

Cover Letter and Resume

For High School Students

A decorative graphic consisting of several horizontal lines of varying lengths and colors (teal, light blue, and white) extending from the right side of the page towards the center.

What is a Cover Letter?

- A **cover letter** is a document sent with your resume to provide additional information on your skills and experience. The **letter** provides detailed information on why you are qualified for the job you are applying for.

How to Write a Cover Letter

First Paragraph – Clearly introduce yourself.

- The first paragraph is your opportunity to make a strong first impression on the employer.
- This section should explain who you are, the position you're interested in, and how you discovered the opportunity.

How to Write a Cover Letter

Second Paragraph – Talk about your relevant skills and accomplishments.

- Highlight your relevant skills and classroom experience.
- Explain why you're qualified for the position, it's important to connect the dots with the employer.
- If you don't have a lot of work experience, you could highlight the communications skills and experience you gained through student services.

How to Write a Cover Letter

Third Paragraph – Highlight your best qualities and explain why you’re a good fit.

- Most employers want to hire candidates who are creative, team players, and have strong time management skills.
- Use examples that illustrate *why* you’re a good fit for the job..
- When talking about your qualities, it’s important to talk about real-life examples. The key point to remember here is to make sure your examples are succinct and visual.

How to Write a Cover Letter

Fourth Paragraph – Conclude with a call to action.

- The final paragraph is the section that will seal the deal for a job interview.
- You want to leave a lasting impression on the reader.
- The conclusion should be confident, upbeat, and encourages the hiring manager to read your resume get in touch with you.

Your Name
Mailing Address
Email Address

SINGLE SPACE

DOUBLE SPACE

Today's Date

DOUBLE SPACE

Name of Recipient / Company Name SINGLE SPACE
Title
Company
Address

Dear Sir or Madam [or Name of Recipient]: SALUTATION

EXAMPLE

First Paragraph - Clearly introduce yourself.

Second Paragraph – Talk about your relevant skills and accomplishments.

Third Paragraph - Highlight your best qualities and explain why you are a good fit.

Fourth Paragraph – Conclude with a call for action.

Sincerely,

Sign here for letters sent by mail.

[Typed Name]

Enclosure

What is a Resume?

A resume is a personal summary of your professional history and qualifications.

It includes information about:

- Your career goals
- Education
- Work experience
- Activities
- Honors
- Any special skills you might have.

Key Components

- Heading
- Objective
- Education
- Skills
- Experience
- References- in resume or as an addendum (addition)

Additional Components

- Personal Skills and Assets
- Honors, awards and activities
- Community service
- Foreign language proficiency
- Computer skills & applications
- Volunteer experiences
- Prospective Colleges & Universities (if applicable)

Formatting & Appearance

- Make your **name stand out** with a bold, larger font size
- Use standard fonts such as **Times New Roman, Arial, or Courier**
- Type Size: **10 - 12 Point**
- White, beige, or light gray **quality bond paper**
- Use a laser **printer** for best finish
- Limit entry level resume to **one typed page**

BAD RESUME

- Irratic spacing and line breaks
- Various font types and sizes
- Inconsistent capitalization
- Flowery and illegible fonts
- Use of personal pronouns



GOOD RESUME

- Uniform spacing and line breaks
- Consistent font size and type
- Clear headings
- Good amount of white space
- Short and powerful statements

Jay Gatsby

25 West Egg • Long Island, New York, United States • 21276
CELL (212) 553-7776 • EMAIL: jgatzby@gmail.com

OBJECTIVE	Experienced party planner looking to use my organizational skills to improve interpersonal relations.
------------------	---

SKILLS	Budgeting Event planning Management
---------------	---

ACHIEVEMENTS	Decoration of Valor, 1918
---------------------	---------------------------

EDUCATION	Bachelor Trinity College, Oxford, England 1909-1919
	High School St. Olaf College, Minnesota, United States 1907-1907

EMPLOYMENT	Party Planner Gatsby Parties, New York, United States 1920-Present <ul style="list-style-type: none">• Host elaborate parties open to all comers
	Alcohol Manufacturer Prohibition, New York, United States 1920-Present <ul style="list-style-type: none">• Collaborate with Meyer Wolfsheimer
	Mentee Mentor: Dan Cody, Lake Superior, North America 1907-1912 <ul style="list-style-type: none">• Participated in a five-year yacht trek
	Janitor Cleaning Company, Minnesota, United States 1907-1907 <ul style="list-style-type: none">• Maintained cleanliness of all surfaces

VOLUNTEERING	Infantry Training U.S. 16th Infantry Regiment, Paris, France 1917-1919 <ul style="list-style-type: none">• Ranked Major• Participation in the Marne and the Argonne
---------------------	--

