

# **Resume and Cover Letter Examples**

## **ACTION VERBS to USE FOR RESUMES**

accelerated	constructed	explained	measured	reproduced
accomplished	contacted	explored	mediated	researched
achieved	continued	facilitated	modeled	resolved
acquired	contracted	figured	modified	responded
activated	convened	financed	molded	restored
adapted	conveyed	focused	monitored	retained
adjusted	coordinated	forecasted	motivated	retrieved
administered	corresponded	formed	named	reviewed
advised	counseled	formulated	negotiated	revised
allocated	created	fostered	observed	rewrote
analyzed	critiqued	founded	obtained	routed
annotated	decided	functioned	operated	scheduled
anticipated	defined	generated	ordered	searched
applied	delegated	governed	organized	selected
appraised	delivered	grouped	originated	served
arranged	demonstrated	guided	outlined	shaped
articulated	derived	helped	oversaw	shared
assembled	designed	identified	perceived	showed
assessed	detected	illustrated	performed	simplified
assigned	determined	immunized	persuaded	solicited
authored	developed	implemented	planned	solved
balanced	devised	improved	planted	specified
briefed	directed	increased	presented	spoke
budgeted	distributed	informed	presided	stimulated
built	drafted	initiated	printed	structured
catalogued	edited	instituted	produced	studied
categorized	educated	instructed	protected	supervised
chaired	effected	interpreted	provided	supported
clarified	elicited	interviewed	publicized	synthesized
cleared	encouraged	introduced	questioned	targeted
coded	established	invented	raised	taught
collaborated	evaluated	investigated	recommended	tested
compared	examined	judged	recorded	trained
compiled	executed	led	recruited	translated
completed	exhibited	listened	reduced	tutored
composed	expanded	maintained	rendered	updated
computed	expedited	managed	repaired	utilized
conducted	experienced	marketed	reported	verified
consolidated	experimented	mastered	represented	wrote

# John B. Doe

555.636.1222 • john.doe@christendom.edu • linkedin.com/in/johndoe

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## **EDUCATION**

### **Christendom College, Front Royal, VA**

*Bachelor of Arts, Philosophy, Expected May 2020*

- Presidential Scholarship Recipient
- Dean's List 6 semesters; GPA 3.75/4.0

## **WORK EXPERIENCE**

### **NAKED MOUNTAIN WINERY AND VINEYARDS, Markham, VA**

Tasting Room Staff, May 2017 – Present

- Pour wines for tasting, educate customers on the wine, and answer any questions.
- Welcome customers and seat them to order food, or direct them to the bar to teach them about the wine the company sells, and to help them in the purchasing process.
- Explain and market the company's wine club to customers and encourage them to join.

### **WARREN MEMORIAL HOSPITAL, Front Royal, VA**

Women's Care Center and Medical-Surgical Unit Volunteer Assistant, Oct 2016 – May 2017

- Answered phones; answered questions, took messages, or directed callers to desired department.
- Performed callbacks to emergency room patients, conducted a survey with them, and responded to their questions, concerns, or complaints.

### **CHRISTENDOM COLLEGE, Front Royal, VA**

Library Supervisor, Student Workers, Aug 2016 – May 2017

- Assigned work schedules, manage employees, and ensured quality and timely delivery of service.
- Supervised the library during evening hours, maintained silence among patrons, ensured that rules were upheld, and resolved patron complaints.

Technology Assistant, Student Government and Activities Council, Aug 2016 – May 2017

- Trained volunteers in use of equipment such as soundboards, speakers, microphones, and computers.
- Prepared for events by performing activities such as selecting and setting up microphones.

Office Supervisor, Aug 2015 – May 2016

- Supervised the library in the evenings, maintained quiet hours, ensured quality service, and answered questions or concerns from library patrons.

Founder and First President, Swing Club, Aug 2015 – Dec 2016

- Planned and executed all club related events and activities, including advertising and budget.
- Hired and trained volunteer instructors; collaborated with senior staff of the college, including kitchen staff, event management staff, and student life representatives.

