# Resume Guide for All Students

TEXAS TECH UNIVERSITY
**University Career Center**™

This packet is intended to serve as a starting point for creating or improving your resume. Included in this packet are best practices from the University Career Center (UCC). Information and sample resumes within this packet are not intended to be taken verbatim. Make your personal resume unique and stand out from the crowd by making it represent you.

The resources this packet highlights are available to all students and alumni; take advantage of the University Career Center and the services we provide you!

# Contents

# Resume Aesthetics, Content, & Editing

Writing a resume is an art, not a science. There is no one correct way to formulate your resume, but there are some best practices and standards that the UCC recommends. Stand out from the crowd with high quality content and a clearly written, error-free document. Resumes need to be aesthetically pleasing with relevant content and proper editing.

**Aesthetics:** Develop a classic, professional resume. These elements include font choice, consistency, an appropriate amount of white space, length and overall appearance of the resume. The resume should be professionally formatted.

**Content:** While aesthetic mistakes can take you out of the running for a position, the content of the resume is what will make you stand out from the crowd. The information you choose to include in your resume should be the most relevant to your target audience. Bullet points are intended to expand on your relevant experience and highlight your expertise.

**Editing:** Editing is a necessary component of resume writing that is often underutilized. Editing is where you and others assure that content is accurate and the format is professional. Have as many people proofread your resume as possible. Schedule an appointment with the UCC for a resume critique from one of our professional staff members!

- **Reverse Chronological Order:** Within each section on the resume, your experience should go in reverse chronological order, meaning most recent items first.

- **Bullet Points:** Eliminate the pronoun "I" at the beginning of each bullet point as this is assumed. Avoid introductory phrases such as "My duties included…" and "My responsibilities were…". Describe achievements, rather than listing duties, quantify outcomes whenever possible. Be sure to highlight your proficiency in field of study and communicate your marketable skills.

- **Length:** Most students and new graduates should keep their resume to one page. If you have difficulty narrowing down your resume, consider removing elements that are not closely related to your desired field. Ask yourself, "Will this experience enhance and support my future in ____?"

- **Margins:** Make your resume visually attractive by using an appropriate amount of whitespace to allow the reader's eye to rest. Using 0.7 inch to 1 inch margins is standard practice.

- **Font:** Use a professional font that is easy to read. Times New Roman, Arial, and Calibri are good choices. Avoid script and cursive fonts. A 10 to 12-point font size is recommended.

- **Consistency:** The formatting of a resume should be consistent. For example, if you choose to bold a job title, make sure you bold every job title. Also, make sure that everything lines up neatly on the page.

- **Accuracy:** Your resume, and all other job search materials, must be 100% error free. Be sure to carefully read through your resume, checking grammar, spelling, and punctuation. Editing a resume can always use another set of eyes; have as many people proofread as possible, and come to the UCC!

- **Paper Quality:** Use high quality resume paper when mailing your resume or bringing one to an interview. Use the same paper for cover letters and thank you letters. White, ivory, or light grey are good choices. Avoid cardstock.

# Key Elements of a Successful Resume

## Recommended Elements

**Name and Contact Information**
Include your first and last name in a large font size, between 16-24 points. The contact information includes phone numbers, either personal or TTU email address, city, state, and zip code. It is not necessary to include your physical address on the resume or cover letter. You may remove city and state if you are not applying for positions in the city and state listed.

**Education**
All degrees are written in singular format: Bachelor of Art not Bachelors of Art
Include GPA if it is 3.0 or higher or if it is required by employer. Study Abroad may be included in this section. Relevant Coursework, Academic Awards, and Honors can be separate sections or be included in the Education section.

*Example:*                                                                                      May 2026
Texas Tech University, Lubbock, Texas
Bachelor of University Studies
Concentrations in Organizational Leadership, Health Professions, and General Business
GPA: 3.25

**Experience**

Experience can be represented in a variety of ways. Choose the most concrete and relevant experiences for your resume and include bullet points detailing your experiences. Relevant experience includes any related paid or non-paid experience. This section immediately follows your Education section. Provide information about specific activities and skills relevant to your career goal.

