Resume and Cover Letter Writing Guide

for

Christendom College's

Education for a Lifetime

Career Prep Courses

2026-2027 Academic Year

Resume Requirements for Christendom College Education for a Lifetime

1. **One Page Resume**: Recruiters do not *read* your resume; they do a 5 – 10 second "spot check" of your resume. When your resume is too long, it just takes your best stuff – the stuff that would have made the "one page cut" – and dilutes it with more mediocre content.
2. **Do Not Include an Objective**: All an objective does is state, in a wordy way, what position you are interested in. The company already knows what position you are interested in because you applied for a particular position and mentioned it in your cover letter. It also takes up valuable space.
3. **Eye-Pleasing**: Use a proven outline (do not use a Microsoft WORD template – various options are provided in this document) which will make it easier to read. Remember to use only one font (you may use bold, italics, underline, if you wish), and one color – black.
4. **Distinctive Sections:** A resume should have at least four sections, including, Personal Header, Education, Work Experience, Other Activities, but may have other optional sections, such as, Relevant Experience, Skills & Abilities, Honors & Awards, Leadership Experience, Campus Involvement, or Volunteer Activities.
    a. **Header:** Make sure your resume has a header with an easy-to-understand email address (do not use your "crusaders4life@gmail.com, but rather john.doe@christendom.edu or john.doe@gmail.com), and put your LinkedIn URL there as well. See these instructions for creating a unique LinkedIn URL.
    b. **Education Section:** Current students and recent grads should list their college education experience at the top of their resumes and never include their high school education information (unless one is applying to that particular high school for a position or the person to whom you are applying happened to go to that school). The general rule of thumb is to list your GPA if it is at least 3.5 or higher. Also list if you have been on Dean's List, received First or Second Honors, or were a Presidential Academic Scholarship recipient, etc.
    c. **Relevant Experience/Work Experience:** All work is experience, even if it is volunteer work. If you were an Ambassador or member of SAC or a Class President, or you were the president/captain/manager of a club or organization, even if not paid, you should list this "job" under the relevant or work experience section. All work experience entries should include:
        i. **Must Include:** job title, city, state of employer, and the "month/year to month/year" of employment.
        ii. **Use Short Bullets:** because resume screeners only spend 5 – 10 seconds on your resume, anything that feels like a paragraph just won't get read. Keep your bullets to one line and use action verbs to begin each sentence (see next page for a list of action verbs to use).
        iii. **Accomplishment Oriented:** Your bullets should focus on your accomplishments – that is, the impact you had – rather than your responsibilities, whenever possible. What did you build, manage, supervise, create, design, optimize, lead, etc.? Don't say, "Responsible for….." USE ACTION VERBS found on next page.
        iv. **Quantify:** Whenever possible, you should quantify your accomplishments. If you optimized something, by how much? If you were selected to be an RA, Ambassador, SAC member, BWE counselor, etc., out of how many people? This is not always possible.
    d. **Additional Sections:** You can put additional experience, like leadership activities, awards, volunteer service, memberships in clubs or teams, etc., in a section entitled, Other Activities, Honors & Activities, Campus Involvement or Volunteer Activities (changing the name of the section depending on what you list). Be careful here to focus on what really matters – make it fit the job for which you are applying.
5. **Do not list References:** References are important, and everyone should have at least three that can attest to one's abilities, but this does not belong on the resume. The employer assumes you have references available upon request.

All resumes submitted for EFL courses must meet these standards. SEE SAMPLES BELOW

ACTION VERBS to USE FOR RESUMES

accelerated
accomplished
achieved
acquired
activated
adapted
adjusted
administered
advanced
advertised
advised
advocated
allocated
analyzed
annotated
anticipated
applied
appraised
arranged
articulated
assembled
assessed
assigned
assisted
attained
attended
audited
authored
authorized
awarded
balanced
boosted
briefed
budgeted
built
calculated
capitalized
captured
catalogued
categorized
chaired
championed
circulated
clarified
cleared
coded
co-facilitated
collaborated
compared
compiled
completed
composed
computed
concluded
conducted
consolidated
constructed
consulted
contacted
continued
contracted
contributed
controlled
convened
converted
conveyed
cooperated
coordinated
corresponded
counseled
created
critiqued
cultivated
decided
dedicated
defined
delegated
delivered
demonstrated
deployed
derived
designed
detected
determined
developed
devised
diagnosed
directed
discovered
distributed
documented
drafted
drove
earned
edited
educated
effected
elevated
elicited
empowered
enabled
enacted
encouraged
endeavored
endorsed
enforced
enhanced
established
evaluated
examined
executed
exhibited
expanded
expedited
experienced
experimented
explained
explored
facilitated
fielded
figured
financed
focused
forecasted
formed
formulated
fostered
founded
fulfilled
functioned
gathered
generated
governed
grouped
guided
handled
headed
helped
identified
illustrated
immunized
implemented
improved
increased
influenced
informed
initiated
installed
instituted
instructed
integrated
interpreted
interviewed
introduced
invented
investigated
joined
judged
launched
led
leveraged
liaised
linked
listened
lobbied
located
maintained
managed
marketed
mastered
maximized
measured
mediated
mentored
merged
modeled
moderated
modified
molded
monitored
motivated
named
negotiated
networked
notated
observed
obtained
operated
optimized
orchestrated
ordered
organized
originated
outlined
outpaced
outperformed
overhauled
oversaw
perceived
performed
persuaded
piloted
pioneered
planned
planted
pooled
predicted
prepared
presented
presided
printed
prioritized
processed
procured
produced
programmed
promoted
prompted
propelled
protected
proved
provided
publicized
published
pursued
quantified
qualified
questioned
raised
recommended
recorded
recruited
reduced
rendered
repaired
reported
represented
referred
reproduced
researched
resolved
responded
restored
retained
retrieved
reviewed
revised
rewrote
routed
scheduled
searched
secured
selected
served
shaped
shared
showed
simplified
solicited
solved
spearheaded
specified
spoke
standardized
steered
stimulated
strategized
streamlined
strengthened
strove
structured
studied
succeeded
supervised
supported
surveyed
sustained
synchronized
synthesized
targeted
taught
tested
trained
transformed
translated
troubleshot
tutored
undertook
united
updated
utilized
verified
won
wrote

EFL Resume Checklist – create your resume, then see if it meets all of these standards. If so, it is a great resume!