## **OTHER ACTIVITIES**

- Volunteer, Front Royal Pregnancy Center (2015-16)
- Member, Christendom Crusaders Rugby Team (2016-2017)
- Member, Cincinnatus League, Christendom College (2015-16)
- Volunteer Missionary, Peru (2016)
- Winner, Don Bosco Essay Writing Contest (2017)

# *JOHN B. DOE*

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555.636.1222 • john.doe@christendom.edu • linkedin.com/in/johndoe

## **EDUCATION**

**B.A., English Language and Literature**, (expected) May 2018

- Christendom College, Front Royal, VA
- Classical liberal arts curriculum: History, English Literature, Political Science, Theology, Philosophy, Latin, Mathematics, and Science
- Dean's List 7 consecutive semesters; GPA 3.74/4.0

## **WORK EXPERIENCE**

### **Executive Assistant to the Dean of Student Life**

*Christendom College, Front Royal, Virginia (August 2015 – present)*

- Assist Dean and Associate Dean in all aspects of managing Student Life Office
- Serve as liaison between students and Dean
- Supervise other members of Student Life staff
- Provide clerical and administrative assistance as needed

### **Resident Assistant**

*Christendom College, Front Royal, Virginia (August 2016 – present)*

- Oversee dormitory life for approximately 14 student residents
- Enforce rules and regulations; provide leadership and counseling

### **Special Events Planning Associate**

*Christendom College, Front Royal, Virginia (December 2015 – May 2015)*

- Planned and executed college-wide events, working with team of volunteer students
- Managed budget, advertising, refreshments, and entertainment needs for events

### **Assistant Admissions Counselor**

*Christendom College, Front Royal, Virginia (August 2015 – December 2015)*

- Aided college admissions office with recruitment of students; provided feedback on students
- Arranged accommodations and activities for visiting students; gave campus tours

### **Server**

*Max's Seafood House, Falls Church, Virginia (Summer 2016)*

- Provided customer service; ensured timely delivery of food and drinks; managed financial transactions
- Worked with members of serving team to improve efficiency; trained new employees as needed

## **OTHER ACTIVITIES**

- Volunteer Missionary, Banica, Dominican Republic (2017)
- Member, Chester-Belloc Debate Society (2016-17)
- Advertising Director, Student Government & Activities Council (2015-16)
- Member, Christendom Crusaders Varsity Basketball Team (2016-17)
- Senior Class Fundraising Coordinator (2017-18)
- Member, Christendom Players Theatrical Group (2015-17)

**SAMPLE RESUME 3**

*JOHN B. DOE*

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555.636.1222 • john.doe@christendom.edu • linkedin.com/in/johndoe

**EDUCATION:**

**Bachelor of Arts** *Major:* Philosophy; *Minor:* Economics expected May 2018  
Christendom College, Front Royal, Virginia

- Classical liberal arts curriculum: History, English Literature, Political Science, Theology, Philosophy, Latin, Mathematics, and Science
- First Honors: *Summa cum laude*
- Presidential Scholarship Recipient (2014-18)
- Dean's List, eight consecutive semesters; GPA 3.62/4.0 (2014-18)

**WORK EXPERIENCE:**

**Administrative Assistant** Summer 2017  
*Jules and Harrold, Pittsburgh, PA*

- Provided administrative and clerical support as needed; filing, copying, faxing.
- Managed communication flow between clients and senior administrators.
- Supervised other members of communications staff; provided direction and oversight.

**United Nations Lobbyist** Spring Break 2016  
*Catholic Family and Human Rights Institute, New York, NY*

- Participated in the Commission on the Status of Women.

**Assistant Admissions Counselor** August 2015 - December 2015  
*Christendom College, Front Royal, VA*

- Aided College Admissions Office with recruitment of students.
- Arranged accommodations and activities for visiting students.

