



# Resume Writing

CAREER HUB – STUDENT AFFAIRS

## Agenda

- Our Services
- Resume Basics
- Types of Resumes
- Video Resumes
- Writing Cover Letters
- Contact Us

# The Career Hub Services



If you have any questions, e-mail us at [careerhub@aub.edu.lb](mailto:careerhub@aub.edu.lb)

# Resume Basics

How much time will an employer spend on your resume?

**Less than 30 Seconds**

## What is a Resume?

- A resume is a short descriptive document.
- It showcases your work experience, education, qualifications, objectives, personal qualities and special skills.
- First impressions count so invest in your Resume.
- The resume's main purpose is to get you an interview.



# Main Sections of a Resume

## 1. Contact Information

- I. Name to be Centered at the top of the page, include your phone number and a professional email address ( preferably Gmail)

## 2. Objective/Profile :

- I. Goal, specialty area, experience level & personal brand; Never use the words “I” or “My”. Ex: Fresh graduate with strong analytical skills seeking a position in Market Research

## 3. Education:

- I. List your university, expected degree and graduation date, include any awards or recognition received – list GPA if it is over 3 or if it is requested- Thesis should be listed in this section as well
- II. You can also include work study programs in this section, scholarships given, or team membership

## 4. Experience or Extra Curricular Activities

- I. Past activities, positions, roles – Reverse chronological order
- II. Use Action verbs to describe accomplishments: Managed, Collaborated.., etc.
- III. Quantify your achievements
- IV. Include all paid, unpaid, volunteer & internship jobs – You can list years only.

## 5. Skills/Interests

- I. Languages (level), Computer proficiency
- II. Clubs participation
- III. You can add interests such as sports, travel..

**YOUR FULL NAME**

Address:

Phone Number: +961-3-1111111

E-mail Address:

LinkedIn Account URL:

**OBJECTIVE/Profile**

Seeking a full-time or part-time job, as well as internship. **Make sure that the objective is directed towards a specific industry sector (such as Construction, Consulting, Retail, Banking, Financial, etc...), job title (Such as Financial analyst, Site Engineer, Marketing Manager, etc...), coupled with the skills needed for the job. If your objective is general, and you are not sure of the above, it is recommended to exclude it & use a Profile instead which summarizes your skills set and how you can add value to the organization.**

**EDUCATION Most Recent Backwards**

From MM/YY to MM/YY	<p><b>American University of Beirut</b>          Bachelor in Business Administration, with Emphasis on Finance          Minor in Economics          Expected Date of Graduation: June 2011          Relevant Courses Taken <b>(Relevant to the job, if necessary):</b>          Accounting, Finance, Marketing, Management  <b>GPA over 4 or average over 100: ##. Honors, or Awards, if any</b></p>	Beirut, Lebanon
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**EXPERIENCE Most Recent Backwards**

From MM/YY to Present	<p><b>Bank of X,</b>          Position Held: Trainee</p> <ul style="list-style-type: none"> <li>• Designing a new system <b>(Use Action Verbs)</b></li> <li>• Entering data <b>(Use Action Verbs)</b></li> <li>• Participating in several projects <b>(Use Action Verbs)</b></li> </ul>	London, UK
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## PROJECTS ACCOMPLISHED/OR EXTRA CURRICULAR ACTIVITIES

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- Specify the Name of the project only
- Specify the Name of the Project only

Academic and non-Academic relevant projects could be added here or under the experience if related

## SKILLS

---

**Languages:** Fluent in English, Arabic and French with basic knowledge in Spanish (writing, reading and speaking)

**Computer Skills:** MS Word, Excel, PowerPoint, Access, Internet use, AutoCad, HTML, C++, Visual Basic, etc...

**Include only the relevant ones**

**Research Skills:** Included if relevant by specifying the computer programs used in the analysis

**Technical Skills:** Surveying, Procurement, etc... Included if relevant

**Soft Skills:** Leadership, Communication, Team-Building, Organizational, Management, Public Speaking, etc...

**Include only the relevant ones**



# AB First Last Name

## CAREER SUMMARY

Type a brief summary of your professional career. Be sure to be concise but to also portray yourself in the best possible light so that you stand out against other candidates. Type a brief summary of your professional career. Be sure to be concise but to also portray yourself in the best possible light so that you stand out against other candidates.

## EDUCATION

- School [City, State]  
Month and year you earned your degree  
Title of Degree Earned
- School [City, State]  
Month and year you earned your degree  
Title of Degree Earned
- School [City, State]  
Month and year you earned your degree  
Title of Degree Earned

## WORK EXPERIENCE

- Company / District [City, State]  
Position Dates position held  
Job description, responsibilities, grade levels taught, school sites, etc.
- Company / District [City, State]  
Position Dates position held  
Job description, responsibilities, grade levels taught, school sites, etc.
- Company / District [City, State]  
Position Dates position held  
Job description, responsibilities, grade levels taught, school sites, etc.

## AWARDS

- YEAR Award earned
- YEAR Award earned
- YEAR Award earned
- YEAR Award earned

## LEADERSHIP ROLES

- Leadership position
- Leadership position
- Leadership position
- Leadership position
- Leadership position
- Leadership position
- Leadership position
- Leadership position

# Name

Position

- Phone Number
- email
- LinkedIn profile

Make sure that the objective or summary is directed towards a specific industry sector (such as Construction, Consulting, Retail, Banking, Financial, etc...), job title (Such as Financial analyst, Site Engineer, Marketing Manager, etc...), coupled with the skills needed for the job. If your objective is general, and you are not sure of the above, it is recommended to exclude it & use a Profile instead which summarizes your skills set and how you can add value to the organization. (Use bold to highlight key words)

## PROFESSIONAL EXPERIENCE

- Position Title  
Company Name, Address, Jacksonville, time (from – to)  
Description of Tasks (always try to include facts and figures in the description)
  - Increased profit \$5 million amid tough economic pressures.
  - Reduced absenteeism 47% and turnover 35% with strategies to recruit, train, and retain high-quality employees.

- Position Title  
Company Name, Address, Jacksonville, time

Description of Tasks (always try to include facts and figures in the description)

- Launched new safety product in response to regulatory requirements and sold \$2 million in first year.

## EDUCATION

Bachelor of Arts, cum laude  
University of Virginia, Charlottesville, VA  
Capstone project, Coaching Skills for Managers course

## HIGHLIGHTS /ACHIEVEMENTS

- Financial responsibility to \$35 million
- Achieved record sales in multiple markets up to 40% sales growth
- Hired and trained more than 50 employees
- 10-year proven sales growth track record

## EXTRA CURRICULAR ACTIVITIES

## SKILLS

Soft, Computer & Language skills



**Edward S. Hloomstrong**  
Graphic Designer  
123 Park Avenue, Michigan MI 60589  
www.hloomstrong.com - info@hloomstrong.com - (232) 456 78 99

## Qualifications Summary

- Cras dapibus laphuaria. Vestibulum quis dolor a felis congue vehicula.
- Maecenas pedepurus, tristique ac, tempus eget, egestas quis, mauris.
- Curabitur non eros. Nullam hendrerit bibendum justo.
- Tusce necula, est quis lacini pretium, pedemetus molestie lacus, at gravitatis ante at libero. Ut molestie magna at mi. Integer aliquet mauris et nibh.

## Skills

- Prohinc caugue \*\*\*\*\*
- Quisque aliquam tempor magna \*\*\*\*\*
- Maecenas odio dolor \*\*\*\*\*
- Pellentesque partur \*\*\*\*\*
- Donec ut lacus perfringit \*\*\*\*\*
- Quisque aliquam tempor magna \*\*\*\*\*
- Maecenas odio dolor \*\*\*\*\*
- Pellentesque partur \*\*\*\*\*
- Donec ut lacus perfringit \*\*\*\*\*

## Work History

GRAPHIC DESIGN ASSOCIATES – Lexington, KY 1999 – Present  
**Graphic Artist**  
Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ut lacus perfringit. In fermentum, lorem non cursus portitor, diam urna accumsan lacus, sed interdum wisi in rheneo. Ut trisididunt volutpat urna.

## Education

EASTERN KENTUCKY UNIVERSITY – Richmond, KY 2009  
**BFA in Fine Arts**  
  
TRAPHAGEN SCHOOL OF FASHION AND DESIGN – Richmond, KY 2012  
**Graphic Design Degree in Fashion Merchandising**

# Important Tips

1. Use 2 names, a professional email address, one mobile number & your LinkedIn URL
2. Make it an accomplishment based resume by using action verbs, facts and figures

## Examples

- *Developed a new filing process, saving the company \$3,000 per year in overall expenses*
- *Suggested a new tactic to persuade canceling customers to stay with the company, resulting in a 5% decrease in cancellations*

## 3. Quantify where possible

### You can use percentages:

- *Did you increase sales, market share, or customer satisfaction by a certain percentage? How?*
- *Did you recruit, work with, or manage a certain number of employees or teams?*
- *How many customers did you serve on average? Did you increase the number of customers served? By how much?*
- *Did you implement new ideas, systems, or processes to the company? What was the impact?*

### You can use Time:

- *Did you decrease delivery or turnaround time on a project? How?*
- *Was one of your achievements completed within a tight deadline?*
- *Did you resolve any particular issues? How soon?*

### You can use Money metrics:

- *Did you raise revenues or expenses by a certain amount of money?*
- *Did you manage to raise sales or exceeded your target by a specific amount?*

4. Use 11 point font if possible, a maximum of 2 pages
5. Make sure your spelling & formatting are correct, your resume should be easily readable with enough spacing
6. CUSTOMIZE – Remove irrelevant information

## Small tips on your online brand

According to a new [CareerBuilder survey](#), 70 % of employers use social media to screen candidates before hiring, which is up significantly from

### What do employers check?

1. The type of content that you post online
2. Discriminatory religion, gender or other types of comments
3. Candidate bad mouthed the previous employers or colleagues
4. Qualifications don't match
5. Candidate lied about a previous employer or experience
6. Candidate has poor communication skills versus candidates who post too much!