1. _____It is only one page long
2. _____It does not include an objective at the top
3. _____It is based off one of the resume samples given to me in EFL
4. _____All of the fonts – size and type – are the same throughout the resume (you may use italic or bold, but it must be same font and same size)
5. _____My header at the top includes my cell phone number and my email address
6. _____My header at the top includes my shortened LinkedIn address (no numbers at the end)
7. _____It has my Education section as the first/top section – does not include high school
8. _____If my GPA is over 3.5, I have listed it as 3.5/4.0 GPA
9. _____If I am on Dean's List (3.75 or higher), I have listed it
10. _____If I am a Presidential Scholarship (academic) recipient, I have listed it
11. _____If I received other awards (full scholarship, KofC, Advanced Studies), I have listed them
12. _____Relevant/Work Experience is listed after Education section in same font/format as Education sub-heading
13. _____I listed job title on one line, and the place of work on the next line, followed by city and state
14. _____I have tried to re-write the job title to ensure that the reader understands the job
15. _____My jobs are listed in reverse chronological order meaning most recent jobs first
16. _____My jobs that I currently hold are written in present tense
17. _____My former jobs are written in past tense
18. _____If I have had valuable non-paid/volunteer experience, I have listed it as a Work Experience entry
19. _____All of my sentence entries end in the same way (either with or without a period)
20. _____The City and State of each employer is listed
21. _____Each job listed has a Month Year – Month Year after it, and the hyphen size is the same throughout the entire resume
22. _____Each job entry begins with an action verb, not "Responsible for"
23. _____I have utilized a variety of action verbs to ensure diversity in language
24. _____Each job entry begins with a bullet point, and is only one line long
25. _____If possible, my entries are quantifiable or accomplishment-oriented
26. _____I created an additional section to list my other accomplishments, such as, Other Activities, Honors and Awards, Campus Involvement, Volunteer Activities, Skills and Abilities, etc.
27. _____I listed these entries in a properly formatted manner, and included years (not months) of involvement
28. _____All of my indentations are the same throughout
29. _____All of my "bullet points" used are the same size and style throughout
30. _____I have spell-checked it for typos
31. _____I am happy with my resume

See listing of sample resume entries at the end of this document

Cover Letter Requirements for Christendom College EFL

1. **One Page Letter**: A cover letter must only be one page long.
2. **Include Header:** The heading/font should match the heading/font on your resume.
3. **Include Date:** Below the header, at the top of the letter, include the date.
4. **Do not include Address of Company:** No need to do this
5. **Include a Real Person's Name:** Do not begin the letter with "To Whom It May Concern," unless you have no possible way of finding out to whom to address the letter. You can call the business and ask or search for the name on the company's LinkedIn page or website (as mentioned above).
6. **Four Paragraphs:** There should be four sections in the body of the letter.
    a. **Section/Paragraph I: Introduction:** The first paragraph should explain which position you are interested in applying for, where you saw or heard of the opening, and if you have any connections at the company – this is where you would mention your connection's name, if applicable.
    b. **Section/Paragraph II: Explanation of "Why you should hire me":**
    The second paragraph should explain what interests you about the position – your passion for the job opening, and how you will benefit the company in this position (not how you would benefit from being hired – always keep it about them, not you). Also explain why you want to work for them specifically.
    c. **Section/Paragraph III: Use of the "magic words" found in job description:**
    The third paragraph should explain how your experiences match the expectations of the job requirements as laid out in the job description – go over the job description/requirements many times to ensure you understand what they need in a new employee. Use the exact words from the job description's section on "Skills required."
    d. **Section/Paragraph IV: Conclusion:** The letter must conclude strongly, detailing the next steps you plan on taking, including when you plan to follow up on your resume/cover letter submission.
7. **Closing/Signature:** Write simply, "Sincerely, First Name Last Name"

All cover letters submitted for EFL courses must meet these standards. SEE SAMPLES BELOW

SAMPLE RESUME 1 – this is ideal for anyone to use

JOHN B. DOE

555.636.1222 | john.doe@christendom.edu | linkedin.com/in/johndoe

EDUCATION

Bachelor of Arts, English Language and Literature Expected May 2024
Christendom College, Front Royal, VA

- Classical liberal arts curriculum: History, English Literature, Political Science, Theology, Philosophy, Latin, Mathematics, and Science
- Dean's List 7 consecutive semesters; GPA 3.74/4.0

LinkedIn Learning Certificates of Completion

- Python: Programming Efficiently 2021
- Code Clinic: C# 2021

WORK EXPERIENCE

Executive Assistant to the Dean of Student Life Month Year – present
Christendom College, Front Royal, Virginia

- Assist Dean and Associate Dean in all aspects of managing Student Life Office
- Serve as liaison between students and Dean; supervise other members of Student Life staff
- Provide clerical and administrative assistance in professional manner

