


Résumés *and* Cover Letters



Résumé is a French word meaning summary. It provides an employer with brief sketch of the applicant's education, special skills, training and previous work experience. The **curriculum vitae**, or **CV**, is the academic version of a résumé, including earned degrees, teaching and research experience, publications and related activities.

A **cover letter** should be sent whenever you send a résumé to a potential employer. The letter should capture the employer's attention, show why you are writing, indicate why your employment will benefit the company, and ask for an interview. The kind of information that must be included in a letter means that each must be written individually.

The **follow-up letter** is used after an interview to demonstrate your continued interest in the job, to re-emphasize a part of the interview, or to provide additional information.

Cover Letters

- 650.14 *Gallery of Best Cover Letters.*
Nob Noble, David F., 1999.
- 650.142 *Cover Letter Magic.*
Ene Enelow, Wendy S., 2004.
- 650.142 *Cover Letters That Knock 'Em Dead.*
Yat Yate, Martin John, 2002.

Interviews

- 650.14 *101 Smart Questions to Ask on Your Interview.*
Fry Fry, Ronald W., 2003.
- 650.14 *Fearless Interviewing.*
Ste Stein, Marky, 2003.
- 650.14 *Interview Magic.*
Whi Whitcomb, Susan Britton, 2005.

Résumés

- 650.14 *Military Résumés and Cover Letters.*
Sav Savino, Carl S., 2001.
- 650.142 *101 Best Résumés for Grads.*
Blo Block, Jay A., 2003.
- 650.142 *How to Write Better Résumés.*
Cor Corwin, Gene, 2004.
- 650.142 *E-résumés.*
Cri Criscito, Pat, 2005.
- 650.142 *Competency-based Résumés.*
Kes Kessler, Robin, 2005.
- 650.142 *Gallery of Best Résumés.*
Nob Noble, David F., 2004.
- 650.142 *Résumés for Re-entering the Job Market.*
Res 2002.

To find pamphlets look under “Résumés” or “Employment”

Newspapers from this area plus selected major papers are available on the first floor. Many have classified ad sections.

To find magazine articles on résumés check:

Business Periodicals Index
EBSCOhost
General Reference Center
Readers' Guide to Periodical Literature

To search catalogs or databases check under the following subject headings:

Applications for Positions
Employment Interviewing
Job Hunting
Résumés (Employment)

To find résumés in Microsoft Office on the library's internet computers:

Open the Microsoft Office folder.
Open Word.
Click on “File” to open menu, then choose New.
Click on the “Other Documents” tab.
Double-click on the résumé file you want—choose from a number of languages.
English-language résumés include: Contemporary Résumé, Elegant Résumé,
Professional Résumé, and Résumé Wizard.

Selected Websites

The Appleton Public Library website at **www.apl.org** has many links for résumé writing and job hunting. Choose “QuickRef” from the home page, then “Jobs and Careers” from the menu of pages.

About.com has tips on finding a job and writing résumés at **www.about.com/careers**.

JobHuntersBible at **www.jobhuntersbible.com** has samples of résumés, tips on creating and distributing your résumé, links to other sites, and much more.

The sample letters in this brochure are just a few ways to create your résumé or letters. Many more will be found in the books and materials listed above.

Sample Résumé: Chronological

Work experience is shown by date.

Jane W. Doe

304 Main Street
San Francisco, CA 94102
Phone 778 778-0000

OBJECTIVE: Sales Executive

EDUCATION: University of California
Bachelor of Business Administration, 1995

EXPERIENCE: 1999-2005 Sales executive and promotion consultant,
B. B. Bowen Sales Development Co., San Francisco, CA.

1995-1999 Senior sales promotion manager,
James Bresher Commercial and Industrial Sales
Research Corp., Oakland, CA.

1991-1995 Order clerk, sales worker, sales manager,
Dunkirk Brothers Electronics Co., San Francisco, CA.

REFERENCES: Furnished upon request.

Sample Résumé: *Functional*

Work experience is listed by type of job.

Mark Smith

169 Washington Avenue
Albany, NY 12210
518 447-6925

OBJECTIVE: Sales Executive

SALES PROMOTION:

Devised and supervised sales promotion projects for large business firms and manufacturers, mostly in the electronics field. Originated newspaper, radio, and television advertising and coordinated sales promotion with public relations and sales management. Analyzed market potentials and developed new techniques to increase sales effectiveness and reduce sales costs. Developed sales training manuals. As sales executive and promotion consultant handled a great variety of accounts. Sales potentials in these firms varied from \$100,000 to \$5 million per annum. Was successful in raising the volume of sales in many of these firms 25 percent within the first year.

SALES MANAGEMENT:

Hired and supervised sales staff on a local, area, and national basis. Established branch offices throughout the United States and developed uniform systems of processing orders and sales records. Promoted new products as well as improving sales of old ones. Developed sales training program.

MARKET RESEARCH:

Devised and supervised market research projects to determine sales potentials, as well as need for advertising. Wrote detailed reports and recommendations describing each step in distribution, areas for development, and plans for sales improvement.

SALES:

Retail and wholesale. Direct sales to consumer, jobber, and manufacturer. Hard goods, small metals, and electrical appliances.

ORDER CLERK:

Received, processed, and expedited orders. Troubleshooter. Set up order control system which was adopted for all branches.

POSITIONS:

1997-2005 Sales executive
Marx Sales and Development, Albany, NY

1992-1997 Senior sales promotion manager
N. Young Commercial and Industrial Sales, Green Island, NY

1989-1997 Order clerk, sales worker, sales manager
Mission Creek Electronics, San Diego, CA

EDUCATION: University of California, B. S. 1989 Major: Business Administration

Sample Cover Letter

(Date)

Mr. Wilbert R. Wilson
President, Metallic Manufacturing Company
3893 Factory Boulevard
Cleveland, OH 44102

Dear Mr. Wilson:

Recently I learned, through Dr. Robert R. Roberts of Atlantic and Pacific University, of the expansion of your company's sales operations and your plans to create a new position of sales director. If this position is open, I would appreciate your considering me for it.

Starting with over-the-counter sales and order service, I have had progressively more responsible and diverse experience in merchandising products similar to yours. In recent years I have carried out a variety of sales promotion and top management assignments.

For your review I am enclosing a résumé of my qualifications. I would appreciate a personal interview with you in order to discuss my application further.

Very truly yours,

(Signature)

John W. Doe

Enclosure.

Sample Follow-up Letter

15 Hilton House
Smallville, CO 77717

(Date)

Ms. Collette Recruiter
Rest Easy Hotels
1500 Suite Street
Megapolis, SD 99999

Dear Ms. Recruiter:

After reviewing the interview I had with you last Monday, I am writing to express my continued interest in the position of management trainee with Rest Easy Hotels.

The Rest Easy Hotels always served as landmarks for me when I traveled through this country and Europe. I would like to contribute to their growth, especially their new chain, the Suite Rest Hotels that feature reception rooms for every guest. My abilities and past experience working with people make me feel confident I can do the job. I believe I would be an asset to the company.

Again, I want to thank you for an informative interview.

Sincerely yours,

(Signature)

Allison Springs
(888) 736-3550



Prepared by Reference Services Staff

8/05

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.