



TEMPLATE

for

Resume & Cover Letter



 [LinhUK Academy](#)

 [IELTS Linh UK](#)

 [Miss Linh Nguyễn](#)

YOUR NAME

 (213) 257-1487  your.name@gmail.com

 456 Fullerton Drive, Los Angeles, CA 90024  [linkedin.com/in/your.profile](https://www.linkedin.com/in/your.profile)

[Today's Date]

[Hiring Manager's Name]

123 Company Address

Company's City, State, Zip Code

(xxx) xxx-xxxx

hiring.manager@gmail.com

Dear [Mr./Mrs./Ms.] [Manager's Name],

My name is [Name] and I'm pleased to be applying for the position of [Position] at [Company Name]. I was ecstatic to find this opening at [Website / Job Board] and feel that my skills and studies make me a perfect fit for the role.

As a senior at UCLA in the English department, I have a wealth of experience in conducting research and compiling written reports and analyses of my findings. My time studying abroad in England allowed me to hone my interview, research, and writing skills, culminating in the approval of a 6,500-word thesis. Furthermore, my work as a tutor required extensive time management and collaboration efforts, preparing me for the deadlines and team demands of [Position] at [Company].

Some highlights from my relevant experiences include:

- Conducting research spanning 3 cities in England, interviewing over 10 individuals
- Improving tutoring-subject writing scores by 40%
- Receiving an average score of 9/10 on tutor review surveys

What draws me most to [Company] is your work in the international publishing field. Having studied the effects of literature overseas, I believe I can lend some expertise to your efforts to research and development new techniques for breaking into international markets.

I've enclosed my resume, which further details my education and experience. I look forward to the opportunity to discuss my skills and qualifications in person at your earliest convenience. Please reach me by email at [Email Address] or by phone at [Phone Number]. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

Your Name

YOUR NAME

(213) 257-1487 your.name@gmail.com

456 Fullerton Drive, Los Angeles, CA 90024 linkedin.com/in/your.profile

Resume Objective

English major seeking to use research and writing experience in the role of Junior Research Associate at Wexford Inc. I believe my fast learning abilities, commitment to succeed, and relevant studies make me the perfect fit for this position. Awarded multiple honours based on merits and expected to graduate with a B.A. in English from UCLA in June of 2024.

Education

BACHELOR OF ARTS IN ENGLISH

UCLA | Los Angeles, CA

Expected Graduation: June 2024

GPA: 3.7/4.0

Awards:

Dean's list: Spring 2022 & Fall 2022

Tau Sigma Honours Society, 2022

Phi Beta Kappa Honours Society, 2023

Relevant Experience

Fall 2022

LITERARY IMPACTS: SHAKESPEARE | Study Abroad Research Program | England

- Devising a thesis based on the socioeconomic ramifications of Shakespeare's works in the Elizabethan era
- Engage in intensive research spanning 3 different cities in England
- Thus far have arranged and conducted interviews with 10+ individuals, ranging in profession from librarians to actors to historians
- Will produce a final paper totalling 6,500+ words, with approval from my study abroad instructor and UCLA English department head

Winter 2022

BEACON TUTOR | Westwood Community College | Los Angeles, CA

- Worked alongside an English professor to create and execute lesson plans
- Improved freshmen-level writing scores by 40% through group lessons as well as supplementary one-on-one tutoring
- Received an average score of 9/10 on the anonymous tutor reviews given to students at the end of each semester

Additional Skills

- Microsoft Office Suite
- Google Workspace
- Spanish (business proficiency)
- Organizational skills
- Adaptability
- Time management
- Accuracy & attention to detail
- Data analysis
- Research

YOUR NAME

(843) 225-9215 james.amore@gmail.com

263 Windsor Hill Blvd, Charleston, SC, 29420 techfacts.com

24 October 2022

Dana Johnston
2518 Lilac Ave
North Charleston, SC, 29405
(803) 847-1043
dana.johnston@gmail.com

Dear Ms. Johnston,

My name is James Amore, and I'm excited to apply for the position of Junior IT specialist at the French Central Inn, Charleston. I'm a recent graduate (December 2021) in Management Information Systems (MIS) from Charleston Southern University, and I'm eager to enter the workforce. I meet all of the academic requirements mentioned in your job posting.

Growing up, I took a liking to all things tech and digital, which led to me picking MIS as my major. Apart from all the tech courses during my MIS studies, I thoroughly enjoyed and excelled at the psychology courses, at the intersection of tech and humanity (specifically, how people respond and adapt to technological changes) is a passion of mine. It's one that I discuss frequently on my tech blog: techfacts.com.

