

RESUME BUILDING AND COVER LETTERS



GEORGIA SOUTHWESTERN
STATE UNIVERSITY

GETTING THE JOB YOU WANT

- Building a Resume
- Application Cover Letter
- Thank You Note



PARTS OF A RESUME

- Personal information
- Resume summary
- Experience
- Education
- Skills
- Optional
 - Awards
 - Languages
 - Community service

RESUME DO'S AND DON'TS

- Relevant experience
- Education
- Personal information
- Qualified standards
- Words you use
- Applicant tracking system
- Length
- Proofreading

RESUME EXAMPLE

Daniel Johnson

San Francisco, CA 94122 | 555-375-2542 | your.email@here.com

Summary

Successful sales professional with 10+ years experience in large-scale food and retail environments. Implement cost control measures to ensure operations remain within company targets. Maximize bottom-line performance through P&L, merchandising, staff management, loss control and inventory management initiatives.

Skills

- Executive team leadership
- Inventory report generation
- Client/Vendor relations
- Market Analysis
- Budgeting and finance
- Project management
- Team liaison
- Strong verbal communication

Experience

DISTRICT MANAGER | 06/2019 - Current
Verizon Wireless - San Francisco, CA

- Created recruitment/training/staff development initiatives to maximize productivity and revenue potential through development of a sales team.
- Successfully increased employee retention by creating a positive work environment in 18 stores.
- Administered daily operations to ensure policies were adhered to and understood by sales staff.
- Cultivated strong business relationships with customers to drive business development.
- Planned and executed floor merchandising initiatives in collaboration with merchandise management.
- Ensure store is prepared for internal audits through analysis/preparation of quality assurance and inventory statistics.

OPERATIONS MANAGER | 05/2016 - 05/2019
Walgreens, Inc - San Francisco, CA

- Oversaw opening/closing operations for a \$4 million annual revenue store in compliance with current company policies/procedures.
- Managed operational costs by streamlining inventory control and leading shipping department activities as well as setting wage targets.
- Administered financial processes including accounts payable/accounts receivable, managing accounting office and updating customer service files.

Education and Training

Certified Retail District Manager, Verizon Inc.
2019

San Francisco University - San Francisco, CA | **Master of Business Administration**
Operations Management, 2014

COVER LETTER

- Introduce yourself
- Mention the job you are applying for
- Show that your skills and experience match the skills and experience needed to do the job
- Encourage the person reading the letter to read your resume
- Finish with a call to action (i.e., asking for an interview)

COVER LETTER

- Keep it short
- Tailor the letter to the specific job
- Find out who to address the letter to if possible
- Find out more about the job
- Find out more about the company

COVER LETTER CONTENT

- Your name and contact information
- Their name and contact details
- Date on the right hand side
- The name of the job you are applying for
- Summary of your relevant skills
- Summary of why you're right for the job
- Ask them to contact you
- Be careful not to overuse "I"

THANK YOU NOTE/EMAIL

Hi [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I'm very excited about the opportunity to join [Company Name] and help [anything awesome you would be doing] with your team.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.

*Best regards,
[Your Name]*