

# RÉSUMÉ, CV, COVER LETTER, & OTHER WRITTEN COMMUNICATION GUIDE

## RÉSUMÉS & CVs

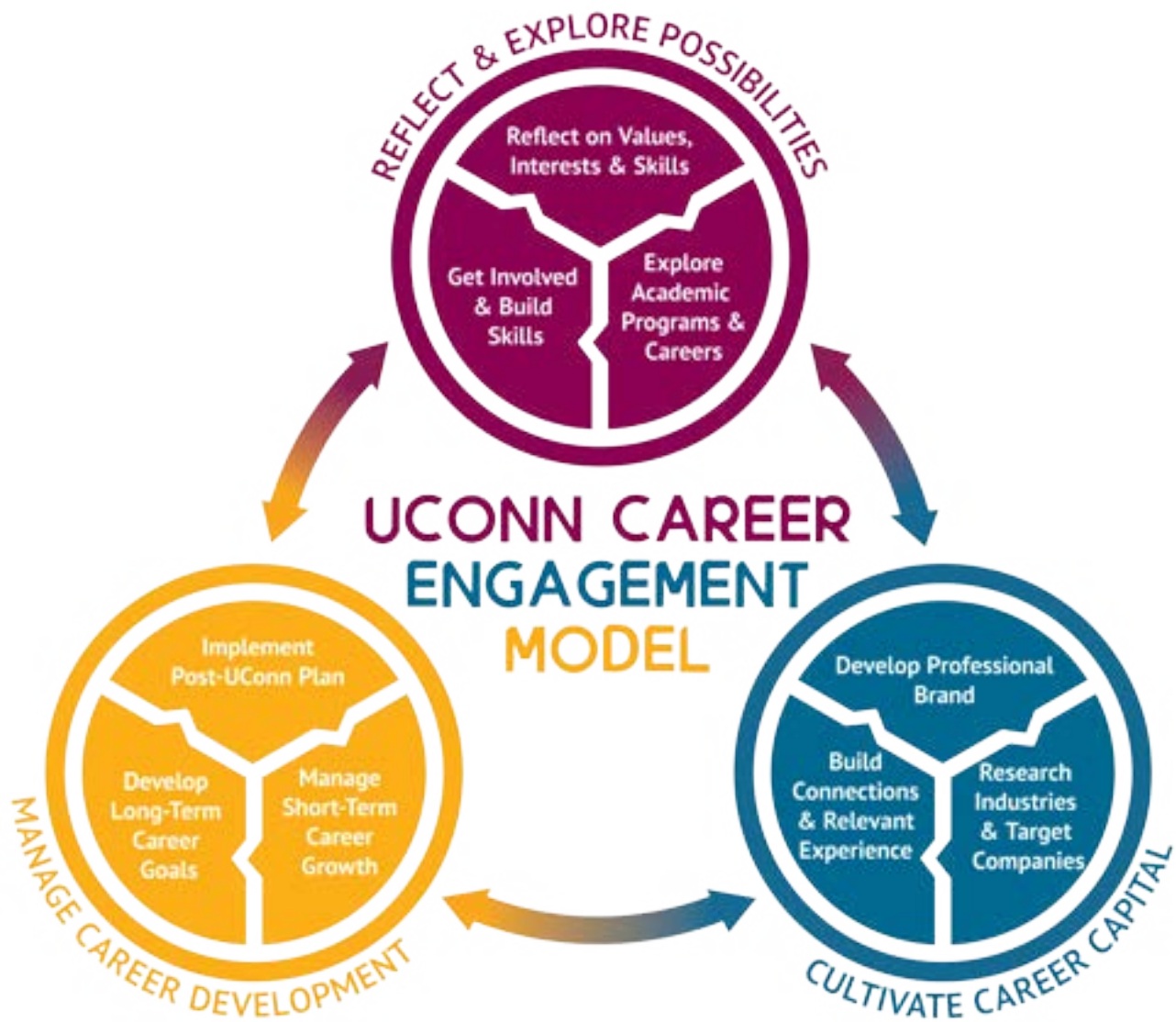
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The CCD encourages **self-awareness, engagement, and career readiness** of UConn students through the components of the UConn Career Engagement Model. This model highlights the on-going and non-linear nature of career development and allows for an inclusive and personalized approach.

# RÉSUMÉS & CURRICULA VITAE (CVs)

## THE RÉSUMÉ

A résumé is a document that presents critical and relevant information to the reader or external audience. For current students and recent graduates, a U.S. résumé is typically a one-page document that highlights educational background, experiences, accomplishments, skills, and interests. This length could vary depending on the industry and depth of your experiences, so knowledge of expectations within your field is critical for résumé success. Your résumé is the most important document in marketing yourself professionally with a singular goal of getting you an interview. Sample résumés are on pages 14-17.

RÉSUMÉ TYPE	DESCRIPTION	AUDIENCE	PAGE LENGTH
Master Document	Document all experiences as far back as can recall	Yourself	No limit
Industry Oriented	Adapted from the Master Résumé: content tailored toward each industry	Yourself, with the external audience in mind	Typically one, maybe two – depending on industry norms
Specific Position	Adapted from one of the Industry Oriented Résumés to address specific requirements of the opportunity to which you are applying	External audience: Employer, Graduate School Admissions, etc.  Two Types or Styles: Applicant Tracking System (ATS) Non-ATS	Typically one, maybe two – depending on industry norms

## THE CV

A CV is most commonly used by graduate students seeking academic or research positions or undergraduate students with research-heavy background seeking research-oriented positions. Within the U.S., a CV features your entire academic history and includes, but is not limited to, sections dedicated to education, publications, conference presentations, research, teaching, and work experience. The document is typically several pages in length and the order of the content on each page needs to align with the opportunity to which you are applying. The most relevant content appears on the first and second pages, with less relevant content following.

This means that each time you apply to an opportunity you will want to review and perhaps switch the order of your sections, tailoring it to the experience.

The CV is most widely used to apply for:

- faculty positions within higher education
- research and development jobs within industry, national labs and institutes
- federal jobs
- postdoc positions
- fellowships, grants, and awards
- doctoral program admission applications





\*Some international employers will ask for a CV. It is important to research the expectations within the countries to which you are applying for opportunities.

### SAMPLE CVs

Fields of study have their own expectations for CV content and format. You will want to consult with your academic department to gain insight into preferred CV structures. Additionally, professional and academic societies often provide CV samples and tips on their websites that are specific to an academic discipline or career sector. When applying for jobs in academia, consider connecting with a recently hired faculty member in your department to gain some current advice.

# RÉSUMÉ CATEGORIES

Listed below are definitions and recommendations for the different sections of a résumé.

-  **REQUIRED**
-  **STRONGLY RECOMMENDED**
-  **OPTIONAL**
-  **NOT INCLUDED**

## **CONTACT INFORMATION**

See the example for necessary components.

### EXAMPLE

Jonathan Husky  
233 Glenbrook Road  
Storrs, CT 06269  
(860) 555-5555  
Jonathan.Husky@uconn.edu  
www.linkedin.com/in/jonathanhusky

## **OBJECTIVE**

Recommended for résumés for all jobs and internships when the applicant's experience is not extensive or the experience does not clearly match the purpose of the résumé. Objective statements clarify skills and abilities that will positively contribute to the position you are seeking. Objective statements are not included for graduate school, research positions, or scholarship applications.

### EXAMPLE

Seeking a curator internship in a history museum utilizing strong communication skills, research ability, and creativity.

