**First Name Last Name**

(###) ###-#### | [email@email.com](mailto:email@email.com) | [www.linkedin.com/in](http://www.linkedin.com/in) | City, ST

**EDUCATION**

**Black Hills State University** Spearfish, SD  
*Bachelor of Science/Art in Degree* Month Year  
Minor in (If applicable)   
GPA: 3.5/4.0 (optional)

**RELEVANT EXPERIENCE**

**Company/Organization** City, ST  
*Position/Title* Month Year – Month Year

* Start with a strong action verb and follow the format “Performed X by doing Y resulting in Z”
* Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
* Tailor your bullet points (minimum of 2) to the position you are applying to (job description)

**Company/Organization** City, ST  
*Position/Title* Month Year – Month Year

* Start with a strong action verb and follow the format “Performed X by doing Y resulting in Z”
* Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
* Tailor your bullet points (minimum of 2) to the position you are applying to (job description)

**PROFESSIONAL ORGANIZATIONS & AFFILIATIONS**

**Organization,** *Position Title/Member* Month Year – Month Year  
**Organization,** *Position Title/Member* Month Year – Month Year  
**Organization,** *Position Title/Member* Month Year – Month Year

**SKILLS**

• Hard Skill • Hard Skill  
 • Hard Skill • Hard Skill

**ADDITIONAL EXPERIENCE**

**Company/Organization** City, ST  
*Position/Title* Month Year – Month Year

* Bullet points are optional here. If you use bullet points, use a minimum of 2
* Structure bullet points the same as above

**First Name Last Name**

(###) ###-#### | [email@email.com](mailto:email@email.com) | [www.linkedin.com/in](http://www.linkedin.com/in) | City, ST

Date

Hiring Person’s Name   
Hiring Person’s Title  
Company/Organization Name  
Address  
City, State, Zip Code

Dear First/Last Name, or Dear Hiring Manager, or Dear Search Committee**:**

**First Paragraph: WHY THEM**

* Explain the reason for the letter and/or identify the job position you are seeking. Show enthusiasm!
* Mention how you learned of the job position (friend, internet, professor, etc)
* Demonstrate knowledge and/or interest in the company. In one or two sentences, tell them why you are interested in them! This shows you have done some research on the organization.

**Second Paragraph: WHY YOU**

**(why are a great fit based on your academic experience, internship or research experience, leadership, on-off-campus activities, personal qualities and strengths)**

* You may include information about your scholastic area of emphasis, your classification in school, and your coursework.
* Address your ability to contribute to the employer’s needs. Give examples of your relevant qualifications, accomplishments, and skills. In addition to paid employment, these examples may come from volunteer jobs, class projects, and relevant extracurricular activities.

**Third Paragraph: CLOSING**

* Refer the reader to the resume for details.
* The closing paragraph should end with and action statement (I will follow up with you in one week to discuss next steps in the process). BE PROACTIVE!
* In the closing paragraph, remember to express your thanks.

Sincerely,

First Name Last Name

**First Name Last Name**

(###) ###-#### | [email@email.com](mailto:email@email.com) | [www.linkedin.com/in](http://www.linkedin.com/in) | City, ST

Reference #1 First Name & Last Name  
Person’s Title  
Company/Organization Name  
Address  
City, State, Zip Code  
(###) ###-####  
Reference’s Email

Reference #2 First Name & Last Name  
Person’s Title  
Company/Organization Name  
Address  
City, State, Zip Code  
(###) ###-####  
Reference’s Email

Reference #3 First Name & Last Name  
Person’s Title  
Company/Organization Name  
Address  
City, State, Zip Code  
(###) ###-####  
Reference’s Email