### How to use Social Media to your advantage?

1. Clean your social media presence – Make sure you make your Facebook page is private
2. Create a LinkedIn account – Be active, share content and network
3. Use latest tools such as video resumes, online portfolios to boost your CV and your online brand
4. follow your target employer's on social media – this will help you in always keeping yourself updated with their latest news and job opportunities
5. Connect with professionals, build your network

# Types of Resumes

# Types of Resumes

A large blue banner with the text 'TYPE OF RESUMES' in white, bold, uppercase letters. The banner is flanked by blue ribbon-like shapes on both sides.An orange arrow pointing right, containing the text 'Chronological' in white, bold font. To the left of the arrow is a hand holding a pen, and to the right is a hand holding a CV document with a person's silhouette and the letters 'CV' on it.

*Best for*

Those whose work history is very closely related to the desired job

An orange arrow pointing right, containing the text 'Functional / Skills Format' in white, bold font. To the left of the arrow is a hand holding a pen, and to the right is a hand holding a CV document with a person's silhouette and the letters 'CV' on it.

*Best for*

Those who want to highlight their skills and people who are seeking a career change

An orange arrow pointing right, containing the text 'Combination' in white, bold font. To the left of the arrow is a hand holding a pen, and to the right is a hand holding a CV document with a person's silhouette and the letters 'CV' on it.

*Best for*

Those who have a mix of relevant skills and similar work experiences

# Example: Chronological Resume

## Pros

- ✓ Easy to read
- ✓ Highlights work stability
- ✓ Popular & familiar
- ✓ Works well if you have a solid history

VS.

## Cons

- X Hard to identify skills
- X Highlights employment gap

### Name

Street • City, State Zip • Phone • Email

### JOB OBJECTIVE

State concisely what job you would like next.

### SUMMARY

- Summarize, in three or four bulleted statements, why you would be good at your job. Each bulleted statement should only take up one or two lines.
- Highlight your strengths with each statement. Focus on experience, service, or skills that directly relate to the job.
- The most relevant statements come first.

### PROFESSIONAL EXPERIENCE

COMPANY NAME, City, State, ~~Year-started~~ - present

#### Job Title

- Write two or more statements describing the work performed. Also, describe what you accomplished. Make sure that it is relevant to your current job objective.
- Give details where possible; quantities, totals, or other measurable information will show more precisely how your work relates.
- List any awards or commendations received that relate.

COMPANY NAME, City, State, 20xx-xx

#### Job Title

- Write two or more statements describing the work performed. Use the tips previously mentioned to list accomplishments, etc.
- The most relevant statements come first.

COMPANY NAME, City, State, 19xx-xx

#### Job Title

- Write two or more statements describing the work performed. Use the tips previously mentioned to list accomplishments, etc.
- The most relevant statements come first.

### EDUCATION

Degree, Major, Minor (if relevant), Year obtained  
School, City, State

### COMMUNITY SERVICE

Organization, Position, very short description (if relevant), Year(s) served  
Organization, Position, very short description (if relevant), Year(s) served

# Example: Functional Resume

## Pros

- ✓ Focus is on professional growth
- ✓ Helps hide employment gaps
- ✓ Useful for people with limited experience

VS.

## Cons

- X Recruiter might want to know the dates of employment
- X some recruiters and job borads don't favor this type

## Rhonda Dolliver

87 Dearborn Avenue, Acton, TN 98543 • (324) 209-6543

### Qualifications Summary

Administrative Support professional experienced working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Trustworthy, ethical, and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects; able to multi-task effectively. Capabilities include:

- Customer Service & Relations
- Accounts Payable/Receivable
- Telephone Reception
- Word Processing & Typing
- Filing & Data Archiving
- General Accounting
- Computer Operations
- Office Equipment Operation
- Problem Solving

### Experience Highlights

#### Administrative Support

- Performed administrative and secretarial support functions for the Vice President of a large sportswear manufacturer. Coordinated and managed multiple priorities and projects.
- Provided discreet secretarial and reception services for a busy family counseling center. Scheduled appointments and maintained accurate, up-to-date confidential client files.
- Assisted with general accounting functions; maintained journals and handled A/P and A/R. Provided telephone support; investigated and resolved billing problems for an 18-member manufacturer's buying group. Trained and supervised part-time staff and interns.

#### Customer Service & Reception

- Registered incoming patients in a hospital emergency room. Demonstrated ability to maintain composure and work efficiently in a fast-paced environment while preserving strict confidentiality.
- Conducted patient interviews to elicit necessary information for registration, accurate prioritization, and to assist medical professionals in the triage process.
- Orchestrated hotel special events and reservations; managed customer relations and provided exemplary service to all customers.

#### Management & Supervision

- Promoted rapidly from front desk clerk to assistant front office manager at an upscale hotel. Oversaw all operations including restaurant, housekeeping, and maintenance. Troubleshoot and resolved problems, mediated staff disputes, and handled customer complaints.
- Participated in staff recruitment, hiring, training, and scheduling. Supervised a front-desk staff.