## **EDUCATION**

List in reverse chronological order, highest degree at the top.

May also include:

Minor, Concentration, Relevant Courses, Study Abroad, Honors, Dean's List, GPA, Certifications

### EXAMPLE

University of Connecticut, Storrs, CT  
Bachelor of Arts, Sociology, May 20XX  
Minor in Psychological Sciences  
GPA: #.##/#.##

[SEE SAMPLES P. 14-17](#)

## **WORK EXPERIENCE**

Document work history that highlights appropriate skills for the reader. Not every job must be listed. Bullet point statements may or may not be included and will change depending on the purpose of the résumé.

[SEE SAMPLES P. 14-17](#)

## **ACTIVITIES**

Campus Involvement •  
Leadership – *if you have held leadership roles and/or had leadership responsibilities*

Include to show depth and breadth of experience beyond academics and jobs. UConn affiliated as well as community based organizations can be listed.

[SEE SAMPLES P. 14-17](#)

## **VOLUNTEER**

Community Service • Service •  
Community Engagement

Include if you have been involved in long-term or frequent community service activities. Highlighting your service offers the chance to demonstrate transferable skills that you acquired through unpaid experience and your broader areas of interest.

[SEE SAMPLES P. 14-17](#)

## ✓ RELEVANT COURSEWORK

Recommended to list upper level courses that fit the purpose of the résumé and to show relevant knowledge or skills. List between four and eight course titles without course numbers.

SEE SAMPLES P. 15-16

## ✓ ACADEMIC PROJECT(S)

Recommend one or two projects that showcase how you worked with others on a group project, paper, or presentation. It can also include a solo project that was a major time commitment. Highlight measurable and transferable skills. May include senior design or capstone events as well.

SEE SAMPLE P. 16

## ✓ INTERESTS

Optional if space permits. These are additional activities not already listed nor part of any official club but may still be relevant.

SEE SAMPLE P. 14

## ✓ RELATED EXPERIENCE

Practicum • Clinical Experience  
• Internship Experience

Include any experience (paid or unpaid) that matches the objective statement or purpose of the résumé.

SEE SAMPLE P. 16

## ✓ SKILLS

Relevant Skills • Qualifications  
• Skills and Certifications

Include computer skills, specialized knowledge, and industry-related skills

### EXAMPLE

#### Relevant Skills

Computer: SAS; Microsoft Word, Excel, and PowerPoint

Laboratory: Spectrophotometry, Gel Electrophoresis, Microscopy (compound and dissecting), PCR, DNA Isolation and Amplification

Language: Proficient in Spanish

## ✓ HONORS AND AWARDS

Indicate years and explanation of the honor or award if the name is not self-explanatory. May be listed as its own category if there are three or more experiences for the section

SEE SAMPLES P. 14-17

## ✓ REFERENCES

Not listed on résumé.

Have a separate page that lists your references.

List people who will serve as a positive reference for you. Use the same header and font as your résumé.

### EXAMPLE

#### Ms. Janet Lee

Assistant Manager

American Eagle

1075 Kennedy Rd

Windsor, CT 06095

(860) 907-3068

Janet.Lee@ae.com

Relationship: Janet is my current supervisor at American Eagle.

## ✓ ADDITIONAL CATEGORIES

Strongly recommended if you have experience and/or affiliations with any category listed below (or any others that apply).

**RESEARCH** – Highlight what research project you have done or if you have a focus for future research.

**PUBLICATIONS** – Indicate if you have been published. Follow correct format and style for your industry. Bold your name if more than one author or contributor.

**PRESENTATIONS** – Outside of classroom requirements. Include site and event or organization name.

**TEACHING OR CLINICAL ROTATIONS** – Indicate the location of the experience, your title, and dates you participated. Sometimes there are bullets and other times just noting the time period is enough. Follow the directions in Related Experience for layout.

SEE FURTHER EXPLANATION ON P. 7-8

# CV CATEGORIES

*When creating or revising your CV, think of the content categories as distinct sections to which you can add, remove, and change content. You can rearrange the order to suit the needs and requirements for a specific job or academic opportunity. It is most common to begin your CV with your contact information appearing at the top of the first page, followed by your education.*

## CONTACT CONTENT

- First and last names (you can also include a middle name if you would like)
- Mailing address (Sometimes it is optional to include an address. When including one you might choose the address of your current residence or perhaps a departmental address when applying to jobs in academia.)
- Email address and the best phone number at which to reach you (list only one of each)
- URL for your LinkedIn page (optional) and/or your personal or research website (if you have one)

## EDUCATION CONTENT

Organized in order of university or college most recently attended to least recently attended

- Name of institution, city, state (when the institution is outside of the U.S., identify city and country)
- Title of your degree, name of program and/or department; month and year of completion or expected completion
- Thesis or dissertation title, culminating project with the option of including name of advisor(s)

Note: You might choose to include fellowships and academic awards here, but this content can also be in its own content category called Awards and Fellowships

After the contact and education content, you can choose the sections that follow. The order of your sections can change, depending on what you seek to emphasize when using your CV to apply to opportunities.

Note: Content within the various sections is consistently organized by most recent to least recent

## AWARDS AND FELLOWSHIPS CONTENT

- Include the name of award/fellowship, date(s) received, and a brief explanation of why awarded if not evident from the title of the award.

Note: When there are multiple awards and fellowships awarded by the academic institutions you attended, consider organizing the awards and fellowships under the names of the academic institutions to which they correspond.

## PUBLICATIONS CONTENT

- Use a citation format consistent with your field of study. Bold your initials or name to identify your authorship. Consider organizing by categories such as Journal Articles, Book Reviews, Monographs, etc. You might also consider including publications that are submitted or in press, indicating publishing status of each.

## SKILLS CONTENT

- List skills in which you are competent and that are most relevant to your field and/or to the opportunities to which you seek to apply. Consider organizing by sub-categories (e.g. Lab Techniques, Computer Applications, Data Analysis & Modeling, etc.) and listing the skills you possess within each sub-category.

## PRESENTATIONS CONTENT

- Title of presentation, name of professional association or conference, city, state, month, and year. Consider a sub-category to identify which talks you were invited to give from those where you submitted a presentation proposal and were selected.



In the Teaching Experience, Research Experience, and Employment sections you may choose to begin with either your job/position title or the name of the institution/employer. Think about what you want to emphasize and then be consistent in your format throughout the section.

## TEACHING EXPERIENCE CONTENT

You have options to consider in the teaching section depending on how extensive you would like to make the section. A couple of suggestions are offered, but consider using your own organizational framework – just be consistent.

### EXAMPLES

*Option 1:*

Identify your teaching title, department, institution, city, state, (or city, country if location is outside of U.S.), semester(s) and/or year(s)

Course name (not course number)

Add bullet point statements, each beginning with an action verb, specific to your role with this course.

See page 11

*Option 2:*

Name of institution, department, city, state, (or city, country if location is outside of U.S.), cumulative years taught

#### Instructor

Title of course (no course number) / Semester(s) and year(s) taught

Title of course (no course number) / Semester(s) and year(s) taught

#### Teaching Assistant

Title of course (no course numbers) / Semester(s) and year(s) taught

Title of course (no course numbers) / Semester(s) and year(s) taught

Note: You can use these format options without bullet point statements or consider adding a few bullet point statements that collectively reflect what you did/do as an instructor, teaching assistant, etc. Be strategic about what you choose to elaborate for the opportunities to which you are applying. See page 9

## RESEARCH EXPERIENCE CONTENT

Identify name of institution, department, city, state, (or city, country if location is outside of U.S.)

