



Thomas
COLLEGE



COMPREHENSIVE
**CAREER
GUIDE**

Preparing Thomas students for

**Resumes &
Cover Letters**



Resumes

FORMATTING A RESUME

Contact Information

- Name: Full name at the top of the resume.
- Phone Number: Make sure it's a professional voicemail.
- Email Address: Use a professional email address.
- LinkedIn Profile: Include a URL if it's well-maintained.
- Portfolio/Website: If relevant, provide links to your work.

Education

- Institution Name: Full name of your college or university.
- Degree: Full degree title (e.g., Bachelor of Science in Marketing).
- Graduation Date: Month and year of graduation.
- GPA: Include if it is above 3.0.

Work Experience

- Job Title: Title of your position.
- Company Name: Full name of the company & City and state of the company.
- Dates of Employment: Month and year of start and end (ex, June 2021 – Present).
- Responsibilities and Achievements: Use bullet points to describe your duties and accomplishments. Start each bullet with an action verb and quantify achievements when possible.

Academics & Projects

- Relevant Coursework: List 3-5 relevant courses if you lack work experience OR title of relevant projects
- Description: A brief description of the project/course and your role or skills gained.
- Technologies Used: Tools, software, or methodologies you utilized.
- Outcome: If applicable, mention the results or impact of the project.

Volunteer Work & Extracurricular

- Organization Name: Full name of the organization.
- Position: Your volunteer role or position held.
- Dates of Involvement: Month and year range.
- Responsibilities: Briefly describe your duties and achievements.

Skills

- Technical Skills: Software, tools, and technologies you are proficient in.
- Soft Skills: Include skills like communication, teamwork, and problem-solving.

Certifications

- List any relevant certifications or licenses (e.g., Google Analytics Certified).

FORMATTING TIPS:

- Use a professional font (e.g., Arial, Calibri, Times New Roman) in size 10-12.
- Keep it to one page if you have less than 10 years of experience.
- Save and send as a PDF to preserve formatting.

Cover Letters



WHAT IS A COVER LETTER?

A one-page document that is submitted along with your resume when you are applying to a job. This letter should persuade the employer that you are a good candidate for the job by highlighting relevant skills, experience, and knowledge you have pertaining to the job.

FORMATTING A COVER LETTER

Contact Information

- List your Name, Address, Email, Phone Number, and Date at the very top
- List the Recipients Name, Title, Company's Name, Company's Address under your information.

Introduction

- Start off with Dear [Recipients Name] - if you have a contact. If you do not, write "To whom it may concern"
- Mention the job you are applying for and where you found the job listing.
- Briefly introduce yourself and your current position or status.
- Enthusiastically write why you are excited to apply for this position.

Body

- Highlight your most relevant achievements that align with the job.
- Provide examples that showcase your skills.
- Provide specific details from the company that you are impressed by.

Conclusion

- Summarize why you are a strong candidate for the position.
- Express your interest in an interview or a follow up conversation.
- Thank the reader for their time and consideration.

5 TIPS FOR CREATING A COVER LETTER

- 1 Tailor the content of your letter to the specific job you are applying for as well as the company - showing you have done your research!
- 2 Highlight your most relevant qualifications and experiences that align with the job requirements.
- 3 Provide examples and data points of your achievements.
- 4 Include a call to action, such as expressing your desire for an interview!
- 5 Keep the letter concise and to the point, ideally no longer than one page.



REFERENCES

As a young professional, your references should ideally come from individuals who can speak to your skills, work ethic, and character. Here's a breakdown of the types of references that would be most beneficial:

Professional References:

These are individuals who can attest to your work experience and performance in a professional setting.

- Supervisors or Managers: These are the best references as they can speak directly about your job performance, responsibilities, and accomplishments.
- Colleagues or Coworkers: If you've worked closely with someone on projects or daily tasks, they can provide insights into your teamwork, reliability, and skills.
- Internship Supervisors: If you've completed internships, your supervisors can highlight your contributions and learning during the period.

Academic References:

These references are useful if you have limited work experience. They can speak to your abilities and achievements in an academic setting.

- Professors or Academic Advisors: They can discuss your academic performance, participation in class, and any significant projects or research you've completed.

Personal References:

These are individuals who can vouch for your character and personal qualities. Use these sparingly and ensure they are relevant to the job application.

- Community Leaders or Coaches: If you've been involved in community activities or sports, these individuals can discuss your leadership, teamwork, and dedication.
- Family Friends or Acquaintances: Choose someone who knows you well and can speak positively about your character, reliability, and other personal traits. **THIS CANNOT BE A RELATIVE OR FAMILY MEMBER.**

IMPORTANT

Always remember to get permission from your references before listing them and provide them with context about the jobs you are applying for.



Frequently Asked Questions



How long should my resume be?

As a young professional your resume shouldn't exceed 1 page. Employers and recruiters often have limited time to review each resume. A one-page resume ensures that your most relevant and impressive qualifications are easily accessible

- While one page is typically ideal for young professionals, there are a few scenarios where a second page might be warranted:
 - Extensive Experience: If you have substantial work experience, internships, or relevant projects that cannot be adequately covered in one page, extending to a second page can be acceptable. Ensure that all content is still highly relevant to the job you are applying for.
 - Significant Achievements: If you have significant achievements, publications, or certifications that add value to your application, it may be necessary to include them on a second page.
 - The job requires certain criteria on your resume that makes you exceed 1 page.

