

New College

THE HONORS COLLEGE of Florida

Center for Career Engagement & Opportunity

RESUME, COVER LETTER, & CV WRITING RESOURCE GUIDE

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WRITING AN EFFECTIVE COVER LETTER

WHAT IS THE PURPOSE OF A COVER LETTER?

The cover letter tells an employer why they are receiving your resume and for which job you are applying. Study the job description so that you can specifically communicate what you are applying for and how your skills and experience best match the position. You can practice writing a cover letter, but you will have to write a new one each time you apply for a job. If you do not change your cover letter with each job application, you will be less likely to convince a potential employer that you really want the job.

WHEN SHOULD YOU SUBMIT A COVER LETTER?

If you are applying for a job by mailing, emailing, or uploading a resume, you should always send a cover letter. Pay close attention to the job posting to which you are applying. In most instances, the application process will require both a resume and a cover letter.

WHAT IF IT'S NOT REQUIRED OR OPTIONAL?

If the organization does not indicate that a cover letter is required, you should still submit one as part of the documents submitted to the organization. The letter can really help communicate to an employer why you are applying and connect any dots about your academic background and its relevance to the position. It will also give you a competitive edge if other candidates do not submit one since it is not required.

WHAT IF I DO NOT HAVE ANY OR HAVE VERY LITTLE WORK EXPERIENCE?

In absence of work experience, highlight your transferable skills. Include examples of the times you used them (on a project, as part of a team, in the classroom). In other words, demonstrate use of communication skills, analytical skills, teamwork skills, etc.

DO I TAKE A COVER LETTER TO A JOB FAIR OR TO AN INTERVIEW?

No. A cover letter is unnecessary since you are meeting in-person.

STRUCTURING YOUR LETTER

Although you can follow the typical business letter format for writing your address, an easy and eye-catching option is to copy your resume heading to the top of the cover letter.

DATE YOU ARE WRITING THE LETTER

ADDRESS OF THE PERSON YOU ARE WRITING

SALUTATION

Always do the research to identify a specific person to whom you should address your letter. Consider who might be making the hiring decision by looking at the job description, organization website, the contact on the employer's Handshake profile, the supervisor for the position or making a phone call. If you truly cannot identify a specific person, you should address the letter as Dear Hiring Manager or Dear Hiring Committee. Avoid using "To Whom It May Concern" as this is too generic.

PARAGRAPH 1 EXPLAINS WHY YOU ARE WRITING.

- 1) Position you are applying for and why you are interested.
- 2) Willingness to relocate (if applicable).
- 3) How you found out about the job and/or how the position relates to your goals.

PARAGRAPH 2 IS YOUR PITCH. DISCUSS HOW YOUR SKILLS FIT THE POSITION.

- 1) A direct (and sincere) interest you have in what the organization does.
- 2) Emphasizing the skills/experiences that you have that meet the employer's needs.
- 3) Giving one or two related examples of accomplishments that relate to key qualifications and job duties.
- 4) Experiences could include courses you have taken, class projects, campus involvement, or related work experience/skills.
- 5) Remember, you are interpreting your resume, not repeating it.

PARAGRAPH 3 IS WHERE YOU CREATE A PLAN OF ACTION.

- 1) Ask for an interview.
- 2) What will you do next?
- 3) Thank the person for their time or indicate your eagerness to speak with them further.

SIGNATURE. Sincerely is the best way to end a business letter.

MODEL COVER LETTER

August 1, 2019

Ms. Jane Grey
Director of Human Resources
Large National Bank
111 North St.
Tampa, FL 33601

Dear Jane Grey:

I am writing to express interest in the Marketing Research Associate position advertised in Handshake. I believe I could make a valuable contribution to Large National Bank Corporation in this position with my undergraduate research background, knowledge of psychology and sociology, and related experience.

