

# MSU Career, Internship & Student Employment Services

## Resume & Cover Letter Writing Guide

The following information will assist you in writing effective resumes and cover letters. A prospective employer should be able to quickly and easily view your education, work experience, and other essential elements that help you stand out as a candidate. **Resume and cover letter writing is not a one-size-fits-all approach.** Meet with a Career Education Coach to receive feedback on your materials. To schedule an appointment, please call 406-994-4353 or stop by the Allen Yarnell Center for Student Success, located in Strand Union Building 177.

**See the end of this guide for resume, cover letter, and references page examples.**

### Preparing Your Materials

Prospective employers and search committees will look at your documents through the lens of their organization and position for which you are applying. Your resume and cover letter will be compared to other individuals who are applying for the same position. Your goal is to create the most competitive application package that demonstrates your qualifications, knowledge of the organization and position, and why you would be a good fit. Therefore, it is important you know who and what you are addressing with these documents.

#### Organization Research & Job Descriptions

Research of an organization is a crucial step in tailoring your documents. Some points to consider as you prepare:

- How does this position contribute to achieving the mission or goals of the organization?
- What commonalities exist between the position/organization with your current or past work experience?
- What *specifically* do you like about the organization?
- How does the organization's work and the position align with your career goals?
- How does your experience, skills, and abilities align with the required qualifications?

Study the position description to determine which skills and qualifications you need to address. This includes selecting "keywords" from the position description to incorporate into your documents. Including keywords is also important as some organizations use applicant tracking systems (see below) to determine which resumes proceed to the next level. If you know someone within the organization, conduct an informational interview, as they may be able to share details about the organization that you may not find online or through other sources. Researching the organization in this manner will also help you determine if position is a good fit.

#### Applicant Tracking Systems

An applicant tracking system (ATS) is software used by organizations to help manage applications during their hiring process. They are used to evaluate candidate applications, which includes scanning your resume and cover letter before an organization representative sees your document. Thus, it is important that you create your documents with the understanding that a computer will likely read it first. While you may be qualified for a given position, the way you write and format your documents can play a major role in determining whether you are further considered for the job after applying. To ensure your resume is ATS-ready, follow these steps:

- Create your resume and cover letter in a blank word processing document. Avoid templates.
- Include keywords and phrases from the job description wherever you are able. **DO NOT** simply pull words from the position description and put them in your documents. Integrate them thoughtfully and strategically with context.
- Format your documents without columns, tables, headers, and footers.
- Use a professional, readable font (e.g. Arial, Times New Roman).
- Do not use images and graphics.
- Upload your resume and cover letter in an acceptable format (e.g. PDF, .doc, .docx). Follow the instructions listed by the employer to determine the format.
- If you met a recruiter at an event such as a career fair, let them know you are applying. This human point of reference can help the recruiter identify your application during the screening process.

**Application Instructions**

Follow the directions completely and accurately. Missing a step or not submitting your materials in the manner requested will exclude you from the candidate pool in most instances.

Many organizations are requiring electronic submissions for their hiring processes. Meeting a recruiter in person does not exclude you from this process as organizations have established practices for filling a position and need you to follow the same methodology.

Applying for jobs with the federal government: The federal application process through USAJOBS (<https://www.usajobs.gov/>) requires you to pay attention to detail. Federal resumes are typically longer (2 or more pages) and include additional information, like salary information, that is not usually included on a standard, private sector resume. USAJOBS provides instructions on their website about how to build a resume and what to include (<https://www.usajobs.gov/Help/how-to/account/documents/resume/build/>).

**Resume Basics & Types**

Your resume provides information about your education, employment history, technical and soft skills, community involvement and service, professional affiliations, and more. However, your resume should not consist of only a list of these items and does not necessarily include everything you have ever done. The resume consists of the most relevant experiences and tells the reader a tailored career story specific to the job, internship, graduate program, scholarship, or other application. There are a few resume types. Use the format that will best represent your skills for the position.

**Reverse Chronological**

Reverse chronological resumes are the most common resume type. In this format, experiences are listed by date, with the most recent experiences listed first. Bullet points under experiences, like jobs and internships, provide the reader with descriptions of your skills, abilities, and accomplishments associated with that experience.

**Functional**

A functional resume categorizes skills and abilities first and does not associate those with experiences (jobs, internships, etc.) like a reverse chronological resume. Following descriptions of these skills and abilities, sections including employment history, education, and other experiences are listed.

**Combination**

Similar to the reverse chronological formatted resume, a combination resume includes your experiences listed in reverse chronological order and may include bulleted descriptions with those experiences. However, the combination resume places more emphasis on skills, abilities, and qualities, with less detail associated with specific jobs and internships. Combination resumes are most useful for individuals reentering the workforce after a sustained period away and for people making career transitions from one industry or field to another.

**Resume Formatting**

There are many ways to format your resume. Ultimately, the document needs to be neat, professional, and easy to read. Be consistent and format your document in a way that allows the reader to quickly identify all relevant information.

**Avoid Resume Templates**

Create your own document from a blank word processing document. By using a template, your resume might look very similar to another candidate's. In addition, templates can be challenging to edit and might not be readable by applicant tracking systems.

**Margins**

Use consistent margin sizes on all sides (0.5 to 1.0 inches). Avoid borders that go around the page – they take up space and can make the resume look cluttered.

**Font**

Consistently utilize one font style that is easily read. Recommended professional font styles include Arial, Times New Roman, Calibri, Constantia, Book Antiqua, Garamond, Tahoma, and Veranda. Font sizing will depend on the font style, as some font styles are larger than others. We recommend using 11-12 point font for body text and larger font sizes for your name and section headings. You can also use bolding where appropriate for significant information.

**Length**

The length of your resume is dependent upon your education, experience, and the position for which you are applying. Resumes are either one page or two complete pages (except federal resumes, which can be longer). If you choose to make a two-page resume, be sure all information is relevant to the position, and include a page number on the top of the second page.

**Color, Images, & Graphics**

If you choose to use color, we recommend using it sparingly. Avoid especially bright and fluorescent colors. Do not include images and graphics on your resume, including a picture of yourself. Images and graphics may hinder your document's readability by applicant tracking systems.

**Note:** In certain career fields, like graphic design, more creativity and color may be more acceptable. When writing your resume, use your knowledge of the standards and norms of the industry or career field to determine what you will and will not include. ePortfolios are not resumes, so not all these same guidelines apply.

