

professional
résumés
cover
letters

Résumés

Cover Letters

a guide
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Résumés

Effective résumés are summaries of your skills, experiences, and career interests. A résumé won't get you a job; it should get you an interview.

Content

ré•su•mé \ˈrez-ə-,mā\
n [F *résumé*, fr. pp. of *résumer* to resume, summarize] :
 a summing up :
 SUMMARY; specif :
 a short account of
 one's career and
 qualifications prepared
 typically by an
 applicant for a
 position.

Write **positive, factual statements** that show a pattern in your skills, interests, education, and experiences, making you a fit for the opportunities you are seeking.

Organize information so that the reader can easily see the **pattern in your background** that makes you a good candidate.

The **experience section of the résumé will be the largest** including both paid and unpaid experiences.

Be concise, use **past tense verbs**, avoid first person pronouns (I, me, my).

Appearance

Résumés are professional correspondence. Limit to **one or two pages** printed on 8-1/2" x 11" bond paper using high quality printer with familiar fonts (Times, Palatino, etc.) of 10–14 points in size.

Strive for a simple, uncluttered layout using **boldface or all-capital letters for headings** with at least one-inch wide left and right margins. Limit underlining, graphics, lines, and shading.

A résumé
 won't get you a job;
 it should get you
 an interview.

Q: *How do I get résumé help?*

A: 1. Drop off for review at the Career Center and résumé will be returned by mail.
 2. Come in during Quick Questions (2–3:30 pm Monday–Friday) at the Career Center.
 3. Make an appointment with a career counselor by calling 933-7586.
 4. E-mail résumé to <career-center@gustavus.edu> as a Word attachment.

Q: *Do you have any examples of good résumés and letters?*

A: Yes! Available in the Career Center—make copies of your favorites!

Just Write It!

Use the Experience Memory Jogger list (page 3) to think of all the paid and unpaid experiences and skills that could be used on your résumé. **ALL** relevant experiences may be included on the résumé – high school experiences **do count!**

Use the résumé worksheet to gather information that will be used on your résumé.

Get it down on paper! Write concise, descriptive statements of experiences. Convey the specific elements of experiences that best communicate your skills and accomplishments. For the first drafts don't worry about length – just start getting it down. You can always cut and edit later.

Getting résumés to look good on one page requires time!

Get feedback from the Career Center and others to polish it!

References

Employers generally assume that references are available, so **it is not required to say so on the résumé**. Use a separate sheet to go with the résumé that is titled “References for (name)” and list your references: names, positions, relationship to you (supervisor, teacher, coach, etc.), address, phone numbers, and e-mail addresses. Use the address, phone, and e-mail where they can be reached during business hours. Make sure references know you are listing them!

References On-line

Letters of recommendation, professional portfolios and links to websites can be put on the web at sites such as <www.interfolio.com>.

Experience Memory Joggers

Experience is not just paid work – **it is ALL experience** – paid and unpaid. This list is to encourage you to think about ALL the ways that you may have gained skills, experience and knowledge.

Work

- Full-time Employment
- Part-time and Summer Jobs
- Student Employment
- Consulting/Independent contracting (music performance)
- Business Owner (lawn mowing/house painting, etc.)

Academic

- Internships
- Career Explorations
- Practicums/Field Work
- Independent Study
- Study Abroad
- Class Projects
- Research
- Summer Camps
- Workshops/Conferences

Service

- Volunteer (before and during college)
- Community Service
- Clubs and Organizations (in and out of college)
- Church Activities
- Community Representative (Miss Hometown, etc.)

Activities/Talents

- Clubs/Organizations
- Sports
- Music
- Travel
- Computers
- Language Fluency
- Hobbies/Interests/Talents

Career Explorations

- Information Interviews
- Career Shadowing
- Mentoring
- Reading (professional journals, books, etc.)
- Membership in Professional Associations
- Attendance/Presentations at Professional Meetings or Conferences

You are not rewarded for positions or academic degrees; you are rewarded for the skills, qualities, and knowledge you have demonstrated or gained from all of your experiences!

