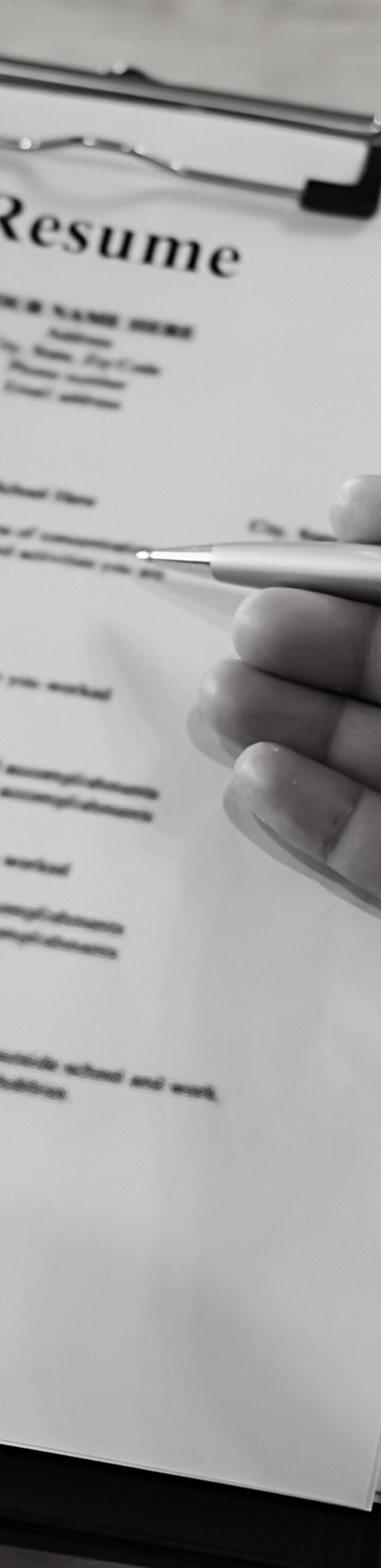


WEST ANGELES



Effective Resumes & Cover Letters

ALUMNI RESOURCE



Welcome to Our Resume and CV Handbook

This comprehensive resource is your guide to creating standout resumes and cover letters that will impress employers. In this handbook, you'll find practical tips and valuable samples to help you craft compelling application materials.

In today's competitive job market, a well-crafted resume and cover letter are essential to grab employers' attention and secure interviews.

We've included a collection of diverse sample resumes to inspire your own document creation. These samples showcase different formats and layouts, serving as valuable references.

Start your journey to resume and cover letter excellence today. Let's craft impressive application materials that open doors to exciting opportunities. Your future career awaits!

Resume Format

There are a few items that every resume should have. When it comes to the style and construction of your resume, you have the freedom to make choices. For instance, you can decide whether to place dates on the left or right, or whether to center your contact information or position it in the left-hand column. Just remember that maintaining formatting consistency throughout your resume is crucial.

CONTACT INFORMATION: Start your resume with your contact information at the top. Include your name, phone number, email address, and optionally, your LinkedIn URL. Your street address is not mandatory.

EDUCATION: List your degrees in reverse chronological order, starting with the most recent. You can also highlight relevant coursework to showcase specific skills and knowledge. If your GPA is 3.00 or above, mention it in this section.

SKILLS: Draw attention to relevant skill sets, such as technical proficiency, language fluency, laboratory experience, video editing skills, and statistical software expertise.

EXPERIENCE: Begin with your most recent experience. Include internships, volunteer positions, and part-time employment. Use action verbs to emphasize your accomplishments and skills.

LEADERSHIP AND ACTIVITIES: Enumerate leadership roles in university or community organizations. Highlight involvement in university and community activities, including community service, athletics (which can be a separate section), or volunteer experience.

ACADEMIC PROJECTS: If you have undertaken academic projects that qualify you for the position, create a dedicated section to outline the details and achievements of each project.

REFERENCES: Generally, references are not included on the resume unless specifically requested by an organization. Prepare a separate sheet of paper with a list of 2-4 references, formatted in line with your resume. Bring hard copies of your resume and references to the interview.

Resume Checklist

Makes a clear, concise and positive impression in 30 seconds or less.

Does not include a personal photo, unless specific for that industry.

No spelling, grammar or punctuation errors.

Consists of one page (more if writing a CV for an academic or research position).