Starting and ending month and year

Your title

Research Focus: (Optional to add a single sentence description)

Name and title of research advisor, principal investigator, or lead faculty member (optional)

Add bullet point statements about your role, each beginning with an action verb. See page 11

## REFERENCES CONTENT

Name of Reference

Title

Department

Institution

Mailing Address

Preferred contact phone number / email address of reference

In what capacity the individual knows you (optional)

Note: Your listing of references will typically appear on the last and completely separate page of your CV

## OTHER CONTENT SECTIONS

Other possible content sections are too numerous to list in entirety. Following are some additional sections, but this is not an exhaustive list:

Career Highlights (typically appears before Education)	Leadership Experience
Certifications	Mentoring Experience
Industry Experience	Professional Association
Internships	Memberships
Clinical Training	Patents
Volunteer Experience	Exhibits/Exhibitions
Departmental Service	Performances
Grants Funded	Major Works Conducted

# TRANSITIONING YOUR CV TO A RÉSUMÉ

Many of the content sections that appear on a CV also appear on a résumé. The challenge is that a résumé is typically one page in length, and you will need to determine what to omit or how best to consolidate some of your content.

The two content areas that often require the most consolidation when appearing on a résumé are the Presentations and Publications sections.

## PRESENTATIONS AND PUBLICATIONS FORMATTING OPTIONS FOR A RÉSUMÉ

Begin by thinking about what you seek to emphasize in each of the two categories. Do you want to focus on the topics, titles, publications, or organizations? Your approach might differ when tailoring your résumé for different opportunities. Consider creating your own format or adapting one or more of these options.

PUBLICATIONS	PRESENTATIONS
<p><b>OPTION 1</b></p> <ul style="list-style-type: none"> <li>Four articles in three peer reviewed journals on topics including X,Y,Z</li> </ul> <p>Note: This gives emphasis to the topics/content of the articles</p>	<p><b>OPTION 1</b></p> <ul style="list-style-type: none"> <li>Presented at six national conferences and two international symposiums on topics including X,Y,Z</li> </ul> <p>Note: This gives emphasis to the topics/content of the presentations</p>
<p><b>OPTION 2</b></p> <ul style="list-style-type: none"> <li>Four articles in scientific journals including the Journal of Microbial &amp; Biochemical Technology and the Electronic Journal of Biology, on topics including X,Y,Z</li> </ul> <p>Note: This version identifies some of the journals and mentions topics/content of articles</p>	<p><b>OPTION 2</b></p> <ul style="list-style-type: none"> <li>Presented at 10 conferences, including the National Technology and Social Science Conference (20XX), on topics including X,Y,Z</li> </ul> <p>Note: This version identifies a more notable conference and includes topic/content areas</p>
<p><b>OPTION 3</b></p> <p>Use the citation format most common to your field of study, but choose which publications you want to feature. You might use a heading called SELECT PUBLICATIONS (3 out of 5) and then list three of your five citations.</p> <p>Another option is to use a heading called RECENT PUBLICATIONS and then list the citations for a couple of your most recent publications.</p>	<p><b>OPTION 3</b></p> <p>Use the citation format most common to your field of study, but choose which conferences you want to feature. You might use a heading called SELECT PRESENTATIONS (3 out of 5) and then list three of your five citations.</p> <p>Another option is to use a heading called RECENT PRESENTATIONS and then list the citations for a couple of your most recent ones.</p>



# WRITING BULLET

## POINTS

Think of an opportunity or position you want to acquire. The directions below will help you consider skills necessary for that position, as well as how to highlight your related accomplishments through bullet point statements. An example (based on the Getting Experience résumé on page 15) is provided to demonstrate each step of the process.

### STEP 1: THINK ABOUT THE SKILLS NEEDED FOR THE EXPERIENCE YOU ARE SEEKING

Example: Jonathan Husky is looking to work in the publishing industry in a position that needs creativity, critical thinking, editing, communication, and organizational skills.

Your Turn: I am ...

### STEP 2: DEVELOP RÉSUMÉ/ CV BULLET POINT STATEMENTS

Bullet point statements are one to two lines that articulate your accomplishments, skills, and knowledge. They typically begin with an action verb (see list on page 11) and do not contain personal pronouns. If you use an objective, bullet point statements provide the example of you using or mastering a skill indicated in it. You will write many bullet point statement drafts in order to create one that fits each Specific Position Résumé or Tailored CV. To get started, ask yourself the three questions below:

WHAT DID YOU DO?	HOW DID YOU DO IT?	WHY DID YOU DO IT?
Brainstorm a list of every task you completed at that experience.	What skills were emphasized the most? Think about what was important to this position, as well as what could be relevant to a future reader.	Consider the end result, both for what was important to the actual position, as well as how it could be relevant to a future reader.
<b>THIS EXAMPLE IS FROM GAINING EXPERIENCE RÉSUMÉ ON PAGE 15:</b>		
<i>Read articles</i>	<i>Editing, communicating, writing, proofreading, analyzing</i>	<i>To help the staff have accurate information and make sure articles were clearly understandable</i>
<b>YOUR TURN: THINK OF A CURRENT OR PAST EXPERIENCE</b>		
WHAT DID YOU DO?	HOW DID YOU DO IT?	WHY DID YOU DO IT?

### STEP 3: BUILD YOUR BULLET POINT STATEMENT

You may need several drafts before getting to a four star bullet point statement. For your first effort, take your answers from the chart above and put it into the two star box. Continue revising until it is four stars.

★ ★ ☆ ☆	Example: Read and edit articles to help the staff write good content
★ ★ ★ ☆	Example: Proofread articles and edit errors to ensure content is easily understood by the reader
★ ★ ★ ★	Example: Proofread articles and provide staff with edits ensuring accuracy and high standards in writing

# IDENTIFYING TRANSFERABLE SKILLS

*Transferable skills are abilities, attributes, and personal qualities obtained during your study and experiences that you can use across industry lines. The following are examples of transferable skills:*

## **ADMINISTRATIVE SKILLS**

identifying resources, delegating tasks, and initiating new ideas

## **ANALYTICAL SKILLS**

compiling, sorting, and analyzing data

## **CREATIVE SKILLS**

creating and designing new concepts or methods, or adding to existing ones

## **CRITICAL THINKING SKILLS**

making reasonable judgments that are well thought out after analyzing and evaluating a situation, event, or experience

## **CUSTOMER SERVICE SKILLS**

working with the public and interacting with customers with professionalism and efficiency

## **INTERPERSONAL SKILLS**

interacting effectively with others

## **LEADERSHIP SKILLS**

motivating and leading a group toward a common goal

## **ORGANIZATIONAL SKILLS**

using time, energy, and resources in an effective way in order to accomplish tasks and achieve goals

## **PERSUASION SKILLS**

changing a person's attitude or behavior toward a project, idea, object, or other person(s)

## **PROBLEM-SOLVING SKILLS**

recognizing an issue and identifying ways to solve the problem

## **QUANTITATIVE SKILLS**

sorting, analyzing, and applying mathematics to numbers and other data

## **TEACHING SKILLS**

transferring knowledge and skills to others

## **TEAMWORK SKILLS**

collaborating with others in order to accomplish a goal or task

## **TECHNOLOGICAL SKILLS**

using appropriate technology to accomplish a task

## **TIME MANAGEMENT SKILLS**

using one's time effectively or productively; prioritizing well

## **VERBAL COMMUNICATION SKILLS**

listening and expressing one's self with words verbally

## **WRITTEN COMMUNICATION SKILLS**

communicating ideas and concepts in writing

## HIGHLIGHTING YOUR CAREER READINESS

Career readiness, as defined by the National Association of Colleges and Employers (NACE), is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

For more information, visit [www.naceweb.org](http://www.naceweb.org).