## Resume Sections

**A Note About "Experience"**

To tailor your resume, prioritize the information that best demonstrates your qualities, skills, and abilities relevant to the position. While this will include directly relevant work and internship experiences, it might also include relevant coursework and projects, community service and volunteering, participation in student groups or professional associations, and/or other employment that is not directly related. When choosing which content to include and prioritize, consider the *transferrable skills* (e.g. communication, problem solving) you have demonstrated and acquired throughout all your experiences.

**Section Titles**

Once you know which experiences you want to include, consider how you want that information organized. Sections provide the reader an easy way to identify information. Be intentional about naming these and make them uniform in formatting (bolding/capping/justification, etc.). Prioritize sections by relevance or importance to the position you are seeking. Within all sections, list information in reverse chronological order, listing the most recent first. Below are typical resume section titles. Your resume may not include all of these, and you may customize the naming relevant to the job or your experience.

- Masthead/Heading
- Professional Profile
- Education
- Technical Skills
- Relevant Experience
- Relevant Coursework/Projects
- Research (related to major or potential employment)
- Military Service (can be listed separately or under another relevant section)
- Additional Experience
- Professional Affiliations
- Leadership Experience
- Community Service/Volunteering
- Honors/Awards

## Masthead/Heading

This section of the resume should include your name, phone number, email address, and current city and state of residence.

- Use the same masthead/heading for your resume, cover letter, and references page. This will allow a professional presentation of uniform documents.
- Your name should stand out and be larger than the rest of the text.
- Provide your primary phone number – remember to set-up a professional voicemail greeting and make sure your voice mailbox isn't full!
- Provide a *professional* email address. A version of your first and last name or initials is best. Avoid complicated combinations of letters, periods, numbers, etc. Popular email services like Gmail and Outlook are recommended.
- You may also include links to your LinkedIn account and/or personal website in your masthead.

## Professional Profiles

Instead of providing an objective statement, use this space to summarize your qualities, qualifications, skills, and notable accomplishments relevant to the position. *Context is key.* Avoid general statements (e.g. hard worker, motivated) without providing context. Avoid using pronouns.

**Example WITHOUT context and specific skills:** *Mechanical engineering student seeking professional role where I can grow my skills. Problem solver with strong communication skills. Hardworking, dependable, and punctual. Experience leading teams and working with others to complete projects.*

**Example WITH context and specific skills:** *Highly motivated Mechanical Engineering student with experience applying problem solving and interpersonal skills in a corporate professional setting. Skilled in using SolidWorks, MatLab, MathCAD, AutoCAD, Pro-E CREO, LabVIEW, ANSYS, and NI modules. Demonstrated ability to delegate work, lead teams, and oversee projects.*

**Note:** Professional Profiles are not required. For instance, if you are submitting a cover letter, you may choose to omit the profile section and use the space for other content.

## Bullet Points & Descriptions

### How to Write Bullet Points

Bullet points on your resume provide the reader with concise, yet detailed, descriptions of your experience. Tailor the bullets to each job or internship, including keywords and phrases from the job descriptions.

- Start each bullet with a strong action verb or qualifier (see “Descriptive Words & Phrases” on pages 7-10 of this guide).
- Provide concrete examples of relevant experiences.
- Use present tense verbs when describing functions in current jobs. Use past tense verbs when you no longer hold the position.
- Quantify details where possible to illustrate workload, accomplishments, and impact of your work.

### Example:

#### Needs Improvement

- *Oversaw work of landscape crew to complete work on time*
  - Bullet lacks strong, descriptive action verbs, omits context of work, and misses an opportunity to quantify work and level of responsibility.

#### Strong Bullet

- *Supervised and delegated daily assignments to 7-10 landscape crew members to ensure safety of all workers and timely completion of work*
  - Bullet uses strong action verbs to indicate to the reader the nature of work and skills demonstrated. Additionally, it includes context to show nature of work and shows the level of responsibility held by the person.

## Cover Letter Basics & Types

Cover letters provide an opportunity to entice the hiring authority to review your resume with interest. They are not written to restate the resume but to elaborate upon and provide context for experience listed in your resume. Cover letters must be well crafted and specific to each position and organization to which you apply. Effective cover letters:

- tell your unique story,
- set you apart from the competition,
- and describe why you would be a good fit for the organization and the contributions you will make.

### Letter of Application

This type of cover letter is written to accompany a resume for a known position. You are writing to the hiring authority regarding the position posted, explaining why you are a good fit for the organization. You should integrate information, including keywords from the position description, as well as your own research about the organization. Doing so will reflect your understanding of the position and organization.

### Letter of Inquiry

This type of cover letter generally accompanies a resume sent to an organization for which there is no known opening. This type of letter can also be used when someone refers you to an organization, recommending you apply for a position that may not be advertised. In certain situations, you may submit this inquiry within the body of an email with your resume attached.

## Cover Letter Formatting & Content

### Masthead/Heading

This section of the cover letter should include your name, phone number, email address, and current city and state of residence.

- Use the same masthead/heading for your resume, cover letter, and references page. This will allow a professional presentation of uniform documents.
- Your name should stand out and be larger than the rest of the text.
- Provide your primary phone number – remember to set-up a professional voicemail greeting and make sure your voice mailbox isn't full!
- Provide a *professional* email address. A version of your first and last name or initials is best. Avoid complicated combinations of letters, periods, numbers, etc. Popular email services like Gmail and Outlook are recommended.
- You may also include links to your LinkedIn account and/or personal websites in your masthead.

### Date

Include the date you are submitting your application after your masthead.

### Employer/Organization Information

Address your letter to the hiring authority, using correct name, official title, and business address. If no name is listed, contact the organization's human resources office to inquire about who you should address on your cover letter. You may also address the letter to the "Search Committee," "Hiring Committee," "Hiring Manager," or similar title.

### Salutation

A salutation is the phrase you use to greet the reader before beginning your introduction. When writing your salutation, confirm and properly write the correct spelling of the person's name and how the individual prefers to be addressed (Dr., Ms., Mr., etc.).

## Introduction

The goal of the introduction is to connect with the reader, and to persuade them to continue reading.

