

MARLIN Q. DUCKWORTH

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Suggested Format for Cover Letter

August 15, 2015

Mr. John Doe
College Relations Coordinator
Corporation, Inc.
100 Main Street
Ft. Lauderdale, FL 33304

Dear Mr. Doe:

*First Paragraph: **Introduction:*** This is where you can introduce yourself talking about your major and overview of your background as it relates to the position. This is also the place to mention something you learned about the company and how it relates to you.

*Second Paragraph: **Body:*** Give one or two examples of relevant projects that would be of most interest to the employer. This is a good place to talk about how your experience has prepared you and to support your examples with results when possible.

- You can use bullets to highlight important projects (or continue writing in paragraph form).
- Refer the reader to the attached or enclosed resume, which will give additional information concerning your background and interests.
- Some students can do this in one paragraph. Some students use two paragraphs, one for experience and another for education.

*Third Paragraph: **Closing:*** Thank the employer and mention how excited you are about this position. Make sure your closing is strong and asks for the interview.

Sincerely,
Marlin Q. Duckworth

Action Words

Resume Tools

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled

spoke
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systemized

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated

facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative Skills

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Helping Skills

assessed
clarified

coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Clerical/Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systemized
tabulated
Validated

More Verbs for Accomplishments

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed