

Resume and Cover Letter Guide

Creighton
UNIVERSITY

John P. Fahey Career Center



Helpful tip

Look for this symbol throughout the guide to point you to additional resources and helpful quick tips.

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Visit the Career Center

Career advisors are here to help, both virtually and in person. Make an appointment via Handshake, Creighton University's online Career Management system, anytime. Appointments are also free for life to all Creighton alumni!

To access Handshake, scan the QR code.

Thank you to our employer sponsors



What is a Resume?

A resume is a one-to-two-page document that demonstrates your value to a future organization. This document can include a lot of different information, but the purpose of all resumes is the same—to get an interview, not necessarily the job! A resume is simply an introduction to you—and just needs to get a reader’s attention enough to encourage them to look further at your experiences and qualifications.

Did you know? Recruiters spend only an average of **7.4 seconds** looking at a resume the first time!
—prnewswire.com

Top 5 Resume Do’s:



- **Consistency is key!** The most important rule to follow on resumes is consistency—keep your formatting consistent throughout the document to make it easy to read. List all items in reverse chronological order.
- **Be descriptive, but concise:** Details are helpful to paint a picture of your experience, but be brief (again, it’s just an introduction)!
- **Use a legible font and text size:** Use a font size between 10–12 and keep fonts easy to read. Margins should be between 1 inch and .5 inch.
- **Include education, experiences, and skills:** Sections can be customized, but students should start with these three basic sections.
- **Make it yours!** Remember, this is you on paper, so make sure it looks and sounds like you and not someone else!

Top 5 Resume Don’ts:



- **Internet templates:** Internet templates are a great place to start, but many contain inappropriate items like personal photos and graphics. Also, they may not be compatible with an employer’s application software. The Career Center provides easy-to-use Word templates to help you get started. Scan the QR code below to find these templates.
- **Grammatical errors and typos:** This is a first impression, so be sure to ask others (like the Career Center) to proofread your document.
- **Disorganization:** When a document is not easy to read, recruiters won’t try to figure it out—they’ll just trash it. Keep your document organized.
- **Objective or references:** Do not include an objective or summary statement or references on a resume. These are outdated practices.
- **More than one page:** Again, keep it concise. This document is meant to get you the interview—and in that interview, you can expand.

Formatting vs. Branding—What Can I Customize?

As mentioned above, consistency in formatting is key to all successful resumes. This means that sections should follow the same organization and design. For example, if a company name is bold and position is italicized, then every entry (across all sections) should follow this same formatting:

Company name, Omaha NE

Intern

- bullet point



Helpful tip

For specific resume examples by major, and Word templates, check out our website here:



Resume Rubric

While resumes can be customized in many ways, there are general guidelines that all industries abide by. Here's a simple rubric to follow—you can also download a Word document from our website using this QR code:



First Name Last Name

Contact info: email, phone number, optional mail address, LinkedIn URL

Education:

Name of School, Possible College, City, State

Degree earned (or will earn) (i.e., Bachelor of ...)

Majors/Minors

Experience:

Name of Company/ Organization, City, State

Position

- Bullet point describing the skill or learning outcome gained
- Most entries use between 2–7 bullet points
- Use present tense verbs for current involvements and past tense for experiences that have concluded
- Do not use “I,” “we,” or “my”—resumes are not written in first person

Name of Company/ Organization, City, State

Position

- Do not use punctuation at the end of each bullet
- Avoid phrases like, “responsible for” and “duties include”

Additional Sections

(activities, service, research, publications, awards, honors etc.)

Remember to spell out all acronyms (i.e., Creighton Students Union, not CSU)

Provide descriptions and/or bullet points when necessary
(i.e., Cortina Community—a service-focused residence community)

Skills:

Category: level of proficiency (exposure to, intermediate, advanced, etc.) skill

Category: level and skill, level and skill, level and skill

➡ **Education** can also include study abroad experiences. This section should include only institutions where you currently attend or earned a degree.

➡ **Experience** can encompass all areas of experiential learning—classes, internships, part-time jobs, leadership, service and more. The point of this section is to showcase your skills in each experience, so choose experiences that best speak to the opportunity.

➡ **Additional Sections** can be anything that best describes YOU. Some students use several sections, and some use just one. These sections will grow as you do at Creighton!

➡ **Skills** should include hard skills or skills that could be tested (think software, certifications, etc.). Soft skills (i.e., teamwork, organization, etc.) should be detailed in bullet points of **Experiences**.



Helpful tip

Your Career Advisors are here to help you with every step of the resume process—from blank document to writing descriptive bullet points. Make an appointment via Handshake or stop by one of our Resume Labs for assistance.

Bullet Points

Bullet points are utilized to provide descriptions. They can be used for your responsibilities, accomplishments, activities, projects and skills.



Helpful tip

Each experience does not necessarily need the same number of bullet points.

