

Resume & Cover Letter

Cover Letter Tips

Cover Letter Preparation

- Should accompany each resume sent to a prospective employer
- Its' purpose is to help gain an interview
- Written to catch the reader's attention
- Should state why you are writing
- Identify the position for which you are applying
- Communicate your skills and qualifications
- Compel the reader to act—request a next step

Resume Tips

Resume Preparation

- Tailor resume to job opening
- Make sure resume highlights relevant experience
- Highlight skills and accomplishments
- Should be clearly written and easy to read
- Keep in chronological order
- No more than one page if you are still in school or have been out of school for less than 4 years
- Professionally or laser printed on quality paper

Be familiar with your resume

- Be able to speak in detail about information you have listed on your resume
- Be able to explain any gaps in employment
- Make sure your resume highlights why you are a fit for the job
- Make sure that your resume is crafted to highlight key experience, skills and duties which were listed in the job description
- Be prepared to show that you are or have leadership, analytical, communication, problem resolution and creative skills and or abilities

Sample Cover Letter

Sender Name
Sender Address
Sender Email Address

Date

Recipient Name (Hiring Manager if name not known)
Recipient Title
Recipient Company Name
Recipient Address

Dear Ms. Jones: (use name if known or Dear Hiring Manager – Never To Whom It May Concern)

Please find enclosed my resume in consideration for the Financial Analyst Internship which was listed on the University of Oklahoma's career website. I am currently a junior majoring in Finance with an expected graduation date of May 2018.

Through my classes and campus involvement at the University of Oklahoma I have been able to develop my analytical, quantitative, Excel, leadership, and communication skills. As the Vice President of Finance for my student organization, I have the opportunity oversee a budget of approximately \$50,000 which requires me to analyze and quantify our income and expenditures on a weekly basis. Interacting with different committees regarding their budgets and expenditures allows me to utilize my interpersonal skills in communicating the overall direction we must take to remain within our budget. Additionally, I am involved in multiple academic classes which require me to work not only as an individual but as a key member of project teams and work groups. My leadership skills are further enhanced by my membership in multiple campus organizations. I know that my tremendous work ethic, combined with my positive energy, enthusiasm and desire to succeed make me an outstanding candidate for the Financial Analyst Internship.

Please feel free to contact me at 111-222-3344 if you have additional questions regarding my resume or to schedule an interview regarding this exciting opportunity. I look forward to speaking with you in the near future.

Sincerely,

Name
Major
Graduation Date

Student Name

123 Boomer Sooner Road #1 • Norman, OK 73019 • 111-222-3344 • email@ou.edu

EDUCATION

University of Oklahoma, Norman, OK

Expected May 2018

Bachelor of Business Administration

Major: Marketing

GPA: 3.51

(Study Abroad University Name), Arezzo, Italy

Summer 2015

Price College of Business

- Cultural immersion with an emphasis in Managerial and Financial Accounting

EXPERIENCE

XYZ Marketing Company, Dallas, TX

May 2016 – Present

Marketing Intern

- Develop and implement marketing plans to raise product brand awareness
- Research competing products and make marketing recommendations to management
- Administer company social media channels including Facebook, Twitter and Instagram
- Collaborate as a team of 10 interns to generate marketing ideas

ABC Restaurant, Plano, TX

May 2014 – August 2014

Server

- Utilized interpersonal skills to deliver exceptional customer service
- Advised customers regarding product selection and availability
- Processed customer orders in an efficient and accurate manner
- Effectively operated as a team of 20 associates in a fast paced work environment

Texas City Retail Store, Coppell, TX

May 2013 – August 2013

Sales Associate

- Managed customer payment transactions in excess of \$1,000 per shift
- Merchandised store in a manner consistent with corporate plan-o-grams
- Monitored inventory and replenished as necessary to avoid stock outs
- Communicated with customers to answer questions and resolve concerns

LEADERSHIP

JCPenney Leadership Program, Price College of Business

Fall 2015 – Present

Associate

- Select leadership program for high achieving business students
- Develop advanced leadership, networking and professional development skills

