Résumé & Cover Letter Essentials

SBCC Schall Career Center

List your essential data at the top, make sure your email is something professional.

Name
Address
City, State Zip Code
(Area code) Phone number
E-mail Address

Personalize your résumé for specific positions.

OBJECTIVE
Secure a position as an accounting clerk.

A statement with the title of the job or the kind of job you are seeking.

SUMMARY OF QUALIFICATIONS
- Strong skills using QuickBooks and Excel
- Two years providing excellent customer service
- Fluent in Spanish

Several brief bullet points about your most relevant qualifications.

Use reverse chronological order – start with your most recent education first. Include your expected graduation date & transfer plans (if applicable.)

EDUCATION
Santa Barbara City College, Santa Barbara, CA   Expected graduation: 5/20XX
Pursuing Associate of Science in Accounting
        Coursework*:*

        Introduction to Accounting   Financial Accounting
        Accounting with QuickBooks   Economics

Only include if relevant to job.

Use brief descriptive phrases about your accomplishments and responsibilities as it relates to the position for which you are applying. Use reverse chronological order - most recent first, then go back in time.

WORK EXPERIENCE
Cashier, K-Mart, Goleta, CA   1/20XX – present
- Provide friendly, efficient customer service
- Sell over $5,000 of merchandise a day
- Voted Employee of the Month, December 20XX

Be consistent in the way you list. E.g. Title, Company, location, date.

Volunteer Tax Preparer, ABC Senior Center, Santa Barbara, CA   2/20XX – 4/20XX
- Assisted over 100 senior adults with completing federal and state tax forms
- Checked forms for accuracy
- Organized files for the office

Use action words for skills, activities and accomplishments, quantify when possible. Use present tense for things you are currently doing and past tense for previous items.

Other possible sections*: Community Service, Volunteer Work, Special or Technical Skills*

Note: You may download this Resume template from the Career Center website:
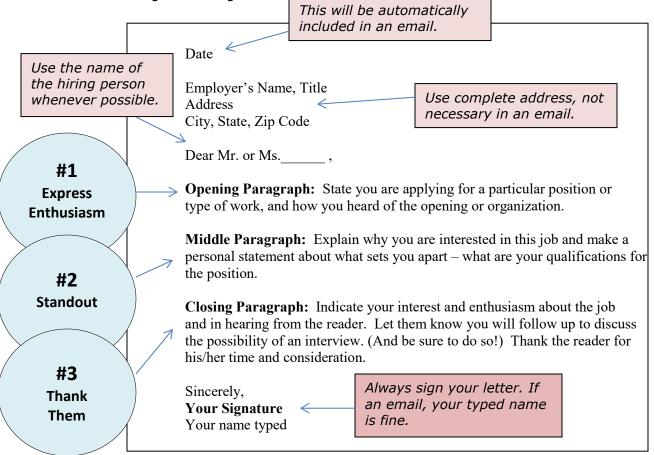http://www.sbcc.edu/careercenter/resumes_interviews.php

Résumé Essentials

1. You may include an objective – which helps you to avoid being considered for positions that do not interest you.
2. Be positive. Avoid abbreviations or jargon. Keep phrases short, stress your accomplishments, and start with action verbs.
3. Provide an Experience or Work Experience section for listing skills and qualifications. Match your qualifications to the job for which you are applying.
4. Limit résumé to one or two pages.
5. CAPITALIZE or **bold** the major headings (But don't over-do it.)
6. Correct all spelling errors. Then, check again!
7. Make sure the résumé looks neat and attractive, using 8-1/2" x 11" format, a plain font no smaller than 10 point. Laser print or email as a PDF.
8. Include campus and community volunteer experience, if applicable.
9. Do not mention salary or wages.
10. Do not mention reasons for leaving previous positions.
11. Do not include references – the employer will ask for them.
12. SAVE your résumé so that you can modify it - email to yourself or save on a USB drive.
13. Always submit a cover letter with a résumé, unless you are attaching your résumé to an application.

Cover Letter

Your cover letter should include your job objective, and should entice the reader to read your résumé. Tell about your qualifications for the job. Your cover letter can be a traditional letter or an email. Use good writing skills!

This will be automatically included in an email.

Date

Use the name of the hiring person whenever possible.

Employer's Name, Title
Address
City, State, Zip Code

Use complete address, not necessary in an email.

Dear Mr. or Ms._____ ,

#1 Express Enthusiasm

Opening Paragraph: State you are applying for a particular position or type of work, and how you heard of the opening or organization.

Middle Paragraph: Explain why you are interested in this job and make a personal statement about what sets you apart – what are your qualifications for the position.

#2 Standout

Closing Paragraph: Indicate your interest and enthusiasm about the job and in hearing from the reader. Let them know you will follow up to discuss the possibility of an interview. (And be sure to do so!) Thank the reader for his/her time and consideration.

#3 Thank Them

Sincerely,
Your Signature
Your name typed

Always sign your letter. If an email, your typed name is fine.

Career Center Location & Hours
Student Services Bldg. – Room SS-282, (805) 965-0581, ext. 2331
Hours: M & Th 8-4:00, T & W 8-6:00, F 8-1:00 Website: www.sbcc.edu/careercenter