In May, I will complete a Bachelor of Arts degree in Psychology with a minor in Sociology from New College of Florida. I led a marketing research project that has given me experience collecting data through interviewing and surveying research subjects as well as analyzing that data. This project became my year-long honors thesis that concluded with a poster presentation with my peers, a rigorously developed 20-page paper, and a verbal defense of my findings with the department faculty. I have also completed several courses in statistics and research methods. In addition to my academic work, I have been a leader on campus as an officer in the Psychology Club, where I served as the Membership Recruitment Chair. Through this position, I gained valuable skills leading others, working on a team, researching recruitment strategies, writing and presenting detailed reports, as well as communicating and promoting the organization to prospective members in order to meet recruitment goals. My work ensured that the organization exceeded its goals by 110% and helped establish a streamlined and more effective approach to recruiting new members.

I am confident that my skills, especially my ability to analyze trends and collect data, and experience are ideal for the Marketing Research Associate position. I include my resume that further detail my qualifications. I welcome the opportunity for an interview, so that we can discuss your company's needs and how I can help meet them. I will follow up on my application in two weeks. Thank you for your time and consideration.

Sincerely,
Novo FourWinds
Novo FourWinds

WRITING AN EFFECTIVE RESUME

WHAT IS A RESUME?

A resume is a brief summary of your accomplishments projecting what is **relevant to the current opportunity** you are applying for to secure and interview. Resumes are **strategic documents** that offer a snapshot of your qualifications for a **specific** opportunity. They need to be tailored for every application. Most resumes are accompanied by a cover letter and reference document.

WHAT GOES ON A RESUME?

ANY experience you have ever had can be considered for a resume. Experiences can include jobs (paid or unpaid), internships, projects, ISPs, theses, relevant course work, student organization involvement, sports teams, study abroad, volunteer experience, and anywhere else you gained the necessary skills.

Do not use pictures, except for theatre/vocalist audition resumes. Do not use color, except on creative resumes used for creative roles including graphic design, communications, marketing, and art.

Remember, your AOC might not directly align with the position in which you are applying and it is okay to pursue multiple opportunities at the same time. You are gaining **transferable skills** that are relevant to many fields. Use your resume to communicate how your studies and other experiences connect to the opportunity. Transferable skills include verbal and written communication, interpersonal relationship building, technical, problem-solving, research, instructing/guiding, planning, management, leadership, organizational, teamwork, and analytical.

HOW LONG IS A RESUME?

For most industries and entry-level positions and internships, stick to **one page**. Two pages max may be acceptable if you can fill the entire second page, leaving no blank space. Employers read resumes for **less than 30 seconds**. Two-page resumes are common in some industries including scientific research, education, government, and healthcare.

HOW DO I GET STARTED?

Do NOT use a template. Start writing your resume by developing a list of the ideal skills and experiences the opportunity in which you are applying wants (from a job description or critically analyzing what information the reader of your resume may want). Decide what most relevant and recent experiences should be included. Be organized and consistent with formatting.

Put your margins at 0.5 to 1.0" and your font size to 10-12, except your name, which should be the biggest text in the document.

