

Résumés, Letters, and Professional Correspondence

There are two types of job application documents:

A **résumé** is a concise document typically never longer than two pages, covering the past 10-15 years of work history. A résumé should be tailored to every job position in which you apply. It highlights professional experience in a reverse chronological order, and highlights your professional fit for the position and uniqueness from among the competition.

The **CV (Curriculum Vitæ, Latin for “course of life”)** is more in-depth. It is usually at least three pages, and contains details and achievements (work, publications, awards, honors, speaking engagements, grants received for research/educational work, etc.) CVs are not tailored for different job applications. They are meant to showcase your life's work.

Résumé

VS

Curriculum Vitæ

1-2 pages

LENGTH



2+ pages

A résumé is a brief summary of skills and experience over one or two pages

PURPOSE



CV is more detailed and can stretch well beyond two pages

Resumes are tailored to each position

ORGANIZATION



CVs stay the same, expanding throughout one's career

A résumé is a brief, targeted list of skills and achievements customized for each job application

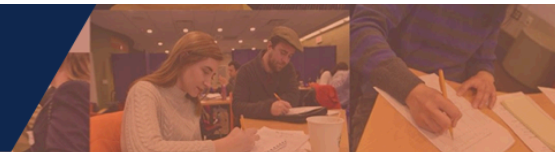
WHO NEEDS ONE?



A CV is a full-record of your career history

A résumé is, by far, the preferred application document in the United States and Canada. A CV is only recommended when applying for a job abroad or if searching for a position in academia, or medical and research fields.





LEARN HOW TO MAKE THE BEST "FIRST IMPRESSION"

Use these guidelines to check and recheck your résumé

ALWAYS

- Begin by studying the job description
- Customize the resume for the job
- Optimize keywords throughout
- Be mindful of Applicant Tracking Systems (ATS)*
- Use consistent font throughout
- Use only Calibri, Arial, or Tahoma fonts
- Margins should be at least .5 inch, no more than 1.5
- Always use a "Summary" or "Profile" statement
- Try to keep it to one page but no more than two
- Keep information relevant to the position
- Include only info from the last 10-15 years

DO NOT

- Use an "Objective"
- Use pronouns such as me, my, I, our, etc.
- Full sentences (unless it's a legal resume)
- Use periods at the end of bullet points or skills
- Overuse bold, CAPS, italicized or underlined words
- List high school or associate degrees in Education
- Include personal information or pictures
- Add "References Available Upon Request"
- Use embedded Headers or Footers
- Have more than two pages
- Send without PROOFREADING!!

*ATS stands for "Applicant Tracking System," and is a type of software used by recruiters and employers during the hiring process. It collects, sorts, and ranks all job applications received. Most employers rely on ATS software to help streamline their recruitment process.

Basic “Chronological” Résumé Worksheet

(Use the backs of the pages if needed.)

CONTACT INFORMATION

Address | City, State | Email | Phone Number

PROFILE

- (Include experience in...) _____
- (Include your ability to...) _____
- (Include what your background is...) _____
- (Include technology related to the job that you are efficient in...) _____

KEY CORE/HARD-SKILLS:

- _____
- _____
- _____
- _____

EDUCATION

Western Connecticut State University, Danbury, CT

Bachelor of _____ Degree in _____; Minored in _____

Expected date of graduation: 20XX – G.P.A. _____ /4.0

Coursework: _____, _____, _____
 _____, _____, _____

INTERNSHIP

_____ Title _____ Company Name _____ Town _____ ST _____ Mo/Yr to Mo/Yr

- _____ + _____ + _____
 Start with Action Verb How you completed an Action/Task Results & Outcomes by doing your Action/Task
- _____
- _____

OTHER WORK EXPERIENCE

_____ Title _____ Company Name _____ Town _____ ST _____ Mo/Yr to Mo/Yr

- _____ + _____ + _____
 Start with Action Verb How you completed an Action/Task Results & Outcomes by doing your Action/Task
- _____
- _____

VOLUNTEER WORK

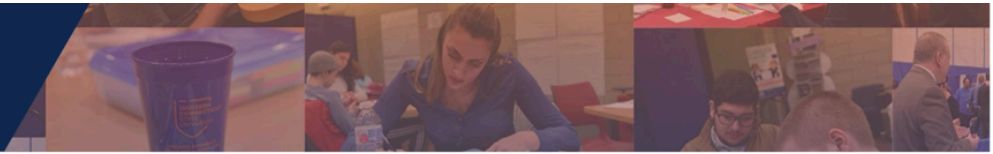
_____ Company Name _____ Town _____ ST _____ Position/How you are Involved _____ Mo/Yr to Mo/Yr

MEMBERSHIPS/ASSOCIATIONS

_____ Company Name _____ Town _____ ST _____ Position/How you are Involved _____ Mo/Yr to Mo/Yr

HONORS/AWARDS

_____ Title of Honor or Award _____ Organization Name _____ Town _____ ST _____ Mo/Yr



Basic “Chronological” Résumé Sample

JOHN SMITH

123 Main Street, Danbury, CT 06810 ▪ (555) 555-5555 ▪ John.Smith@gmail.com

PROFILE

- Recent graduate who maintained a 3.8 G.P.A. while working full-time
- Collaborated as the Basketball team captain and promoted leadership skills
- Class President, 20XX to 20XX
- Clocked over 500 hours utilizing Microsoft Office Word, Excel and PowerPoint

KEY CORE/HARD-SKILLS:

- Social Media: Facebook, Instagram
- Website Programming/Branding
- Public Speaking
- Microsoft Office Applications
- Customer Service
- Merchandising

EDUCATION

America’s Best University, Town, CT
Bachelor of Science Degree in Marketing; Minored in Psychology
Expected date of graduation: 20XX – G.P.A. 3.8/4.0

Coursework: Consumer Behavior, Marketing Management, Marketing Research, Microeconomics, International Business, Industrial Marketing, Social Media in Marketing