**Observations and Volunteer Experience**
Focus on experiences that demonstrate your marketable skills that transfer to your career goals (e.g. pre-med student shadowing at a hospital).

*Example:*                                                                                   October 2023
Observation, University Medical Center, Lubbock, Texas

**Other Work or Professional Experience**
Employers and the selection committee will be most interested in your relevant experience; however, you may include skills obtained through other work experiences that transfer to your desired field. For example, sales, customer service, event planning, and fundraising are examples of marketable skills.

## Optional Elements

Additional sections that may be on the resume include volunteer experience, leadership experience, honors, activities, special skills, relevant interests, and professional development.

# Additional Notes and Checklist for Creating an Effective Resume
## for Applicant Tracking System (ATS) Submissions

Keep in mind that there are many aspects to Applicant Tracking Systems (ATS) and you will not always know the limits of the software being used by the prospective employer. Use this checklist to help ensure your resume gets past the ATS and into the hands of the hiring manager.

**FORMATTING SUGGESTIONS**

- Most ATS software cannot read headers, footers, graphs, columns, or text boxes. Also, companies will not look at resumes with photos due to legal implications of bias.
- Use easy-to-read, common fonts such as Times New Roman and Arial.
- Don't use graphic resumes – no images, no color, no graphs. Keep the ATS resume as simple and plain as possible. Use graphics and color for the resumes handed out during a job fair or as leave-behinds during an interview.
- Don't use templates because the background formatting gets flagged by the ATS.
- When a Word document is saved as a PDF, the PDF can become corrupted because of the number of times it is copied. Experts recommend creating a new PDF from the Word document every 50 uses. It may be safer to create a new PDF each time!
- Convert the PDF back to a Word document to see if/how the formatting is corrupted.
- Punctuation alerts the ATS that there are multiple pieces of information. For example, Bachelor of Science in Accounting with no punctuation will be seen as a degree only; while Bachelor of Science, Accounting will be read as degree and major because of the comma.
- ATS can read abbreviations IF there is punctuation. It knows B.S. or M.B.A., but can't read BS or MBA – it will look at the abbreviation as a single word. Also, months can be abbreviated as long as you include punctuation, for example: do not write Jan or Oct, instead write Jan. or Oct.
- ATS recognizes all the date formats (month and then year) as either words or numbers.
- ATS reads left to right and top to bottom, so it won't understand columns.
- Use a tab to create columns for sections such as Skills. The ATS needs the punctuation in order to read the columns.
- Include www or https in front of a URL so the ATS will understand and include the link.

**ATS CONTENT SUGGESTIONS**

- Remember, the ATS is not designed to find the best candidate or identify good candidates, but to screen out candidates based on the company's criteria.
- Scamming the system by pasting job descriptions in white font into the document will result in the document being flagged by the ATS and discarded.
- ATS has a built-in taxonomy, so combine technical and soft skills in one section.

**GETTING TO A HUMAN**

- Most ATS creates a report that incorporates an objective/summary statement that is utilized by HR personnel to decide which resumes are forwarded to hiring managers. Include a customized summary that targets the specific position.
- ATS is designed to give high importance (more weight) to achievement/outcome statements, so use $, %, and numbers to demonstrate accomplishments and positive outcomes.
- Most ATS criteria rejects resumes because of spelling mistakes. Be careful of using British spellings of words – they may be seen as misspelled words by the ATS.
- ATS can accept files up to 10 MB, but try to make your document no larger than 2 MB.

