

Work Together to Get Results

Susan chose the chronological resume format to present information about her strengths and experience.

Permanent and local addresses are provided so employer can locate her.

Objective (optional) reflects the career interest expressed in the opening of her letter.

Information about high school is included to demonstrate familiarity with private schools.

Courses relevant to her career interests are included.

She distinguishes between position and employer through the use of bold-face and italics.

Her experience working with children in a variety of roles and settings is described.

Notice how she quantifies her experiences when possible by indicating frequency of activities and extent of her volunteering.

Susan G. Moore
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Current Address:
492 Dryden Road
Ithaca, New York 14850

Permanent Address:
25 West 48th Street, Apt. 6
New York, New York 10023
After May 25

OBJECTIVE Teaching position in a private elementary school.

EDUCATION **Cornell University, College of Arts and Sciences**, Ithaca, New York
Bachelor of Arts, May 2008
Major: Psychology Concentration: Women's Studies
Dean's List, Psi Chi Honor Society
G.P.A. 3.32

The Dalton School, New York, New York
Honors Diploma, June 2004

RELEVANT COURSES Psychology Fieldwork: The Helping Relationship Educational Psychology
Problematic Behavior in Adolescence Psychology of Sex Roles

EXPERIENCE

Assistant Teacher February 2008-present
Belle Sherman Elementary School, Ithaca, New York

- Volunteer approximately three hours per week in a first-grade classroom
- Help children develop reading abilities and comprehension; provide educational support
- Facilitate social and emotional development of difficult students
- Aid teacher with classroom management

Camp Counselor Summers 2005-2008
Asphalt Green Day Camp, New York, New York

- Supervised independently groups of children ages five to eight
- Taught swimming and monitored other recreational activities
- Planned schedule for daily free periods and several field trips
- Worked closely with parents to ensure their satisfaction with camp

Math Tutor Summer 2006
Private Clients, New York, New York

- Met weekly with second grader to improve his mathematical skills
- Developed lesson plans and conducted all sessions

Field Work with Troubled Children October 2005-April 2006
Belle Sherman Elementary School, Ithaca, New York

- Met bi-weekly with troubled child and worked on socialization skills
- Created trust-building exercises and activities that were conducted on school grounds
- Provided unconditional affection and attention

Assistant in Autistic School September 2003-May 2004
P.S. 169, Special Education Division, New York, New York

- Assisted with weekly art class and aided art teacher when necessary
- Worked on socialization skills and acceptable behavior patterns
- Encouraged students to interact and engage in conversation
- Developed relationships with each individual

ACTIVITIES Kappa Alpha Theta Sorority: Philanthropy Chair, 2005; Chaplain, 2007
Empathy and Referral Service: trained three hours per week for two years in active listening skills; helped clients by rephrasing and reflecting their issues

INTERESTS Running, knitting, classical music

Correspondence

Cover letters are just as important as resumes in conveying your value to employers. You'll use them to:

- Introduce yourself to prospective employers and motivate them to read your resume.
- State your career interests and highlight your strengths in relation to job responsibilities and/or organizations.
- Demonstrate your writing skills, professionalism, and courtesy.
- Reveal your personality and enthusiasm for the position, organization, and field.

You'll need to develop several types of letters. After you have drafted your letters, visit your college career office or Cornell Career Services in 103 Barnes Hall for critiquing. Samples of all these types of letters are found on pages 21-34.

Information Interview Letters

Write to an individual working in a field of interest to request an information interview.

- The goal of your letter will be to arrange a meeting or phone call to learn about the person's work. Refer to the section on career networking on page 6 to learn more about developing your career interests through information interviews.
- State how you identified the person, what you would like to learn, and when/how long you would like to meet or talk with them by phone.
- Make it clear you are seeking information, not applying for a position.

Cover Letters

Letters of Inquiry

Explore employment possibilities through an inquiry letter when you are interested in working at an organization, but don't know if an opening exists.

Career Tip

Be sure to have your resume and job-search correspondence reviewed by a CCS career or peer advisor. Many of our offices offer these critiques on a walk-in basis.

- Target the organization's hiring needs by learning about tasks or positions for which you may be qualified.
- Visit the website and/or call the organization to obtain information.

Guidelines for Writing Letters

Reach your professional goals by preparing well-written and thoughtful letters.

- For more information and guidance, see the annotated cover letter on page 16.
- Learn the name and title of the person responsible for hiring in the department that interests you; address your correspondence to that person.
- Convey that you are informed about the organization and knowledgeable about the job responsibilities.
- Describe how your qualifications meet the employer's hiring needs.
- Demonstrate your competence in communicating—a critical skill you would bring to the job.
- Refer in your opening sentences to a personal or professional contact who has directed you to the organization, if applicable.

Letters of Application

Write to a prospective employer in response to a specific job you have seen advertised or have identified through networking.

- Keep in mind that the primary purpose of cover letters and resumes sent to employers is to obtain interviews.
- Motivate employers through a well-written cover letter to read your resume to learn more about you.

Follow-Up Letters

Thank-You Letters

Thank interviewers for meeting with you following information or job interviews.

- Reiterate your interest in the field and the position.