Résumé Worksheet

NAME

Current

Street
City, State, Zip
Telephone
E-mail

Permanent

Street
City, State, Zip
Telephone
E-mail

OBJECTIVE OR CAREER INTERESTS:

“You probably have about 30 seconds to convince a potential employer that you deserve an interview. A résumé summarizes your accomplishments, your education, and your work experience, and should reflect your strengths.”

EDUCATION:

Bachelor of Arts Degree and date of graduation
Name of school, city, state
Major, GPA
Selected Courses (optional)

SKILLS/COMPETENCIES: (optional)

Computer:

Language:

Certifications:

Lab:

Leadership:

EXPERIENCE:

Position, Employer, City, State, Dates
(List activities/responsibilities)

– Randall S. Hansen, Ph.D.

Position, Employer, City, State, Dates
(List activities/responsibilities)

Position, Employer, City, State, Dates
(List activities/responsibilities)

Position, Employer, City, State, Dates
(List activities/responsibilities)

ACTIVITIES:

_____	_____
_____	_____

HONORS/AWARDS:

_____	_____
_____	_____

**“Kicker Statement”
(optional)**

Say As Much As Possible

Résumés and cover letters are the place to say as much as possible with the fewest possible words. Here are examples of how to effectively describe experiences on résumés.

Did You?

1. *Did you develop forms/systems that improved office efficiency?*

2. *Have you brought students performing at below grade level up to or above grade level?*

3. *Did you work while completing your degree?*

4. *Did you hold leadership responsibilities in co-curricular activities?*

5. *Were you involved in career-related co-curricular activities?*

6. *Were any of your ideas used as a model by other agencies or beyond*

Put It On Résumé

Reorganized a supply room that had not been given attention since 1980; sorted and moved old files to storage, freeing space for previously inaccessible supplies.

Brought students from below grade level to two grades above grade level in language arts with strategies such as interactive writing, shared reading, story webs and comparisons, ...

Managed a full-time employment in customer service while carrying 15–18 units per semester.

Completed degree while working 2–3 concurrent part-time positions.

Elected by peers to hold leadership roles (President, Vice President, Treasurer) in college organizations and business fraternity.

Involved in co-curricular activities that complemented finance studies and expanded interaction with international students.

Envisioned and planned successful event subsequently used by organization nation wide.

The Body – Job Descriptors

- Use action words in short, clearly written phrases; complete sentences are not necessary.
- Use the minimum number of words.
- Avoid introductory phrases such as, “duties included” or “responsible for.” Start with verbs:

Organized political campaign.

Created community programs.

Designed filing and record-keeping system.

Developed new, timesaving, cost-efficient procedures.

- Avoid personal pronouns (I, my, etc.).
- Quantify your accomplishments as much as possible:

Trained and supervised ten employees.

Saved company \$10,000 by analyzing collection process.

Increased sales by 20%.

Managed advertising for weekly college newspaper with circulation of 2,000.

Résumé Action Words and Phrases

Personal Qualities:

enthusiastic	competent	organized	motivated
effective	responsible	assertive	risk-taker
fast learner	trustworthy	talented	cooperative
dedicated	efficient	achiever	resourceful
willing worker	dynamic	reliable	punctual
capable	poised	courageous	endurance
curious	creative	enterprising	skilled
team member	self-starter	able	progressive
challenge-oriented	problem solver	work well with others	work well under pressure

Skills and Abilities:

planned	conceived	supervised	led
solved problems	wrote	composed	developed
created	delegated	understood	implemented
trained	taught	instructed	assisted
communicated	recruited	modified	designed
innovated	prioritized	scheduled	practiced
initiated	organized	synthesized	completed
economized	interpreted	coordinated	computed
analyzed	directed	compared	installed
managed	invented	negotiated	worked in harmony
diverted	persuaded	operated	precision work
researched	evaluated	appraised	public speaking
budgeted	administered	bilingual	conducted
expanded	demonstrated	spelled	

Words Describing Experience:

comprehensive	successful	broad	intensive
solid	general	specific	extensive
complete	consistent	diversified	effective
in-depth	scope	varied	
consistent record of _____ (growth, promotion achievement, etc.)			

