Career Changer's Guide

Career and Professional Development

Cabrini College

610-902-8304

www.cabrini.edu/career

Updated September 1, 2013

Uncover Your Skills & Special Talents

A Self-Help Quiz for Adults in Career Transition

This self-help quiz can help you identify your transferable skills, marketable personal traits, and accomplishments that you didn't previously notice or fully appreciate. Ask yourself the questions below and consider how these identified skills, talents, and assets might apply to your resume and job search.

- What does your boss always count on you for, because he or she thinks you're especially good at?
- If you had to teach a bright new employee the "tricks of the trade" (*i.e.*, how to do a great job in your line of work), what do you do special that you could teach?
- If you had to put together a training manual for the kind of work you do best, how would you describe the most important thing it takes to do the job superbly?
- When did you go above and beyond your job description, and more than earn you pay?
- What do you know so well—or do so well— that you could teach it to others?
  What's the main tip you'd tell people about how to do that like a pro?
- If one of your co-workers were to brag about your skills, what would they say?
  If one of your friends were to brag about you, what would they say?
- If you felt totally comfortable bragging about yourself, what would you brag about?
  What are you most proud of?
- What courageous things have you done that you feel good about?
- What creative things have you done that you feel good about?
- What difficulties or barriers have you overcome to get where you are now?
- Describe something you designed, created, built, made, or fixed up that gave you a strong sense of satisfaction. Tell why you felt so good about it.
- What praise, awards, or acknowledgements did you get from your employers or customers?
- Name about 10 qualities or characteristics of other people that you most respect or admire.
  Which of those qualities are also true about you?
- For each quality that's true of you, tell what you do to express that in everyday life.
- Think of a time when you worked on a project that was so interesting or fascinating (or even addictive!) that you lost track of time and kept at it way past the time you expected to work on it.
  What skills were you using on that project?
- Think of a problem that came up that had other people stumped, but that you were able to resolve.
  What did you do? What does that say about your abilities?
- If you suddenly had to leave the area for a while (to take care of an elderly or sick relative, for example) what would your work buddies miss about you while you were gone?
  How would their jobs be tougher, or less enjoyable, when you are not there to help?

Some Thoughts on Writing a Resume

CONTENT

You can enhance your marketability by describing your qualifications using concise and coherent descriptions. In the interest of brevity, omit the pronoun “I” and use short-sentence form instead.

You may gain a psychological edge by describing what you accomplished in a given position rather than just the duties or tasks you performed. To achieve this effectively, use action verbs, words like “administered,” “conducted,” “processed,” and “reorganized.” A more complete list is included later in this guide.

A resume is a formal written document; it should not include any typos or misspelled words. Avoid abbreviations except for standard postal abbreviations for states (*e.g.*, PA, NJ, DE) and those in organizational titles (*e.g.*, XYZ, Inc.).

LENGTH

A one-page resume is optimum for recent, inexperienced college graduates. Although it may be preferred by some employers for all applicants, if you have experience or are contemplating a career change, you may need to use two pages to accurately and positively reflect your accomplishments.

If the resume provides potential employers with the information they need in an impressive manner, that second page will be acceptable to most of them.

- Under no circumstances, however, should your resume exceed two pages!
  Leave the three-pagers to PhDs who need to cite publications and research projects.

FORMAT

You will have a decision to make before putting ink to paper: whether to write a chronological resume, to opt for the functional format, or to do a combination of both.

Chronological resumes list and describe your education, work, and some personal history in reverse time sequence. Applicants whose work history exhibits stability and growth may wish to choose this format, as may those who have worked for particularly prestigious firms or institutions and those with impressive job titles.

Functional resumes arrange information about you by experiential fields and by skills and accomplishments, often without even mentioning dates. This may be a beneficial style for career-changers, applicants with gaps in their work history, and those who have been engaged in temporary or freelance employment.

A combination style allows you to combine formats by listing your accomplishments and skills first, followed by a cursory listing of your employment history.

Regardless of which format you choose, your name, address, email address, and telephone number(s) should appear at the top of the resume. Place appropriate messages on answering machines. In addition, if you’ve had significant, recent work experience or you’ve been out of school for several years, you may wish to place the experience section before the educational information.

