

# Alumni Resume & Cover Letter Examples



**UNIVERSITY OF  
GEORGIA**

**Career Center**

# Emerson P. Ray

Valdosta, GA 31605 | [Emerson\\_Ray@email.com](mailto:Emerson_Ray@email.com) | 555-772-8525 | [linkedin.com/in/epray](https://www.linkedin.com/in/epray)

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## CUSTOMER SUCCESS MANAGER

- ❖ Conscientious and proactive, with experience providing front-line service in high-volume and fast-paced settings.
- ❖ Superior technological skills, especially in launching new platforms to streamline communication and scheduling.
- ❖ Effective communication skills to write and convey clear and descriptive training processes.
- ❖ Valuable team management skills to train, delegate, motivate, and coach employees while driving efficiency.

## CUSTOMER SERVICE EXPERIENCE

|   |                      |
|---|----------------------|
| <b>SOUTHEASTERN ACADEMY</b>   | Valdosta, GA         |
| <b>Customer Engagement Coordinator</b>  | April 20xx – Present |
| <ul style="list-style-type: none"><li>• Manage 15 employees providing front-line service, delegating tasks throughout shifts.</li><li>• Process 20+ accommodations requests, including communicating status updates and documenting case notes.</li><li>• Complete daily financial report, ensuring balanced cash drawer of up to \$700.</li><li>• Streamlined accommodations processes, decreasing completion time from 1 week to 2 days.</li><li>• Revised customer service training, including writing comprehensive 20-page reference document.</li></ul> |                      |

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|--|---------------------------|
| <b>LOCAL GRILL</b>   | Valdosta, GA              |
| <b>Server</b>  | January 20xx – April 20xx |
| <ul style="list-style-type: none"><li>• Developed skills in time-management, customer service, and organization in fast-paced settings.</li><li>• Trained 30+ new employees, including demonstrating best practices and serving as consistent resource.</li><li>• Balanced cash and credit transactions of up to \$1800 per shift, and calculated tip sharing for support staff.</li><li>• Promoted daily specials and answered customer questions about extensive menu.</li></ul> |                           |

## ATHLETIC COACHING EXPERIENCE

|   |                         |
|---|-------------------------|
| <b>LOCAL VOLLEYBALL CLUB</b>  | Watkinsville, GA        |
| <b>Head Coach</b>   | October 20xx – May 20xx |
| <ul style="list-style-type: none"><li>• Coached team of 13 girls throughout season, including 3 weekly practice sessions and 20 regular season games.</li><li>• Conducted fair tryouts and selected final team roster; traveled with team to away games to ensure safety.</li><li>• Achieved third-place ranking in 12-team conference after regular season and playoffs.</li><li>• Initiated sharing weekly scheduled with practice and game time, as well as defined goals for practice sessions, to facilitate regular and open communication with both players and parents.</li></ul> |                         |

## EDUCATION

|  |              |
|--|--------------|
| <b>UNIVERSITY OF GEORGIA</b>                                 | Athens, GA   |
| <b>Bachelor of Arts (B.A.) in Sociology</b>                  | May 20xx     |
| <b>Dual Minor: Business Administration &amp; Art History</b> | GPA: 3.6/4.0 |

## COMMUNITY ENGAGEMENT

**BOARD MEMBER**, *County Animal Shelter*, 20xx – 20xx • **VOLUNTEER**, *Ronald McDonald House*, 20xx – 20xx • **VOLUNTEER**, *County Voter Registration Initiative*, 20xx – 20xx • **FUNDRAISER**, *15+ Charity Runs, Walks, and Rides*, 20xx – 20xx

## TECHNICAL SKILLS

Microsoft Word, Excel, PowerPoint • Adobe Illustrator, Photoshop, InDesign • Canva • SQL

# Jessica M. Lee, CVA

500 Peachtree Rd, Norcross, GA 30003 | 404-281-0000 | jessmlee@yahoo.com

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## PROFESSIONAL PROFILE

- 3+ years of non-profit experience in volunteer recruitment, development, management, evaluation
- Expertise in strategic planning, program management, and operations improvement
- Community advocate and firm believer in servant leadership to mobilize communities

## NON-PROFIT EXPERIENCE

### Volunteer Coordinator, Discovery Center

August 2013 – Present

Junior Achievement of Georgia, Inc.

Duluth, GA

- Recruit, train, and support a volunteer mix of business partners, community partners, and parents to teach 6<sup>th</sup>-8<sup>th</sup> grade students about financial literacy and career readiness
- Retain 87% of volunteers and facilitate volunteer opportunities throughout year
- Oversee overall volunteer experience and achieve satisfaction goal of 4.3 during fiscal year
- Manage grant deliverables as identified, including testimonials, letter of thanks, pictures, etc.
- Serve as contact for external recruitment sources within metropolitan Atlanta region

### Volunteer Coordinator, AmeriCorps VISTA

August 2012 – August 2013

Center for Leadership and Service, University of Georgia

Athens, GA

- Developed internship program for youth mentorship for economically disadvantaged families
- Identified strategies for volunteer retention and management for local non-profit agencies
- Recruited and selected 10 student interns to serve as Volunteer Coordinators for the Clarke County Mentor Program to coordinate over 500 active mentor-mentee pairs at 20 schools
- Trained interns in volunteer management and instructed course on classism and racism
- Developed, maintained, and assessed internship program in consultation with the Director of the Center for Leadership and Service and the Director of mentor program
- Coordinated annual volunteer fair, community partner luncheons, and volunteer programs