INTERNSHIP

Assistant/Intern, SMART Magazine, New York, NY 20XX – 20XX

- Contacted leading manufacturers to obtain sample merchandise
- Assisted the Fashion Editor at photo shoots and organized clothing and accessories for use
- Wrote captions and explained new seasonal fashion trends
- Directly assisted in transforming and writing the “Makeover” feature for the magazine

OTHER WORK EXPERIENCE

Marketing Assistant/Intern, ESPN, Bristol, CT 20XX – Present

- Track competitive information and prepare business proposals for marketing staff
- Send out media kits to new clients and perform follow-ups
- Implemented a tracking system for monthly expenses and travel arrangements
- Organize weekly sales staff meetings and set up conference calls for outside office
- Mastered Microsoft Office Word, PowerPoint, Excel, Outlook and Publisher skills

VOLUNTEER WORK

- Komen Race for a Cure, New Britain, CT; Volunteer Race Organizer 20XX – Present

MEMBERSHIPS/ASSOCIATIONS

- Student Government Association (SGA); Class President 20XX – 20XX

HONORS/AWARDS

- 20XX Recipient, Who’s Who Among College Students, Richmond, VA 20XX

To assist you in describing your educational and employment experiences, go through the list and see which ones you can use to give punch to your resume.

COMMUNICATION/PEOPLE SKILLS

Addressed	Condensed	Distinguished	Interpreted	Negotiated	Referred
Advertised	Conferred	Drafted	Interviewed	Observed	Rejoined
Arbitrated	Consulted	Edited	Involved	Obtained	Reported
Argued	Contracted	Elicited	Joined	Outlined	Resolved
Arranged	Conveyed	Enlisted	Judged	Participated	Responded
Articulated	Convinced	Explained	Led	Persuaded	Sold
Authored	Corresponded	Expressed	Lectured	Presented	Solicited
Briefed	Created	Formulated	Listened	Promoted	Specified
Clarified	Debated	Furnished	Manipulated	Proposed	Spoke
Closed	Defined	Helped	Marketed	Publicized	Suggested
Collaborated	Developed	Identified	Medicated	Read	Summarized
Communicated	Directed	Incorporated	Moderated	Reasoned	Synthesized
Composed	Discussed	Influenced	Motivated	Reconciled	Translated
Concluded	Dispatched	Interacted	Merged	Recruited	Wrote

CREATIVE SKILLS

Abstracted	Designed	Fashioned	Integrated	Perceived	Shared
Acted	Developed	Formulated	Introduced	Performed	Set
Adapted	Devised	Founded	Invented	Photographed	Solidified
Began	Directed	Generated	Launched	Planned	Solved
Combined	Discriminated	Illustrated	Memorized	Published	Summarized
Composed	Displayed	Imagined	Modeled	Remodeled	Synthesized
Conceptualized	Drew	Imported	Modernized	Revised	Translated
Condensed	Entertained	Initiated	Modified	Revitalized	Visualized
Created	Established	Innovated	Originated	Shaped	Wrote
Customized	Explored	Instituted	Painted		

MANAGEMENT/LEADERSHIP SKILLS

Accentuated	Controlled	Envisioned	Increased	Planned	Scheduled
Administered	Converted	Established	Initiated	Presided	Secured
Advanced	Coordinated	Evaluated	Inspected	Prioritized	Selected
Analyzed	Cut	Executed	Instituted	Produced	Streamlined
Appointed	Decided	Expanded	Led	Quadrupled	Strengthened
Approved	Delegated	Fine Tuned	Managed	Recommended	Supervised
Assigned	Developed	Founded	Merged	Recovered	Terminated
Attained	Directed	Generated	Moderated	Recruited	Trained
Caused	Doubled	Handled	Motivated	Reorganized	Transformed
Chaired	Eliminated	Headed	Navigated	Replaced	Tripled
Changed	Emphasized	Hired	Organized	Restored	Troubleshoot
Considered	Employed	Hosted	Originated	Restructured	Vended
Consolidated	Empowered	Implemented	Overhauled	Reviewed	
Contained	Enforced	Improved	Oversaw	Salvaged	
Contracted	Enhanced	Incorporated	Performed	Saved	

DATA/FINANCIAL SKILLS

Accounted for	Calculated	Dispensed	Inventoried	Programmed	Tested
Administered	Checked	Dispersed	Maintained	Profited	Totaled
Adjusted	Compounded	Estimated	Accuracy	Projected	trimmed
Allocated	Computed	Earned	Managed	Purchased	Upgraded
Analyzed	Conserved	Extracted	Marketed	Qualified	Underwrote
Appraised	Corrected	Figured	Maximized	Quantified	Yielded
Approximated	Counted	Financed	Measured	Reconciled	
Assessed	Decreased	Forecasted	Multiplied	Reduced	
Audited	Detailed	Grossed	Netted	Researched	
Balanced	Determined	Increased	Planned	Retrieved	
Budgeted	Developed	Speed	Prepared	Solved	

MANUAL SKILLS

Aligned	Built	Fed	Operated	Punched	Set-up
Assembled	Controlled	Handled	Performed	Retooled	Skilled
Bound	Drilled	Lifted	Pulled	Seviced	Tended
Bent	Drove	Moved			

HELPING SKILLS

Accommodated	Assured	Counseled	Expedited	Listened	Represented
Adapted	Attended	Demonstrated	Facilitated	Mentored	Resolved
Adjusted	Augmented	Developed	Familiarized	Mobilized	Safeguarded
Advised	Backed	Sensitivity	Fostered	Motivated	Serviced
Advocated	Boistered	Diagnosed	Furthered	Perceived	Simplified
Aided	Cared	Directed	Guided	Preventive	Spoke
Alleviated	Clarified	Eased	Helped	Protected	Supplied
Answered	Coached	Educated	Integrated	Provided	Supported
Arbitrated	Collaborated	Elevated	Insured	Referred	Used
Arranged	Consolidated	Encouraged	Interceded	Rehabilitated	Teamwork
Assessed	Contributed	Endorsed	Intervened	Related	Approach
Assisted	Cooperated	Ensured	Led	Rendered	Volunteered