- Begin by indicating why you are writing.
- Integrate your research of the organization, topics of commonality between you and the reader/organization, and how you will make a positive contribution to the organization.
- State clearly the specific position or type of work you seek.
- Indicate if someone referred you, as networks are important!

## Body

Describe your qualifications for the position, tying in keywords used in the position description. Make the reader aware you have completed your research and highlight how your experience, knowledge, skills, and abilities meet or exceed their requirements for the position. Expand on the most relevant skills from your resume, but do not simply repeat your resume. Emphasize skills on which other employers or professors have commended you. Describe one or two brief examples where you have added value to an organization, team, or group project.

## Conclusion

Close with a brief paragraph that expresses your appreciation for their consideration, makes clear that you look forward to hearing from them, and reiterates your enthusiasm and interest.

## References Page Basics

For most jobs, internships, graduate schools, and professional programs, references will be required. Cultivate at least four (4) references that you can use when applying for employment, internships, graduate school, grants, or scholarships. Usually three references are requested, but follow the instructions as written. The best references will be from those who have supervised your work or learning. These will ideally be university instructors/professors, internship supervisors, and current or former employers. In addition, character references from volunteer or community service organizations or long-time acquaintances can be useful if you do not have professional references.

List the most relevant references for the position to which you are applying. That is, different references might be able to speak more to a certain set of skills or qualities than others. **Important:** Always ask your references in advance if they can provide you with a strong reference for each position to which you apply. Also, provide your resume and job descriptions to your references. This will help prepare them to speak about your experience, skills, and fit for the role.

## References Page Formatting and Submittal

### References Page

References should be listed on a separate document. Use the same masthead from your cover letter and resume, in addition to formatting the page using the same margins, font size and style, and spacing.

### Listing References

List your strongest reference first as employers may only contact one or two of your references. Include their full name, job title, full mailing address, and preferred phone number and email address.

### Submitting References

While references may not be requested as part of your initial application, always have them prepared. If you are unsure about whether to submit your references as part of your application because they are not requested in the instructions, contact the organization's human resources office. Submit the reference list with your resume and cover letter (assuming your conversation with the human resources office supports this approach). Yield to an employer's preference: If the human resources department indicates it is best to wait, do not send references.

## Finalizing Your Documents

Ensuring your resume and cover letter are error free and well written is a crucial step in the application process. Some employers will filter candidates out of a search if they find an (*one*) error in grammar or spelling.

- Perform your own spell check! Remember that automatic spell check does not always catch errors.
- Save and submit in an acceptable format (e.g. PDF, .doc, .docx) to ensure the reader will be able to open your documents.
- Have your resume “critiqued” by a Career Education Coach.

## Descriptive Words & Phrases

Below are words and phrases that you can use when writing your documents. Select words that best describe what you have accomplished or plan to accomplish.

### Action Verbs

accelerated	balance	consolidate
accommodated	began	construct
accompanied	boosted	consult
accomplished	bought	contain
achieved	briefed	continued
acquainted	brought	contract
acquired	budget	contrived
adapt	built	control
addressed	calculate	convert
adjust	canceled	conveyed
administer	catalogue	coordinate
advanced	caused	corrected
advise	chaired	correlate
advocate	changed	correspond
aid	clarified	corroborated
allocate	classified	counsel
alter	cleared	counted
analyze	closed	create
answer	coach	credited
appeared	collect	critique
apply	combined	curtailed
appointed	command	cut
appraise	commended	dealt
approve	commented	decided
arrange	communicate	decreased
assemble	compared	define
assess	compile	delegate
assign	compose	deliver
assist	compute	demonstrate
assume	computerized	describe
assure	conceived	design
attached	conceptualized	detailed
attained	concluded	determine
audit	condense	develop
augmented	conduct	devise
authored	confer	diagnose
authorize	conserve	direct
automated	considered	discharged
awarded	consign	disclosed

**Action Verbs**

discontinued  
discovered  
discussed  
dispatch  
dispense  
display  
disseminate  
distinguished  
distribute  
diversified  
document  
donated  
doubled  
draft  
earned  
economized  
edit  
educate  
eliminated  
employ  
emulate  
enable  
enact  
encourage  
endorsed  
engineered  
enlarge  
enlist  
ensure  
enter  
entrusted  
established  
estimate  
examine  
evaluate  
exchanged  
execute  
exhibit  
expanded  
expedited  
experienced  
experimented  
explain  
explore  
expressed  
extend  
extract  
fabricate  
facilitate  
familiarize  
fashion  
file  
filled  
finalize  
finance

focused  
forecast  
formalize  
formed  
formulate  
rounded  
gather  
generate  
governed  
grade  
graduated  
granted  
grossed  
grouped  
guaranteed  
guide  
halved  
handled  
headed (up)  
help  
honed  
identify  
illustrate  
implement  
improved  
improvise  
incorporate  
increased  
indexed  
induce  
influenced  
informed  
initiate  
innovate  
inspect  
inspire  
install  
instruct  
insure  
integrate  
intensify  
interpret  
interview  
introduced  
invented  
inventory  
invest  
investigate  
involved  
issue  
joined  
justify  
keep  
keynoted  
launched  
learned

lease  
lecture  
led  
licensed  
listed  
locate  
log  
make  
maintain  
manage  
manufacture  
market  
mastered  
matched  
maximized  
measure  
mediate  
merge  
met  
minimize  
modified  
moderated  
modernize  
modified  
monitor  
motivate  
moved  
named  
negotiate  
netted  
nominated  
notify  
observe  
obtain  
officiate  
opened  
operate  
ordered  
organize  
originated  
outsold  
overcame  
overhauled  
oversee  
participate  
perceived  
perfected  
perform  
persuaded  
piloted  
pioneered  
placed  
plan  
played  
prepare  
prescribe