## VOLUNTEER EXPERIENCE

### Summit Group Leader, Road to College

June 2012

C5 Georgia Youth Foundation

Marietta, GA

- Supervised 12 youth campers during a 7-day college tour and 5-day leadership summit
- Assisted youth in planning individual advocacy projects to catalyze change in their communities
- Developed positive relationships with youth and served as role model to pursue college
- Taught, facilitated, and actively engaged youth in activities and curriculum to develop life skills and character through cleanliness, punctuality, responsibility, and manners

### Construction Team Leader

September 2011 – May 2012

Habitat for Humanity

Athens, GA

- Supervised 7 team members to assist with jobs assignment pre-determine with Site Leader
- Assisted project leader in all phases of implementation from recruitment to cleaning worksite
- Recruited fellow UGA students to participate in Habitat for Humanity community events in Athens

## CERTIFICATION

Certified in Volunteer Administration (CVA)

## PRESENTATIONS

Engaging Volunteers in Your Volunteer Engagement Program (Webinar), May 2015, Volunteer Match

## AFFILIATIONS

Georgia Association for Volunteer Administration (GAVA)

Council of Volunteer Administrators of Metropolitan Atlanta (COVA)

## EDUCATION

Bachelor of Business Administration in Management

May 2012

Terry College of Business, University of Georgia

Athens, GA

# HENRY GRADY

120 Hooper St, Athens, GA 30602 | 706-542-1704 | hgrady@uga.edu

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## PROFESSIONAL PROFILE

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- 4+ years of TV audience and marketing research experience
- Committed to serving clients through communication and audience interpretation
- Strategic thinker with expertise in innovative solutions based on statistics and analytics
- Advocate for brand alignment and procedural innovation
- Adept storyteller who thrives within the deadline-intensive, 24x7 newsroom environment
- Holds Media Research Certification with the ability to analyze both traditional and digital media

## PROFESSIONAL EXPERIENCE

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### Raycom Media

Montgomery, AL

*Strategic Research Assistant*

*February 2015 – Present*

- Assisted VP, Corporate Research Director, and Analysts in strategy development
- Utilized WideOrbit, Nielsen tools and Rentrak tools to gather, analyze, and present qualitative and quantitative data to drive profitable business decisions, program syndication and sweeps
- Analyzed large sample survey data of news consumption using SPSS

### FOX News Channel

Washington, D.C.

*Marketing Assistant*

*January 2014 – January 2015*

- Generate, edit, publish, and share daily content that builds meaningful connections
- Collaborate with marketing department to increase brand awareness on Facebook and Twitter
- Optimize pages within multiple platforms to increase visibility of social content
- Curate digital content and edited original content and multimedia
- Evaluated Google Analytics and expanded marketing strategy, increasing website traffic by 32%
- Designed promotional material using Adobe InDesign and Illustrator

### CNN Newsource Live

Atlanta, GA

*Assignment Editor/Producer*

*August 2012 – December 2013*

- Wrote on-air scripts, performed voice overs, produced and edited news and franchise packages
- Monitored and contributed content to CNN Wire and Newsource social media
- Coordinated live shots, managed requests, and programmed for 800 local news affiliates
- Booked live and tape feeds for affiliates working at CNN facilities

### WSB-TV Channel 2 Action News

Atlanta, GA

*Investigative Intern*

*June 2012 – August 2012*

- Researched and pitched story ideas to news directors, producers, and reporters
- Established strong relationships by finding sources and furthering social network at station

### The Red & Black

Athens, GA

*Audience Research and Marketing Analyst*

*August 2011 – May 2012*

- Analyzed Twitter content and Google analytics to increase circulation and promote brand
- Conducted readership/advertisement survey and focus group study to better serve stakeholders

## SKILLS

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- **Software:** Final Cut Pro, Adobe Suite (Audition, Photoshop, InDesign, Illustrator, Premiere Pro), VoxPro, Promo Suite, WideOrbit, Keynote, SPSS, INews, Bitcentral/Oasis, ReSource, Newsdesk, Microsoft Office (PowerPoint, Excel, Word)
- **Social Media:** Twitter, Facebook, Instagram, Pinterest, LinkedIn, Youtube
- **Equipment:** Grass Valley Studio Prompter, Canon EOS Rebel T3i, Sony 320K XDCAM

## EDUCATION

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**University of Georgia, Grady College of Journalism**

Athens, GA

*Bachelor of Arts, A.B.J. Digital and Broadcast Journalism*

*May 2012*

*Media Research Certificate*

# JOHN HOLLAND

3801 Miranda Ave, Palo Alto, CA 94304 | 650-493-5000 | jholland@gmail.com

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## SUMMARY OF QUALIFICATIONS

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- Strategic HR professional committed to talent management and employee satisfaction
- Expertise in recruitment, staffing planning, HR laws and regulations, and assessments
- Strong leadership for developing potential, resolving conflicts, and developing solutions

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## HUMAN RESOURCES EXPERIENCE

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**Human Resources Specialist** February 2014 – Present  
*VA Palo Alto Health Care System* Palo Alto, CA

