

ALUMNI RESUME & COVER LETTER GUIDE



STUDENT
AFFAIRS

Center for Career &
Professional Development

What is a Résumé?

- A sample of your written communication skills
- The best possible representation of your professional self that reflects your personal education, experience, skills, and qualifications
- Each resume is UNIQUE, just like you! While there are standard best practices for formatting and content, each resume should reflect your professional self and should never be copied from someone else's experiences

Where Do I Start?

One way to begin your resume is to list everything you have done since your first day of college. You will find that you have more relevant experiences than you think. Next, categorize your experiences and other pertinent information into the following sections: contact information, education, experience, and other headings.

Once you have put your resume together, **schedule an appointment with your Career Consultant through Handshake by clicking Career Center --> Appointments** to ensure that your resume is tailored to the position for which you are applying.

Résumé Components

**Please note that sections may vary by your discipline. When in doubt, always check with your consultant about which sections may be most applicable to you. **

CONTACT INFORMATION (Required)

The top of the resume identifies your name, city & state, phone number, email address, and customized LinkedIn URL. Click [here to learn how to customize URL](#).

EDUCATION (Required)

It is important to include the following:

- 1) All institutions of higher education you have earned degrees from and current institution, including majors, minors, and concentrations.
- 2) Grade Point Average, if above 3.0 on a 4.0 scale. Major GPA can be included if it is better than your cumulative—just be certain to label it as Major GPA.

EXPERIENCE (Required)

Provide bulleted statements that communicate how your experiences, abilities, and skills relate to the targeted position and the organization's needs. Experience can include internships, volunteer work, course projects, research, job shadowing, and student teaching. It includes both paid and unpaid experiences. Each bulleted statement should be composed of:

action verb + what you did + result/achievement/accomplishment.

ADDITIONAL HEADINGS

ATS systems want to categorize information on your resume, so it's important to use standard section headers / titles so that the system knows where to count your experience. Ex. Research vs. Research Experience and Projects vs Project Experience. Additional headings should be used if they offer supporting evidence of your qualifications for the job. Choose standard headings that are descriptive of the material that follows them.

Examples include:

- Skills (Technical & Language)
- Honors
- Professional Associations
- Publications
- Research Experience
- Relevant Coursework
- Leadership Experience
- Course Project Experience

Things To Avoid

- Personal information such as age, marital status, pictures, or hobbies unrelated to the job
- Do **not** include high school information past freshman year of college. Employers are more interested in your college experiences.
- Avoid complete sentences and personal pronouns (I, me, mine, etc.).
- Avoid formatting your resume into columns or boxes and using colors or unique font types.
- Do not use software such as GoogleDocs, Pages, Photoshop or Canva. Stick with Microsoft Word.

Frequently Asked Questions

Is it ok to use a template?

It is best to avoid the use of templates since edits are typically harder to make, and many ATS (Applicant Tracking Systems) do not recognize them. We recommend starting with a blank Word document.

Do I need to include both my campus and permanent addresses?

No. Including both addresses can be helpful if you are applying in your hometown or somewhere out of state/country to illustrate your willingness to relocate, but it is not a requirement.

Do I need to include study abroad experiences?

Though including your study abroad experience is not required, it is encouraged for those who are applying to positions for which a broad cultural perspective and experience interacting with diverse populations would be advantageous.

What should I include in my skills section?

Your skills section should consist of teachable skills such as any technical or language proficiencies, and it should include your level of proficiency. Avoid listing soft skills, such as “hard working” or “quick learner” since these are not quantifiable.

How do I list multiple positions within a company/organization?

If the positions you've held at your company were in different roles, list the company once but break out the job titles, treating them like two different positions.

How many references should I list?

You will need 3-5 professional references. References are to be listed on a separate page, NOT as a part of your resume, and only submitted when asked for. In many online applications, there will be a separate space for you to type in references and their contact information.

How should I select who I ask to give a reference?

Make sure that you select people that you know will give you a high-quality reference. A lukewarm reference can screen you out of a job. Your references should be able to describe your high potential, achievements, and performance while you were in class or at work. Be sure to obtain the recommender's permission before listing their name as a reference. Always provide references with a current resume, so they are familiar with all of your achievements and experience.

