

**PNWS-AWWA Young
Professionals Committee Present**

**COVER LETTERS
AND RESUMES:
HOW TO STAND OUT**

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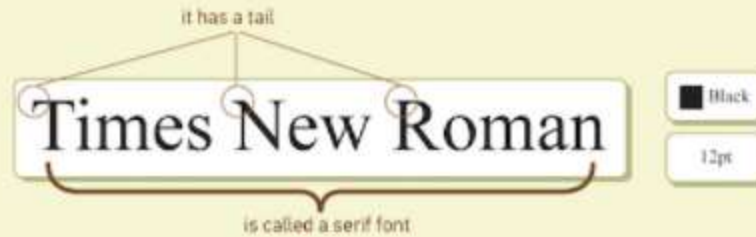
14 Common Cover Letter Mistakes to Avoid

1. Trying to be a storyteller
2. Oversharing
3. Listing less-than-useful skills
4. Writing your letter like it's a text message
5. Excess length
6. Promising something you might not be able to fulfill
7. Misfiring with jokes that are actually insulting
8. Speaking a little too highly of yourself
9. Alluding to uncomfortable topics
10. Overplaying your lesser strengths
11. Choosing the wrong job benefits to highlight
12. Emphasizing your non-workplace skills and interests
13. Using hyperbole
14. Forgetting that you're writing to a hiring manager

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Resume Fonts & Sizes

The most common resume font to use:



Other serif fonts to consider that are easy to read and are appropriate as resume fonts include:

{ Georgia Bell MT }
Goudy Old Style
Garamond

Sans serif fonts do not have the "tails" on the letters and look a bit more block-like. Popular serif fonts include:

{ Arial Tahoma }
Century Gothic
Lucida Sans

Any of these fonts would be reasonable for a resume as long as you only use one font. Using two fonts looks unintentional and unprofessional.

Make your **headings** and **name** stand out:

**Make it bold, *Italicize*,
CAPITALIZE or underline**

Increase the font size to 14-16 points

Resume Formats

Resume Formats are a bit more debatable than resume font or size. But, obviously you want the most important information first.

1

YOUR NAME

123 Address Lane • City, State/Province 09112 • Phone: (123) 456-7890 • E-mail: email@yourmail.com

2

Analytical Research • Social Services

Deployed a desire to take initiative while working in administrative, independently researched filing systems and implemented updates of systems. A hard worker who enjoys a team environment but demonstrates initiative in individual tasks, dedicated, dependable, and a natural leader with effective problem-solving and communication skills. A university graduate with a Bachelor of Science in Business Administration coupled with 4+ years of practical experience with the California State Department of Justice.

3

- Multinational Business Finance
- Customer Service/Client Relations
- European Union and Policy
- Multinational Marketing
- Globalization
- District Attorney's Citizens Academy
- Child Support Enforcement
- Microsoft Office Suite
- Group Work
- Case Files
- Post-Link
- Accountant
- LEA/WEB
- Call-Phone
- S/W/P/M

4

PROFESSIONAL EXPERIENCE

Your Position September 2011 – Present

Worship Name, City/Town of, Region, Province/State

- Utilized ad systems, systems, and internal communication
- Utilized ad systems, systems, and internal communication
- Data entry team duties in responsibility to integrate with other offices duties on tight schedule
- Exceptional non-verbal negotiation and problem-solving skills in complex and often stressful work environment
- Learn from others in areas, constructive adjusting skills
- Utilized ad systems, systems, and internal communication offices, teams and in design as a community manager
- Exceptional non-verbal negotiation and problem-solving skills in complex and often stressful work environment

Your Position September 2008 – November 2010

Worship Name, City/Town of, Region, Province/State

- Learn from others in areas, constructive adjusting skills, and do seasonal temporary assistance in office or other areas
- Utilized ad systems, systems, and internal communication offices, teams and in design as a community manager
- Data entry team duties in responsibility to integrate with other offices duties on tight schedule
- Exceptional non-verbal negotiation and problem-solving skills in complex and often stressful work environment
- Learn from others in areas, constructive adjusting skills, and do seasonal temporary assistance in office or other areas
- Utilized ad systems, systems, and internal communication offices, teams and in design as a community manager
- Data entry team duties in responsibility to integrate with other offices duties on tight schedule

5

FORMAL EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Science in Business Administration January 2011

San Francisco, California

- Learn from others in areas, constructive adjusting skills
- Self-directed seasonal temporary assistance in office or other areas

6

HONORS & AWARDS

Honor or Award February – May 2011 and October – Present

Name of, Area, City/Town, Province/State

- Utilized ad systems, systems, and internal communication offices, teams and in design as a community manager
- Data entry team duties in responsibility to integrate with other offices duties on tight schedule

1 Contact Information
List your full name, address and contact information at the top of the page. You should center the information and be sure to **bold** and CAPITALIZE your name.

4 Experience
However, if education is not the strongest component of your resume, go ahead and list your experience first, starting with your most current job and all your responsibilities.

2 Value Statement
State the role you are applying for and what values you bring to the job. Objectives state what you are trying to accomplish, value statements explain why you should be hired.

5 Education
Clearly state your schooling from the most recent institution you've attended, with all dates, locations and certification received.
** - if you're a student or recent grad, put it before experience*

3 Core Strength
List industry keywords and specific skillsets that pertain to your job and industry. This is a high level overview of your qualifications and industry knowledge.

6 Honors & Awards
After education and experience, you can list your professional skills and any relevant awards or certifications.

LASTLY



Many agree that resume formats should be contained to one page if you are entry level and two pages are acceptable if you are mid-career, senior or professional.



Overall, just make sure your resume format has a clean and functional design. Leave enough white space so that your resume doesn't look crowded.

Typo

Be positively certain there are no typos or errors on your resume. As an email attachment, be sure to send it as a PDF, so you don't lose any of your original resume formatting or spacing.