.



It's a good idea to avoid templates—ATS's often see these as a virus and will not read them. It's also important to keep section headings simple, use consistent formatting for text and dates, avoid tables or text boxes, avoid shading or graphics, and use a .docx or .pdf file format (depending on instructions listed on the website). Some of the older systems may not be able to discriminate tense (e.g., “Manage” vs. “Managed”) so you may want to match the key words exactly. You may be able to search which ATS the company you are applying to is using, which can give you an idea of what that system can read. Some systems can't read serif type fonts, such as Times New Roman, that add lines to the letters (for example, “F”) so you may want to stick to a sans serif font such as Calibri or Arial (for example, “F”).

RESUME FORMATTING TIPS FOR APPLICANT TRACKING SYSTEMS

- Remove any stylized formatting (i.e. bullets, bolding, italics) for easy pasting into online forms.
- Use a hyphen (-) or asterisk (*) instead of bullets or other special characters.
- Use ALL CAPITAL LETTERS for section headers (warning: spell check won't catch mistakes!).
- Indent lines using the space bar.
- Avoid serif fonts like Times New Roman; sans serif fonts such as Calibri or Arial work best.
- Save your document as a text file (.txt).



STEP 4

Proofread and Edit

Many human resource directors see the resume as a reflection of the applicant. Spelling errors, poor grammar, misalignment, poor organization, wordiness, or vagueness will produce negative impressions.

- Contact your career services office to have a professional career advisor look over your resume.
- Ask a reference, family member, friend, or roommate to review your resume. They are often great at catching typos.

CHECKLIST FOR PROOFREADING

- ☐ Spell check your resume, but be aware that it will not pick up on all errors. Spell check will not pick up errors written in all capitals.
- ☐ Is the resume pleasing to the eye? Does it fit comfortably within the page? Is there an appropriate amount of white space?
- ☐ Is the print clear and large enough to read – even when photocopied?
- ☐ Did you use too much bold, italic, or underlining? Does content support your objective?
- ☐ Could you be more concise? Is it too short? Does it look as though you struggled to fill a page?
- ☐ Has extraneous material been eliminated?
- ☐ Does the format present your qualifications in the most effective manner?
- ☐ Is all important information included and easy to find? Is the format uniform throughout?
- ☐ Does the resume market your abilities and paint a picture that makes an employer want to know more about you?

STEP 5

Prepare Different Versions

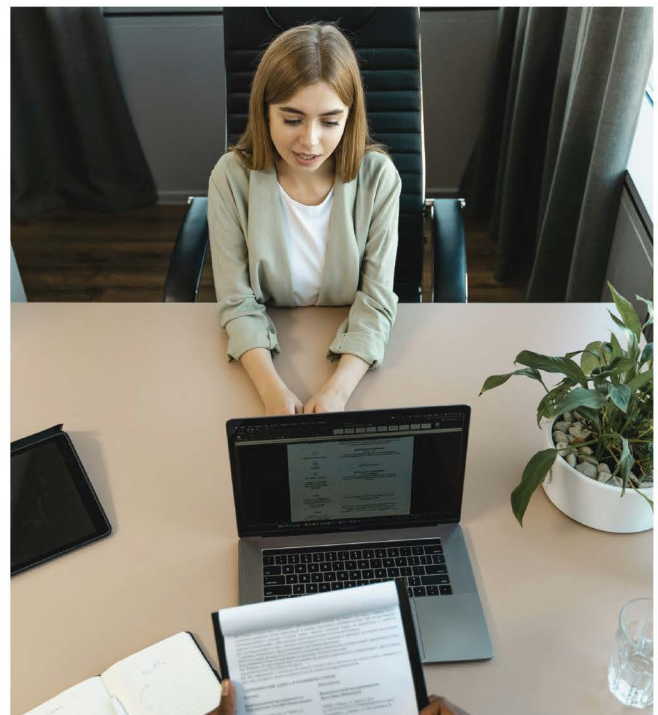
Paper Versions are highly designed with bullets, underlining, and other highlights. For the finished paper resume, use good quality paper (at least 24 lb., 20% cotton bond) in white, ivory, or a very pale gray. Avoid patterns that would give a distracting appearance when copied. Typically, you would bring paper copies of your resume to a career fair or an interview.

Electronic Versions look the same as your paper version when emailed or pasted into a company resume database. Print a copy to check margins, formatting, and overall appearance. Send it as a PDF file to preserve formatting. Saving your resume as a Google document may affect the format negatively.

Online Resources

Before posting your resume on the Internet, consider whether you want your resume to be public. There are security issues inherent in posting personal contact information online. Check the confidentiality of the database or service where you are posting your resume. Never use your Social Security number, date of birth, or other information that might make you vulnerable to identity theft.

Consider creating a non-KU email to use only for job-search purposes with the possibility that you will stop using the email account once employment has been secured.