EXPERIENTIAL LEARNING

Integrated Business Core Program, Price College of Business

Spring 2016

Vice President of Philanthropy

- Formed a company, along with 20 student, to market and sell OU logo merchandise
- Interacted with local charities to plan and schedule community service events
- Exceeded individual and company sales goals
- Collectively donated over \$5,000 and in excess of 1,000 community service hours to local charities

HONORS AND ACTIVITIES

Price College Dean's Honor Roll
Member, XYZ Fraternity

W. R. Howell Leadership Scholarship
Volunteer, Second Chance Animal Sanctuary

OTHER WORK EXPERIENCE

Texas City Pool, Plano, TX

May 2012 – August 2013

Lifeguard

Student Athlete

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EDUCATION

University of Oklahoma, Norman, OK

Expected May 2017

Bachelor of Business Administration

Major: Accounting

GPA: 3.25

Master of Accountancy Candidate Beginning Fall of 2017

INTERCOLLEGIATE ATHLETICS

OU Athletic Team, University of Oklahoma

August 2014 - Present

Member

- Collaborate with a team of 10 individuals to obtain and exceed team goals
- Utilize interpersonal skills to interact with a diverse set of team mates
- Establish and exceed individual objectives and goals
- Participate in daily work out sessions designed to increase focus and stamina
- Mediate and resolve conflicts to maintain unity within team
- Travel to sporting events domestically and internationally including Spain and France

Student Athlete Advisory Committee, University of Oklahoma

August 2014 - Present

Campus Liaison

- Assist in the planning and implementation of athletic leadership conference
- Represent my athletic team on the committee and at athletic events
- Attend weekly meetings to discuss relevant issues to student athletes

EXTERNSHIP

XYZ Accounting Firm, Oklahoma City, OK

May 2015

Intern

- Rotational program to expose intern to all aspects of the business
- Shadowed senior accountants in the completion of daily duties
- Developed financial spreadsheet designed to calculate billable hours

HONORS AND ACTIVITIES

- Athlete of the Month – 2015
- All Big 12 Academic Team – 2015
- Honorable Mention All Big 12
- Volunteer, University of Oklahoma Athletic Camp
- Volunteer, OU Children's Hospital
- Volunteer, Norman Public Schools
- Volunteer, Mission Trip

Student Name

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PROFILE

Results driven student leader with a proven ability to succeed in multiple work and academic environments. Demonstrated ability to evaluate and solve problems, meet deadlines and work collaboratively. Highly organized, goal focused future MIS graduate.

EDUCATION

University of Oklahoma, Norman, OK
OU Honors College

Expected Graduation May 2017

Bachelor of Business Administration

Major: Management Information System GPA: 3.87

Specialized coursework includes Introduction To Programming, SQL, C+ and Accounting Information Systems

Universidad de Alcala, Alcala de Henares, Spain

Fall 2016

University of Oklahoma

- Intense cultural and language immersion program with a business emphasis

RELEVANT EXPERIENCE

MIS Field Project, Price College of Business

Fall 2016

ABC Corporation – Oklahoma City, OK

- Consulted with client to determine specific project needs
- Collaborated as a team to explore options and generate solutions
- Presented findings to senior management

XYZ Consulting Company, Oklahoma City, OK

Summer 2016

IT Consultant Intern

- Communicated with clients to understand project requirements and objectives
- Reviewed and analyzed client hardware and software capabilities
- Researched industry best practices to determine possible solutions
- Utilized Excel software to track and record research findings

LEADERSHIP

Management Information Systems Student Association, Price College of Business

Fall 2016 – Present

President

- Supervise an executive team consisting of six members
- Plan and implement growth strategies for a 100 student organization
- Interact with corporate sponsors to facilitate professional development workshops
- Communicate with faculty advisor to plan events designed to build organization unity

Delta Sigma Pi Professional Business Fraternity, Price College of Business

Spring 2015 – Fall 2016

Vice President of Professional Development

- Facilitated activities designed to enhance resume and interviewing skills
- Hosted networking event with over 150 attendees
- Negotiated with local business owners to secure event location and funding

HONORS AND ACTIVITIES

University of Oklahoma President's Honor Roll
National Society of Collegiate Scholars
Member, Ultimate Frisbee Golf Team

Price College Dean's Honor Roll
Valedictorian Scholarship
Volunteer, Habitat for Humanity