Words Describing Successes or Accomplishments:

sold	purchased	raised funds	made policy
strategized	designed	produced	planned
motivated	developed	supervised	hired/fired
accomplished	achieved	reorganized	exceeded goals
saved	served	helped	coordinated
restored profits	influenced	promoted	contributed
administered	crisis intervention	motivated	established
improved	introduced	increased	reduced
	new concepts	(production, profits)	(expenses, losses)

Final Checklist

- Attractiveness: Upon first glance, do I want to read it?
- Relevance: Is my résumé relevant to my career objective?
- Overall Appearance: Does my degree and most important work experience stand out? Are the spacing, layout, margins, and typestyle neat and consistent? Is it free of typos and grammatical errors?
- Length: Could anything be deleted, shortened, or combined?
- Completeness: Is all important information included?
- Action-Oriented: Do sentences begin with action verbs? Do descriptions highlight accomplishments as well as duties?
- Specificity: Does the résumé highlight specific skills and areas of knowledge? Are accomplishments quantified wherever possible?

Suggestion—

Have your résumé critiqued by someone working in your target profession, preferably someone who reviews résumés of applicants.

It's Your Résumé

There are a lot of suggestions, advice, and opinions about résumés. It is your résumé and it should reflect you accurately and honestly in your style.

Complete Your Application Forms the Easy Way!

End the tedious chore of typing and re-typing.
Turn your paper forms into electronic forms.



Information Technology has the **OmniForm Program** in the Olin Lab classroom (instructions are available in the lab).

OmniForm makes it **easy and accurate** to complete your forms. It's this simple:

- Scan your blank form
- Enter the information needed
- Print out the finished form
- Mail

Professional-looking forms draw attention and catch the reader's eye. Remember, legibility is a key to success!

eRecruiting

eRecruiting is the **only** way for students to:

- participate in on-campus interviews
- access Career Mentors
- participate in the Job and Internship Fair



Go to <www.gustavus.edu/careercenter> and click on eRecruiting. Your student ID number_gustavus is your username and your birth date (i.e. 10101988) is your password. Please change your password after your initial visit.

How to Decide on Résumé Length

by Kim Isaacs, MA, CPRW, NCRW
Monster Résumé Expert

The new guideline is: A résumé should be long enough to entice hiring managers to call you for job interviews. That may sound vague, but there is no hard-and-fast length rule that works for everyone. Factors to consider include career objective, occupation, industry, years of experience, number of employers, scope of accomplishments, and education/training.

Keep these facts in mind when deciding on your résumé's length:

“Hiring managers often give résumés just a cursory glance before deciding if the applicant deserves to be added to the “maybe” pile ... ensure that your strongest selling points are immediately visible to make the first cut.”

- Your résumé is a career-marketing tool, not an autobiography. Strive to keep your résumé concise and focused on your key selling points. Be willing to let go of past experiences that don't market you for your current goal. Every word in the résumé should sell your credentials and value to a potential employer. You should also leave something to talk about in the interview.
- It's common for employers and recruiters to sort through hundreds, or even thousands, of résumés to fill one position. Hiring managers often give résumés just a cursory glance before deciding if the applicant deserves to be added to the “maybe” pile. While your résumé will probably get a more thorough read if you are called for a job interview, ensure that your strongest selling points are immediately visible to make the first cut.

Consider a one-page résumé if:

- You have less than ten years of experience.
- You're pursuing a radical career change and your experience isn't relevant to your new goal.

– Kim Isaacs

Current
 800 West College Avenue
 St. Peter, MN 56082
 507-933-8068

Rebecca A. Kuehl
 rkuehl@gustavus.edu

Permanent
 1117 220th Street
 Trimont, MN 56176
 507-639-3234

Career Interests

Public Relations, Human Relations, Writing, Editing

Education

Junior, Gustavus Adolphus College, St. Peter, MN, B.A. expected June 2005.
 Major: Communication Studies, Minor: Management, Major GPA: 4.0, GPA: 3.976.
 Study Abroad: Ireland, January 2003; Selected Courses: Media & Society, Intercultural Communication, Interpersonal Conflict.

