

# Writing Cover Letters and Resumes

## using Word® and the Nevada Career Information System® (NCIS)

### COVER LETTER

Always write a cover letter when sending your resume to a prospective employer. Cover letters are important, *perhaps more important than resumes*. While resumes summarize your qualifications, cover letters should *sell you* to employers. You want the letter to convince the employer to take action on your resume and *invite you for an interview*. Be specific about your qualifications, and list a few results that occurred because of your skills. Actual experiences are more important to employers than vague phrases.

Like your resume, the cover letter should be *brief and to the point*. Don't use jargon or be too technical. Its purpose is to tell the employer *why you are interested* in the job, what *qualifies* you for the job, and to *request* an interview. Remember to show what you can do for the business, not what it can do for you.

### RESUME

Resumes are a brief snapshot of your skills and experiences. The person who reviews your resume often has to review from tens to hundreds of resumes. Because of this, you need to make your resume both effective and attractive. This is part of the *first impression* you will make with any company.

The suggestions in this file can help you make your resume the best statement about you and your potential as an employee. Write your resume based on these tips (see blue link below) and the information you have gathered about yourself. Once finished, read the tips again to see if you need to make any more changes.

### Microsoft Word® 2010

[File]>[New]>[New Resume Samples]

For more information on how to write an effective COVER LETTER, go to NCIS® at:  
<http://nvcis.intocareers.org/info2.aspx?FileID=JS&FileNum=1702007TopicNum=0>  
 For more information on how to write an effective RESUME, go to NCIS® at:  
<http://nvcis.intocareers.org/info2.aspx?FileID=JS&FileNum=1703007TopicNum=0>

### SAMPLE COVER LETTER

304 Newbury Street  
 Long Beach, CA 90808  
 213.555.6789  
 March 29, 2009

Mr. Kenneth D. Wilson  
 Personnel Manager  
 Kwick Litho Service, Inc.  
 1405 Bridge Street  
 Long Beach, CA 90808

Dear Mr. Wilson:

Yesterday, I talked with Mark Andersen, your representative at the Long Beach job fair. From our conversation, I became very interested in applying for the offset press operator position. Kwick Litho Service, Inc. is a leader in the full-service printing operation and I am eager to offer my skills in graphic design and production.

Currently, I am enrolled in graphic production classes at Long Beach Community College. My course work has included a full range of printing tasks including design, three-color offset and web press operation, and the use of pre-sensitized and direct-image plates. After completing these courses next month, I would like the opportunity to put my training into practice in a position such as the one that you have advertised.

Would it be possible to schedule a time when I might visit you? I would like to talk with you about my qualifications and my interest in working for Kwick Litho Service.

Sincerely yours,

(skip four spaces for your signature)

Daniel Heidelberg

#### Cover Letter

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### SAMPLE RESUME

#### ALBERTO SALVADOR

409 Fourth Street West  
 Burns, OR 97999  
 541.555.7492

<b>Objective</b>	Entry-level job in a photographic processing shop. My long-term goal is to work as a medical photographer.	
<b>Favorite Subject Areas</b>	Photography (3.95/4.0 GPA), Artistic Design, English	
<b>Leisure Activities</b>	Photography, Repairing cameras, Swimming, and Bicycling	
<b>Work Rewards</b>	Creativity, Recognition	
<b>Work Setting</b>	Indoor and outdoor work, Noisy or quiet, Long hours	
<b>Formal or Informal Evaluations</b>	Commitment to Quality	Excellent
	Punctuality	Excellent
	Teamwork	Excellent
	Adherence to Rules	Good
	Attendance	Good
	Respect for Others	Good
<b>Suggested Career Paths</b>	Arts and Communications Industrial and Engineering Systems	
<b>Favorite Skills</b>		
<i>Artistic</i>	Taking pictures of people and animals First place awards for age group in school photography contest, June 2008 and 2009	
<i>Mechanical</i>	Taking apart, repairing, and putting together cameras	
<i>Physical</i>	Winning six trophies in swimming Playing all types of sports	
<i>Communication</i>	Excellent composition and conversational Spanish. Receiving high grades in reading and English throughout school.	

#### Youth Resume

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