ACTION VERB LIST

Accomplishments

achieved
awarded
benchmarked
completed
delivered
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
reversed
spearheaded
succeeded
surpassed
transformed
won

Analytical & Research

analyzed
assessed
calibrated
collected
compared
conducted
critiqued
delivered
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
observed
organized
proved
researched
reviewed
searched
screened
solved
specified
summarized
surveyed
tested
validated

Communication & Persuasion

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed

conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
demonstrated
described
developed
directed
discussed
dissuaded
documented
drafted
edited
educated
elicited
enlisted
established
explained
expressed
formulated
furnished
illustrated
incorporated
influenced
informed
interacted
interpreted
interviewed
involved
joined
judged
lectured
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
published
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Creative

acted
adapted
began
combined
conceptualized
condensed
created
customized

designed
devised
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
enlisted
performed
photographed
planned
revised
revitalized
shaped
solved

Financial & Data

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved
controlled
corrected
cut
decreased
determined
developed
estimated
managed
marketed
measured
planned
prepared
programmed
projected
purchased
quantified
reconciled
reduced
researched
retrieved
tabulated
trimmed
tracked

Helping

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
coached

contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
guided
helped
intervened
motivated
prevented
provided
referred
rehabilitated
represented
resolved
simplified
supplied
supported
volunteered

Interpersonal & Teamwork

advised
collaborated
cultivated
enabled
focused
fostered
initiated
interacted
involved
listened
mediated
mentored
moderated
navigated
negotiated
partnered
teamed
unified

Leadership & Management

accomplished
acted
administered
advanced
advised
analyzed
anticipated
appointed
approved
assigned
attained
authorized
chaired
completed
considered
consolidated
contracted
controlled
converted
coordinated
counseled
decided
decreased
delegated
determined
developed
directed

dispatched
disseminated
diversified
eliminated
emphasized
enforced
enhanced
enlisted
ensured
established
examined
executed
explained
founded
generated
governed
guided
headed
hired
hosted
improved
incorporated
increased
influenced
initiated
inspected
inspired
instigated
instituted
instructed
integrated
introduced
launched
led
lowered
managed
merged
modified
motivated
organized
originated
overhauled
oversaw
pioneered
planned
presided
prioritized
produced
proposed
recommended
recruited
reorganized
replaced
represented
restored
reviewed
saved
scheduled
secured
selected
shaped
solidified
stimulated
streamlined
strengthened
supervised
terminated
trimmed
verified

Organization & Detail

approved
arranged

catalogued
categorized
charted
classified
coded
collected
compiled
contained
coordinated
corrected
corresponded
distributed
executed
expedited
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
planned
prepared
processed
provided
purchased
recorded
registered
reserved
responded
restructured
reviewed
routed
scheduled
screened
set up
standardized
streamlined
submitted
supplied
updated
used
validated
verified

Teaching & Training

adapted
advised
appraised
clarified
coached
communicated
conducted
coordinated
critiqued
demonstrated
developed
educated
enabled
encouraged
evaluated
explained
facilitated
focused
guided
influenced
informed
instilled
instructed

motivated
persuaded
set
simulated
stimulated
taught
tested
trained
transmitted
tutored

Technical

adapted
advised
analyzed
applied
assembled
automated
built
calculated
coded
computed
computerized
conserved
constructed
controlled
converted
debugged
designed
determined
developed
diagnosed
drafted
engineered
fabricated
fortified
identified
implemented
inspected
installed
located
maintained
monitored
networked
operated
overhauled
prevented
printed
programmed
proposed
recorded
rectified
regulated
remodelled
repaired
replaced
restored
retrieved
solved
specialized
specified
standardized
studied
supported
trained
troubleshoot
upgraded

Insert the relevant years in place of xx in the examples

JOE BUSINESS

202001 West Sixth Street • Lawrence, Kansas 66044 • (785) 555-7856 • jbusiness@ku.edu

EDUCATION

University of Kansas
Bachelor of Science, Marketing
International Business and Communication Minors
Certificate in Professional Selling
Business Honors Program
Overall GPA: 3.25; Marketing GPA: 3.52

Study Abroad: Consortium of Universities for International Studies

INTERNSHIP EXPERIENCE

Microsoft	Customer Satisfaction Intern	Lenexa, KS
- Created a sales campaign for Facebook, Twitter, and Instagram to market a new privacy app to customers - Conducted market analysis for new products and researched to combat competitive threats	Summer 20xx	

- Met or exceeded sales quota every month; increased personal sales by 7% from previous summer
- Developed and presented a targeted marketing strategy to the Vice President of Marketing which was used in a print ad campaign for two years
- Built solid customer relationships and acted as point person for customer questions and concerns

WORK EXPERIENCE

- The University of Kansas Marketing Department
Teaching Assistant for MKTG 101: Introduction to Marketing
August 20xx – Present
- Led two weekly discussion sections of 20-30 students and held regular office hours
- Graded student exams and homework and maintained records of students' performance using Excel

Day's Bar and Grill

- **Server / Trainer** Maintained high standards of customer service and built loyal clientele in a fast-paced environment
- Trained new servers on restaurant procedures and serving strategies
- Assisted team members with serving when needed and aided manager with ordering inventory
- Resolved complaints promptly and professionally
- Followed company and state guidelines for safe food preparation, assembly, and presentation

ACTIVITIES & HONORS

- Treasurer – elected two years in a row by peers to manage a \$5,000 budget

Kelley National Team Selling Compet

Kelley National Team Selling Competition Team Member

Big Brothers Big Sis

October 20xx – April 20xx

TECHNICAL SKILLS

TECHNICAL SKILLS

Tableau, Java, Adobe InDesign, Dreamweaver, Adobe Photoshop

COMPUTING/ENGINEERING RESUME EXAMPLE

Only include your high school if you are a freshman or there is a specific reason why the employer needs to be aware of this information.