# Marketable Skills

Marketable skills are those that can be applied in multiple work settings. Consider incorporating them, in addition to those specific to your intended career field, by providing examples of when you have successfully used them in your bullets. Some examples of transferable skills include the following:

| CLERICAL | CREATIVE | HUMAN RELATIONS | PUBLIC RELATIONS | RESEARCH | TRAINING |
|---|---|---|---|---|---|
| Bookkeeping | Designing | Advising | Conducting | Assessing | Adapting |
| Classifying | Developing | Assisting | Consulting | Calculating | Communicating |
| Collecting | Establishing | Counseling | Informing | Collecting | Demonstrating |
| Compiling | Illustrating | Empathizing | Planning | Diagnosing | Enabling |
| Computing | Imagining | Facilitating | Presenting | Evaluating | Encouraging |
| Examining | Improvising | Guiding | Promoting | Examining | Evaluating |
| Filing | Inventing | Listening | Representing | Extrapolating | Explaining |
| Organizing | Performing | Motivating | Responding | Interviewing | Instructing |
| Recording | Revitalizing | Representing | Researching | Investigating | Planning |
| | Visualizing | Serving | Writing | Synthesizing | Stimulating |

| COMMUNICATION | FINANCIAL | MANAGEMENT | PROBLEM SOLVING | TECHNICAL |
|---|---|---|---|---|
| Editing | Accounting | Communicating | Analyzing | Adjusting |
| Explaining | Administering | Consulting | Appraising | Aligning |
| Influencing | Allocating | Coordinating | Diagnosing | Assembling |
| Interpreting | Auditing | Delegating | Examining | Drafting |
| Listening | Balancing | Directing | Executing | Engineering |
| Mediating | Calculating | Evaluating | Planning | Installing |
| Promoting | Forecasting | Leading | Proving | Observing |
| Speaking | Investing | Negotiating | Reasoning | Operating |
| Translating | Projecting | Persuading | Recognizing | Programming |
| Writing | Planning | Validating | Repairing | |

# Constructing Bullets

Under each position you have on your resume, list bullets that explain what you did in the position, how you did it and the results of your actions. The skills you feel you have gained from your related experiences should be represented through your bullets. Brainstorm each experience/position and create bullets unique to you.

**Bullet "Formula"** = Action Verb + Example + Result
Use a variety of action verbs to show the range of skills you possess.
*Action Verb:* Collaborated

**Good Bullet with Action Verb**
Give specifics as to what you did at that position. These details will make you unique.
*Example:* Collaborated with colleagues

**Better Bullet with Action Verb**
State what you achieved from your example; what was the purpose of you doing what you did?
*Result:* Collaborated with colleagues to develop plans

**Bullet with Achievement Statement, including Action Verb, Example and Result**
*Action Verb + Example + Result:* Collaborated with colleagues to develop plans that effectively used marketable resources and reduced costs by 25%

# Action Verbs

Beginning each bullet with a strong action verb helps to highlight your successes and allows a reader to get a sense of your skills by scanning the page prior to reading each individual bullet point. It is a good idea to vary the action verbs on your resume in order to appeal to different audiences. Below is a list of verbs to get started.

## Planning
Example: Developed and implemented training program that resulted in a 45% increase in employee satisfaction.

| | | | | |
|---|---|---|---|---|
| Administered | Developed | Formulated | Prepared | Revised |
| Anticipated | Devised | Identified | Prioritized | Strategize |
| Commissioned | Evaluated | Observed | Researched | Studied |
| Determined | Forecasted | Planned | Reserved | Tailored |

## Organizing
Example: Coordinated weekly office schedules for 8 employees.

| | | | | |
|---|---|---|---|---|
| Acquired | Cataloged | Designated | Logged | Routed |
| Activated | Centralized | Designed | Mapped out | Scheduled |
| Adjusted | Charted | Dispatched | Neatened | Selected |
| Allocated | Classified | Established | Obtained | Secured |
| Altered | Collected | Facilitated | Ordered | Simplified |
| Appointed | Committed | Housed | Organized | Sought |
| Arranged | Confirmed | Implemented | Procured | Straightened |
| Assembled | Contracted | Incorporated | Programmed | Suggested |
| Assessed | Coordinated | Instituted | Recruited | Tracked |
| Assigned | Customized | Issued | Rectified | |
| Authorized | Delegated | Linked | Retrieved | |