### **COMPETENCIES**

*Critical Thinking/Problem Solving  
Oral/Written Communications  
Teamwork/Collaboration  
Information Technology Application  
Leadership  
Professionalism/Work Ethic  
Career Management  
Global/Intercultural Fluency*

These eight competencies are viewed as essential by employers when considering college graduates for their workplace. Students will want to develop or enhance these competencies while at UConn.

Consider how you can highlight your development of these skills on your résumé or CV.

# ACTION VERBS

Organized by skills. Begin each bullet statement with a strong action verb to describe accomplishments and experiences.

## ANALYTICAL

analyzed  
appraised  
ascertained  
assessed  
audited  
balanced  
budgeted  
calculated  
clarified  
compared  
deciphered  
derived  
diagnosed  
estimated  
evaluated  
examined  
financed  
formed  
improved  
increased  
inquired  
inspected  
measured  
processed  
purchased  
qualified  
quantified  
rated  
reconciled  
regulated  
specified  
surveyed  
synthesized  
targeted  
tested  
verified

## CRITICAL THINKING

analyzed  
annotated  
anticipated  
devised  
discovered  
evaluated  
formulated  
interpreted  
investigated  
measured  
qualified  
quantified  
recorded  
researched  
searched  
studied  
surveyed  
traced

## INNOVATIVE

adapted  
conceptualized  
created  
designed  
developed  
displayed  
exhibited  
illustrated  
invented  
made  
named  
performed  
produced  
publicized  
recruited  
revitalized  
shaped  
staged  
visualized

## LEADERSHIP

accomplished  
achieved  
attended  
chaired  
coached  
convened  
designated  
enlisted  
excelled  
executed  
facilitated  
focused  
guided  
initiated  
instilled  
launched  
led  
mobilized  
officiated  
spearheaded  
strategized

## TEACHING

coached  
corrected  
critiqued  
educated  
graded  
informed  
instructed  
learned  
lectured  
mastered  
memorized  
mentored  
modeled  
observed  
studied  
taught  
tutored

## MANAGEMENT

administered  
acted  
applied  
assigned  
authorized  
balanced  
commissioned  
concluded  
conducted  
contracted  
delegated  
directed  
enforced  
exercised  
exhibited  
financed  
forecasted  
generated  
implemented  
instituted  
managed  
mentored  
projected  
provided  
reinforced  
sanctioned  
succeeded  
supervised  
trained  
validated

## ORGANIZATION

arranged  
cataloged  
categorized  
classified  
collated  
collected  
compiled  
coordinated  
designed  
documented  
grouped  
integrated  
inventoried  
located  
maintained  
modified  
ordered  
organized  
planned  
prepared  
prioritized  
reorganized  
scheduled  
simplified  
systemized  
tailored  
updated

## PERSUASION

acquired  
committed  
elicited  
empowered  
encouraged  
influenced  
inspired  
led  
mentored  
motivated  
persuaded  
recruited  
sold  
solicited  
stimulated  
suggested  
united

## HELPING

accommodated  
advised  
aided  
alleviated  
assured  
clarified  
coached  
counseled  
enabled  
encouraged  
fostered  
guided  
listened  
protected  
provided  
rehabilitated  
served  
supported  
taught  
tended  
trained  
volunteered

## WRITTEN

authored  
briefed  
communicated  
composed  
constructed  
corresponded  
critiqued  
drafted  
edited  
interpreted  
outlined  
proofread  
published  
reviewed  
revised  
translated  
wrote

## TECHNICAL

accelerated  
analyzed  
assembled  
built  
coded  
computed  
corrected  
debugged  
detected  
developed  
diagnosed  
identified  
indexed  
installed  
invented  
licensed  
operated  
printed  
programmed  
protected  
recorded  
reinforced  
repaired  
reproduced  
restored  
retrieved  
treated  
utilized

## INTERPERSONAL

collaborated  
competed  
contributed  
cooperated  
coordinated  
enriched  
ensured  
interacted  
intervened  
interviewed  
involved  
joined  
mediated  
negotiated  
participated  
perceived  
promoted  
recognized  
referred  
related  
represented  
resolved

## VERBAL

addressed  
advertised  
conveyed  
demonstrated  
described  
discussed  
explained  
expressed  
facilitated  
illustrated  
informed  
introduced  
marketed  
negotiated  
presented  
promoted  
publicized  
reported  
responded  
shared  
showed  
suggested  
summarized

## PROBLEM SOLVING

adjusted  
allocated  
changed  
completed  
concluded  
controlled  
defined  
delivered  
distributed  
established  
expanded  
expedited  
implemented  
improvised  
investigated  
maintained  
monitored  
obtained  
planned  
recommended  
reformed  
selected  
solved  
staged  
utilized

Note: Use past tense if the experience has ended; otherwise, use present tense.

# FORMAT, CONTENT & GRAMMAR

## FORMAT

- Be consistent with the format of dates, locations, organization titles, and position titles
- Use bold and italics consistently yet sparingly
- Use the same font throughout the document—font size should be 10 to 12 pt.; your name should be larger, but not so large it looks disproportionate
- Choose a common font (e.g. Times New Roman or Garamond) that will easily translate from older to newer versions of software
- Establish equal margins all the way around the page (0.5-inch minimum, 1.0-inch maximum, on all sides)
- Avoid using tables, grids, and templates, as they do not transfer well when emailed using a non-ATS résumé and are not always readable by ATS systems (to learn more about ATS software see page 13, to see a sample ATS résumé see page 17)
- Determine the document length appropriate for your major, field of study, industry, or academic standing
- For documents with multiple pages, include your last name and page number in the upper right hand corner on all pages after the first page

## CONTENT

- Double-check your position titles and locations to ensure all information is accurate and truthful
- Personalize your experience and skill set to the position, department, or organization to which you are applying
- Demonstrate an obvious connection between the Objective (if you have one), Skills, and Experience sections so the résumé or CV reads easily and clearly
- Do not include personal information on the résumé or CV when using it for opportunities within the U.S.
  - Marital status, age, weight, religion, etc. should not be listed
- If you are applying for a job in another country, you will need to check the appropriateness of personal information on the résumé. Some countries will expect you to include these details. Content and format varies between different countries.

## GRAMMAR

- Grammar and spelling errors are unacceptable
- Do not rely on spellcheck
- Avoid abbreviations, except for states (on a non-ATS résumé)
- Do not use personal pronouns (no “I,” “me,” “my,” or “their”)
- Utilize the Writing Center for suggestions on how to become a stronger writer or tips on writing professional documents

### DID YOU KNOW?

You can have your résumé or CV critiqued with a staff member at the Center for Career Development. Go to [career.uconn.edu](http://career.uconn.edu) for scheduling details.