**Accounts Payable Intern** Summer 2016  
*Day & Zimmerman Int., Philadelphia, PA*

- Processed employee expense reports; and utilized SAP accounting system.
- Partnered with full-time employees to perform internal auditing and human resources needs.
- Provided administrative and clerical assistance as needed.

**Backroom Team Member** June 2014 - January 2015  
*Target, Store #1937, Geer, SC*

- Unloaded delivery trucks; stocked shelves; maintained inventory.
- Organized backroom; replenished store outages.
- Created worker-friendly area to achieve recognition and honors from corporate office.

**HONORS & ACTIVITIES:**

- President, Cincinnatus League, Christendom College (2015-17)
- Treasurer, Student Government & Activities Council, Christendom College (2016-17)
- South Carolina State Composition Award Winner (2014)
- Member, Chester-Belloc Debate Society (2014-16)

## **SAMPLE RESUME 4 – good for a teaching job**

# John B. Doe

540.555.6060 ~ [john.doe@gmail.com](mailto:john.doe@gmail.com) ~ [linkedin.com/in/johndoe](https://www.linkedin.com/in/johndoe)

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## **SUMMARY**

- Supervisory, managerial, and teaching experience
- Well-rounded liberal arts education with a focus on reading and writing
- Much experience working with children and youth

## **EDUCATION**

**Bachelor of Arts in Philosophy, expected May 2019, *Magna Cum Laude***  
Christendom College, Front Royal, Virginia

*Courses taken included:*

History of Western Civilization	Fundamentals of Catholic Doctrine
Philosophy of Human Nature	Mathematics ( <b>name of course</b> )
Literature of Western Civilization	Science ( <b>name of course</b> )
Social Teachings of the Church	Ethics

## **EXPERIENCE**

### **Kitchen Assistant (August 2017 – present)**

*Christendom College, Front Royal, Virginia*

- Provided customer service to clients in busy college dining hall
- Maintained cleanliness; stocked inventory; washed dishes; assisted with food preparations
- Assisted Executive Chef as needed

### **Independent Painting Contractor (Summer 2015, 2016, 2017)**

*All Painting, Triangle, Virginia*

- Estimated painting projects; performed requested work in timely fashion
- Provided customer service to clients; managed communications
- Managed members of painting crew to ensure efficiency and expediency

### **Landscape Associate (Summer 2014)**

*Green Thumb Gardens, Pittsfield, New Hampshire*

- Worked with large commercial landscaping company
- Responsible for all aspects of lawn care and landscaping

### **Camp Counselor (Summer 2014)**

*Camp Eagle's Cliff, Center Harbor, New Hampshire*

- Supervised fifty 6-14 year old students
- Provided leadership, religious instruction, and counseling services to participants
- Chaperoned students in sporting events and other recreational activities

## **ACTIVITIES**

- Member, The Christendom College Schola and Gregoriana (2016-2017)
- Member, Chester-Belloc Debate Society (2015-2017)
- Grassroots Volunteer, Various Political Campaigns (2015)

# John B. Doe

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## Education

### **Christendom College, Front Royal, VA**

- B.A., English Language and Literature, (expected) May 2018
- Classical liberal arts curriculum: History, English Literature, Political Science, Theology, Philosophy, Latin, Mathematics, and Science
- Dean's List, 7 consecutive semesters: GPA 3.65/4.0
- Presidential Scholarship Recipient (2014-2018)

## Work Experience

### **Residence Assistant**

*Christendom College, Front Royal, VA (January 2016 – present)*

- Oversee dormitory life for approximately 45 female students
- Enforce rules and regulations; provide leadership and counseling

### **Assistant Admissions Counselor**

*Christendom College, Front Royal, VA (August 2016 – present)*

- Aid College Admissions Office with recruitment of students
- Arrange accommodations and activities for visiting students

### **Law Intern**

*Court of Common Pleas, Painesville, OH (Summer 2017)*

- Met daily with judge, discussed impending cases, and observed trials
- Assisted court administrators with clerical needs

