

RESUME GUIDELINES & TIPS

COMMON HEADER:
name centered, address, phone number, and email right and left aligned below

Victor E. Tiger

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Hays, KS 67601

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NOTE:

There is no objective, it is seen as unnecessary or redundant when a cover letter is included

Include any minors, concentrations, certifications, and GPA if above 3.0

EDUCATION

Bachelor of Business Administration in Accounting, May 20xx
Minor: **Organizational Communication**
Certificate: **Leadership**
Fort Hays State University, Hays, KS
GPA: 3.67 on 4.0 scale

Include skills relevant to the industry/position (computer, language, research skills, etc.)

QUALIFICATIONS

- Experience with Mac, Microsoft, Word, Excel, PowerPoint, and QuickBooks
- Bilingual in Spanish

INTERNSHIP EXPERIENCE

Accounting Intern, May 20xx - August 20xx
Adams, Brown, Beran, & Ball Chtd., Hays, KS

- Prepared federal and state returns for 15 clients
- Balanced monthly reports for management
- Participated in fiscal year-end procedures

Job Title, Starting Date-Ending date
Company/Organization, City, State

Remember to not include self-proclaimed attributes "Smart, Quick Learner, etc."

Use past tense verbs when you are no longer working there

WORK EXPERIENCE

Office Manager, May 20xx - Present
Simons Tax: Accounting & Financial Services, Hays, KS

- Assist clients with income tax preparation
- Generate payroll, quarterly and year-end reports
- Manage accounts receivable and accounts payable

Try to quantify your experience whenever possible

Jobs kept in reverse chronological order with the job(s) you are currently working listed first

Use present tense verbs when you are currently working there

Career Ambassador, August 20xx - May 20xx
Career Services, Fort Hays State University, Hays, KS

- Helped students find part-time/full-time jobs or internships in their desired field after helping them create a Handshake account
- Contacted recent graduates of FHSU to conduct First Destination Surveys
- Critiqued resumes and cover letters for an average of 50 students and alumni a semester

ACTIVITIES/HONORS

- FHSU Presidential Award of Distinction Scholarship
- FHSU Miller Black and Gold Scholarship
- Special Olympics Volunteer
- Fort Hays Honor Society
- Accounting Club, President - coordinated meetings and scheduled annual trips

AWARDS

VOLUNTEER

CLUBS

Keep different types of entries grouped together to keep establish a sense of flow

Elaborate on any leadership role(s) you may hold/have held in these organizations

NOTE:

"References Available upon request" is not necessary as it is regarded as a gap filler.

Be sure to have a list of references on a separate page if employers do request them

GENERAL FORMATTING/CONTENT RULES:

- 1) Use easy to read fonts "Calibri, Times New Roman, Century Gothic, etc."
- 2) Be sure to have all headers aligned with one another
- 3) Content under headers are indented including bullet points
- 4) Keep font sizes consistent, headers should be one size larger than the content
- 5) Tailor your resume to the position



FORT HAYS STATE UNIVERSITY
CAREER SERVICES

Forward thinking. World ready.

COVER LETTER GUIDELINES & TIPS

Your Address

City,
State,
Zip Code,
Phone
Number

600 Park St.
Hays, KS 67601
(785) 628-4260

Recipient's Name
Recipient's Job Title
Company/Organization
Name
Address
City, State Zip Code

Date

Ms. Carol Jackson
Personnel Director
ABC, Inc.
2301 Walnut Grove Ln.
Dallas, TX 75215

Use a colon
instead
of a comma

**FIRST
PARAGRAPH:**
Where did you
hear about the
job, why you
want the
position, what is
your degree (if
relevant), and
when you will
graduate

**NOTICE: You
do not need to
indent your
paragraphs
because cover
letters are
block-format**

Dear Ms. Jackson:

If recipient name cannot be found, use the job title
in all capital letter. Ex./ "PERSONNEL TRAINEE
POSITION:"

I am writing in reference to your advertisement for a Personnel Trainee, as listed on Indeed.com. I will graduate in May with a Bachelor of Arts degree in Psychology and a minor in Economics. I believe this would be the perfect position to apply my education and utilize my skills.

**SECOND
PARAGRAPH:**
Have 2 to 3
examples of
why you
qualify; use
specific
examples to the
job description
if possible

As you will note from the enclosed resume, I have had a one-semester internship at Consumer Counseling Service and have worked for several summers as a head lifeguard, with responsibility for a staff of 15 other lifeguards. Additionally, I have held leadership positions in campus activities. I feel confident that my academic background and my work and campus experiences have prepared me for management training and have helped me to develop many of the skills required for your training position.

I look forward to visiting with you during a personal interview at your convenience. You may reach me at (785) 628-4260 to set up a time to further discuss my qualifications. Thank you for your consideration.

Sincerely,

(Handwritten Signature)

Your Name Typed

Enclosure(s)

Including this indicates
that you have other
documents attached for
review, like your résumé

**THIRD
PARAGRAPH:**
Thank them for
their time, show
interest in hearing
from the recipient,
and leave a number
and/or email for
further contact

GENERAL FORMATTING RULES:

- 1) Use the same font and size as your resume
- 2) Be sure everything is aligned to the left of the page because the standard cover letter style is Block Format
- 3) Your cover letter should be single-spaced except for the indicated format spacing



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