

Example of Chronological Resume

Name

Phone number/Email address

Statement or Qualifications:

EXPERIENCE

Company

City, state

Dates

Job Title

--List of Responsibilities

EDUCATION

School

City, State

No Date Needed

Major/Concentration/Certification

INTERESTS/SKILLS

Example of Functional Resume

Name
Phone and Email

Statement or Qualifications

Skills

Interpersonal:

- Established and maintained . . .
- Managed . . .

Management:

- Directed/Supervised/Worked on projects . . .

Organization

- Maintained . . .

Experience

Job Position

City, State

Date

Name of Company

Education

Name of School

City, State

No Date Needed

Concentration/Certification/Degree

Interests

Example of Cover Letter

Your Name
Email and Phone #

Date

Employers Name
Employers Job Title
Company
Address

Dear _____:

Paragraph No. 1: Reason you are writing. Be specific by stating the job you are applying for and how you learned of the job.

Paragraph No. 2: Why are you interested in the job and how are you qualified. Try to include something unique about yourself or your experiences. Tell them why you want to work for them.

Paragraph No. 3: Tell them that you have enclosed your resume and are hoping to meet them for an interview. Make sure to tell them that you will be following up with them and of course, thank them for their time and considering you for the job.

Sincerely,

Your Name

