

# HIGHLIGHT

Résumé and Cover Letter Writing Seminar Kit

<b>The Cover Letter</b>	<b>2</b>
Sample Cover Letter	3
<b>Résumé Writing Guide</b>	<b>4</b>
Sample Résumé	6
Your Résumé	7

**Seal the Deal**

Career Events Series

Identify / **Highlight** / Impress / Express / Connect



This letter is often the first one you send to an employer and should be included when sending a résumé. Whenever possible, find out the name of the person in the company to whom your letter should be addressed. Your cover letter should always be individual and never reproduced.

The cover letter should be brief and to the point. Tell the employer the position for which you are applying and how you learned about it or the company. Highlight your qualifications and describe your potential value to the employer. Elaborate on information included in your résumé, adding more detail and stressing information of particular interest to the employer. Also, explain why you want to work for the employer. This letter is seldom more than four paragraphs long. Use standard business format and use the same paper as your résumé.

Use the following sample as guide to making a fitting cover letter for your résumé

# Sample Cover Letter

Address the letter to a specific individual and ensure accuracy.

Introduce yourself right away. State the position you want to apply for and where you learned of the job opening. It should be short, but compelling enough to grab the reader's attention.

Highlight two or three of your strongest relevant qualifications and skills. Emphasize how these fit their needs.

End by asking for an interview. Signify your intent to follow up with a call instead of assuming they will contact you. Make the call at the time you've specified.

March 10, 2011

Mr. Jess A. Millaveral  
Assistant Manager – Human Resources  
Allinas Corporation  
AC Bldg., Yap Blvd.,  
4025 Cabuyao, Laguna

Dear Mr. Millaveral,

I am a senior Industrial Engineering student at the University of the Philippines Diliman and will be graduating cum laude next month. I was able to attend the Allinas Corporation company talk held in UP last January, and I learned that you are hiring highly competent university graduates to work in the New Product Inspection Department. I would like to be considered for the position of NPI Production Manager. I believe that my strong academic background and practical work experiences are in line with your requirements:

I have taken special courses and completed several case studies in Experimental Design

I have had Quality Control experience in my summer internship at the R&D Department of Monde-Nissin Philippines, Inc.

I have developed necessary Communication, Management and Leadership skills in my experience as key officers in numerous student organizations.

The enclosed résumé contains additional details about my background. I would greatly appreciate an opportunity to further discuss the position and my qualifications with you in the next week.

Thank you for your consideration.

Sincerely,

Jill C. Guerdano  
52 Lopez St. Sta. Lucia,  
Pasig City 1200  
09269590191  
j.guerdano@yahoo.com.ph

Your résumé is your primary marketing piece. Its primary purpose is to kindle employer interest and generate an interview. It provides the evaluator with a snapshot of who you are, and what you can do for their company. Thus, it is necessary to know what and how information should appear on your résumé. The accompanying résumé template and sample résumé will guide you on the format and content of your résumé.

## Other Tips:

Be concise. Avoid wordy descriptions and use phrases instead of sentences. Bullet points should be two lines at most. As much as possible, only include information that qualifies you for the job. Keep it to one page.

Use action words to communicate your specific abilities strongly and briefly. Avoid the passive tense.

Customize your résumé for each job or each separate field of work that you intend to apply in.

Don't try to get creative with the layout or design of your résumé. Just make it easy to read. Simple and clean is the way to go.

Invest enough time in writing and revising your résumé. It must be completely free from typographical and grammatical errors.

# Résumé Template

5

## First Second M. Last

Room and Building, Street Address, Subdivision, Barangay Municipality/City ZIP  
Permanent Address: Street Address, Subdivision, Barangay, Municipality/City ZIP  
+632 xxx xxxx (H); +639xx xxx xxxx (M) / username@domain.com

### EDUCATIONAL ATTAINMENT

2007 to present College of Engineering, University of the Philippines - Diliman  
Bachelor of Science in [degree] Engineering

- Academic/research oriented competition(s), honors standing, GWA
- Department-given award(s), extra-curricular awards
- Experience presenting in seminars/symposia