ORGANIZATIONAL/DATA SKILLS

Accomplished	Compiled	Filed	Met deadlines	Recorded	Screened
Achieved	Completed	Followed	Monitored	Registered	Standardized
Approved	Configured	Through	Obtained	Reserved	Submitted
Arranged	Corrected	Generated	Operated	Responded	Supplied
Catalogued	Corresponded	Implemented	Ordered	Retained	Systematized
Charted	Dispatched	Incorporated	Organized	Retrieved	Tabulated
Classified	Distributed	Inspected	Prepared	Recorded	Updated
Coded	Diversified	Judged	Processed	Reviewed	Validated
Collated	Enforced	Logged	Provided	Routed	Verified
Collected	Executed	Maintained	Purchased	Scheduled	
Compared	Facilitated				

RESEARCH SKILLS

Analyzed	Decided	Extracted	Interviewed	Published	Studied
Archive	Detected	Extrapolated	Invented	Rated	Solved
Branded	Determined	Filed	Investigated	Recognized	Summarized
Catalogued	Diagnosed	Formulated	Linked	Problems	Surveyed
Clarified	Differentiate	Gathered	Located	Recorded	Synthesized
Collected	Documented	Hypothesized	Measured	Researched	Systematized
Compiled	Evaluated	Indoctrinate	Observed	Reviewed	Tested
Compared	Examined	Inspected	Organized	Searched	Unearthed
Conducted	Experimented	Interpreted	Perceived	Scanned	Wrote
Critiqued	Explored				

TEACHING SKILLS

Accommodate	Clarified	Demonstrated	Facilitated	Instructed	Stimulated
Archived	Coached	Developed	Focused	Invented	Taught
Adapted	Communicated	Empowered	Guided	Modeled	Tested
Adopted	Conducted	Enabled	Individualized	Motivated	Trained
Advised	Coordinated	Encouraged	Influenced	Persuaded	Transmitted
Benchmarked	Counseled	Enlightened	Informed	Schooled	Tutored
Briefed	Critiqued	Evaluated	Initiated	Shaped	Validated
Challenged	Decided	Explained	Instilled	Simulated	Valued

TECHNICAL SKILLS

Accelerated	Changed	Detected	Generated	Pioneered	Replaced
Acclimated	Channeled	Determined	Improved	Prepared	Restored
Activated	Charted	Developed	Increased	Printed	Revamped
Adapted	Circulated	Devised	Installed	Processed	Solved
Adhered	Computed	Diagrammed	Interfaced	Programmed	Specialized
Adjusted	Conceived	Diversified	Launched	Rebuilt	Standardized
Applied	conserved	Drafted	Maintained	Reconstructed	Streamlined
Assembled	Constructed	Engineered	Mastered	Rectified	Studied
Automated	Converted	Excelled	Modified	Re-designed	Surveyed
Balanced	Coordinated	Expanded	Molded	Re-engineered	Systematized
Built	Debugged	Expedited	Networked	Regulated	Upgraded
Calculated	Deferred	Fabricated	Operated	Remodeled	Utilized
Centralized	Demonstrated	Formed	Overhauled	Repaired	Wrote
Challenged	Designed	Fortified	Packaged		

Health Promotion Science (HPX)

JANE SMITH

181 White Street, Danbury, CT 06810, (203) 555-1234, SmithJane@gmail.com

PHYSICAL THERAPIST ASSISTANT

- Skilled Physical Therapist Assistant with three years of clinical experience in outpatient and inpatient facilities
- Excellent technical knowledge and skills; establishes excellent rapport with patients and therapists to create trusting rehabilitation and working relationships
- Proficiency in orthopedic rehabilitation skills with additional experience in a range of physical therapy patient conditions

AREAS OF EXPERTISE / SPECIALTIES

- Outpatient & Inpatient Care
 - Patient Safety
 - Patient Notes & Records
- Orthopedic Rehabilitation
 - Orientation & Training
 - Diverse Therapy Techniques
- Patient Education
 - Exercise Approaches
 - Treatment Intervention

EDUCATION

Western Connecticut State University, Danbury, CT
20XX
Bachelor of Science Degree in Health Promotion Studies; Minor in Psychology
GPA 3.5/4.0 May

INTERNSHIP EXPERIENCE

- DANBURY PHYSICAL THERAPY**, Danbury, CT March 20XX - Present
Staff Physical Therapist Assistant
- Outpatient PTA with orthopedic caseload; emphasis on a functionally-based exercise approach
 - Assists in the treatments of patients with neurologic conditions such as pediatric MD, MS, and post-acute head injuries
 - Supports practice's focus on core and pelvic stabilization
 - Assists with patient treatments and record information on treatment, progress, and intervention
 - Ensures safety of patient using extensive knowledge and background of procedures and protocols

OTHER EXPERIENCE

- DANBURY MEMORIAL HOSPITAL**, Danbury, CT June 20XX - March 20XX
Wellness Assistant
- Provided physical therapy assistance in a principally outpatient care setting
 - Supervised patients during treatment to ensure correct and safe implementation and kept accurate records of treatment and patient progress
 - Educated patients in proper exercise techniques and use of equipment
 - Managed inventory and ordered supplies to ensure full functionality of therapy clinic

MEMBERSHIPS / ACTIVITIES

WCSU Women's Lacrosse Team, 20XX - Present
WCSU Health and Wellness Club, 20XX - Present
National Association of Physical Therapists, Member, 20XX - Present

Nursing

JANE DOE

181 White Street
Danbury, CT 06810
(203) 555-1234
yourname@gmail.com

PROFILE

- Over five years of nursing experience working in hospitals and long-term care facilities
- Provides a comprehensive background which can easily be adapted to new challenges and situations

CORE COMPETENCIES

- Patient Monitoring
- Electronic Medical Records/Charting
- Medication Administration
- Mobility Assistance
- Diagnostics
- Patient Hygiene Care

EDUCATION AND CERTIFICATIONS

Western Connecticut State University, Danbury, CT
Bachelor of Science Degree in Nursing; Minor in Psychology
Anticipated graduation: May 20XX

