

Resumes, References, and Cover Letters

A HELPFUL GUIDE FOR ENTERING THE JOB MARKET



KU THE UNIVERSITY OF
KANSAS

Resume Tips and 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 and 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 | Leadership |
| Experience | Additional Experience |
| International Experience | Additional Information |
| Computer Skills | Work Authorization |
| Technical Skills | Objective |
| Computer Software | Summary of Qualifications |
| Certification | Profile |
| Licensure | |

STEP 2

Organize Initial Draft

Name & Contact Information (Required)

- Include your name, phone number, address (optional), 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:

- 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

1415 Louisiana Street
Lawrence, KS 66045
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 level, and writing for the university student newspaper.

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 2022

- 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 |
|--|---|---|
| <ul style="list-style-type: none"> • Responsible for publicity. | <ul style="list-style-type: none"> • Interacted successfully with public affairs representatives and local media. | <ul style="list-style-type: none"> • Increased community awareness of agency through interaction with public affairs representatives and local media. |
| <ul style="list-style-type: none"> • Duties included handling customer complaints. | <ul style="list-style-type: none"> • Resolved service and billing problems. | <ul style="list-style-type: none"> • Resolved service and billing problems. Consistently recognized for promptness and professionalism. |
| <ul style="list-style-type: none"> • Responsibilities included adhering to safety policies and ensuring other lifeguards knew policies. | <ul style="list-style-type: none"> • Carried out safety precautions and instructed staff in the proper use of equipment. | <ul style="list-style-type: none"> • Carried out safety precautions and instructed staff in the proper use of equipment, resulting in a 50% reduction of injury accidents over the summer. |
| <ul style="list-style-type: none"> • Dealt with delinquent youth. | <ul style="list-style-type: none"> • Explained team strategies and instructed youth on how to execute strategies. | <ul style="list-style-type: none"> • Explained team strategies and instructed youth on how to execute them. Development of enthusiasm and skills led to winning the city competition. |



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.

- 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.

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.

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.

FORMATTING 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.

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.

Resume Styles

Reverse Chronological Resume:

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 Resume:

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 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 “dirty” 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 Resumes

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.



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 YOUR RESUME

- 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 resume on cotton bond paper?
- 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?

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
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
composed
conceptualized
condensed
created
customized

designed
devised
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
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
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
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

Business Resume Examples

This line only for Accounting majors intending to do the MAcc

Wenfei (Susan) Zhou

2001 West Sixth Street • Lawrence, Kansas 66044
(785) 862-2222 • wsz@gmail.com

EDUCATION

University of Kansas

Bachelor of Science in Accounting & Finance
Entrepreneurship minor
Overall GPA: 3.70, Accounting GPA: 3.83

Lawrence, Kansas

May 2021

Intend to complete Master of Accounting

May 2022

• Independently financed 80% of college expenses through scholarships and employment.

WORK EXPERIENCE

Techco Corporation

Corporate Accounting Intern

Overland Park, Kansas
August 2019 – Present

- Conduct internal payment operations audit and cash reconciliations, prepare journal entries to correct over/short accounts. Implemented process changes to more easily identify errors moving forward.
- Researched and validated over \$130,000 of false Retail Management System shortages and prepared the necessary journal entry to reverse these shortages.
- Personally reconciled cash receipts for over 180 Techco retail stores on a daily basis.

KU Bookstore

Sales Associate

Lawrence, Kansas
October 2017 – August 2019

- Supervised two cashiers and provided actionable feedback to help them improve professionally when needed.
- Provided fast, friendly service to customers and resolved guest concerns in a positive, helpful manner.
- Consistently exceeded company goals for new credit card registrations.
- Maintained an awareness of all promotions and advertisements.
- Created merchandise displays according to store specifications and alerted management on inventory levels.

Pipe Company of China

Assistant

Beijing, China
September 2016 – July 2017

- Matched reimbursement totals with invoices
- Sent unpaid invoices to Billing Department for payment collection
- Followed up with customers to resolve complaints

LEADERSHIP

International Friendship Club

Vice President

Lawrence, Kansas
August 2019 – Present

- Plan and facilitate weekly meetings attended by 140 active members and manage a budget of \$3000.
- Serve as a liaison between the executive alumni board and active members of the organization.

Volunteer

August 2018 – August 2019

• Provided translation services for incoming students.

• Serve as a university resource and helped new students acclimate to KU.

ACTIVITIES / AWARDS

Beta Alpha Psi member

Church choir member

Watson Scholarship
International Student Orientation Peer Advisor

LANGUAGE SKILLS

Fluent in Chinese (Mandarin) and English; Proficient in Spanish

WORK AUTHORIZATION

U.S. Permanent Resident—fully authorized to work in the U.S.