FUNCTIONAL RESUMES

The goal of a functional resume is to describe your experience by functional area, as the name implies.
How you go about doing this is largely dependent upon your career objective. For example, if your career objective is a generalist position in human resource management, your functional headings might be "Supervision," "Human Relations," "Communication," or "Instruction."

These headings are appropriate because they reflect the skill areas relevant to human resource management. Using the functional resume format in this way could be especially effective for someone who has skills but lacks direct experience in human resource management.

Like the chronological style, the first category on the functional resume is the Career Objective. The next category should be one in which you describe your skills and could be titled “Summary of Qualifications,” “Professional Qualifications,” “Professional Experience,” “Related Skills,” or some other similar title.

- Use action verbs to describe your skills and abilities.

Following the description of what you have achieved professionally by field rather than by individual position, you should simply list the statistics of your employment history: position, company, and location, with dates optional. Because you have already outlined your skills by areas and accomplishments, you will not be describing the duties of individual positions in this section.

Your educational background should follow your employment history. Refer to the guidelines for chronological resumes for the appropriate way to list your education.

Following education, you may want to include a category that describes extra-curricular or community activities. The final category should be references available upon request (this category is optional). Have your references' contact information on a separate sheet of paper; never list them on your resume.

Be sure to read the sample “Functional” resumes at the end of this section for formatting examples. Many good books provide detailed information about writing a resume. You may wish to consult them to supplement this guide.

The following resources are available from the Center for Career and Professional Development, along with many others:

- *Gallery of Best Resumes* by David F. Noble
- *Resumes for Mid-Career Job Changers* by VGM Career Horizons
- *The Global Resume & CV Guide* by Mary Anne Thompson
- *America’s Top Resumes for America’s Top Jobs* by J. Michael Farr

Functional Format

P.O Box 1164
Northampton, MA 01061-1164
413-586-2388/ 800-683-WORD
Email Address

SUMMARY:

- Consultant offering site-specific group and individual training to enhance workplace productivity and office functionality
- Skilled in wide range of modalities and techniques, emphasizing self-esteem through physical, mental, and emotional re-patterning
- Diverse experience in administration, supervision, program development and management, sales and marketing

SKILL AREAS:

Training/Facilitation:

Workshops, classes, and individual lessons targeted to each client's needs. Holistic, systems-oriented approach. Topics include but are not limited to:

- Employee motivation and cooperation
- "Win-win" conflict resolution and other communication-oriented problem-solving strategies
- Personal empowerment, creativity, and self-esteem building
- Stress management/wellness education
- Peak performance and productivity
- Therapeutic movement and fitness

Counseling/Teaching:

- Group and individual communication
- Dance/movement and other expressive therapies (certified Kripalu DanKinetics instructor)
- Psychosynthesis, Gestalt, Neuroassociative Conditioning, vocational training, and other modalities
- Experience with variety of mainstream and special needs populations, including business, new immigrants, mental health clients, children, and adolescents

Management:

- Business concept development and coordination from initial idea through test marketing, site selection and design, production, retail and wholesale sales, and follow-up
- Full personnel, financial, and operations responsibilities
- Management experience in retail and human service settings

EDUCATION:

- M.S. in Management, Cambridge College, Northampton, MA (date)
- B.A in Social Work, minor in psychology, University of Wisconsin (date)

WORK HISTORY:

Consultant /Trainer, freelance (dates)

- Clients include Baystate Medical Center, Greenfield YMCA

Manager, A New Leaf, Holyoke, MA (dates)

- Created a new retail program: developed made-from-scratch product line; located and coordinated renovation of storefront, etc.; successfully marketed bulk-ordered handcrafted items by creating new distribution channel
- Instituted team building strategy resulting in 30% decrease in absenteeism and tardiness

Service Coordinator, Mount Tom Institute, Holyoke, MA (dates)

- Promoted three times from original hire as direct-care provider

Community Health Educator/Counselor, CHOICE, Philadelphia, PA (dates)

Dance-Movement Therapist, Northeast Community Center for Mental Health, Philadelphia, PA (dates)

Laura Ewen
111 Bay West
City of Angels, CA 91111

Experience, Strengths, Talents

PROGRAMMING & SPECIAL EVENTS

- As Programming Assistant for the ABC affiliate, worked as programming contact with executive office, sales, news promotions, production, and engineering departments
- Liaison between station's Programming Department and *Los Angeles Times* and *TV Guide*
- Created concept for new late-night program targeting 18- to 25-year-old market
- Used planning skills to help coordinate special event in honor of corporate CEO;
  event was attended by 1,000+ including film producers, directors, athletes, celebrities, officials.

