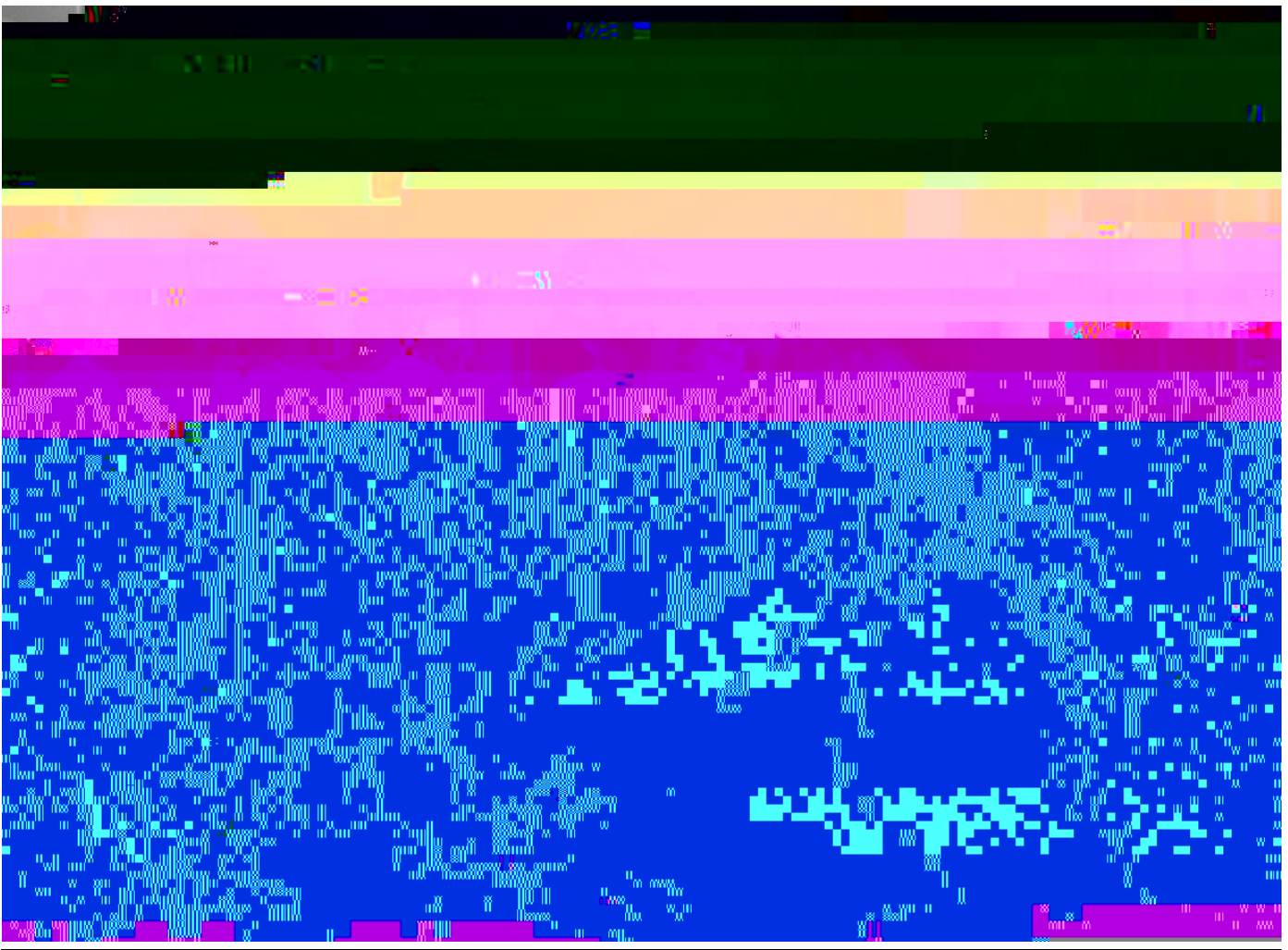


# RESUME AND COVER LETTER GUIDE FOR SKIDMORE ALUMNI



**Skidmore College**  
**CareerDevelopmentCenter**

Dear Alumni,

One of the benefits of being a Skidmore alumna or alumnus is having lifetime access to the

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1.

Build  
time into your schedule to write your resume and cover letters.  
These documents take time to put together; you have  
multiple drafts; but once it's completed you will only need to  
update it with new information prior to sending it out to employers.

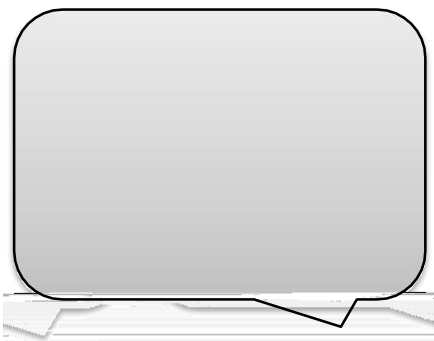
2.

Create a  
of every professional experience you have  
ever had in resume format (including volunteer positions). This will  
make tailoring future resumes extremely easy- all you'll have to do is  
copy/paste.

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Decide first which of resumes you would like to write.

