

# Resume and Cover Letter Guide

Career Services



**BLACKHAWK**  
**TECHNICAL COLLEGE**

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*BTC is an EO/AA educator/employer. For more information, go to [blackhawk.edu](http://blackhawk.edu).*

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# Your Resume: Your Sales Brochure

A resume is a snapshot of your strongest qualifications. It is also an example of your written communication skills, so make sure to have your resume proofread before sending it to employers. Your resume is a means to convince employers that you deserve to an interview your strengths to a potential employer or other individuals you would like in your “network”. There is standard information that should be included. Below are the sections that are highly recommended as part of your final product. Sections in your resume should be in order of importance. You want to customize your resume for the position for which you are applying. Therefore; the section that seems the most important for the job should be closer to the top of your resume.

## **FORMATS**

### *CHRONOLOGICAL*

A chronological resume is the most commonly used format, especially among new college graduates. Most employers prefer this format because it is very easy to read. When creating a chronological resume, candidates arrange the sections (education, work experience, and activities) of their resume in reverse chronological order.

### *FUNCTIONAL*

A functional resume is utilized when a candidate has had a number of short-term jobs or has had a large gap in employment but has many skills to highlight. The functional resume tends to de-emphasize the dates of employment by putting a larger focus on the skills, achievements, and overall qualifications a candidate possesses. The sections of a functional resume are often different than a chronological resume. Functional resume sections tend to focus on particular skills sets such as technical skills, leadership skills, project management, etc. These section headings will differ depending on the field. Also, a potential heading could simply be, “experience highlights”.

## **Resume Sections**

### **Contact Information**

At the top of your resume, include your first and last name (your middle name or initial is optional), address, phone number, e-mail address, and website if available. (Do not write the words phone and e-mail because they are assumed.)

#### **STUDENT A. NAME**

sname@gmail.com  
1234 Street Name  
City, State Zip Code  
Phone Number

### **Career Objective**

A Career Objective gives a sense of purpose to the resume, but is somewhat outdated. If writing a career objective keep in mind the following:

1. State the type of position you want to attain
2. Avoid sounding self-centered instead what you can do to meet the employer’s need
3. Avoid generalities like “a challenging position with opportunity for growth”
4. Tailor the objective to each position you seek
5. This is the first section under your name

#### *Examples:*

- Increase sale of manufactured goods, sold to accounts nationally and internationally.
- To offer compassionate, quality health care to assure the most positive outcomes.

- Assist patients and medical staff with high quality nursing care. Emphasizing safety and attention to detail to assure positive health outcomes.
- Promote high standards of patient care through medical imaging.

### ***PROFILE OR SUMMARY OF QUALIFICATIONS***

This is an optional section at the top of your resume. A summary section allows you to highlight specific skills and qualities to catch the reader's attention. Many people will choose to include key words from the job description in this section. If you choose to include a summary, you can do so with bullet points or a short paragraph. Please see sample resumes for examples.

### ***Special Skills, Campus Involvement and Awards***

1. Include any special skills such as computer skills, languages known, clinical skills, tool use, machines, mechanical skills, etc.
2. Quantify your language skills by using phrases such as: proficient in, knowledge of.
3. Include your participation in organizations especially within leadership roles, offices held or presentations given that could relate to your career goal.

To best highlight these skills/experiences/attributes, you may want to divide into sections. Examples:

1. Computer Skills
2. Languages
3. Communication Skills

### ***Education***

1. The education section should generally be at the top of your resume because it is likely one of your strongest qualifications. If you graduated with a degree or certificate over five years ago and have been working in the field since, your education would then be at the bottom of your resume.
2. When listing your education, make sure to include the name of the degree or certificate, the institution that awarded you the degree or certificate as well as the city and state of the institution. If you have multiple degrees, begin by listing the most recent one at the top.
3. If you are a current college student or graduate, it is not necessary to list your high school. Additionally, it is also not necessary to list institutions that you attended but from which you did not receive a degree.
4. If your GPA is 3.0 or above, you may choose to include it on your resume. When doing so, use a format such as 3.56/4.0 to indicate that grading was on a 4.0 scale.

Examples:

Associate of Applied Science in Culinary Arts, expected May 20XX Blackhawk Technical College, Janesville, WI  
GPA: 3.6/4.0

Blackhawk Technical College, Janesville, WI  
Business Management Associate Degree; May 2010  
GPA: 3.1

### ***Relevant Coursework***

If you do not have career-related experience, it is a good idea to list some of your core courses on your resume. This gives the employer an idea of your training and shows that you have knowledge in your specific area.

