



The Cover Letter & Resume Guide

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Table of Contents

The Resume and Cover Letter	3
Types of Resumes	4
Getting Started on The Resume.....	5
Resume Sample #1: Chronological Resume (Most popular).....	Error! Bookmark not defined.
Resume Sample #2: Functional.....	Error! Bookmark not defined.
Resume Sample #3: Combination	Error! Bookmark not defined.
List Of Action Words For Resumes	Error! Bookmark not defined.
Tips and Tricks For Effective Resumes	Error! Bookmark not defined.
The Cover Letter.....	Error! Bookmark not defined.
The Cover Letter Writing Guide.....	Error! Bookmark not defined.
Cover Letter Sample #1: Formal.....	Error! Bookmark not defined.
Cover Letter Sample #2: Referral to an Add	Error! Bookmark not defined.
Cover Letter Tips and Tricks	Error! Bookmark not defined.
References	Error! Bookmark not defined.

The Resume and Cover Letter

The resume and cover letter is used as a tool to assist job seekers in showing an employer that they are interested in a particular position and company.

The most important part of applying for a job is the resume and cover letter. This is the first thing a potential employer sees and it should show all accomplishments, skills, and experiences in relation to a job target or targets. Planning, rewriting and keeping the information updated and current accomplish this.

The Resume:

Since the resume is used as a selling tool outlining your skills and experiences so an employer can see, at a quick glance if you have the necessary skills to be short-listed for an interview. Your resume is a failure if the employer does not instantly come to the conclusion that you "have what it takes." So the resume must be written well.

Effective resumes should be focused on a specific job and outline the employer's stated job requirements for the position. The more you know about the duties and skills required for the job, the more effective the resume.

Before you start the resume there are 5 rules that must be remembered: be concise, clear, complete, specific and accurate. The resume should include at least the following 7 areas of an individual's background.

1. Job Objective:

- This is the job that you are interested in applying for, acknowledge it in the cover letter as well as the start of the resume.

2. Personal Information:

This information is found on the top of the resume and should include:

- Name
- Address
- Postal Code
- Telephone Number(s)- home and cell
- E-mail address

3. Education:

This section should be found right after the job objective or a brief experience summary. The following information should be included:

- Names and addresses of schools attended
- Describe areas of specialization (e.g. Business)
- Diplomas, certificates and degrees that have been attained.
- Include additional education (e.g. Continuing education or occupational training)

4. Work Experience:



This section should include all work/employment experience. The following information is required:

- All full time and part time work
- Always starting with the most recent employment
- Indicate the position title and the duties that were performed while in the position
- Include any results that may have been achieved in the position (e.g. Top sales person)
- Try and use action words such as managed, produced, implemented, etc.

5. Volunteer Work / Activities:

All additional experience that a person has participated in should be included in this section:

- Volunteer work
- Organizations or clubs
- Include all special training that has been achieved (e.g. First aid)

6. Personal Interest:

- List all interests that may be directly related to the job
- Other interests or hobbies that expose the employer to interests outside of work.

7. References:

- Do not provide references on the resume, have them on a separate sheet and have them available if being requested by the employer
- There should be at least two people of reference. Ensure that the contact information is current.
- Ideally the references should of a present or past Manager or Supervisor. If this is not available past employees, friends or teachers/instructors may be used.

Types of Resumes

Chronological Resume

Information is presented in a structured and timeline method. The most recent work or educational experience is listed first, followed by the next most recent. This format works best for people who have had no gaps in employment and are well on their way up their career ladder. **This is the most common type of resume.** It demonstrates how you have made progress through your employment history.

This type of resume is best if you have demonstrated experience within a specific field. It highlights the positions you have held and the companies for which you have worked.

Advantage:	Disadvantage:
<ul style="list-style-type: none"> • Most widely used resume format • Easy to scan chronological resumes • Provides a straightforward history of your work experiences 	<ul style="list-style-type: none"> • Can demonstrate a lack of work experience • Can show gaps in employment history

Functional Resume

Information is grouped by work experience and skills by skill area or job function first. This type of resume points out your skills over your specific employment history by showing the work experience that is most important to your career objective. The functional resume can be used to minimize employment gaps.

This type of resume may work best for first time job seekers, those reentering the workforce after a long break from employment, or those changing careers.

Advantage:	Disadvantage:
<ul style="list-style-type: none"> • Provides a flexible approach • De-emphasizes lack of experience in a field • Can be used to minimize employment gaps • Emphasis on relevant skills instead of position titles 	<ul style="list-style-type: none"> • Employers may expect the chronological format

Combination Resume

Information is merged using the chronological and functional styles. Knowledge, skills and abilities gained from work is presented in a reverse-chronological order.

Advantage	Disadvantage
<ul style="list-style-type: none"> • Provides employers with the expected chronological format • Highlights your skills 	<ul style="list-style-type: none"> • Can be repetitious if similar functions or skills are utilized in different positions. • Longer than the chronological and functional formats