What type of font should I use?

Use a universal type font such as Times New Roman, Calibri, Arial, Georgia, Garamond, or Palatino Linotype.

When listing dates, should I use seasons or months or both? Can I just list the year?

Dates should be formatted to reflect Months and Years or Semesters and should be consistent throughout the resume. See examples on the following pages.

Best Practices

- Create your resume using a Word doc and save as a pdf to submit via applicant tracking systems.
- About every month or so, save a new copy of your resume from Word and save as a pdf to avoid pdf file corruption.
- In the Education section, include the name of the specific school or college within the University on the same line as the University separated by a comma rather than listing them on separate lines. This way, the ATS system will read it as one school rather than two.
- On the degree line, replace the word "in" with a comma. Ex. Bachelor of Science in Accounting vs. Bachelor of Science, Accounting
- Make sure the company name and position/title are clearly delineated. Ex. Fundraiser vs. Fundraiser Associate.
- Whenever possible, quantify your experience using data driven or anecdotal evidence.
- It is acceptable to abbreviate the months using the first three letters of the month (Jan., Feb., Mar. etc.) as well as to use common degree abbreviations (B.A., M.S., Ph.D. etc.)
- Save your creative/graphic resumes for later in the interview process OR upload them in a non-specific "additional documents" section of the application

ALUMNI RESUME TIPS

- Your resume should be **neat and professional in appearance, well-organized, and error-free**
- Format consistency is key! Use centered or left-aligned headings, but be consistent in their use. Capitalization, underlining, bold, italicizing and/or indentation direct the reader.
- **Use a Summary/Profile instead of an Objective.** Objectives focus on what you want, but a Summary/Profile emphasizes who you are as a professional and what value you can contribute.
- **For career changers, investigate the skills you have** that relate to the new position. Focus the Summary/Profile and Experience bullets on demonstration of these core skills.
- **Include your LinkedIn profile** link at the top, as part of your header.
- Rank section titles by relevance to the job so **the most significant information appears first.**
- **If you have a gap(s) in employment,** create an Additional Experience section, include the years of work and no months, move dates closer to the job title, or consider a Functional Resume format.
- **Confine your resume to one page** whenever possible. If you must choose between crowding material onto one page or leaving out relevant information, use a second page. Put your name and “Page 2” on the second page.
- **Balance the material.** Use equal margins on all sides. Visual appeal comes before content.
- **Double check for spelling and grammatical errors,** and have another person check your resume. Be careful when using a computer spellcheck: You may misuse a word but the program accepts the word as correct, e.g. “to” instead of “two.”
- **Use the section header “Experience” instead of “Work History” or “Employment,”** so that you can include full and part-time jobs, self-employment, and volunteer work. Start with the most recent experience and work in reverse chronological order. Do not go back more than five to ten years unless it strongly relates to your current career goal.
- **Indicate the job title, employer, city/state, and dates of employment.** The order of these entries depends on what is being emphasized, i.e. if job titles are relevant to the position, put them first. If the employer is well-known, the organization may be placed before the job title.
- Avoid use of personal pronouns and complete sentences. **Do not be wordy, be specific.**
- **Convey accomplishments** and include any promotions received. Indicate **measurable results**, such as “increased productivity by 15 percent.”
- **Do not start descriptions with “responsible for” or “duties included.”** Avoid words like “helped” and “worked”; instead, describe the specific tasks that were performed.
- **Under Education, only include your graduation month/year and not your start date.** If you didn’t complete a degree, you don’t have to list prior colleges, unless it’s relevant.
- **Use past tense for past jobs and present tense for present jobs.**
- **Rank bulleted phrases by importance to the career goal;** thus, if the employer only reads one phrase, he/she will get the most relevant one.
- **Additional headings for experience include** Relevant Experience, Professional Experience, Teaching Experience and Research Experience, or Clinical Experience. Choose only one of the suggested headings, such as Experience or use all that apply, depending whether you want to emphasize related experiences or a variety of positions and areas in which you have experience.