## Executing
Example: Handled 20-35 customer calls per shift regarding coverage changes, renewal rates, and billing procedures.

| | | | | |
|---|---|---|---|---|
| Acted | Forwarded | Input | Processed | Sold |
| Administered | Displayed | Installed | Produced | Stocked |
| Carried out | Distributed | Labored | Proofed | Transacted |
| Collected | Entered | Merchandised | Prospected | |
| Completed | Exercised | Operated | Proved | |
| Conducted | Handled | Performed | Shipped | |

## Supervising
Example: Developed and supervised implementation of new computer filing system that reduced paper use by 35%.

| | | | | |
|---|---|---|---|---|
| Adjusted | Correlated | Indexed | Overhauled | Screened |
| Analyzed | Developed | Judged | Oversaw | Set |
| Apportioned | Discovered | Licensed | Policed | Scrutinized |
| Assessed | Established | Maintained | Prohibited | Supervised |
| Certified | Examined | Measured | Refined | Supplied |
| Compared | Explored | Modified | Regulated | Tightened |
| Controlled | Graded | Monitored | Reviewed | Traced |
| Corrected | Inspected | Officiated | Revised | Trained |
| | | | | Updated |

## Leading
Example: Trained 20+ new employees in customer service policies over a 2-year period.

| | | | | |
|---|---|---|---|---|
| Accelerated | Elected | Guided | Managed | Set goals |
| Assumed | Employed | Hired | Mentored | Spearheaded |
| Caused | Empowered | Implemented | Motivated | Stimulated |
| Chaired | Encouraged | Influenced | Originated | Strengthened |
| Changed | Enlisted | Initiated | Pioneered | Supervised |
| Conducted | Envisioned | Inspired | Promoted | Trained |
| Directed | Fostered | Involved | Raised | Transformed |
| Disproved | Founded | Led | Recognized for | Visualize |

# Action Verbs, Continued

## Getting Results

| | | | | | |
|---|---|---|---|---|---|
| Accomplished | Consolidated | Enjoyed | Grew | Launched | Reduced (losses) |
| Achieved | Constructed | Ensured | Hastened | Minimized | Rejuvenated |
| Added | Contributed | Excelled | Heightened | Modernized | Renovated |
| Advanced | Delivered | Expanded | Improved | Obtained | Restored |
| Attained | Demonstrated | Expedited | Increased | Opened | Realized |
| Augmented | Diminished | Extended | Innovated | Orchestrated | Received |
| Boosted | Earned | Finalized | Integrated | Overcame | Targeted |
| Built | Eclipsed | Fulfilled | Introduced | Prevailed | Uncovered |
| Combined | Eliminated | Gained | Invented | Produced | |
| Completed | Enlarged | Generated | Joined | Qualified | |

## Problem Solving

| | | | | | |
|---|---|---|---|---|---|
| Alleviated | Conceptualized | Detected | Found | Repaired | Solved |
| Analyzed | Created | Diagnosed | Investigated | Revamped | Synthesized |
| Brainstormed | Debugged | Engineered | Recommended | Revitalized | Theorized |
| Collaborated | Decided | Foresaw | Remedied | Revived | |
| Conceived | Deciphered | Formulated | Remodeled | Satisfied | |

## Quantitative

| | | | | | |
|---|---|---|---|---|---|
| Accounted for | Checked | Dispensed | Grossed | Projected | Tabulated |
| Appraised | Compiled | Dispersed | Increased | Purchased | Totaled |
| Approximated | Compounded | Earned | Inventoried | Quantified | |
| Audited | Computed | Enumerated | Maximized | Rated | |
| Balanced | Conserved | Estimated | Multiplied | Reconciled | |
| Budgeted | Converted | Figured | Netted | Recorded | |
| Calculated | Counted | Financed | Profited | Reduced | |