### Employment History

ACCOUNTING ASSISTANT, Guardian, Inc., Gonic, IL  
 PATIENT SERVICES REGISTRAR, Grogan Health System Hospital, Grogan, MA  
 ASSISTANT FRONT OFFICE MANAGER, Sheraton Exeter, Exeter, CA  
 RECEPTIONIST / SECRETARY, Family Counseling & Guidance Center, Griffith, CA  
 ADMINISTRATIVE ASSISTANT, Greenland Sportswear, Grant, CA

### Education & Training

Grogan College, Exeter, CA (1988 - 1989)  
**Concentration in Business Administration**  
 Technical College, Gonic, IL (1999 - Present)  
 Hager College, Grogan, MA (1996)  
**Introduction to Computers and MS Office 2000**

### Community Involvement

Committed to community service. Extensive volunteer history includes involvement in public schools, Habitat for Humanity, children's homes, and community soup kitchens, work with the elderly, and quilts for children with cancer.



## Example: Combination Resume

### Pros

- ✓ Includes history & skills but doesn't focus on history alone
- ✓ Helps you highlight what makes you the best fit for the job, while still giving the employer all the information he or she wants.
- ✓ Good If you wish to include voluntary work

VS.

### Cons

- X Repetitive if similar skills apply to different positions can be longer than other types

(Combina tion Resume Template)

#### Name

Street  
City, State Zip  
Phone  
Email

**JOB OBJECTIVE:** The job you want next

#### SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, in a related field, or using the skills required for your new position.
- An overall career accomplishment that shows you'd be good at this job.
- What someone would say about you as a recommendation.

#### PROFESSIONAL EXPERIENCE

20xx-pres. Job Title, Company Name, City, State

##### MAJOR SKILL

- An accomplishment from this job, which shows you have this skill.
- A problem you solved using this skill and the results.
- A time when you used your skill to positively affect the organization, the bottom line, your boss, your clients.
- Awards, commendations, publications, etc. you achieved that relate to your job objective.

##### MAJOR SKILL

- A project from this job you are proud of that used this skill and supports your job objective.
- Another accomplishment with quantifiable results that point out your skill.
- An occasion when someone "sat up and took notice" of your skill.

20xx-xx Job Title, Company Name, City, State

- A project you are proud of that supports your job objective.
- Another accomplishment that shows you're good at this line of work.
- Quantifiable results that point out your skill.

20xx-xx Job Title, Company Name, City, State

- An accomplishment that will be valued by your next employer.
- An occasion when someone "sat up and took notice" of your skill.

#### EDUCATION

Degree, Major (if relevant), 20xx (optional)  
University, City, State

**Other Types?**

# Infographic Resume

## Infographic Resume

- ✓ *Infographic resumes include graphic design elements Unless it is specifically requested, consider it as a supplement (but always be sure to include your traditional, original version)*
- ✓ *If you're familiar or experienced with graphic design, your best bet is to start out with a template. Even if you don't have access to design software such as Adobe Photoshop or Illustrator, sites like [Canva](#), [Easel.ly](#), and [Visualize.me](#), can be great options*



**JOHN SMITH**  
DIGITAL CRAFTSMAN

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT. UT TRISTIQUE DIAM EGEG FRINGILLA ORNARE. ETIAM LAOREET ORCI BLANDIT SEMPER COMMODO.

**EXPERIENCE**  
I HAVE GOTTEN PAID... FROM TIME TO TIME

**UX DESIGNER** 2010-11 ★★★★★  
LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT. UT TRISTIQUE DIAM EGEG FRINGILLA ORNARE. ETIAM LAOREET ORCI BLANDIT SEMPER COMMODO.

**GRAPHIC ILLUSTRATOR** 2010-11 ★★★★★  
LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT. UT TRISTIQUE DIAM EGEG FRINGILLA ORNARE. ETIAM LAOREET ORCI BLANDIT SEMPER COMMODO.

**WEB DEVELOPER** 2010-11 ★★★★★  
LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT. UT TRISTIQUE DIAM EGEG FRINGILLA ORNARE. ETIAM LAOREET ORCI BLANDIT SEMPER COMMODO.

**EDUCATION**  
YES... I WENT TO SCHOOL FOR THIS

**2005-2007** LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT. UT TRISTIQUE DIAM EGEG FRINGILLA ORNARE. ETIAM LAOREET ORCI BLANDIT SEMPER COMMODO.