List course in order of relevant importance.

## **Certification/ License**

Examples: Certified Nursing Assistant (CNA), Licensed Practical Nursing (WI LPN), HVAC, WI Journeyman's Electrical License

## **Experience**

This section is to highlight your employment history and HOW you performed your duties.

1. Be sure to include any accomplishments.
2. Include internships, externships, and clinical rotations.
3. Include paid and unpaid experience.
4. **Define abilities** rather than duties, stress the accomplishments, use correct dates, brief and direct descriptions, strong action verbs, and avoid being overly complex.
5. Include job title, dates of work (month and year only), employer name and location (city and state only).
6. List your work history in **reverse chronological order**
7. Experience can be sorted into RELATED EXPERIENCE and OTHER EXPERIENCE to have your most **relevant** experience listed first on your resume, list them under RELATED EXPERIENCE.
8. You will still want to maintain the list in reverse chronological order.

Example:

XYZ Consulting Spring 2006

**Assistant to Consulting Department** (internship)

Assisted with writing policy and procedural manual. Scheduled interview appointments. Assisted with screening applicants.

- *Accomplishment: Created electronic copies of policy and procedural manuals to improve accessibility and reduce waste of paper resources.*

Because employers only spend between seven and ten seconds initially reviewing a resume, it is important to utilize a bullet point format versus a paragraph format. When creating bullet points, you should utilize the resume action verbs found on pages 10 & 11 to begin your bullets. Additionally, when writing these points, describe what you did and highlight the end results of that duty when possible. A simple format to follow is **Action verb + duty + end result**.

Example 1: Grew key accounts by 15% in first year.

Example 2: Evaluated and managed a monthly caseload of 25-30 clients, ensuring each client's needs were met.

Furthermore, when possible, highlight your accomplishments, transferrable skills (a list of skills is found on page 12), and try to quantify your value. For example, if you trained five employees, include the number five, or, if you helped fundraise \$3,000, make sure to include that in your bullet point. Your goal is to demonstrate to potential employers that you can be an asset to their team.

Lastly, tailor your experience section to the job posting. Go through the job posting and highlight the skills and experiences that the employer is seeking. Then make sure to include the skills that you possess and experiences that you have had that are in the posting on your resume.

## **ACTIVITIES**

Your activities section can include participation in college athletics, clubs and organizations, community volunteerism, professional memberships, etc. Depending on your experience, the section heading could instead be, Community Involvement or Volunteerism. When describing your activities, make sure to include the college or organization name and your dates of involvement. If your involvement has been extensive, you may choose to create bullet points to elaborate on your accomplishments and skills utilized.

## **OTHER OPTIONAL SECTIONS**

Depending on your experience and skills, you may choose to include any or all of the following sections: Technical Skills, Presentations, and Publications. Furthermore, if you are fluent in another language, you should have a separate Languages section. Under that section, you can simply write, "Fluent in English and \_\_\_\_\_."

## **REFERENCES**

"References available upon request" is not necessary to list at the bottom of your resume. Instead, create a separate reference page.

# **Resume Design**

Something must catch the employer's eye! Remember this: A resume or cover letter should describe how you will meet the employer's need.

## ***How to get noticed!***

Customizing your resume to a particular position, company or industry is a great way to bring positive attention to your resume.

1. Include selling points that substantiate your objective.
2. Use key terms or phrases common to your target industry.
3. Highlight information that is most relevant to your target career.
4. Read job descriptions in newspapers, career books and pick out the key experiences and skills employers are seeking for jobs similar to the one you want. Incorporate relevant words and phrases into your resume presentation.

By using key industry terms and highlighting information most relevant to your target job or career, you accomplish two goals: you show the employer you are familiar with the industry and you help eliminate doubts about how your qualifications meet their needs.

## **Your overall resume presentation speaks volumes about you!**

1. Important-consider layout and design.
2. Initially your resume will be looked at for approximately **10-20 seconds**.
3. Make these seconds count in an easy to read format.

## **Making your resume an "EASY READ"**

### ***Eye Appeal***

1. Use plenty of white space and utilize formatting tools to help distinguish important information (e.g. section headings, school and company names job titles, major, etc.).