Diploma, Martin County West High School, Sherburn, MN, June 2001.
 Valedictorian, Graduated with Honors, Traveled to Germany for 3 weeks through International Student Exchange (fluent in German).

Experience

Assistant Manager, St. James Dairy Queen, St. James, MN, June 1999 – August 2002.
 Developed new method for inventory organization; trained and supervised four employees; managed the business successfully during the owner's absence; created all signs and posters; maintained perfect attendance throughout my employment.

Director, 4-H Arts-In, Watonwan, Jackson, and Martin Counties, MN, July – September 2002.
 Developed, choreographed and taught a musical to 4-Hers and supervised four performances, including a Minnesota State Fair performance.

Student Leader, Dining Service Staff, Gustavus Adolphus College, St. Peter, MN, September 2001 – current.
 Work up to 15 hours a week while attending classes full-time; supervisor of student employees.

Receptionist, Gustavus Adolphus College Career Center; St. Peter, MN, September 2001 – current.
 Created Career Center posters; proofread brochures, letters, and forms; com

Community Involvement

College: Dean's List, **Forensics (qualified for 2003 AFA National Tour)** (community service and fundraising); German Club; Gustavus Youth Outreach; Gustavus Scholarships (Trustee, Norelius Service and Andrew member of Pi Kappa Delta Association); **Comm. Studies Club Executive**

High School: Samsung American Legion Scholarship National Finalist; Rural Electric Youth Tour Winner (trip to Washington, D.C. to meet with leg
 Principal's Leadership and Student Service Awards; Student of the Quarter
 Consistent Achiever Award; KXAC/KRRW Outstanding Scholar; Miss Tri
 Award; Junior Class officer (secretary)

Future Problem Solvers Participant (**State Tournament – 4 yrs, Internati
 (John Phillip Sousa Band Award)**); Concert and Church Choirs (Outstand
 America (**State PEP Squad, attended National Leadership Meeting, co
 State Exhibitor, Outstanding Exhibitor Award – 2 yrs, community serv**

Cross Country (**Rookie-of-the-Year, All-Conference – 2 yrs, Most Impr
 Improved**); Track; Golf

Member: German Club, Math League; Peer Helpers (community service); Pe
 Student Leaders Are Powerful; Great Expectations (service to elderly); Youth
 Sunday School Music Director and Bible School Teacher

COURTNEY KUEHN

800 W College Ave. 6194 • St. Peter, MN 56082
 507-933-8301 • Ckuehn@gustavus.edu
<http://www.gustavus.edu/~ckuehn/home.html>

OBJECTIVE Public Relations Internship

EDUCATION **Gustavus Adolphus College** **9/99–Present**
 • Senior Standing English writing major; Art minor
 • Cumulative GPA 3.5 and Writing GPA 3.6

Student Administrative Assistant **9/99–Present**
 Gustavus Adolphus, Dept of Economics/Management
 • Demonstrated trustworthiness and respect for confidentiality
 • Typed, proctored, and corrected exam/quizzes
 • Directed students/campus visitors and general office duties

Ad Productionist/Graphic Arts Editor **9/02–Present**
The Weekly Gustavus student paper
 • Designed/Produced ads by hand/software programs
 • Brainstormed/Collaborated with section editors
 • Created layout ads/graphics
 • Maintained strong communication between editors, graphic artists, Ad Manager, and Editor-in-Chief

Communications Intern **Summer/02**
 Community Action Council
 Lakeville MN
 • Verified/Updated media contacts
 • Created/Edited photo archives
 • Photographed various events
 • Assisted in 9th Annual Lewis House Women's Golf Tournament
 • Scanned/Edited digital photos

Volunteer **Summer/02**
 Lewis House Women's Shelter
 Eagan MN
 • Researched sexual offender status information
 • Developed media resource for tracking sexual offenders
 • Gained understanding for women's issues and violence.

