



RESUMES & COVER LETTERS

Kimberly Kampen

UCR ALUMNI ASSOCIATION 3701 Canyon Crest Dr., Riverside, CA 92521

Your resume is a powerful tool to land an interview.

It is an important part of your entire package, and it must be clear, concise, appealing, and informative!

Did you know?... Employers typically spend about 15-30 seconds scanning a candidate's resume. Maximize that time by curating a resume that quickly demonstrates how YOU meet THEIR needs.

Make a list of unique qualities that set you apart from other applicants. Recruiters and industry professionals will be looking for examples of:

- How your skills/experience/knowledge fit with the position/industry/organization.
- Your ability to deal with high-pressure situations.
- Willingness to assume responsibility.
- High energy and enthusiasm.
- Strong interpersonal skills and initiative.

Think of specific examples of **where** and **how** each skill or attribute led to a **tangible result or achievement**. This does not ONLY include paid experiences.

You can include work experience, internships, volunteer activities, clubs and organizations, research, individual and collaborative projects, athletics, freelance work, etc.

CONSIDER THE FOLLOWING TO GET STARTED:

Have you:

- Identified and/or helped solve any problems?
- Instituted any new methods, systems, or procedures?
- Acquired industry-specific knowledge?
- Done something faster, better, or cheaper?
- Increased membership, participation, or sales?
- Saved your organization money or reduced waste?
- Suggested a new service, product, or project?
- Re-organized or improved an existing system?
- Refined the nature of an existing task?
- Maintained a consistently high level of performance?
- Demonstrated leadership skills and exhibited good team player skills?
- Reached out for more work or responsibility?
- Achieved results with little/no supervision
- Motivated others?
- Coordinated an event or project?
- Trained another person? What were the results?

EMPHASIZE THE RESULTS

What does that mean?

Show measurable results to an employer/recruiter. Quantifying and qualifying your achievements gives prospective employers a change to see how you went about an assignment, project, or responsibility and the concrete results of your performance. Numbers speak volumes to people making hiring decisions.

Example: "Collaborated with a 9-person board to implement over 7 professional events for 450+ members quarterly".

Similarly, qualifying your results is equally important so that prospective employers, collaborators, and programs can see the impact of your talent.

Example: "Collaborated with corporate marketing team on designing new marketing materials such as flyers, social media campaigns, and online weekly newsletter to clients and suppliers".

Here's another example of how qualifying your accomplishments with tangible skills can become more powerful, "Developed tact and diplomacy when dealing with customers in a fast-paced environment" is more effective than "Served food."

The statement, "Commended for efficiency and accuracy in completing office duties" gives you more recognition than, "Responsible for typing and filing."

ESSENTIAL CATEGORIES

<p>Contact Information</p> <ul style="list-style-type: none"> Name (14-16 pts.), Location/Address, Phone #, Email, LinkedIn Profile URL or Website/Portfolio (optional). Ensure your email address and phone's voicemail are "employer appropriate". 	<p>Education</p> <ul style="list-style-type: none"> Name of school(s), degree earned or seeking (BS, BA, MS, MA, PhD), major and minor, expected grad date and GPA (if required, otherwise, optional). List highest degree first. Include study abroad. 	<p>Experience</p> <ul style="list-style-type: none"> Job title, company name, location, dates, bullet points/narrative describing actions, skills, and accomplishments (see p) May include any type of experience: paid and unpaid positions, internships, military service, volunteer, leadership – anything you've done that's relevant to the position you're seeking.
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ADDITIONAL/OPTIONAL CATEGORIES *(INCLUDE ONLY THOSE THAT BEST REPRESENT YOUR QUALIFICATIONS FOR THE POSITION)*