Fred Freshmen

Email: FredFreshmen@ku.edu | Cell: (785) 411-2222 | www.linkedin.com/in/mmechanical

EDUCATION

University of Kansas / Lawrence, KS
Bachelor of Science in Mechanical Engineering | May 20XX
Overall GPA: 3.91/4.0

Local High School / Hometown, KS
High School Diploma | GPA 3.82/4.0 | May 20XX

PROJECTS

Truss Project / Fall 20XX

Computer Graphics, University of Kansas

- Designed an acrylic truss in Solidworks that would fail at a specific load and used laser cutter to construct
- Compared analytical computations with two iterations of test results [Team of 3]
- Submitted acrylic truss to professor and gave a class presentation on our results

Robot Project / Fall 20XX

Mechanical Engineering Freshman Seminar, University of Kansas

- Programmed a mini-robot to follow a line, complete a course, and stop a fixed distance before an obstacle
- Coded actuators and ultrasonic sensors with an Arduino [Team of 3]
- Ran programmed mini-robot in class competition had the second fastest time

WORK EXPERIENCE

Student Receptionist / Summer 20XX-Present

Athletics Office, University of Kansas

- Answer telephone and route calls as appropriate to ensure all caller's concerns are answered
- Complete projects for staff of 25, such as organizing data in Excel

Camp Counselor / Summer 20XX

Happy Summer Camp, Ozark, MO

- Created and coordinated activities for ten campers 10-12 years old
- Negotiated disputes between campers and helped to set-up for parents weekend

LEADERSHIP

Secretary / Fall 20XX-Present Society of Hispanic & Professional Engineers (SHPE)

- Recorded the minutes of the chapter meetings and updated chapter bylaws

Treasurer / 20XX-20XX Yearbook Club, Local High School

- Managed the finances for the organization with a budget of \$5,000

SKILLS

Software: Microsoft Office, MATLAB, Solidworks, Creo Pro/E, Autodesk Inventor
Machines: Mill, Lathes, Drill Press, Band Saw
Languages: Fluent in Spanish; Conversant in French

ACTIVITIES & HONORS

Engineers Without Borders, Fall 20XX-Present

Orchestra, Local High School, 20XX-20XX

National Honor Society, 20XX-20XX

MIKE ROE-CHIP

1111 W. 97th Street Lawrence, KS 66049 • (913) 555-5555 • MikeRC@ku.edu

EDUCATION

University of Kansas, Lawrence, KS May 20xx
Bachelor Science in Computer Science, Current GPA: 4.0

SKILLS

- Operating Systems: Linux, Windows, Mac
- Languages (in order of proficiency): C++, Python, Java, Haskell, JavaScript, C#
- Development Environments: Eclipse (Java), Visual Studio Code

RELEVANT COURSEWORK

- Data Structures
- Operating Systems
- Compilers
- Data Mining
- Security
- Algorithms
- Software Engineering
- Computer Languages
- Information Theory

MAJOR PROJECTS

Senior Design Project, University of Kansas Spring 20xx

- C# application to parse, process, and store large data volumes, utilizing queues to organize information and Linq for database communication
- Data was then posted online for use by the scientific community

RELATED EXPERIENCE

BK Technologies, Software Engineering Intern June 20xx – August 20xx

Lawrence, KS

- Collaborated closely with both QA and software leads to perform cross-team duties
- Used JavaFX desktop application for pulling cached log messages from portable radios, organizing the information into a useful presentation as well as automatically pulling and submitting this data following radio crashes
- Applied Python pytest scripts for automated CI testing to mock radio use with C++ firmware support, parameterized into over 4,000 test cases, run via Jenkins builds
- Generated test coverage estimation based on Python decorators, integrating with Sphinx for documentation
- Wrote Python scripts for automated translation of binary code into user friendly format
- Adapted existing FTP to SCP for data transfers on radios (Java)
- Created, updated, and closed Jira tickets for firmware (C++), software (Java), and automated testing (Python) projects
- Maintained open communication in weekly scrums, with work divided into sprints
- 40 hours/summer and 10-15 hours/school year, balanced school and intern workloads
- Maintained version control using Git, organized work into branches with useful commit messages

University of Kansas, Peer Tutor March 20xx – May 20xx

Lawrence, KS

- Federally funded tutor for first generation, need-based, or disabled college students in biology and physics
- Developed action plans to help students reach academic goals
- Coordinated and maintained schedules with 5 or more students while keeping a full course load

CAMPUS INVOLVEMENT

SELF Freshman Orientation Co-Lead January 20xx – Present

- Integrate incoming freshmen into the SELF Program and KU through the summer and fall semester
- Coordinate and manage a team to facilitate the orientation experience

Association for Computing Machinery 20xx-Present

Eta Kappa Nu International Honor Society of the Institute of Electrical and Electronics Engineers 2020-Present

Applicants for jobs in creative fields may choose to use additional design elements in their resume; however, be aware these elements may not go through an applicant tracking system successfully.

