

## Suggested Resume Format

### **SAMUEL SANGAMON**

Sangamon@uis.edu

**CURRENT ADDRESS:** 1325 Carl Sandburg Avenue • Springfield, Illinois 62703 • 217-555-4321

**PERMANENT ADDRESS:** 3425 West End Parkway • Chicago, Illinois • 60012 • 312-555-9632

### **FIELD EXPERIENCE OBJECTIVE**

Self-motivated individual seeking an internship in public relations that will utilize strong writing abilities, research skills and extensive classroom knowledge.

### **EDUCATION**

University of Illinois at Springfield, Springfield IL

Bachelor of Arts in Communication • Graduation Expected May 2010

- Communication GPA: 3.7/4.0
- Minor: General Business
- Concentration: Public Relations
- Capital Scholars Honors Program

### **RELEVANT COURSE WORK**

Introduction to Interpersonal/Organizational Communication, Mass Media, News Gathering and Writing, Principles of Marketing, Managing Organizational Behavior, Principles of Financial Management (in progress), Writing for Public Relations (in progress), Dealing with Diversity, Photography I & II

### **TECHNICAL SKILLS**

Proficient in using Microsoft Word, Excel, PowerPoint, Outlook, Publisher

Familiar with Dreamweaver and basic HTML

Proficient in using Digital Camera and associated software

### **CAMPUS INVOLVEMENT**

University of Illinois at Springfield Dean's List, 2007, 2008

Participant, 2008 Holiday Stars Project

Member, Student Government Association

President, Lambda Pi Eta communication honor society

### **VOLUNTEER EXPERIENCE**

Summer 2007: Lincoln Memorial Garden, Springfield, Illinois, Volunteer

Assisted with special events; coordinated educational programs for children and adults.

Created tri-fold, color brochures with photographs for two new exhibits.

### **WORK HISTORY**

2007-present: Brookens Library, UIS, Student Worker, shelving and information desk

2005-2007: Gordman's, Springfield, Illinois, Sales Associate

### **REFERENCES**

Dr. Edward Sellers, Professor Communication, 217-206-5555, sellers@uis.edu

Dr. Sarah Jones, Professor Communication, 217-206-8979, jones@uis.edu

James Smith, Executive Director, Lincoln Memorial Garden and Nature Center

**List 3 references. Two references must be UIS faculty and one from your volunteer or work experience. ALWAYS ASK YOUR REFERENCES FOR PERMISSION TO USE THEIR NAMES. A business card gives you the exact contact information you need for the resume. List name, title, phone and e-mail address.**

## MAKE IT LOOK GOOD

- ✓ Spell out every word. Avoid abbreviations (IL for Illinois) or acronyms.
- ✓ Many employers want resumes and cover letters sent as email attachments. Save your documents as PDF since they can be opened using a PC or MAC and the formatting is saved. Office 2007 has an option to save as PDF.
- ✓ Use light colored (white is best), standard size 8 1/2 x11 paper, **printed on one side**.
- ✓ Generally ONE page is sufficient, but it is acceptable for your resume to be two pages. However, information on the second page should take up at least 1/3 of the page.
- ✓ While Times New Roman is a standard font, dare to be different without going overboard. Bell MT, Ariel, Book Antiqua, and Garamond are examples. The sample uses Ariel.
- ✓ Avoid italic text, script and underlined passages. Capitalized words and boldface are acceptable.
- ✓ Avoid graphics and shading. Don't compress space between letters. Instead use a font with a tight pitch like Garamond or Ariel. Avoid horizontal and vertical lines, staples and folds.

## THE FOLLOWING STEPS WILL HELP YOU CREATE A WINNING INTERNSHIP RESUME.

**1. Introduce yourself.** Your name should be at the top of each page (top, center or left—your choice). Use the “header” and it will appear at the top of every page. If they are different, including your campus or local address AND your permanent (family) address means that a potential employer can reach you—even if you are home during school vacation. If you use an Americanized nickname include it like this: WAI MAN “Andy” LAM. Do you have an extremely difficult name to pronounce? Afraid that an employer may be reluctant to call you as a result? Try this--

OLUMIDE NGUNDIRI

(pronounced “oh-LOO-mee-day guhn-DEE-ree”)

**2. Focus on the field experience objective.** Focusing on an objective may take some soul-searching, but if you take an internship just for the sake of having one, you will be robbing yourself of the opportunity for a premium educational experience. Decide on an internship title (as listed in a description) or a specific career area you wish to explore. Position the objective right after your name and contact information. It is important that you do everything you can to make the employer interested in learning more about you. Because the objective is found near the top of the resume, it is particularly important that it captures the employer's interest. Using one or two sentences, you want to state some combination of what it is that you are seeking and what it is that you can offer.

**3. Customize yourself.** Think of four or five skills or educational knowledge needed for the internship you seek or skills listed in the internship description. List those skills and knowledge, and then...