<p>Objective</p> <ul style="list-style-type: none"> A specific, concise, one-sentence description of the position desired. For a specific position, include the title and company name. For general use (fair or a networking event), omit or state the field, industry, type(s) of positions you are seeking. 	<p>Qualifications Summary</p> <ul style="list-style-type: none"> Typically for someone who has a significant amount of experience in an area related to the position/industry. This section can also be useful for someone that is making a career transition and wants to highlight their past experiences near the top of the page. 	<p>Skills</p> <ul style="list-style-type: none"> Categorize the relevant skills you possess. Categories may include: Languages, Technical/Programming, and Laboratory. State your proficiency level with languages, programs, and technical (advanced, fluent, proficient, etc.) 	<p>Relevant Academic Work/Projects</p> <ul style="list-style-type: none"> List course, project, and academic work titles (not course #'s) This may be listed separately or underneath your Education section.
<p>Honors & Awards/Recognitions</p> <ul style="list-style-type: none"> Recent grads can include academic and non-academic honors, awards, and scholarships. Can be listed separately or as a subset of Education/the organization in which you received the recognition. 	<p>"Targeted" Headings (Functional)</p> <ul style="list-style-type: none"> Instead of a general EXPERIENCE section, consider creating headings to validate that you have experience in the industry and/or what the employer is seeking. (i.e. Management/Analytics/Marketing/Entertainment Experience). 	<p>Research</p> <ul style="list-style-type: none"> List the research project, department/lab/organization name, dates, and description of the project, method(s), and findings. Use same format as EXPERIENCE section. 	<p>Publications</p> <ul style="list-style-type: none"> Cite publications using the correct format for your discipline (MLA, APA, etc.) Bold your name. Identify if still in the submitted status. May also indicate if peer-reviewed.
<p>Leadership</p> <ul style="list-style-type: none"> List office(s) where you held the role, organization, dates, and a brief description of achievements in the role. Use same format at EXPERIENCE section. 	<p>Volunteer/Service</p> <ul style="list-style-type: none"> List membership in relevant organizations, committees, or community or global service experiences. May not include a description depending on your involvement with the organization. 	<p>Interests</p> <ul style="list-style-type: none"> List outside hobbies, interests, and talents. This should only be a one-liner and should be not be used if you have more relevant content available. Only include those that are unique, specific and/or require skill and dedication! 	<p>Certifications/Licenses</p> <ul style="list-style-type: none"> List if applicable to the position or field that you are applying to.

DO NOT INCLUDE

<p>References</p> <ul style="list-style-type: none"> Do not state "references available upon request", as this is assumed. References should be a separate page. 	<p>Personal Information</p> <ul style="list-style-type: none"> In the U.S., it is inappropriate to include marital status, citizen, date of birth, height, weight, etc. 	<p>Photos</p> <ul style="list-style-type: none"> May be appropriate for acting or modeling position or in a country in which it is customary.
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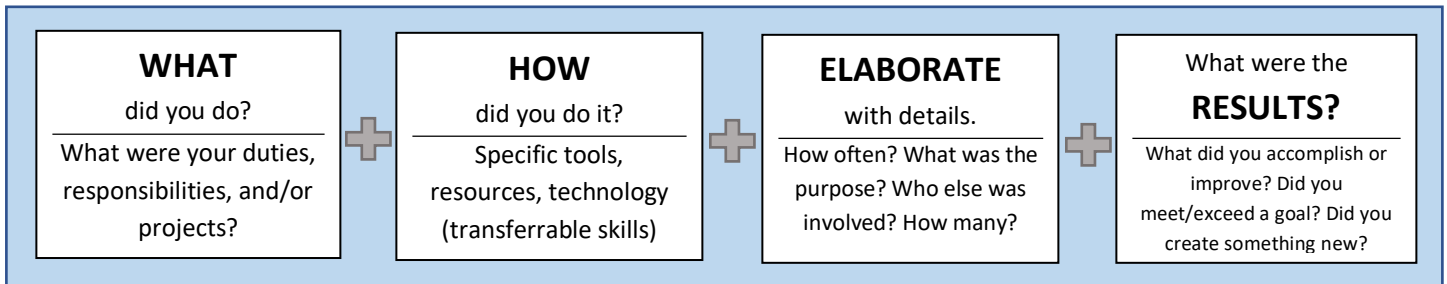
RESUME FORMAT

Capturing your audience with a standout resume goes beyond the content! The formatting plays an important role. Ensure that your resume is easy to read, navigate, and understand.