Suggested Bullets Formula

ACTION VERB (SKILL) + TASK + (PURPOSE/METHOD/RESULT)

{choose 1 of the above}

POWER VERBS

Each bullet point should begin with an action verb. Use present tense verbs for positions that are current and on-going. When describing past experiences, verbs should be in past tense “-ed”. Do not use verbs ending in -ing or -s.

Communication

Circulate
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Engage
Exhibit
Express
Illustrate
Interpret
Interview
Investigate
Optimize
Partner
Pitch
Plan
Present
Promote
Report
Review
Revise
Summarize
Syndicate
Translate
Transcribe

Teaching / Advising

Advise
Counsel
Demonstrate
Display
Encourage
Enlist
Ensure
Grade
Guide
Influence
Instruct
Introduce
Lecture
Mentor
Program
Provide

Rate
Steer
Support
Teach
Test
Train
Tutor
Public Relations
Advertise
Advocate
Attend
Coordinate
Dispense
Disseminate
Distribute
Fundraise
Launch
Persuade
Publish
Recruit
Screen
Target

Interpersonal Relations

Accommodate
Adapt
Coach
Collaborate
Consult
Converse
Cooperate
Critique
Develop
Encourage
Familiarize
Form
Foster
Fulfill
Implement
Inform
Interact
Intervene
Litigate
Mediate
Motivate
Negotiate
Recommend
Reconcile

Rehabilitate Resolve Share Suggest Administrative/ Management

Accelerate
Accomplish
Achieve
Administer
Allocate
Approve
Benchmark
Chair
Command
Compromise
Consolidate
Control
Delegate
Direct
Enforce
Entrust
Expedite
Govern
Improvise
Initiate
Institute
Judge
Lead
Maintain
Manage
Moderate
Monitor
Oversee
Prioritize
Regulate
Streamline
Strengthen
Supervise
Organization
Apply
Assemble
Arrange
Categorize
Coordinate
Establish
Facilitate

Group Orchestrate Organize Numbers/Data

Account
Appraise
Audit
Budget
Calculate
Collect
Formulate
Inventory
Maximize
Minimize
Multiply
Project
Purchase
Record
Reduce
Solve
Universal
Act
Apply
Contribute
Define
Diagnose
Effect
Eliminate
Emphasize
Navigate
Offer
Perform
Register
Respond
Serve
*Verbs Not
Recommended
*Aid
*Assist
*Deal
*Handle
*Help
*Learn
*Receive
*Responsible For
*Understand
*Work With

TRANSFERRABLE SKILLS LIST

Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints in person over phone
- Present ideas effectively
- Persuade/influence others to a point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

Nonverbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language to make others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

Written Communication

- Write technical language, reports, manuals
- Write poetry, fiction plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

Train/Consult

- Teach, advise, coach, empower
- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions
- Write well organized and documented reports

Analyze

- Study data or behavior for meaning and solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Systematize information and results
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

Research

- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Patiently search for hard-to-find information
- Utilize electronic search methods

Plan and Organize

- Identify and organize tasks or information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Create efficient systems
- Follow through, insure completion of a task

Counsel and Serve

- Counsel, advise, consult, guide others
- Care for and serve people; rehabilitate, heal
- Demonstrate empathy, sensitivity and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Knowledge of self-help theories and programs
- Facilitate self-awareness in others

TRANSFERRABLE SKILLS LIST

Interpersonal Relations

- Convey a sense of humor
- Anticipate people's needs and reactions
- Express feelings appropriately
- Process human interactions, understand others
- Encourage, empower, advocate for people
- Create positive, hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication

Leadership

- Envision the future and lead change
- Establish policy
- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Create solutions to complex problems
- Communicate well with all levels of the organization
- Develop and mentor talent
- Negotiate terms and conditions
- Take risks, make hard decisions, be decisive
- Encourage the use of technology at all levels

Management

- Manage personnel, projects and time
- Foster a sense of ownership in employees
- Delegate responsibility and review performance
- Increase efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Utilize technology to facilitate management

Financial

- Calculate, perform mathematical computations
- Work with precision with numerical data
- Keep accurate and complete financial records
- Perform accounting functions and procedures
- Compile data and apply statistical analysis
- Create computer generated charts for presentation
- Use computer software for records and analysis
- Forecast, estimate expenses and income
- Appraise and analyze costs
- Create and justify organization's budget