JAYHAWK JOURNALIST

CONTACT

(913) 555-5555
jayhawkjournalist@gmail.com
Lawrence, KS 66044

EDUCATION

University of Kansas

Expected May 20xx
Bachelor of Science in Journalism,
Strategic Communications
Minor in Business
Certificate in Professional Selling
3.87 GPA

ACTIVITIES/
LEADERSHIP

Campus Representative

- Planned, marketed and recruited students for weekend destination trips for students.
- Exceeded highest-tier sales quotas for each trip.

Sales Club

- Participated in weekly meetings and networking events.

Scholarships

- Roger N. Wooldridge Memorial
- School of Journalism

Academic Honor Roll

WORK EXPERIENCE

OFFICE ASSISTANT

University of Kansas
August 20xx – Present
Provide support to faculty and students in the Journalism Resource Center and Applied Behavioral Science Department.
Create and edit spreadsheets in Excel, data entry, maintaining records, distributing and educating technology/equipment, setting up events, maintaining inventory, and sending emails.

ACCOUNT INTERN

Trozzolo Communications Group
June 20xx – August 20xx
Assisted the account team with planning and analyzing marketing campaigns for clients.
Worked with interns to develop a marketing campaign for Boulevard Brewing Company. Responsible for conducting extensive research by evaluating competition, digital audits, surveys, interviews and communication insights.
Created weekly social media posts, conducted qualitative research and analyzed focus groups for clients such as MCH Strategic Data, Dot's Pretzels, Developmental Health and McDonald's.
Concepted and organized a team-building work event for 75+ people.
Assisted the PR team as a brand ambassador for McDonald's at the College World Series in Omaha, Nebraska.

NATIONAL STUDENT ADVERTISING COMPETITION (NSAC)

KU Agency
August 20xx – May 20xx
Created a real-world strategic campaign for a global brand, Meta.
Conducted market research, analyzed consumer data, and developed a comprehensive plan to meet the goals and objectives of Meta.
Included creating a marketing plan, developing creative campaigns and advertising, identifying target audiences and determining the most effective channels for reaching its audiences.

SUMMER SERIES INTERN

Barkley
May 20xx – August 20xx
Selected to participate in a virtual internship program during the pandemic.
Attended weekly educational sessions on aspects of an agency, including how to develop strategies, creative ideas, campaigns and whole brand thinking.

KATIE CRIMSON

816-555-5555 · PRAIRIE VILLAGE, KS · KATIECRIMSON@GMAIL.COM

EDUCATION

UNIVERSITY OF KANSAS, LAWRENCE, KS
Bachelor of Science in Journalism and Mass Communications, Strategic Communications & Business minor
Graduation: May 2023, GPA: 3.98

EXPERIENCE

FASHION AND VIP PR INTERN, MICHELE MARIE PR

- Completed and clipped weekly social media posts for 15 client reports.
- Shadowed a team of 5 with celebrity gifting and event planning.
- Developed and maintained over 30 contact lists using various platforms such as Upfluence, Mayvien & Muck Rack.
- Brainstormed talent for campaigns and drafted influencer pitch outreach for 8 clients.

CAMPUS BRAND MANAGER, POLLEN

- Organized and curated 3 large collegiate travel experiences for students at the University of Kansas.
- Responsible for marketing and managing campus wide events for over 500 students.
- Managed a group of 17 representatives in planning and executing events.

FASHION & BUSINESS CLUB, THE UNIVERSITY OF KANSAS

- Gathered insights and advice from different speakers on their journeys in the industry.
- Share inspiration and collaborate on recent fashion topics and trends.

DIRECTOR OF SOCIAL EVENTS, PI BETA PHI

- Planned and executed over 8 successful events for the Pi Beta Phi chapter.
- Maintained partnerships with vendors/caterers and facilitated the set-up, execution and cleanup of events.

ROCK CHALK REVUE DIRECTOR, PI BETA PHI

- Directed the KU campus-wide variety show that raised over \$90,000 for the Willow Domestic Violence Center of Lawrence.

ADVERTISING AGENCY SHADOW, VMLY&R

- Created music, choreography, script, and designed costumes to produce a musical called "Benny's Bears".
- Collaborated with four different departments: Public Relations, Client Engagement, Strategy/Insights, and the Communications team.
- Assisted and supported various accounts at a marketing and communications agency to develop brand campaigns.

HONORS & AWARDS

PLEDGE OF THE YEAR, PI BETA PHI SORORITY

- Awarded KS Alpha Pi Beta Phi Freshman pledge of the year for leadership quantities and goal-driven attitude.

MEMBER, PHI KAPPA PHI NATIONAL HONORS SOCIETY

- One of 7.5% of juniors and 10% of seniors that are invited to the nations oldest and largest cross-disciplinary national honors society.