**Action Verbs**

present  
 preside  
 prioritize  
 process  
 procure  
 produce  
 programmed  
 prohibited  
 projected  
 promote  
 propose  
 proved  
 provide  
 publicize  
 purchase  
 pursue  
 qualified  
 quantified  
 questioned  
 ran  
 rank  
 rate  
 received  
 recommend  
 reconcile  
 record  
 recruit  
 redeemed  
 reduce  
 reference  
 regulate  
 rehabilitate  
 related  
 remodel  
 removed  
 renewed  
 reorganize  
 repair  
 replaced  
 replied  
 reported  
 represented  
 research  
 resolve  
 responded  
 restore  
 restructure  
 retain  
 retrained  
 retrieved  
 revamped  
 reversed  
 review  
 revised  
 revitalized

satisfied  
 saved  
 scheduled  
 schooled  
 screened  
 secured  
 select  
 serve  
 serviced  
 set  
 shaped  
 simplified  
 skilled  
 sold  
 solidified  
 solve  
 sort  
 sought  
 sparked  
 spearheaded  
 specified  
 spoke  
 sponsored  
 stabilized  
 started  
 stimulated  
 streamlined  
 strengthened  
 structured  
 studied  
 submitted  
 substitute  
 succeeded  
 suggest  
 summarize  
 supervise  
 supplement  
 supply  
 surpassed  
 survey  
 synthesize  
 systemized  
 tabulate  
 tackled  
 targeted  
 taught  
 teach  
 terminated  
 test  
 toured  
 track  
 train  
 translate  
 transfer  
 transform  
 transmit

transport  
 traveled  
 treated  
 trebled  
 trim  
 turned  
 uncovered  
 unified  
 update  
 upgrade  
 used  
 utilize  
 validate  
 valued  
 verified  
 vetoed  
 visited  
 widened  
 won  
 work  
 wrote  
 wrought

**Qualifiers**

ably  
 actively  
 adeptly  
 advantageously  
 aggressively  
 ambitiously  
 appropriately  
 artfully  
 authoritatively  
 avidly  
 beneficially  
 capably  
 competently  
 conclusively  
 consistently  
 continually  
 continuously  
 conveniently  
 cooperatively  
 decisively  
 diligently  
 easily  
 effectively  
 effectually  
 efficiently  
 effortlessly  
 expertly  
 faultlessly  
 favorably  
 functionally  
 gainfully  
 handily

**Qualifiers**

influentially  
 instructively  
 masterfully  
 meaningfully  
 notably  
 practically  
 principally  
 professionally  
 proficiently  
 profitably  
 progressively  
 rapidly  
 readily  
 relentlessly  
 resourcefully  
 responsibly  
 responsively  
 routinely  
 satisfactorily  
 securely  
 serviceably  
 significantly  
 skillfully  
 strategically  
 substantially  
 tactfully  
 uniformly  
 usefully

**Skills/Skill Areas**

account management  
 administration  
 advertising  
 advocacy  
 analysis  
 audio-visual presentation  
 bookkeeping  
 budgeting  
 business communications  
 business management  
 career development  
 case management  
 classroom management  
 client services  
 communications

community organizing  
 community relations  
 computer programming  
 computer skills  
 contracts and agreements  
 coordination  
 corporate administration  
 cost analysis  
 counseling  
 creativity  
 curriculum development  
 customer relations  
 customer service  
 data processing  
 decorating  
 decision-making  
 display  
 drafting  
 editing  
 employee relations  
 environmental planning  
 equipment maintenance  
 evaluation  
 expense reduction  
 family counseling  
 field research  
 film and video  
 financial planning  
 food preparation  
 forecasting  
 fund raising  
 grant writing  
 graphic design and layout  
 group benefits  
 human service skills  
 inspection and maintenance  
 interviewing  
 inventory control  
 investigation/research  
 laboratory/field skills  
 labor relations  
 language interpreting  
 leadership  
 management analysis  
 market research  
 marketing  
 math modeling

media  
 mediation  
 merchandising  
 modeling  
 negotiation  
 office management  
 operations research  
 organizational skills  
 outreach  
 performing arts  
 personnel training  
 photography  
 policy making  
 presentation  
 printing  
 product development  
 production  
 program design  
 project development  
 promotion and publicity  
 public relations  
 public service  
 public speaking  
 publishing  
 purchasing  
 quality control  
 qualitative skills  
 quantitative skills  
 real estate  
 records management  
 recruiting  
 reporting  
 report writing  
 resource development  
 retailing  
 sales  
 statistical analysis  
 supervision  
 systems analysis  
 teaching  
 technical skills  
 technical writing  
 telecommunications  
 testing  
 training  
 visual aids  
 word processing

**Sample 1: Mechanical Engineering Undergraduate  
Cover Letter****John D. Smith**

Bozeman, MT 59717 | 406.555.2323 | john.d.smith@email.com | linkedin.com/in/john-smith-25

September 18, 2021

Donald Johnson  
Human Resources Director  
Gray & Postell Inc.  
6600 Peachtree Dunwoody Rd. NE  
Sandy Springs, GA 30328

Dear Mr. Johnson,

I write to apply for the Mechanical Design position with your Atlanta area office. In December 2021, I will graduate with a Bachelor of Science degree in Mechanical Engineering from Montana State University. The opportunities your firm offers for a career in the design and consulting industry, as well as Gray and Postell's reputation for strong continued growth, are two of the reasons I am applying for this position.

My internship experience at Boeing provided excellent exposure to the project phases of an HVAC system, including inventory, evaluation, design, and layout. Many times, I was given autonomy to complete these assigned tasks and did so successfully without supervision. At the same time, I successfully coordinated my work with a design team and other interns to troubleshoot problems. At Boeing, I embraced and relished the opportunity to work on challenging projects. These projects allowed me to demonstrate my self-starting work ethic, which I believe will be an asset at Gray and Postell.

As a Job Site Foreman for Sparrow's Nursery and Landscaping in Bozeman, Montana, I successfully supervised the work of 10-12 employees at one time. This included coordinating crew schedules with multiple job site contractors to ensure safety of all workers and timely completion of landscaping work. In addition, I successfully planned project installations and solved problems within the limits of a budget. I look forward to applying and further developing my leadership and project management skills at Gray and Postell.

I believe I will make a positive contribution at Gray and Postell as I work alongside some of the best professionals in the field on my path to attaining my Professional Engineer licensure. Thank you for your time and consideration, and I look forward to discussing this opportunity with you further.

Sincerely,

John D. Smith

## Sample 1: Mechanical Engineering Undergraduate Resume

# John D. Smith

Bozeman, MT 59717 | 406.555.2323 | john.d.smith@email.com | linkedin.com/in/john-smith-25

### PROFESSIONAL PROFILE

Highly motivated Senior Mechanical Engineering student with experience applying problem solving and interpersonal skills in professional and team-oriented settings. Skilled in using SolidWorks, MatLab, MathCAD, AutoCAD, Pro-E CREO, LabVIEW, ANSYS, and NI modules. Demonstrated ability to delegate work, lead teams, and oversee projects.