EXPERIENCE **Gustavus Adolphus**
 Intermediate Composition; Research & Writing; Anatomy in Literature, Kinship, Marriage, and Human Sexuality; Sociology; Marketing

SKILLS Adobe Photoshop 6.0, GoLive 5.0, and Pagemaker; Microsoft Word/Excel 2000, Photocopying/Faxing, Net navigation/research, 5-years general proficiency French language

HONORS/ACTIVITIES
 • Deans List Spring 2002 w/GPA 3.8
 • 1st Place *What Makes Gustavus Special* Integrated Marketing Contest
 • Hugh and Joyce Edmondson Scholarship, Sohre-Halvorson Family
 • Scholarship, Grevilda Norman Scholarship
 • Blue-Striper of the Year at Martin Luther Manor Nursing Home
 • Collegiate Chorus, "Center Stage" participant
 • G.O.L.D. (Gusties in Ongoing Leadership Development) member

+PATRIA M. LAWTON+

plawton@gustavus.edu

CURRENT ADDRESS:
603 North Minnesota Avenue
St. Peter, MN 56082
507.934.5761

PERMANENT ADDRESS:
37 Apple Orchard Road
Dellwood, MN 55110
651.429.4333

OBJECTIVE

A career in a media related field using a background in communication technique and theory.

EDUCATION

Gustavus Adolphus College, St. Peter, MN
Bachelor of Arts Degree, expected May 2004
G.P.A. 3.5, Dean's list 2002
Major: Communication Studies
Minor: English
Study Abroad
College Year in Athens: Athens, Greece
Spring Semester 2003

SKILLS

- Outstanding public speaking / communication skills
- Innovative and Creative thinker
- Excellent written skills

EXPERIENCE

INFORMATION DESK EMPLOYEE Gustavus Adolphus College, St. Peter, MN.

In charge of supervising the athletic building, setting up and checking out athletic equipment. Fall 2000-present

JUNIOR GREAT BOOKS READING INSTRUCTOR Sou

Developed creative lesson plans, Helped children build and helped fuel their passion to read through innovative January 2001-May 2002

CLERICAL EMPLOYEE Ramsey County Property Reco

Job responsibilities included data entry, answering phone tasks within a large government organization. Summer 2

ACCOMPLISHMENTS AND ACTIVITIES

- Communication Studies National Honor Society
- Extensive travel, including Australia and Africa and Varsity Volleyball
- Communication Studies Club: officer 2002, President
- Student Athletic Advisory Board Member
- Career Center Ambassador

Mary Stone

301 Shelard Parkway
Apartment 342
St. Louis Park, MN 55426
Tel: 612-554-2239
E-mail: mstone@juno.com

OBJECTIVE	To obtain a research oriented position and gain experience leading to a career in molecular biology.
EDUCATION	Bachelor of Arts, Gustavus Adolphus College, St. Peter, MN, May 1998 Major: Biology <i>Selected Courses:</i> Molecular Genetics Genetics Cell/Molecular Biology Intro to Molecular Genetic Research Independent Research Microbiology Human Embryology Biochemistry I & II Physical Chemistry Organic Chemistry I & II <i>Laboratory Skills:</i> Southern Blotting Agarose Gel Electrophoresis DNA/Plasmid Isolation PCR Cell Culture Microbial Transformation DNA Sequencing Restriction Enzyme Mapping Phenol:Chloroform Extraction SDS-PAGE Gel Filtration Chromatography Bradford/BCA Assay Gene Cloning Plasmid Construction CsCl Purification Spectrophotometry Ion Exchange Gram Staining <i>Computer Skills:</i> Sigma Plot PC Gene Internet Sequence Searches Microsoft Word/Excel Windows 3.11/95 Peakfit
RESEARCH	Three years of research with Gustavus faculty focused on the study and manipulation of genes from <i>Arabidopsis thaliana</i> – specifically the transformation, isolation, amplification, mapping, and sequencing of these genes.
PRESENTATIONS	<ul style="list-style-type: none"> • Characterization of the 2–4 Ribosomal Protein Gene in <i>A. thaliana</i>; 1995 • Characterization of the H1/ik-3 Gene in <i>Arabidopsis thaliana</i>: Identification of 5' Regulatory Sequences Using a GUS Reporter Gene; Sigma Xi – 1997
PROFESSIONAL SOCIETY MEMBERSHIPS	<ul style="list-style-type: none"> • American Association for the Advancement of Science (1995–96) • Beta Beta Beta National Biological Society (Associate Member, 1994–96) • American Chemical Society (1994–95)
EMPLOYMENT	ViroMed Laboratories Inc. (<i>through Scientific Staffing</i>) September 1998–Present • Performed duties involving the transfer of biohazardous material in an HIV testing laboratory and archiving specimens for future study.
ACTIVITIES	<ul style="list-style-type: none"> • Biochemistry Club • College Democrats (Co-President, 1995) • Gustavus Work/Study Program: Safety and Security (1994–1997) and Fine Arts Department – Special Events (1997–1998) • Four-Time Intramural Sports Captain: Softball (2), Broomball, & Volleyball