Should I add a professional summary to my resume?

That's optional! If you do, here are some tips:

- Professional Summary: A brief statement (2-3 sentences) that highlights your experience, skills, and what you can offer the employer.
- Objective: If you lack experience, an objective stating your career goals and what you aim to achieve in the role can be useful.

Should I list my high school on my resume?

In most cases, focusing on your college education and related experiences will be more impactful for potential employers. However sometimes there are exceptions:

- Networking Purposes: If you know the employer or hiring manager has a connection to your high school (ex. they are an alumnus), it could be a point of commonality.
- Relevant Experience or Achievements: If you had significant accomplishments, held leadership roles, or were involved in noteworthy projects during high school that are relevant to the job you're applying for, you might consider including them.

Should I list my references on my resume?

Most of the time employers don't need your references until later in the hiring process, so save the space and make a separate reference page that you can send along when it is requested.



Sample Resume

[Your Name]

[Your Address] | [City, State, Zip Code]

[Your Email Address] | [Your Phone Number]

EDUCATION

[University Name] - [City, State] | Expected in [Month/Year]

Bachelor of Science: [Your Major]

[High School Name] - [City, State] | [Month/Year]

WORK HISTORY

[Job Title] at [Company Name] - [City, State] | [Start Date] to [End Date or "Current"]

- [Responsibility or Achievement 1]
- [Responsibility or Achievement 2]
- [Responsibility or Achievement 3]

[Job Title] at [Company Name] - [City, State] | [Start Date] to [End Date]

- [Responsibility or Achievement 1]
- [Responsibility or Achievement 2]
- [Responsibility or Achievement 3]

[Job Title] at [Company Name] - [City, State] | [Start Date] to [End Date]

- [Responsibility or Achievement 1]
- [Responsibility or Achievement 2]
- [Responsibility or Achievement 3]

VOLUNTEER EXPERIENCE/LEADERSHIP

[Organization/Role] - [City, State] | [Start Date] to [End Date or "Current"]

- [Key Contribution or Achievement]

ACADEMICS

- [Relevant Course 1]: Description
- [Relevant Course 2]: Description
- [Relevant Course 3]: Description

ADDITIONAL SKILLS & CERTIFICATIONS

- [Skill or Certification 1]
- [Skill or Certification 2]
- [Skill or Certification 3]

NOTE

Feel free to customize this template with your personal information, experiences, and achievements. Remember to highlight the skills and experiences that are most relevant to the job you are applying for. Use keywords from the job description that apply to your work history and skillsets. Good luck with your job search!

Sample Cover Letter



[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Employer's Name]
[Employer's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

NOTE

Please personalize the template with your specific details and the information relevant to the internship or job you are applying for. Good luck with your internship search!

Dear [Employer's Name],
I am writing to express my interest in the [Specific Internship/job Title] at [Company Name], as advertised on [where you found the internship listing]. As a [Your Major] major at [Your University], I am eager to apply my academic knowledge to real-world projects and gain hands-on experience in the [Industry/Field].

During my studies, I have developed strong skills in [Relevant Skill 1], [Relevant Skill 2], and [Relevant Skill 3]. My coursework in [Relevant Coursework] has provided me with a solid foundation in [Industry/Field Knowledge], and I am confident in my ability to contribute effectively to your team. Additionally, my involvement in [Clubs or Organizations] has honed my abilities in teamwork and leadership.

I am particularly drawn to [Company Name] because of its commitment to [Something Admirable About the Company, such as innovation, community involvement, or industry leadership]. I admire [Company's Project or Initiative] and would be honored to be a part of such impactful work.

Enclosed is my resume, which provides further detail about my qualifications. I am enthusiastic about the opportunity to learn from the esteemed professionals at [Company Name] and am available for an interview at your earliest convenience. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed [Department/Team] and am excited about the learning opportunities that lie ahead.

Warm regards,
[Your Name]



SAMPLE REFERENCE PAGE

References for [Insert your name here]

Michael Johnson
Project Manager, ABC Non-Profit
(444) 567-8901
mjohnson@abcnonprofit.org
Former site supervisor of internship

Dr. Emily Brown
Professor of Marketing, University of Anytown
(555) 123-4567
ebrown@university.edu
College professor and advisor

Jane Smith
Head soccer coach at 123 High School
(987) 654-3210
jane.smith@email.com
Former coach

TIPS

- Always ask individuals if they are willing to be your reference before listing them. Provide them with details about the jobs you're applying for so they can be prepared.
- Provide Context: Give your references a copy of your resume and inform them about the specific skills and experiences you'd like them to highlight.
- Keep Them Updated: Let your references know the outcomes of your job applications and thank them for their support.

CONTACT US

LOCATED IN AD-105



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KERRY SMART

Program Coordinator for HAIBI and PCD

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*International Student Specialist



KIARA GOGGIN

PCD Program Coordinator

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RESOURCES

Big Interview

Let AI help you create your resume!

O*Net

This website can help you identify skills you have based off of past experience.

Clifton Strengths

PCD offers a Clifton Strengths assessment that can determine your top 5 strengths. This allows you to understand some of your skills that may be applicable to your resume. Contact PCD to schedule an appointment!



Professional &
Career Development