Bullet point basics:

- Start with a strong action verb
- Do not place periods at the end of your bullet points
- Do not include pronouns
- Use correct and consistent verb tense



Helpful transition words:

- for
- through
- using
- with
- utilizing
- to
- as part of
- in order to
- so that
- because of
- due to
- ensure

Bullet points follow a simple formula:

WHAT

Did you do?

Ex. Captured action pictures at Creighton sporting events

HOW

Did you do it?

Ex. Utilizing digital and film cameras

WHY

Did you do it?

Ex. For the use in marketing materials

Basic bullet points VS. Descriptive bullet points

Basic bullet points are a great way to start-, and like your experiences, bullet points will evolve over time. The missing “why” from each basic bullet point is underlined in the descriptive bullet point.

Assist children with homework

only includes the what and how, not the why



Tutor 3 children, ranging in age from 5 to 8 years old, in math to ensure proper comprehension and completion of homework assignments
(Uses an active verb and numbers to provide detail)

Enter customer data into computer

again, missing stronger description and why



Update client contact information utilizing Microsoft Excel to maintain accurate records
(Identifies specific tool utilized)

Marketed the new fall season sportswear products

only includes the what—missing how and why



Managed Facebook and Twitter accounts to create a campaign for the sportswear clothing line, resulting in a 20% increase in online sales from the previous year
(Showcases impact through percentage)

Descriptive verbs

for writing bullet points.

Use a variety of verbs to demonstrate a diversity of skills.
The more specific your word choice, the better a reader understands your skills and accomplishments.

ANALYZE

Administer
Allocate
Appraise
Audit
Balance
Budget
Calculate
Compute
Design
Develop
Discover
Forecast
Hypothesize
Identify
Interpret
Investigate
Manage
Plan
Project
Recommend
Report
Research
Scan
Solve
Study
Suggest
Summarize
Test
Translate
Verify

CREATE

Act
Conceptualize
Create
Customize
Design
Develop
Direct
Fashion
Illustrate
Initiate
Integrate
Introduce
Invent
Market
Perform
Revitalize
Shape

COMMUNICATE

Address
Arbitrate
Arrange
Author
Collaborate
Convince
Correspond
Create
Define
Develop
Direct
Draft
Edit
Enlist
Formulate
Help
Influence
Interpret
Lead
Lecture
Mediate
Moderate
Motivate
Negotiate
Obtain
Persuade
Promote
Publicize
Read
Reconcile
Recruit
Sell
Speak
Translate
Write

COORDINATE

Control
Decide
Deliberate
Develop
Direct
Execute
Formulate
Implement
Manage
Orchestrate
Organize
Plan
Regulate
Schedule

MANUFACTURE

Assemble
Build
Calculate
Compute
Control
Design
Devise
Engineer
Fabricate
Handle
Maintain
Operate
Overhaul
Plot
Program
Remodel
Repair
Ship
Solve
Troubleshoot
Upgrade

ORGANIZE

Approve
Arrange
Catalog
Classify
Collect
Compile
Count
Dispatch
Duplicate
Edit
Execute
Generate
Implement
List
Measure
Monitor
Operate
Prepare
Process
Purchase
Record
Retrieve
Screen
Specify
Tabulate
Transcribe
Transpose
Validate

RESEARCH

Calculate
Clarify
Collect
Compose
Critique
Decide
Design
Devise
Diagnose
Discover
Evaluate
Examine
Extract
Extrapolate
Forecast
Gather
Hypothesize
Identify
Inspect
Interpret
Interview
Investigate
Organize
Perceive
Plan
Review
Solve
Summarize
Survey
Synthesize
Systematize
Write

ACCOMPLISH

Achieve
Complete
Establish
Expand
Improve
Increase
Pioneer
Reconcile
Reduce
(losses)
Resolve
(problems)
Restore
Spearhead
Transform

HELP AND TEACH

Adapt
Administer
Advise
Advocate
Assess
Assist
Attend
Care
Coach
Communicate
Consult
Coordinate
Counsel
Delegate
Demonstrate
Develop
Diagnose
Direct
Educate
Enable
Encourage
Enlist
Evaluate
Explain
Facilitate
Guide
Inform
Initiate
Instruct
Lead
Lecture
Listen
Mentor
Motivate
Perceive
Persuade
Present
Recruit
Refer
Rehabilitate
Reinforce
Relate
Represent
Select
Speak
Support
Train
Tutor
Understand

MANAGE

Administer
Advise
Assign
Attain
Authorize
Balance
Budget
Chair
Compile
Consolidate
Contract
Control
Coordinate
Delegate
Demonstrate
Develop
Direct
Distribute
Evaluate
Execute
Expedite
Hire
Institute
Organize
Oversee
Prioritize
Produce
Propose
Purchase
Recommend
Review
Schedule
Streamline
Strengthen
Supervise
Train
Update



Helpful tips

Struggling to write bullet points?
AI tools like ChatGPT can help generate ideas.
Be sure to edit the results to match your experiences and so it sounds like you!

