

The staff of the Experiential and Service Learning Program is happy to help you with your resume, references, cover letters and thank you notes. You can begin by taking a look at the models below. Get in touch for more help. Phone 206-6640 or email ast@uis.edu

Assistance, including help with interviews, is also available at the Career Development Center <http://www.uis.edu/career/>

MODEL RESUME
YOUR NAME
Street address
Town, State and Zip
E-Mail Address
Phone

FIELD EXPERIENCE OBJECTIVE

For example:

Seeking a position as marketing and public relations intern.

EDUCATION

For example: (The most recent educational experience should appear first.)

Bachelor of Arts, University of Illinois at Springfield, anticipated in May 2009

Major: Communication Minor: General Business (include GPA if 3.0 or better)

Associate of Arts, Lincoln Land Community College, 2007

RELEVANT COURSES

For example:

-University of Illinois at Springfield

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

-Lincoln Land Community College

Introduction to Communication Arts, Speech, Introduction to Journalism, Beginning Photography

SPECIAL SKILLS

For example: Proficient in the use of Word, Excel, PowerPoint, DreamWeaver, Digital Camera

ACTIVITIES, HONORS AND AWARDS

For example: (List things that demonstrate leadership and skills.)

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

Lincoln Land Community College Dean's List, 2006, 2007

President, Lambda Pi Eta communication honor society

WORK HISTORY

For example: (Dates of employment and military service with most recent listed first.)

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

2003-2006: Bergner's, Springfield, Illinois, Sales Associate

INTERNSHIP EXPERIENCE

VOLUNTEER EXPERIENCE

DO YOUR VERY BEST TO KEEP THE RESUME TO ONE PAGE

MODEL REFERENCES
REFERENCES
YOUR NAME

Dr. Edward Sellers, UIS Professor Communication, 217.206.5555, sellers@uis.edu

ALWAYS ASK YOUR REFERENCES FOR PERMISSION TO USE THEIR NAMES. List name, title, phone and e-mail address. UIS professors best. No more than three.

MODEL COVER LETTER

Date

Name of the person you're writing to
Name of the organization he or she works for
Street address
City, state, zip

Dear Mr./Ms. _____:

I am a student at the University of Illinois Springfield majoring in _____. I would like to apply for an internship with the _____. This internship would be a ___ credit, Applied Study Term for me at UIS.

THIS IS WHERE YOU ADD A PARAGRAPH EITHER TELLING THEM WHY YOU WOULD BE A GOOD CHOICE FOR THEM OR WHY YOU PARTICULARLY WANT THIS INTERNSHIP. STUDY THE JOB DESCRIPTION AND OR THEIR WEB SITE BEFORE YOU WRITE THE PARAGRAPH.

I am available to work up to ___ hours a week from _____ through _____. I will need to work, at least, ___ hours for my ___ credit hours. I would appreciate the opportunity for an interview.

Sincerely,

Your name
Address
e-mail
phone

*Make sure the email your resume and cover letter are attached to is in proper form.
-Label the attachments "Resume-Your Name" and "Cover Letter-Your Name".
-On the subject line put something like, "UIS Internship Application-Your Name".
-Include a brief message in the email like:
"Dear Ms. Smith,
Attached please find my resume and cover letter in application for an internship.
Your Name"*

MODEL THANK YOU NOTE FOR AN INTERVIEW
HANDWRITTEN IS BEST

Date

Dear Mr./Ms. _____:

Thanks very much for granting me an interview today. My enthusiasm for the internship was strengthened as a result of the interview. ADD A SENTENCE OR TWO ABOUT WHAT YOU LIKED BEST ABOUT THE INTERNSHIP OR WHY YOU WILL BE ABLE TO DO A GOOD JOB. Please feel free to contact me if I can provide you with any additional information.

Handwritten signature

Typed name

Address

Phone

Email