## Communicating

| | | | | | |
|---|---|---|---|---|---|
| Acted | Composed | Elicited | Justified | Rendered | Summarized |
| Adapted | Consented | Explained | Lectured | Reported | Supplemented |
| Admitted | Concluded | Extracted | Marketed | Represented | Supported |
| Addressed | Convinced | Fabricated | Mediated | Revealed | Surveyed |
| Allowed | Consulted | Fashioned | Moderated | Sanctioned | Synthesized |
| Amended | Corresponded | Greeted | Negotiated | Settled | Systematized |
| Arbitrated | Critiqued | Highlighted | Perceived | Shaped | Tested |
| Argued | Dedicated | Illustrated | Persuaded | Smoothed | Taught |
| Ascertained | Defined | Improvised | Presented | Specified | Translated |
| Attested | Deliberated | Indicated | Publicized | Spoke | Transmitted |
| Briefed | Demonstrated | Inferred | Queried | Sold | Verified |
| Clarified | Drafted | Informed | Questioned | Solicited | Welcomed |
| Cleared up | Dramatized | Instructed | Referred | Submitted | Wrote |
| Closed | Edited | Interpreted | Reinforced | Substantiated | |
| Communicated | Educated | Interviewed | Related | Suggested | |

## Helping

| | | | | | |
|---|---|---|---|---|---|
| Aided | Bolstered | Eased | Familiarized | Prescribed | Returned |
| Accommodated | Coached | Elevated | Helped | Provided | Saved |
| Advised | Continued | Enabled | Interceded | Protected | Served |
| Alleviated | Cooperated | Endorsed | Mobilized | Rehabilitated | Sustained |
| Assisted | Counseled | Enhanced | Modeled | Relieved | Tutored |
| Assured | Dealt | Enriched | Polished | Rescued | Validated |

# Student Resume Example
# JANET STUDENT
Lubbock, TX | 806-555-1212 | my.email@ttu.edu

**EDUCATION**

> **Texas Tech University**, Lubbock, TX
> Bachelor of Arts in Political Science
> Expected Graduation Date: May
> 2026

**EXPERIENCE**

> **Chancellor's Ambassadors**, Lubbock, TX                           9/2023 – Present
> *President*
> - Act as University representative to audiences ranging in size from 30 to 50 prospective students and alumni
> - Serve as liaison between students and upper administration
> - Host over 20 of Chancellor's events on and off campus
>
> **African Student Organization**, Lubbock, TX                       1/2022 – Present
> *Community Service Committee Chair 2020-2021, Student Affairs Committee Chair 2020-2021*
> - Increase membership 50% through promotion of numerous activities
> - Plan and coordinate between 5 to 10 educational and social events each semester
> - Aid in reorganization of the association
>
> **TTU RISE Office**, Lubbock, TX                                     6/2020 – Present
> *Student Assistant*
> - Oversee and coordinate office projects for student events
> - Assist with preparation for various meetings, recruitment workshops, mentor programs, and community events
> - Maintain scholarship library for current and prospective students
>
> **Legal Aid Society**, Lubbock, TX                                   9/2018 – 3/2019
> *Runner/Clerk*
> - Communicated legal procedures and requirements to clients and scheduled appointments
> - Completed various tasks assigned by lawyers, including transferring cases to the courthouse
> - Maintained and updated client files and records

**OTHER WORK EXPERIENCE**

> **Old Navy**, *Sales Associate*, Lubbock, TX                              6/2020 – 8/2021
> **Texas Tech Law School**, *Career Services Student Assistant*, Lubbock, TX    9/2019 – 12/2019