FIRST NAME LAST NAME Address Email Phone Number	Required Sections Checklist
<p>OBJECTIVE To obtain <i>position title</i> with <i>organization</i> using <i>skills/knowledge</i>, <i>skills/knowledge</i>, and <i>skills/knowledge</i>.</p> <p>EDUCATION Bachelor of Arts in AOC(S) Graduation Month Year New College of Florida - Sarasota, FL Honors Thesis: <i>Title</i></p> <p>RELEVANT EXPERIENCE Title (Dates) Month Year – Month Year Organization Name City, State</p> <ul style="list-style-type: none"> • Describe your experiences using bullets that start with an action verb highlighting skills and accomplishments • Action Verb + Context/Situation + Result • 3-5 bullets for most relevant experiences • 0-2 bullets for less relevant experiences <p>CAMPUS INVOLVEMENT Title and/or Organization Name Dates (Month Year)</p> <ul style="list-style-type: none"> • Skills/Accomplishments • Action Verb + Context/Situation + Result <p>VOLUNTEER EXPERIENCE List experiences (quantify hours if applicable) Dates</p> <p>SKILLS List relevant language, technical, programming, etc.</p> <p>AWARDS & HONORS List – Define any unfamiliar language to reader Date Received</p> <p>PROFESSIONAL MEMBERSHIPS List Dates of Membership</p> <p>Do not list references. Prepare a specific references document.</p>	<p>Header</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name – large and bold <input type="checkbox"/> Professional email address (NCF or private) <input type="checkbox"/> Cell phone number – make sure voicemail is set up <input type="checkbox"/> Address (optional) – Remove private contact information if putting resume online <input type="checkbox"/> Include that you are relocating if applicable <p>Objective</p> <ul style="list-style-type: none"> <input type="checkbox"/> Optional, but recommended for entry-level & interns <input type="checkbox"/> Include the position title, organization, and skills/knowledge you can use or apply <p>Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> List your education first – Start with your highest earned degree <input type="checkbox"/> Undergrads: write "Bachelor of Arts in" followed by your AOC(s) Grad Students: "Master in Data Science" <input type="checkbox"/> Write "New College of Florida" <input type="checkbox"/> Include city and state: "Sarasota, FL" <input type="checkbox"/> Include the month and year in which you are graduating <input type="checkbox"/> Include any other colleges in which you earned a degree (Associates degrees). <input type="checkbox"/> Do not include high school. <input type="checkbox"/> Optional information includes relevant course work, thesis topic, study abroad, & academic projects <p>Experience Sections</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title your experience(s) sections any way you want that matches the experience and group together with most relevant towards the top (e.g., "Relevant Experience", "Additional Experience", "Research Experience", "Campus Involvement") <input type="checkbox"/> List experience within each section in reverse chronological order (most recent first) <input type="checkbox"/> Include your title(s), employer name, city/state, and dates (month year to month year or "Present") <input type="checkbox"/> Describe your accomplishments in each experience by using bullet points starting with action verbs <input type="checkbox"/> Write bullets using this formula: Action Verb (Skill Used) + Situation/Context + Result <input type="checkbox"/> Be descriptive and detailed with your experiences and quantify whenever possible. Assume reader is unfamiliar with your experience(s) <p>Optional Sections</p> <p>Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include software, hardware, laboratory, languages, programming languages <input type="checkbox"/> Do NOT include transferable skills <input type="checkbox"/> Highly recommended for those in technology and science industries including data science, computer science, and natural sciences <p>Projects</p> <ul style="list-style-type: none"> <input type="checkbox"/> Start with title of project with dates in which you developed the project <input type="checkbox"/> Use bullet points that start with action verbs to describe your experience <p>Awards and Honors Study Abroad Professional Memberships</p>