Senior Class President Month Year – Month Year
Christendom College, Front Royal, Virginia

- Planned, organized, and executed college-wide extra-curricular community building events
- Worked with team of fellow students; managed budgets; recruited volunteers; marketed events
- Met regularly with fellow classmates and served as liaison between seniors and administration

Special Events Planning Associate Month Year – Month Year
Christendom College, Front Royal, Virginia

- Planned and executed college-wide events, working with team of volunteer students
- Managed budget, advertising, refreshments, and entertainment needs for events

Assistant Admissions Counselor & Ambassador Month Year – Month Year
Christendom College, Front Royal, Virginia

- One of a select number of students chosen to represent the college to prospective students
- Aided college admissions office with recruitment of students; provided feedback on students
- Arranged accommodations and activities for visiting students; led campus tours

OTHER ACTIVITIES

- Volunteer, Loaves and Fishes Food Pantry, Front Royal 2022
- Active Participant, Chester-Belloc Debate Society 2020 – 2021
- Advertising Director, Student Government Activities Council 2021 – 2022
- Varsity Player, Lady Crusader Basketball Team, Christendom College 2020 – 2021
- Senior Class Fundraising Coordinator, Christendom College 2021 – 2022
- Member, Christendom Players Theatrical Group, Christendom College 2019 – 2020

SAMPLE RESUME 2 – good for someone who has community college classes

JOHN B. DOE

555.636.1222 | john.doe@christendom.edu | linkedin.com/in/johndoe

EDUCATION

Bachelor of Arts *Major:* Philosophy; *Minor:* Economics — Expected May 2023
Christendom College, Front Royal, Virginia — GPA 3.76/4.0

- Dean's List three consecutive semesters
- Academic Scholarship Recipient (2019 – 2021)
- Selected as a member of the Advanced Studies Program

Completed 12 credits — Month Year – Month Year
Lord Fairfax Community College, Middletown, Virginia

- Courses completed: Intro to Business, Microeconomics, Macroeconomics, Cost Accounting

WORK EXPERIENCE

Transportation Associate — Month Year – Present
Operations Department, Christendom College, Front Royal, Virginia

- Drive college fleet vehicles to manage the transportation needs of college VIPs.
- Drive college faculty, staff, students, and visitors to and from the airport as needed.

Kitchen Assistant — Month Year – Month Year
St. Lawrence Commons, Christendom College, Front Royal, VA

- Provided customer service to clients in college dining hall; Assisted Executive Chef as needed.
- Maintained cleanliness, stocked inventory, washed dishes, assisted with food preparation.

Academic Success Mentor — Month Year – Month Year
Student Support Services, Christendom College, Front Royal, VA

- Selected from student body to provide struggling students with academic aid.
- Built rapport with students; created welcoming environment to enhance study skills.

Library Desk-Page — Month Year – Month Year
St. John the Evangelist Library, Christendom College, Front Royal, VA

- Checked in books, searched donations, provided customer service.
- Managed mail delivery and maintained cleanliness of front desk area.

Resident Assistant — Month Year – Month Year
Student Life Department, Christendom College, Front Royal, VA

- Oversaw dormitory life for approximately 45 female students.
- Enforced rules and regulations; provided leadership and counseling.
- Planned and executed community building floor activities; managed budgetary spending.

HONORS & ACTIVITIES

- President, Shogi and Chess Club, Christendom College — 2020 – 2021
- Treasurer, Student Government Activities Council, Christendom College — 2019 – 2020
- Member, Swing Dance Club, Christendom College — 2019 – 2022

SAMPLE RESUME 3 – good for use by anyone

John B. Doe

540.555.6060 | john.doe@gmail.com | linkedin.com/in/johndoe

EDUCATION

Christendom College | Front Royal, Virginia — Expected Graduation Month Year
Bachelor of Arts
Major: List major(s)
Core Curriculum: History, Political Science, Theology, Math, Science, Literature, Philosophy, Latin
GPA: Include GPA if is 3.5 or higher
Academic Scholarship Recipient: Year – Year

EXPERIENCE

Job Title — Month Year – Present
Name of Company | City, State
- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible (keep to one line)
- Accomplishment, project, or experience (keep to one line)
- Accomplishment, project, or experience (keep to one line)

Job Title — Month Year – Present
Name of Company | City, State
- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible (keep to one line)
- Accomplishment, project, or experience (keep to one line)
- Accomplishment, project, or experience (keep to one line)

Job Title — Month Year – Present
Name of Company | City, State
- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible (keep to one line)
- Accomplishment, project, or experience (keep to one line)
- Accomplishment, project, or experience (keep to one line)

Job Title — Month Year – Present
Name of Company | City, State
- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible (keep to one line)
- Accomplishment, project, or experience (keep to one line)
- Accomplishment, project, or experience (keep to one line)

ACTIVITIES (AND HONORS) (AND MEMBERSHIPS)

- **Award/Organization/Scholarship** | City, State — Year – Year
- **Award/Organization/Scholarship** | City, State — Year – Year
- **Award/Organization/Scholarship** | City, State — Year – Year
- **Award/Organization/Scholarship** | City, State — Year – Year

SAMPLE RESUME 4

John B. Doe

540.555.6060 | john.doe@gmail.com | linkedin.com/in/johndoe

Education

B.A., English Language and Literature Expected May 2024
Christendom College, Front Royal, VA

- Classical liberal arts curriculum: History, English Literature, Political Science, Theology, Philosophy, Latin, Mathematics, and Science
- Dean's List, 7 consecutive semesters: GPA 3.65/4.0
- Presidential Scholarship Recipient (2020–2024)

