

# Appendix C: Résumés and Cover Letters

Your résumé

**4. Use action verbs to describe your experiences.**

**5. Maximize your formatting for an effective presentation.**

**Font** : Use an easy-to-read font such as Times New Roman, Arial, Calibri, Cambria, or Garamond.

**Size**: Stay between 10 pt. and 12 pt. Your name can be larger than 12 pt.

**Margins**: Ideal margins are .75" all around, and no smaller than 0.5".

**Style**: Instead of using larger fonts for section titles, use bold, italics or capitalization.

**Email**: Convert it to a PDF to preserve formatting, and name your file so that it clearly identifies the résumé as yours.

**6. Use résumé language.**

Résumé language is clipped and usually does not include articles (a, an, the). There is no use of the first person pronouns (I, me, my). While it may be easy to fill your résumé with acronyms and technical jargon, make sure it is readable to someone who may not be an expert (e.g. someone in HR). This is especially important if you are applying to positions outside of your current area. Avoid flowery or vague language and be specific about past experiences.

Adapted by SPLC from Princeton University Career Services:  
[https://careerdevelopment.princeton.edu/sites/careerdevelopment/files/media/resume\\_guide\\_2019.pdf](https://careerdevelopment.princeton.edu/sites/careerdevelopment/files/media/resume_guide_2019.pdf)

## EDUCATION

Southern State Technical College

2005-2009

• FYWj YXWjhŪWjcb]b kYX]b[ žWga Yrc`c[ m  
• Hc\_ Wi fgŷg]b^][\kUrŪU [ ]b[ UbXkcf\_ rcbYgZhm

DfUhj ]`Y< ][\`GWcc`ĭ DfUhj ]`Yž5@

Graduated 2005

## WORK EXPERIENCE

**Backroom Associate, Baker's Express**

Summer 2011

• A cbl]ca Yfrž5@

• GcWYžcf[ Ub]nYžg]ddYžUbXfWj] YXa YFWUbXgYžcf`Vi gbYgg`  
• DfZcfa YX]bj Ybrcfrcb`Vi gbYggg dd`YgUbXa YFWUbXgY`

**Stylist, Diamond Cuts Unisex**

Fall 2009 - Winter 2010

• K Yh a d\_ Ūž5@

• G\UŷXUbXgmŷX\Uf UgUgmgh7cbg`hXWYb]gUci ha Ubl]b]b[ XygfYX  
gmŷg`  
• 5X] gYXWgrca YfgUci ha cghYZZWj] YWYa ]W`gc`i hcbg`

## VOLUNTEER & COMMUNITY INVOLVEMENT

### **Soup Kitchen Volunteer, Elijah's Promise**

*Summer 2004*

••• A c b h j c a Y r n 5 @

• D f Y d U f Y X U b X g f j Y X Z c X l r ' G e i d ? j H W y b W Y b l g

• j A U b U Y X c f [ U b j r U h c b j g t e W U b X ] b j Y b l e f m

### **Volunteer Laborer, Unique Masonry Incorporated**

*Fall-Spring 2006, 2014*

••• D f U h j j Y 5 @

• j D f Y d U f Y X W a Y b l z c d Y f U h X h Y U W U a a Y f z W b g f i W X X Z i b X U h c b g

• j G d d j Y X Z W U b Y X Z U b X a U b h U j b Y X l r c c g

• D f c U W Y b h k j h A M e g Z i C Z U W

## SKILLS

• 9 l h b g j Y Y d Y f j Y b W k j h i g l b [ ' d c k Y f l r c ' g f j Y ' U W U a a Y f z d c k Y f H W a c V j Z Y W E

• j G \_ j Y X j b Z e f \_ j Z i c d Y f U h c b g

• 9 l d Y f j Y b W X j b h j b [ U b X X a c j h c b



## **2. Allow your personality to come through in your writing.**

Keep your language and tone professional, but don't write in a way that seems unnatural. This will make it harder for an employer to gauge your interest and enthusiasm. You should, however, be concise.

### **Check Your Work**

#### **1. Proofread your letters and have them critiqued.**

- **Search for issues** Read your letters out loud to catch any typos or awkward phrasing.
- **Scan for details** Double-check that you have not left in details pertaining to another position.
- **Strive for eloquence** A cover letter is often the first piece of written text that an employer receives from you, so make the effort to put forth your best writing.

#### **2. Keep track of your letters.**

Create a file that holds copies of all your cover letters, and make notes outlining further correspondence between you and the employer. It can be confusing and embarrassing to receive a reply from an organization (particularly a request for an interview) and not be certain of what you sent them.

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[https://careerdevelopment.princeton.edu/sites/careerdevelopment/files/media/cover\\_letter\\_guide\\_2019.pdf](https://careerdevelopment.princeton.edu/sites/careerdevelopment/files/media/cover_letter_guide_2019.pdf)



**Last Paragraph**

State that you are interested in an interview or further discussing this opportunity. If you need to explain anything out of the ordinary on your resume, this is the place to do it. You might mention that if you do not hear anything from the potential employer in two to three weeks time that you will call as a follow-up to see where they are in their hiring process. Finish by thanking them for their time and consideration.

**Closing**

Sincerely,

Your signature (leave 3-4 blank spaces for this; for email messages just type your name)

Your name in print

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[https://careerdevelopment.princeton.edu/sites/careerdevelopment/files/media/cover\\_letter\\_guide\\_2019.pdf](https://careerdevelopment.princeton.edu/sites/careerdevelopment/files/media/cover_letter_guide_2019.pdf)