Connecticut Nursing Certification

- License Number: 12345678

American Red Cross

- First Aid Certificate
- CPR Certificate

CLINICAL EXPERIENCE

- Connecticut Medical Center, Danbury, CT
Nursing Intern 20XX - Present
- Supports nursing staff in the critical care and post-anesthesia care units
 - Performs vital-sign checks and diagnostic tasks as directed by RN's
 - Coordinates patient care activities such as feeding and bathing, often providing direction to other CNAs for daily rounds

OTHER WORK EXPERIENCE

- Danbury Memorial Hospital, Danbury, CT 20XX - 20XX
Nurses Aid
- Worked in the intermediate care unit providing monitoring and basic care services to patients
 - Maintained thorough records of care tasks completed throughout day and updated electronic patient records accordingly

VOLUNTEER EXPERIENCE

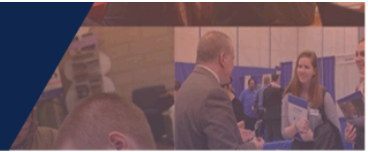
- Hospice of Danbury, Danbury, CT 20XX - 20XX
Nursing Volunteer
- Focused on fulfilling core patient needs, such as medication administration, feeding, hygiene, and mobility around campus

MEMBERSHIPS/ASSOCIATIONS

Nursing Association of America, Member
Western Connecticut State University - Nursing Club, Secretary
20XX - Present
20XX - 20XX

HONORS/AWARDS

Western Connecticut Nursing Scholarship Recipient
Spring 20XX



Computer Science (CS)

ANDREA M. GONZALES

Kent, CT 06757 • andrea.gonzales@gmail.com • (123) 456-7890
www.linkedin.com/in/andreaonzales

SUMMARY

- Quick-learning Computer Science major with strong academic background in IT combined with exceptional experience as a help-desk analyst and sales associate
- Consistently recognized for technical troubleshooting skills used to rapidly and cost-effectively resolve challenging technical issues
- Proficient in a range of computer systems, languages, tools and testing methodologies

EDUCATION

Western Connecticut State University, Danbury, CT Anticipated graduation: May 2021
Bachelor of Science Degree in Computer Science; Minor in English
GPA: 3.5/4.0

TECHNICAL SKILLS

Languages: Python 2.7.3; Java 7; C++; HTML
Tools and Software: Dreamweaver; UltraEdit; Rational Rose; Photoshop; Microsoft
Operating Systems: Linux; Mac Office Suite; Windows XP; versions 7, 8 and 10

RELEVANT INFORMATION TECHNOLOGY PROJECTS

- Searched and manipulated files in Linux with the cp, mv, find, touch and grep commands
- Consolidated and edited documentation for group E-Commerce website project
- Developed Python programs: ATM; student information record system; tic-tac-toe
- Wrote and debugged object-oriented Java programs to calculate speeding tickets, employee salary and loan rates

PROFESSIONAL EXPERIENCE

- WCSU Information Technology and Innovation, Danbury, CT February 2017 – Present
Help Desk Technician (Internship)
- Provided networking/desktop support and performed mainframe and account-maintenance tasks; earned commendations for teamwork, flexibility and work excellence in providing IT support to students and faculty
 - Handled 30+ technical/mission-critical calls daily; consistently met high service standards
- Best Buy, Danbury CT June 2017 – August 2019
Sales Associate
- Leveraged strengths in persuasive communications and consultative sales to become a top sales performer (including top 10 rankings out of a 100-member regional sales force)
 - Mastered new technologies and products introduced to the store; equally successful in both team and self-directed settings

PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS

WCSU Information Systems Society: as Vice President, coordinated four career events for members

Accounting

LUCAS B. SKYWALKER

99 Highland Avenue, Seymour, CT (203) 578-6603
lskywalker001@wvcsu.edu www.linkedin.com/LukeSkywalker

PROFILE

Accounting major with an excellent track record of balancing part-time workloads with outstanding academic record and physical fitness; Regarded by mentors, peers and mentees as a highly motivated, hardworking, and dedicated team leader; Worked 25+ hours per week while attending school full-time; Highly proficient with Microsoft products (Excel, PowerPoint and Word) and Adobe Illustrator

EDUCATION

Western Connecticut State University, Danbury, CT Anticipated Graduation: 2021
Bachelor of Business Administration Degree in Financial Accounting; Minor: Psychology
Related Coursework: Cost Accounting, Accounting Theory and Topics, Fraud Examination, Strategic Management, Financial Statement Analysis

PROFESSIONAL EXPERIENCE

- Bank Teller**, Savings Bank of Danbury, Danbury, CT May 2018 – Present
- Processed cash, check, transfer, and statement transactions, ensuring a balanced and reconciled drawer; identified and searched customer information adhering to stringent security protocols
 - Guided and greeted customers in a highly professional and welcoming manner; communicating bank benefits and services; up-sold and redirected special services to appropriate account staff
 - Selected for Employees of the Quarter – Fall 2019, due to outstanding work ethic and highly positive customer feedback

Official

- US Soccer Federation/Danbury Athletic Association, Danbury, CT Fall 2016 – Present
- Officiated youth soccer matches with players ranging from ages 6-19; mentored and led the shadowing process for less experienced officials
- Volunteered 150 hours each year (2017 – 2019) to support Toys for Tots charity, providing over 1500 toys for less-fortunate children

Meat Clerk

- Labonne's Markets, Watertown, CT February 2015 – August 2018
- Prepared and delivered a variety of meats employing strict safety standards; accepted extra shifts during several period of other employee absences
- Trained many new employees through customer interactions and cleaning procedures

TECHNICAL SKILLS

- Highly proficient with Microsoft products (Excel, PowerPoint and Word) and Adobe Illustrator

AWARDS AND SPECIAL RECOGNITION

- Recognized as outstanding Junior Coach of the Year for 2018 and 2019
- Selected for WCSU's Sigma Alpha Pi National Society of Leadership and Success

Justice & Law Administration (JLA)

Human Resources (HR)

India Juliette Kilo
55 Bravo Zulu Lane, New Milford, CT 06776
(860) 555-2121
www.linkedin.com/in/indiakilo
india.j.kilo@gmail.com