# HOW TO APPLY FOR A POSITION

*There are a number of ways to find and apply for positions. This section will go over how to apply for positions online through Applicant Tracking Systems (ATS) and email applications.*

## APPLICANT TRACKING SYSTEMS (ATS)

### What are Applicant Tracking Systems?

- ATS are online software that streamline the hiring process for employers
- They create a database of applicants for recruiters that can be sorted based on keywords and desired analytics

### ATS software allows employers to:

- Apply point systems to applications based on desired criteria
- Screen out applicants based on geography, educational criteria, work authorization status, etc.
- Utilize additional screening components such as personality or technical skills assessments

### How to know if an employer is using ATS software:

- Indicators of an ATS include a system name (Taleo, Homegrown, Jobvite, Brassring, etc.) included in the URL or a designation on the web page that says the system is “Powered by \_\_\_\_\_”
- Not all online application systems use ATS, but the majority do
- Over 90% of Fortune 500 Companies report using ATS

### Tips on applying through ATS:

- Complete online system forms thoroughly even if it requires adding content already contained in your résumé or CV
- Make sure you are in the most up-to-date version of your web browser
- Attach your ATS-friendly résumé or CV; see page 17 for best practices in creating an ATS-friendly résumé
- When applying through an ATS, save your materials as Word documents unless instructed otherwise

## APPLICATIONS SENT BY EMAIL

### What constitutes an email application?

- Types of email applications include sending a letter of inquiry (see page 21), sending materials to a contact at the company or organization (usually done in conjunction with completing a formal application), or responding to a posting that instructs you to apply by sending your materials to a specific email address

### Tips on applying through email:

- Include a brief formal note in the body of the email stating what you’re applying for, what materials you have attached, and how to contact you
- Emphasize your excitement and fit for the position in the body of the email
- Attach your non-ATS résumé or CV
- When sending via email, save your materials as PDFs unless instructed otherwise
- Employers receive dozens of cover letters and résumés/CVs a day, so saving your documents with clear and appropriate file names will ensure your materials do not get lost (e.g. For example: JonathanHuskyRésumé.pdf or JonathanHuskyCV.pdf)

# SAMPLE RÉSUMÉ: GETTING INVOLVED

ADDITIONAL RÉSUMÉS AVAILABLE ON CAREER.UCONN.EDU

## Jonathan Husky

233 Glenbrook Road, Storrs, CT 06269  
(860) 555-5555 • Jonathan.Husky@uconn.edu

### Education

**University of Connecticut**, Storrs, CT

**Bachelor of Arts, Undeclared Major, May XXXX**

Emerging Academic Interest: Communication

**Francis T. Maloney High School**, Meriden, CT

High School Diploma, June XXXX

**GPA:** 4.7/5.2

**Honors and Awards:** Honor Roll (XXXX-XXXX), National Rotary Scholarship

Jonathan is currently in ACES so he listed his major as "Undeclared" and included an additional line to indicate what major he is considering.

### Experience

**American Eagle Outfitters**, Meriden, CT

*Sales Associate*, Fall XXXX-Present (Seasonal)

- **Cultivate** sales by demonstrating comprehensive merchandise knowledge with customers to encourage repeat business
- Organize inventory and maintain welcoming appearance of store; properly categorize merchandise which creates an inviting atmosphere

Jonathan is keeping his action verbs in the present tense because he is still working at American Eagle.

**Target**, Waterbury, CT

*Sales Floor Team Member*, Summer XXXX

- Designed and highlighted Back to School product displays, resulting in 15% increase in sales

### Leadership and Volunteer

**Relay for Life, Francis T. Maloney High School**, Meriden, CT

*Team Leader*, Fall XXXX-Spring XXXX

- Fundraised donations by promoting cause online and door-to-door; team raised over \$5,000 for cancer research and support for current cancer patients and survivors

**National Honor Society, Francis T. Maloney High School**, Meriden, CT

*President*, Fall XXXX-Spring XXXX

- Led monthly meetings, facilitated leadership trainings, and organized annual weekend retreat with two other officers, for 20 members and two advisors at a local ropes course site
- Coordinated community service opportunities with local food pantry; managed can drive and communicated with pantry to provide a list of most needed items for the volunteers to collect

As a first year student you'll notice Jonathan has included high school information on his résumé. By junior year all high school information should be removed.

**Youth Alive, Francis T. Maloney High School**, Meriden, CT

*Secretary*, Fall XXXX-Spring XXXX

- Documented weekly meetings by taking meticulous minutes and regularly sharing with members
- Organized and tracked member participation for monthly reports and trend analysis

### Skills

Microsoft Word, Excel, PowerPoint; WordPress

### Interests

Fashion blogging, interior design, service projects, sculpting, and creative writing

# SAMPLE RÉSUMÉ: GETTING EXPERIENCE

ADDITIONAL RÉSUMÉS AVAILABLE ON [CAREER.UCONN.EDU](http://CAREER.UCONN.EDU)

## Jonathan Husky

233 Glenbrook Road, Storrs, CT 06269 • (860) 555-5555  
Jonathan.Husky@uconn.edu • [www.linkedin.com/in/jonathanhusky](http://www.linkedin.com/in/jonathanhusky)

### OBJECTIVE:

Seeking copywriting internship with a national publishing organization utilizing written and verbal communication, organization, and presentation skills

### EDUCATION:

**University of Connecticut**, Storrs, CT  
*Bachelor of Arts, Communication*, May XXXX  
GPA: 3.4/4.0  
*Relevant Courses:* Creative Writing, Public Speaking, Web Design, Market Research

### SKILLS:

*Computer:* Microsoft Word, Excel, PowerPoint; Adobe Photoshop  
*Social Media:* Tumblr, WordPress, Facebook, Twitter, Pinterest  
*Language:* Conversational Spanish

### LEADERSHIP AND ACTIVITIES:

**The Daily Campus**, UConn, Storrs, CT  
*Staff Writer*, September XXXX-Present

- Conduct extensive research to author 15 articles, including one front-page article on U.S. foreign affairs
- Proofread articles and provide staff with edits ensuring accuracy and high standards in writing
- Pitch story ideas to editorial staff for features and editorial pages to emphasize individual creativity

**Pi Sigma Epsilon**, Professional Business Fraternity, UConn, Storrs, CT  
*Vice President of Recruitment*, September XXXX-Present

- Recruit new members into organization through formal and informal efforts while addressing questions and concerns from students and parents
- Delegate assignments to current members in coordination of four recruitment events each semester; monitor the status of recruitment goals and deadlines
- Create distinct marketing materials for the campus paper and social media sites to publicize events

**Campus Big Buddies**, UConn, Storrs, CT  
*Mentor*, January XXXX-Present

- Tutor 10-12 Spanish-speaking middle school students on basic English grammar and writing skills
- Introduced a creative writing contest to students and identified a local paper to publish the winning entry

### EXPERIENCE:

**American Eagle Outfitters**, Meriden, CT  
*Sales Associate*, August XXXX-Present (Seasonal)

- Promote customer enrollment in store card program by providing clear benefits description, which led to a 20% increase in credit card program
- Engage customers in friendly conversations and regularly share the store's Twitter account through daily personal Tweets and interaction with followers
- Presented with manager commendation and recognition as Employee of the Month

**Target**, Waterbury, CT  
*Sales Floor Team Member*, May XXXX-August XXXX

Jonathan included a link to his LinkedIn profile for networking purposes and to share additional information with potential employers.

Jonathan developed an objective statement to highlight his transferable skills that he could apply to this position. He chose these skills based on the position description and the strengths on his résumé.

As Jonathan gained more experience, the format of his résumé changed to highlight different activities and experiences.

Social media platforms are included due to their professional relevance to the position being sought.

Bullet statements are not need for every experience due to space restrictions. Jonathan picked the opportunity where he could highlight the most relevant experiences.



