

Resume Tips Overall

**PAGE TITLES ARE ON THE LEFT SIDE OF THIS DOCUMENT (or tabs on a phone).
CLICK ON THE NAME OF THE PAGE YOU WOULD LIKE TO READ/FOCUS ON
AND IT WILL TAKE YOU TO THE CORRECT SECTION OF THE DOCUMENT. OR
FEEL FREE TO SCROLL DOWN UNTIL YOU FIND THE PAGE YOU ARE
LOOKING FOR.**

Resume Basics

Your resume and cover letter are often the first and only impression an employer will have of you prior to an interview, and the basis by which you will or will not be selected for an interview. Your resume should reflect your qualities, experience, and talents that are most relevant to the position for which you are applying.

THE WINNING RESUME:

- Is 100% honest.
- Highlights your most important data first.
- Emphasizes your assets and avoids information which might eliminate you from consideration.
- Utilizes white space in a format that is consistent and visually attractive
- Is brief, concise, and easy to read.
- Avoids the use of personal pronouns.
- Is free of grammatical and spelling errors.
- Is limited to a maximum of two pages

Format/Layout

- Your resume should be brief, well organized and neatly printed on 8 ½” by 11” white or off-white resume paper.
- The resume format you choose should highlight your strengths and underplay your weaker areas.
- Use either the Chronological or combination format

Career Objective

- Stated beneath your personal information, preferably including the position title.
- Should be brief and concise.

Education

- Include name, city and state of high school and anticipated date of graduation.
- Include GPA (optional)
- **Career Technical Pathway, AP/Honors courses that pertain to your future position.**
- You may include awards, special training, relevant courses, internships, and extracurricular activities, if they have added to your relevant experience.

Work Experience

- Describe your most recent job experience first.
- Include internships- both paid and unpaid.
- Include your job titles, the company name, city, and state, and dates of employment.
- Provide more detailed information about your experience that most relates to the work you are seeking.
- Use strong, descriptive action verbs to describe your responsibilities and accomplishments.

Activities and Interests

- Include memberships, offices held in clubs, or organizations, community involvement, and

Chronological:

- Is the most common format
- Is especially good for a person with a strong history of directly relevant work experience

Combination:

- Organizes your most relevant experiences into skill areas
- Provides your employment history in a brief format
- Works very well for career changers, gaps in employment, or little or no work experience.

Both formats usually include the following information.

Personal Information

- The only required information is your name, telephone number(s), and email.
- No other personal information should be included on a resume.
- **Note:** Use a professional greeting on your answering machine and a conservative email address for job search purposes.

anything else that is related to your career objective. List the length of service.

Additional Information:

- Include qualifications on equipment, certifications, licenses, languages spoken, computer skills and other relevant skills that are relevant to the position you are applying for.

References

- **Do not list references on a resume!**
 - On a separate sheet of paper, list three to five employers or instructors. Make sure you ask permission to use them as a reference.
 - List each person's name, title, phone number, and email
-

List of ACTION WORDS to Start One-Liners

MANAGING accomplished analyzed attained conducted consolidated contacted coordinated developed directed established evaluated exceeded headed improved increased initiated organized oversaw planned prioritized produced scheduled strengthened trimmed RESEARCHING collected consulted evaluated examined experimented identified inspected interpreted Interviewed investigated obtained organized reviewed searched summarized surveyed	TECHNICAL advised built calculated computed configured designed determined devised eliminated enhanced fabricated installed maintained operated overhauled programmed reduced refined remodeled repaired retrieved solved trained upgraded TEACHING advised clarified coached communicated coordinated corrected developed enabled encouraged Evaluated explained guided informed initiated instructed	persuaded set goals Trained CLERICAL approved arranged catalogued classified collected compared compiled completed distributed enlarged implemented inspected monitored operated organized prepared processed recorded retrieved screened specified sorted tabulated validated HELPING assisted clarified coached counseled demonstrated educated guided motivated referred supported	COMMUNICATING addressed arranged convinced developed directed drafted edited enlisted influenced interpreted negotiated participated persuaded presented promoted proposed related secured sold spoke translated wrote CREATING acted conceived created customized designed developed established fashioned illustrated improved initiated introduced invented Originated performed planned redesigned reshaped
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Chronological Resume

Tammi R. Student
Roseville, CA
916-444-5555 trstudent@rjuhsd.us

OBJECTIVE: To obtain an internship in the Anthem Blue Cross Management Trainee Program where I can utilize my skills in web-based administration and training.