ORGANIZATIONAL STRENGTHS

- Assisted directors as Script Supervisor for multiple feature film (one which earned honors as Best Film at the Cannes Film Festival), as well as commercial spots, PBS special, video tests, three-camera video, and American Film Institute student films.
- Worked closely with producers, directors, actors and technicians, suggesting techniques for acting, directing, and set decoration to enhance film continuity.
- Position required exceptional attention to detail, ability to "think on your feet," tact and diplomacy, a self-starting temperament, and mental/physical stamina to withstand 85-hour work weeks.

THE ARTS

- Writer – Excellent command of the English language; good proofreading and editing skills, capable of producing a proliferation of alliterations (captivating copy, jazzy jingles, loveable lyrics).
- Film – Basic knowledge of production (pre-planning, actual production, post-production analysis), film editing, and programming (from concept through airing). Capable photographer (black and white, color).
- Musician – Five years of classical studies in voice. Considerable on-stage experience as singer/songwriter.

Education

B.A. Degree, English – University of Massachusetts at Amherst

Professional Summary

Programming Assistant, KZZZ-TV, Channel 6 (ABC Affiliate)	(Dates)
Special Assistant to CEO, Entertainment Production Associate	(Dates)
Script Supervisor for various facture films, special commercials	(Dates)

References upon Request

CHRONOLOGICAL RESUMES

The following categories are included in a chronological resume.

Career Objective and/or a Profile or Summary

The objective delineates your professional goal. It exhibits commitment and direction to a particular field. It gives the reader a clear sense of what you want in your next job in terms of the work you want to do, the industry or setting in which you want to work, and the level of responsibility you should have.

The purpose of stating your past work history in the resume is to show that you have the skills and experience needed for the job you want now. Two closely allied fields for which you have applicable qualifications may be mentioned here, but for unrelated fields, several resumes with appropriate career objectives are advised.

Education

This category may or may not precede the section on work experience in your resume. Usually, if your most-pertinent, recent involvement has been in finishing up a degree, you will want to list it here. If, however, you have been out of school several years working in a given field, describe your work background before your education credentials.

Whereas a particular degree does not automatically entitle you to the position you want (or to any position for that matter), it is a credential necessary for certain professional fields, and extremely helpful for others. Potential employers need to know the specifics of your academic qualifications. Outline them in an easy-to-read form such as:

Cabrini College, Radnor, PA
Bachelor of Arts: English/Communication, month, year
Cumulative GPA: 3.4 (GPA only included if a 3.0 or above)
(Master's Degree GPA included if a 3.5 or above)

Other information you may wish to offer in this category includes a brief listing of pertinent or unusual coursework (as opposed to basic requirements for your degree), honors and awards, and any colleges or universities from which you received a previous degree (Associate's or Bachelor's) or from which you may have transferred.

Honors and awards will be positive indicators of your academic achievements; therefore, you may wish to set them off in their own category, either directly following the education section, or before any information you may include on your extra-curricular and community activities.

Licensure

This category follows the education section of your resume. It is utilized for fields such as Education, Nursing, Engineering, and CPR Certification and may be termed "Certification," if that is more applicable to your particular background. If it is pending, be sure to note when you are planning to sit for the associated examination, or when you expect to receive the license or certificate.

Experience

The chronological resume must give the potential employer information on where you were employed and in what capacity. In addition, it describes the nature of your work and gives a sense of general time frame. For those descriptions, you will present yourself most effectively if you use action verbs. Here is an example:

Tutor, English as a Second Language,

Chinese-American Cultural Center, Philadelphia, PA (dates)

- Instructed six students in English grammar and vocabulary
- Provided assistance in understanding American colloquial expressions within proper cultural content
- Led conversation groups and facilitated development of correct pronunciation

Remember, keep the dates general, and avoid smaller details, such as company addresses, although city and state should be offered.