**SKILLS**  
TOOLS DO NOT THE CRAFTSMAN MAKE

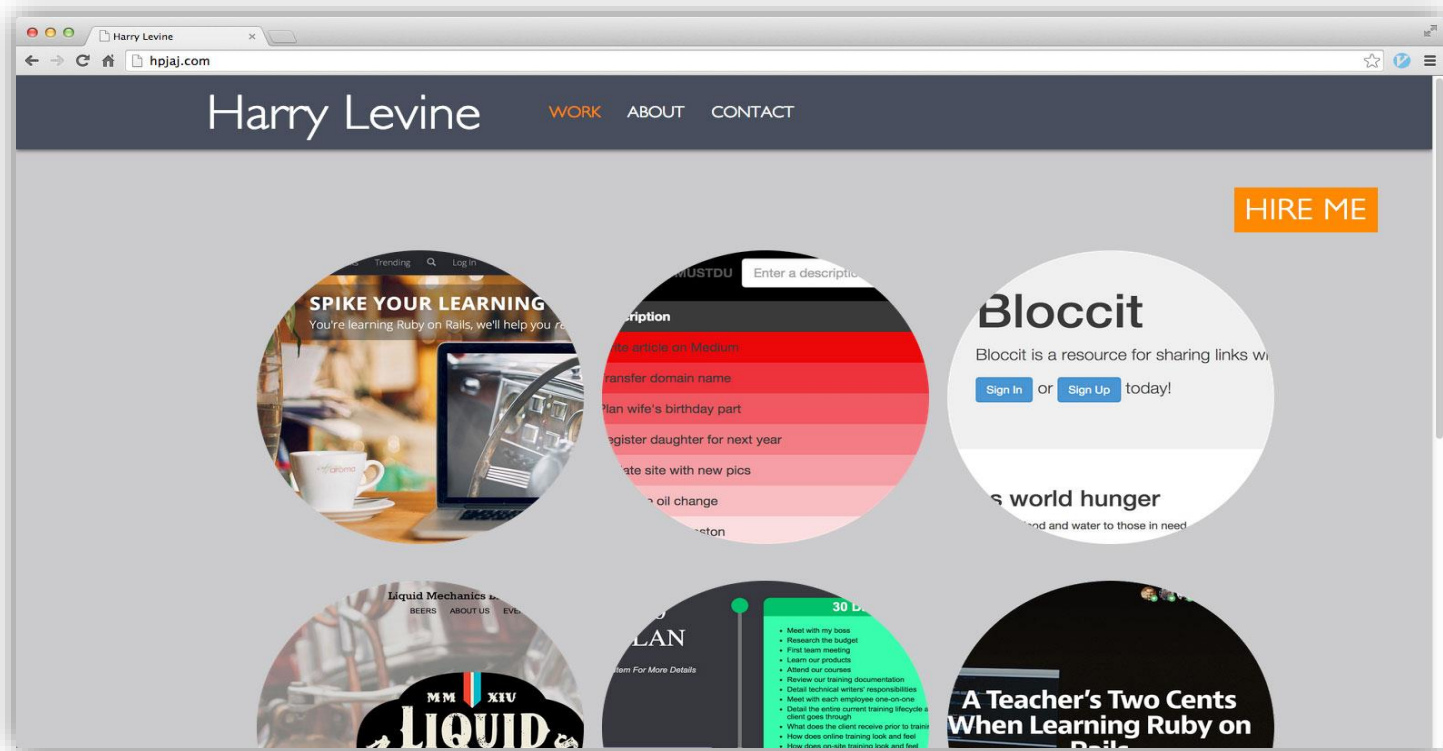
**SOFTWARE PACKAGES**

Adobe Photoshop	Adobe After Effects
Adobe Illustrator	Cinema 4D
Dreamweaver	Final Cut Pro

**WEB DEVELOPMENT**

Responsive	HTML/CSS	Bootstrap	JavaScript	WordPress
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# Online Portfolios




- ✓ *An online portfolio is a great option for showcasing your talent, especially for those working in design or photography.*
- ✓ *Your online portfolio will provide a terrific visual representation of your work. The URL of your portfolio can be linked from your LinkedIn profile, your other social media profiles, and can also be included on your traditional resume.*

## LinkedIn Resume

### Why LinkedIn

- ✓ *Using your LinkedIn profile as a resume is quick and easy, because LinkedIn does all the work for you. Fill in your LinkedIn profile as completely as possible and you'll have an online resume that you can download as a PDF, print and share via email.*
- ✓ *Most employers have access to LinkedIn & will review your profile*
- ✓ *Make sure your profile is polished & updated*



### Amy Krieger

Honors MIS Student seeking full-time position  
San Jose, California | Information Technology and Services

Current San Jose State University, Dixi's Delights Pet Sitting  
Previous Texas Tech University, Horseshoe Bay Resort  
Education San Jose State University


[Send a message](#)
[Endorse](#)

167  
connections

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★ Relationship
📁 Contact Info
Last Conversation 4 days ago


Background



Summary

As a senior MIS major at San Jose State University, I am set to graduate in Spring of 2015. My academic background in my business courses involves hands-on experience in project management and information technology that offers employers a track record of delivering on tasks accurately, efficiently, and quickly. I would like to expand my experience in project management and am currently seeking a position after graduation.


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Experience

**Student Assistant**  
San Jose State University  
January 2015 – Present (3 months) | Boccardo Business Building

~Aided Business Systems and Policy students to conduct lab assignments incorporating database management concepts and business modeling systems within Salesforce



**SAN JOSÉ STATE UNIVERSITY**

# Consulting Resume

**Tip #1: Keep it to one page** The key is to select the right achievements and to describe them in a way that makes it clear you would make a great consultant. It takes time and a few iterations to get it right, so start earlier rather than later.

**Tip #2: Use a standard format and standard font** Using a special format with a slightly funky font is tempting. You might think it could help you stand out. But it's not. You won't get extra points for it.