- Assist work groups to identify causes of conflict in the work environment, develop solutions to address conflict, and prepare recommendations and trend reports
- Monitor use of alternate dispute resolution (ADR) within and outside EEO complaint process
- Conduct climate and conflict assessments to measure employee satisfaction and performance
- Conduct job analyses using research, interview, observation, and analytical techniques
- Develop rating, ranking, selective factors and other assessment criteria to evaluate applicants
- Prepare vacancy/job opportunity announcements, receive applications, determine applicant eligibility, rate and rank candidates, and advise hiring managers on candidates for selection
- Interpret and provide authoritative guidance on HR laws, regulations, policies, and procedures
- Develop recruitment and retention solutions while ensuring statutory and regulatory compliance
- Create short- and long-range staffing plans to meet current and forecasted mission requirements, turnover and recruitment projections, and changes in mission-critical competencies

**Human Resources Assistant** January 2013 – February 2014  
*Atlanta Veteran Affairs Medical Center* Decatur, GA

- Serve as alternate talent management coordinator performing training data input, tracking and reporting course completion rates in compliance with mandatory training for all staff
- Maintain time and attendance for time and leave units in Human Resources, ensuring timecard posting meets VA daily posting requirements and informing leadership staff to review
- Review incoming Automated Requests for Personnel Action, ensure accuracy of data, and assign the action to the appropriate HR functional area

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## OTHER EMPLOYMENT EXPERIENCE

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**Lieutenant** June 2011 – December 2012  
*Georgia Army National Guard* Winder, GA

- Trained, monitored, and evaluated aircrews in flight planning, aircraft operations, and aircrew coordination processes for 18 subordinate soldiers within aviation regiment
- Guided and mentored subordinates into leadership roles through individual career counseling
- Formulate mission plans to meet commander's intent, accounting for resource restrictions
- Managed platoon administrative tasks to meet deadlines and promote unit readiness

**Cadet, Reserve Officer Training Corps (ROTC)** August 2008 – May 2010  
*United States Army* Athens, GA

- Planned and executed recruiting booth events, including event space reservations, materials and supplies acquisition, manpower scheduling, and supervision of operations
- Developed and implemented new student recruiting strategies for each semester

**Transit Bus Operator & Trainer** August 2007 – May 2010

- Trained 100+ trainees to become fully licensed professional bus operators and van drivers by teaching policies, pre-trip procedures, and driving techniques
- Operated bus routes across campus for the second largest transit authority in Georgia
- Serviced 500+ patrons per shift in a fast-paced, time-sensitive environment

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## SKILLS

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**Computer Skills:** ADP, Microsoft Office (Word, Excel, PowerPoint)

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## EDUCATION

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**The University of Georgia, School of Public & International Affairs** Athens, GA  
*Bachelor of Arts in International Affairs* May 2010

**Certificate in Conflict De-Escalation** February 2010  
*Study Abroad: International Conflict Resolution Study* Quito, Ecuador

# JANE EDUCATION

500 Bulldawg Drive · Athens, GA 30602 · janed@gmail.com · 706-542-5555

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## SUMMARY OF QUALIFICATIONS

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- Bilingual English-Spanish speaker with international travel experience and formal diversity and inclusion training to promote multicultural awareness and appreciation of other cultures
- 9 years of Spanish and TESOL instructional experience with children and adults
- Education professional with expertise in curriculum design, lesson planning, behavior intervention, technology, performance tracking, and assessment to achieve excellence

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## EDUCATION & CERTIFICATION

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|   |      |
|---|------|
| <b>P-12 Certification</b>   | 2010 |
| <b>Master of Education, Teaching Additional Languages</b> , University of Georgia | 2010 |
| <b>ESOL Endorsement</b>   | 2010 |
| <b>Bachelor of Arts in Spanish</b> , University of Georgia                        | 2006 |

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## BILINGUAL TEACHING EXPERIENCE

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|---|----------------|
| <b>Elementary Spanish Teacher</b> , <i>Chase Street Elementary School</i> , Athens, GA  | 2012 – Present |
| <ul style="list-style-type: none"><li>• Taught approximately 350 students in grades 2-3 across the curriculum, incorporating other subjects</li><li>• Illustrated Spanish lessons through song, dance, and drama to engage students</li></ul>   |                |
| <b>ESOL Instructor</b> , <i>UGA Costa Rica</i> , San Luis, Costa Rica   | 2011           |
| <ul style="list-style-type: none"><li>• Provided English classes and tutorials for 200 UGA Cost Rica campus staff and community members</li><li>• Designed curriculum based on feedback from school directors and Costa Rican requirements</li><li>• Conducted needs assessments of each student and wrote progress reports</li></ul> |                |

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## OTHER TEACHING EXPERIENCE

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|   |             |
|---|-------------|
| <b>Student Teacher</b> , <i>Clarke Middle School</i> , Athens, GA   | 2008 – 2010 |
| <ul style="list-style-type: none"><li>• Implemented lessons focused on living, writing, reading comprehension, and money math skills</li><li>• Observed and practiced execution and interpretation of GAA curriculum for grades 6, 7, and 8</li><li>• Independently facilitated academic lessons and activities to promote reading comprehension</li><li>• Traveled on Community-Based Instruction trips to Kroger, sporting events, and Chik-fil-A</li></ul> |             |
| <b>Mathematics Teacher</b> , <i>Teach for America</i> , Morrow, GA  | 2006 – 2008 |
| <ul style="list-style-type: none"><li>• Instructed 7<sup>th</sup> and 8<sup>th</sup> grade mathematics to 120 students of various ability levels</li><li>• Created lesson plans, performed extensive data analysis, and assessed student knowledge</li><li>• Created individual growth plans, resulting in 87% of students mastering all Georgia math standards</li></ul>   |             |

