

## Resume Bullet Composition

*The goal of the resume is to get an interview. Consider your audience. The resume should include information about your previous experiences that would be of interest to a potential employer.*

**Step 1:** Start with an **action verb** and list **tasks** you completed at each position

- Examples:
  - Cared for patients
  - Created website content

**Step 2:** Elaborate on **how** you did your job. Explain the specific **impact** you had on each task or the **results** of your work. Think what changed because I was there? Or how I do something better or different than someone else? Consider including the following information to help you uniquely explain how you did your job:

- Numbers to quantify
- Skills- “it knowledge” that is specific to your industry
- Transferable skills of interest to potential employer
- Your strengths
- Examples:
  - Utilized intramuscular injection skills to provide influenza vaccine to 20 patients per week
  - Created descriptive website content more accurately inform viewers about products and services; increased sales by 10% in first month after update

## Cover Letter ABCs

*Your cover letter must be unique to each job description because each job description will explain what the employer’s needs and each employer has unique needs. The goal of your cover letter is to demonstrate how you have addressed these needs in the past.*

### **Paragraph #1: About**

- State the role you are applying for
- Did someone refer you? (mention first, and make sure you have permission to do so)
- Explain why you want to work for this specific organization
- Explain why you are a good fit for the job (what needs does the employer have that you also have experience fulfilling)

### **Paragraph #2 & 3: Because- Example(s) of how you have fulfilled the employer’s need(s)**

- Place these examples into context for the reader using the **STAR** acronym to succinctly explain your experience using 1 or 2 sentences per letter in the acronym. Each paragraph should be 4-6 sentences.
  - **Situation or Structure**-Who, where and when did the example take place?
  - **Task**- What were you assigned to do?
  - **Action**- How did you do what you were assigned to do?
  - **Result**- what were the results of your work?

### **Paragraph #4: Close**

- Reiterate your interest and qualifications
- Ask for the interview
- Tell them you will follow up – and do it
- Thank them for their consideration