Organized, easy to read and has balance between content and white space.

Highlights skills and accomplishments that match key words found in the job description.

Quantifies accomplishments, if possible (e.g., amount of \$ raised, # of people served and % of time saved).

Uses key words, terms, and skills from the job description; recruiters may use an Applicant Tracking Systems (ATS)

Utilizes accomplishment statements.

Avoids using generic resume templates. Keep it simple and start with a blank document to create your resume.

Sample Resume for First Year Undergraduate Students

THOMAS TROJAN *

123 Trousdale Parkway • Los Angeles, California 90089
(213) 123-4567 • thomas.t.trojan@usc.edu • www.linkedin.com/in/Thomas.Trojan

EDUCATION

University of Southern California

Bachelor of Arts, English
Presidential Scholar
Lee Foundation Scholar

Los Angeles, CA
May 20XX

Hatboro-Horsham High School
Valedictorian
National Honor Society, Scholar Athlete

Hartboto, PA
June 20XX

WORK EXPERIENCE

Pixar

Production Assistant

- Viewed footage and gave creative feedback to 15 development executives
- Provided administrative support to marketing and publicity departments

Emeryville, CA
Summer 20XX

Old Navy

Cashier

- Provided customer service in high-volume retail store, helping over 100 customers
- Reported end-of-day sales and reconciled receipts totaling \$2,000 daily

Williams, PA
March 20XX-May 20XX

COMMUNITY SERVICE

USC Joint Educational Project

- Develop curriculum teaching third graders about global warming
- Manage classroom environment of 35 students

Los Angeles, CA
August 20XX-Present

Habitat for Humanity

- Assisted hurricane victims, constructing 10 interim housing units

Hartboto, PA
May 20XX-April 20XX

ATHLETICS

Hartboro-Horsham High School Men's Wrestling Team

Captain

- Provided leadership to 19-person team, placing second in division senior year
- Scheduled community fundraiser and soccer workshops for K-8 students
- Led team to regional playoffs
- Practiced 15 hours per week and competed four times per

Hartboto, PA
20XX-20XX

ACTIVITIES

Hartboro-Horsham High School

Yearbook Staff

- Wrote copy for 18 student organization pages

Hartboto, PA
20XX-20XX

Sophomore Class Treasurer

- Supervised \$3,500 budget and distributed funds appropriately for activities and events
- Co-coordinated fundraisers raising \$5,300 for local homeless shelter

20XX-20XX

Sample Resume

Tressa Traveler

Los Angeles, California 90089
(213) 555-5555 | tressat@usc.edu tressa.wordpress.com

EDUCATION

University of Southern California

Annenberg School for Communication and Journalism
Bachelor of Arts, Communication
Minor in Communication Policy and Law

Los Angeles, CA
May 20XX
GPA 3.67

HONORS

USC Dean's List
Alpha Lambda Delta Honor Society
National Collegiate Honor Society

Fall 20XX-Present

WORK EXPERIENCE

Target

Presentation Team Member

- Use company guidelines to set new merchandise displays
- Create signs and labels to drive sales by 10%
- Ensure shelves are stocked with current products

Manhattan Beach, CA
July 20XX-August 20XX

Manhattan Beach Recreation Department Camp Counselor

- Taught volleyball fundamentals and sportsmanship to 20 middle school-aged girls
- Met with parents to set expectations and review progress
- Attended weekly training sessions with five camp administrators

Manhattan Beach, CA
Summers 20XX, 20XX

ATHLETICS

University of Southern California

Division I Women's Beach Volleyball Team

- Back-to-Back NCAA Beach Volleyball Champions, 20XX and 20XX
- 12-time starter on National Championship Team
- Competed in 24 events over a three-month period

Los Angeles, CA
20XX-Present

Mira Costa High School

- Captain, Girls Varsity Volleyball Team
- All-Conference First Team, All-CIF Tournament MVP

Manhattan Beach, CA
20XX-20XX
20XX-20XX

USC PROJECT EXPERIENCE

Content Analysis of Popular Films: Examining Character Portrayals

- Coded films for eight hours per week in laboratory and assessed conflicts in coding sheets with three team members

August-December 20XX

SKILLS

Microsoft Office, Conversational Spanish, Instagram, Twitter, Snapchat, Facebook

Cover Letter Format

A cover letter is an important component of your job application that allows you to showcase your qualifications, express your interest in the position, and highlight why you are a strong candidate. Below is a suggested format for writing an effective cover letter:

Heading: Include your contact information at the top of the cover letter. Include your name, address, phone number, and email address. Optionally, you can include the date as well.