**Tip #3: Use 5 sections** All consulting resume should have 5 sections: Personal information, Education, Work experience, Extra-curricular achievements and Additional skills.

**Tip #4: Dumb things down** If they're having to scratch their head to make sense of a sentence, it is TOO complicated. Simplifying things is hard work, so you should start this process early.

**Tip #5: Show your soft skills** If you have a standard resume that you use for other jobs you will most likely have to adapt it to showcase the specific soft skills consulting firms look for.



# Consulting Resume

**Tip #6: Quantify everything** If your idea is not backed up by numbers it's just a point of view. If it is backed up by numbers it becomes an argument and has more gravitas.



**Tip #7: Be unique** The reality is a lot of these resumes are quite similar. So, if there's something a little bit unique that you have done, you should not hesitate to say so.

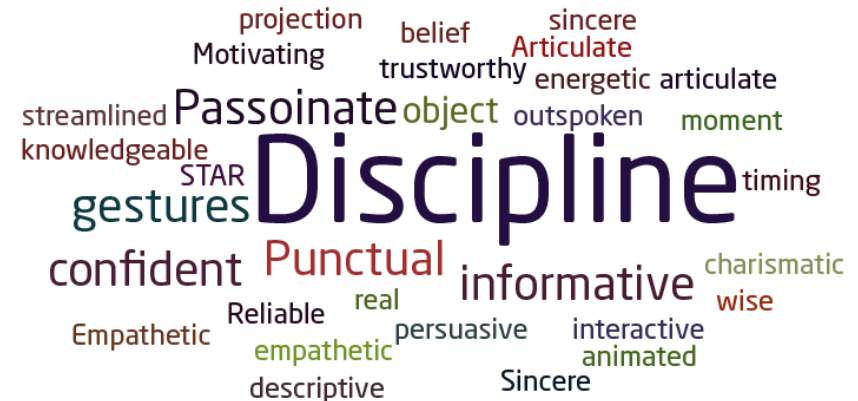


**Tip #8: Ask for feedback** If you know any consultants or former consultants you should not hesitate to reach out to them to get their thoughts.



**Tip #9: Proofread - Multiple times!**

This is the last step of crafting your CV. And it is crucial. These documents are proof-read multiple times before being handed over to clients and so should your resume. In particular, make sure to triple check your contact details



# Video Resumes



## Do you know that:

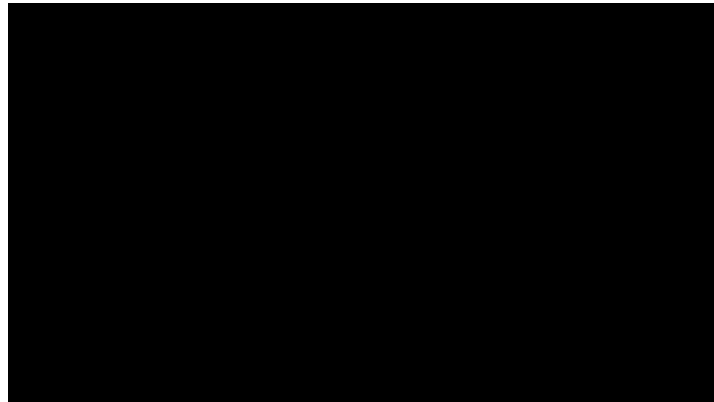
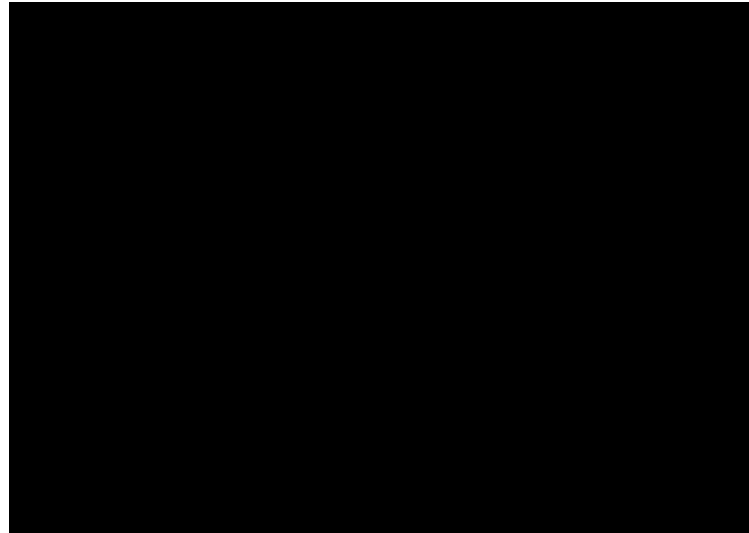
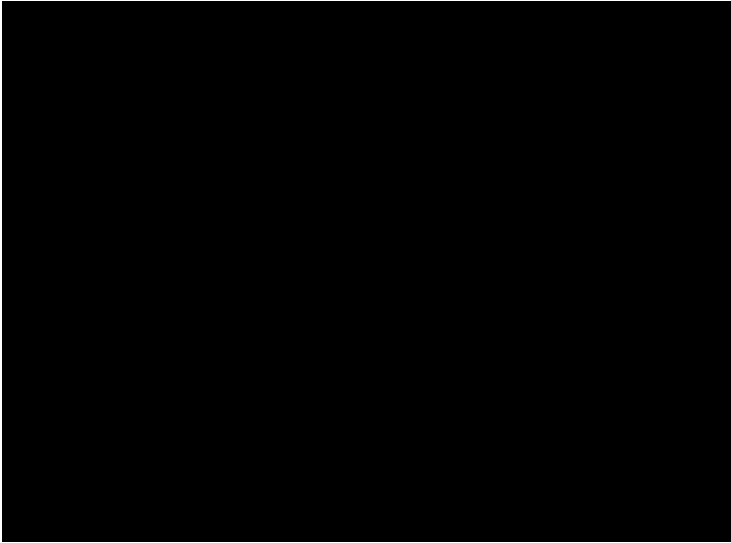
**89% of employers revealed that they would watch a video resume if it were submitted to them**