SKILLS

- Social Media (TikTok, Instagram, Facebook)
- Project & Time Management
- Microsoft Office (Word, Excel, Powerpoint)
- Public Speaking
- Event Planning
- Strong Written/Email and Phone Communication

Ima J. Hawk

imajhawk@ku.edu
Phone: 555-555-5555
www.linkedin.com/imajhawk

SUMMARY OF QUALIFICATIONS

- Two years' experience with event promotion through use of printed material and social media
- Proven communication skills developed through campus leadership and volunteer work
- Experienced writer with strong editing skills and ability to create targeted messages
- Four years' experience in Excel, PowerPoint, Adobe Photoshop and Adobe Illustrator
- Organized and hard-working individual able to take initiative, think creatively, and work effectively with peers, supervisors, support staff and the public.

EDUCATION

The University of Kansas, Lawrence, KS
Bachelor of Arts in English, Expected 20xx

Major GPA: 3.5, Academic Honor Roll

Relevant Coursework: Professional Writing

Relevant Coursework: Professional Writing, Foundations of Technical Writing, Communicating on the Internet, Speaker-Audience Communication

RELEVANT EXPERIENCE

Kansas Unions, Lawrence, KS

Student Union Activities Coordinator, August 20xx – Present

- Create promotional materials for monthly events utilizing photography, video, and creative text design
- Partner with university colleagues to effectively reach a broad audience for each event
- Lead multiple Student Union Activities fundraisers, collecting an average of \$2,500 each year

Alpha Chi Omega Sorority, The University of Kansas, Lawrence, KS

Head of Recruitment, August 20xx – Present

- Revised recruitment campaign, resulting in higher retention of potential new members
- Delta Epsilon Iota, The University of Kansas, Lawrence,**
SSS Public Relations Manager, August 20xx – July 20xx
- Updated Facebook, Twitter and LinkedIn to inform members about upcoming activities and events
 - Designed promotional materials using Adobe Photoshop for events, including charity trivia tournament and the professional clothing closet drive

ADDITIONAL EXPERIENCE

Academic Programs for Excellence, The University of Kansas, Lawrence,

KS Peer Tutor, August 20xx – May 20xx

- Tutored four students in English composition; assisted with content preparation for class/ tests and provided feedback on written assignments with attention to accepted writing practices
- Developed strategies for working with each student based on individual learning needs
- Communicated regularly with Academic Coordinator; offering assessment of student progress

Silvercrest Resort, Wautoma, WI

Waitress and Hostess, Summer 20xx and 20xx

- Trained eight new staff members in techniques used to provide first-class service; updated training manual to reflect changes in policies
- Selected by management to work at special community events serving over 200 guests

Walter Conservation

Lawrence, KS 66045 • 555-555-5555 • wconservation@ku.edu

EDUCATION

Bachelor of Arts, Environmental Studies
Minor: Latin American Studies

The University of Kansas

- Overall GPA: 3.4
- Emphasis in Environmental Policy
- Global Awareness Program Certification

Senior Project: "Water Quality in the Arkansas River"

- Researched three major water pollutants and effects on Arkansas River
- Identified and explained positive contributions and critical importance of river to area community members in report distributed to local manufacturing companies

Study Abroad, Preparing for International Careers, Costa Rica

- Interviewed Costa Rican business leaders to develop increased understanding of national economic and environmental policies
- Created 15 minute Vimeo media presentation on eco-tourism industry; chosen for display on Latin American Studies website

INTERNSHIP

Non-Profit Environmental Policies and Procedures Internship
North Carolina Coastal Federation
January 20xx -August 20xx
Morehead City, NC

- Researched public issues and policies concerning the North Carolina coastal area
- Compiled fact sheets on wetland functions and effects of destruction, practical methods of storm water management, and horticultural techniques necessary to create and maintain vegetative buffers on shorelines
- Accurately and efficiently entered and maintained digital environmental data utilizing various software such as Excel and SPSS
- Managed high volume of incoming calls and followed up with environmental and governmental agencies for more information
- Worked closely with small team to coordinate and implement animal rescue from retention pond being drained due to expansion of local shopping mall

VOLUNTEER EXPERIENCE

Conversation Leader *The University of Kansas
Applied English Center.*

- Facilitated weekly small group discussions with 15+ international students from diverse backgrounds
Selected conversation topics and encouraged increased difficulty to expand communication skills
Increased understanding of struggles international students face when introduced to American culture

Volunteer Coordinator/ Volunteer

The Big Event, Campus & Community Volunteer Day

- Expanded number of community resident project registrations by 20% through use of social media to promote program goals
- Teamed with other coordinators to assign 3,000 volunteers to over 400 local projects
- Partnered with 30 volunteers to replant trees along local traffic way

References



Resumes and cover letters win interviews; excellent references can win job offers.

If you are being considered for a job, it is likely the potential employer will speak with your references following the final interview.

You must be certain your references will provide a good recommendation. A less-than-enthusiastic reference decreases your chance of being hired, so select your references carefully.

Who

To identify as many potential references as possible, consider current and former bosses, professors, advisors, volunteer coordinators, co-workers, and subordinates who have first-hand knowledge of your work and abilities.