Administrative

- Communicate well with key people in organization
- Identify and purchase necessary resource materials
- Utilize computer software and equipment
- Organize, improve, adapt office systems
- Track progress of projects and troubleshoot
- Achieve goals within budget and time schedule
- Assign tasks and sets standards for support staff
- Hire and supervise temporary personnel as needed
- Demonstrate flexibility during crisis
- Oversee communication, email and telephones

Create and Innovate

- Visualize concepts and results
- Intuit strategies and solutions
- Execute color, shape and form
- Brainstorm and make use of group synergy
- Communicate with metaphors
- Invent products through experimentation
- Express ideas through art form
- Remember faces, accurate spatial memory
- Create images through, sketches, sculpture, etc.
- Utilize computer software for artistic creations

Construct and Operate

- Assemble and install technical equipment
- Build a structure, follow proper sequence
- Understand blueprints and architectural specs
- Repair machines
- Analyze and correct plumbing or electrical problems
- Use tools and machines
- Master athletic skills
- Landscape and farm
- Drive and operate vehicles
- Use scientific or medical equipment

Example resume 'before' with questions asked

Name

City, State | (000) 123-4567 | firstlast@gmail.com | linkedin.com/in/name

EXPERIENCE

NOW NETWORKS

May 2010–Present

Executive Assistant to the VP of Business Affairs & Human Resources, June 2016 – Present

- Assess and respond to sensitive/confidential issues with discretion and professionalism
- Prepare and manage annual departmental budgets, monthly accruals and quarterly forecasts
- Manage legal department assistants and workflow
- Prioritize and manage calendar, schedule, plan and organize meetings, travel and events
- Interact regularly with CEO and senior staff

Achievements: Successfully managed Move Transition Team during transition to new office space; Recipient of Above and Beyond President's Awards in 2008 & 2009

WHY WERE THEY PROMOTED? VP knew their work from Legal and was recruited when the job came open. Did BOTH jobs for 6 months until they could find a replacement.

Legal Analyst/Assistant to General Manager, January 2015 – November 2016

- Prepared annual department budget, tracked expenditures and prepared expense reports
- Analyzed programming rights and provided reports as necessary, including end of year plan
- Drafted various types of agreements and amendments in accordance with negotiated deal terms
- Performed legal research and monitored entertainment news for legal trends/relevant issues
- Created and maintained department site content on company website

Achievements: Implemented electronic distribution process; 2006 Above & Beyond Award Winner

WHAT WAS GOING ON? Agreements, contracts and projects were getting stalled because of cumbersome review process that required paper documents. Came up with idea of e-distribution and an easy tracking system.

Administrative Assistant, Business and Legal Affairs, May 2010 – November 2016

- Provided administrative and operational support to five attorneys
- Updated and maintained contracts and schedules
- Drafted, edited and proofread correspondences, email, contract summaries
- Utilizing established forms, drafted various agreements and amendments in accordance with negotiated deal terms

Achievements: Tracked data for retransmission and consent projects; Created user-friendly forms for department use.

WHAT PROBLEMS WERE ENCOUNTERED AND WHAT WAS DONE ABOUT THEM? Legal database system was a mess, it took hours to find the right documents. Proposed and got approval to restructure the entire system, then established easily identifiable main topics and sub-topics.

ADDITIONAL EXPERIENCE

LEGAL ACTION NOW, INC.

Assistant to the President/Legal Assistant

January 2007 – May 2010

EDUCATION

Texas Christian University, Fort Worth, TX
Bachelor of General Studies, May 2007

Resume 'after' with critical information included

Name

City, State | (000) 123-4567 | firstlast@gmail.com | linkedin.com/in/name

ADMINISTRATIVE MANAGER/EXECUTIVE ASSISTANT

Intuitive and perceptive administrative professional with 10+ years' experience and high-level responsibilities advancing senior executives' agenda. Respected overachiever who excelled in progressive positions with Alpha Attorneys, earned steady advancement into increasingly demanding roles and received Above and Beyond award for distinguished accomplishments, 3 times.