LinkedIn Learning Certificates of Completion
Financial Accounting Part 1 and 2 2020

Work Experience

Computer Services Assistant Month Year – Present
Computer Department, Christendom College, Front Royal, Virginia

- Supervise the college's computers and printers; provide quality customer service
- Serve as liaison between Computer Services Manager and clientele

Volleyball Team Manager Month Year – Month Year
Athletic Department, Christendom College, Front Royal, Virginia

- Managed cleaning of uniforms and stocking of medical kits; set up the locker room
- Prepared gym for sporting events; monitored budgetary spending

Associate Facilities Manager Month Year – Month Year
Operations Department, Christendom College, Front Royal, VA

- Provided general maintenance assistance; moved furniture, maintained vans
- Managed communication flow between Supervisor and other members of staff
- Supervised other members of communications staff; provided direction and oversight

Photojournalist Month Year – Month Year
Marketing Office, Christendom College, Front Royal, VA

- Worked with team of photographers to capture images of life on campus
- Edited and selected photos to use for print and web
- Met with Public Relations Director to receive weekly assignments

Assistant Manager Month Year – Month Year
Sacred Grounds Coffee Shop, Front Royal, VA

- Assisted manager with daily tasks, including training new staff members
- Provided superior customer service; maintained cleanliness; managed inventory

Administrative Assistant Month Year – Month Year
Advancement Office, Christendom College, Front Royal, VA

- Utilized Word Office Suite and Raisers Edge Database to complete tasks
- Provided clerical assistance to the Advancement Department
- Cultivated relationships with donors through mailings and phone calls

Other Activities

- Senior Class Vice President, Student Government Activities Council 2020 – 2023
- Member, Holy Rood Society, Christendom College 2020 – 2021

SAMPLE RESUME 5 – good for use if you want to highlight RELEVANT experience for a particular job field – otherwise, use one of the other resume samples

JANE B. DOE

540.555.1234 | jane.doe@christendom.edu | linkedin.com/in/janebdoe

---

EDUCATION

Bachelor of Arts in Mathematics — Expected Graduation: May 2024
Christendom College, Front Royal, VA — Cumulative GPA: 3.62/4.0

- First Honors three consecutive semesters
- Academic Scholarship Recipient (2019 – 2021)
- Selected as a member of the Advanced Studies Program

RELEVANT EXPERIENCE

Business and Billing Office Assistant — August 2019 – Present
Christendom College, Front Royal, VA

- Process student loan payments in Alpha software and review current day entries
- Compose letters and emails to students and parents about loans and payment processes
- Create student loan information folders and purge outdated files

Financial Planning Summer Intern — May 2019 – August 2019
FinanceStar, Boise, ID

- Observed Financial Advisors conduct consultation meetings with clients about services
- Created client profiles about investments and accounts using Naviplan software
- Utilized risk assessment to create a sample financial plan using Naviplan software
- Attended day-long workshop to learn about client meeting types and strategies for success

WORK EXPERIENCE

Resident Assistant — August 2020 – Present
Christendom College, Front Royal, VA

- Create positive living environment by connecting residents and mediating conflict
- Plan and facilitate educational, communal, and spiritual events for residents
- Conduct checks for both cleanliness and curfew
- Participate in meetings on how to improve service by contributing ideas

Barista — August 2020 – August 2021
Central Perk, New York, NY

- Trained new employees on customer service, food and drink preparation, and policies
- Built customer rapport by engaging in conversation during checkout
- Developed new recipes and advertised to customers

CAMPUS INVOLVEMENT

Student Ambassador — 2020 – 2021
Varsity Player, Lady Crusaders Soccer Team — 2019 – 2022
Actor, Christendom Players Theatrical Group — 2020 – 2022

JOHN B. DOE (EXAMPLE OF COMMON MISTAKES)

555.636.1222 | john.doe@christendom.edu | linkedin.com/in/johndoe-659aa311/– **get rid of numbers**

EDUCATION – **font is too big**

Bachelor of Arts, English Language and Literature Expected May 2024
Christendom College, Front Royal, VA

- Classical liberal arts curriculum: History, English Literature, Political Science, Theology, Philosophy, Latin, Mathematics, and Science
- Academic Scholarship Receiptient - typo; GPA 3.2/4.0 – only list GPA of 3.5 or above

LinkedIn Learning Certificates of Completion

- Python: Programming Efficiently 2020
- Code Clinic: C# 2020

WORK EXPERIENCE

Executive Assistant to the Dean of Student Life August 2021 – present
Christendom College, Front Royal, Virginia

- (Wrong font type) Assist Dean and Associate Dean in all aspects of managing Student Life Office
- Serve as liaison between students and Dean; supervise other members of Student Life staff
- Provide clerical and administrative asssistance (typo)in professional manner

EXTRA SPACE HERE – DELETE IT

Special Events Planning Associate The job below is more current, move this one down January 2021 – May 2021
Christendom College, Front Royal, Virginia

- Responsible for (**use action word)** planning college-wide events and working with team of volunteer students.
- Managed budget, advertising, refreshments, and entertainment needs for large-scale events. **Period? No Period?**
- Met event goals, came in under budget, and measured high level of satisfaction with post-event survey

Junior Class President Move this job up since it is most recent and longest August 2020 - May 2021
Christendom College, Front Royal, Virginia

- Plan, organize, and execute college-wide extra-curricular community building events
- Work with team of fellow students; manage budgets; recruit volunteers; market events
- Meet regularly with fellow classmates and serve as liaison between junior classmates and administration

Assistant Admissions Counselor & Ambassador November 2019 -- May 2020
Christendom College, Front Royal, Virginia **Should not be bolded**

- (Different font) One of a select number of studetns chosen to represent the college to prospective students
- Aided college admissions office with recruitment of students; provided feedback on students
- Arranged accommodations and activities for visiting students; led campus tours

OTHER ACTIVITES **typo and below, everything needs to be indented more**

- Volunteer, Loaves and Fishes Food Pantry, Catholic Charities 2020
- Active Participant, Chester-Belloc Debate Society, Christendom College 2019 – 2022
- Advertising Director, Student Government Activities Council, Christendom College 2020– 2022
- Varsity Player, Lady Crusader Basketball Team, Christendom College 2019 - 2021
- Member, Christendom Players Theatrical Group, Christendom College 2018 – 2019

COVER LETTER 1

JANE B. DOE

555.636.1222 | jane.doe@christendom.edu | linkedin.com/in/johndoe

September 14, 2021

Dear Mr. Hogan,

I am writing to apply for the Digital Account Manager position at Blitz Digital Group/HSP Direct. Blitz's emphasis on accountability, results, and exceptional client relationships aligns closely with both my professional experience and my commitment to advancing conservative causes. I am deeply passionate about conservative politics and motivated by the opportunity to help mission-driven organizations achieve measurable impact through effective digital fundraising.

In my current role as a Phone Cultivation Donor Relations Associate at Christendom College, I manage and cultivate long-term donor relationships through personalized outreach, disciplined follow-up, and persuasive communication. I serve as a primary point of contact for benefactors, track engagement and outcomes in Blackbaud Raiser's Edge, and support fundraising strategy through careful data management and reporting. This work requires a high degree of accountability and attention to detail, ensuring that each interaction adds value and advances broader fundraising goals.

Previously, at the Clare Boothe Luce Center for Conservative Women, I supported outreach and engagement initiatives designed to strengthen mission alignment and expand long-term support. As Outreach Coordinator and Program Assistant, I developed and refined messaging across email and phone communications, monitored response patterns to inform outreach strategy, and worked collaboratively with colleagues to drive engagement and participation. I also served as a primary point of contact for interns, proactively communicating expectations, anticipating needs, and delivering solutions to ensure effective program execution.

Across these experiences, I have developed a strong hunger for continuous learning and professional growth, particularly in digital fundraising and communications. In support of this growth, I am currently completing LinkedIn Learning coursework in HTML and email formatting to strengthen my ability to support email-based fundraising campaigns and digital execution. I am self-motivated, goal-driven, and energized by environments where success is measured by impact and results. I take ownership of my work, think strategically about how to add value, and aim to grow into a trusted advisor for Blitz's clients.

I would welcome the opportunity to bring my work ethic, conservative passions, and commitment to client success to Blitz Digital Group. I look forward to the possibility of contributing to your team and helping conservatives have the greatest possible impact in 2026 and beyond.

Sincerely,

Jane Doe

COVER LETTER 2

JOHN B. DOE

555.636.1222 | john.doe@christendom.edu | linkedin.com/in/johndoe

January 23, 2021

Dear Hiring Manager:

I am writing to express my strong interest in the position of Community Relations Coordinator at the Museum of Fine Arts. After learning about this opening, and then researching your organization, I am confident that I would be an ideal addition to your team of committed staff members in this newly created position.

As a history major with ample experience in teaching, customer service, and community outreach and relations, I am fully aware of the importance of growing strong relationships with constituents and the importance of strong interpersonal and organizational skills in order to make this come to fruition. My strong interest in working for the Museum comes from my passion for customer service and my eagerness to share my love for the fine arts.

The particular position of Community Relations Coordinator is immensely appealing to me for a number of reasons. To begin, through my liberal arts education, I have gained an exceptional ability to "think outside the box," as they say, and to "see the big picture," rather than getting bogged down in the minutia of details. In majoring in history, I was exposed to many courses in philosophy, literature, and political science as well, which gave me a better well-rounded educational experience. Additionally, I am positive that my exceptional communication skills, which I utilized to the fullest in many of my former positions, particularly working as a park ranger, an administrative associate, and food service employee, will be of great benefit to the Museum in this position.

Secondly, my recent experience as a teacher has helped improve my presentation skills, as well as my abilities to work with people of all ages – from the children and their parents to my colleagues – and given me a better understanding of how to work with a diverse group of community members. Although it has not always been easy, I believe that I have been successful in my current teaching position and have gained the respect of everyone with whom I work.

I look forward to speaking with you further about this exciting new position and would welcome the opportunity to discuss further with you my qualifications, and to learn more about your hiring process. I will follow up with you early next week and look forward to our conversation.

Sincerely,

John Doe

COVER LETTER 3

JOHN B. DOE

540.555.6060 | john.doe@gmail.com | linkedin.com/in/johndoe

December 1, 2021

Dear Mr. Trueman:

I am writing to express my strong interest in the position of Development and Marketing Copywriter, as advertised on CatholicJobs.com. After learning about this opening, and then researching your organization, I am confident that I would be an ideal addition to your team of committed staff members.

As an English Language and Literature major at one of the most conservative, Catholic colleges in the nation, I am fully aware of the many problems facing our society. The culture's exploitation of women and children through pornography and in the sex trafficking industry is a serious problem, and one that seems to be growing daily, and deeply affecting all involved: men, women, and children alike. I want to work with your organization to help combat these problems and work to rid our country – and the world – of these plagues.