Resume Examples



Freshman Example

How to use this section:

The following pages provide general resume examples that show how students' resumes evolve from their first year at Creighton to beyond graduation. Remember that more examples that are specific to college, majors, and pre-professional pathways may be found on the Career Center website.

Charlie Creighton

Papillion, NE 68046 | 402-280-2722
charliecreighton@creighton.edu
www.linkedin.com/in/charliecreighton

EDUCATION

Creighton University, Omaha, NE
Bachelor of Science in Psychology
Minor in Communication Studies
GPA: 3.5

May 20XX

Papillion-La Vista Senior High, Papillion, NE
High School Diploma
GPA: 3.8

May 20XX

EXPERIENCE

Creighton University Admissions, Omaha, NE
Tour Guide

August 20XX – Present

- Lead prospective student recruitment tours and events to more than 500 guests
- Promote Twitter, Tik Tok, and Facebook accounts which resulted in an increase of followers
- Developed and maintained relationships with visiting guests by providing detailed university information and sharing personal examples
- Assisted with five special event tours which included VIP University guests

Ming's Restaurant, Papillion, NE
Team Member

November 20XX – July 20XX

- Operated cash register in a timely manner for customers to keep the restaurant efficient
- Managed and counted over \$1,000 daily in the cash register
- Ensured cleanliness of work areas and restrooms to ensure satisfaction and convenience
- Resolved customer questions quickly and accurately

Camp Kesem, Lincoln, NE
Camp Counselor

May 20XX – July 20XX

- Supervised campers ages 7-12 years old for five days at a time at an overnight camp
- Led group activities for campers which introduced teamwork, critical thinking, and fun
- Counseled children with behavior issues on the importance of respect, kindness, and understanding

ACTIVITIES AND SERVICE

- National Honor Society
- 4-H Club
- State Track 100m dash, 1st Place
- Speech & Debate and Mock Trial
- Creighton Freshman Leadership Program

SKILLS

Microsoft Office, Mac OS, Adobe Creative Cloud
Proficient in Spanish

Most students' first college-level resume has the same content as their high school or college admissions resume. The major difference is the organization and formatting.

Remember that your resume will grow as your experiences do, so don't be shy about including high school involvement, part-time jobs, and even courses at Creighton as experiences as a younger applicant.

Similarly, your activities, service, and other additional sections may include high school involvements. **Note that the number of service hours is not included on a college professional resume.**



Helpful tips

Feeling overwhelmed here? You're not alone! Reach out to your Career Advisors! We are here to help you with every step of this process!

Sophomore/Junior Example:

Kansas City, MO | 402-280-2722 | brianabluejay@creighton.edu | [linkedin.com/in/brianabluejay](https://www.linkedin.com/in/brianabluejay)

Senior/Recent Graduate Example:

Mary L. Creighton 402-280-2722 | marycreighton@creighton.edu | linkedin.com/in/marycreighton

EDUCATION

Creighton University – Omaha, NE <i>Bachelor of Science in Computer Science</i> Minors in Communication Studies and Business Administration	May 20XX GPA: 3.XX
University of Queensland – Brisbane, Queensland, Australia <i>Study Abroad Program</i>	Fall 20XX

RELEVANT EXPERIENCE

Streck – Omaha, NE <i>IT Programming Intern</i>	May 20XX – August 20XX
<ul style="list-style-type: none"> Utilized SQL to query and update relational databases, supporting data validation tasks across 3+ departmental applications Developed test scripts for internal applications, reducing bug resolution time by approximately 15% Shadowed senior developers during sprint planning meetings gaining exposure to Agile methodologies Collaborated with a team of 4 developers to resolve 10+ operational support tickets weekly, maintaining high system uptime and responsiveness 	
Orion Advisor Solutions – Omaha, NE <i>Software Technology Intern</i>	January 20XX – August 20XX
<ul style="list-style-type: none"> Supported the development team by preparing training materials and tools using internal software, improving onboarding efficiency for new users Assisted in data collection and analysis for internal reporting projects, using Excel and database tools to compile and present actionable insights Organized training content and tracked user feedback through Excel, contributing to iterative improvements 	
Department of Cultural and Social Studies , Creighton University – Omaha, NE <i>Data Science Lab Intern</i>	February 20XX - April 20XX
<ul style="list-style-type: none"> Assisted students in developing proficiency in Stata, GroupWisdom, ArcGIS Online, and ArcMap software Guided students in forming effective methods to address their research questions Supported supervising professor by reviewing statistical analysis of existing Omaha eviction data Developed a webpage to disseminate academic department research findings to the public 	

ADDITIONAL EXPERIENCE

Blatt Beer & Table – Omaha, NE <i>Server</i>	May 20XX – Present
<ul style="list-style-type: none"> Delivers prompt, friendly service in a fast-paced environment 	
Creighton University Career Center – Omaha, NE <i>Front Desk Worker</i>	August 20XX – Present
<ul style="list-style-type: none"> Greets visitors and answered calls to create a welcoming and professional environment 	

SERVICE

Boys & Girls Club of Omaha – Omaha, NE	January 20XX – Present
Completely Kids – Omaha, NE	February 20XX – March 20XX
Habitat for Humanity – Omaha, NE	February 20XX – August 20XX

SKILLS

Languages: Proficient in Spanish, conversational in German
Technical Skills: Microsoft Office, Mac OS, SPSS, Tableau, SQL
Certifications: CPR Certified, American Heart Association

While style does not need to change with every iteration of your resume, this example reflects a need for more space. For example, to condense the heading to one line, location was removed.