# SAMPLE RÉSUMÉ: GETTING THE JOB

ADDITIONAL RÉSUMÉS AVAILABLE ON CAREER.UCONN.EDU

Created for the "Sample Job Description" on P. 19

## Jonathan Husky

233 Glenbrook Road, Storrs, CT 06269 | 860-555-5555

Jonathan.Husky@uconn.edu | www.linkedin.com/in/jonathanhusky

### OBJECTIVE

Seeking Communication Specialist position utilizing creativity, editing, and website design experience

### EDUCATION

#### University of Connecticut

Storrs, CT

Bachelor of Arts, Communication

May XXXX

Minors: Studio Art, English

Major GPA: 3.57/4.00; Cumulative GPA: 3.41/4.00

Honors: Dean's List, Spring XXXX

Relevant Courses: Cultural and Global Diversity in Advertising, Advanced Persuasion and Communication, Marketing Research, Consumer Behavior, New Communication Technologies, Web Design

#### Universitat de Barcelona

Barcelona, Spain

Study Abroad

January - June XXXX

### SKILLS

Computer: Proficient in PowerPoint; Prezi; Adobe Photoshop, InDesign; Social Media Platforms; HTML; Familiar with CSS

Language: Conversational Spanish

### RELATED EXPERIENCE

#### The Daily Campus, UConn

Storrs, CT

Assistant Editor

January XXXX - Present

- Edit content for 10 staff writers, checking for grammatical and spelling errors before going to press
- Attend and cover large-scale on-campus events that are often picked up by national media outlets
- Produce content for print and online versions of the campus paper using InDesign

Staff Writer

September XXXX - June XXXX

- Authored over 20 articles under short deadlines including one featured on the front-page on U.S. foreign affairs

#### Publishers Clearing House

New York, NY

Copywriting Intern

May XXXX - August XXXX

- Wrote content for targeted populations to be reviewed by copywriters; proofread e-mails and banners before e-mailing customers and publishing on website
- Created visual designs in Adobe Photoshop with a team of interns and advanced the company's brand strategy
- Conducted focus groups and researched potential campaign ideas; presented proposal to senior copywriting staff
- Developed mock-ups and prototypes for presentations to marketing teams to meet short deadlines

### ACADEMIC PROJECT

#### Communication Campaigns and Applied Research Course, UConn

Storrs, CT

Project Title: Understanding your Audience; Marketing Wellness Initiatives to Millennials

April XXXX

- Developed a mock communications campaign by identifying target audience, selecting relevant promotional channels, and presenting strategy document and action plan to local businesses during a group Prezi presentation

### LEADERSHIP & VOLUNTEER ACTIVITIES

#### Pi Sigma Epsilon, Professional Business Fraternity, UConn

Storrs, CT

Vice President of Recruitment

September XXXX - Present

- Manage organization's social media sites including Facebook and Twitter as a component of recruitment campaigns, successfully recruiting 25 new members (exceeded goal by 20%) for the upcoming year
- Created and edited Fraternity's webpage in HTML developing events calendar, photo album, and blog pages

#### Campus Big Buddies, UConn

Storrs, CT

Mentor

January XXXX - Present

Jonathan is highlighting his major GPA because it is higher than his cumulative GPA.

In the skills section Jonathan is focusing on measurable or "technical" skills relevant to his field. He integrates transferable skills into his bullet points.

Jonathan created a related experience section to highlight his writing and communication skills.

The formatting for the Daily Campus positions illustrates how Jonathan was promoted to Assistant Editor.

Jonathan added an academic projects section to showcase the relevant skills he developed in his major.

# SAMPLE RÉSUMÉ: GETTING THE JOB (ATS)

ADDITIONAL RÉSUMÉS AVAILABLE ON [CAREER.UCONN.EDU](http://CAREER.UCONN.EDU)

Created for the "Sample Job Description" on P. 19

## Jonathan Husky

233 Glenbrook Road, Storrs, CT 06269  
860-555-5555, Jonathan.Husky@gmail.com  
www.linkedin.com/in/jonathanhusky

### EDUCATION

**University of Connecticut**, Storrs, CT  
**Bachelor of Arts (B.A.)**, Communication, May XXXX  
Minors: Studio Art, English  
**GPA: 3.41/4.00**  
Honors: Dean's List, Spring XXXX - Spring XXXX

**Universitat de Barcelona**, Barcelona, Spain  
Study Abroad, January - June XXXX

### SKILLS

Computer: Proficient in Microsoft Excel, PowerPoint; Prezi; HTML, Adobe Photoshop, InDesign; Familiar with CSS  
Social Media: Proficient in professional use of Tumblr, WordPress, Twitter, Pinterest, LinkedIn, Facebook  
Language: Conversational in Spanish

### WORK EXPERIENCE

**The Daily Campus, UConn**, Storrs, CT  
Assistant Editor, January XXXX - Present

- **Edit** content for 10 staff writers, checking for grammatical and spelling errors before going to press
- Attend and cover large-scale on-campus events that are often picked up by national media outlets
- Design content for print and online versions of the campus paper using InDesign

Staff Writer, September XXXX - June XXXX

- Authored over 20 articles under short deadlines, including front-page piece on U.S. foreign affairs
- Pitched story ideas to editorial staff for features and editorial pages while encouraging individual creativity

**Publishers Clearing House**, New York, NY  
Copywriting Intern, May XXXX - August XXXX

- Wrote content for targeted populations to be reviewed by copywriters; proofread e-mails and banners before e-mailing customers and publishing on website
- Created visual designs in Adobe Photoshop with a team of interns and advanced the company's brand strategy
- Conducted focus groups to assess potential campaign ideas; presented proposal to senior copywriting staff

### ACTIVITIES & VOLUNTEER

**Pi Sigma Epsilon, Professional Business Fraternity, UConn**, Storrs, CT  
Vice President of Recruitment, September XXXX - Present

- Manage organization's social media sites including Facebook and Twitter as a component of recruitment campaigns, successfully recruiting 25 new members for the upcoming year
- Created and edited Fraternity's webpage in HTML, developing events calendar, photo album, and blog pages

**Campus Big Buddies, UConn**, Storrs, CT  
Mentor, January XXXX - Present

- Mentor middle school-aged student over three years to encourage academic involvement and social activities

**Relay for Life**, Storrs, CT  
Volunteer, September XXXX - Present

- Collaborate with teammates to effectively fundraise over \$10,000 each year for cancer research

Jonathan used a simple font and format to be easily readable by ATS systems. The CCD recommends not using templates, text boxes, tables, headers and footers, or more than one column to create an ATS-friendly résumé.

Do not use an objective on an ATS résumé; skip directly to Education.

Jonathan wrote out and abbreviated his degree so that it gets picked up by all ATS systems; we suggest listing your degree to match how it appears in the posting.

Jonathan only included his cumulative GPA so that he doesn't confuse or mislead the system.

Jonathan broke down his skills into multiple categories so that his technical proficiencies are highlighted in his bullet points and the skills section.

Jonathan used traditional categories including work experience and activities so that his sections are easily sortable by a computer.

Jonathan integrated key words from the posting throughout his bullet points. He also highlighted related transferable skills, because sometimes ATS systems will be looking for synonyms not included in the posting.

ATS résumé tips can be found on page 13.