The particular position of copywriter is immensely appealing to me for a number of reasons. To begin, studying English as my undergraduate major has enabled me to have a very good grasp of the English language, which will give me an edge when writing marketing copy, online content, or developing campaigns. Secondly, although majoring in English, my exposure to philosophy, theology, political science, and history in Christendom College's core curriculum has given me the ability to think critically, and to see "the big picture."

Secondly, my experience, both as an online blogger and as one of the college's official photojournalists, has given me the necessary tools I would need to excel in helping NCOSE grow its online presence and better affect its constituents through well-designed publications, emails, and web pages, with top-notch professional imagery.

Finally, I am confident that my eagerness to want to change the culture for the better, and to make a deep impact on history, will be an asset to me in this position. I am very energetic, and I have a very positive outlook on life – which I think is important, especially when dealing with such tragic topics as pornography, sexual exploitation, and child abuse. But in the end, we are told – and must believe – that God will win, and I want to be a part of His winning team.

I look forward to speaking with you further about this exciting position and would welcome the opportunity to discuss further with you my qualifications, and to learn more about your hiring process. I will follow up with you early next week and look forward to our conversation.

Sincerely,

John Doe

COVER LETTER 4

JOHN B. DOE

555.636.1222 | john.doe@christendom.edu | linkedin.com/in/johndoe

August 22, 2021

Dear Ms. Unsworth:

I would like to express my strong interest in working as the next Associate Marketing Manager at Arnold Worldwide, and would like the opportunity to explain why I believe I would be an asset to your marketing department.

During my years at college, I developed my passion for marketing – all aspects of it – from copy writing to design, layout to video editing, social media to advertising. Through my experiences of proactively managing all aspects of school-wide events as Student Body President, and serving as the Managing Editor of the college's student magazine, I came to a realization that my superior communication skills, my unrelenting ambition to succeed, and my ability to creatively solve problems would serve me well as a marketing manager.

In researching your company, it appears that my work ethic, my ability to remain composed during stressful situations, and my dry sense of humor may be an asset to Arnold Worldwide and its clients. As the writer and director of our senior class' Mystery Dinner Theater (a comedic theatrical production), I had to demonstrate exceptional organization skills, collaborate with my fellow classmates, manage the marketing efforts for the production, and build relationships with various departments and leaders on campus. The end result of this massive undertaking was a huge success – raising a record $10,000 for the college as part of our Senior Class Gift.

I am confident that my excellent interpersonal and managerial skills will solidify me as an ideal candidate for the position of Associate Marketing Manager. I have reviewed the job description and am positive that I meet the desired qualifications. I have been successful in my academic career, extra-curricular activities, and in my leadership role as Student Body President, and am eager to bring my energy and excitement to this venture.

I am an inspired natural leader, who brings creative thinking and exceptional organizational skills to each and every position I have held. I am optimistic in my outlook and have a deep sense of wonder and curiosity that enables me to connect with those with whom I work and manage, giving me the edge I need to strive for excellence and achieve success.

I would very much like to have a conversation with you in the near future to learn more about this exciting position, your company's hiring process, and to establish a mutual interest. I will call you by the end of the week to answer any questions you may have about my qualifications and background.

Thank you for your time and consideration.

Sincerely,

John Doe

9 Resume Mistakes That Might Cost You A Job

By Christine Ryan Jyoti (adapted)

"Résumés are the heartbeat of a career search," says Jacqui Barrett-Poindexter, a career and workplace adviser at Glassdoor. "If done well, your résumé will tell your story and sell you."

1. Making Grammatical Errors and Typos: There's no room for sloppiness. According to a 2013 CareerBuilder survey, 58% of employers identified résumés with typos as one of the top mistakes that led them to automatically dismiss a candidate.

2. Submitting Incorrect Information: Getting simple details wrong will get your résumé tossed into the reject pile, fast. "When you put an incorrect phone number down or mess up your job titles or dates, it makes your résumé look haphazard. If you say you're detail-oriented, and we catch incorrect information on your résumé, it's a big red flag," say experts.

3. Giving Everyone the Same Résumé: CareerBuilder's survey found that 36% of employers identified résumés that are too generic as one of the mistakes that may lead them to automatically dismiss a candidate. "A personalized résumé is focused to the target audience's needs," adds the expert. If the job description says the role requires market analysis and planning, then weave that language into your résumé content, using real examples of analysis you performed and the results you achieved.

4. Getting Too Elaborate With Formatting and Style: Don't let your résumé get out of hand with fonts and graphs and distract the reader from what's important (how qualified you are). If you're going to use bullets, they should be the same size and shape in each section and align from page to page.

5. Being Vague: Employers like to see as much information as possible up front. Highlight your accomplishments. If you raised money or saved money, put down the actual dollar figure–never give a generality that you can't verify when they dig deeper.

6. Squeezing Too Many Words Onto the Page: CareerBuilder's data shows that for new college graduates, 66% of employers say a résumé should be one page long, and for more seasoned workers, 77% of employers say they expect a résumé that's at least two pages long.

7. Omitting Exact Dates: CareerBuilder's survey found that 27% of employers identified résumés that don't include exact dates of employment as one of the most common résumé mistakes that may lead them to automatically dismiss a candidate.

8. Not Including Skills: A list of hard skills and examples of how you put those skills to use in previous positions is a great way to stand out from the pack. In that same CareerBuilder survey, 35% of employers cited résumés that don't include a list of skills as one of the most common résumé mistakes that may lead them to automatically dismiss a candidate.

9. Using an Objective Statement: Current trends indicate the days of including an objective statement in your résumé are gone.