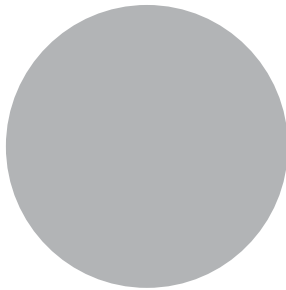
During my final year of university, I interned at Safe Homes Inc., a vendor providing an array of home security systems. I worked on both the hardware and software side, installing physical equipment as well as configuring the requisite software, and involved elements of IoT.

What excites me most about this position is that the role involves extensive work with the Internet of Things (IoT). As a leader in combining IoT and hospitality, working at your inn would be a fortuitous coming together of passion, competence, and opportunity.

I look forward to putting my knowledge and skills to use as a productive member of your IT department, and learning from the best in the industry. In an interview, I'd love to discuss my short and long term career goals and how they align with the French Central Inn's tech vision. I await your call.

Sincerely,

Your Name



ROBART ANDERSON

DESIGNER & DEVELOPER

P: +(666) 6666 6666 | E: yourname@gmail.com | H: Avenue State Japan

▶ INFO

TO
666 Street name Washington
United States of Australia

N: Markin Jokar
P: +(666) 8888 8888
E: urname@gmail.com
W: www.domainnamehere.com

FROM
Robart Anderson
Designer & Developer

DATE
16 Decembor 2018

▶ COVER LETTER

Markin Jokar,

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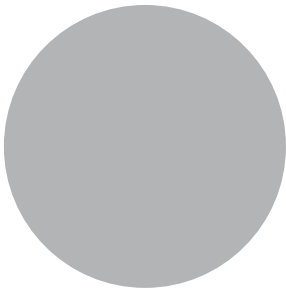
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Your
Signature.

Snake Atson



ROBART ANDERSON

DESIGNER & DEVELOPER

P: +(666) 6666 6666 | E: yourname@gmail.com | H: Avenue State Japan

PROFILE

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SKILLS

Photoshop



Illustrator



Ms Word



Indesign



Powerpoint



After Effect



REFERENCE

MD. Alex Markin

Graphic Designer & Developer

T : + (000) 8888 6666

E : alexmarkin@mail.com

EXPERIENCE

- POSITION TITLE HERE**
 Company Name/Location Text Here/2017-2018
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EDUCATION

- POSITION TITLE HERE**
 Company Name/Location Text Here/2017-2018
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PROFESSIONAL COVER LETTER

(212) 256-1414

lauren.chen@gmail.com



linkedin.com/in/laurenchen/

Dear [Hiring Manager's Name],

I'm writing to apply for the Restaurant Manager opening at MOD Sequel. I have more than five years of experience managing restaurants and bars, and my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

In my role as Restaurant Manager for Bar Louie, I proved to be an efficient, enthusiastic, and strong leader. My value quickly became apparent to Bar Louie's shareholders after I single-handedly trained and prepared the entire waitstaff for opening night and beyond. Not only did our team meet sales goals each month for the first year, but the down payment for the property was even paid back after the first six months of operating.

MOD Sequel would benefit from my skills in the following areas:

- Eye for excellence and high level of standards
- Strong work ethic and leadership skills
- Positive attitude even under pressure

I believe MOD Sequel will be a great success for many years to come, and my extensive expertise will help ensure your establishment succeeds well into the future. My time spent in this industry has prepared me for such an opportunity, and I sincerely hope I can contribute soon as a member of your team.

It would be a privilege to discuss your Restaurant Manager position in more detail. I'm happy to come by whenever it's most convenient for you. Thank you for your time, and I'm looking forward to hearing from you.

Sincerely,

[Your Name]

David Rogers

ESTIMATOR



+1 234 5 6780 978



lorem@example.com



445 Mount Eden Road, Mount Eden, Auckland

EDUCATION

ENTER YOUR MAJOR

Name of University

2005 -2015

ENTER YOUR MAJOR

Name of School

2001 -2005

SKILLS

PROFESSIONAL

- Skill 1
- Skill 2
- Skill 3
- Skill 4
- Skill 5
- Skill 6

TECHNICAL

- Skill 7
- Skill 8
- Skill 9
- Skill 10
- Skill 11
- Skill 12

AWARDS

NAME OF AWARD

Organization

2015

NAME OF AWARD

Organization

2012

INTERESTS

- Interest 1
- Interest 2
- Interest 3
- Interest 4
- Interest 5
- Interest 6

PROFESSIONAL PROFILE

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WORK EXPERIENCE

ENTER YOUR JOB POSITION

COMPANY / 2018 - 2019

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ENTER YOUR JOB POSITION

COMPANY / 2015 - 2018

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ENTER YOUR JOB POSITION

COMPANY / 2013 - 2015

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ENTER YOUR JOB POSITION

COMPANY / 2010 - 2013

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