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## PROFESSIONAL MEMBERSHIPS

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**Georgia Teachers of English to Speakers of Other Languages (GATESOL)**

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## SKILLS

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- Language: Spanish (Fluent)
- Computer/Technology: Microsoft Office (Excel, PowerPoint, Word), SmartBoard, Google Docs

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## VOLUNTEER EXPERIENCE

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|--|-------------|
| <b>International Rescue Committee</b> , Atlanta, GA  | 2012        |
| <ul style="list-style-type: none"><li>• Assisted ESOL teachers in teaching refugee children and adults by facilitating activities</li><li>• Researched new curriculum content and prepared educational materials</li></ul> |             |
| <b>Regional Medical Center</b> , Athens, GA  | 2005 – 2006 |
| <ul style="list-style-type: none"><li>• Educated Hispanic patients on rights of services and interpreted policies and services for staff</li></ul>   |             |

# JENNIFER P. SMITHSON

Roswell, GA 30076 | [jps@email.com](mailto:jps@email.com) | 770-555-9874 | [linkedin.com/in/jps](https://www.linkedin.com/in/jps)

## CHIEF FINANCIAL OFFICER

*Mergers & Acquisitions • Strategic Planning • Team Leadership*

C-Level financial executive with expertise leading financial operations and strategy in multi-billion-dollar organizations. Demonstrated dynamic leadership and transparency in turnaround environments, building high-performing teams to drive progress towards organizational objectives. Expertise in developing and implementing strategies, especially in mergers, acquisitions, and divestitures to maximize long-term financial performance.

### Core Competencies

Organizational Leadership • Budgeting & Cost Management • Productivity Improvements • Financial Modeling • Contract Negotiations • Forecasting • Profitability Assessments • Financial Reporting • Growth Strategies • Strategic Planning • Team Development • Financial Operations & Systems • Corporate Integrations

### Performance Highlights

- **Led business unit's \$35M sale** via writing financial aspects of offering memorandum and presenting details to potential investors. Advised in legal negotiations to finalize contract terms.
- **Reduced annual operating costs by \$15M** after modeling new financial scenarios and conceptualizing new go-to-market and customer acquisitions strategies.
- **Coached and mentored 6 employees to senior-level roles** in 3 years to implement development strategy.

## FINANCIAL LEADERSHIP EXPERIENCE

**LEADING ELECTRIC CORPORATION**, Atlanta, GA

20xx – 20xx

*Chief Financial Officer (20xx – 20xx)*

Provide fiscal leadership of external reporting, tax, and risk management functions for one of the largest regional providers of electricity and natural gas. Lead financial due diligence for corporate mergers, acquisitions, divestitures, and integrations, while also advising legal team to finalize negotiations. Initiate strategy to reduce overall operating expenses and revitalize organizational structure. Evaluate new financial technologies and systems for implementation.

### Mergers, Acquisitions, Divestitures, & Integrations

- **Led business unit through significant growth**, from initial \$200M to current \$1B+ in revenue, adding \$400M acquisition, \$300M acquisition and \$200M internal business unit.
- **Directed business unit's \$35M sale** via writing financial aspects of offering memorandum and presenting details to potential investors. Advised in legal negotiations to finalize contract terms.
- **Managed team of 12 analysts to conduct thorough financial due diligence** on 7 completed acquisitions as well as 5 potential acquisitions. Presented team's recommendations to leadership team to support decision-making.
- **Conceptualized new staffing plan** for financial business unit to integrate 30+ acquired employees. Minimized overlap in roles and responsibilities by reorganizing entire team, resulting in only 3 layoffs.

### Cost-Savings Initiatives

- **Reduced annual costs by \$18M** by modeling financial scenarios of the cost to acquire new customers and recommending revised go-to-market strategy.
- **Saved \$10M+ in potential taxes** through accounting and tax treatment in support of business unit divestment.
- **Established centralized risk management team** of 7 professional staff to save \$5M in one fiscal year.

### New Vendors, Systems, & Technologies

- **Coordinated project to transition external accounting vendor**; evaluated and selected new accounting firm and conducted re-audit of most recent fiscal year.
- **Generated \$1M in cost savings** after managing \$3.3M new platform to integrate 5 financial systems of 3 separate businesses to 1 centralized platform.

**Director of Finance** (20xx – 20xx)

Supervised team of 17 professionals, reporting to Chief Financial Officer. Managed external audits, lender and board reporting, and transaction processing functions.

**Project Management**

- **Led accounting group reorganization after acquiring 2 companies.** Created new organization structure for 17 staff by appropriately aligning skills with position objectives and effectively integrating new staff.
- **Integrated new Oracle software across 4 business units,** including reviewing platform specifications, overseeing staff training, and serving as internal subject matter expert.

**Financial Reporting & Modeling**

- **Directed financial reporting in connection with sale of 2 businesses for \$325M,** including spearheading diligence matters and net working capital negotiations.
- **Prepared financial components of offering memorandums** for bond and equity fund raisings with aggregate value of \$130M in partnership with general counsel, investment bankers, and external attorneys.