USEFUL ACTION VERBS

Communication/ People Skills				Research Skills
Addressed Advertised Arbitrated Arranged Articulated Authored Clarified Collaborated Communicated Composed Condensed Conferred Consulted Contacted Conveyed Convinced Corresponded Counseled Debated Defined Described Developed Directed Discussed Drafted Dramatized Drew Edited Elicited Enlisted Educated Explained Expressed Facilitated Formulated Furnished Illustrated Influenced Informed Instructed Instrumented Interacted Interpreted Interviewed Introduced Involved Joined Judged Lectured Listened Marketed Mediated Moderated Observed Outlined	Participated Performed Persuaded Prescribed Presented Promoted Proposed Publicized Quoted Raised Reasoned Recommended Reconciled Recorded Recruited Referred Reinforced Reported Resolved Responded Sold Solved Specified Spoke Suggested Summarized Synthesized Talked Transcribed Translated Transmitted Treated Wrote	Emphasized Enforced Enhanced Established Executed Exceeded Generated Handled Headed Hired Hosted Improved Incorporated Increased Initiated Inspected Inspired Instituted Led Managed Merged Motivated Organized Originated Overhauled Oversaw Pioneered Planned Presided Prioritized Produced Recommended Reduced Reorganized Replaced Resolved Restructured Reviewed Scheduled Selected Shaped Simplified Stimulated Streamlined Strengthened Succeeded Supervised Surpassed Transformed Unified Upgraded Vitalized	Aligned Applied Assembled Built Calculated Calibrated Computed Conserved Constructed Converted Created Debugged Designed Detailed Diagnosed Engineered Expanded Extracted Fabricated Fixed Formulated Guided Indexed Installed Integrated Invented Maintained Mapped Measured Navigated Operated Overhauled Painted Photographed Printed Processed Produced Programmed Rectified Regulated Remodeled Rendered Repaired Replaced Restructured Restored Shaped Sketched Solved Sorted Specialized Standardized Straightened Strengthened Studied Surveyed Transformed Upgraded Utilized	Analyzed Applied Ascertained Assessed Audited Calculated Catalogued Charted Classified Collected Compared Compiled Completed Conducted Critiqued Defined Detected Determined Diagnosed Discovered Dissected Eliminated Established Estimated Evaluated Examined Experimented Explained Explored Extracted Formulated Gathered Identified Indexed Inspected Interpreted Investigated Judged Located Mapped Measured Modeled Observed Organized Researched Reviewed Searched Solved Studied Summarized Synthesized Systematized Tabulated Transcribed
	<p style="text-align: center;">Management/ Leadership Skills</p> Achieved Administered Analyzed Appointed Approved Assigned Attained Authorized Chaired Coached Considered Consolidated Contracted Controlled Converted Coordinated Decided Delegated Developed Directed Eliminated	<p style="text-align: center;">Technical Skills</p> Activated Adapted Adjusted		

USEFUL ACTION VERBS CONT.

Teaching/ Training Skills	Financial / Data Skills	Expressive/ Creative Skills	Helping Skills	Organization/ Detail Skills
Adapted	Adjusted	Acted	Addressed	Administered
Addressed	Administered	Adapted	Administered	Appraised
Advised	Analyzed	Began	Adopted	Approved
Applied	Appraised	Brainstormed	Advised	Arranged
Assisted	Assessed	Changed	Advocated	Audited
Clarified	Audited	Combined	Aided	Calculated
Coached	Budgeted	Composed	Affirmed	Calibrated
Communicated	Calculated	Conceptualized	Aligned	Catalogued
Conducted	Charted	Condensed	Alleviated	Charted
Coordinated	Collected	Conducted	Arbitrated	Classified
Counseled	Computed	Crafted	Arranged	Coded
Defined	Conserved	Created	Assisted	Compiled
Delivered	Consolidated	Customized	Attended to	Completed
Demonstrated	Corrected	Demonstrated	Backed	Computed
Developed	Deferred	Designed	Cared for	Controlled
Devised	Detailed	Detailed	Clarified	Coordinated
Dramatized	Determined	Developed	Coached	Detailed
Drove	Developed	Devised	Collaborated	Diagnosed
Edited	Devised	Displayed	Comforted	Dissected
Educated	Diagnosed	Drafted	Consulted	Distributed
Effected	Dispensed	Dramatized	Contributed	Edited
Electrified	Distributed	Drew	Cooperated	Eliminated
Enabled	Diverted	Electrified	Counseled	Estimated
Encouraged	Drafted	Enlarged	Demonstrated	Evaluated
Entertained	Established	Entertained	Detailed	Executed
Evaluated	Estimated	Envisioned	Eased	Figured
Examined	Evaluated	Exhibited	Educated	Filed
Exhibited	Examined	Expressed	Encouraged	Gathered
Explained	Figured	Fabricated	Ensured	Generated
Facilitated	Filed	Fashioned	Expedited	Governed
Familiarized	Forecasted	Formulated	Facilitated	Identified
Focused	Formulated	Illustrated	Familiarized	Incorporated
Illustrated	Gathered	Improved	Furthered	Indexed
Increased	Generated	Improvised	Guided	Inventoried
Indoctrinated	Governed	Initiated	Helped	Investigated
Informed	Helped	Innovated	Improved	Logged
Individualized	Identified	Inspired	Increased	Monitored
Instilled	Increased	Instituted	Indoctrinated	Obtained
Instructed	Indexed	Instrumented	Informed	Operated
Interpreted	Maintained	Integrated	Instructed	Ordered
Introduced	Managed	Invented	Insured	Organized
Led	Marketed	Marketed	Interpreted	Planned
Lectured	Measured	Modeled	Introduced	Prepared
Mentored	Modeled	Modified	Joined	Prescribed
Modeled	Planned	Orchestrated	Lead	Reconciled
Motivated	Predicted	Organized	Mediated	Recorded
Piloted	Prepared	Originated	Mentored	Registered
Planned	Processed	Painted	Modeled	Reorganized
Prepared	Projected	Performed	Motivated	Reserved
Provided	Purchased	Photographed	Partnered	Restructured
Recommended	Quoted	Pioneered	Prevented	Reviewed
Referred	Raised	Pitched	Provided	Revised
Reported	Reconciled	Planned	Referred	Routed
Reviewed	Recorded	Played	Rehabilitated	Scheduled
Scheduled	Reduced	Produced	Served	Screened
Served	Reported	Published	Simplified	Set up
Shaped	Restructured	Reorganized	Smoothed	Submitted
Simplified	Reviewed	Restructured	Supplied	Sorted
Stimulated	Saved	Revised	Supported	Specified
Summarized	Sold	Revitalized	Synthesized	Straightened
Taught	Sold	Rewrote	Teamed-up	Streamlined
Tested	Studied	Shaped	Translated	Updated
Trained	Tabulated	Simplified	United	Validated
Translated	Transferred	Sketched	Vitalized	Verified
Tutored	Transmitted		Volunteered	