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A Summary of Qualifications statement can be used in place of an Objective Summary statements provide an applicant with a more effective promotional tool to ensure the employer sees the



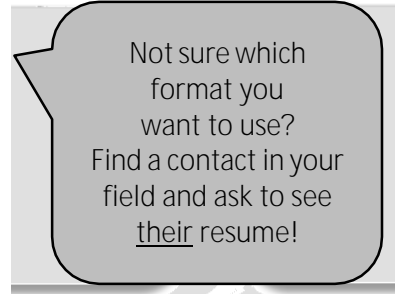
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The first step in writing a key strengths. Use the of this guide to assist you with this process.

is to identify your list at the end

Strengths can be a:

- Technical Skill (a specific learned skill, e.g., website design)
- Transferable Skill (a wide ranging learned skill, e.g., presentation skills, communications skills, computer skills, etc)



Next, correspond some of your past achievements and experience to these areas. Think about all of the jobs/experiences you have had and relate them under each of your strengths.

Example:

Built and implemented innovative program on workplace harassment for department; program is now mandatory training for new staff.  
Directed fundraising campaign for local women's health clinic. Campaign surpassed financial goal by \$2000.  
Planned, developed and established regional marketing plan for company's healthy eating initiative.  
Redesigned 60-page employee handbook; wrote new sections on social media responsibility and workplace bullying.

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Use this section to showcase your work history in reverse chronological order by listing the names of the companies/organizations and the dates you worked there to illustrate a continuous work history. Also, be sure to include a job title.

Example:

Consultant	, Boston, MA	20XX- 20YY
Assistant Director for Training Development & Project Management	, Worcester, MA	20XX- 20YY
Human Resources Coordinator	, Burlington, MA	20XX- 20YY

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For students and recent graduates, the Education section will be the first major category to follow the Identification and Objective or Summary Statement sections. As an this section can go closer to the bottom.

If you wonder about whether you should include certain information or not, ask yourself whether it





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The following tips may be used to polish your resume and be sure it is a professional looking document.

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There are three general types of cover letters (letters that “cover” resumes):

1. The letter, which responds to an actual job listing
2. The letter, which inquires about possible positions
3. The letter, which requests information and assistance in your job search

Your cover letter should be designed specifically for each purpose outlined above as well as for each position you seek. Do not try to design a form letter to send to each potential employer.

cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences (note, relevance is determined by the employer’s self-interest, which is spelled out for you in a job description). Cover letters express a high level of interest and knowledge about the position.

Your cover letter should address three general issues:

1. First Paragraph- Why you are writing
2. Middle Paragraphs- What you have to offer
3. Concluding Paragraph- How you will follow up



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In some cases, you may have been referred to a potential employer by a fellow Skidmore alum, a former



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In some instances, an employer may explicitly prohibit phone calls or you may be responding to a "blind want-ad," which precludes you from this follow up. Unless this is the case, make your best effort to reach the organization.

. Additionally, you can include in the concluding paragraph your contact information - make it easy for the employer to reach you.

If you are applying from outside the employer's geographic area, you may want to indicate if you'll be in town during a certain time frame (this makes it easier for the employer to agree to meet with you). If you have definite plans to move to the employer's geographic area, mention it to assuage their concerns about relocation difficulties.

Last, you should mention any enclosed or attached materials (e.g., resume), and may indicate that your references are available on request. Also, if you have a portfolio or



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Developed  
Planned  
Organized  
Executed  
Supervised  
Assigned  
Directed  
Coordinated  
Analyzed  
Prioritized  
Delegated  
Hired  
Fired  
Recommended  
Evaluated  
Administered  
Contracted  
Produced  
Controlled

Clarified  
Surveyed  
Interviewed  
Investigated  
Inspected  
Gathered  
Synthesized  
Examined  
Diagnosed  
Reviewed  
Organized  
Evaluated  
Critiqued  
Perceived  
Collected  
Wrote  
Interpreted  
Extrapolated  
Decided  
Recognized







123 HouseStreet  
SaratogaSprings,NY12866

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518-580-1234

Chris.Smith@email.org  
[www.linkedin.com/ChrisSmi](http://www.linkedin.com/ChrisSmi)

OF

Enthusiastic Educator seeks Grade 4 teaching position at 123 Elementary School. Strengths include:  
Creative Writing Instruction                      Universal Design

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123 ST.

1234 Lark Avenue  
Albany, NY 12345

SAdams.linkedin.com

sadams@email.com  
(520) 555-5555

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Dependable

with more than 10

456 DeadEnd Street  
Great Barrington, MA 01230  
Email: KJones@PRFirm.org  
Phone: 123456-7890  
Website:KJones.mywebsite.com

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## QUALIFICATIONS

## PROFESSIONAL HIGHLIGHTS

Built and implemented an innovative program on workplace harassment for the department; program is now mandatory trainings for new staff.  
Directed fundraising campaign for local women's health clinic. Campaign surpassed









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To: your contact's email address

From: your professional sounding email address

Subject: Title of Job You're Applying to (perhaps a reference number from the job lead)

Dear Mr./Ms. LastName: (you can skip the salutation if you don't have a name)

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- Services for Alumni