SUMMARY
Decorated security professional with seven years of security-related experiences in sensitive situations, including five years of outstanding achievement in the US Navy; Motivated to leverage achievement in high operational tempo environments, qualification in field training, and experience in safety patrols, security details, undercover investigations and public service activities; Fluent in Spanish

EDUCATION
Bachelor of Science Degree in Justice and Law Administration, (expected) May 2021
Western Connecticut State University, Danbury, CT

- Worked 20+ hours weekly while maintaining full academic course load
- GPA 3.85/4.0

RELEVANT COURSEWORK
Justice Issues in Domestic/International Terrorism; Human Rights; Criminal Procedure

PROFESSIONAL EXPERIENCE
Investigator
McDuff and Associates, Stamford, CT

- Coordinated several Stamford office operations for a growing, nationwide investigative firm; conducted daily surveillance investigations and obtained evidence in support of three key cases types, including worker's compensation, background checks and marital
- Leveraged state-of-the-art technology and investigative methods for each of the supported operations, including quality video-taped footage; trained new office personnel to operate field equipment and prepare error-free reports to tracking essential data

Investigative Assistant (Intern)
May 2019 – August 2019

- Performed background checks, ensuring accuracy and completeness of information relevant to the casework; communicated through a variety of means with diverse clientele, investigators and sales representatives on a daily basis
- Generated leads and documented suspicious individual tracking recording activities with high degree of accuracy and completeness

United States Navy
Master at Arms (MA)
December 2013 – December 2018

- Deployed to Afghanistan for security operations against high value targets; conducted surveillance and counter-surveillance activities and entry inspections, recording and reporting all anomalies; recognized with Bronze Star award for valor during sensitive activities
- Qualified Surface Warfare Enlisted, exceeding standards for 90% of all Navy MA, promoted ahead of peers; led variety of safety patrols and security details, ensuring team personnel were qualified and trained to emerging standards; conducted interviews and interrogations, communicating expeditiously through the chain of command; tested/monitored security systems
- Coordinated multiple public service and volunteer activities (US and Afghanistan), gaining regional goodwill and enhancing confidence of coalition partners

TECHNICAL SKILLS AND LANGUAGES
Expert Marksman (Rifle/Pistol); High proficiency with all Microsoft Office applications; Fluent in Spanish

Adele M. Munez
29 Denson Street, Danbury, CT 06810
(203) 822-8610
adele_m.munez@gmail.com
www.linkedin.com/in/ammunez

SUMMARY

- Highly effective office manager and near-term Human Resources graduate with 6 years' experience managing office operations
- Comprehensive understanding of essential office management functions ranging from account receivables to management of benefits information

TECHNICAL SKILLS AND LANGUAGES

- High proficiency with all Microsoft Office applications
- Daily work with Chiropractic Medical Software
- Fluent in Spanish and Portuguese

PROFESSIONAL EXPERIENCE
Office Manager, October 2016 – Present
Greenwich Chiropractic & Nutrition, Greenwich, CT

- Managed key front-office functions for busy Chiropractic office including account receivables, bank deposits, inventories, financial reports, and benefits management
- Improved the efficiency of daily office operations while guiding and teaming with a staff of two employees; efforts resulted in increased patient collections and decreased patient waiting times; maintained a pleasant and professional environment to encourage patient satisfaction and comfort

Administrative Assistant, May 2013 – September 2016

- Balanced a variety of administrative tasks in a fast-paced environment while supporting external/internal communications between customers and health professionals
- Initiated and reconciled data and payment entries, managed office cash flows, and resolved issues with insurance companies with a high level of satisfaction for patients and business owners
- Covered all office functions during three-month absence of the Office Manager

INTERNSHIP EXPERIENCE
Best Cheese Corp., Purchase, NY
Human Resources Intern
November 2019 – May 2020

- Augmented the Human Resources Department by processing an increased number of onboarding packages, documenting all requisite training, handled high volumes of incoming communications, improving workflow during the busiest season
- Appointed to HR teams responsible for employee wellness and diversity programs; communicated new and diverse programming to 500 company employees

EDUCATION
Bachelor Business Administration Degree in Management
Western Connecticut State University, Danbury, CT
December 2020

- Worked 25+ hours weekly, maintaining full academic course load

RELEVANT COURSEWORK
Negotiations: Small Business and Entrepreneurship; Leadership: International Business



Communication

JOHN SMITH

123 Main Street, Danbury, CT 06810 • (555) 555-5555 • John.Smith@gmail.com

PROFILE

- Recent graduate who maintained a 3.8 G.P.A. while working full-time
- Clocks over 500 hours utilizing Microsoft Office Word, Excel and PowerPoint
- Collaborated as the Basketball team captain and promoted leadership skills
- Class President, 20XX to 20XX

KEY CORE/HARD-SKILLS:

- Social Media: Facebook, Instagram
- Microsoft Office Applications
- Website Programming/Branding
- Customer Service
- Public Speaking
- Merchandising

EDUCATION

America's Best University, Town, CT
 Bachelor of Science Degree in Marketing; Minored in Psychology
 Expected date of graduation: 20XX – G.P.A. 3.8/4.0

Coursework: Consumer Behavior, Marketing Management, Marketing Research, Microeconomics, International Business, Industrial Marketing, Social Media in Marketing

INTERNSHIP

- **Assistant/Intern, SMART Magazine, New York, NY** 20XX – 20XX
- Contacted leading manufacturers to obtain sample merchandise
- Assisted the Fashion Editor at photo shoots and organized clothing and accessories for use
- Wrote captions and explained new seasonal fashion trends
- Directly assisted in transforming and writing the "Makeover" feature for the magazine

OTHER WORK EXPERIENCE

- **Marketing Assistant/Intern, ESPN, Bristol, CT** 20XX – Present
- Track competitive information and prepare business proposals for marketing staff
- Send out media kits to new clients and perform follow-ups
- Implemented a tracking system for monthly expenses and travel arrangements
- Organize weekly sales staff meetings and set up conference calls for outside office
- Mastered Microsoft Office Word, PowerPoint, Excel, Outlook and Publisher skills

VOLUNTEER WORK

- Komen Race for a Cure, New Britain, CT; Volunteer Race Organizer – 20XX – Present