### EDUCATION

**Bachelor of Science, Mechanical Engineering (GPA: 3.65)** Expected: December 2021  
 Montana State University (MSU) Bozeman, MT

- FE Exam for Mechanical Engineers, passed May 2021

### RELEVANT PROJECTS

**Senior Capstone Project - Optical Table Moving Device** August 2020 - May 2021  
 Client: Quantel USA, Inc. Bozeman, MT

- Designed and constructed a device to move heavy optical tables efficiently and safely
- Generated and coordinated the drawing package using SolidWorks for team and client
- Collaborated with students from the electrical engineering and physics departments

**Junior Design Project - Remote Control Car** January - May 2020  
 Course Title: Multidisciplinary Design Bozeman, MT

- Utilized AutoCad and SolidWorks to design car
- Collaborated with engineers from various disciplines to complete project
- Participated in successful demonstration of remote car through obstacle course

### RELATED WORK EXPERIENCE

**Mechanical Engineering Intern** May - August 2021  
 The Boeing Company Renton, WA

- Worked in the Shared Services Group with an emphasis on building systems
- Collaborated on numerous projects requiring: small mechanical design, HVAC systems, and AutoCAD design and documentation
- Operated in a cross-functional design team to troubleshoot design issues

**CAD Lab/ME Design Lab Assistant** September 2019 - May 2020  
 Montana State University Mechanical Engineering Department Bozeman, MT

- Recorded and analyzed data for kinematic project
- Revised SolidWorks drawings to evaluate limb performance

### PROFESSIONAL AFFILIATIONS

**MSU Chapter of Engineers Without Borders** August 2018 - Present

- Kenya Summer Project Member, June - July 2019

**MSU Chapter of Society of Automotive Engineers** August 2018 - Present

- Co-Chair - Toys for Tots Drive, December 2019

**MSU Chapter of American Society of Mechanical Engineers** December 2017 - Present

### ADDITIONAL WORK EXPERIENCE

**Foreman, Sparrow's Nursery & Landscaping, Bozeman, MT** May 2018 - August 2020 (Summers)

**Sample 1: Mechanical Engineering Undergraduate**  
References

**John D. Smith**

Bozeman, MT 59717 | 406.555.2323 | john.d.smith@email.com | linkedin.com/in/john-smith-25

**PROFESSIONAL REFERENCES**

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**Dr. Vincent P. Newman, Ph.D., PE**  
Professor of Mechanical Engineering  
Montana State University  
Bozeman, MT 59717-3800  
406-994-6060  
vnewman@montana.edu

**Mr. John P. Jones, PE**  
Mechanical & Structural Engineering Manager  
The Boeing Company  
Dallas, TX 75247  
214-630-1526  
john.p.johnes@boeing.com

**Dr. Annabel Lewis, Ph.D., PE**  
Professor of Mechanical Engineering  
Montana State University  
Bozeman, MT 59717-3800  
406-994-6268  
alewis@montanta.com

**Mr. Chris Sparrow**  
Owner / Former Employer  
Sparrow's Nursery  
Bozeman, MT 59718  
406-587-3508  
chris@sparrownursery.com

**Sample 2: Elementary Education Undergraduate**  
Cover Letter

**Monica Jackson**

Bozeman, MT 59715  
406.555.9595  
monica.jackson@email.com

November 29, 2021

Dr. Jacob Francom  
Superintendent & Elementary Principal  
Troy Public Schools  
501 East Kalispell Ave  
Troy, MT 59935

Dear Dr. Francom,

I am excited to apply for the Elementary Teacher position at Troy Public Schools. As an energetic, detail-oriented, and outgoing individual who thrives on problem solving, I have a passion for helping students achieve excellence. In December 2021, I will graduate from Montana State University with a Bachelor of Science degree in Elementary Education K-8. I am eager to join Troy's school community which prioritizes compassion and understanding for each and every student while requiring academic excellence.

My student teaching and teaching practicum with 1st through 6th grade students provided me valuable experience working with many different age groups. As you will see from my resume, I demonstrated my commitment to addressing the Common Core State Standards rigorously and building caring relationships in my classroom while making learning relevant and exciting. I utilized multiple strategies, including the infusion of the arts and technology. Outside of the traditional classroom setting, I worked with students in kindergarten through 8th grade, including those with special needs when I served as an instructor at The Dance Center in Bozeman, Montana.

I believe I am an exceptional match for the Elementary Teacher position at Troy Public Schools. With my boundless energy, enthusiasm, love for children, the arts, and commitment to the academic success of my students, I will make a positive contribution to the students, Troy Public Schools, and the community. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Monica Jackson

**Sample 2: Elementary Education Undergraduate**  
Resume – Page 1

## Monica Jackson

Bozeman, MT 59715  
406.555.9595  
monica.jackson@email.com

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### EDUCATION

**Bachelor of Science in Elementary Education K-8 (GPA: 3.9)**      Expected: December 2021  
Montana State University (MSU), Bozeman, MT

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### LICENSURE & CERTIFICATION

**Montana Class 2 - Standard Education License: Elementary K-8**      Expected: January 2022  
**First Aid and CPR Certification**, American Heart Association      Expires: April 2022

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### Teaching Experience

**Student Teacher**      August 2021 - Present  
Longfellow Elementary (5th grade), Bozeman, MT

- Incorporated Common Core Standards when creating a science unit, which brought live animals into the classroom to teach taxonomy, care for animals, and nutrition
- Serve on school committee focused on curriculum development and textbook review
- Teach general education students as well as students with IEPs in a mainstreamed inclusive classroom
- Use progress monitoring assessment data in reading and math to guide planning and instruction
- Integrate one-to-one technology through the use of educational software, smartboard activities, iPads, and laptop computers
- Assisted in student-led parent/teacher fall conferences

**Practicum II**      March - April 2021  
Belgrade Elementary School (1st - 4th grade), Belgrade, MT

- Assisted with development of lesson plans and received feedback on delivery
- Collaborated with SPED and ELL teachers to meet student needs
- Conducted Fast Tracks Phonics assessment to monitor student growth

**Practicum I**      September - November 2020  
Chief Joseph Middle School (6th grade), Bozeman, MT

- Observed lessons and how to effectively engage students in learning
- Assisted with classroom management and helped students struggling with reading and science skills