**4. Toot your horn.** Recall your education, experiences, achievements, abilities, and skills cultivated in other internships or jobs. Be confident; you probably have more ability than you think. **Write it out with a flourish.** Describe what you have done in concise, brief statements that begin with strong action verbs like **executed, expanded, improved, accomplished, achieved, served, originated, demonstrated, displayed**, etc. Indicate how the accomplishment was of benefit to an employer, yourself, or others. Present a unique summary of what you did and how you got results.

**5. Choose a reverse chronological format.** When you are a student, current university education is listed first, then other colleges and high school last. Relevant coursework might include not only major courses but minors and elective courses. Some courses may be listed as “in progress” if not completed. Likewise, work history, internships and volunteer experiences should be listed with the most recent experience first.

**6. Get Feedback.** Show your resume to other people before you use it. Elicit constructive criticism. Remind people that you are applying for an internship—not a job. **Proofread it again and again.** Read it from right to left to catch errors. Mastering the resume process will give you more control over the future. The purpose of a resume is to land an interview and to make you stand out from other applicants. A tremendous opportunity to exercise creativity exists in resume writing. It will also get you in touch with your aspirations, much like a mini-career counseling session.

## COVER LETTERS and THANK YOU NOTES

When you write an effective cover letter you need to “toot your own horn”. You need to describe in positive terms your abilities and skills cultivated in education, volunteer and internship experiences, or achievements. Be confident; you probably have more ability than you think.

### Purpose of Cover Letters

The purposes of these letters are to get your enclosed resume read and to generate interviews. Design your letters to be marketing tools that should address the needs of employers and evoke a desire to learn more about you.

### Assessing Your Skills

Check any skills you have that are listed below and try to refer to them in your cover letter. Many other skills could be added to this list. Choose your strongest five or six skills or refer to those referred to in the job description.

patient	easily adapt to change	learn quickly	cooperative
enthusiastic	good listener	self-motivated	follow directions well
persistent	handle constructive criticism	punctual	good listener
meet deadlines	work well with people	handle stress	good at operating tools
dependable	creative	willing to learn new skills	

### Tips:

- Use high-quality stationery and envelopes
- Keep the letter to one page
- Produce error-free, clean copy
- Keep your letters personal, warm, and professional, but do not be overly informal. Do not use contractions in your writing.
- Write simply. Use active voice, vary sentence structure and length. Use action words, not passive words.
- Be positive in content, tone, word choice and expectations.
- Suggest that you are an optimistic, responsible, productive, and reasonable person

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Warm and personal **THANK YOU NOTES** are appreciated by everyone. A hand written note mailed within hours of an interview will have a positive effect on the potential employer. It does not have to be a three paragraph letter; a short note of five or six sentences works well.

Do not use email unless specifically directed to do so by the employer.

Express your sincere appreciation.

Reemphasize your strongest qualifications.

Draw attention to the good match between your qualifications and the internship requirements.

Reiterate your interest in the position.

Restate your appreciation.

Emphasize something about the agency or company that impressed you.

## COVER LETTER SAMPLE

Your Name

Mailing Address • City State Zip  
Telephone Number • Email Address

Date

Your Addressee's Name, Professional Title  
Company or Agency Name  
Mailing Address  
City State Zip

Dear Mr., or Ms., or Dr. Last Name,

### First Paragraph. Make the purpose of your letter clear. For example:

I am a student in the (name your program) program at the University of Illinois at Springfield. Through the Applied Study Office at UIS, I have learned of the possibility of an internship in my area of study for the \_\_\_\_\_ semester. Enclosed is a resume highlighting my coursework and field experience objectives.

Give the best reason why you should have the job.

### Second Paragraph

Explain in detail your biggest claim on the internship. Relate this to your education, skills and volunteer or past internship experience. Support yourself with facts. Be honest.

### Third Paragraph

Explain all the rest of your skills that you could use to serve this organization. Group similar items together and arrange in a logical relationship to each other.

### Fourth Paragraph

State that you are looking forward to meeting them and are available for an interview as soon as possible. "I will call you for an appointment to discuss an Applied Study opportunity." (You could also use the words "internship opportunity.") Be sure to follow up that promise of a phone call. Wait two or three working days after you mail the resume and letter. Show appreciation to the employer for considering your application, for granting you an interview, etc.

Sincerely,

*Your Handwritten Signature*

Your Typed Name

Enclosure: Resume

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## sample Thank You Note

Express your appreciation after the interview with a hand-written note.

*Dear Mr. Walker,*

*I want to thank you very much for interviewing me yesterday for the internship at the XYZ Company. I enjoyed meeting with you and learning more about your products. My enthusiasm for the internship was strengthened as a result of the interview. I think my education and skills fit nicely with your requirements and I am sure I could make a significant contribution to the company during an internship. You provide the kind of opportunity I seek. Please feel free to contact me at 217-206-5555 or ssango1s@uis.edu if I can provide you with any additional information.*

*Again, thank you for the interview and your consideration.*

*Sincerely,*

*Samuel Sangamon*