2. Do not exceed two tools (bold, italic, underline, etc.) per item.
3. Limit the number of tabs you set so that all indentations and columns fall on no more than three vertical lines running down the page; too many tabs can make information appear scattered and thus more difficult to read.
4. Create your own personal letterhead, which includes your name and contact information. Letterhead is a professional standard in business correspondence and may help your resume and cover letter stand out in a positive way. Your letterhead design can also show some of your own personality. Be sure your letterhead is still easy to read and error-free.
5. **Use résumé or business stationery quality paper; conservatively light colored cotton bond paper.**
6. Print your resumes on a laser printer for the best quality, avoiding ink smears.

### ***Attention to Detail***

Be consistent with your use of tools, placement and spacing. For example, if your job titles are in bold, make certain all of them appear that way and make sure all of your dates appear in the same locations.

### ***Margins***

Your top and bottom margins should be at least 0.5, but no greater than 1.0 inch. Left and right margins should be at least 0.75 inch, but no greater than 1.0 inch.

### ***Fonts***

- Use a 10-12 point font in the body of the resume, and 12-16 point font for section headings.
- Use a 12-20 point font for your letterhead (name and contact information at the top of the resume). Have your name stand out, but avoid using a font size that is more than 2 sizes larger than your letterhead font.
- Use easy to read fonts, such as Garamond, Book Antigua, Times New Roman, Arial and Helvetica. Avoid fonts with unusual spacing between letters, shadowing, etc.

### ***Make sure your resume is error free***

It is always a good idea to have someone else look over your resume. After you spend so much time working on something, you may not catch spelling errors or questionable grammar. Let faculty, staff or career center staff double check your work. You may email it to [careercenter@blackhawk.edu](mailto:careercenter@blackhawk.edu) for review. *Continue to edit your resume and customize it for particular positions.* Again, try to have someone else review it for you.

### ***Editing your resume to make it fit to ONE page***

- Reduce margins.
- Reduce font sizes (not less than 10 point).
- Change font styles.
- Change tabs so the line starts further to the left.
- Put more information on one line (e.g. combine company name, location and dates on one line).
- Decrease the number of line spaces between headings.
- Change date or state format so they are shorter (e.g. WI vs. Wisconsin).
- Eliminate too detailed information.
- Eliminate the least related detail in the job responsibilities.

- Do not put your references on your resume or references upon request.
- The one page rule is not mandatory. If your resume needs two pages of text, try to use at least half of the next page. If you have less than that you should make modifications on the first page to make it fit to one page.

### ***Tips for getting your resume selected***

1. Use many **key words** to define your skills, experiences, education.
2. Be specific (e.g. use software names such as Microsoft Word).
  - Use action words to express your achievements.
  - Express your abilities not simply job duties.
  - Do not utilize personal pronouns such as I, we, our, or my because employers understand that you are referring to yourself throughout your resume. The only time you may choose to utilize these words is in a summary or profile section.
  - Do not mention your age, race, political or religious affiliation or hobbies on your resume. You do not want to provide employers a potential means to discriminate against you.
  - Delete added verbiage when possible. For example, delete “the” when appropriate throughout your resume.



# RESUME ACTION VERBS LIST

A	B	C	D	E	F
Accelerated	Balanced	Calculated	Debated	Earned	Familiarized
Accomplished	Bargained	Cataloged	Decided	Edited	Favored
Achieved	Bartered	Chaired	Decreased	Eliminated	Featured
Acquired	Began	Charted	Deducted	Encouraged	Figured
Adapted	Beheld	Clarified	Defined	Enforced	Filed
Administered	Believed	Coached	Delegated	Enhanced	Finalized
Advertised	Benefited	Coded	Delivered	Enlarged	Finished
Advised	Bestowed	Collaborated	Demonstrated	Enlisted	Fitted
Allocated	Bid	Collected	Described	Ensured	Fixed
Analyzed	Blended	Communicate	Designated	Entered	Flowed
Applied	Blocked	Compiled	Designed	Enrolled	Focused
Appraised	Bolstered	Completed	Detected	Established	Followed
Approved	Booked	Consolidated	Determined	Estimated	Forced
Arbitrated	Boosted	Constructed	Developed	Evaluated	Forecasted
Arranged	Bought	Consulted	Devoted	Examined	Formed
Assembled	Briefed	Contributed	Diagramed	Exceeded	Fortified
Assessed	Broadcast	Controlled	Directed	Executed	Forwarded
Assigned	Broadened	Converted	Discovered	Exhibited	Found
Assisted	Brought	Cooperated	Discussed	Expanded	Fulfilled
Attained	Budgeted	Coordinated	Displayed	Expedited	Functioned
Audited	Built	Counseled	Distributed	Experienced	Funded
Awarded	Bypassed	Created	Documented	Explained	Furthered