Education

California State University, Sacramento: May 2019 GPA: 3.7
Bachelor of Science in Business Management
Concentration: Entrepreneurship and Human Resources
Minor: Spanish

WORK HISTORY

Program Assistant, Mesa, Engineering & Computer Science Program, Sacramento, CA 2015-Present

- Organize program events such as Diy in the Life of an Engineer and Career Fairs.
- Access confidential student information through the University's student database.
- Managed the WebCT database for the M.E..P. Orientation and Problem Solving course for the academic year and assisted with classroom instruction.
- Facilitated the coordination of the outreach and recruitment program by roughly 23% in 2017.
- Communicated directly with over 400 applicant students.
- Created databases and spreadsheets with students' information.

Instructional Design Intern, Blue Shield of California, Sacramento, Summer 2015

- Designed, developed, and implemented two web-based training modules for specific processes that had been encountering quality errors for Claims and Membership.
- Compiled Dash Board Reports used as snapshots of how the company training was being utilized for use by upper management.
- Created an administrative user guide for Adobe Connect enterprise server and managed uses.
- Assisted trainers by organizing materials for 15 employees and helping during their training classes.

AFFILIATIONS

Women in Business, 2015 - Present

Education Opportunity Program, 2015- 2016

COMPUTER SKILLS: Microsoft Office, Adobe Breeze/Connect Enterprise, TechSmith

LANGUAGE SKILLS: Fluent in Spanish

HONORS/AWARDS: Dean's Honor List 2018

SCHOLARSHIP: McDonalds Scholarship, 2015

COMMUNITY INVOLVEMENT: American Heart Association 2015- 2017

Name
City
Telephone Number
Email

OBJECTIVE

A gratifying job as an uncertified nurse assistant in a hospital that will challenge, utilize and improve my skills and capabilities in patient care.

EXPERIENCE

CTE/Placer County Office of Education Externship, Sutter Roseville Medical Center Emergency Department, Roseville CA

August 2017 - May 2018 (560 clinical hours)

- Complied with hospital policies and protocols to ensure a safe work environment.
- Organized, cleaned and stocked supplies for nurses' convenience
- Assisted in tedious care to provide pleasure and comfort to patients.

TopGolf, Roseville, CA - Golf Services Associate

June 2017 - Present

- Assist guests in making player cards and adding money to the card.
- Resolved any confusion with game panels.
- Answered questions and found a "yes for the guest" by utilizing my resources and asking fellow associates.

Apples and Berries, Roseville, CA - Sales Associate

November 2016 - January 2017

- Negotiated sales prices for cell phone cases, chargers, and accessories.
- Organized kiosks and maintained a clean work environment.
- Demonstrated good work ethic by reaching weekly sales goals.

EDUCATION

Whitney High School, Rocklin, CA - Diploma anticipated May 2018

3.85 GPA

- Honors Spanish III, AP Biology, AP Calculus 1-11, Pre-Calculus, Chemistry
- Distinguished Community Service Award (2017), Perfect Attendance (2017), Food-Handler Certification (2017), Alcohol-Serving Certification (2017), CPR and First Aid certified (2017)
- Distinguished Community Service Award(2017), Perfect Attendance (2017), Food-Handler Certification(2017), CPR and First Aid certified(2017)

SKILLS

- CPR/BLS Certified
- Fluent in Spanish

Joe Smith
Smithville, CA 95661
916-555-5555
jsmith7@gmail.com

Laborer with twelve years of experience in construction, inspections, handy work, and repairs seeking position as a Construction Site Manager. Proven management skills and deep familiarity with all aspects of successful foremanship. Goal to leverage my skills and fill a managerial role at your company.

