



Skills for Work. Confidence for Life.

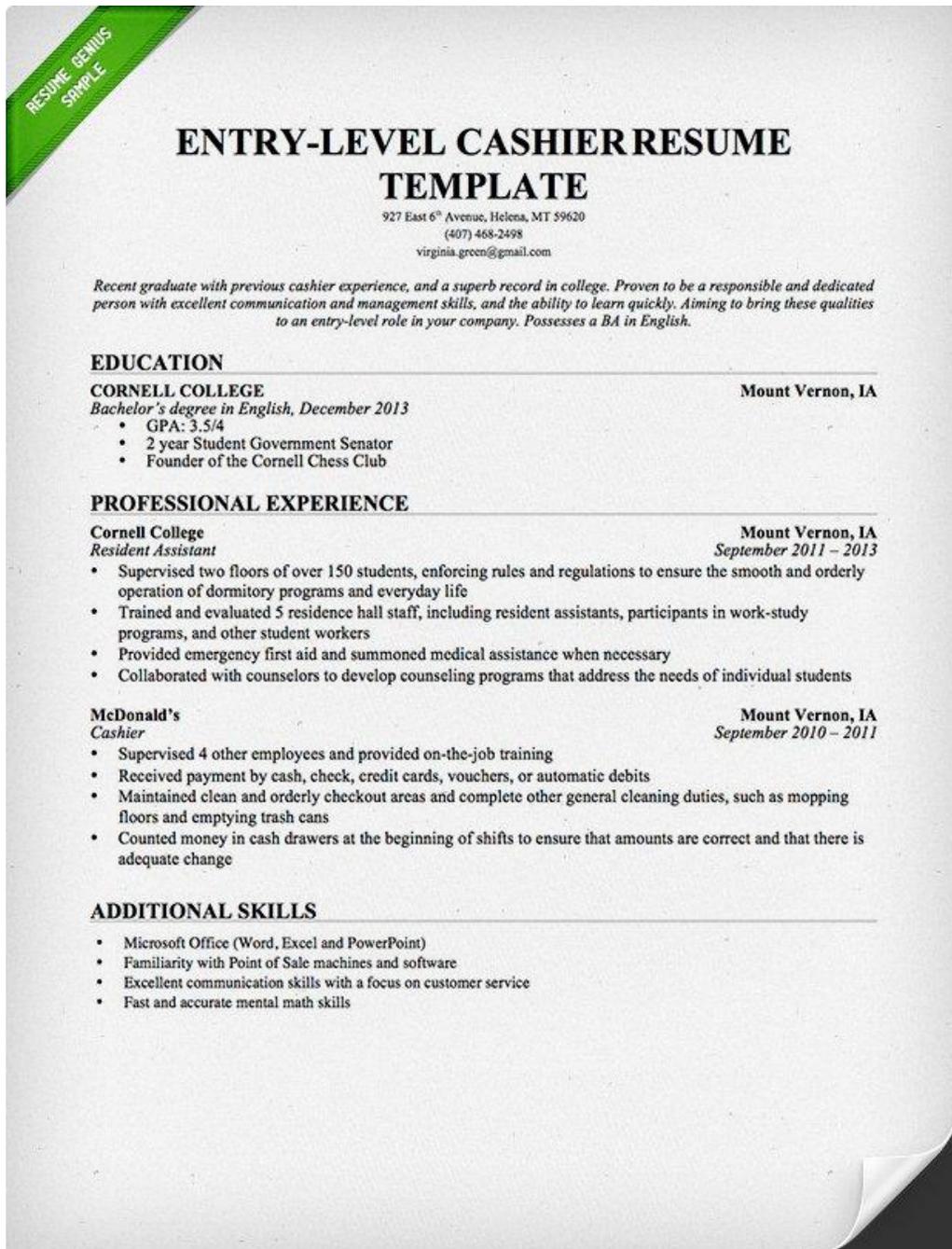
StreetWise Partners Winter 2020

Session 3 Module: Resume and Cover Letter



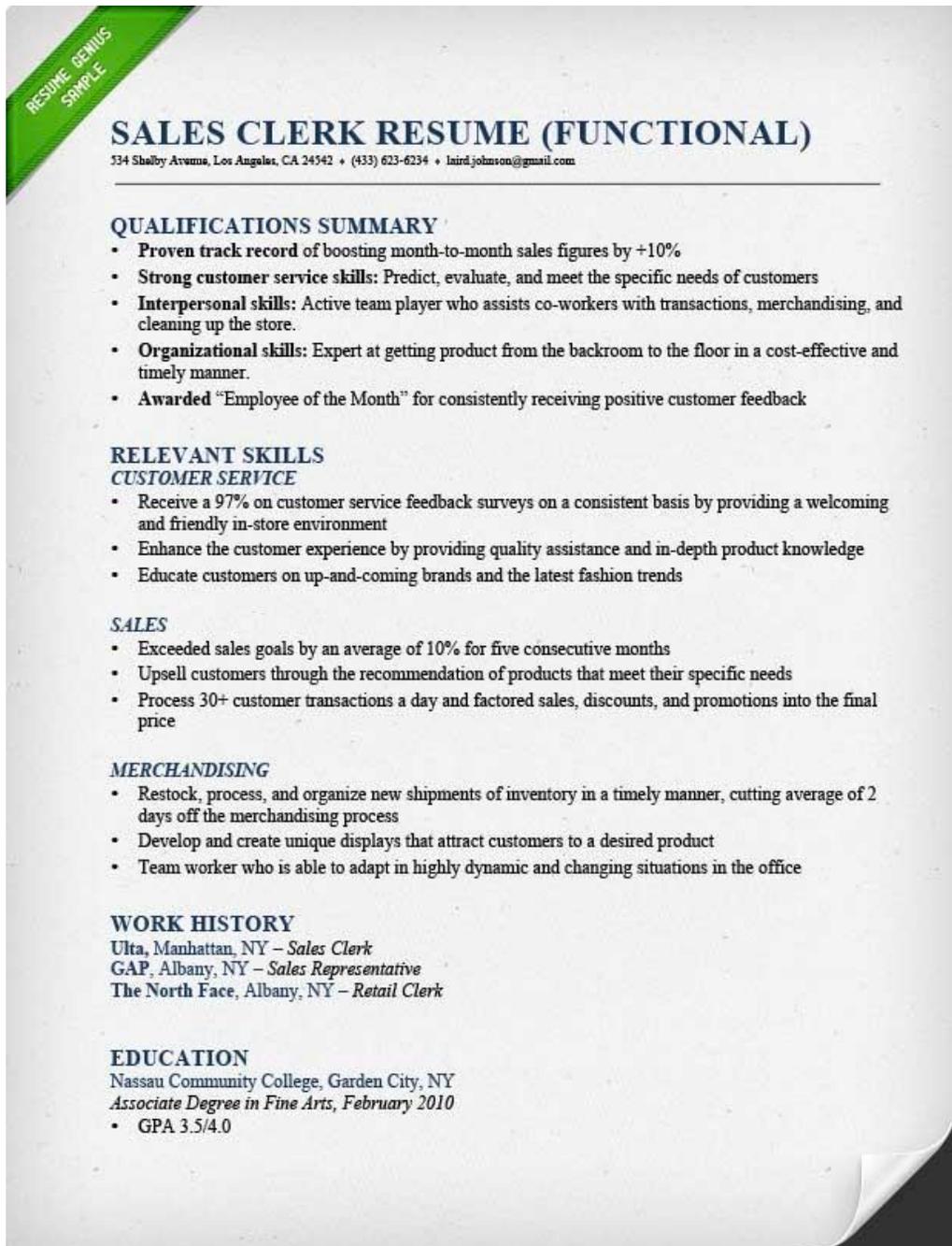
Resume and Cover Letter

Sample: Chronological Resume



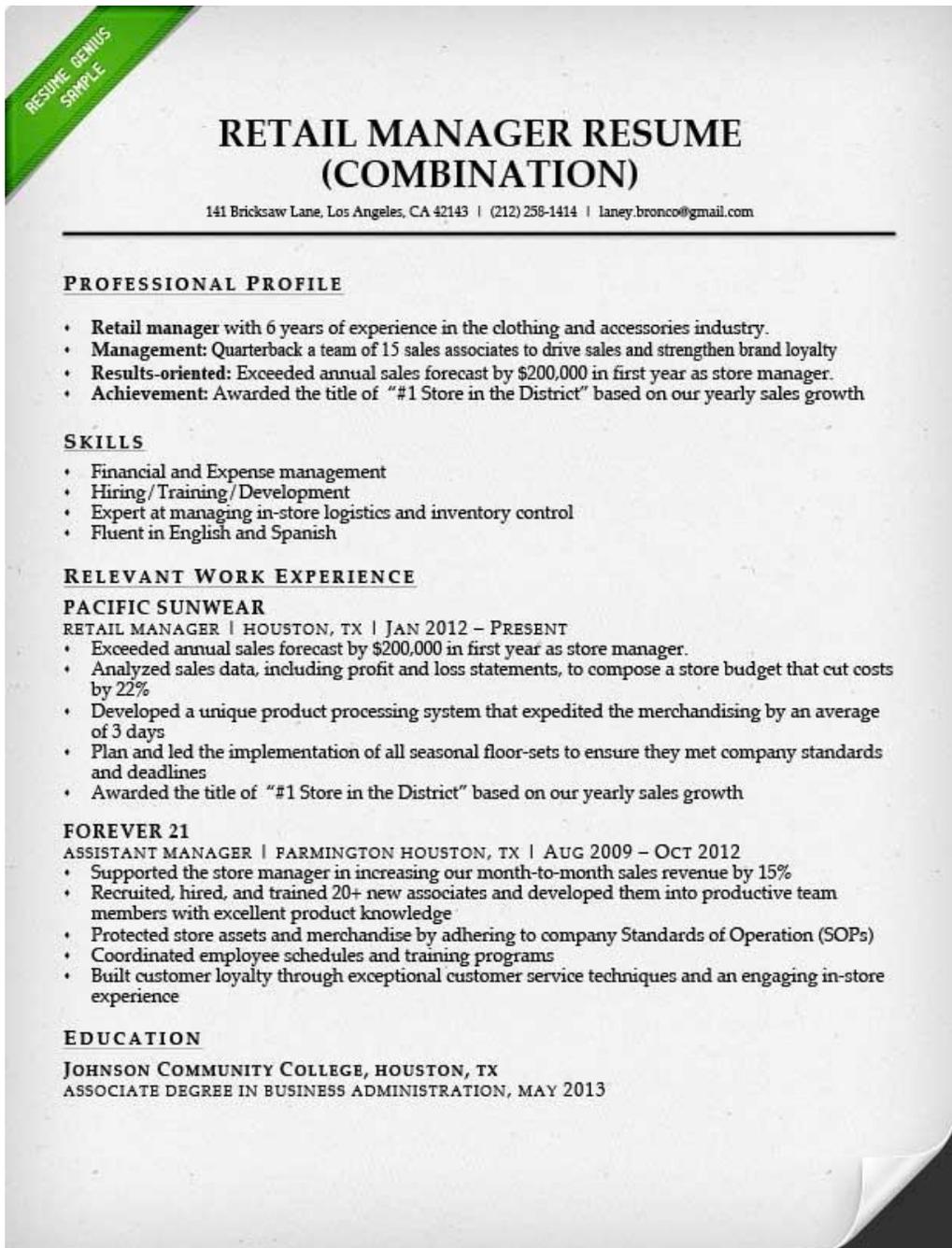
Resume and Cover Letter

Sample: Functional Resume



Resume and Cover Letter

Sample: Combination Resume



Resume and Cover Letter

Overcoming Job Search Barriers Using Your Resume

The following circumstances will make a job search more challenging, but a good resume can help.

Employment Gaps:

This is typically defined as having 1+ year gap in between places of employment; however, it does not include those who are pursuing a degree.

- If there is a specific reason for the gap (sabbatical, pursued a degree, etc.), make sure that is apparent on your resume.
- Focus goals on more recent experiences, and stress achievements during that time.

No College Degree:

This refers to anyone who has not graduated and received a degree, including those who are currently in school.