Activities

List extra-curricular, volunteer activities, and community service in which you are or were involved. Anything related to your professional objective should be included first, e.g., membership in the Pennsylvania State Education Association (PSEA) for teachers. Phrase any acronyms like that, with the acronym in parentheses following the title.

Differentiate between offices held and general membership in a given organization. Use discretion when deciding when or how to list organizations that will supply potential employers with information, which is illegal for them to request, *e.g.*, titles that may indicate your race, religion, national origin, or political affiliation.

You might want to include a list of your hobbies and interests here, or in a separate section, following activities, but leave it out if it would necessitate a second page.

Skills

Indicate special skills in which you are proficient, e.g., computer skills, Internet proficiency, fluent in French, classical pianist, vocalist.

References

Your last section should let employers know that you have acquired several letters of recommendation. This category need only read: Available upon request. Again, do not list the names of your references on your resume.

Following are examples of chronological-format resumes that provide an idea of format, wording, etc.

Chronological Format – Sales & Marketing

5677 College Lane, Anytown, Oregon 97034
503-555-5555
email address

BACKGROUND SUMMARY

Aggressive marketing professional with solid experience in territory development, major account management, and public relations

- Excellent communication skills; able to establish productive, long-term relationships with corporate decision-makers
- Highly self-disciplined with ability to prioritize tasks and work independently with minimum supervision
- Resourceful and trainable with readily transferable skills

EXPERIENCE

CABLE SYSTEMS, INC. - Portland, OR (dates)

Account Manager

Hired to rebuild business that was lost during company's downsizing and reorganization in (date). Responsible for price negotiations and continuous maintenance of account files. Set up territory call schedules and entertain account decision-makers.

- Consistently met or exceeded sales quotas

ADVO EQUIPMENT CORPORATION - Portland, OR (dates)

Sales Representative

Sold construction equipment to contractors, construction companies, municipalities and rental yards. Priced new equipment and appraised trade-ins. Sold financing and developed comprehensive sales presentations.

- Despite decline in market conditions, successfully rebuilt account base to previous levels

CABLE SYSTEMS, INC. - Portland, OR (dates)

Territory Manager

Managed territory that showed significant growth and sales increases each period.

- Two-time winner of the "Gold Circle" sales excellence award

CANADIAN VIP SERVICES - Alberta, Canada (dates)

Sales Representative

Managed large sales territory and successfully developed new accounts.

- Built yearly sales from $0 to $2,000,000 in two years
- Member, Achievers Club

EDUCATION

PORTLAND STATE UNIVERSITY, Portland, OR

- Bachelor of Science: Business Administration (date)

TOM HOPKINS SALES TRAINING SEMINAR, Portland, OR (date)

REFERENCES Provided upon request

Susan J. Search

000-555-1234 email address 1234 Some Street Anytown, State 12345

- Talented reporter with extensive administration, and research skills
- Self-motivated and able to work independently
- Excellent organizational and analytical skills; able to focus on the important aspects of information
- Extensive government and legal contacts in Delaware Valley
- Consistently recognized by peers for superior writing ability
- Some editing experience

PROFESSIONAL EXPERIENCE

THE ANOTHER TOWN PAPER, City, State (dates)

Anytown Bureau Chief/Staff Writer (dates)

Supervise stringers and interns in Anytown-Country area. Assign stories; assist with background information and contacts; direct story compilation. Cover city/county government and other news.

State Staff Writer/Anytown Bureau (dates)

Researched, investigated and wrote news stories and feature articles throughout North East State. Tracked all news items in three-county area. Specialized in coverage of law enforcement, crime and courts at all levels. Organized election news reports in the paper's 23 county circulation area.

Intern/Part-time Writer (dates)

EDUCATION

Bachelor of Science: Journalism, cum laude (date) State University, City & State

Basic Photography Continuing Education, Editing I (Dr. Professor), University, City & State

PROFESSIONAL AFFILIATIONS

National Federation of Press Women, Conference Director of National Conference, City, State

Press Women Freedom of Information/Legislation Director

Northeast District Director

AWARDS

NATIONAL FEDERATION OF PRESS WOMEN COMMUNICATIONS CONTEST

News Reporting Awards: First Place, (date), Second Place, (date)

STATE PRESS WOMEN COMMUNICATIONS CONTEST

First, Second, Third Place and Honorable Mention Awards in News Reporting, Feature Story, Interview, News Photography, and Special Articles-Education Categories

WRITING SAMPLES AND REFERENCES AVAILABLE UPON REQUEST

Andrew R. Thompson
2000 S. Linwood Lane #12
Portland, Oregon 97000
503-555-5555
email address

Profile

Multi-disciplined graphics designer with award-winning experience in design and illustration, print advertising, packaging design, and typography.