PROFESSIONAL EXPERIENCE

Fastbolt Industries, Inc., Carlsbad, CA.

May 2012 – Present

Construction Worker

- Inspect an average of five job sites per month to determine the extent of maintenance or repairs needed, as well as an estimated budget and time to completion.
- Measure and record openings or distances to layout areas where construction work will be performed
- Distributed and utilized building materials, machinery, and tools on a team of up to 15 other workers.
- Assisted in constructing buildings and assembling sheet metal components and equipment structural components.
- Maintained a clean and safe work area averaging 50,000 square feet.

Sunray Foods, Inc., Sugarland, TX.

July 2002 – April, 2012

General Laborer

- Performed maintenance and construction work for a large grocery wholesaler serving more than 3,000 visitors per day.
- Handled routine repairs to buildings such as installing or repairing electrical wiring, plumbing, drywall, painting.
- Directed the loading and unloading of goods in the inventory warehouse with at least five other workers.
- Assisted other personnel as needed to maintain safety in the assembly/packaging area.

EDUCATION

Placer High School, Diploma 2002

Construction Pathway, 3 years

CERTIFICATIONS

OSHA 10 certification, 2018

ADDITIONAL SKILLS

Familiarity with inspection codes

Expert with most hand and power tools

Bilingual (Spanish/English)

Jane Smith
Rocklin, CA 95678
(916) 916-2131
Jsmith21@gmail.com

Objective: Seeking a Medical Assisting position allowing me to utilize my skills attending to patients in diverse healthcare settings and provide premium patient care.

Certifications

- Certified Medical Assistant, AAMA, 2017
- BLS Certification, AHA, 2018
- CPR & first Aid, American Red Cross, 2006- Present

Professional Experience

Mercy Hospital, Sacramento, CA

Internship/Placer County Office of Education CTEWorks Program October 2018 to Present

- Take vital signs
- Record and update patient information into hospital database
- Manage appointment scheduling and follow-up
- Administer patient blood and urine samples and prepare for lab processing
- Document observations, assessments, and changes in patient's condition
- Collaborate with health team members to facilitate positive patient care outcomes

Taco Bell, Rocklin, CA

Customer Service July 2014- September 2018

- Greeted customers
- Entered customer orders into POS system and accepted payment
- Maintained a sanitary environment in the seating area

Education

Rocklin High School, Rocklin, CA

Graduation anticipated May 2019

3.82 GPA

AP Chemistry, AP Psychology

Community Service

Key Club

July 2015 – Present

Treasurer (2016-2017), Membership chairperson 2016-2018)

- Planned fundraising events
- Increased membership by 20% through social media campaign

Skills

- Bilingual: Spanish and English
- Hipaa knowledge
- Medical records management
- Injections

Cover Letters

Your cover letter is your introduction to the prospective employer. It should be addressed to a specific person and in business letter format. It identifies the kind of position that you are seeking, and why you would be an asset to that particular organization. A cover letter allows you to expand upon any experience and skills that do not appear on your resume. However, these items should be relevant to what the employer is seeking. Your cover letter should be organized, clear, concise, and professional, yet natural and always written in a courteous style. Examples are below.

Tammi R. Student
Roseville, CA 95661
916-444-5555 trstudent@rjuhsd.us

Date

Contact Name
Title of Contact
Name of Organization
Street Address
City, State, Zip

Dear Mr. or Mrs. _____,

State your purpose for writing here: List the name of the position, general vocation area about which you are inquiring. Be as specific as possible. Let the reader know how you heard of the position or organization.

Summarize your qualifications that are relevant to the position, and/or that you think would be of greatest interest to the employer. Consider the reader's point of view. Cite relevant education, training, particular skills, competencies, and interests that relate to the position.