Heading

Includes contact information:

- Top of the page
- Name: large and bold- so it stands out!
- Address: street, town, state & zip code
- Telephone number(s): with professional message
- Email address: **professional looking**

(*sexygurl4ever@hotmail.com* is not appropriate! ☹)

- Check e-mail on a daily basis

Sample Headings

Mike Jones

1 Meadow Way
Altamonte Springs, FL 32116
(407) 555-1234
MikeJones@aol.com

Susan Williams

SusanWilliams@yahoo.com

Current Address

325 Maple St
Orlando, FL 32837
(407) 555-3357

Permanent Address

55 Sycamore Drive
Miami, FL 36829
(305) 555-4429

CHRIS SMITH

83 Prospect Road • Orlando, FL 32837 • (407) 555-8975 • CSmith@msn.com

TRY IT NOW!

- Take out a clean sheet of lined paper.
- Create a Sample Heading for your Resume.
- At the top of the paper, write your:
 - Full Name
 - Mailing Address or Permanent Address
 - Reliable Phone Number(s)
 - Email Address (Keep it professional!)
- *If mailing address is unknown, leave a space for the information until you are able to include it.*

CHRISTINE SANTOS

83 Pagachao Dr. • Agat, GU 96915
(671) 555-8975 • Chris_Santos@gmail.com

EXAMPLES

CHRISTINE SANTOS

PO Box 20178 GMF Barrigada, GU 96921
(671) 555-8975 • Chris_Santos@gmail.com

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Objective

- What is an objective?
 - A one sentence summary of position desired.
 - Short
 - Specific
 - Tailored to the position
- What does an objective do?
 - Clarifies the purpose of your resume
 - Presents a clear statement of your goals

Sample Objectives

- Part-time position at spa or salon
- Receptionist at a veterinarian's office
- Customer service representative at a call center
- Hostess at an upscale restaurant
- A part-time job or summer internship at a hotel
- Part-time retail sales position in a clothing store

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OBJECTIVE

Part time position as a sales clerk in a department store

EXAMPLES

OBJECTIVE

Part time position as a sales clerk in a department store

Try it now! Skip two lines and create a section for Objective. Write a sample objective on your paper.

Personal Skills and Assets

A couple of sentences or bullets that describe what you are like as a person and how you do things, including personality traits, attitudes, work habits, etc.

- This is a useful section, especially if you do not have much work experience.
- Think of the skills you use in school that employers want!!!
 - Punctuality, Time Management, Teamwork

Sample Personal Skills and Assets

Hard Working

Reliable

Outgoing

Responsible

Team Player

Articulate

Dependable

Works well with
people

Effective at time
management

Goal Oriented

Enthusiastic

Able to multitask

Self-Starter

Punctual

Confident

Motivated

Friendly

Honest

Willing to Learn

Flexible

Quick Learner

Try it now! List three or more of your personal qualities.

Sample Personal Skills and Assets Section

Use Formal Language!

PERSONAL SKILLS AND ASSETS (*Use of pronouns is acceptable.*)

I am a hard working young lady who is willing to learn more. I am responsible, motivated, educated and punctual. I am a friendly person who enjoys helping others.

SKILLS SUMMARY

- Detail oriented and well organized
- Excellent verbal and written communication
- Strong customer service focus
- Outgoing with a positive attitude
- Professional demeanor

Try it now! Add Personal Skills and Assets to your resume.

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PERSONAL SKILLS AND ASSETS

I am a hard working young lady who is willing to learn more. I am responsible, motivated, educated and punctual. I am a friendly person who enjoys helping others.

Try it now! Add Personal Skills and Assets to your resume.

Education

- Name and location of the school
- Major, minor and area of concentration
- Graduation or anticipated graduation date
- GPA – if 3.2 or higher (if available)
- Relevant Coursework- See next slide for more information

Education- Relevant Courses

- List relevant courses that:
 - Help you stand out from the crowd
 - Have provided you with specific skills or knowledge

Spanish (4 semesters)

Computer Science

Marketing

Economics

- *Do not include courses that are part of a required curriculum- Ex. English*
- *Include courses that are at an advanced level **if they are relevant to the position-eg. Biology, Calculus***

Samples of Education Section

EDUCATION

Okkodo High School

- Dededo, GU
 - Aug 2015–Present
 - Graduating June 2019
 - GPA 3.0
 - Relevant Courses: Business Systems Technology; Marketing
 - Received an award for being a best student
-

EDUCATION

Okodo High School

- Dededo, GU
 - Graduate 2019
 - Composite Act score of 15
 - GPA of 3.1
 - Relevant Courses: Biology, Human Anatomy and Physiology, Calculus
-

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PERSONAL SKILLS AND ASSETS

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EDUCATION

Okkodo High School

- Dededo, GU
- Aug 2016–Present
- Graduating June 2019

John F. Kennedy High School

- Tamuning, GU
- August 2015-June 2016

Try it now! Add Education information to your resume .