<p>NAME & CONTACT</p> <ul style="list-style-type: none">• At top of resume, centered or justified to left or right. Name should be larger than the rest of the resume.• If you have a preferred name, include it instead of your “legal” name or put in parentheses between your first & last name.• May include contact info on one or two lines separating location, phone, email, and LinkedIn profile URL with a bullet.	<p>MARGINS & SPACING</p> <ul style="list-style-type: none">• 0.5” to 1” on all sides• Include spacing between the sections of your resume to ensure it is not overwhelming or cluttered. This spacing should be consistent and often separates each section heading.• See sample resumes starting on page X for clarification.	<p>FONT</p> <ul style="list-style-type: none">• Size: usually 10-12 points• Easily legible (suggestions: Arial, Calibri, Helvetica, Times).• Color: Black is safe. Color may be difficult for some to see and/or not industry appropriate.• Name and Headings are commonly bolded. You may want to bold the content your title or the organization in Experience and UCR in Education.
<p>BULLET POINTS/NARRATIVE</p> <ul style="list-style-type: none">• Experience descriptions are mainly constructed with bullet point format.• Avoid dashes, arrows, check boxes, or diamonds instead of bullet points. <p>TECH TIP: To create a bullet list in MS Word go to Home > Paragraph > select the Bullet List icon.</p>	<p>DATES</p> <ul style="list-style-type: none">• List all the dates along the same margin (right is preferred).• Best to include months and years for each experience.• You may format dates as numbers (09/20XX), words (September 20XX), or abbreviate (Sept. 20XX). Be consistent!	<p>CATEGORY HEADINGS</p> <ul style="list-style-type: none">• Left justified or centered.• ALL CAPS and/or Bold.• May include a bottom border line if desired. <p>TECH TIP: To add a line under your section headings, in MS Word go to Home > Paragraph > select the Bottom Border icon.</p>
<p>TABLES & TEXT BOXES</p> <ul style="list-style-type: none">• Avoid these and other complex formatting, as they may make your resume difficult to scan for keywords.	<p>LENGTH</p> <ul style="list-style-type: none">• 1 page for undergraduate students and recent grads. Fill the page completely.• 2 pages may be acceptable for grad students and others with extensive relevant experience.	<p>PAPER</p> <ul style="list-style-type: none">• When printing your resume, use 8-1/2” x 11” resume paper is white or ivory. <p>TECH TIP: Resume paper is sold at office supply store, online, or at UCR bookstore.</p>

BUILDING OUT YOUR BULLET POINTS

Below is a formula for creating detailed bullet points for YOUR resume. This content is the most important part of your resume. Use the examples below to practice creating your own.



EXAMPLES:

WHAT Directed customers to products	HOW Developed a new merchandising strategy	ELABORATE Purpose: drive higher margin products	RESULTS? Increased average daily store revenue by 17% and average sales per customer by 15% year-to-date.
FINAL BULLET POINT: Developed merchandising strategy to direct customers to higher margin products that increased average daily store revenue by 17% and average sales per customer by 15% year-to-date.			

WHAT Participated in client and stakeholder meetings	HOW Used PowerPoint, Excel and presentation skills	ELABORATE Purpose: analyze the company's most important international markets.	RESULTS? Met weekly with traders on Interest Rate Swap desk. Presented on the interest rate movement.
FINAL BULLET POINT: Designed, prepared, and presented weekly PowerPoint presentations to highlight interest rate movement in major international markets to traders on Interest Rate Swap Desk.			

NOW IT'S YOUR TURN:

WHAT	HOW	ELABORATE	RESULTS?
FINAL BULLET POINT:			

FULL NAME

CITY, STATE | PHONE | [EMAIL ADDRESS](#) | LINKEDIN URL

PROFESSIONAL SUMMARY/OBJECTIVE (Optional)

If PROFESSIONAL SUMMARY, utilize your professional identity, skills and background, and your results/value proposition (What do you bring to the table? What value will you add?). Sometimes, individuals add a list of core competencies following this summary (see “Scotty Highlander” Resume Sample).