Here, “relevant” has been added to the experience title. This change can help readers understand your expertise in a specific area.

Bullet points have been further expanded with more detail and focus on skills rather than duties, with more bullet points written for most recent and relevant experiences.

An additional experience section has been added to show a strong work history without requiring lengthy detail.

The biggest takeaway from this document? The content has been modified for a specific purpose—job, program, position, etc.

Remember:

There is no one way to do a resume. Feel free to borrow elements from this example throughout your career. But do keep consistent formatting a priority.



Helpful tip

Lost on how to modify your resume for a specific purpose? Check out the next page and visit the Career Center.



Job vs. Graduate School?

How are they different?

The differences between a job-focused resume and a graduate program-focused resume come down to the types of experiences included and the tailored bullets.

Job description Ex: Social Services Coordinator

RELEVANT EXPERIENCE	
Camp Kesem – Lincoln, NE <i>Development Coordinator</i>	May 20XX – Present
<ul style="list-style-type: none"> Assist with grant proposals and reports to secure \$15K+ annually in funding from foundation and non-profit partners Create and implement donor communication and stewardship plans, including fundraising appeal letters, monthly e-newsletters, thank you letters, donor spotlights, etc. Maintain partnerships with local chapter community contacts, including local peer organizations, corporations, foundations, K-12 and higher education institutions, healthcare institutions, and local board members Empower a team of 60 college students to collaborate and put together a summer camp for kids 6-18 years old, whose parents have been affected by cancer Moved programming to an online format during a pandemic, which resulted in active participation from kids and their families 	
Behaven Kids – Omaha, NE <i>Child Behavioral Intern</i>	January
<ul style="list-style-type: none"> Modeled basic play skills and social interactions, which increased communication and child socialize Informed caretakers of child's progress through daily progress reports using accurate data Partnered with Child Behavioral Specialists to provide treatment for children with behavioral health issues 	
Identifying Colors and Words , Creighton University <i>Research Assistant to Dr. Maya Khanna, Ph.D.</i>	February
<ul style="list-style-type: none"> Conducted semantic priming task to determine the correlation between Color Word Associates and response times Created time slots and administered semantic priming to participants for an organized data collection process Proficient in univariate, bivariate, and multivariate statistics using chi-square, t-test, ANOVA, and factorial ANOVA 	
ADDITIONAL EXPERIENCE	
LinkedIn – Omaha, NE <i>Digital Marketing Intern</i>	May 20XX – Present
<ul style="list-style-type: none"> Developed editorial calendar to improve the rollout of over 80 email campaigns to increase sales and engagement Serve as a liaison between four diverse, cross-functional teams to create revenue-generating campaigns 	
Creighton University Admissions – Omaha, NE <i>Tour Guide</i>	August 20XX – Present

RELEVANT EXPERIENCE	
Camp Kesem – Lincoln, NE <i>Development Coordinator</i>	May 20XX – Present
<ul style="list-style-type: none"> Assist in grant proposals and reports to secure \$15K+ annual in funding from foundation and non-profit partners Create and implement donor communication and balanced budgets, including fundraising appeal letters, monthly e-newsletters, thank you letters, donor spotlights, etc. Build and maintain strategic relationships and partnerships with local chapter community contacts, including a network of local peer organizations, corporations, foundations, K-12 and higher education institutions, healthcare institutions, and local board members Mentor a team of 60 college students to collaborate and develop a successful, free summer camp for kids 6-18 years old, whose parents have been affected by cancer Oversee programming for children, which promotes a safe and enjoyable environment for over 500 children weekly 	
Behaven Kids – Omaha, NE <i>Child Behavioral Intern</i>	January 20XX – August 20XX
<ul style="list-style-type: none"> Promoted emotional health and physical wellbeing, by increasing independence, and facilitated participation through behavior modeling, psychoeducation, and intervention Exemplify basic play skills and social interactions which raised children's ability to socialize and communicate Informed caretakers of child's progress through daily progress reports by maintaining accurate documentation Partnered with Child Behavioral Specialists to develop treatment plans for children with behavioral health issues using case files, best practices, and crisis counseling 	
Identifying Colors and Words , Creighton University <i>Research Assistant to Dr. Maya Khanna, Ph.D.</i>	February 20XX – May 20XX
<ul style="list-style-type: none"> Created a flexible schedule for volunteers and administered semantic priming for study participants to ensure proper compliance with data collection and standards Conducted semantic priming task to determine the correlation between Color Word Associates and response times 	
ADDITIONAL EXPERIENCE	
LinkedIn – Omaha, NE <i>Digital Marketing Intern</i>	May 20XX – May 20XX
<ul style="list-style-type: none"> Developed editorial calendar to improve rollout of over 80 email campaigns to increase quality and quantity of sales and engagement Coordinate meetings between four diverse, cross-functional teams to assist in the creation of revenue-generating advertising campaigns 	
Creighton University Admissions – Omaha, NE <i>Tour Guide</i>	August 20XX – Present