MEMBERSHIP/ASSOCIATIONS

- Student Government Association (SGA); Class President, 20XX – 20XX

HONORS/AWARDS

- Who's Who Among College Students Recipient 20XX

Education

JANE SMITH

1234 Main Street, Danbury, CT 06810
Jane.Smith@gmail.com
www.linkedin.com/in/jane.smith

PROFILE

- **Three years of experience serving Kindergarten students ages 4 through 6**
- Committed to helping students reach their full potential by serving as a compassionate mentor and providing individualized attention to students when needed
- Continuing to develop passion for teaching by introducing new experiences, technologies, and skill-building activities into the classroom
- Experienced utilizing various technology: Naviance, College Board and grading platforms

EDUCATION

Western Connecticut State University, Danbury, CT 20XX

Master of Education Degree in Elementary Education

University of Connecticut, Storrs, CT 20XX

Bachelor of Arts Degree in Education: Minor in English

LICENSURE

Connecticut Public Education Department 20XX – Present

Teacher License: Elementary K-8

- License Number: 12345678

TEACHING EXPERIENCE

Juniper Elementary School, Danbury, CT 20XX – Present
Kindergarten Teacher

Past three academic years in full-day Kindergarten classroom averaging 25 students per year.

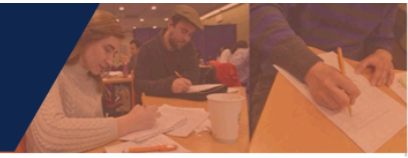
- Develop rapport with parents by hosting regular open office hours, providing meaningful feedback during parent-teacher meetings, and advising on how to develop better learning skills outside of the classroom
- Research and obtain educational resources which will keep students engaged based on their identified interests and behaviors
- Worked with three other Kindergarten teachers in obtaining a grant to provide a set of 15 tablets and age-appropriate learning apps to each Kindergarten class, introducing new technologies and engagement opportunities for students
- Assess students' performance and development of key skills, and adjust teaching strategies to keep them on track with rest of class
- Thoroughly document all lessons, class behaviors, and scores into online database in accordance with administrative policies. Work with other departments to review and update IEP's as needed
- Assisted with entering grades, notes, and assessments into student record database for review by parents and administrators

ADDITIONAL RELEVANT EXPERIENCE

The Escamilla Family, Albuquerque, NM 20XX – 20XX

Nanny

- Served as full-time caretaker for two children, ages 3 and 5
- Worked closely with parents to plan daily schedules, activities, and meals
- Gained valuable insight into childhood development, which fueled interest in pursuing a career in elementary education



Music

JANE DOE

181 White Street • Danbury, CT 06810
(203) 555-1234 • DoeJane@wcsu.edu

PROFILE

- Church Music Director with five years of experience developing praise and engagement through musical selection, arrangement, and leadership
- Versatile experience working with youth and adult performers, and able to draw from personal experiences to help performers develop and improve
- Worked with locally renowned choirs and churches, supporting them as they perform in ceremonies, positively represent the church, and continue glorifying God through music and song

Highlighted Accomplishments:

- Selected musical performances to celebrate the 20XX Archbishop visit and related ceremonies, working with Archbishop's associates to select complementary pieces to sermons
- Led Saint Mary's Church choir through selection process for singers at the 20XX National Catholic Convention and was awarded one of four spaces to perform during the blessing and prayer ceremonies
- Directed numerous televised performances, including performances for Inaugural ceremonies, political rallies, and state funerals

EDUCATION

Western Connecticut State University, Danbury, CT
Bachelor of Arts Degree in Music: May 20XX

WORK EXPERIENCE

St. Mary's Church, Danbury, CT

Director of Music

- *Samples of performances by the adult choirs available at <http://www.danain.com/danain-school/>*
- Overseen two adult choirs, two youth choirs, and respective assistant directors for a historic Catholic Church in Danbury, CT
- Finalizes choral and musical arrangements for all weekly Masses and prayer services, in addition to weddings, funerals, and special events
- Review practice sessions with assistant directors and guide vocalists/directors on possible changes to improve the performance
- Lead the annual "Choir Days" – a three day festival focusing on the performances and accomplishments of the adult and youth choirs, with eight choral performances throughout the weekend
- Determine need for instrumentalists for special events and manage directory of reputable piano, organ, and string players to accompany performances

Holy Cross Church, Danbury, CT

Youth Choir Director

- Managed the Boys' and Girls' Choirs, as well as music lessons for Sunday School attendees
- Focused heavily on mentorship, and fostered a close-knit, encouraging environment for singers
- Planned spring and winter recitals for both choirs and handled all aspects of the plans including music selection, logistics, and promotion to parishioners and community

PERFORMANCE EXPERIENCE

Western Connecticut Ladies' Choir, Bethel, CT

Singer (Mezzo-Soprano)

- Part of twelve-member choir performing at community events and festivals
- Performed as choir leader and voice coach due to professional experience in music

Freelance Hartford, CT

Piano Player and Vocalist

- Performed a mix of religious and secular music for weddings, memorial services, and other special events

20XX – Present

20XX – 20XX

20XX – 20XX

20XX – 20XX

Theater



JANE SMITH

AEA, SAG

181 White Street
Danbury, CT 06810
(203) 555-1234
Jane.Smith@gmail.com

Profile

Age: 22
Height: 5'7"
Weight: 120lbs
Hair Color: Blonde
Eyes: Green
Voice: Mezzo-Soprano

Film Experience

The Green Hillside Amethyst Gabi's Escapade	Supporting Supporting Voice	Independent Pegasus Productions Homestead Studios
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Theatre Experience

The Sound of Music The King and I Hamlet The Wizard of Oz Annie A Christmas Carol Oklahoma The Music Man A Midsummer Night's Dream	Chorus Royal Wife Ophelia Chorus Ms. Hannigan Chorus Chorus Chorus Helena	Rosewood Community Theatre University Theatre University Theatre Theatre on the Hills Rosewood Community Theatre Rosewood Community Theatre Theatre on the Hills Finley Repertory Company Theatre on the Hills
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Training