2003 to 2007 Name of High School

- Consistent Honors Student, etc.
- Leadership positions in varsity teams, social clubs or associations, etc

### WORK EXPERIENCE

2008 to 2009 Name of department/division and company interned in or worked for

- If recruitment or employment was a contest/competition, describe how you got the position.
- Describe a specific project or undertaking you took part in. Detail leadership roles you had to fill, if any. Describe scope of work
- Supporting details or other activities you did, learning you gained, training received over the course of the internship period

2007 to 2008 Title of Major project or Thesis

- Describe the thesis/research and the bottom-line conclusion.
- Mention if you presented it outside of your thesis class/department adviser group.
- Mention any further developments or implementation you have pursued for the paper after writing it

### CO-CURRICULAR ACTIVITIES

School Organization 1  
Position 1 (month 2009-present) – Details, scope of work and influence  
Position 2 (month 2008-month 2009) – Details, scope of work, major projects/events

Outside Organization or Youth Group  
Position 1 (month 2009-present) – Details, scope of work, impact to a social cause  
Position 2 (month 2008-month 2009) – Details, scope of work, etc

### OTHER DATA

Describe other skills or talents or things you are known for. Describe proficiency in software applications, communication skills, etc. Describe hobbies, other activities, things you do outside of academic work.  
Describe how you pass your time.

# Sample Résumé

6

## Allison R. Brie

D4 Sampaguita Residence Hall, Quirino Avenue, Diliman, Quezon City 1101  
Permanent Address: 1467 C. Lorenzo St. Sto Rosario, Pateros, Metro Manila 1621  
+632 381 9515 (H); +63915 550 1313 (M) / allie.brie@gmail.com.ph

### EDUCATIONAL ATTAINMENT

- 2007 to present College of Engineering, University of the Philippines - Diliman  
Bachelor of Science in Chemical Engineering
- Candidate for Cum Laude (1.6 GWA)
  - Electives taken: Environmental Engineering, Biochemistry, Contemporary Biotechnology
- 2003 to 2007 Philippine Science High School - Diliman
- Vice President, Student Association 2005-2006
  - Member, Himig Agham 2005-2006

### WORK EXPERIENCE

- April, 2011 Performance Characteristics of a Motorized-Paddle Assisted Grease Interceptor Design
- Determined effects of influent flowrate, oil concentration, motor speed and duration of grease recovery to the performance of a grease interceptor.
- April - May, 2010 Intern - Pilipinas Shell Petroleum Corporation
- Authored a Mitigation Plan for Fuel Product Quality Incidents and a Procedure for Cargo Quality Chains

### CO-CURRICULAR ACTIVITIES

#### UP Career Assistance Program for Engineering Students (UP CAPES)

Project Manager for Career Networking Seminar (July 2011- present) – Led a team of 20 members in organizing a dinner gathering for 150 top Engineering Students and Leaders, and over 10 companies.

Member, Jobfair Logistics (July 2010-February 2011) – Prepared the booth layout across 4 floors for over 80 companies. Facilitated the storage and security of company items.

#### UP Academic League of Chemical Engineering Students (UP ALCHEMES)

Executive Officer for Secretariat Committee, (2010-2011) - Led a 15 man committee in keeping inventory, documenting events and meetings and disseminating information to more than 100 members.

#### UP Red Cross Youth

Head, Medical Mission (May 2010) – Organized a Medical Mission in Zambales attended by 20 volunteers.

Coordinator, Ondoy Relief Operations (September 2009) – Gathered more than 50 volunteers and facilitated a relief operation in Barangay San Andreas, Novaliches.

### OTHER DATA

Has excellent leadership and communication skills. Proficient in Microsoft office software. Can program with MATLAB, Mathematica, Visual Basic and C. Has a passion for community service and environmental stewardship. Loves to read vampire novels and listen to jazz. Plays the piano and cooks Japanese.

# Your Résumé

## EDUCATIONAL ATTAINMENT

2007 to present

2003 to 2007

## WORK EXPERIENCE

20\_\_ to 20\_\_

20\_\_ to 20\_\_

## CO-CURRICULAR ACTIVITIES

## OTHER DATA