

# Resumes & Cover Letters

Have a Question? Come to Our Drop-In Hours!  
Monday-Friday 2:00-4:00pm



Academic Success and Career Center  
Washington State University  
Lighty 160-180 | 509-335-6000 | [ascc.wsu.edu](http://ascc.wsu.edu)

## **STEP ONE: HELPFUL TIP: CHECK ALL THAT ARE RELEVANT TO THE JOB YOU ARE APPLYING**

**Heading**

Contact information: Your name, address, telephone number, and e-mail address (both current and permanent if necessary). HELPFUL TIP: Do not provide information that employers have no legal right to such as age, sex, race, religion, marital status, number of children, health, physical attributes, sexual orientation, or personal habits.

**Objective/Skills Summary**

The employment objective tells the prospective employer what you want. You want to be as specific as possible. The skills summary tells the prospective employer your most sought-after skills, abilities, accomplishments and attributes.

**Education and Related Coursework**

Degrees earned, your major/minor areas of study, the name of the college, city and state where located, month and year of graduation and GPA/Class Rank (if above a 3.0). If you are a member of the honors college, attended any special programs, elective coursework, trainings, courses, or participated in study abroad, you can also list them in this section. List in reverse chronological order with most recent experience first.

**Related Work/Internship/Practicum Experience**

Position, the organization's name, city and state where located, the time period you worked there and what you accomplished while you worked there. Don't just list what you did (job duties), list how well you did them (accomplishments)!

**Leadership**

Use this section to highlight any leadership roles you have held both in and out of school. This can include offices held, projects led, groups led, etc. Demonstrate how your leadership was effective and the skills you used as a leader.

**Professional Development/Certifications**

Highlight additional training and certifications relevant to the position you are applying for and that sets you apart from other applicants. This would include conferences, workshops and seminars attended, and certifications or licenses held.

**Publications**

Use this section to list any abstracts or articles you have had published during your education.

**Honors/Awards**

List any honors, scholarships, honorary organizations and awards received (both academic and non-academic related).

**Clubs/Organizations**

List any clubs or organizations that you are a member and actively involved.

**Volunteer/Community Service**

This section lists your contributions to various organizations within your community.

## HELPFUL STEP: GENERATE A LIST OF YOUR ACCOMPLISHMENTS

Employers want to know what you have achieved in past jobs to see how you can contribute to their organization. Job duties tell a prospective employer what you did; accomplishments tell them how well you did it. Think time, money and amounts.

### Use the acronym CAR (Challenge/Context-Approach/Actions-Results):

Challenge (or Context) - Consider the problems you have faced

Approach (or Actions) - Your unique contribution

Results - benefits that you have imparted

### Read the examples to see the difference between a job duty and a job accomplishment.

Job Duty: Responsible for keeping accurate client records in a multi-doctor practice.

Job Accomplishment: Developed and maintained a computerized system for tracking production of six physicians in a 950,000/year practice.

Job Duty: Responsible for loss prevention for department store.

Job Accomplishment: Developed and implemented loss prevention protocol that resulted in a 14% decrease in lost revenue and a \$9,000 decrease in legal fees for prosecution of shoplifters.

### More accomplishment examples:

Initiated an on-campus recruitment program resulting in a 40% increase in applicants.

Improved business exposure through development and marketing of web site and advertising at local theaters.

Excellent interpersonal and client relation skills demonstrated through retention of and 6% increase in client base.

Increased personal production by 7%, which contributed to an overall increase in store production of 11%.

Promoted to manager within one year of employment.

Developed and facilitated eight workshops for outpatient nutrition education programs including diabetes, cardiac care, weight loss, and pregnancy.

### Ask yourself the following questions:

What did you do that was faster, better, cheaper?

Increase membership/participation/sales?

Save your organization time, money or eliminate waste?

Identify and/or help solve any problems?

Institute any new methods, systems or procedures?

Suggest a new service, product or project?

Re-organize or improve an existing system?

Maintain a consistently high level of performance?

Demonstrate leadership skills and exhibit good team player skills?

Achieve results with little or no supervision?

Accomplish something others thought could not be done?