Graduate School Example Ex: Research-based Psychology

RESEARCH AND TEACHING EXPERIENCE	
Department of Psychological Science , Creighton University <i>Teaching Assistant</i>	February 20XX – May 20XX
<ul style="list-style-type: none"> Assessed student examinations, quizzes, and weekly discussion boards pertaining to in topics, such as scientific methods, the history of psychology, memory and learning, and in Corresponded daily via Canvas to students while answering questions, clarifying assignments Prepared PowerPoint presentations, lesson plans, and assignments for two sections of Intro to Psychology course to over 100 students a semester 	
Identifying Colors and Words , Creighton University <i>Research Assistant to Dr. Maya Khanna, Ph.D.</i>	February 20XX – May 20XX
<ul style="list-style-type: none"> Conducted semantic priming task to determine the correlation between Color Word Associates and response times Created timeslots and administered semantic priming to participants for an organized data collection process Assisted professors by using Excel, Access, and ArcMAP to process a raw spreadsheet of over 250,000 records to create a usable, aggregated data set for their research project Proficient in univariate, bivariate, and multivariate statistics using chi-square, t-test, ANOVA, and factorial ANOVA 	
ADDITIONAL EXPERIENCE	
Camp Kesem – Lincoln, NE <i>Development Coordinator</i>	May 20XX – Present
<ul style="list-style-type: none"> Empower a team of 60 college students to collaborate and organize a summer camp for kids 6-18 years old whose parents have been affected by cancer Moved small-group programming to an online format during a pandemic, which resulted in active participation from kids and their families 	
Behaven Kids – Omaha, NE <i>Child Behavioral Intern</i>	January 20XX – August 20XX
<ul style="list-style-type: none"> Partnered with Child Behavioral Specialists to provide treatment for children with behavioral health issues Modeled basic play skills and social interactions, which increased communication and children's ability to socialize Informed caretakers of child's progress through daily progress reports using accurate data collection 	
LinkedIn – Omaha, NE <i>Digital Marketing Intern</i>	May 20XX – May 20XX
<ul style="list-style-type: none"> Developed editorial calendar to improve rollout of over 80 email campaigns to increase quality and quantity of sales and engagement, while also serving on four diverse, cross-functional teams 	

When you compare the original document's experience sections to those of the more tailored versions, you see a more specific emphasis on skills (which should be based on the job description for the position) in the job example, compared to more academic and research experiences in the graduate program example.

Ex: Research-based Psychology
Ex: Social Services Coordinator

What Is a Cover Letter?

The purpose of a cover letter is to provide more detail on why you are the best candidate and what you have to offer the organization. It is not a reiteration of your resume; instead, it narratively emphasizes your most relevant experiences and connects them to the position description.

CONTENT

The key to a good cover letter is keeping your content focused on the job description. To do this, you can review the job description and reflect on a time you did something similar for each job requirement and responsibility. Remember, cover letters are not formal essays but rather a formal letter written in a professional tone.

STRUCTURE



Helpful tips

Rather than the standby, “To Whom It May Concern,” always try to address the specific person you are writing to. This title may vary based on the position or organization you’re applying to. Can’t find a contact? Reach out to the Career Center for assistance.

Even though you have this information in your header, it is customary to include your contact information in the conclusion. Think of it like an in-person interaction—if you plan to talk again, you usually end with exchanging information (and a solid handshake)!

First Last Name

Contact info: email, phone number, optional mail address, LinkedIn URL

Date

Recipient’s Name (if known), Title
Organization Name
Organization Address
City, State Zip

Dear First Last Name (or Hiring Manager),

Section 1: Introduce who you are, what position you are applying for, why you are interested, how you heard about the job (could be a personal connection or a job board other than just their website) and provide a brief preview of why you are a good candidate.

Section 2: Emphasize why you are interested in the position and how you meet their qualifications. Focus on your experiences in academics, previous jobs, volunteer opportunities or extracurricular experiences. Give two or three examples of your accomplishments or abilities to make your case stronger.

You can integrate key words or phrases from the job description into your examples. If possible, quantify by giving specific numbers or percentages. Be specific and brief, focusing on the match between what the employer is looking for and what you have to offer.

