

Wharton County Junior College

Resume & Cover Letter

A Quick Guide to Creating a Resume/ Cover Letter

Developed by the WCJC Title V Career & Transfer Center

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About this Guide

Resumes and Cover Letters are vital tools that can be used to apply for jobs, internships and even scholarships. In this quick guide, you will find information on creating a first draft for your resume.

After creating your first draft, it is recommended that you research resume best practices based on the job field you are applying to, as requirements may vary.

The Career and Transfer Center offers the following services in Resume Assistance:

- Hands On Resume Workshops
- Resume/ Cover Letter Review (Email or by Appointment)
- Walk-In Assistance
- In-Person/ Virtual Appointments

Quick Tips in Developing Your Resume/ Cover Letter

- ✓ Create your first draft
- ✓ Research Resume Best Practices based on your career field
- ✓ Review/ Revise/ Customize (based on what you are applying for)

[Career & Transfer Center](#)

Wharton Campus- Hodges Library

Richmond Campus- First Floor

979-532-6388

advising@wcic.edu

Walk-In Assistance, In-Person and Virtual Appointments Available

Resume Checklist

✓ **FORMATTING**

- Maintain a clear easy to read structure throughout the document
- Use a Header for each section i.e. Education, Work Experience
- List info in each area in reverse chronological order starting with most recent
- Use readable font: 10 to 12 point, preferable in black i.e. Times New Romans, Arial, Calibri
- Use consistent formatting i.e. spacing, dates, capitalization, italics, bold,
- Spell out months and acronyms
- Abbreviate states
- Leave enough space between sections to make it easy to read.
- Recommended length: 1-2 pages, ideally 1 page, depends on career field standard and application requirement
 - **If the resume is longer than 2 pages:**
 - Put contact information on one line, separated by dots or lines
 - Minimize margins .5" minimum
 - Decrease font (minimum 10 point)

✓ **CONTACT INFORMATION (Top of the page)**

- First and Last Name (Bold at top)
- Email Address (use professional email)
- Phone Number (use number connected to professional voicemail)
- Address (City, State only unless full address is required)

✓ **EDUCATION**

- Most recent degree first
- Spell out name of School
- Spell out name of Degree/ Certificate and note major/ concentration if applicable i.e. Associate of Arts in General Studies, Concentration in History
- Expected/completed graduation date (Month Year)
- Include high school/ HS diploma or GED if you have not completed college degree

✓ **EXPERIENCE (Work, Internship, Practicum/ Clinical, Volunteer)**

- Most recent experience first
- Name of employer
- Location (City, State)
- Job title
- Dates of employment (Month Year)

Bullet Point Tips

- 2-4 bullet points per position
- Start with strong action verb that connects to the skill noted in job posting
- Describe what you did/ skills used as it relates to job you are applying for
- Use numbers to show your impact i.e. how many, how much, % increase.
- Basic Formulas bullet point:
 - **Strong Action Verb+Task+Outcome**
 - **Accomplished X by doing Y resulting in Z.**

- Verb tenses are consistent and correct (use past tense verbs for past jobs and present tense for current jobs)

- Avoided personal pronouns (ex. I, me, my)

✓ **SKILLS/ CERTIFICATIONS**

- List Job Specific Skills i.e. Technical; Computer Software; Languages other than English
- List current relevant certifications. Include date received and expiration date if applicable.

✓ **OPTIONAL SECTIONS (Only include if you have any relevant experiences AND have space to add)**

- Honors/ Awards/ Accomplishments
 - Name of the Award & Organization
 - Date received (Month Year)
- Student Organizations/ Athletics/ Volunteer Experience/ Leadership Experience/ Professional Memberships/ Professional Development and Trainings
 - Name of Organization/ Activity
 - Date of Involvement (Month Year)
 - Location (City, State)
 - Membership status/ Position
 - 2-4 bullet points per activity/ organization (See **BULLET POINT TIPS**)
- Projects/ Relevant Course work/ Publications- can include in class and personal projects relevant to the job/ career field.