Coordinate any event or project?

Train another person? What were the results?

Acquire industry-specific knowledge?

## STEP TWO: NON-TECHNICAL COMPETENCIES

Continuous research conducted by NACE (National Association of College and Employers, 2015) has shown employers consider more than the technical skills and knowledge of potential employees. Employers want to know you possess certain non-technical competencies that would make you a well-rounded person able to function in a team environment and when working with others. It is important to demonstrate these skills on your resume. You can incorporate these competencies in the skills summary section, in your cover letter, or in the work experience section.

**Top twenty non-technical competencies employers look for in job candidates** (check what skills you can offer companies and add your own)

- |  |   |
|--|---|
| <input type="checkbox"/> Communication Skills (verbal and written)     | <input type="checkbox"/> Well Mannered/Polite     |
| <input type="checkbox"/> Leadership Skills                             | <input type="checkbox"/> Analytical Skills        |
| <input type="checkbox"/> Honesty/Integrity                             | <input type="checkbox"/> Creativity               |
| <input type="checkbox"/> Organizational Skills                         | <input type="checkbox"/> Flexibility/Adaptability |
| <input type="checkbox"/> Interpersonal Skills (relates well to others) | <input type="checkbox"/> GPA (3.0 or better)      |
| <input type="checkbox"/> Self-Confidence                               | <input type="checkbox"/> Computer Skills          |
| <input type="checkbox"/> Motivation/Initiative                         | <input type="checkbox"/> Entrepreneurial Skills   |
| <input type="checkbox"/> Friendly/Outgoing Personality                 | <input type="checkbox"/> Detail Oriented          |
| <input type="checkbox"/> Strong Work Ethic                             | <input type="checkbox"/> Sense of Humor           |
| <input type="checkbox"/> Tactfulness                                   | <input type="checkbox"/> _____                    |
| <input type="checkbox"/> Teamwork Skills (works well with others)      | <input type="checkbox"/> _____                    |
|  | <input type="checkbox"/> _____                    |
|  | <input type="checkbox"/> _____                    |

### Other Non-Technical Competencies

- |  |  |
|--|--|
| <input type="checkbox"/> Professionalism   | <input type="checkbox"/> Goal Setting              |
| <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Commitment                |
| <input type="checkbox"/> Time Management   | <input type="checkbox"/> Multi-Cultural Experience |
| <input type="checkbox"/> Dedication        | <input type="checkbox"/> _____                     |
| <input type="checkbox"/> Discipline        | <input type="checkbox"/> _____                     |

### Written examples may include:

Proven interpersonal and teamwork skills in academic and work environments.  
Demonstrated personal qualities of strong work ethic and dedication to high quality performance.  
Multicultural experience through education and team related relationships.  
Positive attitude and quick learner with the ability to adapt to new challenges.  
Communicate and work well with others from a wide variety of backgrounds and personalities.  
Inspire others to set and achieve personal and team goals.  
Motivated, goal-oriented and dedicated to excellence.  
Excellent verbal and written skills with clients, staff, peers and faculty.  
Ability to work both independently and as a team.  
Well-organized and resourceful.  
High level of professionalism.

**HELPFUL STEP:**  
**CHOOSE KEY PHRASES YOU COULD INTEGRATE INTO RESUME**  
**KEY PHRASES FOR POWERFUL RESUME & COVER LETTER WRITING**