**Team Leadership**

- **Coached and mentored 6 employees to senior-level roles** in 3 years to implement company-wide employee development and growth strategy.
- **Devised and implemented new employee on-boarding protocol** to equip new staff with knowledge and skills necessary to support both individual and company-wide progress towards mission and goals.

**BEST SOFTWARE, LLC, Atlanta, GA**

20xx – 20xx

**Comptroller**

Maintained company financial records, including A/P, A/R, and bank statements. Reconciled and balanced accounts with accuracy, and managed payroll activities for staff of up to 78 employees. Recorded cash receipts in internal accounting software, monitored fixed assets, and managed invoices. Prepared and maintained operating budgets totaling \$6M+, issued financial statements, and prepared tax reports per established protocols. Supervised staff of 9 accountants and financial professionals, including creating staffing plans, hiring, and conducting performance reviews.

**New Systems & Processes**

- **Sourced, assessed, and implemented cloud-based storage system** to centralize records and drive efficiency.
- **Redesigned in-house accounting system** to assure compliance with updated accounting standards.
- **Led internal audit** to identify weak controls and recommended action plan to senior management.

**Liaise with Internal & External Stakeholders**

- **Completed and passed 5 federal and state audits with no findings or concerns.** Directed team to gather appropriate records and served as primary point-of-contact with auditing staff.
- **Presented financial records to board of directors,** responded to inquires, and provided follow-up details.

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| <b>EARLY CAREER EXPERIENCE</b> |
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**Senior Accountant, SPECIALIZED HOMEWARES, LLC, Atlanta, GA**

20xx – 20xx

**Certified Public Accountant, SMITHSON INSURANCE SERVICES, LLC, Atlanta, GA**

20xx – 20xx

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|---|
| <b>PROFESSIONAL AFFILIATIONS &amp; AWARDS</b> |
|---|

**VOLUNTEER OF THE QUARTER,** Street Elementary School, 20xx • **ACTIVE MEMBER,** American Association of Finance and Accounting, 20xx – 20xx • **EMPLOYEE ON THE RISE AWARD,** Specialized Homewares, LLC, 20xx • **BOARD MEMBER,** Roswell Chapter, Make-a-Wish Foundation, 20xx – 20xx

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|---------------------------------------|
| <b>EDUCATION &amp; CERTIFICATIONS</b> |
|---------------------------------------|

**MASTER OF BUSINESS ADMINISTRATION (MBA),** University of Georgia, Athens, GA  
**BACHELOR OF BUSINESS ADMINISTRATION (BBA), Major - Accounting,** University of Georgia, Athens, GA  
**CERTIFIED PUBLIC ACCOUNTANT,** 20xx – 20xx



# Cover Letter Template

Your Name

Your Street Address City, State, Zip

Month, Day, Year

Mr./Ms./Dr. [Name]

Title

Name of Company/Organization

Company's Street Address

City, State, Zip

Dear Mr./Ms./Dr.:

Paragraph 1: The opening paragraph introduces you to the employer. Relate the position title, how you learned about the opportunity, and why you are the best candidate for the job, based on the qualifications mentioned in the job listing.

Paragraph 2: The middle paragraph establishes why you are the strongest candidate for this position through discussion of your skills and experiences. Include examples of when you have used one or two of your strongest qualifications, explaining how those experiences relate to the needs of the employer. Be specific about why you believe these qualities relate to the position and how you fit what they are looking for. Mention why you are interested in this specific employer and this particular job.

Paragraph 3: The conclusion reinforces your earlier assertions that you are a strong candidate and that you are truly interested in the job and the company. This is where you can indicate how you intend to follow up. Refer to your enclosed resume. Point out your contact information should employers need to follow up.

Sincerely,

(Your handwritten signature)

Your Name Typed

Enclosure(s)

# Engineering Cover Letter Example

Cindy Jones

Sometown, FL 55555 | (555) 555-5555 | cj@somedomain.com

November 8, 2017

Ms. Carol McConnell  
HR Manager  
ABC Company  
55 Victory Dr.  
Sometown, FL 55555

Dear Ms. McConnell:

I read your posting on Monster for an electrical engineer with great interest. This challenging position focused on heavy industrial projects is a perfect match to my qualifications.

Since earning a bachelor's degree in electrical engineering (BSEE), I have worked for the last 5 years as an electrical engineer for XYZ Corporation, a leading U.S. shipbuilder of Navy aircraft carriers and submarines. In this role, I maintain, troubleshoot, upgrade and repair plant electrical equipment. This experience has given me a strong foundation within the heavy industrial manufacturing sector in addition to proven success in:

- Improving preventive-maintenance programs and inventory systems to minimize unscheduled equipment downtime by up to 34%
- Extending the average life of electronic industrial systems and components by up to 25%.
- Cutting machinery repair and replacement costs by \$250K in a single year.
- Troubleshooting circuitry, wiring and other electrical/electromechanical issues and implementing design improvements to prevent future problems.

During my tenure at XYZ Corporation, I developed expertise in an array of cutting-edge engines/motors and plant-wide electrical/control systems, including digital signal processors (DSPs) and programmable logic controllers (PLCs). I am also proficient in using electrical design tools and software such as ETAP, SPEL, SKM Systems Analysis and EasyPower.

I am very interested in being part of your integrated engineering team. Please call me at (555) 555-5555 to set up an interview. Thank you for your time.