G	H	I	J	K	L
Gained	Had	Identified	Jaunted	Kept	Labeled
Gathered	Handled	Implemented	Joined		Labored
Gauged	Harmonized	Improved	Journeyed		Launched
Gave	Headed	Improvise	Judged		Learned
Generated	Heeded	Increased	Justified		Lectured
Gestured	Held	Influenced			Led
Graded	Helped	Informed			Legalized
Granted	Highlighted	Initiated			Lessened
Graphed	Hiked	Inspected			Leveled
Grasped	Hindered	Inspired			Liberated
Greeted	Hired	Installed			Licensed
Grew	Honed	Instituted			Lifted
Grossed	Honored	Instructed			Limited
Grouped	Hosted	Interacted			Linked
Guarded	Hunted	Interpreted			Listed
Guided	Hurried	Interviewed			Listened
	Hypothesized	Introduced			Loaded
		Invented			Located
		Investigated			Looked

## RESUME ACTION VERBS LIST CONTINUED

M	N	O	P	Q	R
Made	Named	Obligated	Participated	Qualified	Received
Magnified	Narrated	Obliged	Performed	Queried	Recommended
Maintained	Navigated	Observed	Persuaded	Questioned	Reconciled
Managed	Negated	Obstructed	Pinpointed	Quoted	Recorded
Mapped	Negotiated	Obtained	Planned		Recruited
Marked	Netted	Occupied	Prepared		Rectified
Marketed	Neutralized	Offered	Prescribed		Redesigned
Mastered	Nominated	Officiated	Presented		Reduced
Matched	Normalized	Opened	Presided		Refined
Matured	Noted	Operated	Prevented		Reinforced
Measured	Noticed	Opposed	Prioritized		Rendered
Mended	Notified	Orchestrated	Processed		Reorganized
Mentioned	Nullified	Order	Produced		Repaired
Mentored	Nurtured	Ordered	Programmed		Reported
Merchandized		Organize	Projected		Represented
Modeled		Oriented	Promoted		Researched
Modernized		Originated	Proposed		Resolved
Motivated		Outfitted	Protected		Restored
		Outlined	Provided		Revamped
		Overcame	Publicized		Reviewed
		Overhauled	Published		Revised
			Purchased		Routed

# TRANSFERABLE SKILLS FOR POWERFUL RESUMES

Utilize transferrable skills when developing your resume and tailoring it to specific positions for which you are applying.

## COMMUNICATION

Speaking Effectively  
Writing Concisely  
Presenting Information  
Summarizing  
Listening Attentively  
Facilitating Group Discussions

Teaching  
Expressing Ideas  
Providing Feedback  
Selling Ideas or Products  
Negotiating  
Mediating

Persuading  
Reporting Information  
Coaching  
Delegating Responsibilities  
Interviewing  
Editing

## PROBLEM SOLVING

Identifying Resources  
Imagining Alternatives  
Defining Needs

Forecasting  
Developing Eval. Strategies  
Interpreting Data

Researching  
Reconciling  
Managing Conflict

## HUMAN RELATIONS & SUPERVISION

Developing Rapport  
Perceiving Nonverbal Mess.  
Managing People  
Providing Support  
Treating Others Fairly  
Developing a Team  
Collaborating with Others

Cooperating  
Describing Feelings  
Counseling  
Motivating Others  
Recruiting  
Training Staff  
Empowering Others

Developing Patience  
Empathizing  
Encouraging Others  
Mentoring  
Supervising  
Effectively Disciplining  
Clarifying Misunderstandings

## ADDITIONAL WORK SKILLS

Making Decisions  
Setting & Meeting Deadlines  
Scheduling  
Taking Initiative

Accepting Responsibility  
Enforcing Policies  
Organizing  
Expediting

Promoting Change  
Being Punctual  
Attending to Detail  
Managing a Budget

## Writing Strong Bullet Points

Employers are interested in your responsibilities and duties that come with results. Write a bullet point to demonstrate how your skills have led to specific outcomes and accomplishments.