Excellent written and verbal communication skills.  
First-hand experience with a wide range of cultures.  
Long-term interest in \_\_\_\_\_.  
Managed a very successful \_\_\_\_\_.  
Completed assignments to our clients' complete satisfaction.  
A creative flair for putting on events.  
Excellent communicator; able to draw people out and quickly put them at ease.  
Strong credentials in \_\_\_\_\_ and \_\_\_\_\_.  
Creative problem solver.  
Possess a positive, professional image suitable for any business environment.  
Theoretical grounding in \_\_\_\_\_ and \_\_\_\_\_.  
A quick learner with ability to adapt to new challenges.  
Designed and implemented a highly successful employee \_\_\_\_\_.  
Skilled at developing rapport with all types of people.  
Able to resolve conflicts in a diplomatic manner.  
Effective in working with people from \_\_\_\_\_.  
Outstanding communication and presentation skills.  
Completed specialized courses in \_\_\_\_\_ and \_\_\_\_\_.  
Thrived on working with people and helping clients achieve their objectives.  
Effective independently or as a member of the team.  
Diplomatic and tactful with both professionals and nonprofessionals.  
Highly motivated and goal oriented.  
Well-versed in \_\_\_\_\_. A generator of creative ideas.  
Excellent references from \_\_\_\_\_.  
Effectively interfaced with management at all levels.  
Trained by one of the area's most reputable \_\_\_\_\_.  
Succeeded in only \_\_\_\_\_ months to educate myself in \_\_\_\_\_ areas.  
Project a highly competent and professional image.  
A finely tuned sense of \_\_\_\_\_ and its uses.  
Excellent organization, communication, and writing skills.  
Familiar with \_\_\_\_\_ cultures and politics.  
Designed courses to train over \_\_\_\_\_ people.  
Excellent command of both \_\_\_\_\_ and \_\_\_\_\_ languages.  
Able to pinpoint problems and initiate creative solutions.  
Poised and competent as a professional representative.  
Extensive public service in nonprofit organizations.  
Special talent for improving systems. Able to accurately establish priorities.  
Enthusiastic, creative, and willing to assume increased responsibility.  
Effective at public speaking and media presentations.  
Ability to organize many documents into a coherent presentation.  
Effective in developing programs which reach goals.  
Communicate well with a wide range of personalities.  
Extremely dependable in completing projects.  
Special talent for coordination of colors and visual effects.  
Planned, managed and supervised events for up to \_\_\_\_\_ people.  
High energy coupled with enthusiasm and dedication to \_\_\_\_\_.

## HELPFUL STEP: CHOOSE ACTION WORDS CAPTURING YOUR PAST CAREER EXPERIENCES

Action Words - Use powerful, skill-based action verbs to start bullet points on your resume.

<b>Management Skills</b>	<b>Communication Skills</b>	<b>Clerical/Detailed Skills</b>
Administered Assigned Consolidated Coordinated Delegated Executed Improved Organized Oversaw Prioritized Produced Recommended Strengthened Supervised	Addressed Corresponded Directed Drafted Enlisted Influenced Interpreted Mediated Moderated Motivated Negotiated Promoted Publicized Recruited	Approved Arranged Classified Collected Compiled Dispatched Monitored Prepared Processed Purchased Recorded Retrieved Specified Validated
<b>Research Skills</b>	<b>Technical Skills</b>	<b>Teaching Skills</b>
Collected Diagnosed Examined Extracted Identified Inspected Interpreted Interviewed Investigated Organized Reviewed Summarized Surveyed Systematized	Assembled Built Calculated Designed Engineered Fabricated Maintained Operated Overhauled Programmed Remodeled Repaired Solved Upgraded	Adapted Advised Coached Communicated Developed Enabled Encouraged Evaluated Explained Informed Initiated Instructed Persuaded Stimulated
<b>Financial Skills</b>	<b>Creative Skills</b>	<b>Helping Skills</b>
Allocated Analyzed Appraised Audited Balanced Budgeted Calculated Computed Devised Estimated Forecasted Planned Projected/Researched	Acted Conceptualized Created Designed Established Illustrated Instituted Integrated Introduced Originated Performed Planned Revitalized/Shaped	Assessed Assisted Clarified Coached Counseled Demonstrated Diagnosed Educated Expedited Facilitated Familiarized Guided Referred/Rehabilitated

### STEP THREE: CHOOSE YOUR RESUME OR BUILD YOUR OWN

First Name \_\_\_\_\_ Middle Initial (optional) \_\_\_\_\_ Last Name \_\_\_\_\_  
 Phone Number \_\_\_\_\_ • Email \_\_\_\_\_ • LinkedIn URL \_\_\_\_\_

#### EDUCATION

Degree, Certification or Diploma Title \_\_\_\_\_ Month and Year of Graduation \_\_\_\_\_  
 Name of School or University \_\_\_\_\_ City and State \_\_\_\_\_  
 GPA if greater than 3.0, important classes \_\_\_\_\_