Sincerely state your interest in their organization, type of work, etc. Include information that you know about the organization or position. Explain why you want to work for them!

Thank them for taking the time to review your resume. Let them know you are looking forward to the next step in the process and the opportunity to meet with them in person.

Sincerely,

Signature (Black or Blue ink)

Your typed name

Sample Cover Letter

Tammi R. Student
Roseville, CA 95661
916-444-5555 trstudent@rjuhsd.us

January 20, 2020

Maxine Reynolds
Human Resources Department
Amazon Products, Inc.
1111 Second Street,
Sacramento, Ca 95502

Dear Ms. Reynolds,

I am writing to express my interest in a position in the Finance Department at Amazon Products, Inc. Ms. Judy Jacobs, of the Human Resources Department, provided me with your name.

I received a Bachelor of Science in Business Administration with a concentration in Finance, in December 2019 from California State University, Chico. I also have a minor in Communication.

Through my college work, previous employment and two internships, I have gained valuable hands-on experience using computers. I have working knowledge of software packages such as Excel, Microsoft Access, Word, and WordPerfect. Additionally, I have experience in both financial and economic research and analysis through my college coursework. My past work settings have provided me with experience in various organizational structures and diverse groups of people.

I am impressed by Amazon Products vision and mission that Ms. Jacobs provided me. The values expressed are honesty and commitment; these are important to me in my personal and professional life. I would be of value in meeting the goals of Amazon Products ,requiring integrity and commitment. I am excited about Riverside Products' commitment to the community and I desire to work with a company that makes such commitments.

I want to join the team at Amazon Products and be part of the team. My resume is enclosed for your review. I appreciate any opportunity to be considered for a position within your Finance Department. If you have any questions or need further information, I can be reached at (916)444-5555.

Thank you for your time and consideration.

Sincerely,
(4 spaces/your signature here)
Tammi R. Student

Enclosure: Resumeammi R. Student

Sample Thank You Letter

Tammi R. Student
Roseville, CA 95661
916-444-5555 trstudent@rjuhsd.us

February 1, 2020

Maxine Reynolds
Human Resources Department
Amazon Products, Inc.
1111 Second Street,
Sacramento, Ca 95502

Dear Ms. Reynolds,

Thank you very much for meeting with me yesterday. Judy Jacobs was absolutely right when she said I would be able to “feel” the positive energy generated by the people at Amazon Products, Inc.

I enjoyed meeting and talking with the Chief Financial Officer, Jason Smollet, and his Executive Assistant, Judith Smith. They were both very generous with their time and their questions allowed me to demonstrate the range of knowledge and skills I will bring to the Finance Department. Ms Smith gave me an informative tour and introduced me to many of the people with whom I would work. The values of honesty and commitment expressed in Amazon Products’ “Our Vision” booklet were evident in the project teams I observed and the rapport between co-workers throughout the facility.

I have written to Mr. Smollet and Ms. Smith expressing my appreciation for their time, as well as the dynamic department they have created. More than ever, I am excited about the possibility of joining Amazon Products, Inc. and adding my energy and commitment to that of the people in the Finance Department. Thank you for setting up such an interesting and informative day. I am looking forward to moving to the next step in the process.

Sincerely,

Tammi R. Student

Resume Basics

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Chronological: ● Is the most common format ● Is especially good for a person with a strong history of directly relevant work experience	Combination: ● Organizes your most relevant experiences into skill areas ● Provides your employment history in a brief format ● Works very well for career changers, gaps in employment, or little or no work experience.
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- Stated beneath your personal information, preferably including the position title.
- Should be brief and concise.

Education

- Include name, city and state of high school and anticipated date of graduation.
- Include GPA (**optional**)
- **COURSES**
 - **Career Technical Education Pathway (Culinary, Business, etc.) using full name of course**
 - **AP/Honors courses that pertain to your future position.**
- You may include awards, special training, relevant courses, internships, and extracurricular activities, if they have added to your relevant experience.

