

# First & Last Name

LinkedIn URL

City, ST

Phone Number

Email Address

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2 spaces

Today's Date

Ms./Mr. Employer Name

Title

Company

Mailing Address

City, State Zip Code

2 spaces

Dear Ms. /Mr. \_\_\_\_\_: ("Dear Hiring Manager" is appropriate if you research and cannot find anyone's name)

**"About" Paragraph:** Name the position you're applying for and what aspect of the job you're most drawn to. If someone that you met (at a networking event, career fair, etc.) encouraged you to apply get their permission and mention them by name here. Highlight how your unique interest, experience, or approach makes you a great fit for the role.

**"Because" Paragraph(s):** Sell your skills and support your claims with specific examples. Avoid creating a laundry list of skills and focus on your top 2-3 accomplishments that best align with the organization's current needs. Focus this section on what you have to offer instead of only discussing what you hope to gain.

**Closing Paragraph:** Restate your interest in the position and summarize your preparedness to be successful in the organization. Drive home that your research on the company has increased and. Indicate when you will follow up on the next steps.

2 spaces

Sincerely,

4 spaces

*Handwritten Signature in Black Ink*

Type your first and last name



AUBURN UNIVERSITY

HARBERT COLLEGE OF BUSINESS

Office of Professional and Career Development

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## OBJECTIVE *(optional)*

Specify the job title and desired start date that you are seeking, briefly highlight the skills and/or experience you have to offer. Include this section if required by your department/major.

## EDUCATION

Auburn University – Harbert College of Business

Auburn, AL

Bachelor of Science in Business Administration

expected Month Year

Major:           Minor:

GPA:

- Academic Honors: organizations, scholarships, Dean’s List, or other academic awards
- Relevant Coursework: list upper level major/career related courses by full course name

## EXPERIENCE *(reverse chronological order)*

**Company Name**

City, ST

*Job Title*

Month Year – Month Year

- Use action verbs to begin each bullet (past tense if experience is completed)
- Clearly describe any impacts, achievements, results, development, initiatives you have from previous positions, leadership, and service
- Quantify these details to show the range, frequency, or scale of your work
- Avoid repeating the duties listed in your job descriptions
- Remove unnecessary articles and pronouns: I, my, a, an, or the

**Company Name**

City, ST

*Job Title*

Month Year – Month Year

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## ACTIVITIES *(list the activities that relate and support your skills that are important to the job)*

**Organization Name, Position/Title**

Dates of involvement

- List related student clubs and honoraries – designate type of organization
- Include any offices held and duration
- Include volunteer activities and awards (might be a separate section if lengthy)

## RELATED SKILLS *(highlight your skills that align with the job description)*

Computer: include hardware and software proficiencies (go beyond the Microsoft suite)

Foreign Languages: list oral and written competency levels

Certifications/Licenses: list formal certificate name and date completed



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