**"The primary reason why employers would value video resumes is the ability to assess a candidate's professional presentation and demeanor (52%)."**

## So What is a Video Resume?

*According to career publisher Vault Inc.'s annual employer survey*

## Few Examples:



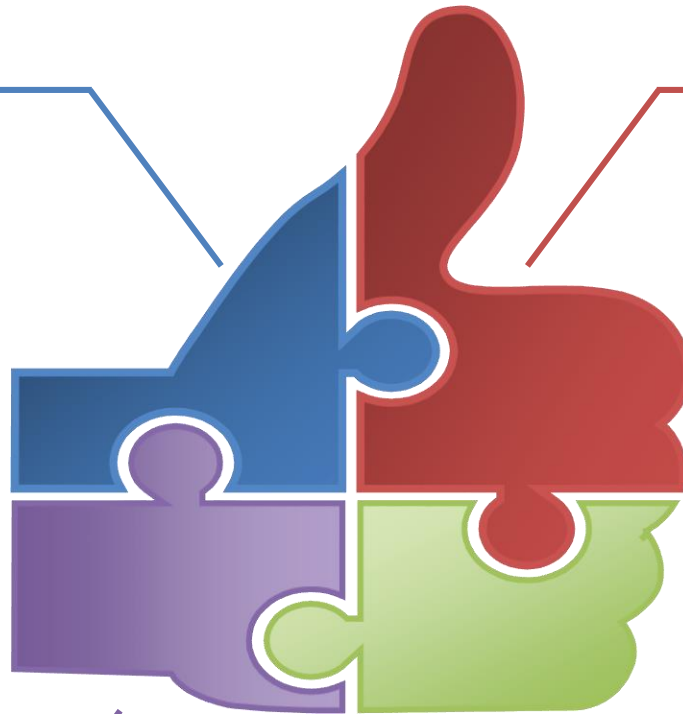
## Video Resume Tips

Rehearse, write a script  
but make it natural!  
Watch your video  
resume!

Tell them why you are  
the right person for the  
job, experiences, skills  
& passions

Video is clear, audible  
and can be shared

Be creative, but  
professional, dress  
professionally



## Video Resume Don'ts

**X Don't mix your personal life with your professional one.** If you have information on your Facebook or Twitter page that you'd prefer employers don't see, don't link your video resume.

**X Don't expect your video resume to replace your traditional resume.** Not all employers are interested, and others are worried about discrimination issues i.e. hiring candidates because of how they look and sound rather than your qualifications. However, a well done video can bolster your candidacy for employment.