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- On a separate sheet of paper, list three to five employers or instructors. Make sure you ask permission to use them as a reference.
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SEE SAMPLES FOR REFERENCE

List of Action Words for skills or descriptions

List of ACTION WORDS to Start One-Liners

MANAGING

accomplished
analyzed
attained
conducted
consolidated
contacted
coordinated
developed
directed
established
evaluated
exceeded
headed
improved
increased
initiated
organized
oversaw
planned
prioritized
produced
scheduled
strengthened
trimmed

RESEARCHING

collected
consulted
evaluated
examined
experimented
identified
inspected
interpreted
interviewed
investigated
obtained
organized
reviewed
searched
summarized
surveyed

TECHNICAL

advised
built
calculated
computed
configured
designed
determined
devised
eliminated
enhanced
fabricated
installed
maintained
operated
overhauled
programmed
reduced
refined
remodeled
repaired
retrieved
solved
trained
upgraded

TEACHING

advised
clarified
coached
communicated
coordinated
corrected
developed
enabled
encouraged
evaluated
explained
guided
informed
initiated
instructed
persuaded
set goals
Trained

CLERICAL

approved
arranged
catalogued
classified
collected
compared
compiled
completed
distributed
enlarged
implemented
inspected
monitored
operated
organized
prepared
processed
recorded
retrieved
screened
specified
sorted
tabulated
validated

HELPING

assisted
clarified
coached
counseled
demonstrated
educated
guided
motivated
referred
supported

COMMUNICATING

addressed
arranged
convinced
developed
directed
drafted
edited
enlisted
influenced
interpreted
negotiated
participated
persuaded
presented
promoted
proposed
related
secured
sold
spoke
translated
wrote

CREATING

acted
conceived
created
customized
designed
developed
established
fashioned
illustrated
improved
initiated
introduced
invented
originated
performed
planned
redesigned
reshaped

Brainstorm your Resume

Brainstorm your Resume

Use this to begin brainstorming ideas to add to your resume. How can you combine your strong and not-as-strong categories to highlight your strengths? Be honest!

Tailor your resume to focus on its purpose. Keep in mind that scholarship resumes typically highlight community service, internship, and leadership. Employment resumes typically highlight job skills and evidence of responsibility.

Academic Achievements / AP Courses	Extracurricular
Leadership Roles	Offices Held
Clubs	Athletics
Community Service	Internship/Volunteer
Church-affiliated Service	Hobbies/Interests
Special Skills/Certificates	Awards/Special Honors
Other	

SAMPLE Resumes

REMINDER:

Writing a resume as a high school student means highlighting your **academic achievements, extracurricular activities, and volunteer work to showcase your skills and responsibility**. Since you may have limited formal job experience, it is important to **focus on transferable skills** and accomplishments from all aspects of your life.

Formatting and structure

- **Keep it to one page.** For a student with limited experience, a single-page resume is concise and easy for a reviewer to read quickly.
 - **Use a professional layout.** Choose a simple, clean, and professional design. **Use standard, easy-to-read fonts like Arial or Times New Roman, and keep the font size between 10 and 12 points.** Free templates are available on Google Docs, Canva, and Adobe Express.
 - **Use action verbs.** Begin bullet points with strong, active verbs like "managed," "organized," or "created" to make your experiences sound more dynamic and impactful.
 - **Proofread everything.** Mistakes signal a lack of attention to detail. Carefully check for any typos or grammatical errors and have a trusted adult review it before you send it out.
-

Chronological Resume Sample

Tammi R. Student
Roseville, CA
916-444-5555 trstudent@rjuhsd.us

OBJECTIVE: To obtain an internship in the Anthem Blue Cross Management Trainee Program where I can utilize my skills in web-based administration and training.