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### PROFESSIONAL AFFILIATIONS

**Association for Supervision and Curriculum Development (ASCD)**      January 2021 - Present  
**Montana Teachers' Association (student member)**      November 2019 - Present

**Sample 2: Elementary Education Undergraduate**  
Resume – Page 2

**Monica Jackson • Page 2**

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**RELEVANT WORK EXPERIENCE**

**Math Tutor**

February - August 2021

Private Residence, Bozeman, MT

- Formulated daily math problems relating to homework for 3rd and 4th grade students
- Demonstrated new concepts using real world examples
- Communicated regularly with parents about student progress and behavior

**Dance Instructor**

March 2019 - August 2021

The Dance Center, Bozeman, MT

- Instructed K-8th grade students in hip-hop and creative/modern dance
- Taught basic choreography to health instructors from community schools

**Wetlands Bird Identification Instructor**

March - November 2019

Project WET, Bozeman, MT

- Instructed 1st grade students in wetland bird identification
- Guided students in nature journaling

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**VOLUNTEER / COMMUNITY SERVICE**

**Dance Workshop Presenter**

April - May 2021

Girls for A Change, Bozeman, MT

**Mentor for Middle School Student with Special Needs**

January - June 2020

Child Advancement Program (CAP), Bozeman, MT

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**ADDITIONAL WORK EXPERIENCE**

**Office Aide**

September 2018 - May 2019

Allen Yarnell Center for Student Success (MSU), Bozeman, MT

- Greeted students in pleasant, professional manner and provided information about Center resources and services
- Assisted students with scheduling appointments with advisors and coaches

**Front Desk Clerk**

September 2017 - May 2018

Residence Life (MSU), Bozeman, MT

- Greeted residents and answered questions about residence hall events and campus resources
- Monitored building entry from the front desk and promptly notified the on-call Resident Assistant to address questions, resident conduct, and safety concerns when necessary

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**HONORS AND AWARDS**

**Dr. William A. Johnstone Excellence in Education Scholarship**  
**Lynn Johnstone Early Childhood Education Scholarship**

Fall 2020 - Spring 2021  
Fall 2019 - Spring 2020



**Sample 2: Elementary Education Undergraduate  
References**

**Monica Jackson**

Bozeman, MT 59715  
406.555.9595  
monica.jackson@email.com

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**PROFESSIONAL REFERENCES**

**Mr. David Davison**

5th Grade Teacher  
Cooperating Teacher  
Longfellow Elementary School  
516 South Tracy  
Bozeman, MT 59715  
406-522-6150  
david.davison@bozemanschools.gov

**Dr. Anna Littleton, Ed.D.**

Principal  
Bozeman School District  
P.O. Box 38001  
Bozeman, MT 59764  
406-821-7626  
anna.littleton@bozemanschools.gov

**Dr. Ingrid Newhouse, Ed.D.**

Professor of Education  
Montana State University  
P.O. Box 172400  
Bozeman, MT 59717-2400  
406-994-6060  
inewhouse@montana.edu

\*Reference letters available

**Sample 3: Bachelor of Science in Nursing**  
Cover Letter

**ERICA JORDAN**

Bozeman, MT 59715 • ejordan23@email.com • (555) 555-5555 • linkedin.com/in/erica-jordan-23

November 10, 2021

Ms. Emma Payne  
Director of Human Resources  
Barrett Senior Residential Community  
600 Hwy 91 South  
Burlington, VT 05402

Dear Ms. Payne:

Please accept my application for the Registered Nurse position at Barrett Senior Residential Community. Having grown up in Burlington, I am very aware of your reputation for excellence and would be honored to join your team and serve the residents of my home community. I chose nursing as my profession based on seeing first-hand the importance of knowledgeable, patient-focused care and a desire to give back to my community and serve Vermont.

My pursuit of a career as a geriatric care registered nurse began with my work as a CNA. While serving in this role at Spring Creek Inn Memory Care in Bozeman, Montana, I admired the service excellence and delivery of care demonstrated by the entire staff. The opportunity to improve the quality of life for residents as a member of that staff inspired me to further my education and continue the same level of unparalleled service as a registered nurse.

As you can see from my resume, I will complete my Bachelor of Science degree in Nursing from Montana State University in December 2021. During one of my clinical rotations at Highgate Senior Living, I was recognized for providing quality patient care, possessing strong communication skills, and exceptional work ethic. During this rotation, I had the opportunity to provide education to individual patients and families regarding the holistic approach to dementia and Alzheimer's care. In addition to reinforcing my eagerness to work with this population, serving at Highgate Senior Living allowed me to practice clinical skills necessary to better the lives of people living in senior residential communities.

I would very much appreciate the opportunity to work as a Registered Nurse at Barrett Senior Residential Community. I am confident that if hired, you would look back on the decision as the right one for the Burlington community, the senior residential community, and most importantly, for the residents you serve. Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

Erica Jordan

## Sample 3: Bachelor of Science in Nursing Resume

### ERICA JORDAN

Bozeman, MT 59715 • ejordan23@email.com • (555) 555-5555 • linkedin.com/in/erica-jordan-23

#### PROFILE

Self-motivated, compassionate BSN candidate with clinical experience in geriatric care, acute/primary care, and mental health. Proven ability to ensure excellent patient care and safety in high stress situations. Passionate patient advocate with experience providing patient and family education in a memory care setting.