**VOLUNTEER SERVICE**

> **Volunteer Center of Lubbock**, *Assistant*, 2020
> **Lubbock County Assistant Criminal District Attorney**, *Civil Division Intern*, 2019

**INVOLVEMENT**

> Cardinal Key Honor Society
> National Society of Collegiate Scholars
> Student Government Association, Cultural Diversity Committee

# Marketable Skills Resume Example
# Lilly Stemland

Lubbock, Texas ▪ (806) 742-2210 ▪ lilly.stemland@email.email

**(\*\*Color-coding is for educational purposes. We do not recommend color-coding your resume.)**

## EDUCATION

**B.S., Mathematics,** Texas Tech University                          **Expected May 2026**
Minors: Physics, Computer Science, Japanese
CGPA: 3.99          Physics GPA: 4.0          Computer Science GPA 3.8          Japanese GPA: 4.0

## RELEVANT EXPERIENCE

**Texas Tech University,** Lubbock, Texas                          **August 2023 – May 2024**
**Tutor, Math, Physics, and Computer Science**
- Tutored undergraduate students in freshman and sophomore-level math, physics, and computer science classes, ensuring every student understood complex concepts of the discipline.
- Identified and analyzed areas of weakness in individual students through questioning and hands-on demonstrations. Developed unique explanations to meet students' needs.

**Texas Tech University,** Lubbock, Texas                          **August 2022 – May 2023**
**Undergraduate Researcher, Mathematics Department**
- Gathered data and completed statistical analysis of prairie dog populations within 5-county region, extrapolating population growth and impact on habitat and environment within the next 10 years.
- Presented research in both poster and paper presentation formats at the Texas Tech University Undergraduate Research Conference, answering questions using easy-to-understand terminology.

## ORGANIZATION MEMBERSHIP AND LEADERSHIP

Member, Mathematics Association of America Member,

American Association of Teachers of Languages

President, Omicron Psi Society, Texas Tech University

- Analyzed needs of membership and brainstormed ideas to meet those needs in collaboration with officers, members, and advisor.
- Accepted responsibility for auditing budgets and accounts to identify areas of overspending. Developed and implemented procedures to prevent future issues with budgets.
- Streamlined communication channels and improved membership numbers by 50%, highlighting mutual support and intellectual pursuits across campus departments.

## SKILLS

Mentoring ▪ Communicate Effectively ▪ Focused Problem Resolution ▪ Naturally Inquisitive Creative and Innovative ▪ Mediate Confrontation to Achieve Agreement

| Analysis/Synthesis | Critical Thinking | Communication | Problem Resolution |
|---|---|---|---|

# Resume Worksheet

**Name** (Usually left or centered in 18-24 point font. Rest of document should be 10-12 point font).

Contact information: (Usually local or permanent depending on where you're applying).
Cell phone:
    Professional email: (Remember you lose your TTU email soon after you graduate).

**Objective** (Optional statement of purpose. Example: *Seeking internship in the field of health and wellness*).

**Profile** (Replaces the objective; 3 or 4 bullets that present knowledge, experience, skills, and any information that are directly relevant to your job goal).

**Education** (In reverse chronological order. Not necessary to list high school. Optional to list schools transferred from).

Institution: Texas Tech University, City: Lubbock, State: TX
Formal Name of Degree: Bachelor of _____Minor (if applicable):_____
Graduation: Month:_____Year:_____
GPA: (optional)

Institution: _____, City:_____, State: _____
Area of Study _____
GPA: (optional)
Hours Transferred: (optional)

**Relevant Experience** (In reverse chronological order. Can list jobs, volunteer and shadowing experience relevant to your intended career.)

Organization: _____, City:_____, State: _____
Position:_____Dates Employed/Involved: Month:____Year:_____ to Month:_____Year:_____
Responsibilities or Accomplishments:
(Include keywords about experience relevant to job goal or company. Convey marketable skills of your industry.)