*—**Christine Ryan Jyoti** is a Washington, D.C.-based freelance writer.*

What employers want

The job search is a lot like dating. You are the suitor, trying to woo a prospective company into taking you on. You dress nicely, get the jitters before meeting for the first time, and show off all the wonderful things you can bring, *if they pick you*. If the job search is like dating, then the resume and cover letter combined are like a love letter to the prospective company.

Competencies employers expect from their employees

Every year, the National Association of Colleges and Employers (NACE) surveys employers to determine what they look for in a resume and new hires. Below are the competencies they look for:

1. **Communication**: Ability to clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization
2. **Critical Thinking**: Ability to identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information
3. **Equity & Inclusion**: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism
4. **Leadership**: Recognize and capitalize on personal and team strengths to achieve organizational goals
5. **Professionalism**: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace
6. **Teamwork**: Ability to build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
7. **Technology**: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals

Specific skills employers look for in a candidate

- Ability to work in a team structure
- Ability to verbally communicate with persons inside and outside of an organization
- Ability to make decisions and solve problems
- Ability to obtain and process information
- Ability to plan, organize and prioritize work
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Ability to create and/or edit written reports
- Ability to sell or influence others

Pet Peeves & Common Resume Mistakes

- Leaving out dates
- Baseless description of personal strengths
- Entitlement mentality ("I have my degree, I'm sharp; what can you do for me?)
- No accomplishments listed, only job duties
- Statements of accomplishments without a clear indication of where or when they were made
- Fancy fonts
- Photo included
- Graphics
- Typos
- Misspellings
- Fluff words
- Poor grammar
- Disorganized
- Lack of clear direction, focus

Final Thoughts

It will take some effort to craft a good resume and cover letter, but it's worth it. The time you devote to making your resume better will pay off in the end in increased interview opportunities – which is the sole purpose of the resume/cover letter. Although it should be brief, your resume/cover letter must tell your story and entice a recruiter or hiring manager to call you in for an interview. These two documents are critical to the success of your job hunt and should not be taken lightly. The cover letter that accompanies every resume must be compelling and tell even more of your story – and show your passion.

Resume Headlines and Job Description Entries

IMPORTANT:

- If you currently have a job, use Month Year – Present – making sure that the dash that you use is the same for all entries.
- List in reverse chronological order, with the most recent and longest held job first.
- Start bullet points with a verb. Avoid using "Responsible for." See list of action verbs above.
- If you currently do the job, write bullet points in present tense.
- If you no longer do the job, write bullet points in past tense.
- Select only the sample bullet points which apply to you.

As you're writing your bullet points, try to quantify and explain your accomplishments. For example, rather than "Designed digital assets for web and social media," you might say something like, "Designed and created 10–20 social media assets per week in order to drive engagement and elevate the brand's visual style." Rather than "Wrote articles for the company's blog," you might say, "Researched, wrote, and built four longform articles per week in order to drive traffic and improve rankings on search engine results pages," and follow that with "Executed and iterated on the brand's content marketing strategy, driving a 10% increase in web traffic month over month."

POSITIONS AT CHRISTENDOM:

Manager Month Year – Month Year
Sacred Grounds Coffee Shop, Front Royal, Virginia

- Manage all aspects of campus coffee shop; hire, train, and manage personnel
- Plan and execute new initiatives to increase business and customer satisfaction

Assistant Manager Month Year – Month Year
Sacred Grounds Coffee Shop, Front Royal, Virginia

- Assist the manager with daily tasks, including mentoring and training new staff members
- Provide superior customer service; maintain cleanliness; manage inventory

Barista Month Year – Month Year
Sacred Grounds Coffee Shop, Front Royal, Virginia

- Assist the manager with daily tasks, including mentoring and training new staff members
- Provide superior customer service; maintain cleanliness; manage inventory
- Create personalized drinks, fulfill food orders, and maintain cleanliness of store
- Take initiative to complete additional tasks during slow times

Social Media Intern, Marketing Office Month Year – Month Year
Christendom College, Front Royal, Virginia

- Post announcements, facts, and pictures on Christendom College Facebook page daily
- Take photos of interesting happenings on campus daily
- Collaborate with Manager to create monthly social media schedule
- Created eye-pleasing marketing graphic designs with Canva
- Research and analyze content amongst competing companies
- Evaluate and report marketing performance data
- Manage and execute spreadsheets on Microsoft and Apple software

Photojournalist, Marketing Office Month Year – Month Year
Christendom College, Front Royal, Virginia

- Work with team of photographers to capture images of life on campus for use in publications
- Capture high-quality digital imagery for use in college's marketing collateral
- Edit and select photos to use for print and web; utilize SLR camera and Adobe Creative Cloud
- Meet with Public Relations Director to receive weekly assignments
- Upload photos to archives; organize by event and date
- Use Adobe Photoshop to edit lighting and other features of photos
- Setup photoshoots with students; request volunteers and schedule dates and times

Yearbook Editor and Contributor, Marketing Office Month Year – Month Year
Christendom College, Front Royal, Virginia

- Work with team of photographers to capture images of life on campus for use in yearbook
- Utilize Adobe Photoshop and InDesign to do create appealing and unique layout for publication
- Manage scheduling of contributors and layout specialists to meet deadlines

Library Desk-Page, St. John the Evangelist Library Month Year – Month Year
Christendom College, Front Royal, Virginia

- Check in books and search donations
- Manage mail delivery and maintain cleanliness of front desk area
- Provide customer service to patrons to ensure satisfaction

Library Office Supervisor, St. John the Evangelist Library Month Year – Month Year
Christendom College, Front Royal, Virginia