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

ALPHA ATTORNEYS, Inc.

May 2010–Present

Executive Assistant to the VP of Business Affairs & Human Resources, June 2016 – Present

Recruited by Executive VP due to stellar reputation and performance; handled both new and previous positions for 6 months until replacement was hired. Provide comprehensive support to high level business operations, facilitating seamless daily operations while assuming additional responsibilities during ever-changing and unpredictable. Prepare budgets, monthly accruals, contract summaries, and reports. Coordinate meetings, travel and events. Oversee workflow and routinely collaborate with senior staff and VP.

Key Contributions

- Orchestrated 3-month headquarters relocation project. Led 10 member move team, made critical decisions, pared down files and calmed fears regarding merger.
- Helped navigate marketing transition and drove uninterrupted daily workflow during chaotic period when VP was heavily involved with due diligence and deliberations for merger.
- Served as in-house project coordinator for intense litigations.
- Played a key role on the eDocs planning team, pushing out electronic document management system from legal to administrative departments.
- Recipient of Above and Beyond President's Awards in 2008 & 2009.

Legal Analyst/Assistant to General Manager, January 2015 – November 2016

Promoted to oversee performance of 4 Legal Assistants. Assumed responsibilities for 2 jobs after departure of colleague and took initiative to complete tasks without request. Assumed budget oversight previously not handled by Executive Assistant, and subsequently managed both legal and HR activities. Analyzed programming rights, prepared reports, negotiated and drafted legal agreements, finances and expenditures, maintained website and conducted research.

Key Contributions

- Demonstrated talent for analyzing budget and formulating realistic projections and sound justifications. Provided decision makers with budget adjustment suggestions and stronger understanding of resource expenditures.
- Proposed and implemented electronic distribution process, thus eliminating paper circulation and saving tremendous amounts of time and valuable resources.
- One of 10 out of 350 employees honored with Rising Above award, 2015; nominated by VP for contributions to budget and electronic distribution.

Administrative/Legal Assistant, Business and Legal Affairs, May 2010 – November 2016

Hired due to non-profit, media, and legal background to provide a full range of legal and administrative support to attorneys. Repeatedly selected to contribute to special projects. Drafted various legal agreements and amendments (affiliation, employment, and creative services) in compliance with negotiated terms.

Key Contributions

- Took initiative to transform haphazard forms into standardized, user-friendly documents that heightened productivity.
- Restructured e-filing system by establishing a sub-filing scheme and Google doc that reduced retrieval time.
- Meticulously disseminated and tracked 50 high-level licensing renewal agreements until consensus was achieved.
- Utilizing established forms, drafted various types of agreements and amendments in accordance with negotiated deal terms.

ADDITIONAL EXPERIENCE

LEGAL ACTION NOW, INC.,

Assistant to the President/Legal Assistant

January 2007 – May 2010

EDUCATION

Texas Christian University, Fort Worth, TX
Bachelor of General Studies, May 2007

Name

222 Frog Way, Aledo, TX | 222-222-2222 | first.last6@gmail.com | www.linkedin.com/name

SUMMARY

- Self-starter with demonstrated success in sourcing candidates, developing team building programs and managing events
- Successfully utilized social media platforms to attract new candidates and trusted with confidential materials in Human Resources and political settings

EXPERIENCE

Luther King Capital Management, Fort Worth, TX

HR Recruiting Assistant, June 2018 – June 2020

- Sourced 20 new top performers through monthly recruiting events
- Coordinated annual drive up conference which 90% of attendees rated as "excellent"
- Increased online job applications 50% by maintaining current web page descriptions and job postings
- Created Twitter account and posted openings daily to establish new candidate sourcing

Office of State Senator Wendy Davis, Fort Worth, TX

Administrative Coordinator, July 2017 - May 2018

- Decreased time required to produce daily itineraries by automating process in MS Word and Excel
- Maintained customer satisfaction by answering constituent questions quickly and accurately
- Created FAQ documents to enhance process of answering constituent questions quickly and accurately
- Established Facebook page which received over 200 "likes" in six months
- Increased communication among staff of 30 by creating a daily update email