Salutation: Address the recipient using their name, if possible. If you don't have a specific name, use a professional greeting such as "Dear Hiring Manager" or "Dear [Company Name] Recruiting Team."

Introduction: Begin your cover letter with a strong opening paragraph that captures the reader's attention. State the position you are applying for and mention how you learned about the opportunity. Also briefly explain why you are interested in the company or organization.

Body: In the body paragraphs, highlight your relevant qualifications and experiences that make you a strong fit for the position. Address the specific requirements mentioned in the job description and demonstrate how your skills and achievements align with them.

Closing: In the closing paragraph, reiterate your interest in the position and express your enthusiasm for the opportunity to contribute to the company or organization.

Complimentary Close: Use a professional and courteous closing, such as "Sincerely," or "Best regards," followed by your full name.

Signature: Include your typed name, and below it, your contact information (phone number and email address).

Remember to tailor your cover letter for each specific job application, highlighting the most relevant experiences and skills.

Sample Cover Letter

Use a traditional block header of a business letter, or use the same header from your resume.

(traditional block header)

Tiffany Traveler
813 Johnson Drive
Los Angeles, CA 90089

March 3, 20XX

Emily Annenberg
Marketing Coordinator
Focus Marketing, LLC
1391 Tweet Street
Los Angeles, CA 90089

Dear Ms. Annenberg: (or use full name if pronoun is uncertain)

It was great meeting you during the University of Southern California (USC) marketing panel on February 13. I am very interested in Focus Marketing's internship position advertised through the USC connectSC portal. I am a junior at USC majoring in Psychology and very excited about this opportunity to combine my skills in social media and marketing to customize services for Focus Marketing's clients.

As a leader and Marketing Chair of OUTreach, a USC community service organization, I coordinate and write articles for our weekly newsletter and maintain three social media pages, including Facebook, Twitter, and Instagram. I increased our social media audience by 50% within 12 months by developing strategic partnerships across campus and customizing updates for each social media account daily. Part of my success is attributed to my passion for marketing our organization to the USC community. I am confident my high motivation level and strong social media and marketing skills make me an excellent match for this internship position.

I believe that creativity is a very important asset to successful product launches. Recently, I worked closely with four team members to propose a new product line of beverages during a marketing class. I designed a 3D product rendering, a print brochure and a social media ad using Photoshop. As part of the final project, our team presented the product line to a panel of marketing professionals. The panel ranked the project first place among eight groups nationally. Using my creative skills to benefit the Focus Marketing team would be a great experience in my future career as a Public Relations professional.

I am highly motivated to contribute my creative, social media and marketing skills through the internship. I look forward to discussing my qualifications with you in the near future. Thank you for your time and consideration.

Best regards,

Tiffany Traveler

Sample Action Words

Management/Leadership

accounted for	changed	consulted	evaluated	hired
administered	committed	correlated	executed	maintained
analyzed	concluded	cultivated	formulated	managed
centralized	condensed	delegated	founded	organized
certified	confirmed	determined	fulfilled	oversaw
chaired	consented	developed	grew	planned
commissioned	consolidated	employed	headed	prioritized

Drive/Motivation/Results

accelerated	decreased	improved	obtained	standardized
accomplished	doubled	increased	pioneered	succeeded
achieved	effected	initiated	proved	transformed
attained	eliminated	introduced	reduced	trimmed
augmented	enlarged	launched	resolved	validated
completed	established	lowered	restored	
compounded	exceeded	costs	stabilized	

Communication

addressed	corresponded	interpreted	persuaded	referred
arbitrated	developed	interviewed	presented	reported
arranged	directed	lectured	promoted	translated
authored	drafted	edited	marketed	
communicated	formulated	mediated	publicized	
composed	influenced	moderated	published	
contacted	informed	motivated	reconciled	
			wrote	

Creative

acted	directed	integrated	planned	spearheaded
composed	drafted	introduced	redesigned	started
conceived	established	invented	remodeled	stimulated
conceptualized	executed	marketed	renovated	strategized
conducted	fashioned	modernized	replaced	transformed
created	founded	originated	revitalized	
designed	improvised	performed	shaped	