- Skilled in managing all phases of the creative process, from concept through delivery.
- Experience in designing brochures, catalogs, logos, fliers, and other marketing communications
- Proficient in budgeting, bidding, scheduling and project management
- Able to consistently produce high-quality work on time and within budget

RELATED SKILLS: Lettering; black & white line art; airbrushing; photo retouching and proofing; 3-D modeling; technical drawing and illustration.

Awards

Certificate of Merit	Art Directors of Portland
Certificate of Excellence	Los Angeles Design Association
Certificate of Distinction	Art Director Magazine
Award of Merit	Society of Technical Communicators
Design of Excellence Award	Print Magazine
Award of Merit	ADDY
Award of Excellence	Pacific Printing Industries
Award of Excellence	American Corporate Identity

OTHER ACHIEVEMENTS: Appeared in *Print* Magazine, *American Illustration* (Book #3), and *American Corporate Identity* (Book #7)

Education

MUSEUM ART SCHOOL – Portland, Oregon
Bachelor of Fine Arts, Design (Date)

Experience

EVERTON ILLUSTRATION & DESIGN – Portland, Oregon (dates)
Freelance Illustrator / Designer
Completed various types of graphic design and illustration projects for clients such as Tektronix, Xerox, Nike, and Intel Corporation.

ART DESIGN, INC. – Portland, Oregon (Dates)
Illustrator / Designer

ADVO LTD. – Portland, Oregon (Dates)
Illustrator / Designer

References

References and portfolio available upon request

George A. Whatman
111 East New Lane
Fresno, California 93700
209-111-1111
email address

QUALIFICATIONS

Accomplished 17-year career encompassing strengths in:

- Administration/Management
- Resource Development/Fundraising
- Human Resources/Personnel

PROFESSIONAL EXPERIENCE

Administration/Management

- Planned and managed business operations for non-profit organizations, including finance, budgeting, facilities management, staffing, programming, and public relations
- Prepared comprehensive business operating plan with short-range and long-range goals.
- Negotiated contractual agreements pertaining to purchase of property, rental of facilities valued at $2 million, refinancing, and construction/remodel projects.
- Balanced budget after long history of deficits.

Human Resources/Personnel

- Managed all facets of Human Resource Department including start-up of new department.
- Experienced in recruiting, interviewing, placement, and evaluation of personnel (program managers, departmental supervisors, construction/trades, educators, and support staff.
- Conducted orientation and wrote curricula for training.
- Researched, presented for CEO approval, and administered employee benefits program.
- Wrote policy and procedures manual.
- Developed personnel forms.

Resource Development/Fundraising

- Directed resource development programs for multi-state region.
- Targeted untapped cities through direct mail, generating $25,000 in revenue.
- Achieved $10,000 through direct mail alone, using segmented list of genesis series of letters.
- Developed prospect lists and data files for new donor acquisition.
- Took over planning for annual banquet and generated $25,000 (prior year's event lost money).
- Assisted in developing a deferred giving and financial counseling program.

EDUCATION

Masters of Arts Degree, Famous University
Bachelor of Science Degree, Some University

EMPLOYMENT HISTORY

Director of Personnel/Resource Development: New Services, Inc., Fresno, CA (dates)
Senior Administrative Pastor: Important Services, Village, ST (dates)
Senior Administrative Pastor: Important Endeavor, Village, ST (dates)

Combination Format

Temporary Address
119 Eddy St.
Ithaca, NY 14850
607-902-8304

Permanent Address
120 Wilson Drive
Camp Hill, PA 17011
555-888-3355

EDUCATION/HONORS

Cornell University, Ithica, NY, *Bachelor of Arts in Spanish*, May 2006, GPA: 3.5

Dean's List 2003-2006, Alpha Lambda Delta Honorary Society, Unions and Activities Distinguished Service Award, Bryn Mawr Summer Program in Madrid, 2005

Related Courses: Accounting, Business Management, Advertising and Promotions, Calculus

MANAGEMENT/LEADERSHIP

House Manager, *Pennsylvania Stage Company*, Allentown, PA (Summer 2004)
Represented theatre during performances. Introduced and coordinated effective volunteer program; recruited, trained, and supervised staff of 100 ushers. Restructured and systematized concessions services; controlled inventory and bank for concessions. Maintained security.