Be sure to find references who know you well enough to speak on your behalf and represent different facets of your experience (i.e. a professor, internship supervisor, etc.) Your references may change based on the position for which you are applying, or as your career progresses. Roommates, friends, and family members do not make good professional references.

What

Contact the people on your list and explain that you are in a job search. Ask whether they would be willing to act as a reference for you. You might say something like: “Dr. Thomas, I will be graduating in May and will be seeking a full-time position. Because you were my instructor for several courses and can speak to my work ethic, I was wondering if you would be comfortable serving as a reference?” The answer will usually be positive. Be prepared to provide a brief idea of what you have been doing recently and the type of position you seek. With past co-workers

or supervisors, you may want to state why you left that job, because they are likely to be asked by the potential employer. Deliver a current copy of your resume to your references so they will be familiar with your experiences and what you have highlighted for employers. You may also want to provide a copy of the job description.

How Many

You will generally be asked to provide at least three references. It is a good idea to have a backup on the list in case one or more of your references is unavailable.

Where

Do not include references on your resume. Names and contact information for references take up a lot of space and usually have little meaning to a potential employer at the resume stage. Make a separate reference page. Be sure to include your name and contact information at the top. Use the same fonts and formatting as your resume and cover letter. It is a good idea to print all three on the same high-quality bond paper.

Include each reference’s name, current title, agency, or organization with which they are currently affiliated, city and state, preferred phone number(s), and email address. In some cases, you may also want to note your relationship to the individual, such as a former supervisor at KU Library, particularly if your reference has moved to a new organization. Be certain everything is correct!

When

Provide your reference list to a potential employer only when requested.

Be sure to thank your references at the completion of your job search.

HELPFUL TIPS

- Alert your references that potential employers may be calling and provide them with your most recent resume.
- Notify your references if your name has changed since they knew you.



SAMPLE REFERENCE PAGE

SUZY SCHOLAR

2201 West Seventh • Lawrence, Kansas 66044 • (785) 555-9876 • sscholar@ku.edu

PROFESSIONAL REFERENCES

Dr. Bob Debits (*Professor for several finance courses*)

Professor of Finance
University of Kansas
School of Business
(785) 864-1234 (work)
bdebits@ku.edu

→ Include your relationship to the reference

→ Include the reference's current job title and where they work along with current contact information

Susan Boss (*Direct supervisor*)

Sales Manager
Microsoft
(339) 456-7890 (cell)
sboss@microsoftmail.com

→ Ask your reference how they would like to be contacted and include only those phone numbers or emails

Ona Reference (*Faculty advisor for Marketing Club*)

Robert C. Smith Distinguished Professor of Marketing
University of Kansas
(785) 222-1111 (work)
(785) 333-4444 (cell)
onaref@ku.edu

Mike Mechaniker (*Former supervisor at ABC Manufacturing*)

Owner
Mechaniker Industries
(913) 999-9999 (work)
(913) 963-8521 (home)
(785) 741-1234 (cell)
mike@mechanikerindustriescom

→ If your reference has changed jobs since you worked with them, note that on your reference page

Cover Letters

The Purpose of Cover Letters

The purpose of the cover letter and resume package is to motivate the employer to take action and invite you for an interview. When delivered together, the two documents should be complementary and work together to accomplish your purpose. The appearance of your resume/cover letter package will be enhanced if both documents are printed on the same high-quality bond paper.

Employers report that an impressive cover letter is often more important than the resume when deciding whether to interview a candidate, so it can be a mistake to focus too much attention on the resume and ignore the potential value of a well-written letter. Like the resume, the cover letter is not intended to get you the job—it is intended to get you an interview.

When to use a Cover Letter

Many employers will require a cover letter as part of your application. Include a cover letter with your resume when specifically requested or when emailing. Remember, whatever you write in the body of your email IS your cover letter.

A COVER LETTER SHOULD:

- Catch the reader's attention (opening paragraph)
- Communicate skills and experience (middle paragraph)
- Support your statements with specifics (middle paragraph)
- Compel the reader to act (final paragraph)

What To Include in Your Cover Letters

The most important aspect of a cover letter is employer focus. Present the employer with indications of your personality and style along with your skills and abilities. Highlight your qualifications for the specific position you seek, clearly stating your interests and qualifications relative to the employer's needs. Use the job description as an outline for writing your cover letter.

A cover letter can also help explain special circumstances, such as a gap in schooling or employment, qualifications for a position outside your exact major (i.e. a chemical engineer seeking employment with an environmental engineering firm) or a drop in GPA.



Always customize your cover letter! Include the position title and the organization's name. Sending out a general cover letter and resume to hundreds of employers is rarely successful. It can create a perception on the employer's part that you are not a serious and thoughtful person, that you are desperate for a job, or that you don't really care enough about their organization to learn about them.

Your letter should be just a few paragraphs and only one page in length. While there is no perfect formula regarding length and what to include, keep it relevant and relatively brief.