Salem Communications, Irving, TX

Project Management Intern, January 2017 - June 2017

- Enhanced existing popular resource by updating list of screenplays by women writers
- Conducted online research and analysis, increasing prospective donors list by 20%
- Increased page views and click through rate 45% by utilizing keywords using Google analytics

LEADERSHIP

Greek Organization, Texas Christian University, Fort Worth, TX

Chapter President & New Member VP, January 2016 - December 2017

- Managed weekly chapter and executive board meetings for 75 members
- Served as liaison between four advisors and university community
- Represented chapter at Panhellenic Council meetings and reported campus events back to chapter
- Organized joint-organization volunteer opportunities for 45 members to increase student involvement

EDUCATION

Texas Christian University (TCU), Fort Worth, TX

Bachelor of Science in Communication Studies, May 2019

Transfer Faculty Scholar - Cumulative GPA: 3.2

RELATED SKILLS

Proficient in Microsoft Office Suite, SharePoint

Staff Recruitment and Retention, HR Project Management, Training & Development

Social Media: LinkedIn, Twitter, Facebook

Advanced Spanish

PROFESSIONAL ASSOCIATIONS AND COMMUNITY SERVICE

- Society of Human Resource Management Professionals, Member, January 2019-Present
- Tarrant Literacy Coalition, Volunteer Recruitment Committee, April 2018-Present
- Women's Center of Tarrant County, Student Mentor, April 2018-Present

Name

Corinth, TX | (817) 257-2222 | firstlast@gmail.com
www.nameappraisals.com | www.linkedin.com/firstlast

SUMMARY

Accomplished real estate executive with impressive 15+ year track record of leading organizations through start-up, turnaround, and aggressive growth campaigns. Qualified **for Real Estate Appraiser** positions with banks or private investors where business savvy, public relations talent, and vision development will be of value.

EXPERIENCE

Sample Appraisals, LLC, Corinth, TX

2010–Present

Owner/President

Direct five member office staff in customer service, office management, insurance, and payroll functions. Obtain crucial information by interviewing persons familiar with properties and immediate surroundings. Research future developments in six surrounding counties to identify new clients. Conduct new appraisals on unsold properties as well as residential dwellings, new construction and commercial developments.

- Hosted Chamber of Commerce after hours business meeting for up to 100 colleagues
- Increased membership in the chamber by 10 associates
- Helped to orchestrate 5 month relocation project

Southern Realty Appraisals, LLC, Dallas, TX

2005–2010

Real Estate Appraiser

Pioneered office from the ground up and managed 14 member staff. Generated leads through multiple avenues and handled public relations. Managed public affairs, generated new leads, and achieved continuity in daily operations through compliance and training sessions. Presented proposals and drafted bids to appraise county and city properties.

- Implemented three year marketing campaign which increased appraisals to six properties
- Expanded market base to surrounding states following certification of three appraisers

East Coast Realty, Inc., Atlanta, GA

2000–2005

Real Estate Sales Agent

Hired to introduce new service helping property owner's list rentals for vacationers. Linked potential clients to best sources for advertising. Supervised two office clerks who assisted with completion of rental agreements, home inspections and scheduling of rentals up to three years out.

- Awarded "Savvy Sales Agent" for individual and team contributions to annual sales
- Named "Best Boss Ever" by colleagues for contributions to department and organization
- Collaboratively generated files for over 20 property owners by using Excel

Southwest Realty, Inc., Irving, TX

1998–2000

Senior Loan Officer

Analyzed applicants' financial status, credit, and property evaluations to determine feasibility of granting loans. Obtained and compiled copies of loan applicants' credit histories, corporate financial statements, and other financial information. Explained to customers the different types of loans and credit options that are available, as well as the terms of those services.

- Proposed and implemented new electronic distribution process, thus eliminating paper circulation and saving tremendous amounts of time and valuable resources
- Provided Senior management with loan approval suggestions and stronger understanding of resource expenditures

Garden Select Home Improvement, Inc., Benbrook, TX

1995–1998

Assistant Sales Manager

Hired to oversee 20 regional and local sales managers and staff of 60. Resolved customer complaints regarding sales and service. Planned and directed staffing, training, and performance evaluations to develop and control sales and service programs. Reviewed operational records and reports to project sales and determine profitability.