Experience

- Remember – Experience can be:
 - Paid Part-Time/Full-Time Positions
 - Internships
 - Volunteer Work/ Community Service
 - Club/School Group Involvement
 - Summer Jobs
- Include – Name of Business, Date(s) of experience, Location or Address, Position Title

Experience

- Guidelines for duties, responsibilities & accomplishments
 - Include most relevant skills & qualities
 - Most relevant information comes first
 - Use strong action verbs
 - Provide evidence of skills & qualities by
 - Giving information about duties and responsibilities
 - Acknowledging accomplishments & evaluations

Sample Experience Section

WORK EXPERIENCE

2017-Present

Pizza Hut

Agana, GU

Waitress

- Provided excellent guest service
 - Dealt with complaints
 - Took orders and served guests in timely manner
 - Handled cash
-

WORK EXPERIENCE

BANK OF GUAM, Dededo, GU

Bank Teller, Summers 2017 & 2018

- Provided friendly, professional customer service
- Issued money orders, travelers checks, loan payments and deposits/withdrawals

Try it now! Add Work Experience to your resume.

Sample Experience Section

EXPERIENCE

Summer 2018

Westin Hotel

Tumon, GU

Internship

- Provided excellent guest service
- Housekeeping service
- Food and beverage service

EXPERIENCE

2017-Present

Guam Animals in Need

Yigo, GU

Volunteer

- Provide care for animals
- Clean animal cages
- Feed animals on a daily basis
- Provide physical activities for animals

Try it now! Add Work Experience to your resume.

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WORK EXPERIENCE

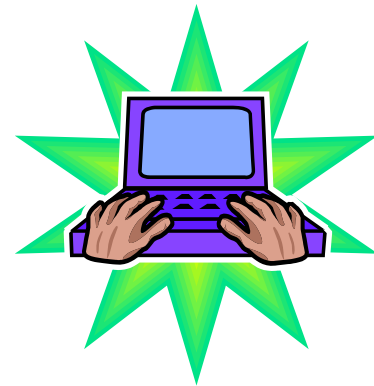
Bank of Guam, Agana, GU

Bank Teller, Summers 2017& 2018

- Provided friendly, professional customer service
- Issued money orders, travelers checks, loan payments and deposits/withdrawals

Specialized Skills

- Include skills that make you unique, such as computer skills, foreign language skills, or military service.
- Be specific in describing your special skills; name computer programs you know, how long you studied a foreign language, or your dates of military service.



Sample Skills Section

COMPUTER SKILLS

Experienced with Macintosh, Windows XP, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Publisher

LANGUAGES

Chamorro, Spanish and English

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References

- If your resume is strong, it is enough to state that references are available upon request or to include as an addendum
- Choose references that are knowledgeable about your skills, abilities, and work ethics. **Former employers, teachers, and counselors** would be good references, your friends and relatives would not.
- Always **obtain permission** from references in advance and provide them with current resume

Sample References

REFERENCES

Joycelyn Quintanilla, English Teacher, Okkodo HS, 671-300-1870

Bob Jones, Supervisor, Bank of Guam, 671-889-2345

Mary Santos, Counselor, Okkodo HS, 671-300-1870

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Try it now! List three teachers and/or counselors to include in the Reference section of your resume.

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Remember

Always submit a cover letter with your resume

A resume does not get you a job...

A resume does get you an interview.

And, putting time and consideration
into your resume is one of the
best ways to prepare for your interviews!

Proofread! Proofread! Proofread!



"Your resume says you spent 'fore years at collej.'"





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Assignment

- Submit a Rough Draft of your Resume and Cover Letter
- Submit a Final Draft of your Cover Letter and Resume
 - You may submit a revised and updated copy of a filed Resume.
 - You may use a Resume template online or one currently installed in your computer.
 - Include main components of the Resume: Heading, Objective, Personal Skills and Assets, Work Experience, Other Components (Computer Skills, Languages, Awards, etc...), and References.
- Resumes can be neatly handwritten or typed on blank if printing is unavailable.
- Resumes can be emailed as an attachment to jvquintanilla@gdoe.net.
- Resumes can be submitted via Google Docs.

Questions or Comments?