### **Assistant to the Dean of Student Life**

*Christendom College, Front Royal, VA (August 2016 – December 2016)*

- Provided clerical and administrative support for busy campus office
- Planned and organized office-related events

### **Deli Associate**

*Heinen's Food and Grocery, Mentor, OH (Summers 2015 & 2016)*

- Managed customer deli counter, filling and packaging orders

### **Publishing Intern**

*Penton Publishing, Cleveland, OH (Summer 2014)*

- Aided in the production of a variety of publications and projects
- Attended staff meetings and conferences

## Other Activities

- Senior Class Vice President, Student Government & Activities Council (2014-16)
- Swing and Ballroom Dance Instructor, Christendom College Dance Club (2014-16)
- Varsity Member, Christendom Crusader Soccer team (2014-15)
- Member, Chester-Belloc Debate Society, Christendom College (2013-15)
- Volunteer Missionary, Nicaragua, Dominican Republic (2016-17)

## **COVER LETTER 1**

*JOHN B. DOE*

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555.636.1222 • john.doe@christendom.edu • linkedin.com/in/johndoe

September 14, 2017

Sr. Bernadette McManigal, BVM  
Superintendent of Catholic Schools  
Office of Catholic Schools  
200 North Glebe Road, Suite 503  
Arlington, VA 22203

Dear Sr. Bernadette:

I would like to express my strong interest in serving the Diocese of Arlington through a teaching position at one of the Diocese's Catholic schools.

As a senior at Christendom College expecting to graduate in May with a Bachelor's degree in Theology, I believe that I would be able to be of great service to the Diocese of Arlington's school system. I have had extensive experience both in teaching and in working for Catholic organizations, and my broad liberal arts education has well-prepared me to teach a diverse range of subjects. Also, by taking a six-credit Teaching Practicum, I have gained valuable skills through twelve weeks of observation and teaching experience at three local private schools (two Catholic and one Christian).

In working as a teacher for the Diocese of Arlington, I would have the privilege of combining my love for teaching with my desire to serve the Church. I am very excited about the possibility of becoming a part of Arlington's vibrant Catholic community through employment with the Diocese (as have a number of other Christendom College graduates whom I know and who have spoken enthusiastically and highly of their teaching experiences in Diocesan schools).

I am confident that my enthusiastic commitment to the Faith, my ability to multi-task and adapt to new environments, and my attentive concern for the development of the whole person will serve me well in the intellectual and spiritual formation of the youth of this Diocese. I intend to bring to my position as a Catholic school teacher the same energy, joy, and work ethic that has impressed my college professors and previous employers, and through which I hope to inspire young people to embrace the beauty of learning and encounter the love of Jesus Christ.

I would very much like to have a conversation with you in the near future to learn more about the Diocesan hiring process for Catholic school teachers, and to establish a mutual interest. I will call you by the end of the week to answer any questions you may have about my qualifications and background.

Thank you for your time and consideration. I look forward to speaking with you.

Sincerely yours,

John Doe

## **COVER LETTER 2**



# *JOHN B. DOE*

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555.636.1222 • john.doe@christendom.edu • linkedin.com/in/johndoe

January 23, 2017

Sheila McCuddy  
Human Resources  
The Museum of Fine Arts  
Job 17-078EDU  
P.O. Box 6826  
Houston, TX 77265-6826

Dear Ms. McCuddy:

I am writing to express my strong interest in the position of Community Relations Coordinator at the Museum of Fine Arts. After learning about this opening, and then researching your organization, I am confident that I would be an ideal addition to your team of committed staff members in this newly created position.

As a history major with ample experience in teaching, customer service, and community outreach and relations, I am fully aware of the importance of growing strong relationships with constituents and the importance of strong interpersonal and organizational skills in order to make this come fruition. My strong interest in working for the Museum comes from my passion for customer service and my eagerness to share my love for the fine arts.

