

Resume, Cover Letter, and Thank You Letter



NAME _____

DATE _____

WHAT IS A RESUME AND COVER LETTER?

A RESUME TELLS YOUR “EXPERIENCE” STORY:

- who you are
- what you do
- what you’ve done
- where and when you did it
- how well you did it

A COVER LETTER IS YOUR INTRODUCTION:

- your interest in the position/company
- why you are the perfect fit
- way to motivate the reader to pick you

RESUME & COVER LETTER STRATEGIES

MAKE SURE YOUR RESUME...

- Shows you read the job description: **keywords** in your resume match the job description. **A keyword is used in an information retrieval system to indicate the content of a document.**
- Shows the size and scope of your accomplishments: amount, %, time, etc.
- Demonstrates experience using actionable skill words: “facilitated, designed, coordinated, collaborated, organized, distributed, presented, delivered, etc.”
- Shows you write well: catch misspelled words or grammar mistakes.

MAKE SURE YOUR COVER LETTER...

- Shows why the job excites you and why you’re right for it.
- Shows you know someone who works there - only if s/he is doing a great job - or something about the people who work there.
- Shows you write well: keep it brief and clear of misspellings or grammar mistakes.
- Demonstrates your knowledge about the company.
- Shows how your experience will serve them.

JOB DESCRIPTION GOKIDS

Youth Program Coordinator (Summer)

Work to make summer great for kids while gaining valuable experience for a future career with GoKids. The coordinator is a management position overseeing three youth summer programs:

- Games & Arts Club
- Swim Club
- Small Pets Club

You will manage registration, customer service, and daily reports. You'll supervise four program counselors to ensure safe and engaging camps. You will support counselors with suggestions for creating activities that are fun and challenging. Prepare to share strategies for managing difficult behavior.

Qualifications:

- Provide your own transportation (driver license and good driving record).
- Experience with children strongly preferred.
- Excellent organization, communication, and customer service skills.
- Experience supervising others a plus, but not required.

SAMPLE RESUME

Student Name

Address

Phone Number

Email Address

Objective:

To apply my experience working with children while growing as a manager.

Experience:

Camp Counselor

Boys & Girls Club of America

Summers 2016 - 2018

- Led a lot of activities for kids ages 5 to 10 years old.
- Gave out snacks and lunches.
- Resolved behavior problems using clear, fare, and consistent language and methods.
- Did daily parent-share reports for each student.

Petting Zoo Volunteer

Oaktown Zoo

Weekends 2014 - 2015

- Organized group visits.
- Prepared petting area including cleaning floors, laying out hay, filling water troughs and “snack” bins for animals.
- Took families on a hands-on tour providing information about pets.

Babysitter

Local Community

As needed 2013 - 2018

- Cared for children in their home.
- Played games that were safe and fun to keep all children happy.
- Communicated with parents via text with photos and updates as needed.
- Followed routines while keeping it fun with games and storytelling.

Education

Northern University

Fall 2016 to present

- Pursuing a bachelor's degree in social program development.
- GPA currently 3.5

Big Timber High School

Graduated 2016

- Captain of the Swim Team senior year

SAMPLE COVER LETTER

Date

Dear GoKids:

I saw your ad for a youth program coordinator. I am the perfect fit! As a sophomore, I am working on my degree as a social program developer. I am dedicated to working with and helping children. As a former counselor and babysitter, I can keep children safe while having fun. Also, while I volunteered at the zoo was in charge of children and their parents.

Your programs match many of my interests and abilities. I have loads of activity ideas from my time as a counselor with the Boys & Girls Club. I know a lot about animals. Swim club is ideal for me; I love swimming.

GoKids is a fast-growing company with great energy and a lot of heart. It receives great reviews online and I noticed that many staff members have worked for the company for several years, an indication of job satisfaction which is important to me. I hope to have the opportunity to learn more and demonstrate my abilities.

Best regards,

[Student Name]

THANK YOU LETTER

3 elements to include:

- Appreciation for the opportunity to interview.
- Positive moment in the interview to build connection and make you memorable.
- Example/s of why you are the ideal candidate - what you do that meets their needs.

Tidbits from Interview:

You feel like it was a positive interview. You met with the regional manager. It turns out he went to the same college as your uncle. Also, he came to the interview with his arm in a sling, a skiing accident. He asked you to describe an activity that you would incorporate into the Games & Art Club and you demonstrated one called “Dog House” that made his eyes light up. You also shared your strategy of using deep breathing to help kids manage their anger or frustration.

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Dear -----:

Best regards,

Starting Your Career: Action Plan



NAME _____

DATE _____

BUILDING RELATIONSHIPS

BUILD RELATIONSHIPS WITH OTHERS

- ☐ List adults in your life that may act as a mentor to help advise you as you face challenges and think about your career.
- ☐ Schedule time each month to talk to your mentor about your short- and long-term goals.

Who can potentially mentor me?

RESEARCH THE CAREERS THAT INTEREST YOU

- ☐ Talk to a teacher or counselor about your career goals and how to reach them.
- ☐ Go to onetonline.org to learn more about industry and career options.
- ☐ List the classes you should take now to prepare for a career that interests you.
- ☐ Talk to someone working in that career.

INTERESTING CAREER PATHS:	CLASSES I SHOULD TAKE:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

PRACTICE YOUR PRESENTATION AND COMMUNICATION SKILLS

- ☐ Practice your presentation skills by always looking people in the eyes and introducing yourself with a handshake.
- ☐ Look for opportunities to present in front of a group to practice your speaking skills.
- ☐ Review how you appear on social media and hide or remove posts that may reflect poorly on you as a professional.
- ☐ Practice writing emails that are grammatically correct, clear, and concise.
- ☐ Practice speaking in more formal situations and answering questions in complete sentences.