If OBJECTIVE, briefly and succinctly state the type of job and the industry that you prefer.

EDUCATION

University of California, Riverside

BA/BS, MA/MS, PhD, and Major Field of Study/Discipline

Grad Date (optional)

- GPA: (optional, if relevant)
- Relevant Coursework: (optional)

EXPERIENCE

**NOTE: Experience section can also go before Education if you prefer. Technical/Lab skills or Research can also flex throughout the page depending on the position you are applying to.*

Experience can be divided into RELEVANT EXPERIENCE or a category that reflects similar experiences (e.g. Teaching Experience, Marketing Experience, Research Experience, etc.)

Employer Name

City, State

Position Title

- 2-5 bullet points
- Avoid descriptions of duties and tasks.
- DEMONSTRATE your skills through results and accomplishments.

LEADERSHIP EXPERIENCE

Organization/Association/Committee Name

City, State

Position Title

- Format the same as above.

RESEARCH EXPERIENCE or PROJECTS

Title of the research or project

- Brief overview or description of the research or project. Include the purpose, method(s), and findings if available. This can be 1 bullet point – 2 max.

COMMUNITY/VOLUNTEER/SERVICE EXPERIENCE

SKILLS

- Computer/Technical: (skills & proficiency level)
- Programming: (if applicable)
- Languages: Include Foreign Language Proficiencies
- Lab: (unless it is in its own section)
- Social Media: (if relevant to the position/industry)

ONE SIZE DOES NOT FIT ALL.



- ✦ Make it easy for the employer to see your fit for the job
- ✦ Do not assume they will “know what you mean”—be specific
- ✦ Use action verbs to demonstrate what you have accomplished
- ✦ Use the job posting as a guideline for targeting your resume

STEPS TO TARGET YOUR RESUME

1. Create a great resume following the guidelines in the preceding pages of this chapter
2. Review the job description that you are seeking:
 - Read the specific skillsets and qualifications: underline the words & phrases that match your background.
 - Read the job responsibilities: underline words/phrases that match YOUR background and skillsets.
 - Take an inventory of your experiences: HOW and where have you applied these skills?

Tips:

- Use keywords from the job posting in the targeted industry (online applications are often matched to key words in job posting for screening out resumes).
- If the job posting contains limited information, find similar postings and use it for direction.
- The cover letter is also a powerful tool that should be targeted and can elaborate on why YOU are a “fit” for the organization/position.

JOB POSTING:

What We're About

IMAX is not your everyday entertainment experience, so it's not surprising that IMAX employees and their careers go beyond the ordinary. Our employees share a passion for quality in everything they do. Our Hollywood people are movie business insiders with years of production experience. Our technology experts are unashamedly geeky – people who can talk for hours, and be riveting, about color gamut and lasers. Our business people are consummate sales and marketing professionals who are spreading the IMAX word around the world.

What you'll be doing:

- Majority of time is spent quality checking dub and subtitle DCPs to ensure all assets pass IMAX's standards
- Work directly with executives and clients to ensure client satisfaction
- Schedule calendar bookings for quality checks or events at our internal IMAX headquarter theatres
- Run screenings and demos with clients, executives, and internal/external events
- Organize subtitle scripts and checkers to ensure successful quality checks
- Processes orders for DCP electronic and physical shipments deliveries
- Confers with team members to develop new methods to expedite production and maintain quality control

The ideal candidate will have:

- Bachelor's Degree
- Excellent written and verbal communication skills
- Demonstrated customer service orientation
- Strong organizational and time management skills
- Self-starter with a strong work ethic, detail oriented, adaptable and a team player who can work well with others
- Attention to details and be able to notice picture, audio, or subtitles issues to the smallest detail
- Adaptability and be able to deal with changes that can occur at any moment from studio clients or exhibitors
- A team player attitude and be able to work internally with IMAX Post and Operations team members to ensure deliveries, deadlines, and questions are met

GENERAL RESUME (Before)

High Pressure Zone, Los Angeles, CA

Print Designer

May 20xx – Present

- Creates print materials for clients
- Edits and finalizes prints based on company input
- Meets with clients multiple times to discuss design projects