Sincerely,

Cindy Jones

# Computer Science Example

David Strong

321 Pine St • Toronto ON T3R 1T6 • (416) 765-4321 dstrongtech@email.com

September 5, 2013

Faizah Quraishi  
Manager,  
Software Engineering Unit  
General Motors

Dear Ms. Quraishi,

I am very excited about the possibility of joining the Software Engineering Unit of General Motors in the position of Junior Engineer as advertised on the GM website. Your tradition of innovative automotive engineering design and progressive product development is inspirational to developing professionals like myself.

In my position as Software Engineer Intern with IBM, I was involved with project research, planning, design and testing within the Software Product Development team. Through innovative thinking I used computer aided devices to perform routine calculations creating an efficient project development time line. During the design stage I met with customers to better understand customer needs and perspectives. As I became more familiar with the needs of IBM's clientele I suggested, implemented and maintained test procedures and test scripts for new products.

In addition to my experience gained with IBM, I am graduating with an Honours Bachelor of Applied Science degree from York University. My solid knowledge of computer software design and project development has given me the foundation to succeed in the software engineering industry. Skills in creating Use Cases and project planning have benefited both clients and past employers and enhanced my ability to provide creative thinking and problem solving. During my program I became interested in Global Positioning Systems and real time kinematic applications. Through my interest in the automotive industry I have kept abreast of current product developments and trends and am extremely excited about the ongoing development of OnStar.

I look forward to meeting with you and other members of the Software Engineering Unit to further discuss my suitability for this position. I can be contacted at (416) 765-4321.

Sincerely,

David Strong

# Computer Science Example 2

Barbara Holt

Sometown, NJ 55555 | (555) 555-5555 | bh@somedomain.com

October 4, 2017

Ms. Lori Hopkins  
VP of Information Technology  
ABC Corporation  
245 Maple St.  
Sometown, NJ 55555

Dear Ms. Hopkins:

I found your posting on Monster for a network administrator and knew I wanted to apply immediately. ABC Corporation's reputation for responsive service and proactive support differentiates your company from the rest, and I would like to be part of your dynamic team.

Since graduating from XYZ College with a BS in computer science, I have worked for three years as a network administrator for DEF Company. In this role, I am valued as a solutions-focused manager of networks, IT systems, user support functions and technology projects. I have experience in all areas covered in your job ad, including:

- Improving preventive-maintenance programs and inventory systems to minimize unscheduled equipment downtime by up to 34%
- Extending the average life of electronic industrial systems and components by up to 25%.
- Cutting machinery repair and replacement costs by \$250K in a single year.
- Troubleshooting circuitry, wiring and other electrical/electromechanical issues and implementing design improvements to prevent future problems.

Known as a keen technical trouble-shooter, I am dedicated to providing cost-effective and expedient solutions optimizing network stability and security; improving performance of systems and equipment; and resolving issues such as network crashes, system slowdowns and virus outbreaks.

At DEF Company, I provide world-class service technical support in an enterprise environment, and I am confident I would quickly become a productive network administrator at ABC Corporation. If you agree, please call me at (555) 555-5555 to set up an interview.

I look forward to your response.

Sincerely,

Barbara Holt

# Education Cover Letter Example

Winifred Thompson

55 Oak St., Sometown, OH 44101 | 216-555-5555 | winifred@somedomain.com

[Date]

Dr. Loretta Smith  
Superintendent  
ABC Public Schools  
55 School Lane  
Sometown, OH 44101

Dear Dr. Smith:

Ever since I started teaching at the elementary school level, I have been passionate in my commitment to three things: maximizing individual student performance, inspiring students' interest in technology and instilling a sense of self-worth among all students. I have dedicated my career to each of these pursuits, as my enclosed resume will attest.

That's why I was excited to see the advertisement on Monster for an elementary teacher in your district. ABC Public Schools has earned a positive reputation for celebrating diversity, achieving academic excellence and using technology as a learning tool. It would be an honor to teach your students and serve a district that maintains high educational standards and provides students with opportunities for personal growth.

My qualifications include 12 years of elementary teaching experience, MEd and BS degrees in elementary education, and a current senior professional educator (middle childhood) license in the state of Ohio.

In my most recent position as elementary educator for DEF Public School District, I developed and taught 4th and 5th grade curricula. For more than 10 years, I provided effective classroom management, creative lesson plans, detailed student evaluations and highly praised instructional delivery. As an enthusiastic volunteer, I founded and grew the school's after-school technology club, an innovative program that covered diverse technology areas -- from Internet security best practices to PowerPoint tutorials. The program became so popular that it was the school's only after-school program that was consistently filled to capacity.

Although I enjoyed my tenure at DEF Public School District, my position was eliminated last May following a round of layoffs. I am eager to resume my teaching career and would be delighted to interview for this opportunity. Please feel free to contact me at 216-555-5555 or email winifred@somedomain.com to set up a meeting.

Thank you for your interest and consideration. I look forward to hearing from you soon.

Sincerely,

Winifred Thompson

# Healthcare Cover Letter Example

Brandon West, OTR/L

Sometown, ID 55555 | (555) 555-5555 | bw@somedomain.com

November 20, 2017

Mr. Ray Hines  
HR Manager  
ABC Company  
55 Canyon Dr.  
Sometown, ID 55555

Dear Mr. Hines:

I was introduced to occupational therapy while in high school after my brother was diagnosed with muscular dystrophy. The progress he made thanks to the skills of his designated OT was awe-inspiring, and cemented my decision to pursue a career in this field.