- Resume will need to stress results; therefore, spend extra time brainstorming relevant *quantifiable* accomplishments to prepare for your resume rewrite.
- Include certifications, trainings, or licenses on resume.
- If you have some college credit, list the school, major, degree program, and # of years or credits completed.

English as a Second Language (ESL):

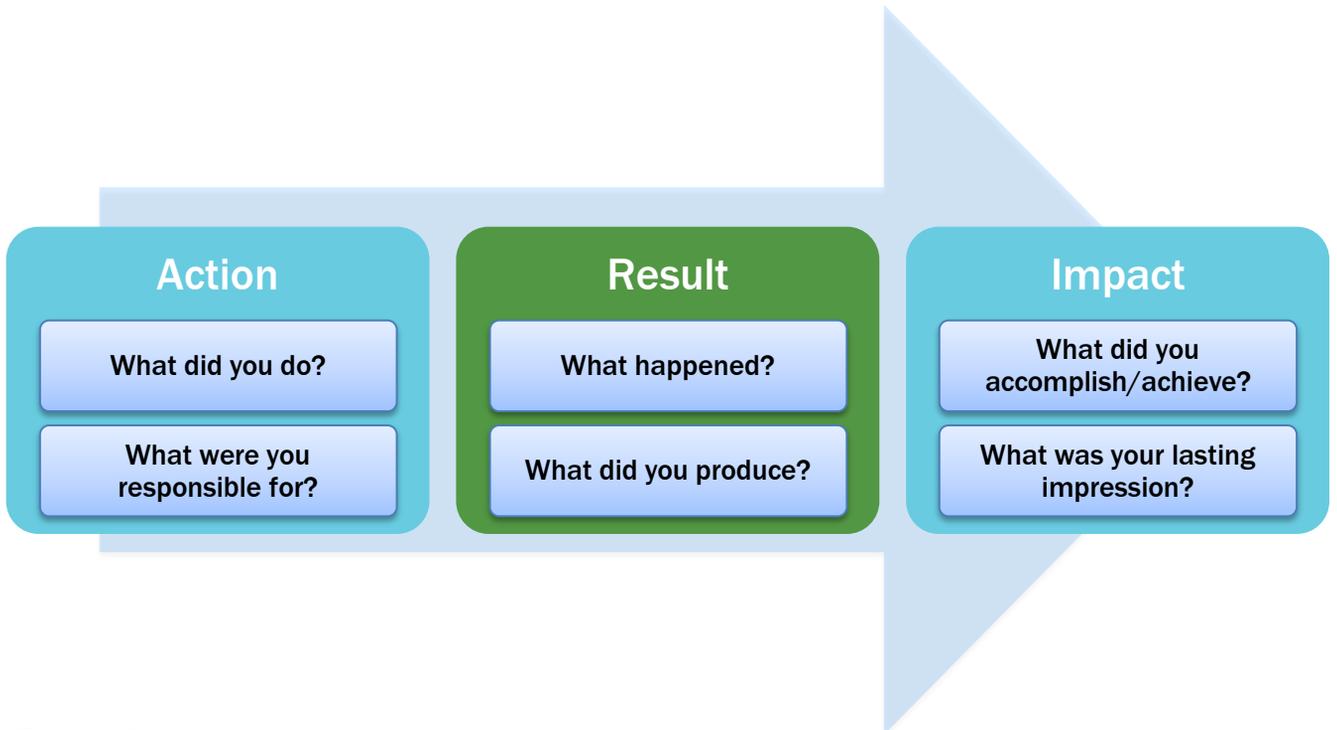
This may be applicable if you were born in a different country or grew up in a bilingual household.

- Recruiters may screen out job seekers with international-looking names, especially if part of their education or work experience is outside of the US, because they assume the job seeker will require sponsorship for citizenship or to work in this country. To combat this, you can include something like “US Citizen – does not require sponsorship” at the end of your executive summary on your resume (if applicable).
- List language skills on your resume.

Contributed by TheLadders

Resume and Cover Letter

How to Create a Strong Bullet on Your Resume



Example:

Managed individual daily call volume of over 100 customers to renew subscriptions to the Medical Herald, resulting in a 5% increase in renewals last quarter.