#### EXPERIENCE

Class Work Example

Role Title \_\_\_\_\_ Month and Year Start and End Dates \_\_\_\_\_  
 Organization Name \_\_\_\_\_ City and State \_\_\_\_\_  
 • Detail 1 \_\_\_\_\_  
 • Detail 2 \_\_\_\_\_

Field Work Example

Role Title \_\_\_\_\_ Month and Year Start and End Dates \_\_\_\_\_  
 Organization Name \_\_\_\_\_ City and State \_\_\_\_\_  
 • Detail 1 \_\_\_\_\_  
 \_\_\_\_\_  
 • Detail 2 \_\_\_\_\_

Child Care Example

Role Title \_\_\_\_\_ Month and Year Start and End Dates \_\_\_\_\_  
 Organization Name \_\_\_\_\_ City and State \_\_\_\_\_  
 • Detail 1 \_\_\_\_\_  
 • Detail 2 \_\_\_\_\_

Club or Sports Example

Role Title \_\_\_\_\_ Month and Year Start and End Dates \_\_\_\_\_  
 Organization Name \_\_\_\_\_ City and State \_\_\_\_\_  
 • Detail 1 \_\_\_\_\_  
 • Detail 2 \_\_\_\_\_

**BUTCH T. COUGAR**509-335-6000 • [buthtcougar@wsu.edu](mailto:buthtcougar@wsu.edu) • [www.linkedin.com/buthtcougar](http://www.linkedin.com/buthtcougar)**EDUCATION****Bachelor of Arts in Communication**

Washington State University

- GPA 3.3

December 2020

Pullman, WA

**High School Diploma**

Pullman High School

- GPA 3.1, 15 credits fine arts and creative writing classes

June 2015

Pullman, WA

**EXPERIENCE**

Class Work Example

**Student**, Biology 10

Pullman High School

- Organized study group visit to local plant museum to research local grass species.
- Composed paper with group of 3 class members which earned a grade of 92%.

November-December 2014

Pullman, WA

Field Work Example

**Work Team Member**

XYZ Farms

- Contribute to household income by picking strawberries and harvesting lavender for farm in 4 different locations.
- Demonstrate efficiency and strong work ethic by working 8 hour days 6 days a week, and meeting 100% of business harvesting goals.

Summers 2011 – present

Sequim, WA

Child Care Example

**Child Care Provider**

Anderson, Cook, Martinez Families

- Organize educational and social activities for 4 children ages 3-6 years after school.
- Develop positive relationships and communication with parents about children's daily activities.

September 2011 – present

Pullman, WA

Club or Sports Example

**Soccer Team Member**

Palouse Soccer League

- Participate in 4 weekly practices and 6 competitions, team placed 2<sup>nd</sup> in local League.
- Provide transportation for team members to and from practices and games.

September 2013- present

Pullman, WA

## SAMPLE CHRONOLOGICAL RESUME

### Name

Phone number • Email • Linked In Profile URL

---

#### Objective:

A trainee position leading to Branch Management/Operations for a major financial services organization.

#### Education:

Bachelor of Arts in Business Administration, Option in Finance May 201X  
 Washington State University, GPA 3.15 Pullman, WA

Relevant coursework: Financial Institutions and Markets, Commercial Bank Management, Advanced Financial Management, Investments and Security Analysis, Portfolio Theory and Management, Operations Management, Database Management Systems, Professional and Technical Writing

#### Work Experience:

Financed 100% of higher education costs through the following part-time and summer jobs:

**Managing Editor**, Daily Evergreen 9/201X – Present  
 Washington State University Pullman, WA  
 Supervise a staff of 35 people, maintaining the lowest turnover rate in five years. Coordinate editorial and art production schedules, oversee budget, recommend cost-cutting procedures to campus advisor. Developed a training program for new employees resulting in increased productivity. Wrote an orientation handbook. Initiated an on-campus recruitment program which generated 40% more applicants.