JOE BUSINESS

2001 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

Lawrence, KS

May 2021

Study Abroad: Consortium of Universities for International Studies

Paderno del Grappa, Italy

Fall Semester 2019

INTERNSHIP EXPERIENCE

Microsoft

Customer Satisfaction Intern

Lenexa, KS

Summer 2019

Summer 2019

Summer 2017 & 2018

Summer 2017 & 2018

Summer 2017 & 2018

Summer 2017 & 2018

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Summer 2017 & 2018

Computing/Engineering Resume Examples

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.

Francesca Freshman

1815 Naismith Drive, # 2303, Lawrence, KS 66045 • freshman@ku.edu • 785-555-3648

EDUCATION

University of Kansas, Lawrence, KS
Pursuing Bachelor of Science in Computer Science, Expected May 2023

Free State High School, Lawrence, KS

High School Diploma, Awarded June 2019
GPA 3.9/4.0

EXPERIENCE

Frank's Family Restaurant, Lawrence, KS

Shift Manager, June 2019 - Present

- Supervise 10 crew members, train new employees, and delegate tasks as-needed
- Encourage teamwork and collaboration among employees through demonstration of a positive attitude and effective communication
- Operate cash register using POS software, secure money, and close restaurant waitress, June 2018 - May 2019
- Provided friendly and efficient customer service in a fast-paced environment 40 hours per week
- Recognized as Employee of the Month October 2018 based on strong work ethic and outstanding customer service

City of Lawrence, Lawrence, KS

Youth Softball Umpire, June 2017 - August 2017

- Communicated with players, enforced rules, and maintained accurate time sheets
- Calmly and tactfully resolved conflicts between coaches, parents, and players

SKILLS

Computer - Proficient in PHP, HTML, MS Office. Familiar with MySQL, C++, Perl, Linux
Language - Fluent in German

HONORS

- School of Engineering Scholarship
- University of Kansas Scholarship
- Kansas Honor Scholar

ACTIVITIES

- College**
- Engineering Learning Community
 - Society of Women Engineers

High School (Senior year)

- President, Free State Computer Club - organized meetings, led redesign of school's website
- Co-captain, Free State Softball - contributed to team's 3rd place finish in 2019 state competition
- Treasurer, National Honor Society
- Volunteer, Church Youth Group - assisted with monthly community service projects
- FIRST Robotics competition
- Scholars Bowl Team
- Marching Band

Archie Architectural

785-864-4206 • 1234 W. 6th St, Lawrence, KS 66044 • ArchieA@gmail.com

EDUCATION

University of Kansas, Lawrence, KS

Bachelor of Science in Architectural Engineering, GPA 3.67
Passed FE Exam 2019, Acquired LEED AP Certification 2019

Expected May 2020

ENGINEERING EXPERIENCE

Architectural Intern, L&J Development Inc.

- Partnered with architecture team to develop designs for residential and commercial buildings
- Prepared plans for Planning and Zoning review and initial construction
- Updated and archived existing sets of drawings

May 2019 - Present

Intern, GLPM Architects

- Produced construction documents and corrected redlines on drawings
- Served as liaison between architect and manufacturer on shop drawings to provide accurate translation of project specs
- Transferred/re-drew original construction documents into digital format

June - Aug. 2018

Sept. 2017 - May 2018

CAD Technician, KU Design and Construction Management

- Manipulated constructions/additions to campus landscape drawings
- Estimated the total cost of various campus renovations/changes
- Documented historical aspects of the university and its original architectural intentions

Surveyor, The Peridian Group Landscape Architects

- Evaluated and established boundary, topographic, and as-built surveys
- Calculated grades and elevations using a total station instrument to provide correct water drainage
- Detailed and staked site parameters for sewer, storm, curb and gutter

May 2017 - Aug. 2017

SKILLS

- Revit, Digital Project, Building Analysis (AGI-32, eQuest, Trace, RevitMEP), CAD, 3D modeling (Sketchup, 3DS Max), Adobe Premiere, Photoshop, and InDesign, Microsoft Office Suite

LEADERSHIP ROLES AND PROJECTS

President, Emerging Green Builders

- Cultivate student learning opportunities by networking with local professionals
- Coordinate outreach events to increase community awareness and engagement

Team Lead, DeVactor Park Natural Playscape

- Collaborated with Kansas Trails Council, Westar Energy (now Evergy), and Lawrence Parks & Recreation to establish a trail system, boulder bridge, and play equipment

Team Member, KU Student Rain Garden

- Established first student-designed campus construction project
- Successfully detained storm water from 30,000 square feet of the KU Ambler Fitness and Recreation Center rooftop

AWARDS AND ACCOMPLISHMENTS

- U.S. Green Building Council Natural Design Competition-3rd place regional
- KU Sustainability Leadership Award for primary creator of the KU Student Rain Garden
- Society of Fire Protection Engineers scholarship presented by CMG Fire
- American Society of Plumbing Engineers scholarship presented by the ABA

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.