Cover Letters

“Handshakes” by Mail

Your cover letter is your handshake by mail, e-mail, or fax to say why you are writing. Résumés should not be mailed, e-mailed or faxed without cover letters. Letters are not needed at job fairs because you are there to shake hands in person! Letters specific to each employer should be uploaded to eRecruiting and sent with résumés for campus recruiting and internship opportunities.

“Letters of Passion”

The goal of your cover letter is to give readers a compelling reason to interview you by clearly pointing out your skills, knowledge and experience related to the opportunity you are seeking and your enthusiasm for the position.

Focus letters on what you can do for them – not what they can do for you. Don’t re-write your résumé; rather focus on **two or three qualities** that make you most valuable to the reader. This means that each letter should be unique and specific for each position.

A good way to check a letter is to read it aloud. Does it sound like you? Also, check and recheck for errors in typing, spelling, and grammar.

Letter Checklist

- Address to a specific person, with a correct title.
- Use a professional format free of spelling and punctuation errors.
- Use only letter quality type with familiar font sizes of 10 points or more.
- Put résumé, letter, and list of references and envelope on matching stationery.
- Be sure to sign the letter.

Letters by E-mail

We tend to be informal with e-mail communications, but cover letters are one occasion to be more formal. You can write your letter as an e-mail message or send as an attachment along with your résumé. If you choose the second option, include an e-mail message with what you are sending and who to contact if they cannot open the documents. Some candidates also mail a hard copy – just to be sure.

“The goal of your cover letter is to give readers a compelling reason to interview you by clearly pointing out your skills, knowledge and experience related to the opportunity you are seeking.”

Types of Cover Letters

Letters of Inquiry

Letters of inquiry are sent when it is not known if there is a position available. Use these letters to request information about the organization, available positions, and application procedures.

Letters of Application

Send these letters to apply for specific positions or to respond to specific opportunities. Answer the questions:

- Why do you want this position?
- What skills and abilities would you bring to the position?
- Where and how did you gain or demonstrate those skills and abilities?

TIP: Salary History or Requirements

When employers request salary information, they are generally trying to screen out candidates who would demand high salaries. Address this issue by first focusing on your desire for the right opportunity. Follow with a specific response such as:

“For a position that is challenging and rewarding, my salary requirements are negotiable.” or “I anticipate a compensation package in the mid \$30’s.”

Network Letters

Send these letters to get information, advice, and suggestions about career plans and opportunities. Indicate if someone referred you to the reader. Be specific about what information or assistance you are seeking. Send a résumé with these letters to provide background.

Thank-You Letters

Everyone is told to write thank-you letters when seeking career opportunities, yet few do so. Such follow-ups will demonstrate your professionalism and attention to detail. Thank-you letters may be typed or handwritten on thank-you cards.