MODEL RESUME

Julia Montgomery

(941) 487-5002 • julia.montgomery15@ncf.edu • www.linkedin.com/in/jmontgomery2

Current Address: 1311 University Avenue • Sarasota, FL 31061

Relocating to the Miami, FL area in May 2020

OBJECTIVE

To obtain the Youth Development Specialist position with KidsPeace National Centers using experience with children and high school youth, as well as communication and program management skills.

EDUCATION

Bachelor of Arts in Psychology; Minor in Gender Studies

New College of Florida

May 2020
Sarasota, FL

COMPUTER SKILLS & TRAINING

- Proficient in Microsoft Word, Excel, PowerPoint
- Working knowledge of SPSS Statistical Analysis software
- Question. Persuade. Refer. (QPR) Suicide Prevention Training, March 2018

RESEARCH EXPERIENCE

Honors Thesis – The effectiveness of emotional coaching on young children who display behavioral and/or emotional issues

New College of Florida – Division of Social Sciences

August 2019 - May 2020

- Designed and executed a survey aimed to examine emotional coaching techniques in an elementary school.
- Analyzed quantitative data (100 data points) utilizing SPSS statistical software.
- Wrote a 40 page research essay detailing survey findings.
- Presented and defended thesis for the baccalaureate exam and thesis committee.

RELATED EXPERIENCE

Intern

May 2018 - August 2018
Sarasota, FL

Women's Resource Center (WRC)

- Developed a Town Hall Meeting to bring an awareness to homelessness and community needs for women in Manatee and Sarasota Counties.
- Communicated with 9th through 12th graders (over 60 total) about WRC resources as part of an afterschool education program for at-risk youth.
- Educated community members one-on-one and in small groups about life skills training, career planning and educational scholarships in Manatee and Sarasota Counties.