Additional Examples:

Resume and Cover Letter

Transferable Skills Examples

Analytical Skills

Examining data/Recommending solutions based on data
Problem solving
Computer proficiency

Communication Skills

Critical listening
Observation skills
Public speaking/Presenting/Facilitating
Writing

Interpersonal Skills

Advising colleagues/clients
Developing relationships with customers
Leadership/Management/Motivating individuals
Mentoring/Teaching/Training
Teamwork

Organizational Skills

Coordinating projects/events
Managing projects/Taking on responsibility
Meeting deadlines/Time management
Maintaining inventory/files/a library/a facility
Attention to detail

Creative Skills

Adapting to change
Initiating a new procedure
Innovative problem solving
Managing crisis situations

Resume and Cover Letter

List of Marketable Skills

Adapted from “The Wizard of Work,” R. Gaither

- Abstract or conceptualize ideas
- Adapt to changing situations and needs
- Adjust, arrange, or adapt information
- Advise people
- Analyze information or data
- Appraise or evaluate work or services
- Arrange or organize social gatherings
- Assess or analyze data or information
- Assign/delegate duties and/or responsibilities
- Balance schedules, duties, and tasks
- Budget money
- Calculate or compute numbers
- Chart or graph information
- Check materials or products for quality/quantity
- Collaborate or work with others on a project
- Communicate data or information
- Compare objects
- Complete projects or tasks on schedule
- Confer or talk with others to make decisions
- Consult with others
- Cooperate with others
- Cope with difficulties, solve problems
- Create things from your own ideas
- Define how things are to be done
- Detect problems or errors
- Develop rapport
- Act as liaison or go-between
- Address or talk to groups
- Administer projects or events
- Allocate, disperse, or give away resources
- Anticipate problems and unusual situations
- Arbitrate or solve problems between people
- Assemble or collect data or information
- Assess or analyze people
- Attend or pay attention to detail
- Be innovative, come up with new ideas
- Budget time or resources
- Chair or oversee meetings
- Check information for accuracy
- Classify information, data, or objects
- Collect information
- Communicate warmth and care
- Compile or collect information
- Compose articles, reports, or other documents
- Confront others
- Control crisis situations
- Cope with deadlines and time pressure
- Count, inventory, keep track
- Critique or review products and services
- Demonstrate how to do things
- Develop ideas or prototypes
- Draw charts, pictures, or graphics

Resume and Cover Letter

List of Marketable Skills Cont'd

Adapted from "The Wizard of Work," R. Gaither

- | | |
|--|---|
| Edit written material | Empathize with people's situations |
| Empower others | Enforce rules and regulations |
| Establish policy or procedures | Examine for detail |
| Exercise diplomacy | Exercise discretion |
| Exhibit or demonstrate products, ideas | Financial planning |
| Find things or information | Follow directions |
| Follow through on tasks | Forecast what will happen |
| Gather data or information | Graphically illustrate |
| Handle complaints | Handle emergencies |
| Handle multiple tasks simultaneously | Hire and fire people |
| Host events | Identify and seize on opportunities |
| Identify problems | Identify resources |
| Implement decisions, plans, or ideas | Influence, persuade, or convince others |
| Inform or give out information to others | Instruct or train people |
| Keep secrets or confidential information | Keep or track details or information |
| Learn quickly | Manage money |
| Manage time | Mathematics |
| Memorize large amounts of information | Mentor others |
| Motivate others to do better work | Persuade or convince people |
| Predict outcomes | Prepare or make things ready |
| Present information, products, ideas | Program computers |
| Promote ideas, products, or people | Proofread |
| Reach or achieve goals | Represent people, organizations, or employers |
| Set goals and objectives | Take initiative |
| Take instructions | Think ahead |
| Tolerate interruptions, inconveniences | Tolerate routine or boring tasks |
| Train, instruct, or teach | Type, use keyboard |
| Write creative fiction, nonfiction | Write proposals and/ technical materials |

Resume and Cover Letter

Informal Words vs. Formal Words

Try to incorporate formal words whenever possible in cover letters and other business correspondence to ensure it remains professional. However, it's important to make sure that you know what the words mean and that you're using them correctly in context. Use the dictionary below as a reference guide.