### Duties and Responsibilities vs. Results

Duties and Responsibilities	Results
Responsible for sales within the Janesville territory	Increased sales within the Janesville territory by 57% in three months
Saved money on corporate benefits	Researched long-term disability insurance and found a package that would save the company \$7,000 annually

### 4 Steps to Writing Strong Bullet Points

1. Start with a strong Action verb that highlights a strength or skill.
2. Provide specifics to help the employer better understand your duties and responsibilities (Who, What, and How many). If possible, declare numbers to demonstrate an amount.
3. Focus on the result and its purpose within the company/organization.
4. Combine the information to make a complete statement.

Step 1: Action Verb	Step 2: Who, What, How many?	Step 3: Why, Results, Goal, Purpose, Benefit	Step 4: Strong Bullet Point
Handled	Cash/debit card transactions of \$2,000+ per shift	Followed company procedures	Handled cash/debit card transactions of \$2,000+ per shift while following company procures
Assisted	Lead plumber on all plumbing and water issues	Provide support and gain knowledge	Assisted the Lead plumber to provide support and gain knowledge on plumbing issues
Prepared	Materials for 10 people at staff meetings	To be completed on time	Prepared materials for 10 people before each staff meeting

# Resume Worksheet (try to edit information to fit on **one** page)

<b>Name</b>	<b>Telephone Number</b>
<b>Address</b>	<b>City, State, Zip Code</b>
<b>Email address</b>	
<b>Skills/ Qualifications Highlights or Profile</b>	
<b>Licensure/Certification</b>	
<b>Education</b>	
<b>Name of school</b>	<b>City/State</b>
<b>Major</b>	<b>Date of graduation</b>
<b>GPA (if over 3.0)</b>	
<b>Related courses:</b>	
<b>Employment Experience</b>	
<b>Name of company</b>	<b>City/State</b>
<b>Job Title</b>	<b>Date of employment</b>
<b>Responsibilities and Accomplishments (remember to define abilities vs. listing duties)</b>	
<b>Employment Experience</b>	
<b>Name of company</b>	<b>City/State</b>
<b>Job Title</b>	<b>Date of employment</b>
<b>Responsibilities and Accomplishments (remember to define abilities vs. listing duties)</b>	

# Example

## ANN MARIE HOUSE

582 North Street, Beloit Wisconsin

(608) 921-0XXX • [ahouse@gmail.com](mailto:ahouse@gmail.com)

### Registered Nurse

Dedicated, hardworking nurse with recent nursing education, training and certification. Recognized by clinical supervisors, instructors and peers for team orientation, high-level critical thinking skills and the desire to meet new challenges. Observant to changing patient status with a record of alerting healthcare team to patient status.

#### Hospital and clinic experience:

Monitoring vital signs	Providing compassionate end-of-life care
Administering EDGs and X rays	Using cardiac monitors/interpreting cardiac rhythms
Initiating oxygen therapy	Drawing blood and initiating intravenous lines
Educating patients	Communicating patient information to the healthcare team

#### Licensure/Certifications

(Include license dates)

#### Education

Blackhawk Technical College	Janesville, WI
<b>Nursing</b>	
<b>ADN</b>	2011

Coursework included: (list)

#### Clinical Training

Med-Surg	Mercy Hospitals
Pediatrics	Good Samaritan Hospital
Orthopedics	Mercy Rehabilitation Center
OB / GYN	Beloit Memorial Hospital
Gerontology	St. Anne's and Evansville Manor Nursing Homes
Psychiatric	Rock County Psychiatric Unit

#### Other Work History

Kohls Store	Janesville, WI
<b>Manager</b> -Shoe Department	1/2005 – 1/2010
Motivate and encourage team to develop sales and customer service skills. Train new associates, build teams, communicate new store policies, goals, and strategies. Collaborate interdepartmentally to reach or exceed store goals and expectations. Establish work schedules for hourly employees.	

## Example2

### Mary Smith

1234 Wright Road Beloit, WI 53511  
608.333.1221 | marysmith5@gmail.com

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#### PROFILE SUMMARY

Associate Degree, Nursing graduate seeking to use acquired skills and knowledge to assist your hospital in a nursing role.