Cover Letter Format

Return address	Box 137 Gustavus Adolphus College 800 West College Avenue St. Peter, MN 56082
Date	July 9, 2005
Use complete title and address	Mr. George McCormick Director of Personnel American Manufacturing Company 124 South Third Street Louisville, KY 11111
1 blank line	➤
Salutation	Dear Mr. McCormick:
1 blank line	➤
Opening Paragraph	State the purpose of the letter: To inquire about career opportunities, apply for a position, or because someone suggested the contact. Be sure to indicate who made the referral.
Middle Paragraph	Promote skills and experiences. Give evidence or proof of skills. Refer the reader to the enclosed résumé. Mention your qualifications for the position or why the position, industry, or employer is of interest. Indicate ways you could benefit the employer.
Closing Paragraph	Be specific about the next step: to receive information, an opportunity to interview, an informational interview, personal contact to learn about internship or job openings, a phone call, or a short meeting to learn about careers.
1 blank line	➤
	Sincerely,
4 blank lines for your signature	➤
1 blank line	➤
Indicates résumé etc. enclosed	Type your name enclosure(s)

Box 9898
Gustavus Adolphus College
800 West College Avenue
St. Peter, MN 56082
sname@gustavus.edu
September 27, 2004

Ms. Robyn Dhein
Marshall Field's

Dear Ms. Dhein:

I am applying for the merchandising/business analyst position that I learned about while talking to Molly Swanson at the Employer Information Day at Gustavus. I am able to bring many skills to this position at Marshall Field's. I will graduate in December with an Art Studio major. In addition to my visual arts background, I have taken many analytical and problem solving based courses, including Calculus I and II, Physics, Fortran 90, and Macroeconomics. As a graphics consultant this past summer, I demonstrated my organizational skills and ability to multi-task, as well as expanded my extensive computer experience. I have developed leadership skills, creativity and team-based thinking through my positions as a pool manager, as president of the Gustavus Architecture Club, and working on a committee to organize a charity bike ride for APO, a service fraternity.

My strong work ethic, initiative, and enthusiasm match your job requirements and company well. Along with those skills, I bring an interest of the world of retail and trends. In many of my previous work experiences, customer satisfaction with our products was an important part of my job. I am very interested in this position and with retail and merchandising trends.

I would appreciate the opportunity to discuss the job opportunity and what I can bring to Marshall Field's with you in a personal interview. Thank you for your consideration. I look forward to talking with you.

Sincerely,

Student Name

Printing Career Correspondence

Career-related correspondence, including résumés, letters, reference lists, and envelopes, should be printed on bond paper which is available in the Book Mark and other stores that sell paper (letters, résumés, reference lists, and the envelope should all be on the same paper).

Faxing

- Letters, résumés, and applications are now commonly accepted by fax.
- If the fax number is not advertised, call to get the correct number.
- Include the name of the person to receive the fax as well as your name and phone number (in case the fax does not transmit).
- Faxing is fast and you do not need to put items on bond paper!

Students may fax items from **Telecommunications** in the basement of Olin Hall. *Hours are 8 a.m.–8 p.m., Monday-Friday and 10 a.m. to 6 p.m., Saturday and Sunday when classes are in session.*

Sending to local and 800 #'s	\$.50/page
Sending in U.S.	\$1/page
Sending International	\$3/page
Receiving Pages	\$1 for 1–5 pages \$2 for 6–10 pages (Add \$1 for each additional 5 pages)

Students are encouraged to use a cover page when faxing. The cover page in the Office of Telecommunications is free for internship and career purposes. Candidates will be charged for their letter, résumé, and other application materials.

Students may charge faxes, sending and receiving, to their campus phone bill.

Students are called when faxes are received at the switchboard.



Career Center

800 West College Avenue
St. Peter, MN 56082
507/933-7586
www.gustavus.edu
E-mail: career-center@gustavus.edu

HOURS:

Monday–Friday
8 a.m.–4:30 p.m.

Quick Questions

2–3:30 p.m.
(when classes are in session)

Resource Library

Available during all office hours