Type	Informal	Formal
Prep.	About ...	Regarding / Concerning ...
Idiom	Agree with ...	Be bound by ...
Conj.	And	As well as ...
Idiom	Bearing in mind	Reference being made to ...
Conj.	Because ...	As a result of / due to (the fact) ...
Verb	Begin	Commence
Conj.	But	While / Whereas
Verb	Carry out	Effect
Verb	Check	Verify
Adj.	Enough	Sufficient
Verb	Fill me in	Inform / Tell
Verb	Find out	Ascertain
Verb	Get	Receive
Verb	Get in touch	Contact
Verb	Go over	Exceed
Verb	Has to be	Shall be
Verb	Have to give	Submit
Conj.	If ...	Should ...
Conj.	If ... or not.	Whether ... or not.
Idiom	If you don't ...	Failing / Failure to...
Idiom	If you've got any questions ...	Should you have any queries ...
Verb	Involve	Entail
Verb	Make sure	Ensure
Adj.	Many	Several / Numerous
Idiom	Put in writing	Provide written confirmation
Idiom	Sorry!	We regret ...
Verb	Take away	Withdraw
Verb	Tell	Disclose
Verb	Written	Shown / Indicated

Resume and Cover Letter

Cover Letter Checklist: Format

Presentation

- Be sure to include your contact information (see below for guidelines for a formal letter. If your cover letter is in the body of an email, include your contact information in the last paragraph with follow up details.)
- Cover Letter fits on one page
- Spacing is consistent between paragraphs; one line space between paragraphs
- Margins are consistent; no indent at beginning of paragraphs
- Contact information and signature is LEFT justified
- Address the letter to a specific person, if possible
- Font size is consistent with headings and body
- Spelling, grammar, punctuation, and capitalization are appropriate

If written as a formal letter (as opposed to an email), be sure to include the following:

- Date
- Applicant name & contact information – city and state (in NY you can substitute borough for city), email address, home phone and/or cell phone
- Employer name & contact information - mailing address, email address, office phone number

Writing Style

- Write in a concise, formal tone
- Be direct about your interest in the organization and what you can offer
- Avoid exaggerated statements such as "I've wanted to be an investment banker since elementary school"
- Support your claims with evidence and examples
- Customize each cover letter to the particular position/company

Resume and Cover Letter

Using Effective Examples in Your Cover Letter

Successful cover letters help employers envision you in the role. The best way to facilitate that is to draw clear lines between the requirements listed in the job description and the examples that you provide in the body of your cover letter. Below are some tips on how to write examples that do that.

Incorporating the skills/requirements you identified:

- ✓ Every example you use in your cover letter should demonstrate at least one skill or requirement from the job description
- ✓ Before you start writing, look back at your resume and brainstorm examples that illustrate two or more high-priority qualifications
- ✓ Look for experiences that showcase multiple requirements so that you can write about it in more depth
- ✓ Even though space is limited, it is still important to be specific and include all relevant aspects of your example. You also should focus on concrete, measurable outcomes such as dollar amounts and successful relationship building
- ✓ Your cover letter should hit key points and highlight relevant experiences; it is not necessary to have an example for every competency on the list
- ✓ It may be helpful to create a checklist as you're analyzing the job description so that you can make sure you're choosing the most comprehensive examples possible



Skills for Work. Confidence for Life.

Resume and Cover Letter

Sample Cover Letter: Formal Letter

Notice the differences in formatting between this and the email on the next page.

John Anybody
Brooklyn, NY
John.Anybody@email.com
(123) 456-7890

Wednesday, September 1, 2014

Hiring Company
Company Address, New York, NY 10013

Dear Mr. Smith,

I would like to express my strong interest in the Administrative Assistant (Job Number: 0294) position I found on your corporate website. I am very interested in this position, as it seems an ideal match for my work experience and talents. Moreover, I value Hiring Company's unique culture and approach to client management.