#### Assistant Manager, Pullman Franchise

1/201X - 12/201X  
 McDonald's Pullman, WA  
 Supervised a staff of 10 part-time employees. Arranged work schedules. Taught orientation program for over 50 new employees. Reduced customer complaints by 25%. Balanced daily cash register receipts and sales. Oversaw work flow. Promoted to assistant manager position within first six months of employment.

**Leadership:** President, Finance Club 201X-201X  
 Vice President, Beta Sigma Epsilon 201X-201X

**Clubs:** Member, Finance Club 201X-201X  
 Member, Business Administration Club 201X-201X

**Honors and Awards:** Donald Gates Outstanding Leader Scholarship 201X-201X  
 WSU Writing Portfolio "Passed with Distinction"

## SAMPLE FUNCTIONAL RESUME

### Name

Email

#### Current Address (until May 20, 200X)

Address

City, State Zip code

Phone

#### Permanent Address

Address

City, State Zip code

Phone

Food science and human nutrition major graduating in May 2020 looking for a position as a dietician utilizing my skills in effective nutritional screening and development of nutrition plans as well experience in customer service.

### EDUCATION

#### **Bachelor of Science in Food Science and Human Nutrition, General Dietetics Option**

Washington State University, Pullman, WA, GPA 3.15

May 201X

Relevant coursework: Eating Disorders, Global Nutrition, Community Nutrition, Nutritional Assessment, Medical Nutrition Therapy, Prenatal-Infant and Child Nutrition, Nutrition and Aging, Sport Nutrition

### CLINICAL EXPERIENCE

- Performed effective nutritional screening to assess status and develop nutrition care plans for patients
- Provided counseling and diet instruction for inpatients and outpatients in hospital setting
- Attained first-hand clinical experience in renal, ICU, diabetic, cardiac, and geriatric rotations
- Developed presentations for outpatient nutrition education programs including diabetes, cardiac care, weight loss and pregnancy
- Provided nutrition counseling to university students
- Established proficient charting procedures
- Developed precision, confidence and ability to manage patient loads

### COMMUNITY EXPERIENCE

- Developed nutrition education materials for teaching individuals in the community
- Organized nutritional components of "Eating Disorders Awareness Week" on campus
- Participated in Food Bank and Meals on Wheels community programs
- Co-directed a station of the "Body Walk" program (regional 4<sup>th</sup> grade nutrition education program) organizing staffing, scheduling, props and nutrition education

### FOOD SERVICE EXPERIENCE

- Planned theme dinner for WSU dining centers
- Participated in budgeting, requisitioning and ordering procedures for public school food service
- Conducted in-service training for full-time food service staff

### EMPLOYMENT HISTORY

**Student Dietician**, WSU Nutrition Clinic, Pullman, WA

1/201X - present

**Food Service Manager**, Pullman School District, Pullman, WA

8/201X - 5/201X

**Food Service Worker**, Sweet Sensations, WSU, Pullman, WA

8/201X – present

**Student Dietitian**, Madigan Army Medical Center, Tacoma, WA

8/201X – 5/201X

### HONORS AND LEADERSHIP

Member, American Dietetic Association

1/201X - present

Treasurer, Student Nutrition Awareness Club

1/201X - present

ADA Outstanding CUOGD Dietetic Student Nominee

1/201X - present

## SAMPLE TECHNICAL RESUME

	<b>Name</b>	
Street Address		Email
City, State Zip code		Phone

---

### Languages

- Visual Basic
- COBOL
- C, C + +
- Pascal

### Operating Systems

- Windows (all versions)
- Mac OS
- UNIX
- Novel NetWare

### Applications

- Microsoft Office
- Adobe PageMaker
- Adobe Photo Shop
- Corel DRAW

### Networking

- Ethernet card installation
- TCP/IP
- Telnet
- FTP
- Fetch

### Database

- SQL
- Microsoft Access
- Oracle8

### Web Development

- HTML
- Microsoft FrontPage
- Macromedia  
Dreamweaver
- ASP Programming

### EDUCATION

**Bachelor of Arts in Business Administration,** May 201X  
 Emphasis: Management Information Systems  
 Washington State University, Pullman, WA  
 GPA: 3.3