- Took initiative to transform training manual into user friendly documents that improved productivity and accuracy
- One of 5 out of 200 employees honored with Above and Beyond Award, nominated by VP due to stellar contributions to store and department

CERTIFICATIONS & PROFESSIONAL AFFILIATIONS

Certified International Property Specialist
National Association of Realtors
Council of Residential Specialists (Texas Chapter)
Chamber of Commerce (Denton and Fort Worth)

Licensed Real Estate Sales Agent
Fort Worth Real Estate Board
Real Estate Institute of Appraisers
Texas Real Estate Commission

EDUCATION

Texas Christian University, Fort Worth, TX
Bachelor of Science in Sociology and Political Science, May 2001
Minors in Business and Spanish

FIRST NAME LAST NAME

000-123-4567 • name@yahoo.com • linkedin.com/in/name

CORPORATE TRAINING & DEVELOPMENT SPECIALIST

PROFILE

Highly accomplished financial professional with an extensive trading history. Track record of success instructing executives on details of foreign exchange and securities markets. Adept at analyzing market conditions and facilitating trades in high-yield, distressed, and crossover bonds as well as other financial instruments. Excellent communication skills with aptitude for establishing and cultivating relationships with domestic, Asian, and European clients/partners.

Areas of expertise include:

- Strategic Planning
- Negotiation
- Business Development
- Regulatory Compliance
- Persuasion
- Client Engagement
- Presentations
- Training & Mentoring
- Conflict Resolution

EXPERIENCE

ONEWIRE, New York, NY, August 2010 – Present

Broker Dealer/Investment Banking Associate

Hired as Broker Dealer to bolster business development efforts through creation of pitch books and background research. Empower organizations to resolve complex business issues and generate positive outcomes during times of adversity and prosperity.

Key Achievements:

- Promoted to Investment Banking Associate (2015) due to track record of successful client engagement.
- Forge relationships with high-profile clientele and institutions, including Merrill Lynch.
- Prepare and deliver comprehensive presentations and mentoring sessions on European markets to U.S.-based executives.
- Harness new opportunities in emerging markets with initial European bond issue.
- Cultivate partnerships with Barclays, Credit Suisse and other international players.
- Bridge clients and dealers to secure orders for Japanese warrant market.