Organization: _____, City:_____, State: _____
Position:_____Dates Employed/Involved: Month:____Year:_____ to Month:_____Year:_____
Responsibilities or Accomplishments:
(Include keywords about experience relevant to job goal or company. Convey marketable skills of your industry.)

Organization: _____, City:_____, State: _____
Position:_____Dates Employed/Involved: Month:____Year:_____ to Month:_____Year:_____
Responsibilities or Accomplishments:
(Include keywords about experience relevant to job goal or company. Convey marketable skills of your industry.)
Organization: _____, City:_____, State: _____

Organization: _____, City:_____, State: _____
Position:_____Dates Employed/Involved: Month:____Year:_____ to Month:_____Year:_____
Responsibilities or Accomplishments:
(Include keywords about experience relevant to job goal or company. Convey marketable skills of your industry.)

**Other Possible Headings: Awards, Volunteer Service, Skills, etc.** (List any other involvement, honors, or skills you haven't mentioned above).
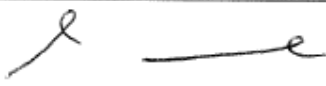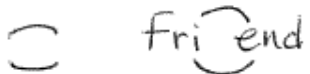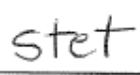
**Certifications** (if applicable).

**Relevant Coursework** (if applicable; list only names of courses not course numbers. Name 3-6).

**Academic Projects** (use this section to demonstrate knowledge gained in classes that is not included in the experience section.)

# Proofreading Symbols

For your convenience, a list of the common proofreading and editing symbols are listed below.

| | |
|---|---|
| ℓ ——e | Delete |
| ⊃ fri͡end | Close up space |
| ∧ | Insert |
| stet | Keep as written; keep the original text/formatting |
| ∽ | Transpose |
| [ | Align left |
| ⌐ | Align right |
| ‖ | Align vertically |
| ¶ | Begin new paragraph |
| sp | Spell out |
| b̲̲ | Capitalize |
| ꞵ̸ | Lower case |
| ⌄ | Insert comma |
| ˅ | Insert apostrophe |
| ⊙ | Insert period |

# Cover Letters

The cover letter accompanies the resume in the application process. It should consist of 3 or 4 very short paragraphs (approximately 3 or 4 lines – not sentences).

Use the same format as the resume: font, font size, and margins if possible. Use the cover letter to provide new or additional information that is not included on the resume. Utilize pronouns (I, me, my, we) judiciously and avoid starting paragraphs with personal pronouns.

If you created a distinctive format for your name and contact information on the resume, this can be copied and pasted to the cover letter to create your personalized letterhead or you can use business letter format (see example).

Address the letter to a specific person or leave the salutation off completely. When you leave off the salutation, you may present the letter as a memo with a line referencing the job title or requisition number (Re: Job16587).

The first paragraph introduces you to the company or hiring manager. The next 1 or 2 paragraphs provide pertinent information about you, relevant to the job description and/or the needs of the company. The last paragraph concludes with a request for an interview and reiterates your contact information.

The middle two paragraphs can be bullets or paragraphs. Bullets are easy to change, reword, or substitute depending on the job focus. For ease of targeting the cover letter to many jobs, choose a bulleted format.

Use the middle 1 or 2 paragraphs to target the letter for each opportunity. Use the description in the job posting to identify knowledge or skills that are important to the job or the company

Do not repeat the exact wording or information from the resume. Provide pertinent information concisely so that the prospective employer will want to read the resume. **Focus on demonstrating that you understand the needs of the company.**

# Thank You Notes

The thank you letter is a short note showing appreciation to the interviewers for their time and the opportunity to interview. In the letter, make a connection with the prospective employer by mentioning something specific or some topic of discussion during the interview.

*Write separate notes to each interviewer with different content – they will compare notes!*

Send a short email thank you the same day or no later than the next day to each interviewer. A more in-depth, handwritten or typed note should be mailed to arrive within 3 to 7 days of the interview.