Voices: Camille Johnson, Melanie Gould
Choral Music: Mike Hawkins
Dance: Tap, Modern, Jazz – "GA to Broadway Dance Studio," Ballroom – "Elegant Dance Studio"
Acting: Leonard Perry
Musical Theatre: Victoria Berger
Improvisation: Evan Horowitz
Stages Combat: Marcel Johnson

Skills

Languages: English, French
Accents: American Southern, Australian, French, Irish, Standard American, Standard British
Additional: Modeling, Stage Combat, Improv, Piano, Flute

Cover Letter: Version #1 Template (if you are an undergrad)

Cover Letter: Sample #1 (if you are an undergrad)

Cover Letter: Version #1 Template (if you are an undergrad)

Use Same Heading from Résumé

[Date]

[Name of Contact]
[Contact Title] You do not need to list this if you do not know it.
[Contact Department] You do not need to list this if you do not know it.
[Company Name]
[Company Street, City, State, Zip]
[Company Phone Number] You do not need to list this if you do not know it.
[Company Fax Number] You do not need to list this if you do not know it.

Re: [Purpose of this letter]
(ex. Re: Internship or Re: Marketing Coordinator Position, etc.)

Dear Ms./Mr. [Last Name Only]: Never use "To Whom It May Concern" or "Hiring Manager" and never assume the woman is married. Always use " " after the salutation.

I am a current senior at [your school] majoring in [your major], with a concentration in [your concentration or minor], and plan to graduate in [Month 20XX]. I am interested in applying for the [first internship name or position name] with [first name of company]. My strengths are [list three strengths that are related to the internship/job]. Therefore, I assure you I can accomplish [employer's need] if hired for this opportunity.

Highlights of my professional/college experience include:

- [First highlight or accomplishment that is related to what it is you are applying for.]
- [Second highlight or accomplishment that is related to what it is you are applying for.]
- [Third highlight or accomplishment that is related to what it is you are applying for.]
- [Fourth highlight or accomplishment that is related to what it is you are applying for.]

The opportunity at [company name] sounds very exciting to me because of [include why it is exciting to you] and I am impressed with how [company name] [list something you found impressive while researching comments from the company's website, LinkedIn profile, or relevant information that publicly known].

I feel there is a great deal I can bring to [company name] and I welcome the opportunity to meet with you. I am free during [list days and times you are able to meet]. I look forward to your call and I can be reached at [list phone number and email address]. Thank you for your consideration.

Sincerely,

Your Signature

[Your Typed Name]

Incl: [List type of documents you included with this letter. Always scan everything as one document and send that.]

Cover Letter: Version #1 Sample (if you are an undergrad)

JOHN SMITH
(555) 555-5555
John.Smith@gmail.com

December 16, 20XX

Jane Doe
Assistant Director
Human Resources
ABC Company
123 Main Street, Danbury, CT 06810
(203) 555-1234

Re: Internship Position

Dear Ms. Doe:

I am a current senior at America's Best University, majoring in Communication, with a concentration in Writing, and plan to graduate in May 20XX. I am interested in applying for the Social Media Internship with ABC Company. My strengths are in writing social media posts, attention to detail while scheduling multiple posts per day/week, and experience using Microsoft Office Applications social media platforms such as Twitter, Instagram, Facebook and LinkedIn. Therefore, I assure you I can accomplish your social media goals if hired for this opportunity.

Highlights of my professional/college experience include:

- Increased social media viewership by 60% within the first six months of last internship
- Has clocked over 500 hours of detailed orientated work and research using Microsoft Excel and Word applications
- Excelled at writing clear and concise marketing pieces and weekly reports for the campus Marketing Club

The opportunity at ABC Company sounds very exciting to me because of the current work you are doing with the town of Danbury and I am impressed with how ABC Company has given back to the community and local school children by collecting winter coats and canned food goods for the holiday season.

I feel there is a great deal I can bring to ABC Company and I welcome the opportunity to meet with you. I am free during Monday, Wednesday and Fridays, any time after 3pm. I look forward to your call and I can be reached at (555) 555-5555 or Colonial.Chuck@gmail.com. Thank you for your consideration.

Sincerely,

Your Signature

Colonial Chuck

Incl: resumé, letters of recommendation, transcripts



Cover Letter: Version #2 Template (if you are an alumn)

Cover Letter: Version #2 Template (if you are an alumn)

Use Same Heading from Résumé

[Date]

[Name of Contact]
[Contact Title] You do not need to list this if you do not know it.
[Contact Department] You do not need to list this if you do not know it.
[Company Name]
[Company Street, City, State, Zip]
[Company Phone Number] You do not need to list this if you do not know it.
[Company Fax Number] You do not need to list this if you do not know it.

Re: [Purpose of this letter]
(ex. Re: Internship or Re: Marketing Coordinator Position, etc.)

Dear Ms./Mr. [Last Name Only]: (Never use "To Whom It May Concern" or "Hiring Manager" and never assume the woman is married. Always use "Ms." if addressing to a woman and include "Jr." after the salutation.)

Over [number] years of experience as [name of position or type of work] is the expertise I would bring to the table regarding your position as [name of position] with [name of company]. My strengths are in [strength related to position], [strength related to position] and [strength related to position].

Currently, I work in [name of current company] where I work [include a daily accomplishment related to position you are applying for]. I also [name another daily accomplishment the employer will care about related to the position in which you are applying].

Highlights of my professional/college experience include:

- [First highlight or accomplishment that is related to what it is you are applying for.]
- [Second highlight or accomplishment that is related to what it is you are applying for.]
- [Third highlight or accomplishment that is related to what it is you are applying for.]
- [Fourth highlight or accomplishment that is related to what it is you are applying for.]

The opportunity at [company name] sounds very exciting to me because of [include why it is exciting to you] and I am impressed with how [company name] [list something you found impressive while researching comments from the company's website, LinkedIn profile, or relevant information that publicly known].

I feel there is a great deal I can bring to [company name] and I welcome the opportunity to meet with you. I look forward to your call and I can be reached at [include phone number] or [include email address] to discuss the valuable contributions I can make as part of your team. Thank you for your consideration and I look forward to talking with you soon.