CAMPUS LEADERSHIP EXPERIENCE

President

August 2019 - present

New College Student Alliance (NCSA) Student Government – New College of Florida

- Supervised and mentored four Cabinet members and a membership of 50.
- Oversaw all aspects of the organization including finances, meetings, event planning/management, public relations, and risk management.
- Collaborated with the Vice President for Relations and Financial Affairs to balance the budget for the first time in five years (\$15K).
- Improved communication with campus organizations and departments through the implementation of monthly newsletters.

HONORS & AWARDS

- Student Research and Travel Grant recipient, 2019
- Presented at the Social Entrepreneurship Conference, 2018

PROFESSIONAL MEMBERSHIPS

American Psychological Association, Student Member

August 2018 - present

WRITING AN EFFECTIVE CURRICULUM VITAE (CV)

WHAT IS A CV?

A curriculum vitae, or CV, is a type of resume used by professionals in the fields of academia, medicine, and research. CVs are a biological chronology of your professional accomplishments throughout your entire career. Use a CV instead of a resume when applying for research-based jobs or graduate school programs. CVs should focus on research accomplishments including research projects, professional presentations, publications, as well as teaching, and other non-research experiences (e.g., jobs, service, volunteering).

Organize and prioritize information on your document based on the job/program in which you are applying. Position the most important information near the top. Consider the document's purpose when deciding what information/sections to include.

HOW IS A RESUME DIFFERENT FROM A CV?

- A CV is used for non-administration jobs in academia and research-focused graduate programs and jobs. A resume is used for any other type of job or graduate program.
- A CV will be a biographical chronology of your accomplishments. However, keep your CV organized and easy to follow.
- Education is always listed first on a CV even when you have years of experience.
- A CV does not list an objective or a long narrative profile describing qualifications. Instead, use your cover letter to provide that info.
- If you did research with a certain professor, include the person's name in your description on a CV. Science and academia are small worlds, and prospective employers/graduate program directors may be familiar with your professor.
- A CV does not have a page limit. This is different from resumes, which need to be one to two pages, maximum.
- A CV contains more sections of information than resumes. Experience may be divided between headings for TEACHING and RESEARCH; education may be divided between DEGREES and CONTINUING EDUCATION or ADVANCED TRAINING. How you organize this material determines its impact on your reader, so be strategic.
- Publications and presentations should be cited in the style of your field (e.g., APA, MLA).

HOW IS A CV SIMILAR TO A RESUME?

- A CV should be neatly organized with clear headings and distinct conceptual divisions. You could actually use a resume example to create your CV as long as you cover the categories needed in your particular field.
- Use bulleted phrases that start with action verbs to describe your accomplishments and experience. Remember that it's always best to communicate your experience and accomplishments clearly.
- Include only relevant information connected to the goal of the document.
- Experience within categories is listed in reverse chronological order (most recent first).
- CVs used in the US should not include personal information such as date of birth, weight, height, marital status, etc.

HOW DO I FORMAT A CV?

Margins: 0.5-1.0" | **Font Size:** 10-12

Font Choice: Choose a font that's simple and easy to read (Arial, Times, Cambria, Garamond)

Spacing: Use single space to group related information and double space between experiences and sections.

INFORMATION TO INCLUDE ON A CV

The organization and presentation of your CV is extremely important. You should list categories by their significance and relation to the position or program for which you are applying.

Appointments
Consulting
Travel (non tourist)
Laboratory skills
Sports
Awards
Bibliography
Addenda
Affiliation
Pro bono
Committees

Degrees
Dissertations
Theses
Related Courses
Clinics
Training
Specialization
Expertise
Profession
Interests
Employment
Class projects
Research

Study abroad
Teaching
Workshops
Continuing education
Seminars
Conferences
Symposia
Publications
Translations
Presentations
Papers
Lectures
Exhibitions

Volunteer
Service
Languages
Additional activities
Technical skills
Computer skills
Licenses
Credentials
Honors
Scholarships
Fellowships
Assistantships
Grants