#### Highlight of Skills

- Excellent communication and interpersonal skills
- Dedicated worker with a sense of purpose
- Strong skills in effectively working as a team as well as an individual
- Able to provide patient centered care by utilizing nursing skills across diverse populations and health care settings

#### EDUCATION

Blackhawk Technical College, Janesville, WI  
Associate Degree - Nursing

Anticipated Graduation Date: May 2015

GPA: 3.4

#### LICENSURES/CERTIFICATIONS

Certified Nursing Assistant, 2015 | CPR, 2014|

#### INTERNSHIP

*Intern (Clinical Practicum)*

Mercy Health System

2015-2016  
Janesville, WI

- Assisted nurses with care of patients needing pre and postoperative, pediatric, general medical, and hospice care, on a surgical/pediatrics unit.
- Monitored cardiac monitors, interpreted rhythms, and notified nursing staff of changes in rhythm, oxygen saturation, respiratory rate and blood pressure.
- Entered physician orders into computer, answered phones and page physicians.

#### EXPERIENCE

*Personal Care Aide*

Comfort Keepers

2010-current  
Beloit, WI

- Provide non-medical, in-home support, run errands and home management services to clients.
- Assist clients with all personal care functions needed.
- Ensure that required documentation is complete and is in compliance with regulations and standards.

# Professional Letters: Stand Out Against Your Peers

## Layout & Appearance

- Use a professional font that is consistent with your resume
- Sign letter at bottom of page or leave blank if sending electronically
- Keep letters to 1 page
- Make sure letter is free of typos and grammatical errors

## Writing Style

- Avoid beginning all sentences with “I”. Place a greater emphasis on the word “you”.
- Divide your text into paragraphs to make it easier to read
- Always convey confidence and a positive attitude
- Provide specific examples of your qualifications. Explain how you have done something vs. how you can do something

## Overall Impression/Effectiveness

- Address your letter to a specific person and tailor to the position and company
- All items cited in your cover letter should also appear in your resume
- Carefully read all the company’s instructions before submitting the application

## Professional E-mail Etiquette

- In subject line, make it obvious why you are writing: “Application for XYZ position”
- Name your document (i.e. “Your Name\_Cover Letter”)

## Structure

- Opening Paragraph: State why you are writing, the position to which you are applying, and your interest in the organization and position
- Second Paragraph: What are your qualifications? Why are you the right person for this position?
- Final Paragraph: Re-state your interest and thank the employer



## Cover Letter Content and Layout

Use your personal letterhead at the top of your cover letter or a standard business letter format

### STUDENT A. NAME

1234 Street Name □ City, State Zip Code □ sname@gmail.com □ Phone Number

Month Day, Year

Contact Person

Title Company/Organization Name

Street Address City

State and Zip Code

Dear Mr. or Ms. (Contact's Last Name)\*:

**First paragraph: Why you are writing** In your initial paragraph, state the reason for your letter. You are applying in response to a specific opening. State the position and indicate how you learned of it. If you found out from someone currently working there, be sure to mention their name (with their permission, of course).

**Second paragraph: What you have to offer** Indicate why you are interested in the position or organization. Do your research! Above all, indicate what you can do for the employer. This is known as an employer-focused letter. If all of your paragraphs begin with "I...", then you have written a self-focused letter. Change your wording! If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out your specific achievements or unique qualifications. You may refer to your enclosed resume, but try not to repeat the same information that the reader will find there. This is your chance to expand that information and really shine.

**Third paragraph: What happens next?** In the closing paragraph, indicate your desire for a personal interview. Close with a statement that will encourage a response. Ask the employer to contact you if they desire additional information. Give the person your phone number (make sure this is somewhere you can be reached during the day, or that has voice mail) and thank them for their time. [If you use your personal letterhead at the top of the letter, you may simply refer the person to your phone number above rather than stating it here.]

Sincerely,

*Signature here*



Typed Name

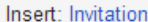
Enclosure


\*If you do not know the name of the specific contact, refer to websites or business directories and/or contact the business directly to find out to whom you should direct your correspondence

# Submitting an Application by E-mail

## Option 1 - Brief Introduction:

To:   

Subject:  

 ☒ Meyer Cover Letter\_ABC Comp XYZ Position.docx 16K  
☒ Meyer Resume\_ABC Comp XYZ Position.docx 16K  
[Attach another file](#)

**B** *I* U **T** 