

Independent Living Program Activity Card

Category: CAREER

Activity: Create Your Resume Cover Letter

Proficiency
Certificate
Eligible

Description:

The objective of this assignment is to help you develop a winning resume cover letter. A good cover letter will capture the attention of a prospective employer. Furthermore, it will help you convey your interests in the position you are applying for and what you have to offer. Create your own resume cover letter. A template and sample resume cover letters are provided for your convenience. You will need to type up your resume cover letter as if you were presenting it to a prospective employer.

You may earn up to \$7.00 OF dollars for completing this assignment

Total Dollars Earned:

<p>\$</p>
<p>(ILP Use Only)</p>

Notes:

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Date: _____

Print Name (Youth)	Date of Birth
Youth Signature	Group Home (If Applicable)

<p>Receipt</p> <p>(ILP Use Only)</p>
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Create Your Resume Cover Letter

TEMPLATE

Your Street Address
City, State Zip Code

Your Phone Number
Your Email Address

Today's Date

Mr./ Ms. <First Name> <Last Name>
Company Name
Street Address
City, State, Zip Code

Dear Mr./Ms. <Last Name>:

Explain the type of employment you are seeking (be as specific as possible). Use their job title and your source of job opening (newspaper, personal contact, etc.).

Summarize your qualifications for the job for which you are applying, referring to any classes you have taken, experience you have obtained or why you are making a career change, which would be RELEVANT to their opening. State your interest in the position. Make reference to the application or resume you are including.

Request the next step in the employment process and indicate your availability.

Cordially,

Your First & Last Name



Independent Living Program
Take Home Activity

SAMPLE

1212 Doe Street
Santa Ana, CA 99999

714-555-5555
janedoe@email.com

Today's Date

Ms. Jane Doe
Employment Manager
XXX Corporation
1234 James Drive
Santa Ana, CA 99999

Dear Ms. Doe:

Enclosed is my resume for your review for the (Employer's Job Titles) position advertised in the Malibu Times-Tribune on Sunday, January 3, 2000.

As you will note from my resume, I have...(describe how your skills and accomplishments make you fit their position using the employers' words from the ad).

I am eager to talk with you about the contribution I could make to your company. I will contact you within a week to see if we can find a mutual time and date to get together and discuss the possibility. Should you have any questions before that time, you may reach me via phone (your phone number) or via email (your email address).

Thank you most sincerely for your time and consideration.

Cordially,

Your First & Last Name

Resume Dictionary

Words that Create a Positive Impact

Accelerated	Effective	Led	Reorganized
Actively	Eliminated	Maintained	Responsible
Adapted	Established	Participated	Revamped
Administered	Expanded	Performed	Revised
Approved	Expedited	Pinpointed	Scheduled
Completed	Generated	Planned	Set Up
Conceived	Guided	Proficient at	Significantly
Conducted	Improved	Programmed	Simplified
Conferred	Increased	Proposed	Solved
Created	Influenced	Provided	Streamlined
Demonstrated	Implemented	Reduced	Successfully
Directed	Launched	Reinforced	Triggered

Words and Phrases that Stress Competence

Creative	Effective in	Strength in	Thoroughly trained
Ability to	Adept at	Cut out for	Technical competence in
Capacity for	Know-how	Mastered	Pre-plan everything
Capable	Tactful	Aggressive	Proven track record
Integrity and drive	Think and act natural	Inspire confidence	Practical approach to
Like to make things happen			

Words and Phrases that Indicated Management Ability

Headed	Administered	Take Charge	People handling skills
Decision maker	Authority over	Respected	Successful with people
Closely supervised	Directed	Spearheaded	Ability to inspire others
In charge of	Take the initiative	Developed subordinates	

Words and Phrases that Stress Ability to Handle Details

Detailed minded	Methodical	Careful	Pay attention to detail
Like detail	Systematic	Precise	A stickler for detail
Orderly	Accurate	Fastidious	Excellent memory
Well organized	Efficient	Get things done	Follow through
Perfectionist	Take pride in work	Meet all due dates	Adept with figures

Words and Phrases that Stress Ability to Assume Responsibility

Accelerated	Alerted	Fashioned	Generated
Automated	Initiated	Controlled	Installed
Created	Originated	Demonstrated	Sparked
Coordinated	Comprehensive	Shape and direct	Strong dedication to
Well versed in	Solid foundation in	Concentrated on	Heavily involved in

Resume Dictionary (Continued)

Words and Phrases that Indicate Desire to Get Ahead

High energy person	Work day and night	Thrive on hard work
Get things done	Have lots of stamina	On the go constantly
Find time to do everything	Entrepreneurial viewpoint	Enormous capacity to
Compulsive drive	Action-oriented	Accept responsibility
Meet deadlines	Coolness under pressure	Perform well under pressure
Tackle a job	Energetic	Vigorous
Self-motivated	Steady persistence	Make things happen
Enthusiastic	A commitment to	Troubleshooter

Words and Phrases that Show You are Profit Oriented

Profit-minded	Profit-conscious	Cost-Oriented
Expense minded	Shortcut to	Streamlined
Efficient	Problem Solver	Relieve paperwork jams
Tough on controls	Knack for saving money	Identify/solve problems
Eliminate bottlenecks	Set priorities	Simplified procedures
Set up profit centers	Result-oriented	Initiate profit-making plans
Reduce excessive cost	Strict control of	Controlled spiral costs
Curtailed Spending	Generated cost savings	Quick/Reliable info.
Trim cost/Increase efficiency		

Words and Phrases that Reflect Intelligence

Common sense	Logical thinker	Ability to think analytically
Probing mind	Good memory	Mental capacity
Creative	Fast thinking	Perceptive

Words and Phrases that are Useful in All-Around-Sort-of-Ways

Self-disciplined	Self-reliant	Thrive in all environments that...
Conscientious	Diplomatic	Get along well with people
Self-confidence	Discreet	Enjoy getting involved with...
Tactful	Success-oriented	Keen sense of urgency
Good listener	Competitive drive	Understand priorities
Professional attitude	Courage of convictions	Take nothing for granted

Words to Consider for Cover Letters and Other Correspondence

These words are motivating:

Please	Will you help me?	Congratulations
Thank you	It's been a pleasure	

These words help get information:

What do you think?	Tell me more...	Would you please explain...
Why?	How do you feel about...	

These words invite action:

Money	Save, Safe	Now	New
Discover	Easy	Enjoy	Proven
Tested	Guaranteed	Results	Love