#### EDUCATION

**Bachelor of Science, Nursing (GPA 3.87)** Expected: December 2021  
Montana State University Bozeman, MT

#### CERTIFICATION & LICENSURE

**Registered Nurse License**, Montana Board of Nursing Expected: Winter 2022  

- Sitting for NCLEX Exam, January 2022

**Basic Life Support (BLS) for Healthcare Providers**, American Heart Association Expires: April 2023  
**Certified Nurse Aide**, Montana Department of Public Health and Human Services Expires: October 2022

#### WORK EXPERIENCE

**Certified Nurse Aide** October 2018 – August 2020  
Spring Creek Inn Memory Care Bozeman, MT

- Provided emotional/behavioral support for residents with Dementia and Alzheimer's
- Assisted patients with activities of daily living including feeding and mobility, medication distribution, and hygiene
- Coordinated care plans with supervising nurses

**Server/Hostess** January – August 2017  
Luenig's Bistro & Café Burlington, VT

- Greeted guests in a welcoming, friendly manner
- Managed time to efficiently serve multiple tables with as many as 25 guests at one time
- Professionally addressed customer complaints and concerns, implementing solutions to resolve issues and restore optimal dining conditions

#### PROFESSIONAL AFFILIATIONS

**Sigma Theta Tau International Honor Society of Nursing** January 2020 – Present  
**American Geriatrics Society** January 2020 – Present  
**National Student Nurses' Association** October 2017 – Present

#### VOLUNTEERING/COMMUNITY SERVICE

**COVID-19 Vaccine Clinic**, Montana State University, Bozeman, MT March 2021  
**Heart of the Valley Animal Shelter**, Bozeman, MT August 2019 – Present  
**Highgate Assisted Living**, Bozeman, MT August 2019 – Present

**Sample 3: Bachelor of Science in Nursing**  
References

**ERICA JORDAN**

Bozeman, MT 59715 • ejordan23@email.com • (555) 555-5555 • linkedin.com/in/erica-jordan-23

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**PROFESSIONAL REFERENCES**

**Denise Johnson**

Registered Nurse (Clinical Preceptor)  
Highgate Senior Living  
2219 W Oak St  
Bozeman, MT 59718  
406-555-5555  
d\_johnson@email.com

**Janet Smith, RN, BSN**

Clinical Instructor  
Montana State University  
P.O. Box 173560  
Bozeman, MT 59717-3560  
406-555-5555  
janetsmith@montana.edu

**Lorraine Smith, RN, BSN**

Director of Nursing  
Spring Creek Inn Memory Care  
1641 Hunters Way  
Bozeman, MT 59718  
406-555-5555  
l\_smith@email.com

**Sample 4: Animal Science/Pre-Veterinary Studies Undergraduate  
Resume**

## Aiyana Spotted Eagle

(406) 555-5555 • aiyana2400@email.com • Bozeman, Montana 59715

### Education

**Bachelor of Science in Animal Science – Equine Science (GPA: 3.89)** Expected: May 2023  
Montana State University – Bozeman, MT

### Work Experience

**Veterinary Assistant** August 2021 - Present  
Anderson Veterinary Clinic – Bozeman, MT

- Assist veterinarians in daily appointments with treatment of wounds, exams, and diagnosis
- Collect tissue, blood, feces, and urine samples for analysis
- Care for boarded horses, including feeding, watering, stall cleaning, and treatments
- Maintain records, record inventory, and assist in front office work
- Provide customer service and compassionate support to clients and customers

**Ranch Hand (Intermittent/Seasonal)** May 2012 - Present  
Triple B Ranch – Wolf Point, MT

- Assist in dryland farming and cow-calf operation
- Wean calves using low stress weaning methods
- Build and repair fencing including electrical, wire, and iron fences
- Clean stalls and perform general maintenance and repairs

**Sales Associate/Cashier** May 2018 - August 2019  
Western Montana Supply and Materials – Bozeman, MT

- Maintained orderly check-out station and efficiently served customers paying for items
- Provided general sales assistance and helped customers find products for their specific livestock and pet needs

### Professional Affiliations & Leadership

**Vice President & Member, Pre-Veterinary Club, Montana State University** August 2019 - Present

- Elected Vice-President for 2021-2022 school year
- Organize events and activities to promote pre-veterinary education and provide opportunities for members to learn from community practitioners
- Developed new marketing strategies to grow the organization, increasing Facebook page visits by 35% during fall 2021 semester

**Collegiate Stockgrowers, Montana State University** September 2019 - May 2020

- Developed knowledge of the Montana beef industry

### Volunteering & Community Service

**Cat Care Handler, Heart of the Valley Animal Shelter, Bozeman, MT** September 2020 - Present  
**Meal Server, Human Resource Development Council, Bozeman, MT** March - April 2021

**Sample 5: Business Marketing Undergraduate**  
Resume – Page 1

## Kadeem Javonte Roberts

Kalispell, MT 59901  
406.555.5555  
kjroberts2400@email.com

### Professional Summary

Innovative and creative marketing professional with experience implementing strategies yielding measurable results. Demonstrated ability to effectively leverage major social media platforms to market products and services, including Facebook, Instagram, Twitter, and LinkedIn. Experience with brand awareness development, focus groups, data analysis, and market research.

### Education

**Bachelor of Science in Business, Marketing Option (GPA 3.79)** May 2022  
Montana State University (MSU), Bozeman, MT

### Marketing Experience

**Senior Capstone Project** January – May 2022

“Shop Local” Campaign - Montana State University, Bozeman, MT

- Studied the marketing needs of three local businesses through interviews and online research
- Facilitated a focus group that surveyed Bozeman residents to gather data about shopping habits and preferences
- Implemented social media and music streaming marketing strategy that corresponded with a 25% increase in online traffic and 10% increase in online purchases among the three businesses over a 2-month period

**American Marketing Association Collegiate Case Competition (3<sup>rd</sup> place)** August – December 2021

ABC Recreation Company

- Collaborated with fellow Montana State University students in a national competition to develop a marketing strategy addressing market disruptions caused by the COVID-19 pandemic
- Developed a comprehensive brand awareness campaign to attract customer base for the emerging ABC Recreation outfitting operation
- Created a marketing presentation that can be tailored for specific retailers and customer bases to showcase innovative product line

**Business Consultant Intern** May – August 2021

Montana Marketing Consultants, Bozeman, MT

- Supported local business clients with branding, advertising, and marketing initiatives
- Completed market research for several clients and prepared comprehensive reports of findings
- Performed value proposition prototyping alongside Business Consultants and clients

## Sample 5: Business Marketing Undergraduate Resume – Page 2

Kadeem Javonte Roberts - Page 2

### Additional Work Experience

**Server/Host** September 2018 – May 2022  
Montana Ale Works, Bozeman, MT

- Greeted guests in a welcoming, friendly manner
- Managed time to efficiently serve multiple tables and as many as 25 guests at one time
- Professionally addressed customer complaints and concerns, implementing solutions to resolve issues and restore optimal dining conditions

**Barista** May – September 2018  
Ghost Town Coffee Roasters, Bozeman, MT

- Provided quality customer service in a locally owned coffee shop
- Managed inventory and monthly ordering of coffee roasting supplies

