

# RESUME & COVER LETTER GUIDE

## Modern Languages Majors

### Steps for Using this Guide

1. **Choose Your Position and Begin Tailoring**  
Review these three job postings and select the one of most interest to you. Begin adjusting your resume and cover letter drafts by evaluating the organization's needs and wants from their job posting. Successful job seekers tailor their documents to highlight the qualifications and experiences sought by the organization.
2. **Draft Your Resume and Cover Letter**  
Review the cover letter and resume samples to begin drafting yours.
3. **Get Feedback**  
Have your documents reviewed by a CDC staff member, receiving feedback in-person, during *Quick-Question/Walk-In Hours Mon-Fri 2-4pm*.

### Language/Civics Instructor

Seeking an English Language/Civics Instructor. The Instructor should be able to effectively teach multi-level groups; employ a student-centered approach in teaching to help learners identify and progress toward their academic goals; work independently (self-directed) and as a team member; function in a flexible environment and readily adapt to change; demonstrate commitment to excellence in customer service; develop and maintain courteous and appropriate professional and student relationships; computer literate.

Responsibilities include: Instruct adult multi-level English Language Class utilizing appropriate curriculum. Plan lessons that will engage learners and help to progress toward their goals. Implement lessons using a variety of teaching strategies and methods. Evaluate and monitor learner progress through formal and informal assessment. Learn student goals and encourage them toward achievement. Participate in program orientation. Work with Intake Specialist and Case Manager regarding student needs and goals. Substitute for Adult Basic and GED instructors.

### Foreign Affairs Officer

This position recruits U.S. experts from a variety of fields for participation in public diplomacy activities with foreign audiences. Additionally, the incumbent has budget oversight and oversees the disbursements of funds.

Ability to review and analyze information to identify appropriate experts, and program materials in support of Department goals and objectives. Ability to validate, evaluate and interpret information obtained from a variety of sources.

Ability to plan, coordinate, and manage a wide range of activities in order to meet multiple project goals, priorities, and deadlines. Skilled in using oral and written communication to discuss topics related to request for speakers and other Bureau products. Excellent communication, public speaking, problem solving skills required.

### Linguist

The Linguist will support the Content Analytics team in executing a portfolio of small-to-large-scale linguistic projects. Development of project guidelines and specifications, consultant onboarding and training, evaluating and adapting toolsets and processes for linguistic annotation, data management, and quality control. Linguist will assist in onboarding and training a multilingual virtual team of consultants to create, test or annotate linguistic project data in multiple languages. Oversee the work of consultants, including assignment, scheduling and monitoring. Review the work for timeliness, quality and cost effectiveness ensure effective and efficient project execution and delivery, where appropriate, design and implement repeatable processes, evaluate toolsets for linguistic annotation and data management and adapt them for specific projects where needed, Support or drive initiatives for process improvements, Assist team in managing larger projects and consultant teams efficiently and effectively to meet or exceed project target. Assist in the creation of training material, guidelines and process documentation as well as tools and infrastructure.



# Marco Modern Language

123 Employment Avenue, Kutztown, PA 19530  
mmode000@live.kutztown.edu, 555-555-5555

## OBJECTIVE

Full-time interpreter position

## QUALIFICATIONS

Fluent in Spanish and English  
Excellent leadership and decision making skills  
Experience working with diverse populations  
Strong oral and written communication skills  
Proficient in SPSS, Microsoft Office & Linux

## EDUCATION

B.S. Kutztown University of Pennsylvania

Kutztown, PA

**Major: Public Administration**

May 20xx

**Minor: Multicultural Studies**

GPA: 3.88

Dean's List

Fall 20xx, Fall 20xx, Spring 20xx

**Related Courses:** Empirical Political Analysis, Planning and Decision Making, Public Budgeting and Fiscal Management, Human Resource Management, Public Policy Making

## INTERNSHIP EXPERIENCE

Borough of Kutztown

Kutztown, PA

### Intern

Fall 20xx-Present

Assist City Manager with budget preparation and reconciliation  
Develop a Borough Traffic Improvement Plan in coordination with University and city officials  
Work with Public Works Department to create and promote Electronic Recycling Days  
Attend bi-weekly council meetings

Delaware Lehigh National Heritage Corridor

Easton, PA

### Intern

Spring 20xx

Developed a public wellness program incorporating use of local trails  
Assisted in preservation and upkeep of trails  
Researched educational and legal documents pertaining to public health and wellness  
Recorded notes during commission meetings focused on strategic planning efforts

### Extern

Observed preservation process of D&L Trail and canal system  
Attended public meeting dedicated to community revitalization and historic preservation

## CAMPUS INVOLVEMENT

**Presidential Ambassador**, Kutztown University

Fall 20xx-Present

Work directly with President's Office to promote student-alumni connection events such as career networking nights, homecoming festivities, and alumni dinners

**Member**, Kutztown University Student Government Board

Spring 20xx-Present

**Member**, Kutztown University Social Welfare Club

Fall 20xx-Present

**Volunteer**, KuBok, Kutztown Neighborhood Watch Program

Fall 20xx-Present

Patrol campus and community to ensure safety of students and citizens

**Recipient**, Career Success Certificate, Kutztown University Career Development Center

Spring 20xx

**Recipient**, Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx

## WORK EXPERIENCE

Kutztown University Health & Wellness Center

Kutztown, PA

### Desk Receptionist

Fall 20xx-Present

Schedule appointments, manage waiting room, record and file confidential information