Ten years later, my brother continues to excel, and I am a registered and state-licensed (OTR/L) OT. I have a BS in human physiology, an MS in occupational therapy and four years of experience as an OT for one of the country's largest providers of outpatient and in-home therapeutic services.

I work closely with patients to develop treatment plans advancing:

- Improved muscle strength, joint protection and tolerance for sitting/standing
- Increased coordination, balance, endurance and mobility
- Heightened sensory awareness
- Enhanced cognitive skills and perceptual abilities
- Expanded daily living activities and work tasks

As a licensed OT for XYZ Therapeutic Services, I have worked with interdisciplinary healthcare teams to further the rehabilitation of patients ranging in age from 3 to 85. My patients present an array of disabilities as a result of spinal cord/traumatic brain injuries, limb amputation, stroke, multiple sclerosis, muscular dystrophy, cystic fibrosis, lupus, osteoarthritis, rheumatoid arthritis, fibromyalgia, degenerative disc disease and other conditions.

I am skilled at applying evidence-based practice to offer a full range of OT services and physical agent modalities (e.g., massage, heat, water, ice, therapeutic ultrasound, electrical stimulation, shortwave diathermy and light therapies); experienced in helping patients adjust to using prosthetics, orthotics and other adaptive devices; and always gentle and kind in all patient interactions.

ABC Company's focus on serving elderly patients is a passion that I share, and I would like to speak with you about joining your team. You can call me at 555-555-5555.

Sincerely,

Brandon West, OTR/L

# Healthcare Cover Letter Example 2

Ryan Childs, CDA

Sometown, MS 55555 | (555) 555-5555 | rc@somedomain.com

August 10, 2017

Olivia Fullerton, DDS  
Practice Manager  
ABC Dentistry  
55 South Pkwy  
Sometown, MS 55555

Dear Dr. Fullerton:

As a certified dental assistant (CDA) with five years of experience, I was very interested to read your advertisement for a dental assistant on Monster. I would welcome the chance to join your team. Since earning my dental assisting diploma from ABC University and CDA from the DANB, I have worked as a dental assistant within a high-volume dental practice employing eight dentists and 12 dental assistants.

Throughout my tenure, I received top marks for my clinical, communication and patient-care skills, as well as strengths in providing chairside assistance to dentists during complex extractions, implants and endodontic treatments. I am known for my friendly, reassuring demeanor and gentle touch during scaling, cleaning, polishing, taking impressions, applying sealant and many other procedures.

My dental assisting experience also includes assisting with fillings and biopsies; educating patients on oral hygiene, post-operative care and dental health best-practices; exposing and processing dental x-rays; removing sutures; fabricating crowns; pouring impressions; trimming models; and using Dentrax software.

In addition, I was recently recognized as the most efficient CDA in the practice based on patient volume<sup>3/4</sup>15% higher than the CDA average.

I would appreciate the opportunity to discuss how I can deliver quality dental care to your patients. Please call me at (555) 555-5555 to arrange a meeting.

Sincerely,

Ryan Childs, CDA

# Sales Cover Letter Example

MARIA FRANK

Sometown, FL 55555 | 555-555-5555 | mf@somedomain.com

July 27, 2017

Ms. Rita Jones  
VP of Sales  
ABC Corporation  
55 East Second Street  
Sometown, FL 55555

Dear Ms. Jones:

As your next territory sales manager, my focus and energy will be directed toward achieving the same multimillion-dollar growth for your southeast territory that I have delivered for my current and former employers.

I am a dedicated sales professional with experience propelling my assigned regions to record-setting revenue results. I oversee top-producing salesforces; multi-state territories; and retail, wholesale and distributor channels.

In my present role as sales territory manager at XYZ Company as well as in earlier sales positions, I have consistently met or exceeded quotas and expectations. For example, I have:

- Closed \$6.8M in 2017 (20% above goal) to achieve a new territory record in overall sales volume at XYZ Company.
- Ranked in the top 5% of sales professionals company-wide throughout my career, including #1 revenue and market-share honors out of 100 colleagues nationwide during my tenure with DEF Company.
- Expanded account base by 23% during a time when industry sales declined by 10%.

Regarded as an expert in consultative sales, account management and salesforce development, I am driven to sell, enjoy teaching others how to sell and take pride in serving my customers and channel partners with excellence.

I look forward to discussing plans for generating new business opportunities within ABC's southeast territory, and I have some ideas I would like to share with you. The best way to reach me is my cell (555-555-5555) or email mf@somedomain.com. Thank you for your time!

Sincerely,

Maria Frank



# Marketing Cover Letter Example

Cody Fredrickson

(123) 456-7891 | cfredrickson@email.com

May 1, 2018

Mr./Ms./Dr. [Name]

Title

Name of Company/Organization

Company's Street Address

City, State, Zip

Dear Hiring Manager,

I am grateful for the opportunity to apply for the Marketing position at Retail Ocean. Marketing has been my lifelong passion, and I graduated with a four-year degree in Marketing from Coral Springs University. Marketing is a full-time commitment, and it is essential to always look for ways to improve a company's outreach. A successful marketing campaign is crucial to the long-term success of any company, and I believe that my unique skill set is perfect for this job.