THINGS TO AVOID IN COVER LETTERS

- Starting every sentence with "I" or "my"
- Extraneous words and wordy phrases, such as "in order to" and "for the purpose of"
- Confusing and complex language and sentence structure (HINT: Read your letter aloud to identify awkwardness, then correct it.)
- Long sentences and paragraphs
- Overused words
- Font sizes smaller than 10 point and larger than 12 point
- Nondescript phrases such as "I was a computer lab assistant." Instead, say, "I provided technical assistance," or, "I conducted research activities using observation and data analysis skills while..." instead of "I worked as a research assistant".

SAMPLE COVER LETTER

1234 Main Avenue
Lawrence, Kansas 66046
September 20, 20xx

Ms. Betty Smith
Human Resources Director
Big Time Software
678 Madison Avenue
Overland Park, Kansas 66212

Dear Ms. Smith:

It is with great interest that I apply for the position of sales representative. I learned about the position from Joe Job when I stopped by the Big Time Software booth at the recent University of Kansas career fair. My extensive sales and leadership experience, work ethic, motivation to succeed, and a demonstrated record of exceeding goals would make me an excellent fit for your company.

I am impressed with the innovative software your company is developing for the healthcare industry. The recent release of Super Special Software version 5.0 represents a significant advancement in the technology and should be well received in the home health field. This rapidly growing segment of the industry is creating unique opportunities to acquire new clients. I have a consistent record of achievement in building customer relationships that generate sales while working on a team and meeting deadlines. During my summer internship at Union Sales, I exceeded the monthly sales quota by 30 percent – the majority of those sales were to new clients. At the University Daily Kansan, I consistently surpassed the sales goals of \$500 in advertising per week.

As chief membership officer of Pi Alpha Pi, an academic honors organization, I pioneered a recruitment program that brought in over 20 new members, increasing our membership base by 52 percent. At the Chicago Grill Restaurant, I was selected to train all new hires on proper serving techniques and was entrusted with closing the restaurant after only three months of employment. These experiences demonstrate that I am a highly motivated and goal-driven leader who strives for excellence in everything I do.

I look forward to the opportunity to interview with you and have attached my resume as requested. If you have any questions, I can be reached at (785) 555-1234 or by email at jayhawk@ku.edu. Thank you for your time and consideration.

Sincerely,

Jayhawk

Your Address

Date

First and Last Name of contact person or "Human Resources Manager" if name is unknown

Title of Contact Person

Employer Contact Information

If employer name is not available, use Human Resources Manager, Director, or Hiring Manager

First Paragraph

- Why you are writing
- What position you are applying for
- How you learned about the position
- Who referred you (if applicable)

Body

- Why you are interested in the position
- What you can contribute
- How your qualifications would benefit the organization
- How your skills and experience match their needs

Last Paragraph

- Refer to documents enclosed or available such as list of references
- Provide a phone number where you can be reached
- Thank them for their time and consideration of your application

Or, "Respectfully"

Type your first and last name
Leave four spaces so you can sign your name in ink after it is printed
Leave only one blank line and type your name for emailed letters

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Professional Communication

Whether you are submitting an application for a position or developing a networking contact online, all of your communication needs to be professional. Employers are evaluating your communication skills with every piece of correspondence, so be sure they get a good impression.

Many of your connections with professionals will be online. In online correspondence it is important to follow the same basic guidelines as you would in any other formal style of communication. Below are some examples.

Networking Through Email:

Subject: Request to Connect from a KU Student

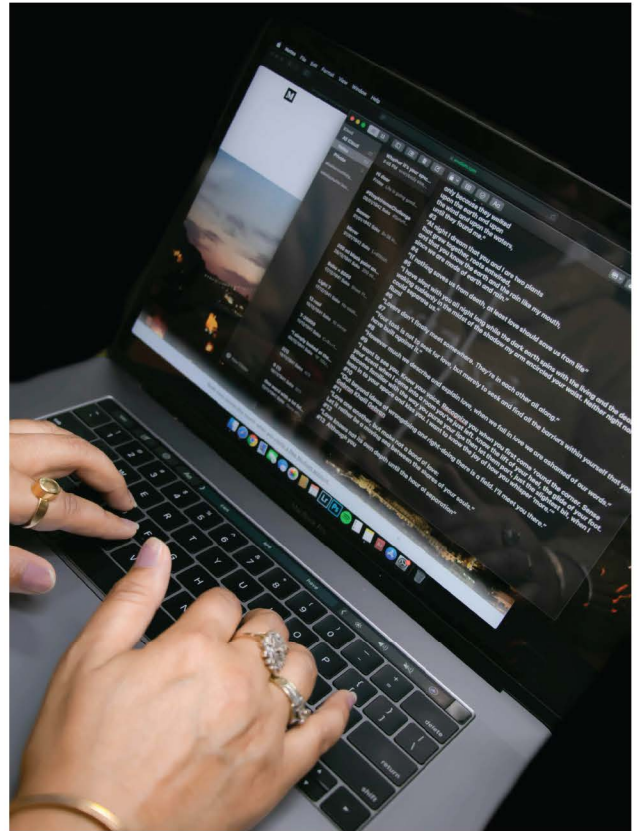
Dear Ms. Ellsworth:

Dr. Studia, professor of sociology at the University of Kansas, suggested that I contact you. As a fellow Jayhawk, she felt you might be willing to visit with me about my career path.