✓ **FINAL TIPS**

- READ OVER YOUR RESUME BEFORE SUBMITTING IT.** Double check wording, spelling, grammar and punctuation.
- Have someone else read your resume for feedback.
- Saved document as PDF to maintain format when submitting electronically

Resume Example

Kailey Jones

(555) 555-5555 • kaileyjones1@gmail.com • El Campo, TX

EDUCATION

University of Houston , Houston, TX	Expected May 2022
Bachelor of Arts in English, Minor in Anthropology	
Wharton County Junior College , Wharton, TX	May 2020
Associate of Arts in English	
El Campo High School , El Campo, TX	May 2018
High School Diploma	

WORK EXPERIENCE

HEB , El Campo, TX	September 2018- January 2020
Stocker	
<ul style="list-style-type: none">Expedited shelf and display stocking, managing over 25 product brand restocks per shiftEnsured federal, state and company regulations and standards for product food safety and sanitation were metFurthered hospitality strategies to assist customers in locating and answering questions about products	
WhatABurger , El Campo, TX	December 2017 – June 2018
Team Leader	
<ul style="list-style-type: none">Promoted from Team Member to Team Leader within 6 months of employmentTrained and supervised 6 team members regarding company policies, food handling and food safety proceduresExpedited customer orders with a 98% accuracy, facilitating over 100 quality customer experiences per shift	
Prasek's Family Smokehouse , El Campo, TX	June 2016 – September 2017
Cashier	
<ul style="list-style-type: none">Accurately and responsibly handled all sales transactions including scanning and bagging products, receiving payments, making change and processing credit cards with 98% accuracy using a POS terminalDelivered sincere concern and a sense of urgency to address concerns and needs of the customerPromoted Prasek's products to customers through direct sales resulting in a 10% increase in sales in 3 months	

VOLUNTEER/ LEADERSHIP EXPERIENCE

Wharton County Junior College Humanities Club , Wharton, TX	September 2018- May 2020
Member	
<ul style="list-style-type: none">Co-organized a Book Celebration on campus for National Book Month called Snacks and Books where 20 people gathered together to discuss books they loved while enjoying homemade snacksEncouraged young readers through the Sivells Elementary Reading Buddy program by reading over 10 books with kindergarten students over the course of 6 months	
El Campo High School Ladybird Basketball , El Campo, TX	August 2017- May 2018
Co-Captain	
<ul style="list-style-type: none">Co-led a team of 10 women through 15 games culminating in a bid for State championshipCommunicated and collaborated with teammates through drills to develop strategies and improve performanceEducated 40 girls ages 9-13 on the basics of teamwork and sportsmanship in annual community summer camp sessions	

SKILLS & CERTIFICATIONS

Skills: Microsoft Office including Word, Office, Publisher, and PowerPoint

Certifications: American Red Cross BLS Certified, Expires May 2024

Resume/ Cover Letter Action Verbs

Achieved Something:

Attained
Awarded
Completed
Demonstrated
Earned
Exceeded
Outperformed
Reached
Showcased
Succeeded
Surpassed
Targeted

Brought in Partners, Funding, or Resources:

Acquired
Forged
Navigated
Negotiated
Partnered
Secured

Communicated through Writing or Speaking:

Addressed
Authored
Briefed
Campaigned
Co-authored
Composed
Conveyed
Convinced
Corresponded
Counseled
Critiqued
Defined
Demystified
Documented
Edited
Illustrated
Instructed
Persuaded
Promoted
Publicized
Reviewed

Developed A Project:

Created
Designed
Developed
Founded
Established
Formalized

Formed
Implemented
Incorporated
Initiated
Innovated
Instituted
Introduced
Launched

Improved Product, Services, or Process:

Centralized
Clarified
Converted
Customized
Influenced
Innovated
Integrated
Merged
Modified
Organized
Overhauled
Redesigned
Refined
Refocused
Remodeled
Reorganized
Restructured
Revamped
Revitalized
Simplified
Standardized
Streamlined
Strengthened
Systemized
Updated
Upgraded
Transformed

Increased Efficiency, Sales, Revenue, or Customer Satisfaction:

Achieved
Advanced
Boosted
Delivered
Enhanced
Expanded
Expedited
Furthered
Gained
Generated
Improved
Lifted
Maximized

Sustained

Led Projects/ Managed

A Team:

Aligned
Coordinated
Cultivated
Directed
Enabled
Executed
Facilitated
Fostered
Guided
Hired
Inspired
Mentored
Mobilized
Motivated
Operated
Orchestrated
Organized
Oversaw
Planned
Recruited
Supervised
Trained
Unified

Oversaw

Office Procedures:

Arranged
Authorized
Blocked
Delegated
Dispatched
Enforced
Ensured
Inspected
Itemized
Monitored
Screened
Scrutinized
Verified

Performed Research/

Analysis:

Analyzed
Assembled
Assessed
Calculated
Catalogued
Discovered
Evaluated
Examined
Explored

Identified
Interpreted
Investigated
Mapped
Measured
Qualified
Quantified
Summarized
Surveyed
Tested
Tracked
Validated

Supported/ Helped

Customer:

Assessed
Advised
Advocated
Arbitrated
Clarified
Coached
Consulted
Delivered
Educated
Empowered
Encouraged
Expedited
Facilitated
Fostered
Guided
Informed
Referred
Resolved
Supported

Saved Company

Resources:

Conserved
Consolidated
Decreased
Deducted
Lessened
Reconciled
Reduced

Worked on Technical Equipment/ Project:

Assembled
Built
Designed
Engineered
Fabricated
Installed
Operated
Programmed
Remodeled

Cover Letter Checklist

- ✓ **Date/ Contact Information/ Greeting**
 - Date in Top Left Corner
 - Your Name and Address
 - Name and Address of Company
 - Name of Hiring Manager, if known
 - Title of Hiring Manager, if known
 - Company (spell out name)
 - Street or Mailing Address
 - City, State Zip code
 - Greeting:** Dear [Mr./Ms./Dr. Last name or Hiring Manager, if name is not available]
- ✓ **Introductory Paragraph**
 - 2-3 Sentences
 - First sentence: State reason for writing, express interest for using the **exact title** listed in the description.
 - Last Sentences- List 2-3 skills/ strengths you have developed that relate to job you are applying for
- ✓ **Body Paragraph 1**
 - 2-3 Sentences
 - Explain your interest in specific employer/ position.
 - Express how you how to contribute to company goals, use specifics examples
- ✓ **Body Paragraph 2**
 - 4-6 sentences
 - Use the C.A.R. method to share story of a specific experience to highlight one of the relevant skills.
 - 1-2 Sentence introducing the **C**hallenge or **C**ontext of the project/ incident/experience
 - 2 sentences discussing what **A**ction you took to address the challenge
 - 1-2 sentences on the **R**esults of your actions using numbers to illustrate your impact
- ✓ **Closing Paragraph**
 - Include words of gratitude for consideration of your interest in the position
 - Briefly reiterate your interest in the position and why you feel you would be a good fit for the role
 - End by saying that you look forward to discussing your experience with them and provide your email and phone number
- ✓ **FORMATTING/ FINAL TIPS:**
 - Keep letter to 1 page only
 - Avoid repeating your resume
 - Use concise sentence
 - Use readable font: 10 to 12 point, preferable in black i.e. Times New Romans, Arial, Calibri
 - READ OVER YOUR RESUME BEFORE SUBMITTING IT.** Double check spelling, grammar and punctuation. Have someone else read your resume for feedback
 - Saved document as PDF to maintain format when submitting electronically

Cover Letter Example

January 15, 2022

Kailey Jones
1234 Main St.
El Campo, TX 77437

Hiring Manager
Fort Bend County Library- George Memorial Library
1001 Golfview Dr.
Richmond, TX 77469

Dear Hiring Manager,

I am applying for the position of Library Assistant- Part-Time- Genealogy at the Fort Bend County, George Memorial Library. I saw this posting on the Fort Bend County Jobs webpage. I am interested in the field of librarianship and would welcome the opportunity to bring my skills in customer service, technology and event programming to this position.