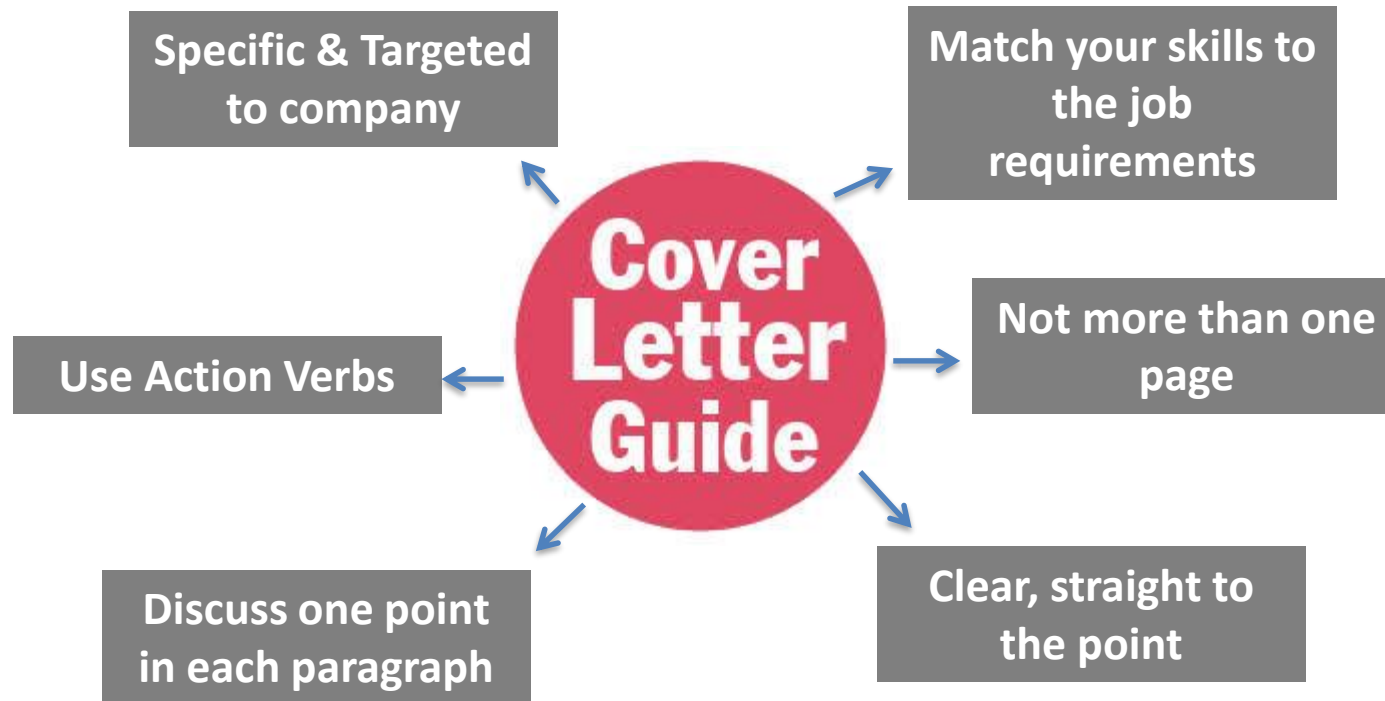
# Writing Cover Letters

## What is a Cover Letter?

- A way to introduce yourself and your CV.
- Your opportunity to say why you are the right person for the job.
- A chance to talk about your skills that relate to the job that are not in your CV.
- Must be written for each job for which you are applying, you should avoid generic cover letters



## Cover Letter Basics



# Sample Cover Letter

**[Your Name]**

[Street Address] | [City, Country] | [Phone] | [Email]

[Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, Country]

Dear [Recipient]:

First Paragraph

- Briefly introduce yourself and your interest in the organization/position
- Mention how you heard about the position, if someone referred you, or you met the recipient at a previous event or meeting

Middle Paragraph

- Highlight your background, with examples, as it relates to the position or purpose
- Focus on skills and accomplishments
- What attracts you to the company or organization
- What makes you unique?

Closing Paragraph

- Appreciation for considering your application
- How to contact applicant
- Thank them for their time and consideration

Sincerely,

[Your Name]

Full Address, all names spelled out, No abbreviations!

Include the date.



Don't forget to ask for the interview—but keep it brief!



It is proper business etiquette (and shows attention to detail) to sign your letter. ... However, if you are sending an email cover letter and resume, a signature isn't necessary.







## Cover Letter No Experience

(Enter your name)

(Enter your contact details)

(Enter recipient name)

(Enter company address)

(Enter contact details)

(Insert date)

Dear Mr./Mrs./Ms./Miss (insert name),

As a recent graduate/current student, I am writing you to apply for the job of (insert position title) advertised on (insert date) through your website or word of mouth...

I am an extremely motivated and enthusiastic person and I have shown this on several occasions, for example (give evidence). My interests (list interests relevant to the job position) I believe will help me in this position and will allow me to work to my best capabilities.

Working with other members of a team such as (give example of when you have done this) and improving my communication skills during (give more examples) has encouraged me to apply for this position and to improve on these skills further.

I believe that I would be a good asset to (enter company name) and would be available to discuss my application further at any time. I feel that I possess the attributes that are required to be) insert job title) and I look forward to receiving a response. I thank you in advance for your time and effort.

Regards,

(Hand printed signature)

(enter full name)



# Cover Letter for a Job

(Enter your name)  
(Enter your contact details)

(Enter recipient name)  
(Enter company address)

(Insert date)

Dear Mr./Mrs./Ms./Miss (insert name),

You will find attached to this letter my CV/certificates/references/a completed application form for the job (insert name of position) posted on (give information about date of posting and where you saw it).

I am keen on working for (insert company name) has managed to achieve over the past years something no other company has done. This is what encouraged me to apply for the position as I would love to be a part of the work you do.

My strengths include (link skills to specific job position). One particular example of what that I have done in the past which me great pride was (give details of example and link back to the job position).

I am available to take on the responsibilities of being a (enter job name) from date o availability). I hope that you will contact me should you need further information and I appreciate being considered for this role. I look forward to hearing from you.

Yours Sincerely,

(Hand printed signature)  
(Enter full name)

**For any further inquiry, please do not hesitate to contact us on the below:**

**Web Site:** <http://www.aub.edu.lb/sao/cps/Pages/index.aspx>

**Phone:** +961 1 350000 Ext: 3172

**Email:** [careerhub@aub.edu.lb](mailto:careerhub@aub.edu.lb)

**Feel free to send us an email to book an online appointment or a quick review of your CV by email.**

**Thank You!**