The particular position of Community Relations Coordinator is immensely appealing to me for a number of reasons. To begin, through my liberal arts education, I have gained an exceptional ability to “think outside the box,” as they say, and to “see the big picture,” rather than getting bogged down in the minutia of details. In majoring in history, I was exposed to many courses in philosophy, literature, and political science as well, which gave me a better well-rounded educational experience. Additionally, I am positive that my exceptional communication skills, which I utilized to the fullest in many of my former positions, particularly working as a park ranger, an administrative associate, and food service employee, will be of great benefit to the Museum in this position.

Secondly, my recent experience as a teacher has helped improve my presentation skills, as well as my abilities to work with people of all ages – from the children and their parents to my colleagues – and given me a better understanding of how to work with a diverse group of community members. Although it has not always been easy, I believe that I have been successful in my current teaching position, and have gained the respect of everyone with whom I work.

I look forward to speaking with you further about this exciting new position, and would welcome the opportunity to discuss further with you my qualifications, and to learn more about your hiring process. I will follow up with you early next week and look forward to our conversation.

Sincerely,

John Doe

**COVER LETTER 3**

# John B. Doe

540.555.6060 ~ [john.doe@gmail.com](mailto:john.doe@gmail.com) ~ [linkedin.com/in/johndoe](https://www.linkedin.com/in/johndoe)

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December 1, 2017

Mr. Joseph O'Reilly, CEO & President  
National Center on Sexual Exploitation  
1100 G Street NW #1030  
Washington, DC 20005

Dear Mr. O'Reilly:

I am writing to express my strong interest in the position of Development and Marketing Copywriter, as advertised on CatholicJobs.com. After learning about this opening, and then researching your organization, I am confident that I would be an ideal addition to your team of committed staff members.

As an English Language and Literature major at one of the most conservative, Catholic colleges in the nation, I am fully aware of the many problems facing our society. The culture's exploitation of women and children through pornography and in the sex trafficking industry is a serious problem, and one that seems to be growing daily, and deeply affecting all involved: men, women, and children alike. I want to work with your organization to help combat these problems and work to rid our country – and the world – of these plagues.

The particular position of copywriter is immensely appealing to me for a number of reasons. To begin, studying English as my undergraduate major has enabled me to have a very good grasp of the English language, which will give me an edge when writing marketing copy, online content, or developing campaigns. Secondly, although majoring in English, my exposure to philosophy, theology, political science, and history in Christendom College's core curriculum has given me the ability to think critically, and to see "the big picture."

Secondly, my experience, both as an online blogger and as one of the college's official photojournalists, has given me the necessary tools I would need to excel in helping NCOSE grow its online presence and better affect its constituents through well-designed publications, emails, and web pages, with top-notch professional imagery.

Finally, I am confident that my eagerness to want to change the culture for the better, and to make a deep impact on history, will be an asset to me in this position. I am very energetic, and I have a very positive outlook on life – which I think is important, especially when dealing with such tragic topics as pornography, sexual exploitation, and child abuse. But in the end, we are told – and must believe – that God will win, and I want to be a part of His winning team.

I look forward to speaking with you further about this exciting position, and would welcome the opportunity to discuss further with you my qualifications, and to learn more about your hiring process. I will follow up with you early next week and look forward to our conversation.

Sincerely,

John Doe

**COVER LETTER 4**

## ***JOHN B. DOE***

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555.636.1222 • john.doe@christendom.edu • linkedin.com/in/johndoe

August 22, 2017

Ms. Lisa Unsworth  
Arnold Worldwide  
10 Summer Street  
Boston, MA 02110

Dear Ms. Unsworth:

I would like to express my strong interest in working as the next Associate Marketing Manager at Arnold Worldwide, and would like the opportunity to explain why I believe I would be an asset to your marketing department.

During my years at college, I developed my passion for marketing – all aspects of it – from copy writing to design, layout to video editing, social media to advertising. Through my experiences of proactively managing all aspects of school-wide events as Student Body President, and serving as the Managing Editor of the college's student magazine, I came to a realization that my superior communication skills, my unrelenting ambition to succeed, and my ability to creatively solve problems would serve me well as a marketing manager.