Section 3: Reiterate your interest in the position and organization and the key points about why you are a good candidate. Mention a fact about the organization or why you admire their work. Thank the employer for their consideration and identify how you can be contacted. Include a final well wish—something like “best of luck with your search” or “looking forward to hearing from you soon.”

Sincerely,

Your Signature (optional)

Your Name (printed)

Cover Letter Examples

Example A

Cover letters are best executed when they speak to the skills an employer is looking for. The underlined points in the job description correlate to a specific example in the letter.

Marcus Jordan

3245 Shirley Street • Omaha, NE 68106 • marcusjordan@creighton.edu • 402.111.1111

September 10, 20XX

Ms. Jennifer Tyler, Director of Events and Outreach
Ronald McDonald House Charities in Omaha
620 S. 38th Avenue
Omaha, NE 68105

Dear Ms. Tyler:

I am writing to express my interest in the Media Intern position with Ronald McDonald House Charities in Omaha, posted on Handshake. I am a junior at Creighton University pursuing a Bachelor of Science in Business Administration with a major in Marketing and am looking forward to continuing to work in marketing for a nonprofit organization. I believe my experience working at a nonprofit, in addition to my coordination skills and creativity, make me a great fit for this position.

For the past year, I have worked as a Communications & Event Management Intern with the Down Syndrome Alliance of the Midlands, managing the marketing of the program. I strengthened my creative skills by creating a successful marketing campaign, which included print, web, and social media. In particular, the social media portion of the campaign resulted in a 57% increase in web traffic to the organization's Facebook and Twitter accounts. I also managed databases of donors, volunteers, and media. In this role, I developed program coordination and budget management skills, in addition to learning about the unique advantages and challenges of working for a nonprofit organization. My extracurricular activities have also provided me with opportunities to utilize my creativity and planning skills. As Vice President of Service for Student Activities at Creighton University, I collaborate with a team of five board members to provide events that support our community. Over the past year, I have planned the marketing and execution of five events, including working with community partners and supervising a committee of 10 students.

I have a passion for working at nonprofits and would be excited to contribute to the fundraising effort for Ronald McDonald House Charities in Omaha, an organization that raises over 80% of its budget from donors. As a member of the Ronald McDonald House team, I would contribute my hands-on experience in the nonprofit field and my skills in marketing and program coordination to help better people's lives. Thank you for your time and consideration. I can be reached by email at marcusjordan@creighton.edu or phone at 402.111.1111. I look forward to hearing from you.

Sincerely,

Marcus Jordan

Example Job Description:

- Assist Director of Events and Outreach with marketing and promotion of events and programs; website development and social media; and creation of print materials for volunteer programs at nonprofit
- Improve social media presence to promote events, programs, news, donations, volunteers, etc.
- Create and maintain media database
- Promote fundraising events on Omaha-area community calendars
- Write and design electronic newsletter, press releases, and distribute local media calendars
- Develop marketing materials related to special events; save the dates, fliers, invitations
- Identify and pitch feature stories to local media



Helpful tips

By using the job description as your “road map” for the cover letter, you are speaking to readers in their own language. Utilizing their own keywords and preferred skills in your documents helps readers to see you as a fit for their organization.

And, unlike the resume, this document is written in first person. This gives you the opportunity to showcase your voice through your letter.

Feeling a little writer's block when it comes to cover letters? You're not alone! Reach out to the Career Center for resources and advising

Example B



Helpful tips

It may be tempting to reuse a cover letter you've previously written, but each letter should be specific to each position. By starting fresh, you also avoid the risk of sending a letter with the wrong company/reader addressed.

Including a signature on your cover letter creates a professional look and adds a personal touch. There are two simple ways to include a signature:

- Print your cover letter, sign the copy, and scan the signed copy for upload and submission
- Use a mobile app, such as Genius Scan or Canva, to create an electronic signature JPEG file to be inserted into the digital copy

Billy Bluejay

Omaha, NE 68124

555.555.555 • billybluejay@creighton.edu

February 21, 2017

CHI Health Bergen Mercy
7500 Mercy Rd
Omaha, NE 68124

Dear Hiring Manager:

Please accept my enclosed resume for the Patient Attendant position at CHI Health Creighton University Medical Center - Bergen Mercy. I am a junior at Creighton University pursuing a Bachelor of Science in Health Administration and Policy. I am deeply impressed by CHI's leadership in providing quality healthcare for the Omaha community. This aligns with my aspiration to work for an organization dedicated to delivering patient-centered care and improving healthcare experiences for individuals.

Through my academic and volunteer experiences, I have developed strong communication, organizational, and interpersonal skills that I believe will make me a great fit for the Patient Attendant role. My coursework in Health Administration has provided me with a solid understanding of healthcare systems and patient care. Additionally, my volunteer work at Siena Francis House, a local shelter for individuals experiencing homelessness, has given me hands-on experience working with vulnerable populations. In this role, I've had the opportunity to assist with meal service, coordinate resources, and provide emotional support to those in need. This experience has deepened my commitment to providing holistic care, particularly to individuals facing difficult circumstances, and has strengthened my ability to connect with and support others in a healthcare environment.

