

**YOUR NAME HERE**  
1234 Main St., Apt. #1, City, CA. 90045  
Phone Number | Email Address

**CORE COMPETENCIES**

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List in this section 3 to 4 core competencies (bullet point format) as they **directly** relate to the job description. These core competencies should be one's the employer is requesting and not a generic listing of your competencies.

**EDUCATION**

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**University of Wherever** *City, State*  
Degree, Concentration (*if applicable*) *Month & Year Grad*

- Club leadership roles; case/business plan competitions; awards/scholarships
- Memberships, organizations, held and volunteer work (*relevant work only*)

**School of Wherever** *City, State*  
Degree, Concentration (*if applicable*) *Month & Year Grad*

- Club leadership roles; awards/scholarships
- Memberships, organizations, held and volunteer work (*relevant work only*)

**PROFESSIONAL EXPERIENCE**

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**Company Name** *City, State*  
**Job Title** *Dates*

- Describe the key aspects of your role illustrating your responsibilities
- An accomplishment (*show measurable results where possible*) from THIS job, illustrating a skill needed in the NEW job/industry you are targeting
- Another accomplishment from this job, key roles or contributions made while there

**Company Name** *City, State*  
**Job Title** *Dates*

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**Company Name** *City, State*  
**Job Title** *Dates*

- Describe the key aspects of your role illustrating your responsibilities
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- Another accomplishment from this job, key roles or contributions made while there

**ADDITIONAL**

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- Languages you are fluent or knowledgeable in
- Business software applications, hardware, that you are proficient in (*not just MS Office*)

Additional Resume Samples <http://www.resumesamples.info/>

**Cover Letter Template**  
*Use the exact header as your resume header*

Date

Hiring Manager (or title or 1<sup>st</sup> and last name, title)  
Company  
Street Address  
City, State Zip

Re: Job Title or number

Dear Hiring Manager (or title or Ms., Mr., etc.):

Per your announcement of the \_\_\_\_\_ position with (*company name*), I am hereby submitting my letter of intent. The opportunity presented in the listing is very appealing and I believe that my professional experiences and education will make me a competitive candidate for this position.

In direct relation to your stated job requirements, I have been employed as a \_\_\_\_\_ with (*company name*) specializing in \_\_\_\_\_. I possess the expertise to generate strategies and implement innovative tactics to improve (customer/client) outcomes.

The requirements for the \_\_\_\_\_ position at (company name) are in congruence with my extensive \_\_\_\_\_ experiences and \_\_\_\_\_ skills. In particular, my most relevant qualifications include:

***List 2 (no more than 3) bullet points of your experiences that directly relate to the job description requirements/duties.***

- Bullet 1
- Bullet 2

I trust you will determine that my experiences and dedication intriguing enough to warrant a face-to-face meeting. I am confident that I can provide value as a member of your team.

I thank you for your consideration and look forward to the opportunity to address your questions and comments.

Sincerely,

Name

***Note: Areas that are in bold/italicized are areas to be customized and suggestions. They are not to be used in the final version of the cover letter. Specific keywords, skills, abilities should be added. The job description will be a guide as to the keywords and skills to utilize. In the bullet section, list specific relatable duties and the quantifiable results you have attained.***

**Additional Cover Letter Samples:** [http://www.quintcareers.com/cover\\_letter\\_samples.html](http://www.quintcareers.com/cover_letter_samples.html)