Lionsgate, Los Angeles, CA

Creative Marketing Intern

June 20xx – August 20xx

- A launch the new Lionsgate campaign
- Translated film titles and versioned out languages for digital assets
- Designed videos for different social media platforms

TARGETED RESUME (After)

High Pressure Zone, Los Angeles, CA

Print Designer

May 20xx – Present

- Collaborates on a team of 10 to create high-quality print materials.
- Curates and presents final products to clients such as Walmart, ZipRecruiter, City of West Hollywood, KPMG utilizing client feedback and modern branding strategies.
- Builds relationships with clients at all stages and sizes to understand their needs and create value through design.

Lionsgate, Los Angeles, CA

Creative Marketing Intern

June 20xx – August 20xx

- Supported the Creative Marketing Team on global brand initiatives; assisted launch the new Lionsgate Brand Campaign by supporting design and video asset creation
- Connected with exhibitors about translations for film titles and versioned out languages for print and digital assets.
- Brainstormed and executed videos for different social media platforms (rotoscoping, zoom-in's, animation).

KATE HIGHLANDER

Street Address • City, STATE Zip • 999.999.9999 • emailaddress@gmail.com

PROFESSIONAL SUMMARY

Analytical operations consultant and coach who thrives in complex supply chain manufacturing environment to consistently seeks ways to improve efficiency and profitability through Lean Six Sigma Black Belt expertise.

Data Analytics	Cross Functional Team Leadership
Project Management	Lean Coach
Process Improvement	Enterprise Wide Lean Transformation

EXPERIENCE

EASTERN SUTHERLAND

Portland, OR

Process Improvement Lead

2015-Present

- Lead process improvement project from definition through implementation, by reengineering manufacturing processes and uncovering sub-optimization flaw to save \$817,000 per year
- Design and lead data collection efforts, including value stream and process mapping, ERP systems, cross-functional facilitation, interviews, observation, and customized capture techniques
- Solve complex problems through advanced root cause analysis (hypothesis testing, graphical and regression analysis, pivot tables) and solution generation techniques (FMEA, structured innovation, designed experiments, trials) with view toward long-term strategy development (SWOT, Five Forces, Value Chain, advanced competitive analysis)
- Completed Lean Six Sigma project management certification (Black Belt), with expertise in project planning, advanced data analysis, problem solving, employee engagement, change management, and sustainable process improvement

SONG SOLAR

Los Angeles, CA; Harare, Zimbabwe

Project Manager

2012-2015

- Developed and implemented 8 'frontier market' recommendations spanning strategy, sales, operations and IT for American funded solar energy start-up in Southern Africa.
- Interviewed senior managers in South Africa, Zimbabwe, Botswana and Mozambique, identifying 11 headquarter-subsidiary conflicts that hinder sales, developing executive playbook with view to boost sales by \$5M

THE BOEING COMPANY

Long Beach, CA

Staff Analyst- Operations Efficiency

2009-2012

- Analyzed process performance, waste, errors, staffing, and operations capabilities for the Commercial Services Next Generation 737 Emergent Build Center using advanced metric and graphical methods to make recommendations
- Performed project-based financial analysis (modeling, valuation, cost-benefit, validation) in planning and closure phases
- Investigated finances for Component Services Program, working with leaders and staff, Revenue Cycle, Finance, and Analytics, to resolve complex revenue and costing anomalies
- Advised Scheduling Standards Lead Team, on planning and design of new \$20M System-wide Scheduling/Timekeeping system; includes leaders from every area of Commercial sector, HR Directors, and 5 employee unions

EDUCATION

UNIVERSITY OF CALIFORNIA, RIVERSIDE (UCR)

Master of Business Administration

- Emphases: Operations and Strategy
- Leadership: elected by cohort as Office of career Development Student Representative
- Academics: Economics Research Assistant; European MBA Program (France)

UNIVERSITY OF CALIFORNIA, IRVINE (UCI)

Bachelor of Science, Industrial Engineering

SKILLS

Software proficiencies: Office (Word, PowerPoint, Access) and advanced Excel, Minitab, Visio

