

FIRST NAME LAST NAME

email | Phone | City, State | LinkedIn URL

EDUCATION

The University of Tampa

City, State

Degree in progress (Ex: B.A. Psychology)

Graduation Date

Minor/Concentration:

GPA if 3.0 or above

Selected Coursework: do not list every course taken; only courses that stand out or are unique to your major

Honors/Awards:

Date

RELEVANT EXPERIENCE

(unpaid or paid experience directly related to job/internship applying for: class projects/internships/labs)

Project/Internship/Job Title (begin with most recent)

Month/Year-Month/year

Organization Name

City, State

(prioritize list from most to least important/3-6 bullet points)

-Begin with action verb(s) to describe tasks, accomplishments.

-Begin with action verb(s) to describe tasks, accomplishments.

-Demonstrated excellent interpersonal abilities by interacting with a diverse range of customers

LEADERSHIP

Title

Month/Year - Month/Year

Organization Name

City, State

(prioritize list from most to least important; relevant to job/internship description)

-Begin with action verb(s) to describe tasks, accomplishments.

-Begin with action verb(s) to describe tasks, accomplishments.

ADDITIONAL EXPERIENCE (not directly relevant to job/internship applying for)

Job/Internship Title (begin with most recent)

Month/Year - Month/Year

Organization Name

City, State

(prioritize list from most to least important; relevant to job description)

-Begin with action verb(s) to describe tasks, accomplishments.

-Begin with action verb(s) to describe tasks, accomplishments.

-Begin with action verb(s) to describe tasks, accomplishments.

AFFILIATIONS (optional)

Organization Name, City, State (begin with most recent)

Month/Year - Month/Year

American Marketing Association, Tampa, FL

Month/Year - Month/Year

COMPUTER & LANGUAGE SKILLS

COVER LETTER OUTLINE

Heading same as your resume heading

Date

Hiring Person's Name
Hiring Person's Title
Company/Organization Name
Address
City, State, Zip Code

Dear First/Last Name, or Dear Hiring Manager, or Dear Search Committee:

First Paragraph: WHY THEM

- Explain the reason for the letter and/or identify the job position you are seeking. Show enthusiasm!
- Mention how you learned of the job position (friend, internet, professor, etc)
- Demonstrate knowledge and/or interest in the company. In one or two sentences, tell them why you are interested in them! This shows you have done some research on the organization.

Second Paragraph: WHY YOU

(why are a great fit based on your academic experience, internship or research experience, leadership, on-off-campus activities, personal qualities and strengths)

- You may include information about your scholastic area of emphasis, your classification in school, and your coursework.
- Address your ability to contribute to the employer's needs. Give examples of your relevant qualifications, accomplishments, and skills. In addition to paid employment, these examples may come from volunteer jobs, class projects, and relevant extracurricular activities.

Third Paragraph: CLOSING

- Refer the reader to the resume for details.
- The closing paragraph should end with an action statement (I will follow up with you in one week to discuss next steps in the process). **BE PROACTIVE!**
- In the closing paragraph, remember to express your thanks.

Sincerely,

Your name typed