I am a junior at KU, majoring in sociology, and am currently exploring career options. Your background in human rights work and your leadership in non-profit organizations are both very interesting to me. I would like to learn more about what it's like to work for a nonprofit, and was hoping you might be willing to give me advice on how to prepare myself for this career path.

Would you be willing to visit with me briefly about your experiences? I'm available between December 5 and January 10 and would be happy to connect through email, on the phone, or in person.

Sincerely,
Jay Hawk
jhawk@ku.edu
555-555-5555



Informational Interview Request Through Email

Subject: Informational Interview Request from Jay Hawk

Dear Mr. Budig:

I am currently a junior finance student at the University of Kansas and am interested in learning more about careers in the finance industry. After a class discussion and personal research, one particular career that has sparked my interest is financial advising.

Would you be willing to take 20 to 30 minutes out of your day to provide me with advice and expertise based on your experiences in this field? I am available on Monday and Friday afternoons through the next four weeks. If this is a possibility, please email me back or contact me at 555-555-5555. Thank you for your time!

Sincerely,
Jay Hawk
jhawk@ku.edu
555-555-5555

Job Prospecting Through Email

Subject: Positions in Software Development

Dear Mr. Haworth:

After reading a description of your company on LinkedIn, I would like to know about possible job opportunities in your software development department. I am a senior in Computer Science, and will earn my bachelor's degree in May.

Last summer, I had the opportunity to do an internship for the XYZ Solutions Firm where I worked closely with a team to develop business technology programs. My training also included testing existing systems. This experience confirmed my interest in a career in software development, and I believe your company would be an excellent match for my skills.

My resume is attached for your consideration. I realize that you have many demands on your time, but I would appreciate an opportunity to discuss employment possibilities with your company. Would you be available the week of January 10 to meet briefly? If you would prefer to contact me by phone, my number is 555-555-5555.

Thank you very much for considering my request. I look forward to hearing from you.

Respectfully,
Jay Hawk
Jayhawk@ku.edu
555-555-5555

Networking Introduction Through Social Media Messaging

Dear Ms. Fraser:

I am currently a psychology major at the University of Kansas exploring career options. While researching higher education professionals who live in Chicago, I found your profile. I will be in Chicago during the week of March 18-22. Would you be willing to take 20-30 minutes of your time to talk to me about your experiences in this field? If you would rather connect by email, I can be reached at jhawk@ku.edu.

Sincerely,
Jay Hawk
jayhawk@ku.edu
555-555-5555

KU Mentoring/LinkedIn Invitation to Connect Message (Someone you've never met)

Dear Mr. Sabatini:

I am a photo media major at the University of Kansas exploring career options. I joined the Photo Marketing group, and enjoy reading the discussions there. Would you be willing to connect with me so I can learn more about your work?

Sincerely,
Jay Hawk
jayhawk@ku.edu
555-555-5555

KU Mentoring/LinkedIn Invitation to Connect Message (Someone already know to you)

Dear Ms. Higuchi:

I enjoyed the time I spent working for you at ABC Company. The help you offered me during my internship was invaluable. I hope you will connect with me on LinkedIn so we can stay in touch in the future!

Sincerely,
Jay Hawk
jayhawk@ku.edu
555-555-5555

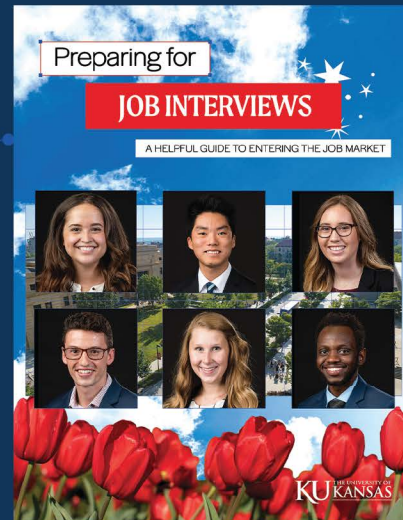
TIPS FOR ONLINE PROFESSIONAL COMMUNICATION

DO:

- Spell check ALL written communication.
- Proofread electronic messages just as thoroughly as you would printed documents.
- Use a subject line in ALL emails such as "Application for Marketing Internship".
- Be respectful of the person you are contacting; don't ask for something they can't provide.
- Use formal greetings and closings when possible.
- Create an email "signature" that includes all of your contact information.

DON'T:

- Use informal text shortcuts such as "ur" for "you are".
- Use emoticons in any of your communication.
- Use an informal tone in your writing.
- Attach a resume in a request to connect, or in a request for an informational interview.



The “Resumes, References, and Cover Letters” guide is part of a series. Get a copy of the “Preparing for Job Interviews” and “Strategies for a Successful Job Search” guides at your career services office.

University Career Center

Phone 785-864-3624

Email ucc@ku.edu

career.ku.edu

Business Professional Development Program

Email professionalism@ku.edu

business.ku.edu

Engineering Career Center

Phone 785-864-3891

Email ecc@ku.edu

ecc.ku.edu

Journalism Career Center

Phone 785-864-7630

Email steve_rottinghaus@ku.edu

journalism.ku.edu