### RELEVANT EXPERIENCE

**Web Coordinator,** Student Computing Services 8/201X – 5/201X

- Created and maintained public and internal website
- Worked with other departments as a team member
- Installed and maintained NT server

**Lab Monitor,** Student Computing Services 8/201X – 5/201X

- Created user accounts with Novell Network
- Helped customers regarding software or hardware, providing optimum customer service

### OTHER EXPERIENCE

**Food Service Handler,** Compton Union Building 8/201X – 5/201X  
**Food Service Handler,** Regent Dining Center 8/201X – 5/201X

### VOLUNTEER EXPERIENCE

**Career Development Specialist,** Career Services 8/201X – 5/201X

- Planned programming to assist students with career counseling
- Directed outreaches and presentations to new and potential Washington State University students

**Peer Advisor,** College of Business & Economics 8/201X – 5/201X

- Provided academic advising and support to student advisees
- Acted as role model and promoted responsible behavior to advisees
- Participated in extensive training in listening skills and advising issues

### ORGANIZATIONS

**Member,** MIS Club 8/201X-present

- Coordinated fund raiser that raised \$2000 for community charity
- Organized and executed marketing plan to promote fund raiser

## SAMPLE SCIENCE RESUME

	<b>Name</b>	
Address City, State Zip code	Email	Phone: (###) ###-#### Cell: (###) ###-####
<b>QUALIFICATIONS</b>	Five semesters working in commercial and academic biological research labs. Proficiency with electrophoresis, media preparation and a variety of other lab techniques. History of working while attending classes full-time.	
<b>EDUCATION</b>	<p><b>Bachelor in Science in Biology</b></p> <p>Washington State University <span style="float: right;">May 201X</span>            Member of Honors College            GPA: 3.65            Study Abroad at University of Lancaster, England <span style="float: right;">Spring 201X</span></p>	
<b>LABORATORY SKILLS</b>	Radioimmunoassay, Microscopy, Agarose Gel Electrophoresis, Media Preparation, Animal Injections (chickens), Spectroscopy, Lotus 1-2-3 Software, Macintosh Computer	
<b>RESEARCH</b>	<p><b>Hypothyroidism in male chickens:</b> Investigated the effects injections of thyroid hormone and drugs that inhibit thyroid hormone production had on body weight and bone growth replacement <span style="float: right;">May 201X</span></p> <ul style="list-style-type: none"> <li>• Proficient at IM injections for chickens</li> <li>• Ran 80 blood samples through gas chromatograph to check T1 levels</li> <li>• Prepared bone growth media for 8 sets of experiments</li> </ul>	
<b>EXPERIENCE</b>	<p>Earned \$10,000 towards education through employment</p> <p><b>Laboratory Assistant</b> <span style="float: right;">Pullman, WA</span>            Washington State University <span style="float: right;">August 201X- May 201X</span></p> <ul style="list-style-type: none"> <li>• Assisted students with weekly lab projects and answered student questions</li> <li>• Prepared gel electrophoresis equipment for 10 students</li> <li>• Arranged tutoring circles for students who scored low on exams</li> </ul> <p><b>Moisture Analyst</b>, Quality Assurance Dept. <span style="float: right;">Allentown, PA</span>            ALPO Petfoods, Inc. <span style="float: right;">Summer 201X</span></p> <ul style="list-style-type: none"> <li>• Measured moisture and physical constants of newly produced dog food and adjusted content when necessary so variables remained within specified parameters</li> <li>• Trained on and became proficient with Electronic Moisture Analyzer</li> <li>• Calibrated moisture injection equipment</li> </ul> <p><b>Preparation Room Attendant</b> <span style="float: right;">Pullman, WA</span>            Washington State University <span style="float: right;">Fall 201X</span></p> <ul style="list-style-type: none"> <li>• Prepared various laboratory courses</li> <li>• Prepared solutions and media and performed autoclaving</li> </ul>	
<b>HONORS</b>	<p>Treasurer, Mortar Board, August 201X- May 201X            Dean's List, Fall 201X, Spring 201X, Fall 201X</p>	