# WRITING YOUR COVER LETTER

PURPOSE	METHOD	DO	DON'T
<ul style="list-style-type: none"> <li>Tailored to job announcement for a particular position</li> <li>Introduces the résumé or CV and serves as a marketing tool</li> <li>Convinces the employer to invite you for an interview</li> <li>Proves that you can do the job</li> <li>Shows enthusiasm for the job and the organization</li> </ul>	<ul style="list-style-type: none"> <li>Formal business letter (postal mail or as an attachment in an email)</li> </ul>	<ul style="list-style-type: none"> <li>Research the position and the company prior to beginning the cover letter</li> </ul>	<ul style="list-style-type: none"> <li>Write "Hello my name is..."</li> <li>Write more than one page</li> <li>Just repeat your résumé or CV</li> <li>Indent your paragraphs</li> <li>Write "To Whom It May Concern"</li> <li>Write general statements regarding your desire to work for the organization, or how you are impressed with it</li> </ul>

Your Address

City, State Zip

(Or use the letterhead from your résumé; see sample on page 20)

Date (January 1, XXXX)

Name of Employer Contact (or HR Director)

Title

Organization

Street Address

City, State Zip

*When possible, direct your cover letter to a specific person. If you can't find a contact name, use "Dear Hiring Manager" or "Dear Search Committee."*

Dear Mr./Ms./Dr. \_\_\_\_\_: (use last name)

INTRODUCTION PARAGRAPH:

- Why are you writing?** Specifically mention the position and company to which you are applying.
- Make a connection with the reader by mentioning a common professional acquaintance or by expressing your interest in the organization.
- Conclude the paragraph with a statement similar to a thesis statement, identifying the skills, knowledge, and/or experience that you will address in the next two paragraphs.

BODY PARAGRAPHS:

- Show that you can do the job** by providing specific examples of past work, internship, volunteer, leadership, or classroom experiences to illustrate that you have the skills from the position description.
- Explain why **you are a STRONG FIT for this position** and this organization.
- Explain how you can add value to the company, and **why you want to work there specifically**.

CLOSING PARAGRAPH:

- Thank the employer for looking over your application materials, and reiterate your interest in the position and/or organization.
- Express your willingness to follow up with more information if needed; provide your phone number and email address for contact if you did not use letterhead from your résumé.

"Sincerely,"

*Signature*

Your Name (Typed)

# SAMPLE JOB DESCRIPTION

FOR MATCHING RÉSUMÉS SEE P. 16-17; FOR MATCHING COVER LETTER SEE P. 20

Position: Communications Specialist

Company: Design My Home, Inc.

Location: Boston, MA, U.S.

Area of Interest: Creative Services

Position Type: Full Time

## JOB DESCRIPTION

Design My Home is seeking a full-time Communications Specialist to join our marketing team at our Boston, MA location. The ideal candidate has superior writing and editing skills, is proficient in web development and social media marketing, and has a background in Communications, Marketing, or Journalism.

## AREAS OF RESPONSIBILITIES AND SUCCESS CRITERIA:

- Assist in the creation, implementation, and assessment of comprehensive communications strategies
- Manage social media outlets including Facebook, LinkedIn, Twitter, etc.
- Work cross-functionally and with tight deadlines to actively support the growth in sales and customer retention
- Edit and maintain website content
- Facilitate content for emails and e-newsletters
- Self-starter with the ability to manage multiple projects simultaneously
- Must be a team player

## REQUIRED QUALIFICATIONS:

- Bachelor's degree in Marketing or Communication
- One to three years minimum experience in Corporate Communications/Journalism or related field
- Positive and flexible attitude, with the ability to roll with any situation
- Strong editing, writing, proofreading, and communication skills
- Demonstrated experience with HTML, CSS, or similar programs
- Demonstrated competency as a team player as well as flexibility to work individually
- Strong sense of accountability, especially regarding deadlines, and follow-through on commitments

## DESIRED QUALIFICATIONS:

- Experience with project management
- Experience with in-house advertising
- Proficient in InDesign and Photoshop
- Prior experience evaluating and reporting on marketing effectiveness
- Personal passion for interior design

## TO APPLY:

Submit cover letter and résumé to Kim Miller, Human Resources Manager, at [k.miller@designmh.com](mailto:k.miller@designmh.com).

As an Affirmative Action/Equal Employment Opportunity employer, Design My Home, Inc. encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

# SAMPLE COVER LETTER

WRITTEN TO MATCH "SAMPLE JOB DESCRIPTION" ON P. 19

## Jonathan Husky

233 Glenbrook Road, Storrs, CT 06269 | 860-555-5555  
Jonathan.Husky@uconn.edu|www.linkedin.com/in/jonathanhusky

October 10, 20XX

Ms. Kim Miller  
Human Resources Manager  
Design My Home  
1 Beacon Street  
Boston, MA 02116

*All UConn students have access to this sample cover letter. In order to make your cover letter unique, add your own tone and voice. Copying directly from this sample is strongly discouraged.*

Dear Ms. Miller:

With prior experience as a copywriting intern and newspaper editor, as well as enthusiasm for interior design, I am excited to apply for the Communications Specialist position with Design My Home. My conversation with Sarah Brown at the UConn information session solidified my desire to apply for this position. Design My Home's creative approach to promoting contemporary décor connects with my work style and would allow me to highlight my editing, communication, and teamwork skills.

As a copywriting intern, I gained direct experience writing, proofreading, and editing copy. One of my largest projects at Publisher's Clearing House was to communicate with my fellow interns to research and construct a potential marketing proposal. Our team worked together to design innovative online marketing material using Adobe Photoshop for a new e-reader product, to be implemented through our social media sites. I created copy content to complement the design work of my fellow interns. After proposing our ideas to the senior copywriters and marketing managers, our design was selected to be incorporated into the new social media campaign. I look forward to applying my communication and teamwork skills to the Communications Specialist position at Design My Home.

While working for UConn's largest on-campus newspaper, I was promoted from Staff Writer to Assistant Editor. In this role, it was vital that I managed production deadlines to ensure our paper was published on time and without errors. I often had to drop one task to start another, given the deadlines and story ideas; it quickly became apparent how being adaptable and cooperative would lead to a better result. Working for an independent, student-run paper increases my appreciation for Design My Home's history as a startup company.

I look forward to discussing how I can apply my skills and experience to the Communications Specialist position at Design My Home and am eager to learn more about the role and the organization. Feel free to contact me via the information above.

Sincerely,



Jonathan Husky

# PROFESSIONAL WRITING IN THE APPLICATION PROCESS

## LETTER OF INQUIRY

PURPOSE	DO	DON'T
<ul style="list-style-type: none"> <li>Express interest in a specific organization</li> <li>Inquire about possible job or internship opportunities</li> <li>Market yourself to an organization</li> <li>Not as specific as a cover letter</li> </ul>	<ul style="list-style-type: none"> <li>Research the company or program</li> <li>State why you are writing</li> <li>Highlight your relevant skills, experience, and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Be too authoritative</li> <li>Write "Hello my name is..."</li> <li>Write more than one page</li> <li>Just repeat your résumé or CV</li> <li>Indent your paragraphs</li> <li>Write "To Whom it May Concern"</li> </ul>

### TIPS TO REMEMBER

- Professional writing is concise and focused
- Always proofread and make sure your content is grammatically correct
- Schedule a critique with the Center for Career Development and/or ask a trusted friend or mentor to review for content, clarity, and grammatical errors
- All professional communication must be customized to a specific position; generic letters go in the trash
- Address your letter or message to a specific person (whenever possible)
- Cover letters and letters of inquiry, like résumés and CVs, are formal documents that need to be written on high quality paper when mailed or distributed in person

### SAMPLE LETTER OF INQUIRY

Dear Mr. Last Name:

Having studied accounting at the University of Connecticut, I am eager to begin my career at PwC. I am writing to express my interest in any upcoming entry-level opportunities with PwC's tax practice. Your department's focus on utilizing data analytics to inform decision-making highlights your role as a trendsetter in the field. My background in tax accounting, in addition to my analytical and communication skills would make me an asset to your organization.