Teaching Assistant, *Cornell University* (Fall 2003)
Prepared lesson plans and facilitated discussion sections weekly. Provided feedback and recommendations for students and instructor; refined group process skills.

PROMOTION/PUBLIC RELATIONS

Promotion Chairperson, *University Unions Program Board, Cornell University* (2003 – 2006)
Devised and implemented advertising, campaigns for major events. Designed and distributed posters; placed newspaper ads and radio spots.

Ambassador, College of Arts and Sciences, *Cornell University* (2003 – 2006)
Acted as a liaison between the College, and potential students. Conducted information sessions and tours, hosted visiting students, and promoted Cornell at high schools.

PROGRAM DEVELOPMENT/MARKETING

Co-Coordinator, Senior Class Activities, *Cornell University* (2004 – 2005)
Coordinated activities for class of 3,000. Headed and delegated responsibilities to a 10-person committee.
Managed successful marketing campaigns for products and events.

Lecture Programming Chairperson, *Cornell University Program Board* (2002 – 2003)
Researched and developed program opportunities. Directed committee coordinating major lecture series; forecasted community response. Prepared and presented budget.

TYPING AND PRINTING

Be certain that your resume information is uploaded (from a Microsoft Word document) into online resume-referral sites. You can electronically forward your resume to employers and they can search for your resume online.

A resume must be neat and readable, with consistent format and abbreviations, and without typographical errors. Be sure to leave enough “white space” for employers to make notes on the page, but not so much as to use the space inefficiently.

- A usual resume margin is ¾” to 1” all around.
- Resume should be typed and printed clearly and darkly enough to read easily.
- Use a font large enough to read, typically 10 - 12 point.
- Paper should be stationery-quality and somewhat textured, with approximately 25% cotton or linen fiber content, sometimes called "resume paper."
- It is preferable to use a white or ivory color for any field other than the creative arts.

If you decide to have your resume professionally printed, be explicit in your requirements and questions, and provide the printer with a typewritten or very neatly hand-printed copy. You may wish to have a camera-ready original offset.

PLANNING and PRROFREADING

Before sitting down to compose your own resume, read one! This guide contains several sample resumes, a sample list of action verbs, and examples of career objectives. After you have developed a rough draft, have someone else take a look.

SAMPLE CAREER OBJECTIVES

The below listed sample career objectives are intended to serve only as a guide. Use them as examples of short, concise, well-written position objectives. Don't just copy these; take the time to compose your own career objective.

Be sure that your individual objective reflects your career interests and employs correct usage of the English language. Keep in mind that your objective will change with each position. Tailor your objective to reflect the skills and attributes that you can bring to each specific position.

- A management position within a financial organization integrating my background in cost accounting and analysis of financial systems.
- A managerial position within public relations or advertising firm, utilizing my proficiency in editing, layout, and graphics.
- A secondary level teaching position in English utilizing my skills in writing, training, and coaching.
- A management position within a biochemical laboratory setting which would utilize my technical, medical, and administrative expertise.
- A case-management position in a full-service community agency requiring excellent therapeutic and supervisory skills.
- A fund-raising position in a non-profit organization which would utilize my skills in community outreach and the development of written promotional materials.
- A position as a nurse recruiter drawing on my dual background in medicine and human resources.
- Seeking new challenges in a position as communications director in a private-sector corporate environment.
- To continue my work with young people in a position as a vocational counselor in a program involved with at-risk or disadvantaged youth.
- To bring my extensive experience as a certified accountant into the administration of a large metropolitan art museum.

