 Moorpark College Career Transfer Center

RESUME 101

1. Do NOT use resume wizard and do not include an objective (you may use an executive summary if you wish)
2. High school or college level resumes should be no more than one page long
3. HEADING
* Make your name bold, large and at the top
* Contact info should be legible at the top of the page
	+ No need for words like “phone, email, etc”
	+ No need for more than one address
1. List things in Reverse Chronological order and choose the correct format for your situation (to be discussed further)
* Always most recent first
1. EDUCATION
* This section is listed first for mid-career changers and last for HS/college
* List major/minor, graduation date
* GPA should be included if over 3.0
* List activities, honors & awards at school if applicable
* Overseas experience listed here if part of high school/college exp.
* DO NOT include High School info after your Sophomore year in college(if at all)
1. SKILLS
* List hard skills here like computer or language skills
1. EXPERIENCE
* If labeled “experience” instead of “work experience” you can include non-paid positions and even comprehensive class projects
* Each job should have at least two bullets
* Be specific, yet keep bullets concise (not a lengthy paragraph)
* Detail skills and tasks that can be applied to future jobs
* Current position should be written in present tense, former positions in past tense
1. Other possible sections:
* Volunteer Experience
* Internship Experience
* Leadership Experience

EDWINA K. SPRAKELY

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**EDUCATION Moorpark College Moorpark, CA 2014-Present**

* A.S. in Business
* Graduation May 2016
* GPA 3.35
* **Activities:** Business Club (Treasurer ‘15-‘16), 2014-2016; International Student Club, 2014-2016; Habitat for Humanity, 2014; Math Tutor, 2014
* **Honors & Awards:** Dean’s List, Spring and Fall, 2015; Moorpark College Foundation Scholarship, 2015

**COMPUTER SKILLS** ⬩Experienced in the use of both PC and Macintosh computers

⬩ Thorough knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Access, and Adobe Photoshop, familiar with Quark Express

**EXPERIENCE Ernst & Young Los Angeles, CA 2015-Present**

 **Auditing Intern**

* Participate in annual audit of Alpha Holdings, including development of final certification report
* Develop Excel spreadsheet macros to use for reducing entry time and automatically cross-referencing errors

 **Moorpark College Moorpark, CA 2014-2015**  **Student Worker, Business Office**

* Conducted business transactions for student and staff population of over 13,000
* Audited cash drawer at each day’s end and balanced 100% of the time over a period of 6 months
* Entrusted with the delivery and tracking of faculty and staff check advances

 **Moorpark College Moorpark, CA 2013-2014**  **Student Worker, Career Transfer Center**

* Provided clerical support for internships, transfer, and career services offices
* Supervised and trained incoming student workers to ensure consistency of work flow
* Implemented call reminder system which reduced no-show appointments by 80%

**Abercrombie and Fitch Canoga Park, California Summers**

**Brand Representative** **2012-2013**

* Assisted customers in the selection and purchase of apparel
* Provided excellent inventory control by ensuring accuracy at the cash register,

reducing store shrink and increasing company revenue

*References furnished upon request. OR References included.*

Moorpark College Career Transfer Center

COVER LETTER 101

1. ALWAYS write a cover letter, unless otherwise stated (2/3 of employers will read)
2. FORMAT: This is a business letter – short and to the point.

 Use resume paper if you are providing a hard copy.

1. HEADING: Use the same heading as you have on your resume.
2. ADDRESS IT to someone whenever possible. Find a name and address by going to the company website if it is not on the job posting.

 Or use: Dear Human Resource Manager, Recruiting Manager, Internship Coordinator

* 1. Spell their name correctly and confirm gender if their name can be used by men or women: Mr. Taylor Smith or Ms. Taylor Smith
1. TARGET your cover letter! The purpose of a cover letter is to elaborate upon your strengths by directly relating what you have to offer in that position to this company or organization.

 Do not repeat your resume.

 Do not copy sample cover letters verbatim.

* 1. Highlight accomplishments, measurable results, qualitative skills such as communication, attention to detail, team-player, work independently, time management, etc. Support with examples.
1. JOB POSTING: Print out a copy of the job posting to assist with the focus of your letter.
	1. Underline the skills and qualifications that you have.
	2. Consider any additional knowledge you have about the job/company/industry which may also be helpful in targeting your comments.

 Job posting states: Must have exceptional time management skills.

 Cover letter: (skill/strength + supporting example)

 *Weak example* - I have exceptional time management skills.

 *Strong example* - My ability to manage my time well has allowed me to maintain a strong academic record while participating in both internships and activities.

1. SELL YOURSELF! Keep the focus on what you will add to their company,

 not how this will help your career.

 Avoid: Your company has such a strong reputation and it would be a great opportunity for me to work for you.

 Better: During my internship with company Y, I developed the analytical skills that would strengthen my contribution to your department.

10. **NO SPELLING OR TYPING ERRORS!**

EDWINA K. SPRAKELY

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*space*

*space*

*space*

*space*

**Date**

*space*

*space*

**Name**

# His/her job Title if you know it

**Company Name**

**Address**

**Address**

*space*

*space*

**Dear Ms. or Mr. Last name only (do not include first and last name),**

*space*

**Paragraph #1: Identify the position you are applying for and where you learned about it. Also ask that your resume be considered as an application for the job.**

*space*

**Paragraph #2: Explain why you are well-suited for this job. Use the job description they provide in the advertisement/posting as a guide. It will tell you the skills/qualities and qualifications they are looking for. Explain that you have those qualities and that your experiences, as presented on your resume, demonstrate this.**

*space*

**Paragraph #3: Discuss your interest in an interview (I would greatly appreciate the opportunity to interview for the \_\_\_\_\_\_\_\_\_\_\_\_\_ position.) Explain your availability and provide you area code/phone #. Thank him/her for his/her time and consideration.**

*space*

**Respectfully Yours,**

*space*

 (sign your name here)

*space*

*space*

**Your name as it appears in your heading**

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**REFERENCES**

P.J. Grey

Business Office Director

Moorpark College Business Office

Moorpark College

7075 Campus Road

Moorpark, California 93021

(805) 378-1400

pgrey@vcccd.edu

Debbie Johnson

Store Manager

Abercrombie and Fitch

54321 Main Street

Los Angeles, CA 90001

(310) 777-9999

hr@bnj.com

Akbar Lemon

Owner/Manager

Sandy’s Surf and Turf

123 First Street

Sandy Beach, California 90009

(310) 999-9999

lemonhead@surfturf.com

Dr. Arliss Schipperke

Professor of Business

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