While interning at KPMG on the Business Support Services team I utilized Microsoft Excel to evaluate trends in the firm's investment portfolios. Additionally, through my academic coursework I have developed an understanding of Lean 6 Sigma principles, which has increased my consulting skills. Please see my attached résumé for a summary of my relevant experience. I look forward to discussing my qualifications with you and can be reached by phone: 860-555-5555 or email: firstname.lastname@uconn.edu.

Sincerely,  
First Name Last Name

# NETWORKING COMMUNICATIONS

PURPOSE	DO	DON'T
<ul style="list-style-type: none"> <li>Express interest in a specific organization</li> <li>Inquire about possible job or internship opportunities</li> <li>Request an informational interview</li> <li>Market yourself to an organization</li> </ul>	<ul style="list-style-type: none"> <li>State who you are, how you found them, and what you are asking them for</li> <li>Ask for a specific amount of time (20-30 minutes) to discuss your career path and seek their advice</li> <li>State when you will follow up</li> </ul>	<ul style="list-style-type: none"> <li>Be too authoritative (this is a request letter)</li> <li>Ask for a job if requesting an informational interview</li> </ul>

## EXAMPLE MESSAGES

### INQUIRY BY EMAIL

*Requesting an informational interview*

Dear Mr. Last Name:

As a junior majoring in Psychological Sciences at the University of Connecticut, I am interested in exploring a career in human resources. I received your information from the local chapter of the Society for Human Resource Management and am writing to make your acquaintance. I would like to speak with you regarding your background and your own career path, as well as gain advice about becoming a competitive job candidate. Might you be able to set aside time for a brief informational meeting or telephone call?

My résumé is attached to provide you with some information about my background, including my work with the UConn chapter of SHRM. I look forward to hearing back from you.

Thank you for your time,  
First Name Last Name

### LINKEDIN CONNECTION REQUEST

*Someone you have previously met*

Ms. Last Name,

I enjoyed meeting you at the Center for Career Development's Careers in Mechanical Engineering Panel yesterday and appreciate your willingness to connect through LinkedIn.

Regards,  
First Name Last Name

### LINKEDIN CONNECTION REQUEST

*Someone you have not met*

Dear Ms. Last Name,

As a current UConn Biological Sciences student, I found your LinkedIn profile under the UConn Alumni Search page. I would appreciate connecting with you to learn more about your work as a research assistant at Yale New Haven Hospital.

Sincerely,  
First Name Last Name



# CAREER FAIR FOLLOW UP

PURPOSE	DO	DON'T
<ul style="list-style-type: none"> <li>Express interest in a specific position or organization</li> <li>Market yourself to an organization</li> <li>Maintain connection after a career fair</li> <li>Thank them for speaking with you at the fair</li> </ul>	<ul style="list-style-type: none"> <li>Research the company</li> <li>Remind them of who you are</li> <li>Highlight your relevant skills, knowledge, and experience</li> <li>Reiterate your enthusiasm for the opportunity</li> </ul>	<ul style="list-style-type: none"> <li>Be too authoritative</li> <li>Write "Hello my name is..."</li> <li>Write more than one page</li> <li>Just repeat your résumé or CV</li> <li>Indent your paragraphs</li> <li>Write "To Whom it May Concern"</li> </ul>

## SAMPLE FOLLOW UP MESSAGE

Hello Mr. Last Name:

It was a pleasure to meet you at the University of Connecticut Career Fair yesterday – I really enjoyed learning more about the Communication Associate role at XYZ Associates, especially the opportunity it provides to rotate through your various business units. I know that my marketing experience, which we discussed at the Career Fair, would apply well to your company, and I'm excited to learn more about the internships XYZ Associates is offering.

In addition to applying through your online application portal, I've attached my résumé for your convenience. I look forward to further discussing my qualifications with you in an interview. Thank you for your time.

Best,  
First Name Last Name

# THANK YOU LETTERS

PURPOSE	METHOD	DO	DON'T
<ul style="list-style-type: none"> <li>Stay on the employer's mind</li> <li>Indicate continued interest</li> <li>Follow business etiquette</li> <li>Introduce additional relevant information</li> </ul>	<ul style="list-style-type: none"> <li>Email: within 24 hours</li> <li>Mailed letter or card in addition to email</li> </ul>	<ul style="list-style-type: none"> <li>Thank employers for their time</li> <li>Reiterate your interest and strengths</li> <li>Send individual notes to each person with whom you interact (if possible)</li> <li>Send after any significant interaction with an employer (career fair, employer panel, networking event, interview)</li> </ul>	<ul style="list-style-type: none"> <li>Write it ahead of time</li> <li>Use postal mail if it needs to get there quickly</li> <li>Assume you have the job</li> </ul>

## SAMPLE POST-INTERVIEW THANK YOU NOTE

Dear Dr. Last Name:

I greatly appreciate the time you took to meet with me on Monday to discuss the Research Assistant role at ABC Laboratories. Your team really seems to enjoy working there, and I'd be fortunate to count myself among them.

The upcoming projects you mentioned during the interview sound very interesting, and I believe my internship at The Jackson Laboratory – especially with clinical genomics – provided me with a solid foundation to help me be successful with similar research assignments at ABC Laboratories.

Please let me know if you require any additional information regarding my candidacy. I am very excited at the prospect of joining your company. Thank you again.

Sincerely,  
First Name Last Name

# SUPPLEMENTAL APPLICATION MATERIALS

*The following materials may be requested as part of an application.*

## WRITING SAMPLE

- No more than two to three pages while still expressing a complete thought
- Do not submit with grading or comments
- Include prompt when one is provided
- Choose a relevant topic when possible
- If you do not currently have a relevant writing sample, consider writing a synopsis of a recent article related to your industry

## UNOFFICIAL TRANSCRIPT

- You can view and print your unofficial transcript from your Student Administration account. See the Office of the Registrar's website for specific steps ([registrar.uconn.edu/transcripts](http://registrar.uconn.edu/transcripts)).

## LETTERS OF RECOMMENDATION

- Commonly requested for graduate school and fellowship positions
- Always ask your recommenders if they are comfortable writing a STRONG, positive recommendation for you
- Should be requested from your recommenders two to three months in advance of due date
- If possible, meet with recommender to provide a copy of your résumé or CV and let them know about the type of opportunities for which you are applying
- Consider asking if your recommender will also write a recommendation on your LinkedIn profile

## REFERENCE LIST

- Employers generally ask for three to four professional references; these should be provided only when requested, on a reference page that is separate from your résumé (see page 5)
- Always ask your references if they are comfortable being a STRONG, positive reference for you before you list them as a reference
- Keep recommender updated if you know references are being contacted for a specific position

## ADDITIONAL MATERIALS AND DOCUMENTS BASED ON INDUSTRY

- Some industries or career sectors may require or suggest additional documents. Check with industry professionals or a career consultant to determine your industry's expectations.

## INDUSTRY BASED MATERIALS: PORTFOLIOS

Some applications may ask for an online portfolio of design samples. There are multiple websites available that allow you to build an online portfolio for free, such as [wix.com](http://wix.com) or [squarespace.com](http://squarespace.com). You do not need to include everything you have ever created in your portfolio. Select your best 10 pieces to showcase. Whenever possible, include pieces that are relevant to the position for which you are applying. Ask someone you trust or whose opinion you value to review your portfolio.