Languages: Spanish (fluent)

J HIGHLANDER

Riverside, CA | (xxx) xxx-xxxx | jhighlander@ucr.edu | Personal Website URL/LinkedIn URL

EDUCATION

University of California, Riverside

Bachelor of Arts, Sociology

Expected June 20XX

Media and Cultural Studies Minor

GPA: 3.5

Relevant Coursework: Global Communication, Visual Anthropology, Intersections of Media and Popular Culture, Media and Movements: Film, Video, Photography and the Visual Arts

SKILLS

Technical/Software: Adobe Photoshop, Adobe InDesign, Microsoft Office Suite

Platforms: OS X, Windows, Google Cloud, Wordpress

RELEVANT EXPERIENCE

Riverside Art Museum, CA

Development Student Assistant

September 2018 – Present

- Assists in the overall organization and execution of major donor, membership, development and public program events such as the *Lunchtime Art Talks* and *KCRW Summer Concerts*.
- Communicates with internal staff and external clients to plan their Riverside Art Museum-based events and manages the museum-wide calendar, optimizing time and space for the museum.
- Liaises with Hammer Operations, Security, and AV teams to ensure quality experiences for all patrons.
- Collaborates on a team of 10 to create and present new ideas and strategies to the Development Leadership Team.

Riverside Community Arts Association, CA

Student Educator

June 2017 – August 2018

- Planned and facilitated tours for students (K-12) in the museum's exhibitions.
- Empowered diverse groups of 10-20 K-12 students to create art and share their art freely during their museum visit.
- Supported the initiative for local Riverside communities to explore arts through collaborative examination, engaging interaction, and thoughtfully planned activities.

Riverside City College Art Gallery, Riverside, CA

Communications & Marketing Intern

January 2017 – June 2017

- Designed visual content using Adobe for social media outreach and event campaigns which occurred weekly throughout the summer season.
- Connected with external guests attending and supporting community programs.

LEADERSHIP EXPERIENCE

Student Committee of the Arts, UCR

Programming & Events

September 2018 – Present

- Supports the creation of on and off campus programming that focuses on providing extracurricular enrichment for undergraduate students interested in the arts and bringing creative spaces to local communities.
- Works in partnership with the Programming & Events team to craft marketing campaigns to appeal to the UCR student body.

Artreach, UCR

Mentor

May 2018 – Present

- Artreach at UCR provides marginalized and disadvantaged communities outlets for art appreciation and creation.
- Prepare and direct workshops in collaboration with the Artreach mentor team that supports an interactive learning environment that uses the power of art to inspire, unite, and empower the Riverside county area.

JORDAN HIGHLANDER

Location | Phone # | Email | LinkedIn/Website/Professional profile

EDUCATION

University of California, Riverside

Bachelor of Science, Mechanical Engineering

June 2018

- GPA: 3.4
- Honors: Dean's List (Winter/Spring 2017, 2018)
- Relevant Coursework:

Intro to Manufacturing Processes	Intro to Transportation Engineering
Advanced Strength of Materials	Introduction to CAD and Drafting
Introduction to Mechanisms and Mechanical Systems	Computer Programming with MatLab

TECHNICAL SKILLS

Computer: Proficient in SolidWorks, MatLab, RaspberryPi

Machines: Mill, Lathe, Waterjet, Drill Press, Band Saw, Tapping Machine

ENGINEERING RESEARCH

Center for Environmental Research (CE-CERT), UCR

Undergraduate Researcher

June 2017-June 2018

- Design 6 icons and a logo for a smart iOS EV charging app using Photoshop
- Pitch 3 innovative ideas to making the app more user-friendly resulting in 50% more engagement
- Wrote an app description for beta testing and helped pass the beta review within a 48-hour window
- Generate appropriately sized icons for another EV charging app and helped publish it in a national journal

ENGINEERING PROJECTS

Society for Automotive Engineers (SAE), UCR

Controls Sub Team Member

September 2016-June 2018

- Design minor parts of the brake system using 3D CAD software-SolidWorks
- Collaborate with an interdisciplinary team to discuss strategies to increase workflow efficiency in regard to design, sponsorship, and member engagement
- Researched cost-effective components and inventoried every part of the design, saving club up to \$700