I am currently a student at University of Houston, pursuing a Bachelor of Arts in English with a minor in Anthropology. My career goal is to work as a librarian or archivist. In my previous work positions, I gained in-depth experience working with the public, assisting with questions and requests, meeting their needs with a sense of urgency and concern. I also developed skills in working with various computer software and systems in a professional setting such as a POS terminal and Microsoft Word.

As a student at Wharton County Junior College, I developed skills in event programming when I participated in the Humanities Club, an organization that promotes students to become more active in the arts through the development of community spirit, experiencing diverse cultures. As an organization, we celebrated National Book Month through event called Snacks and Books in which students, faculty and staff, were invited to gather together to exchange books with each other, eat homemade snacks and talk about books they loved.

As a co-organizer for this event, I designed a promotional flyer and collaborated with our faculty sponsor to request the facility venue. On the day of the event, participants were a little hesitant to begin sharing, so I took the initiative to share what I loved about my favorite book. The rest of participants then felt more at ease which led to a wonderful 2 hour discussion about our favorite books. Through this event, we furthered the sense of community across our campus as we celebrated books and the power of the written word.

Thank you so much for your time and consideration. I am excited about the opportunity to learn more about working in a library and ways that I can use my skills and experiences in service to your patrons. I look forward to hearing from you to discuss my experience with you further, and I can be reached at (555) 555-5555 or by email at kaileyjones1@gmail.com.

Sincerely,

Kailey Jones

Transferrable Skills

One way to move past the barriers between completing your degree and getting a job is developing **Transferrable Skills**. These general work skills are necessary in most jobs and can help you become more marketable and flexible in your career. Don't delay! Start developing your transferrable skills NOW.

Examples of Transferrable Skills

- Communication (Verbal, Non-Verbal & Writing)
- Teamwork
- Problem-Solving/ Resourcefulness
- Management (Time, Project, Resources, or People)
- Critical Thinking/ Analytical Reasoning
- Decision Making
- Organizational
- Adaptability/ Flexibility
- Interpersonal/ Conflict Management
- Openness to Feedback
- Leadership
- Active Listening
- Computer/ Software Experience

Ways to Develop Transferrable Skills

- Full-Time Jobs
- Part-time/Seasonal/ Temp Work
- Internship/ Apprenticeships
- Clinical Rotations/ Practicum Experiences
- Student Organizations & Athletics
- Volunteer Experience
- Classroom
- Personal Projects/ Self Taught
- Micro-Credentials/ Online Courses

How to include your transferrable skills on your **Resume**:

Experience Bullet Points- Include these skills in bullet points through examples of how you demonstrated them in your work responsibilities and accomplishments.

How to include your transferrable skills in your **Cover Letter**:

In the main body of the letter, illustrate how you use your skills by sharing a story of specific challenge/ accomplishment listed on your resume. Use the C.A.R. Method to:

- Introduce the **C**hallenge or **C**ontext of the project/ incident/experience
- Discuss what **A**ction you took to address the challenge
- Discuss the **R**esults of your actions using numbers to illustrate your impact

Online Resources

- [Handshake](http://app.joinhandshake.com) (app.joinhandshake.com) – Job Search/ Resume Builder
- [Indeed](http://www.indeed.com) (www.indeed.com) – Job Search, Resume Builder, Helpful articles
- [LinkedIn](http://www.linkedin.com) (www.linkedin.com) – Job Search, Resume Builder & Networking Tool
- [Jobscan](http://www.jobscan.co) (www.jobscan.co) – Scan resume for keywords, Resume Tracker, Helpful articles