CATIE CRIMSON

STRATEGIC + VISUAL STORYTELLER

CONTACT

KC / STL
(785) 555-2121
cjc_1865@gmail.com
cjrimsom1865.com

EDUCATION

University of Kansas
Bachelor of Science in Journalism
Emphasis in Strategic
Communications
May 2019

Universidad Veritas
San José, Costa Rica
Cultural Photography Program
Study Abroad Summer 2017

SKILLS & SOFTWARE

Photography
Web Design
Lightroom
InDesign
Illustrator
Premier

EXPERIENCE

DIRECTOR OF CREATIVE PURSUITS / EAST STREET PHOTO
Lawrence, Kansas 2017 - current

- Implement grassroots marketing strategies to secure a full artist profile feature in a respected national publication
- Manage and promote social media accounts, increasing engagement by 25%
- Organize meetings with communication professionals

WINGS TEAM / RED BULL
Chicago, Illinois, 2016 - 2017

- Gained consumer insights based on product perception and analyzed data
- Sampled new users and informed non-users of benefits
- Identified key moments to reach different sections of the target market

MARKETING INTERN / PARIC CORPORATION

St. Louis, Missouri, Summer 2017

- Developed and executed a plan to position PARIC as an ideal workplace to the college demographic
- Streamlined internship program to appeal to GenZ across multiple platforms (social, print, display, web, video)
- Produced brochures and booth graphics with original design, copy and photography
- Wrote, recorded and conducted multiple rounds of interviews
- Managed group of interns for weekly vlog project
- Created social media posts for Twitter, Instagram and Facebook

STUDENT MARKETING MANAGER / VANS

Lawrence, Kansas, 2016

- Personalized Vans' effort to integrate with campus happenings
- Developed and cultivated relationships with key campus leaders
- Endorsed local brand and retail marketing efforts
- Collaborated with managers and student marketing manager colleagues
- Planned and coordinated promotional events, increasing attendance by 20%

FREELANCE PHOTOGRAPHER + DESIGNER

2014 - 2016

- Lifestyle, editorial and portrait photography
- Red Bull - Event and social media photos as well as promotion fliers for Center of The Universe Music Festival
- Inter-State Studios - Backdrop prints integrating school logos
- Mardi Gear - Logo for E-Commerce Mardi Gras business
- To The Last Detail Events - Collaborate in the development of start up
- company's branding systems as well as logo and print design
- Transitioning Beyond - Logo design for a brand extension service

Jayhawk Journalist

Email: jhawk.journalist@gmail.com Phone: (913) 555-5555 Twitter: @jhawk_journalist

Education

University of Kansas, Lawrence, KS May 2019

- Bachelor of Science in Journalism, News and Information Emphasis
- 3.82 Cumulative GPA

Relevant Experience

Breaking News Intern, Kansas City Star, Kansas City, Missouri May 2018 - Current

- Assisted in daily crime reporting, including coverage of major breaking news
- Developed long-term, in-depth stories which resulted in governmental action
- Authored or coauthored five A+ bylines in 10 weeks

Kansas Statehouse Reporter, Topeka, Kansas

Jan. 2018 - May 2018

- Reported two days per week at the Kansas Statehouse for a KU Class
- Covered hearings, debates and policy for the Topeka Capital-Journal
- Produced an in-depth story on problems in the Kansas civil asset forfeiture system

Associate News Editor, University Daily Kansan, Lawrence, Kansas

Dec. 2017 - May 2018

- Managed 15-person news staff, producing content covering all areas of KU
- Created content and hosted semi-weekly news podcast

Reporter, University Daily Kansan, Lawrence, Kansas

Jan. 2017 - Dec. 2017

- Provided coverage on Lawrence government and City Hall, turning roughly 3-4 stories each week
- Wrote content on various topics including the impact of national level politics and policy

Morning News Intern, KCUR 89.3, Kansas City, Missouri

June 2017 - Aug. 2017

- Assisted in production of morning newscasts
- Reported breaking news; gathered tape on Kansas City flooding used in a national newscast
- Wrote and developed stories daily for the web and radio
- Crafted a web story that received the most views during the week of July 4

Producing Intern, Wow! 6 News, Lawrence, Kansas

Jan. 2017 - May 2017

- Produced the morning and evening cut-ins for the Lawrence station using ENPS
- Edited video using Adobe Premiere Pro and Edius

