

Jennifer Wise

P/Workshops/classroom/resumegeneric/7-12

CONTACT INFORMATION

- Name
- School Address
- Address that applies
- Phone Number
- E-mail

*Make sure that e-mail address and voicemail are accurate and businesslike!

1530 Concordia West ~ Irvine, California 92612
 Phone (555) 555-0000 Cell Phone: (555) 555-0001
 Email: Jennifer.wise@aol.com

SAMPLE RESUME

OBJECTIVE

An Internship position in the City of Santa Ana's Redevelopment Agency where I can apply my research, presentation and customer service skills

OBJECTIVE

- Clearly state your job, field or career goals
- Be concise and to the point!
- Employers want to see that you have a direction

EDUCATION

- University
- Major
- Graduation Date
- GPA – only if it is above 3.0
- Relevant course work IF related to the objective & shows transferable skills

PERSONAL QUALIFICATIONS

- Organized, Flexible and Ethical
- Work well in a team setting
- Able to multi-task

SKILLS

- Proficient in Microsoft Office Programs
- Fluent in English and Spanish
- CPR Certified

EDUCATION

Concordia University Irvine, CA
B.A. Communication - Expected Graduation Spring 2014
GPA 3.6 - Dean's List Two Years
Relevant Coursework: Public Speaking, Business Writing & Presentation; Intercultural Comm.
Study Abroad – University of Nuevo Leon, Nuevo Leon, Mexico
Coursework: US & Latin American Relations and Cultural Anthropology

SUMMARIZE QUALITIES/SKILLS

- Communicates to an employer that you understand the value of "soft skills" and "technical skills"
- Present qualifications and skills that relate to the OBJECTIVE

EXPERIENCE

2012-May-August **US Congress, Congressional Intern** Santa Ana, CA
 Field Representative for the Honorable Mark Miller, Member of Congress

- Assisted in planning events, meetings and community functions at the District level for Congressman Miller. Insured timeliness and punctuality of the events
- Interfaced with Washington D.C. staff regarding legislation and constituent issues. Received high ratings from constituents on customer service
- Attended the City of Santa Ana's public hearings and meetings, as well as community and business events such as the Chamber of Commerce forums. Developed collaborative relationships to further initiatives of importance to the Congressman and the community.
- Researched and prepared reports for the Representative on constituent issues
 Recognized for the thoroughness and quality of the reports

2010-2011 **The Irvine Meadows Box Office** Irvine, CA
 Box Office Assistant- Part-time

- Assisted patrons with purchase of tickets using Ticket Master system
- Reconciled financial transactions on a daily basis. Maintained a 98% level of accuracy.
- Developed relationships between patrons and the theater to effectively troubleshoot customer concerns and to market the theater's programs
 Received commendation for effectively mediating customer complaints

2009-2010- Summers **YMCA** Mission Viejo, CA
 Head Counselor

- Supervised groups of 15-20 campers, ages 5-12 in day camp environment
- Responsible for water safety and for planning and organizing recreation and group activities
- Supervised campers at overnight events
- Selected by peers as most inspirational counselor

ACTIVITIES AND ACCOMPLISHMENTS

- Servant Leadership – Built homes through Habitat for Humanity in Tijuana, Mexico
- Community Service Award ~ My Church, Anytown, California
- Leadership Award ~ Kiwanis Club, Hometown, California

ACCOMPLISHMENTS

- Awards/Honors
- School
- Work
- Volunteer

MEMBERSHIP/ASSOCIATIONS

- Student Membership – Public Relations Association
- Community Choir

MEMBERSHIPS/ASSOCIATIONS

- Department/Major clubs at school
- Community/Church Groups
- Extra-curricular activities
- Professional Associations

REFERENCES : Prepare a separate page. Request permission from references to include them. Provide at interview, or when requested

SAMPLE COVER LETTER

Jennifer Wise

1530 Concordia West ~ Irvine, CA 92612
Phone (555) 555-0000 Cell Phone: (555) 555-0001
Email: Jennifer.wise@aol.com

Your contact information
Same as on the resume

September 12, 2012

Mr. Dan Smith, Human Resources Director
City of Santa Ana Human Resources Department
1 Central Plaza, Room 605
Santa Ana, CA 92701

Date –then 5-7 spaces; include the Employer with recipient’s name, title, company & address

Dear Mr. Smith:

Appropriate business salutation, by name or title

I am applying for the City Redevelopment Agency’s Internship position posted on Concordia University’s job site. Enclosed you will find my resume which I believe shows that my background and the requirements for the position are complementary.

Introduction – indicate the position you are applying for and how you became aware of this position.

I am completing an internship in the Congressional Office of Representative Mark Miller. In this capacity, I have become well acquainted with the City of Santa Ana’s planned Transportation Corridor revitalization project. I attended several of the Redevelopment Agency’s meetings; I had the opportunity to research and prepare a report on the potential impact of Federal regulations on the project. As you may know, Representative Miller sits on the House of Representative’s Transportation Committee.

During this recent experience, I had the opportunity to interact with the Agency’s staff and understand the challenges. I am confident with my desire to learn and determination to get the job done, the Agency will benefit from my assistance. I consider the Internship a great opportunity to enhance my education and knowledge of community building as I will be pursuing a career in Urban Planning.

(Two spaces between paragraphs only)

Personal Pitch – use up to two paragraphs to briefly outline how your background qualifies you as an asset for the position. Include specific examples from your experience that can transfer to the position sought.

I am available to start the Winter Internship the week of October 1st. I will call your office the week of September 20th to set up an interview. Thank you for your time and consideration.

Sincerely,

Conclusion –Provide specific information about availability and what your follow up action will be.

Jennifer Wise