Currently, I serve as an Administrative Assistant to two of the partners at ABC Law Firm. During my five years in this role, I have honed many valuable skills that would allow me to contribute greatly to your organization, such as time management, prioritization, communication skills, and computer proficiency. My responsibilities include scheduling meetings using MS Outlook, handling inbound calls for 85 employees, and coordinating all travel arrangements for the Partners and their direct reports. In addition, I am in charge of sending out internal and external communications, including inter-departmental memorandums and press releases. I enjoy working with the different departments, and I have received significant positive feedback from my supervisors regarding my interpersonal skills. I also have experience tracking expense reports in Concur systems and am proficient in Microsoft Office.

Prior to my work at ABC Law Firm, I graduated from University College with an Associate Degree in Liberal Arts. Combined with my work experience, I believe that I have the ideal qualifications to enrich your team.

I am eager to put both my experience and strong work ethic to work for your organization. I would welcome the opportunity for an interview to discuss your current needs at length and the value I can offer. Thank you in advance for your consideration.

Sincerely,
John Anybody

Resume and Cover Letter

Sample Cover Letter: Email Body

Notice the differences in formatting between this and the email on the last page.

Dear Mr. Smith,



No address blocks
or date needed

I would like to express my strong interest in the Administrative Assistant (Job Number: 0294) position I found on your corporate website. I am very interested in this position, as it seems an ideal match for my work experience and talents.

Currently, I serve as an Administrative Assistant to two of the partners at ABC Law Firm. During my five years in this role, I have honed many valuable skills that would allow me to contribute greatly to your organization, such as time management, prioritization, communication skills, and computer proficiency. My responsibilities include scheduling meetings using MS Outlook, handling inbound calls for 85 employees, and coordinating all travel arrangements for the Partners and their direct reports. In addition, I am in charge of sending out internal and external communications, including inter-departmental memorandums and press releases. I enjoy working with the different departments, and I have received significant positive feedback from my supervisors regarding my interpersonal skills. I also have experience tracking expense reports in Concur systems and am proficient in Microsoft Office.

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I am eager to put both my experience and strong work ethic to work for your organization. I would welcome the opportunity for an interview to discuss your current needs at length and the value I can offer. I can be contacted via email at John.Anybody@email.com or by phone at (123) 456-7890.

Thank you in advance for your consideration.

Sincerely,
John Anybody



Added contact
information to
closing

Resume and Cover Letter

Cover Letter Checklist: Content

Opening Paragraph

- Identifies the specific job position the applicant has applied for
- Expresses reason for interest in the job
- Expresses key skills that qualify the applicant for the position
- If relevant, mentions the contact who referred applicant to the company or the position

Middle Paragraphs (1-2)

- Highlights relevant previous work experience, including organization or firm and position held
- Highlights skills learned, developed, or utilized during previous work experience
- Identifies both hard skills (technical) and soft skills (personal) that would be relevant for the job
- Uses key words/phrases from the job description
- Identifies why applicant's skills are relevant for the position
- Identifies why/how applicant would be a good match for the company
- Identifies why applicant is interested in the company

Closing Paragraph

- Notes how the applicant will follow-up on the job opportunity
- Thanks the recruiter or HR person for their time and consideration of the application

Resume and Cover Letter

Clifton StrengthsFinder® Assessment Instructions

One of your deliverables this week is to complete the Clifton StrengthsFinder® assessment. This exercise will help you identify your top 5 strengths, which you will then incorporate into your career planning, resume, cover letter, and interview work with your mentors. You will receive an email through StreetWise Connect with your access code and any additional instructions you will need to complete the test.

Please note you must take this test in one sitting and can only log-in once using your access code. Do not start the test unless you can dedicate enough time to complete the test in one sitting (30-60 minutes).

Instructions to take the test:

1. Go to <https://www.gallupstrengthscenter.com/register/Index/>
2. Enter the access code that you will receive through StreetWise Connect and click “Continue”.
3. When prompted, create an account for the Gallup Strengths Center website. **Be sure to write down your username and password** so you that can sign back into your account to access your results as needed.
4. Follow the website instructions to complete the Clifton StrengthsFinder® test.
5. Print a copy of your Clifton StrengthsFinder® Signature Themes Report and bring it to next week’s program.