Digital Media Intern, University Honors Program, Lawrence, Kansas

Sept. 2016 - May 2017

- Created videos and social media content for fundraiser that raised \$33,000
- Produced and edited content for biannual alumni newsletter

Other Experience

Dole Institute of Politics Student Advisory Board Member Sept. 2016 - Current

- 2017 Director's Award Recipient for outstanding participation
- Contribute to service projects advocating for civic engagement on campus

Students Empowering Local Futures, Executive Director Sept. 2016 - Sept. 2017

- Collaborated with Lawrence homeless shelter for student volunteer organization
- Planned and organized fundraisers and advocacy events for the shelter
- Oversaw student-led child care, career development and health education programs

Liberal Arts and Sciences Resume Examples

Walter Conservation

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

EDUCATION

Bachelor of Arts, Environmental Studies December, 20xx
Minor: Latin American Studies Lawrence, KS
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 Spring 20xx

- 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 January 20xx- August 20xx
North Carolina Coastal Federation 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 Fall 20xx
Applied English Center, The University of Kansas Lawrence, KS

- 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 Spring 20xx
The Big Event, Campus & Community Volunteer Day Lawrence, KS

- 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

Ima J. Hawk

36 Private Road 3057, Apartment 7
 Lawrence, KS 66045

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

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 with Microsoft Word, Excel, PowerPoint, and Adobe Photoshop
- 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, 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 other staff 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, KS
Public Relations Manager, August 20XX – July 20XX

- Updated Facebook, Twitter and LinkedIn to inform members about upcoming activities and events
- Designed promotional materials for events, including charity trivia tournament and the professional clothing closet drive

ADDITIONAL EXPERIENCE

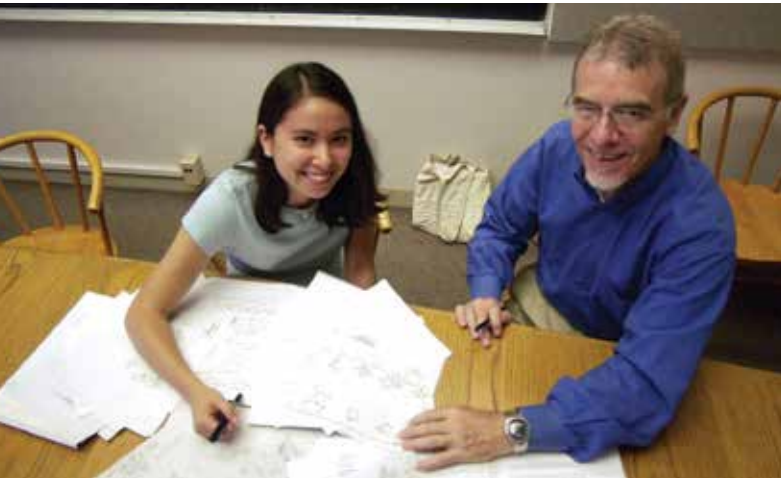
Academic Programs for Excellence, The University of Kansas, Lawrence, KS
Peer Tutor, August 20XX – May 20XX

- 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, Summers 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

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@mechanikerindustries.com

→ 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 Letter

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 | ↑ | Your Address |
| Ms. Betty Smith Human Resources Director Big Time Software 678 Madison Avenue Overland Park, Kansas 66212 | ↑ | First and Last Name of contact person or "Human Resources Manager" if name is unknown Title of Contact Person Employer Contact Information |
| Dear Ms. Smith: | ↑ | If employer name is not available, use Human Resources Manager, Director, or Hiring Manager |
| <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> | | |
| Sincerely, | ↑ | Or, "Respectfully" |
| Jayhawk | ↑ | 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 |
| | | <p><u>First Paragraph</u></p> <ul style="list-style-type: none">• Why you are writing• What position you are applying for• How you learned about the position• Who referred you (if applicable) <p><u>Body</u></p> <ul style="list-style-type: none">• 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 <p><u>Last Paragraph</u></p> <ul style="list-style-type: none">• 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 |

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 known 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.

Business Career Services
1130 Capitol Federal Hall
Phone: 785-864-5591
Email: kubuscareer@ku.edu
business.ku.edu/kubuscareer

Journalism Career Center
120 Stauffer Flint Hall
Phone: 785-864-7630
Email: steve_rottinghaus@ku.edu
journalism.ku.edu

Engineering Career Center
1410 LEEP2
Phone: 785-864-3891
Email: ecc@ku.edu
ecc.ku.edu

University Career Center
206 Summerfield Hall
Phone: 785-864-3624
Email: ucc@ku.edu
career.ku.edu