Additionally, I have had the opportunity to shadow doctors in various clinical settings, which has given me a deeper understanding of patient care and the importance of creating a compassionate and supportive environment. This experience allowed me to observe healthcare professionals as they interact with patients, address their concerns, and deliver care in a way that prioritizes the well-being of each individual. These observations have reinforced my commitment to providing the highest standard of care and ensuring patients feel valued and heard.

I am eager to bring my dedication to compassionate patient care to CHI Health. As a Patient Attendant, I would be honored to contribute to the organization's mission of delivering exceptional healthcare services. Thank you for your time and consideration. I can be reached by email at billybluejay@creighton.edu or phone at 555-555-5555. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

Billy Bluejay



References

Most references (people to speak on our behalf from previous experiences) are requested on application forms and should not be listed in your resume or cover letter. There are a few occasions, however, where a separate document of references may be necessary or requested. References can be checked in several ways: some Human Resources departments will call or email the reference directly, others will send an online form or rubric, and others will request a reference letter. Letters are common in graduate program applications.

First Last Name

Contact info: email, phone number, optional mail address, LinkedIn URL

References:

First Name Last Name

Title

Organization

Physical Address

Phone number

Email

Relationship (i.e., supervisor, coach, professor, etc.)

Ex: Dr. Cocoa Creighton

Professor of Psychology

Creighton University

2500 California Plaza

Omaha, NE 68178

402.280.0000

ccreighton@creighton.edu

Relationship: Research Supervisor

Ex: Mr. Bob Bluejay

General Manager

Old Chicago

Omaha, NE 68116

402.000.0000

bbluejay@oldchicago.com

Relationship: Summer Job Supervisor

Who should you ask?

Choosing reference writers can be confusing, so feel free to ask the organization you're applying to if they have a preference. They may want to hear from supervisors or someone you have worked with in the last year.

Regardless of the opportunity, readers prefer to speak to references who have firsthand experience with your work. This may mean that your reference's title is not as prestigious as you may like. But firsthand knowledge of your skills will take you much further than vague comments from someone with a fancy title.

Finally, be sure to ask for a positive reference—the only thing worse than a vague reference is a bad one!

And when?

You should always ask a contact to provide a reference **BEFORE** submitting their name to an application. You can ask for references in advance (sort of like having them on "standby"), but still be sure to ask when submitting forms.

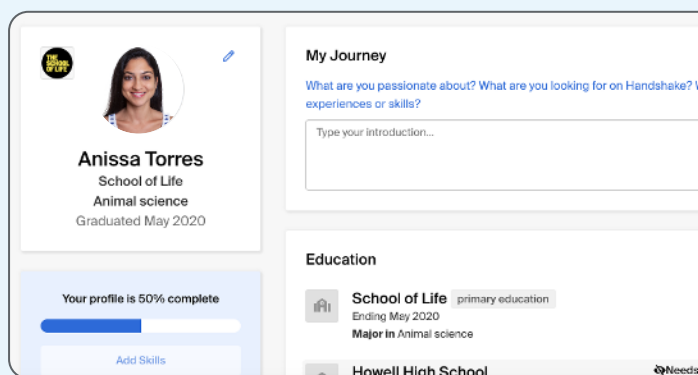


Helpful tip

Not sure how or when to ask for a reference or reference letter? Reach out to your Career Advisor for assistance!

Professional Profiles

Your online presence is a powerful tool for showcasing your skills, experiences, and career aspirations. Platforms like **Handshake** and **LinkedIn** serve as digital extensions of your resume, allowing you to connect with employers, alumni, and industry professionals. These platforms are not only used for networking but also host job boards for internships, full-time roles, and other opportunities. By optimizing your profiles, you can increase your visibility to recruiters and demonstrate your readiness for the professional world.



Anissa Torres
School of Life
Animal science
Graduated May 2020

Your profile is 50% complete

My Journey
What are you passionate about? What are you looking for on Handshake? What experiences or skills?

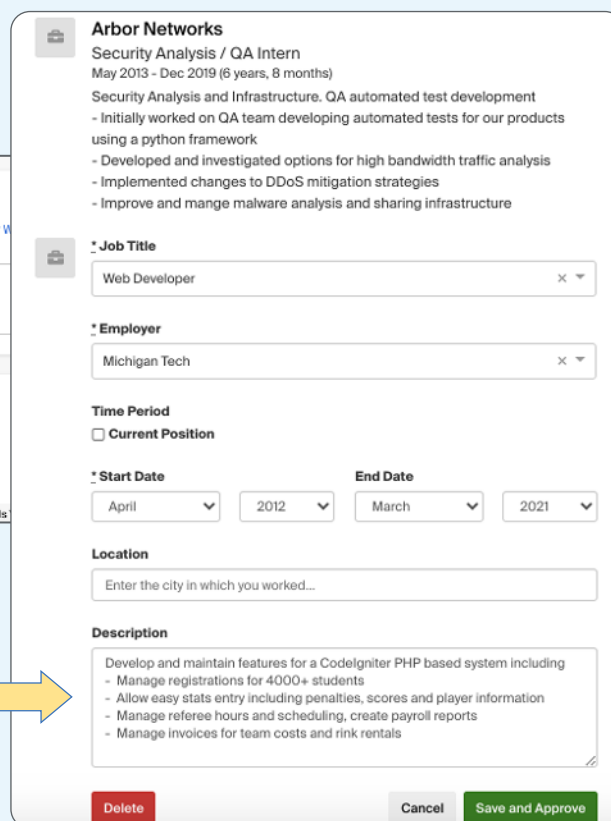
Type your introduction...