EDUCATION

Texas Christian University, Fort Worth, TX

Neeley School of Business

Bachelor of Science in Business Administration, May 2010

Major: Finance

ADDITIONAL EXPERIENCE

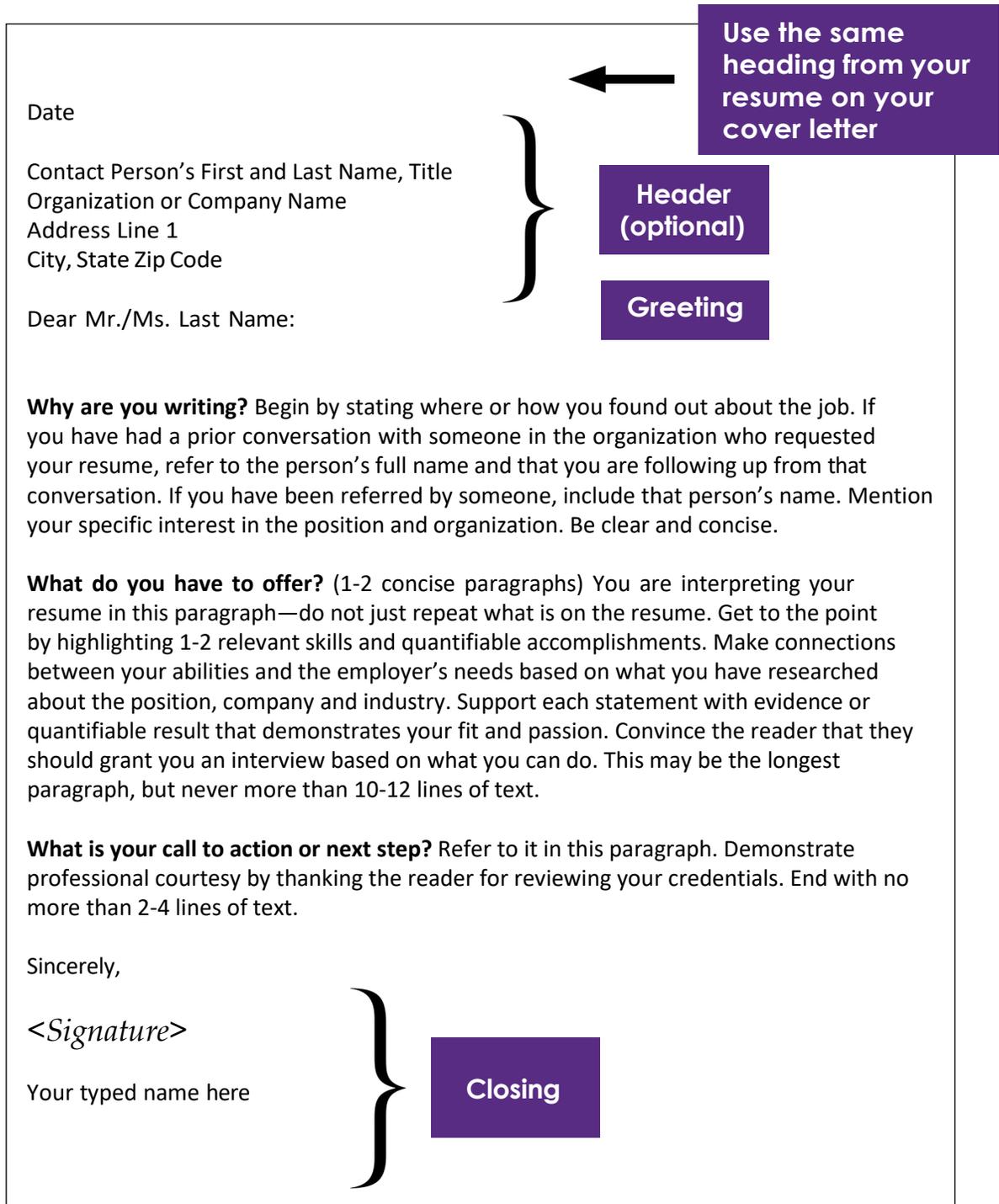
ABC Inc., Austin, TX, Technical Consultant, March 2007 – April 2009

Textron, Fort Worth, TX, IT Service Administrator, June 2005 – March 2007

Career Change: From investment banking/securities broker to corporate trainer.

Strategy: Start with a Profile that helps readers understand vast experience in the investment banking industry to qualify for training roles in this industry.

ANATOMY OF A COVER LETTER



QUICK TIPS



Research and demonstrate your knowledge of the organization in the context of why you are qualified.



Interpret your resume. Communicate how you can contribute to the organization in this role.



Proofread! Proofread! Proofread! Spelling errors and bad grammar or syntax leave a negative impression.

REFERENCE PAGE

WHO YOU CAN ASK: Professors, Former Employers, Academic Advisors, Volunteer Supervisors, or Other Professional Acquaintances.



Be sure to **ASK YOUR REFERENCES PERMISSION IN PERSON PRIOR TO USING THEM** in your application process and send them a copy of your resume and job description.

Sample Reference Sheet

FIRST NAME LAST NAME
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
first.last@tcu.edu

Use the same heading from your resume on your reference sheet

REFERENCES

List 3-5 references on your reference page

Dr. Joseph Smith
Professor
Texas Christian University
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
j.smith@tcu.edu

Include your reference's full name and title

Make sure that contact information is accurate and current

Gabrielle Brown
Volunteer Coordinator
Meals on Wheels
2800 S. University Drive
Fort Worth, TX 76110
817-257-2222
g.brown7@tcu.edu

Tanya Carson
Supervisor
TCU Campus Bookstore
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
tanya.carson@tcu.edu

References are to be listed on a separate page, NOT as a part of your resume. On most applications, there will be a separate space for you to type in references and their contact information.

Keep in contact with your references for future opportunities.



STUDENT AFFAIRS

Center for Career &
Professional Development

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