**Office Aide** September 2017 – May 2018  
Allen Yarnell Center for Student Success (MSU), Bozeman, MT

- Greeted students in pleasant, professional manner and provided information about Center resources and services
- Assisted students with scheduling appointments with advisors and coaches

### Professional Affiliations & Leadership

**American Marketing Association – Montana State University** December 2018 – May 2022

- *Director of Member Relations (2021-2022)*
- Answered questions from current and prospective members about membership benefits and process for joining organization
- Coordinated communications with the Marketing team to promote community service and professional networking opportunities

**Associated Students of Montana State University** August 2020 – May 2022

- *Associate Justice of the Supreme Court (2021-2022)*: Exercised professional judgment, communication skills, and ability to interpret rules, codes, governing documents, and state law to provide rulings and guidance in relation to Senate action, elections, student appeals, and other complaints
- *Senator (2020-2021)*: served as representative for Jake Jabs College of Business & Entrepreneurship

### Community Service

**Bozeman Color Me Fun 5K, Bozeman, MT** October 2020

- Assisted with participant registration and course set-up

**Child Advancement Program (CAP), Bozeman, MT** August 2019 – May 2020

- Provided social skills development support, tutoring, and assistance with engagement in extracurricular activities for an elementary school student with special needs

**Sample 6: Graduate School Application/Research Focus**  
Resume – Page 1

## Aleida Benson

Bozeman, Montana  
406-555-5555  
ajbenson@email.com

### Education

**Bachelor of Science, Psychology** December 2021  
Montana State University (MSU), Bozeman, MT  
Cumulative GPA: 3.84

### Research Experience

**Senior Capstone Project** January - December 2021

Thesis: *Perceptions of Active Listening and Relationships*

- Performed literature review on active listening and interpersonal relationships
- Planned and executed qualitative study that involved interviewing people about their implementation of active listening skills and their perceptions of its effects on their relationships with friends and family

**Undergraduate Research Assistant** August 2020 - June 2021  
Research, Education and Culture in Health (REACH) Lab Bozeman, MT  
Department of Psychology – MSU

- Designed and completed research study examining alcohol and drug use harm-reduction practices among 110 college students
- Completed interviews and data analysis of questionnaires to examine factors affecting implementation of alcohol and drug use harm-reduction practices
- Presented findings at MSU Student Research Celebration

### Related Work Experience

**Home Visitor** January 2022 - Present  
Early Head Start Bozeman, MT

- Provide education for at-risk pregnant women to improve health outcomes
- Guide families to achieve goals via assessment, action planning, and evaluation
- Link families to community resources to promote family wellness

**Career Peer Mentor** September 2018 - May 2021  
Career, Internship & Student Employment Services – MSU Bozeman, MT

- Promoted career education and development opportunities by engaging students at tabling events and classroom presentations
- Assisted students with resume and cover letter writing, interviewing skills, and job searching strategies in one-on-one and group settings
- Shadowed a Career Education Coach for 15 hours each semester to learn career coaching and guidance techniques
- Assessed student needs and provided students with referrals to campus resources



**Sample 6: Graduate School Application/Research Focus**  
Resume – Page 2

Aleida Benson

Page 2

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## Related Work Experience Continued

**Summer Camp Counselor**

May - August 2020

Big Sky Summer Camp

Big Sky, MT

- Developed engaging curricula for students ages 7-15
- Taught coping skills to four young campers to address behavior problems
- Led a friendship group for students struggling with social skills
- Assisted in implementing treatment plans for students with anxiety and homesickness

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## Leadership & Community Service

**Active Minds – MSU Chapter**

October 2019 - December 2021

- Assisted with planning events, such as “Send Silence Packing” and “Bowling to Strike Out Stigma,” to educate students about mental health and promote campus resources

**Psi Chi Honor Society – MSU Chapter**

October 2019 - December 2021

- Networked with professors and local practitioners to learn about careers in psychology

**Child Advancement Program (CAP), Bozeman, MT**

August 2019 - May 2020

- Served as a mentor for a student with special needs
- Provided social skills development support, tutoring, and assistance with engagement in extracurricular activities

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## Honors & Awards

**Outstanding Undergraduate Research Award**

May 2021

**Lea Miller Memorial Psychology Scholarship**

2020 - 2021

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## Additional Work Experience

**Owner and House Painter**

May 2013 - August 2018

Aleida's Painting

Bozeman, MT

- Provided residential and commercial painting services throughout the Gallatin Valley
- Managed all aspects of self-owned business, including marketing, job estimates, and billing
- Supervised and delegated work to 2-3 painters during the busy summer months, ensuring timely project completion and employee safety

**Front Desk Clerk**

September 2017 - May 2018

Residence Life (MSU)

Bozeman, MT

- Greeted residents and answered questions about residence hall events and campus resources
- Monitored building entry from the front desk and promptly notified the on-call Resident Assistant to address questions, resident conduct, and safety concerns when necessary

**Sample 7: New Student/Student Employment**  
Resume

## Mateo Garcia

Bozeman, MT

mgarcia1001@email.com

303.303.3333

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### EDUCATION

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**University Studies - Major: Undeclared**

Expected: May 2025

Montana State University, Bozeman, MT

**High School Diploma**

June 2021

Springwood High School, Golden, CO

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### WORK EXPERIENCE

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**Ranch Hand/Laborer**

2014 - 2021

Garcia Family Farm, Golden, CO

- Performed various duties ranging from large animal care and feeding to assisting with machinery repair and upkeep
- Assisted with the showing and marketing of Angus and Hereford cattle

**Child Caregiver**

2018 - 2021

Private Residences, Golden, CO

- Provided babysitting for relatives and neighbors, including transportation to and from sports practices and music lessons
- Coordinated schedules with parents and adjusted when needed to ensure children were picked up on time and supervised at all times

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### HIGH SCHOOL LEADERSHIP

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**Co-Captain**, Springwood High School Wrestling Team

2020 - 2021

**Yearbook Staff**, Springwood High School

2018 - 2021

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### YOUTH ORGANIZATIONS

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**4H of Golden, Colorado**

2018 - 2021

**Church Youth Group**

2015 - 2021

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### VOLUNTEERING / COMMUNITY SERVICE

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**Holiday Food Bank**, Golden, CO

December 2019 and 2020

**Church Service Trip**, Tijuana, Mexico

April 2019

- Painted an orphanage