Department of Mechanical Engineering, UCR

Senior Design Project-Systems Engineer

September 2017-June 2018

- Act as a systems engineer with a team of 5 to design an autonomous air-propelled robot utilizing CAD
- Utilize 3-D modeling for the ball delivery system and conducted testing to ensure accuracy and quality
- Assist the manufacturing and assembly of robot by coding with C++/Java for final testing

ADDITIONAL EXPERIENCE

"Transitioning to UCR for Engineering Students", UCR

Workshop Leader

September 2016-December 2018

- Provided educational workshops to fellow undergraduates to enhance their college experience
- Presented 4 workshops per quarter, on topics including: "Preparing for Grad School", "Transfer Adjustment," and "Study Skills" with average attendance of 50 students
- Utilized technology to engage students through visual and interactive learning

ADDITIONAL SKILLS

Language: Fluent in Spanish

Design: Proficient in Adobe Illustrator, Intermediate in Photoshop

WRITING YOUR COVER LETTER

A cover letter should communicate your strong interest in the company and your enthusiasm for the position you are applying for.

PURPOSE OF THE COVER LETTER:

- Brief overview of qualifications.
- Differentiate yourself from other candidates.
- Captivate the attention of the reader.
- Communicate interest in the specific organization/company.
- Share your skills and accomplishments with the employer and how these will aid in a potential future with their company.

RULES FOR COVER LETTERS:

- Creating a broad version or “template” based on industry/position is OK, yet it is important that we TARGET our cover letters for each application sent.
- Address the job description (the employer’s wish list).
- Assess the employer’s needs.
- ACTIVELY and confidently promote yourself.
- Ensure impeccable spelling and grammar.

FOCUS ON WHAT YOU HAVE TO OFFER:

- Describe how your skills, expertise, and past accomplishments can benefit the employer.
- Leverage the POWER of narrative. Tell your story and why you are sending your application in for THIS position at THIS company.
- Ask yourself: how will my skills in _____ (i.e. communication and teamwork) transfer from my previous experiences to this potential position? Articulate THIS to the employer.
- You are unique! Sell yourself through what you have, not what you do not have.

ADDRESSING YOUR LETTER

- Ideally, the letter should be addressed to the person who is likely to make employment decisions. It may take some resourcefulness on your part to identify this person, but the letter will probably be better received.
- Make sure you have the correct spelling of their name and title before mailing.
- If you cannot find the name of the person the letter is addressed to, you may use a title that is specific such as “Dear Hiring Manager” or “Dear Hiring Committee”.
- Don’t forget to sign your letter!

ADDITIONAL COVER LETTER RESOURCES

- Vault.com
- Grad at PhD students
 - All Fields – Harvard:
<http://hwpi.harvard.edu/files/ocs/files/gsas-cvs-and-cover-letters.pdf>
 - Life Sciences – UCSF:
<https://career.ucsf.edu/grad-students-postdocs/career-planning/academic-jobs/applying/academic-samples>

FULL NAME

CITY, STATE | PHONE | [EMAIL ADDRESS](#) | LINKEDIN URL

Use the same header on all of your documents. This creates your own personal letterhead

Date

Name of Contact

Title

Name of Organization

Address

City, State, Zip Code

Dear _____, *Directly to the contact reviewing, Hiring Manager, or Hiring Committee*

INTRODUCE YOURSELF: Articulate the position or type of work you are applying for and your enthusiasm. Briefly (1-2 sentences) introduce yourself and explain your interest in the job. Close out the paragraph with something about the position and/or company that is unique and attracts you (show your **AMBITION, PASSION, CONNECTION** to the organization and the work that it does).

***TIP: Use the company’s website, social media, and reputation to tailor this to speak DIRECTLY to your audience. Be as personalized and specific as possible. Speak to the core values or the mission of the company.**

SELL YOURSELF: Elaborate on why YOU are qualified for the position. Highlight two-three major accomplishments or positions that demonstrate your initiative, creativity, accountability, communication skills, and problem-solving capabilities. Be sure to draw a connection between the needs of the current job opening and the skills that you can bring to the job. **RESEARCH** the company beforehand and have the job description in front of you to ensure that you address all needs.