I have previously worked in the Marketing department at River Tech, and I oversaw a wide variety of successful marketing campaigns. My primary goal was to increase brand awareness and reach new clients through social media, SEO practices, and traditional advertising platforms. Each marketing campaign was successful in raising interest and interaction with potential clients. I was able to achieve each marketing goal by working with other employees in a team-focused environment.

Reaching marketing goals is always a top priority, and I am always looking out for the best interests of the company. I enjoy delivering marketing presentations to potential clients and focusing on the strengths of an organization. My marketing skills at River Tech enabled the company to experience new levels of success and a 45% increase in customer engagement. I am never satisfied with the status quo, and I believe that a company should continually look for ways to improve and reach new clients through innovative campaigns.

Thank you for taking the time to read my cover letter. I hope to speak with you soon and learn more about the opportunities for a Marketing position at Retail Ocean. Working in the marketing field is a fantastic opportunity, and I believe that I am a great fit at Retail Ocean with my unique skill set and prior experience.

Sincerely,

Cody Fredrickson

# Management Cover Letter Example

Marshall Mathews

1 Main Street New Cityland, CA 91010 Cell: (555) 322-7337 E-Mail: example-email@example.com

May 1, 2018

Mr./Ms./Dr. [Name]

Title

Name of Company/Organization

Company's Street Address

City, State, Zip

Dear Director Ward,

As a talented sales and business development executive, I read your posting for a new Assistant Director of Sales and Marketing with interest. My experience aligns well with the qualifications you are seeking at Loeb Chemical, in particular my roles as Regional Assistant Director of Business Development and Assistant Director of Sales, and I am certain I would make a valuable addition to your organization.

With more than 12 years' experience as an Assistant Director, I am adept in revenue generation, employee incentives, and sales promotions. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate leadership and project management abilities, I excel at:

- Generating new business by aggressively prospecting contracts.
- Building relationships with industry leaders to drive business development.
- Negotiating favorable contracts to control costs and increase revenue.
- Increasing profits by restructuring product lines and removing or improving underperformers.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for market leadership. I am extremely enthusiastic about Loeb Chemical's focus on new product development and would welcome the opportunity to contribute to your success with each new and existing product line.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely,

Marshall Mathews

# Management Cover Letter Example 2

Lucia Applicant

123 Main Street, Anytown, CA 12345 | 555-555-5555 | lucia.applicant@email.com

September 1, 2018

Mel Lee  
Director  
Acme Retailer  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee:

After contributing to the growth and success three different organizations in the past 10 years, I am seeking new challenges with a company in need of someone with exceptional planning, leadership, and management abilities.

As evidenced in the enclosed resume my experience encompasses project management, strategic planning, resource utilization, revenue growth, and cost reduction. My ability to analyze needs and create unique solutions designed to yield a profitable outcome has proven to be one of my greatest assets.

Credited with significantly impacting bottom-line profitability wherever I have worked, I excel at streamlining less-than-efficient procedures to boost productivity and sales. Proactive management of crucial external relationships allowed me to increase revenue by 17% in one year. I also negotiated exclusive relationships in a key market segment, expanding the company's share of that segment by 66%.

I know that my proven leadership skills, strong commitment to high ethical and professional standards, and flexibility in devising proactive responses to changing socioeconomic conditions would allow me to make a significant contribution to the [Company Name] team. I would welcome the chance to discuss my qualifications with you in greater detail. I know that you are busy, and have many applications to review. If you wish to schedule a meeting, please let me know. In the meantime, please know that I appreciate your time and consideration.

Sincerely,

Lucia Applicant

# Academic Cover Letter Example

Christian David

Address City, State Zip Code | Phone Number | Email

November 15, 2018

Dr. John Smith  
Chair, Department of Biology  
XYZ University  
Address  
City, State Zip Code

Dear Dr. Smith,

I am writing to apply for the position of Assistant Professor of Biology with a focus on molecular biology at XYZ University, as advertised in the February 20XX issue of Science. I am currently a postdoctoral fellow at the University of XYZ in the Department of Molecular Biology, working under the advisement of Professor Linda Smith. I am confident that my research interests and teaching experience make me an ideal candidate for your open position.

My current research project, which is an expansion on my dissertation, “[insert title here],” involves [insert research project here]. I have published my dissertation findings in Science Journal and am in the processing of doing the same with my findings from my current research. The laboratory resources at XYZ University would enable me to expand my research to include [insert further research plans here] and seek further publication.

Beyond my successes as a researcher (including five published papers and my current paper in process), I have had extensive experience teaching a variety of biology courses. As a graduate student at Science University, I served as a teaching assistant and guest lecturer for both biology and chemistry introductory courses and won the university award for outstanding teacher’s assistant. As a postdoctoral fellow at the University of ABC, I have had the opportunity to teach Introduction to Biology as well as a graduate-level course, Historicizing Molecular Biology. In every class, I strive to include a blend of readings, media, lab work, and discussion to actively engage students with the material. I would love the opportunity to bring my award-winning lesson planning and teaching skills to your biology department.

I am confident that my research interests and experience combined with my teaching skills make me an excellent candidate for the Assistant Professor of Biology position at XYZ University. I have attached my curriculum vitae, three recommendations, and the two requested sample publications. I would be happy to send you any additional materials such as teaching evaluations or past and proposed course syllabi. I will be available to meet with you at the ASBMB conference in April or anywhere else at your convenience. Thank you so much for your consideration; I look forward to hearing from you.

Sincerely,

Christian David

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