In researching your company, it appears that my work ethic, my ability to remain composed during stressful situations, and my dry sense of humor may be an asset to Arnold Worldwide and its clients. As the writer and director of our senior class' Mystery Dinner Theater (a comedic theatrical production), I had to demonstrate exceptional organization skills, collaborate with my fellow classmates, manage the marketing efforts for the production, and build relationships with various departments and leaders on campus. The end result of this massive undertaking was a huge success – raising a record \$10,000 for the college as part of our Senior Class Gift.

I am confident that my excellent interpersonal and managerial skills will solidify me as an ideal candidate for the position of Associate Marketing Manager. I have reviewed the job description and am positive that I meet the desired qualifications. I have been successful in my academic career, extra-curricular activities, and in my leadership role as Student Body President, and am eager to bring my energy and excitement to this venture.

I am an inspired natural leader, who brings creative thinking and exceptional organizational skills to each and every position I have held. I am optimistic in my outlook and have a deep sense of wonder and curiosity that enables me to connect with those with whom I work and manage, giving me the edge I need to strive for excellence and achieve success.

I would very much like to have a conversation with you in the near future to learn more about this exciting position, your company's hiring process, and to establish a mutual interest. I will call you by the end of the week to answer any questions you may have about my qualifications and background.

Thank you for your time and consideration.

Sincerely,

John Doe

**9 Resume Mistakes That Might Cost You A Job**

*By Christine Ryan Jyoti (adapted by Tom McFadden)*

Résumés are the heartbeat of a career search,” says Jacqui Barrett-Poindexter, a career and workplace adviser at Glassdoor. “If done well, your résumé will tell your story and sell you.”

**1. Making Grammatical Errors and Typos :** There’s no room for sloppiness. According to a 2013 CareerBuilder survey, 58% of employers identified résumés with typos as one of the top mistakes that led them to automatically dismiss a candidate.

**2. Submitting Incorrect Information:** Getting simple details wrong will get your résumé tossed into the reject pile, fast. “When you put an incorrect phone number down or mess up your job titles or dates, it makes your résumé look haphazard. If you say you’re detail-oriented, and we catch incorrect information on your résumé, it’s a big red flag,” say experts.

**3. Giving Everyone the Same Résumé:** CareerBuilder’s survey found that 36% of employers identified résumés that are too generic as one of the mistakes that may lead them to automatically dismiss a candidate. “A personalized résumé is focused to the target audience’s needs,” adds the expert. If the job description says the role requires market analysis and planning, then weave that language into your résumé content, using real examples of analysis you performed and the results you achieved.

**4. Getting Too Elaborate With Formatting and Style:** Don’t let your résumé get out of hand with fonts and graphs and distract the reader from what’s important (how qualified you are). If you’re going to use bullets, they should be the same size and shape in each section and align from page to page.

**5. Being Vague:** Employers like to see as much information as possible up front. Highlight your accomplishments. If you raised money or saved money, put down the actual dollar figure—never give a generality that you can’t verify when they dig deeper.

**6. Squeezing Too Many Words Onto the Page:** CareerBuilder’s data shows that for new college graduates, 66% of employers say a résumé should be one page long, and for more seasoned workers, 77% of employers say they expect a résumé that’s at least two pages long.

**7. Omitting Exact Dates:** CareerBuilder’s survey found that 27% of employers identified résumés that don’t include exact dates of employment as one of the most common résumé mistakes that may lead them to automatically dismiss a candidate.

**8. Not Including Skills:** A list of hard skills and examples of how you put those skills to use in previous positions is a great way to stand out from the pack. In that same CareerBuilder survey, 35% of employers cited résumés that don’t include a list of skills as one of the most common résumé mistakes that may lead them to automatically dismiss a candidate.

**9. Using an Objective Statement:** Current trends indicate the days of including an objective statement in your résumé are gone.

—*Christine Ryan Jyoti is a Washington, D.C.-based freelance writer.*