***TIP: The SELL YOURSELF portion can be 1-2 paragraphs**

CLOSE & ASK FOR AN INTERVIEW: Reestablish your interest, thank the employer for their time, and request the possibility for an interview, where you can speak more about your interest and qualifications for the position.

Sincerely/Warmest Regards/Warm Regards,

Sign Your Name Here

Your Name Typed

Enclosure: Resume, Transcripts, Writing Sample, etc.

DAVID HIGHLANDER

Riverside, CA | 951.444.4444 | David.Highlander@ucr.edu | Your LinkedIn URL

Date

Name of Contact

Title

Name of Organization

Address

City, State, Zip Code

Dear _____,

With four years of research and assessment experience, and a record of communicating research to diverse audiences to creatively influence change, I am a strong candidate for the Research Analyst position at the Riverside Community Health Center (RCHC). I was referred to this position by Dr. Robyn Coronado, the communications manager at RCHC. In addition to my research experience, I have a strong teaching and communication background and commitment to community work that would be particularly useful for this position.

As a health administrative research fellow at UCR, I created several surveys that assessed the mental health of graduate students while dissertating. Survey results indicated that graduate students were suffering from feelings of isolation and depression, which was simultaneously slowing their time to completion. With this information, my team created 5 peer dissertation writing groups, and encouraged for more mental health support from the university, where we successfully secured funds to expand the graduate peer support groups. My ability to design research polls and use the findings to proactively advocate for RCHC's initiatives would be highly beneficial to your organization, especially given the new K-12 healthy initiatives you are working on.

I appreciate your time in reviewing my application. I am confident that the combination of my research, commitment to civic duty and ability to communicate research and influence action would be ideal for this position. My resume is enclosed, and I look forward to meeting with you.

Sincerely,

David Highlander

David Highlander

KAI HIGHLANDER

Riverside, CA | 951.555.7777 | kai.highlander@ucr.edu | LinkedIn/Website/Professional Profile URL

January 06, 20xx
Internship Program
Walt Disney Studios
500 South Buena Vista Street
Burbank, CA 91521

Dear Internship Coordinator,

I would like to be considered for the Walt Disney accounting internship program posted on UCR's Handshake website. I recently graduated with a Bachelor of Science in Business Administration with a concentration in Accounting and Auditing at the University of California, Riverside. My academic integrity and work experience have given me the essential skills to excel as a member of your team.

My interests in accounting first started during my 2nd year at UCR when I had the opportunity to volunteer and support low-income families in the local Riverside community with their federal and state income tax returns. My coursework in accounting, finance, and management has provided the strong quantitative and analytical skills mentioned in your internship posting.

This internship program provides a great opportunity for me to apply my communication, organizational, creative, and quantitative skills in a collaborative and interactive environment. For the past two years I have worked as a student assistant for the UCR School of Business. This position requires attention to detail, effective communication, and technical skills, as I am responsible for scheduling appointments and interfacing with prominent alumni and professionals. Having such an important role, I have truly learned how to effectively manage my time to balance my work, academics, and leadership commitments. This position has provided me with an opportunity to develop strong teamwork and computer skills from using programs like Excel and PowerPoint in addition to learning how to prioritize tasks to ensure all projects are completed in a timely manner.

I believe that I will provide an immediate value to the Accounting team at Disney because I am a dedicated and determined individual. Thank you for your time and consideration, I look forward to scheduling an interview where I can talk more about my interests and qualifications.

Sincerely,

Kai Highlander

FULL NAME

CITY, STATE | PHONE | [EMAIL ADDRESS](#) | LINKEDIN URL

REFERENCE LIST

Reference Name (First, Last)

Title, Organization

Company Address (#, Street)

Company Address (City, State)

Phone Contact

Email Contact

Relationship: (Current/Past Supervisor, Faculty, Colleague)

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