Sincerely,

Your Signature

[Your Typed Name]

Incl: [List type of document/s you included with this letter. Always scan everything as one document and send that.]

Cover Letter: Sample #2 (if you are an alumn)

Cover Letter: Version #2 Sample (if you are an alumn)

JOHN SMITH
123 Your Street, Your Town, CT 06XXX
(555) 555-5555
John.Smith@gmail.com

December 16, 20XX

Jane Doe
Director
Regional Sales Office
WXYZ Radio Station
123 Main Street, Danbury, CT 06810
(203) 555-1234

Re: Local Sales Executive

Dear Ms. Doe:

Over seven years of experience as a local sales executive in radio and television is the expertise I would bring to the table regarding your position as Local Sales Executive with WXYZ Radio. My strengths are in marketing and social media, project management and working with a diverse consumer population including men and women in the 16-54 age demographics.

Currently, I work in WABC Radio where I work with multiple regional accounts consisting of Fortune 500 companies to help them reach their marketing goals. I also write and present weekly reports for the station manager and group board members.

Some highlights of my work experience include:

- Network and built relationships with business owners to help build their businesses
- Write and produce commercials for first-time clients and consistently retains 80% of business after initial contract completion
- Recruit and interview potential interns for various sales and marketing related internships

The opportunity at WXYZ Radio sounds very exciting to me because of the current work you are doing with the town of Danbury and I am impressed with how WXYZ Radio has given back to the community and local school children by collecting winter coats and canned food goods for the holiday season.

I feel there is a great deal I can bring to WXYZ Radio and I welcome the opportunity to meet with you. I look forward to your call and I can be reached at (555) 555-5555 or Westconn.Chuck@gmail.com to discuss the valuable contributions I can make as part of your team. Thank you for your consideration and I look forward to talking with you soon.

Sincerely,

Your Signature

Westconn Chuck

Incl: résumé, letters of recommendation, transcripts

INTRODUCTION PARAGRAPH

Write down the position/occupation for which you are applying and how you found out about it, and what characteristics are distinctive to the organization (go to their website to research).

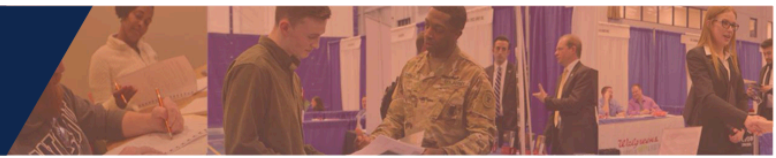
BODY PARAGRAPHS(s)

List the skills and abilities required to be successful in the job listed. Next, circle those where you excel.

CLOSING PARAGRAPH

Explain what is your motivating factor is and why this type of position is important to you. End with writing how you would like to talk to them about how you can be a value to their team, and the best way to contact you.

Sample Thank You Letters



Thank you Letter

Job Interview Thank-You Written Snail-Mail Letter Sample

September 1, 20XX

John Smith
Director, Human Resources
ABC Company
123 Business Road
Company City, CT 06XXX

Dear Mr. Smith:

I'm writing to thank you for the time you spent with me during the interview for the internship position at the ABC Company. I'm excited about the potential opportunity to work with such an excellent company.

I believe I'm a perfect match for this job because I have experience using Excel, as discussed during the interview. Furthermore, working in customer service in my part-time job has allowed me to meet and collaborate with many people, which I enjoyed. I'd also like to add that I won an award for being recognized as an "Up & Coming Freshman" while attending Western Connecticut State University.

Thank you again for the interview, and I hope to hear from you soon. My cell phone number is (555) 555-5555 and my email is Johnny.Applicant@gmail.com. I look forward to hearing from you.

Sincerely,

Signature Goes Here

Johnny Applicant

Thank you Email

Job Interview Thank-You Email Example

Subject: Thank You for the Job Interview

Dear Mr./Ms. (Last Name):

Thank you for spending time with me during the job interview for the internship position at XYZ Company. I was excited to learn so much more about the company during our interview, and I believe it is a company who travel great distances to make their customers feel appreciated.

After discussing what your goals are, I feel my skillset makes me the perfect fit for what you need accomplished. I have several years of experience developing my skills to help me become an asset for any employer. Plus, I truly enjoy working with people.

Thank you again for the interview. I can be reached at (555) 555-5555, or Your.Name@gmail.com, if you have any questions. I look forward to learning more about the open position in the near future and I hope to hear from you soon.

Sincerely,

Signature Goes Here

Your Name
Your.Name@gmail.com
(555) 555-5555

Thank you written card example



A reference list is a one-page list of three to five professionals you have worked with who can vouch for your professionalism and work ethic. Bring it to every interview.

Your contact information at the top of this page should be formatted the same as both your cover letter and résumé. It is not a part of your résumé and the words, "Reference Available Upon Request," should never be stated at the bottom of your résumé.

When going to any interview, it is best to bring several copies of your references with you and have them printed on professional résumé paper.

Finally, do not forget to ask those you choose to use as references if it is OK to use them. Let them know about the position and be aware of what they might say about you. Never include a reference without informing them first.

YOUR NAME

24 East Shaw Avenue, Apartment 2,
Danbury, CT 06810 (555) 555.5555
your.name@gmail.com

Ms. Diane Miller

Executive Director
Big Brothers Big Sisters of Central Connecticut
(555) 555-5555
contacts.name@bigs.org
Relationship: Supervisor

Mr. Sean Johnson

KNOW MORE Consultant, Marjaree Mason Center
(555) 555-5555
contacts.name@mmcenter.org
Relationship: Employer

Dr. Kris Clarke

Social Work Professor
Western Connecticut State University
(555) 555-5555
contacts.name@wcsu.edu
Relationship: Professor

Hey WCSU Students! Join the Greater Danbury Young Professionals Council (YPC) today to connect with a strong, diverse network of peers, mentors and regional leaders!

GROWTH · NETWORKING · COMMUNITY · FUN

For more information:
<http://ypcgd.com>
or call the Danbury
Chamber of Commerce:
203-743-5545