In the longer thank you letter, expand on what you will contribute to the company. You may also revisit a question from the interview that you feel you did not answer well. Do NOT state that you answered the question incorrectly. Instead, write that you want to add information to your previous answer.

Ask permission to take notes during the interview – a couple of words only – to help you remember the interviewers and their interests to reference in the thank you letters.

Thank you letters can be sent after meeting with an employer at a job fair, a job interview, an informational interview, or a networking event. Everyone likes to be remembered and appreciated!

# Cover Letter Template

Your address
City, State, ZIP

You may use the same heading as your resume to create a letterhead or use business letter format as seen here.

Today's Date

Name of Contact
Title
Name of Organization
Address
City, State  Zip Code

If you do not know the name of the contact, consider leaving off the salutation.
Present the letter as a memo and substitute Re: Job Title or Job Number.

Dear _____:

**Introduction:** Use this paragraph to state the position or type of work you are seeking. Identify how you learned of the position (e.g., Hire Red Raiders or through a networking contact). Briefly introduce yourself (not My name is – that information is obvious from the letterhead) and explain your interest in the position. If possible mention something about the company to show that you understand that industry.

**Sell Yourself:** In one or two short paragraphs (or 4 to 5 bullets) expand on your skills, qualifications, accomplishments, and education. Research the company and industry. Be sure to draw a connection between the needs of the current job and the skills you bring to the job.

Use the job description as a reference and target your information to the position. This paragraph can also be used to explain something from the resume or add information that did not fit into the resume. Be professional about what information you provide.

**Ask for an Interview:** In this paragraph emphasize your interest in the position and the company. Thank the employer for their time and express your interest in a phone, video, or face-to-face interview. Provide your phone number and email address again in this paragraph.

Sincerely,

*Sign your name here*

Your name typed

Enclosure: Resume

If you are mailing the resume you will include the signature and enclosure information as presented here. If you are emailing there will no line about enclosures. And in an email it is acceptable to simply type your name at the end of the email. Or include your signature if you have the option.

# After You Graduate, Keep It Up to Date!

As you grow in your career, be sure to add each new job to your resume. Save your job descriptions to help with wording. You can also refer to www.onetonline.org to review additional wording suggestions.

Drop specific references to old college activities as you replace them with leadership experience within your job and volunteerism in the community.

After you get your first job, remove your grade point average and specific scholarships, but leave the summary information, such as "Bachelor of Art Cum Laude".

Remember that you can have your resume reviewed by the UCC at any time after you graduate from Texas Tech.

# UCC Resume Resources

The UCC offers several options for getting help in creating and perfecting your resume.  Take advantage of one or more of the following services available to students and alumni:

**Career Coaching**:  The UCC has counselors available to meet with students and alumni by appointment. Sessions can cover a variety of topics, including resume development, job search strategies, interviewing skills, and other career related concerns.

**Events and Webinars**:  Each semester the UCC offers several events and webinars on various topics, including resume writing, interviewing, networking, job searching and more!  For a list of events and webinars visit www.careercenter.ttu.edu/events.

**Online Resources**:  The UCC offers numerous online resources to assist students with their career development, including application documents, job search strategies, interviewing, and salary negotiation.
- www.careercenter.ttu.edu    The UCC website includes resources on events, career exploration and development, job boards, Raider Mentor Network, and instructions on creating a credentials file.
- www.onetonline.org    O*NET Online is a government website which provides occupational information for over 900 occupations. Use this website to assist you in developing your bullets and to help you research careers!

**Contact the UCC or log in to Raider Success Hub to schedule an appointment!**

TEXAS TECH UNIVERSITY
## University Career Center™

150 Wiggins Complex  |  Box 45006  |  Lubbock, TX 79409  |  806-742-2210
www.careercenter.ttu.edu | www.hireredraiders.ttu.edu