# Resume Sample

## Anita Jobb

123 Main Street  
Coopersburg, PA 18036

610 123-1234  
ajobbXXX@live.kutztown.edu

## Objective

An internship in the field of human services; special interest in working with at-risk teens

## Qualifications

Fluent Spanish  
Well organized and dependable

Experience working with diverse populations  
Excellent interpersonal skills

## Education

B.S. Kutztown University of Pennsylvania  
**Major: Criminal Justice**  
**Minor: Psychology**  
GPA: 3.40

Kutztown, PA  
May 20xx

## Honors

President's Scholarship, Kutztown University, Kutztown, PA  
Girl Scouts Gold Award, Troop 123, Coopersburg, PA

20xx-20xx  
20xx

## Related Experience

**Volunteer**, KUBok Neighborhood Watch, Kutztown, PA

November 20xx-Present

In conjunction with Kutztown Borough residents and police, monitor streets of Kutztown during peak social hours to keep students and residents safe.

**Extern**, Coopersburg Police Department, Coopersburg, PA

July 20xx

Observed daily duties of police officers during a ride-along experience.

## Work Experience

**Desk Receptionist**, Kutztown University, Kutztown, PA

January 20xx Present

Greet guests and residents, enforce visitation policy and check guest identification.  
Answer questions, perform administrative and clerical tasks.

**Head Life Guard**, Hillcrest Swim Club, Center Valley, PA

Summer 20xx

**Life Guard**

Summers 20xx and 20xx

Insured safety of patrons, enforced all rules and regulations, coordinated emergency procedures, provided first aid in emergency situations, maintained positive relationships and rapport with patrons, and performed general maintenance.

## Campus Involvement

Criminal Justice Club  
Career Exploration Certificate, Career Development Center  
Berks Hall Council  
Women's Lacrosse Club

January 20xx-Present

Spring 20xx

October 20xx-Present

September 20xx-Present

### Formatting Tips:

- Emphasize your name
- Set margins to 1/2"-1"
- Use 12-14 point font for headings
- Use 10-12 point font for body text

Use 4-6 strengths that are **RELEVANT** to your objective and to your potential employer.

Indent body text under the section headings. All body text should align to one point of indent. Do not create multiple points of indent as you would in an outline.

Align non-substantive info such as dates, cities, and states on the right margin.

Indent body text under the section heading, all body text should align to one point of indent.

Use action verbs (past tense for past experience and present tense for current experience) to describe your experience. FOCUS on those tasks that relate to your career objective.

Do NOT include the names and contact information of your references on your resume.

# Cover Letter Sample

January 20, 20xx

(4 blank lines)

Ms. Laura Mellner  
Executive Director  
Northeast Youth Programs  
01010 Norway Drive  
Philadelphia, PA 19114

(1 blank line)

Dear Ms. Mellner:

(1 blank line)

As a senior English/professional writing major graduating this May from Kutztown University, I was very excited to find your Marketing, PR and Community Outreach Specialist posting on KU Career Network. I grew up in Philadelphia and am familiar with Northeast Youth Programs and the extraordinary service it provides to youth and families in Delaware County.

(1 blank line)

You will note on my enclosed resume, I have experience in various areas of public relations and marketing. My public relations internship with the American Red Cross of Delaware County provided me with the opportunity to work closely with a Board of Directors in a non-profit setting. I also worked daily with the director to plan, market, and execute the agency's largest fundraiser of the year: a benefit dance which raised over \$30,000. My duties included writing press releases and articles for the monthly newsletter, updating content on the agency website, soliciting donations from area businesses, maintaining a guest and donor list in Microsoft Access, and communicating with vendors. Planning an event of this magnitude requires the ability to multitask, as well as excellent communication skills, close attention to detail, and the ability to work both independently and as part of a team. In addition to this internship, I had the privilege to serve as my sorority's Community Outreach Chair where I communicated and worked with both campus and community residents to organize volunteer activities for my chapter. I coordinated a small team of volunteers who organized a fundraising project netting over \$5,000 for a charity; the experience of creating both on-line and in-print campaigns further strengthened my public relation skills.

(1 blank line)

I am very excited about the possibility of working at Northeast Youth Programs and would appreciate the opportunity to meet with you to discuss my credentials. Please let me know if you need additional information or writing samples. I am available for an interview at your convenience. Thank you for your time and consideration.

(1 blank line)

Sincerely,

(4 blank lines for signature)

Anita Jobb  
123 Main Street  
Coopersburg, PA 18036  
610-123-1234  
ajobb\*\*\*@live.kutztown.edu

(2 blank lines)

Enclosure

**BEFORE YOU START** writing, review the internship/job posting to determine the needs and requirements of the position or program for which you are applying. In your letter, make every effort to show the connections between your qualifications and their requirements/needs.

## Formatting Tips:

In the **opening paragraph**, catch the reader's attention with a strong first sentence. Be sure to include:

- The position or program for which you are applying.
- How you heard about the position.
- Why are you interested in this position, program or organization.

In the **second paragraph** (and possibly the third), explain:

- How your skill, knowledge, and/or experience relate to the position requirements or qualifications.
- What you can contribute to the organization and how you can help them meet their goals or support their mission.

- Focus on keywords from the job posting in the **second paragraph**, (ex: communication, website. Marketing materials, press releases, fundraising, outreach).

In the **closing paragraph**, reiterate your interest in the position or organization.

- Make a request for an interview.
- Thank the reader for his/her consideration.

Include your contact information with the closing under your name.

Type the word in Enclosure to indicate you have included your resume.