**STEP FOUR:  
CHOOSE REFERENCES AND ASK THEIR PERMISSION TO LIST THEM**

**SAMPLE REFERENCE LIST**

Your Name Here

Phone: (###) ###-####  
Email: \_\_\_\_\_@wsu.edu

Address  
City, State Zip Code

Name of Reference Person  
Job Title  
Address (include zip)  
Phone (include area code)  
E-mail address  
Relationship to you (optional)

Name of Reference Person  
Job Title  
Address (include zip)  
Phone (include area code)  
E-mail address  
Relationship to you (optional)

Name of Reference Person  
Job Title  
Address (include zip)  
Phone (include area code)  
E-mail address  
Relationship to you (optional)

Note:

- List 3-6 references. Remember, you must ask your reference people, in advance, if they are willing to provide recommendations for you. Ask your references if they prefer you list both their home and/or work phone numbers.

## STEP FIVE: CREATE A COVER LETTER SPECIFIC TO THE JOB

### COVER LETTER FORMAT

Your Name  
 Your Address  
 City, State, ZIP  
 Phone  
 E-mail

Date

Name of Contact Person  
 Title  
 Organization  
 Street Address  
 City, State ZIP

Dear (Contact Person's Name):

**Opening Paragraph:** Why you are writing.

- State why you are writing. Name the position or type of position for which you are applying.
- Mention how you learned of the position.
- Mention the name of any referring person.
- Briefly describe why you are interested in this particular position.

**Body of the Letter:** Sell yourself.

- Introduce yourself.
- Briefly describe the skills and/or experiences you possess that fit the requirements of the position.
- If you have related experiences, mention your qualifications and achievements.
- This is your chance to give the reader more insight as to who you are as a person. Do not repeat your resume. This is the time to mention personal qualities or special experiences and motivators.
- Refer the reader to your enclosed resume.

**Closing Paragraph:** Request an interview.

- Directly, but politely, indicate your desire to further discuss your qualifications in an interview.
- Make it easy for the reader to contact you by providing your phone number(s), email, and the best time to reach you.
- Thank the contact person for his or her time and consideration.

Sincerely,  
 Your Signature  
 (4 spaces)

Your typed name  
 (2 spaces)  
 Enc(s).

## SAMPLE COVER LETTER

NAME  
123 Anywhere Street  
Pullman, WA 99163  
509-123-4567  
stillnschool.wsu.edu

February 18, 200X

Dr. Mark Green  
Owner  
Reno Lights Clinic  
1234 Casino Road  
Reno, NV 99999

Dear Dr. Green:

As a current third year student at Washington State University, I am flourishing in the College of Nursing program. Before beginning senior clinical practicum in August, I am interested in returning to a clinical setting and would like the opportunity to visit your practice and discuss the possibility of either summer employment or a senior internship.

I am a well-rounded student, recognized on the Dean's List and active in many extracurricular activities and clubs. Throughout nursing school, I have experienced many opportunities that foster teamwork, leadership, diagnostic skills, and problem solving. My studies have included courses such as pharmacology, pathophysiology, anatomy and physiology, psychiatric and mental health, chronic illness in adults, and laboratory values and analysis. In addition to my curriculum, I developed and implemented a thesis project on the positive effect of exercise on insulin levels in severe diabetics. At the end of the project, I presented the successful results at the state nursing convention in Seattle, WA and to the College of Nursing at Washington State University.

My past clinical experience includes two multi-doctor practices in which I fulfilled certified nursing technician duties. Beyond medical knowledge, I gained a great appreciation for a sound staff, teamwork, and respect in the work place. These experiences have shaped my work ethic and my definition of a successful practice. I also have a wide variety of experience working with obese and diabetic populations. My future career interests reflect my diverse background.

I will be in Reno during the third week of March and would like the chance to introduce myself in person and visit your practice. I can be reached at your convenience through the contact information listed above. I will follow up with a phone call during the first week in March. Thank you for taking the time to look over my resume. I look forward to hearing from you soon and meeting with you in March.

Sincerely,

Still N. School

Still N. School

Enc. Resume