

# ***Sample Cover Letter***

Martha (Marti) Saunders  
10000 N. 91<sup>st</sup> Ave.  
Phoenix, AZ 85000  
602-555-1234  
saundersmarti@email.com

Date

Dear (Hiring Manager),

I am writing this letter and enclosing my resume to apply for the (Position) with (Company). This position came to my attention (How). After reviewing my resume, I strongly believe I am a qualified candidate for this position.

(Summarize Qualifications/hard skills/soft skills). After research of your company, I feel my goals and values match those of (Company).

Thank you for taking time to review my resume. I look forward to hearing from you to set up an interview. You can contact me at (602) 555-1234 or via email at saundersmarti@email.com.

Sincerely,

Martha (Marti) Saunders

ENC: Resume

# Sample Functional Resume

## Harriet Smith, CPS

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30000 N 90<sup>th</sup> Street, Scottsdale, AZ 85000 \*480-555-1234\* harrietsmith@email.com

### **Professional Qualifications:**

- 15+ years of experience in Office Management
- Proficiency in Microsoft Office Suite
- Strength in problem-solving

### **Summary of Skills**

- *Develop and manage a full range of executive communications*
- *Oversee and maintain vendor relationships and contracts*
- *Create methods and procedures for operating an executive office*
- *Plan domestic and international travel itineraries, meetings and key communications*
- *Schedule and manage complex calendars with changing priorities*
- *Coordinate off-site company meetings and logistics*
- Design and produce high quality, management-suitable documents and visual presentations
- Interview and assist in hiring and orientation processes for office staff
- Develop and maintain corporate office filing systems
- Interface with corporate attorneys on business related matters

### **Professional Experience:**

- |   |   |
|---|---|
| • <b>JRJ Management, LLC</b><br><i>Executive Assistant</i>                            | <b>Scottsdale, AZ</b><br>11/07 - 01/09    |
| • <b>Johnson &amp; Johnson, R&amp;D LLC</b><br><i>Senior Administrative Assistant</i> | <b>Raritan, NJ</b><br>12/05 - 10/07       |
| • <b>Johnson &amp; Johnson WHQ</b><br><i>Senior Administrative Assistant</i>          | <b>New Brunswick, NJ</b><br>11/04 - 12/05 |
| • <b>Tibbett &amp; Britten/Excel</b><br><i>Executive Assistant/Office Manager</i>     | <b>Bridgewater, NJ</b><br>07/96 - 09/04   |

### **Professional Development and Education:**

- |  |                                   |    |
|--|-----------------------------------|----|
| • <i>Certified Professional Secretary</i>        | IAAP                              | KS |
| • <i>Office Administration Specialist</i>        | Cittone Business Institute        | NJ |
| • <i>Legal Secretary Program</i>                 | Somerset County Technical College | NJ |
| • <i>Microsoft Office XP Certificate Program</i> | Raritan Valley CC                 | NJ |
| • Course work in Business Administration         | Raritan Valley CC                 | NJ |

### **Additional seminars:**

- Principles of Management
- Accounting
- Communication Skills & Business Writing
- Grammar & Usage
- How to Organize and Maintain Files & Records

# Sample Chronological Resume

## Michael J Jones

100 Oakleaf Circle  
Collinsville, IL 60000

(618) 555-1234

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### OBJECTIVE

An enthusiastic and energetic professional, with effective communication skills, looking to join a progressive company where my skills, education and experience can be utilized

### QUALIFICATIONS

- Excellent customer service skills
- High energy and easily trainable
- Experience working with diverse groups of people

### PROFESSIONAL EXPERIENCE

Oatman House Tea Room, Collinsville, Illinois

2005-present

*Manager*

- Deliver the best possible dining experience to the guest
- Provide direct supervision and guidance to all associates
- Maintain food quality through active participation in food expo position
- Perform daily opening and closing operational duties
- Cash out individual servers at conclusion of shift
- Develop associates through guidance and training to achieve increasing levels of expertise

Asset Discovery and Locator Systems, St Louis, Missouri

1999-2005

*Assistant Investigator*

- Conducted investigations, process service and surveillance when needed
- Accurately researched accounts and established location and financial status of debtors
- Utilized all available resources and skip tracing techniques to locate debtors and any relevant credit information
- Conducted background and asset investigation on accounts
- Maintained and updated contact information for merchants with past due balances and forward to loss analysts

Blankley Contracting, Highland, Illinois

1996-1999

*Laborer/Concrete Finisher*

- Built foundations, floor slabs, and walls with brick, cement block, mortar or stone
- Erected wood framing for buildings using hand and power tools such as hammers, saws, levels and drills
- Laid roofing materials such as asphalt, tile and wooden shingles
- Installed plasterboard, plaster and paneling to form interior walls and ceilings
- Laid wood and ceramic tile floors and built steps, staircases and porches

### EDUCATION

St Louis Community College/Forest Park, St Louis, Missouri  
Associates of Arts Degree, General Studies