Education

School of Life primary education
Ending May 2020
Major in Animal science

Howell High School

Handshake and **LinkedIn** share many similar sections, making it easy to maintain consistency across both platforms. Handshake even offers a convenient feature to autofill your profile by transferring information directly from your uploaded resume, as seen here.



Arbor Networks
Security Analysis / QA Intern
May 2013 - Dec 2019 (6 years, 8 months)
Security Analysis and Infrastructure. QA automated test development

- Initially worked on QA team developing automated tests for our products using a python framework
- Developed and investigated options for high bandwidth traffic analysis
- Implemented changes to DDoS mitigation strategies
- Improve and manage malware analysis and sharing infrastructure

Job Title
Web Developer

Employer
Michigan Tech

Time Period
☐ Current Position

Start Date April 2012 **End Date** March 2021

Location
Enter the city in which you worked...

Description
Develop and maintain features for a CodeIgniter PHP based system including

- Manage registrations for 4000+ students
- Allow easy stats entry including penalties, scores and player information
- Manage referee hours and scheduling, create payroll reports
- Manage invoices for team costs and rink rentals

Delete Cancel Save and Approve

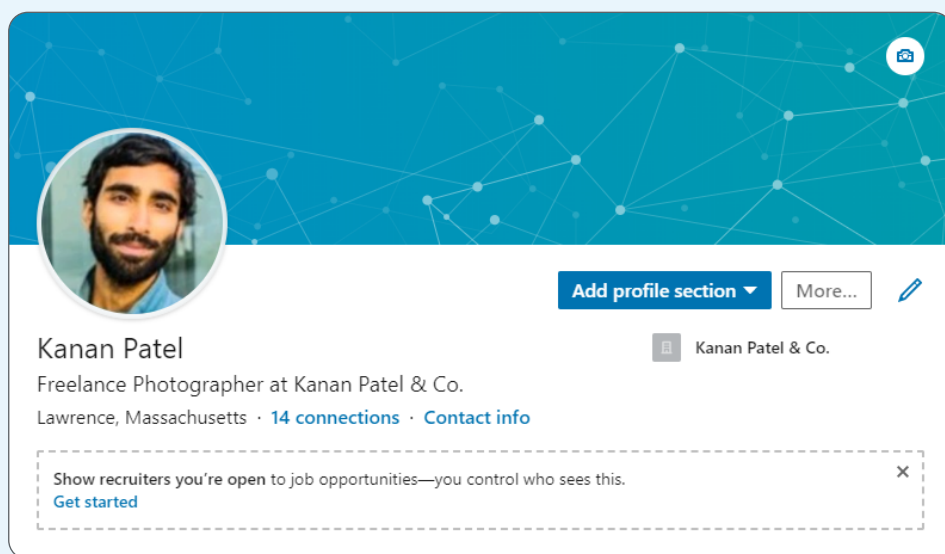


A well-crafted **LinkedIn** profile is a powerful tool for maintaining your network and in your job search. Recruiters actively use LinkedIn to post job openings and search for qualified candidates, making it essential to maintain a professional and up-to-date presence on the platform.



Helpful Tip

For tips on building standout profiles, explore our **Networking Resources** and visit the **Career Center** for a **free professional headshot!**



Kanan Patel
Freelance Photographer at Kanan Patel & Co.
Lawrence, Massachusetts · 14 connections · Contact info

Add profile section More...

Show recruiters you're open to job opportunities—you control who sees this. Get started

Images provided by Handshake and LinkedIn Help Centers.

Creighton UNIVERSITY

John P. Fahey Career Center

The John P. Fahey Career Center, as part of the Creighton Student Success, is committed to assisting students and alumni in exploring purpose and opportunities, developing career-related skills, and implementing goals that reflect their unique roles in the world of work and their commitment to a life of service to others.

Mike and Josie Harper Center, Suite 1088

2500 California Plaza | Omaha, Nebraska 68178

Office: 402.280.2722

careercenter@creighton.edu | creighton.edu/careercenter

Office Hours: Monday–Friday, 8 a.m.–4:30 p.m. CST

Drop-in Hours: Monday–Friday, 2–4:30 p.m. CST

(when classes are in session)