Education

California State University, Sacramento: May 2019 GPA: 3.7

Bachelor of Science in Business Management

Concentration: Entrepreneurship and Human Resources

Minor: Spanish

WORK HISTORY

Program Assistant, Mesa, Engineering & Computer Science Program, Sacramento, CA 2015-Present

- Organize program events such as Diy in the Life of an Engineer and Career Fairs.
- Access confidential student information through the University's student database.
- Managed the WebCT database for the M.E..P. Orientation and Problem Solving course for the academic year and assisted with classroom instruction.
- Facilitated the coordination of the outreach and recruitment program by roughly 23% in 2017.
- Communicated directly with over 400 applicant students.
- Created databases and spreadsheets with students' information.

Instructional Design Intern, Blue Shield of California, Sacramento, Summer 2015

- Designed, developed, and implemented two web-based training modules for specific processes that had been encountering quality errors for Claims and Membership.
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- Created an administrative user guide for Adobe Connect enterprise server and managed uses.
- Assisted trainers by organizing materials for 15 employees and helping during their training classes.

AFFILIATIONS

Women in Business, 2015 - Present

Education Opportunity Program, 2015- 2016

COMPUTER SKILLS: Microsoft Office, Adobe Breeze/Connect Enterprise, TechSmith

LANGUAGE SKILLS: Fluent in Spanish

HONORS/AWARDS: Dean's Honor List 2018

SCHOLARSHIP: McDonalds Scholarship, 2015

COMMUNITY INVOLVEMENT: American Heart Association 2015- 2017

Name
City
Telephone Number & Email

OBJECTIVE

A gratifying job as an uncertified nurse assistant in a hospital that will challenge, utilize and improve my skills and capabilities in patient care.

EXPERIENCE

CTE/Placer County Office of Education Externship, Sutter Roseville Medical Center Emergency Department, Roseville CA

August 2017 - May 2018 (560 clinical hours)

- Complied with hospital policies and protocols to ensure a safe work environment.
- Organized, cleaned and stocked supplies for nurses' convenience
- Assisted in tedious care to provide pleasure and comfort to patients.

TopGolf, Roseville, CA - Golf Services Associate

June 2017 - Present

- Assist guests in making player cards and adding money to the card.
- Resolved any confusion with game panels.
- Answered questions and found a "yes for the guest" by utilizing my resources and asking fellow associates.

Apples and Berries, Roseville, CA - Sales Associate

November 2016 - January 2017

- Negotiated sales prices for cell phone cases, chargers, and accessories.
- Organized kiosks and maintained a clean work environment.
- Demonstrated good work ethic by reaching weekly sales goals.

EDUCATION

Whitney High School, Rocklin, CA - Diploma anticipated May 2018

3.85 GPA

- Honors Spanish III, AP Biology, AP Calculus 1-11, Pre-Calculus, Chemistry
- Distinguished Community Service Award (2017), Perfect Attendance (2017), Food-Handler Certification (2017), Alcohol-Serving Certification (2017), CPR and First Aid certified (2017)
- Distinguished Community Service Award(2017), Perfect Attendance (2017), Food-Handler Certification(2017), CPR and First Aid certified(2017)

SKILLS

- CPR/BLS Certified
- Fluent in Spanish

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Smithville, CA 95661
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jsmith7@gmail.com

Laborer with twelve years of experience in construction, inspections, handy work, and repairs seeking position as a Construction Site Manager. Proven management skills and deep familiarity with all aspects of successful foremanship. Goal to leverage my skills and fill a managerial role at your company.

PROFESSIONAL EXPERIENCE

Fastbolt Industries, Inc., Carlsbad, CA.