Action-Verb List

- accomplished
- achieved
- adapted
- administered
- advised
- aided
- analyzed
- answered
- appraised
- approved
- arranged
- ascertained
- assessed
- assisted
- assumed
- augmented
- calculated
- catalogued
- clarified
- compiled
- completed
- composed
- conceived
- conducted
- consulted
- cooperated
- coordinated
- correlated
- counseled
- created
- delegated
- delivered
- demonstrated
- designed
- determined
- developed
- devised
- diagnosed
- diagramed
- directed
- displayed
- distributed
- edited
- eliminated
- employed
- encouraged
- established
- evaluated
- examined
- expanded
- expedited
- facilitated
- focused
- formulated
- founded
- generated
- guided
- handled
- headed
- implemented
- improved
- incorporated
- increased
- indexed
- influenced
- initiated
- inserted
- instructed
- integrated
- interpreted
- interviewed
- introduced
- investigated
- maintained
- managed
- modeled
- modified
- monitored
- motivated
- observed
- obtained
- operated
- organized
- oriented
- originated
- participated
- performed
- planned
- prepared
- presented
- preserved
- prioritized
- processed
- produced
- programmed
- proposed
- proved
- provided
- purchased
- received
- recommended
- recorded
- recruited
- rectified
- reduced
- regulated
- reinforced
- removed
- reorganized
- reported
- researched
- restored
- revamped
- reviewed
- revised
- scheduled
- screened
- selected
- set up
- simplified
- solved
- sorted
- specialized
- streamlined
- strengthened
- structured
- substituted
- suggested
- supervised
- supported
- taught
- tested
- trained
- transformed
- translated
- tutored
- unified
- updated
- used
- utilized
- verified
- volunteered
- widened

Self-Descriptive Words

- active
- ambitious
- creative
- dependable
- diplomatic
- efficient
- enterprising
- forceful
- proficient in
- objective
- personable
- productive
- resourceful
- self-reliant
- tactful
- will travel

SAMPLE COVER LETTERS

Rose Taylor

3851 Somewhere Lane
Sierra Vista, AZ 85635
000-000-0000
Email: rtaylor@writeme.com

October 1, xxxx

Dan White
Insurance Adjustors Organization
4514 Commerce St.
Costa, FL 55555

Dear Mr. White,

Please consider this letter of introduction as an expression of my interest in exploring professional opportunities with your organization. I have enclosed my resume for your review.

At this point in my career, I am seeking to transition my experience into accounting with a dynamic organization that offers an opportunity to utilize my training and develop my knowledge/skills as a professional accountant.

Qualifications I bring to your organization include:

- A career marked by rapid advancement as a result of excellent work habits and strong ethics.
- Track record for significant improvements and innovative solutions.
- Solid technical foundation in accounting fundamentals.

I will work hard to achieve bottom-line results and look forward to discussing how I can contribute to your company's future success. Thank you for your time, consideration and forthcoming response.

Sincerely,

Rose Taylor

Enclosure

SAMPLE COVER LETTERS

Jesse Lang
1234 Candy Lane South
Anycity, Washington 98000-0000
(555)123-1212

July 29, XXXX

Mary Smith, Executive Placement
Northwest Energy
7823 – 164th Avenue
Anycity, Anystate, 99999

Dear Ms. Smith,

RE: Executive Assistant, #12-EA position advertised in the July 28 issue of *The Times*
As an experienced Executive Assistant who has successfully supported senior-level management personnel over an 18-year career, I have developed the skills and acquired the knowledge to ensure the highest level of competence, time management, and confidentiality.

My ongoing objective is to make my boss' job easier, and I have consistently been successful in doing just that. IT is this ability, plus commitments to quality, that make me an excellent candidate for Executive Assistant, #12-EA, currently open at Northwest Energy.

For 14 years I served as an Executive Assistant and Secretary to the Vice President of Campaign and Resource Development for the American Heart Association. Driving the fund-raising for up to $60 million, my supervisor needed—and received—efficient, effective response to up to 50 telephone calls daily, coordination of materials for and activities by loaned executives from all major U. S. businesses, and on-time delivery of up to 100 pieces of correspondence each day.

As your newest Executive, you can expect the same performance that past employers have praised:

- Loyalty and service
- Competence with intricate attention to detail
- Customer service and solid follow-through abilities
- Proficient computer and office service skills
- Time management and excellent prioritizing and organization strengths
- Extensive experience scheduling and coordinating activities, including that of other internal and external customers at all levels of managements

I look forward to discussing in greater detail with you the ways in which I can assist Northwest Energy.