May 2012 – Present

Construction Worker

- Inspect an average of five job sites per month to determine the extent of maintenance or repairs needed, as well as an estimated budget and time to completion.
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July 2002 – April, 2012

General Laborer

- Performed maintenance and construction work for a large grocery wholesaler serving more than 3,000 visitors per day.
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EDUCATION

Placer High School, Diploma 2002

Construction Pathway, 3 years

CERTIFICATIONS

OSHA 10 certification, 2018

ADDITIONAL SKILLS

Familiarity with inspection codes

Expert with most hand and power tools

Bilingual (Spanish/English)

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Taco Bell, Rocklin, CA

Customer Service July 2014- September 2018

- Greeted customers
- Entered customer orders into POS system and accepted payment
- Maintained a sanitary environment in the seating area

Education

Rocklin High School, Rocklin, CA

Graduation anticipated May 2019

3.82 GPA

AP Chemistry, AP Psychology

Community Service

Key Club

July 2015 – Present

Treasurer (2016-2017), Membership chairperson 2016-2018)

- Planned fundraising events
- Increased membership by 20% through social media campaign

Skills

- Bilingual: Spanish and English
- Hipaa knowledge
- Medical records management
- Injections

SAMPLE Cover Letters

Cover Letters

A cover letter is a formal, one-page document you can send with a resume to **explain why you are interested in a position**. The cover letter is **usually three or four paragraphs** and highlights skills and experience you can bring to the company.

Your cover letter is your introduction to the prospective employer.

- It should be addressed to a specific person and in business letter format.
 - It identifies the kind of position that you are seeking
 - It describes why you would be an asset to that particular organization.
 - Allows you to expand upon any experience and skills that do not appear on your resume. However, these items should be relevant to what the employer is seeking.
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Sincerely state your interest in their organization, type of work, etc. Include information that you know about the organization or position. Explain why you want to work for them!

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I am writing to express my interest in a position in the Finance Department at Amazon Products, Inc. Ms. Judy Jacobs, of the Human Resources Department, provided me with your name.

I received a Bachelor of Science in Business Administration with a concentration in Finance, in December 2019 from California State University, Chico. I also have a minor in Communication.

Through my college work, previous employment and two internships, I have gained valuable hands-on experience using computers. I have working knowledge of software packages such as Excel, Microsoft Access, Word, and WordPerfect. Additionally, I have experience in both financial and economic research and analysis through my college coursework. My past work settings have provided me with experience in various organizational structures and diverse groups of people.

I am impressed by Amazon Products vision and mission that Ms. Jacobs provided me. The values expressed are honesty and commitment; these are important to me in my personal and professional life. I would be of value in meeting the goals of Amazon Products ,requiring integrity and commitment. I am excited about Riverside Products' commitment to the community and I desire to work with a company that makes such commitments.

I want to join the team at Amazon Products and be part of the “legend>’ My resume is enclosed for your review. I appreciate any opportunity to be considered for a position within your Finance Department. If you have any questions or need further information, I can be reached at (916)444-5555.

Thank you for your time and consideration.

Sincerely,
(4 spaces/your signature here)
Tammi R. Student

Enclosure: Resumeammi R. Student
Sample Thank You Letter

Tammi R. Student
Roseville, CA 95661
916-444-5555 trstudent@rjuhsd.us

February 1, 2020

Maxine Reynolds
Human Resources Department
Amazon Products, Inc.
1111 Second Street,
Sacramento, Ca 95502

Dear Ms. Reynolds,

Thank you very much for meeting with me yesterday. Judy Jacobs was absolutely right when she said I would be able to “feel” the positive energy generated by the people at Amazon Products, Inc.

I enjoyed meeting and talking with the Chief Financial Officer, Jason Smollet, and his Executive Assistant, Judith Smith. They were both very generous with their time and their questions allowed me to demonstrate the range of knowledge and skills I will bring to the Finance Department. Ms Smith gave me an informative tour and introduced me to many of the people with whom I would work. The values of honesty and commitment expressed in Amazon Products’ “Our Vision” booklet were evident in the project teams I observed and the rapport between co-workers throughout the facility.

I have written to Mr. Smollet and Ms. Smith expressing my appreciation for their time, as well as the dynamic department they have created. More than ever, I am excited about the possibility of joining Amazon Products, Inc. and adding my energy and commitment to that of the people in the Finance Department. Thank you for setting up such an interesting and informative day. I am looking forward to moving to the next step in the process.

Sincerely,

Tammi R. Student