I will call you next week to schedule a conversation.

Sincerely,

Jesse Lang
Enclosure: Resume

Norma Samuels

43 Oakland Avenue ● Dedham, MA 02026 ● 555-555-5555

September 10, XXXX

Dr. Stephen Nash
Director of Personnel
Anytown Public School
123 Main Street
Anytown, MA 00000

Dear Dr. Nash,

If you are interested in a dynamic and creative teacher with the ability to challenge and motivate students of all backgrounds and ability levels, please consider the enclosed resume for the position of high school history teacher.

My background includes a combination of business and teaching experience. As a business owner I hired, trained, and supervised many teenagers in several suburban retail businesses. As a teacher for the past six years, I have worked with a diverse population of students from middle school through college.

By combining a solid grounding in the academic material with a highly creative flair, I have been effective adapting the curriculum and modifying my teaching style to accommodate different ability and interest levels. I have been successful with behaviorally challenged students as well as with academically serious students, and those in between.

I am committed to creating a safe leaning environment that encourages young people to share ideas, think creatively, take risks, and make rational choices. I would welcome the opportunity to apply my commitment and my skills to benefit the Anytown Public Schools and look forward to speaking with you. You can contact me at 555-555-5555.

Thank you for your consideration.

Sincerely,

Norma Samuels

Douglas L. Morganstern

128 Coral Reef Drive ♦ Clearwater, Florida 33000 ♦ 727-000-0000

August 2, 0000

Mr. Martin Stevens
H. R. Recruiter
Microsoft Corporation
One Microsoft Way
Redmund, WA 98000-0000

Dear Mr. Stevens,

Although I have established a successful career as a General Manager with a hotel industry leader, my goal now is to transition my general management experience and technical skills into new, professional roles within the IT arena. To that end, I am confidentially investigating employment opportunities with progressive technology companies and have enclosed my resume, which will provide you with a summation of my credentials.

As a General Manager, I am routinely faced with challenges involving the need to evaluate, upgrade, and implement technologies that will improve our level of operations and provide greater efficiency. This is where I have excelled.

My technical proficiency led to expanding my managerial responsibilities to include serving as an “on-site ID application specialist.” In this capacity, I have gained significant experience in areas such as systems integration, hardware /software analysis, network modeling, reengineering service applications, and systems life cycle management. My success in developing and delivering cost-effective solutions for performance-driven operations yielded notable results in enhancing P&L efficiency and annexing corporate goals.

Besides my unique blend of technical and general management experience, I offer your company an excellent record of peak performance, significant achievements, and decisive leadership, in addition to a strong academic and management training background. As a proactive thinker with a vision toward future challenges, the unprecedented rate of change in Information Technology serves as a catalyst in my pursuit of greater opportunities within this environment.

I appreciate your time and consideration. I will contact your office next week to follow up on scheduling a time for us to meet.

Sincerely,

Douglas Morganstern
Enclosure

ONLINE RESOURCES

Joseph's People - www.josephspeople.org

"We, the Leadership Committee of Joseph's People, inspired by the example of St. Joseph the Worker and supported by our Parish community, are dedicated and committed to offering support, guidance, and job counseling services to the people of the Greater Delaware Valley who are unemployed or are seeking full employment in this area. We do so without regard for the religious affiliation of those seeking our help".

40 Plus Philadelphia - www.40plus.org

"Forty Plus is the Nation's oldest and most successful non-profit organization dedicated to helping currently available mangers, executives and other professionals over 40 years of age find jobs!"

PA Department of Labor and Industry - www.dli.state.pa.us
Click on the Unemployment Compensation Quick Link for guidelines for setting up a claim in Pennsylvania.

NJ Department of Labor - www.state.nj.us/labor
Click on Benefits for information on how to apply for unemployment benefits in New Jersey.

For Alumni Over 50: www.aarp.org

About.com's Comprehensive Guide to Career Planning and Career Changing, with links to relevant articles and websites.
http://careerplanning.about.com/cs/careerchange

The Riley Guide's comprehensive list of links for Coping with Job Loss and Self-Assessment Resources:
www.rileyguide.com