- Manage all aspects of Interlibrary Loan Department; assist with budget tracking and purchasing
- Supervise the library during evening hours; maintain all policies in a professional manner

Assistant Librarian, St. John the Evangelist Library Month Year – Month Year
Christendom College, Front Royal, Virginia

- Manage 115 academic periodicals; maintain proper cataloging procedures
- Receive and file magazines, catalog, and newspapers subscriptions
- Provide customer service at front desk; manage book processing and returns
- Manage inventory of donated books; work with librarian to determine shelving needs

Special Events Planning Associate, Student Activities Government Council Month Year – Month Year
Christendom College, Front Royal, Virginia

- Plan and execute college-wide events, working with team of volunteer students
- Manage budget, advertising, refreshments, and entertainment needs for events

Assistant Supply Manager, Student Activities Government Council Month Year – Month Year
Christendom College, Front Royal, Virginia
- Assist Head Supply Manager in maintaining organization in event supply closets
- Plan and execute 2-3 campus-wide events per semester; manage budgeting, marketing, set up
- Assist with all Student Activities Government Council events

Director of Technology, Student Activities Government Council Month Year – Month Year
Christendom College, Front Royal, Virginia
- Manage technology needs for officially sponsored college events
- Maintain inventory of all technology equipment for Council
- Plan and execute all aspects of social events on campus; manage budget, marketing, set up

Technology Assistant, Student Activities Government Council Month Year – Month Year
Christendom College, Front Royal, Virginia
- Train volunteers in use of equipment such as soundboards, speakers, microphones, and computers
- Prepare for events by performing activities such as selecting and setting up microphones

Kitchen Assistant Month Year – Month Year
Christendom College, Front Royal, Virginia
- Provide efficient service in a fast-paced environment to large group of students and faculty
- Maintain cleanliness, stock inventory, wash dishes, assist with food preparation
- Assist Executive Chef as needed
- Stock refrigerator and freezer with incoming materials
- Prepare kitchen for meals; prep food, turn on machines, ensure each station is stocked appropriately
- Assist full-time kitchen staff with various tasks, including plating food for dietary issues

Janitorial Assistant, Operations Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Aid in cleaning chapel; sweeping, vacuuming, mopping, dusting
- Supervise other members; delegate tasks

Equipment Manager, Athletic Department Month Year – Month Year
Christendom College, Front Royal, VA
- Inventory all athletic, medical, and sports equipment
- Inform Athletic Director of equipment and apparel stock, advise placement of new orders
- Supervise gym activities, keep gym organized, and running smoothly
- Staff sports games and operate official scoreboards

Sports Information Director, Athletic Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Staff sports games, record statistics, and upload them to conference webpages
- Coordinate with Sports Information Directors from other colleges
- Maintain and update athletic department website as needed

Administrative Assistant, **Athletic Department** Month Year – Month Year
Christendom College, Front Royal, Virginia
- Assign work schedules, ensure each employee is paid for shifts worked
- Supervise activity in the gym; maintain cleanliness; ensure the rules and regulations are enforced
- Prepare for and oversee sporting events; manage scoreboard and live stats

Gym Monitor, Athletic Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Supervise activity in gym ensuring rules are upheld
- Maintain cleanliness of all rooms, equipment, and surfaces of the gym
- Assist students with checking out and using equipment
- Help team managers with laundry

Intramural Coordinator, Athletic Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Plan and execute structured intramural sports program; communicate with student body
- Schedule events and communicate with student-athletes; record and advertise results
- Supervise and manage intramural nights to ensure student satisfaction and order

Volleyball Team Manager, Athletic Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Manage cleaning of uniforms and stocking of medical kits; set up the locker room
- Prepare gym for sporting events; monitor budgetary spending

Assistant Facilities Manager, Operations Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Provide general campus maintenance as needed; move furniture, maintain vehicles
- Manage communication flow between Supervisor and other members of staff
- Make repairs throughout campus environment: lighting, plumbing, cleaning, HVAC

Transportation Associate, Operations Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Manage the transportation needs of college VIPs and visitors
- Drive college faculty, staff, students, and visitors to and from the airport as needed

Assistant Director, Liturgical Events Month Year – Month Year
Christendom College, Front Royal, VA
- Manage team of volunteer students to execute daily liturgical events
- Organize schedules and collaborate with Chaplaincy to ensure events are high quality

Field Manager, Homecoming Weekend Month Year – Month Year
Christendom College, Front Royal, VA
- Oversaw Family Fun Day for alumni and their children, met vendors, handled problems
- Managed worker hours and directed workers in their tasks, provided any help needed
- Reported to the Alumni Relations Coordinator

Member, Welcome Weekend Committee Month Year – Month Year
Christendom College, Front Royal, VA
- Collaborated with peers to foster a welcoming atmosphere for incoming freshmen
- Maintained a cheerful disposition, introduced self to new students, welcomed them to campus
- Assisted with miscellaneous tasks, served meals, beautified the campus, moved students into dorms

Technical Assistant, Computer Services Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Supervise the college's computers and printers; provide quality customer service
- Serve as liaison between Computer Services Manager and clientele

Freshman Class President Month Year – Month Year

Christendom College, Front Royal, Virginia

- Elected by other members of the freshman class to represent them in college-related matters
- Plan and execute college-wide events, working with team of volunteer students
- Manage budget, advertising, refreshments, and entertainment needs for events
- Participate in meetings with members of the college administration as needed

Senior Class President Month Year – Month Year

Christendom College, Front Royal, Virginia

- Elected by other members of the senior class to represent them in college-related matters
- Plan, organize, and execute college-wide extra-curricular community building events
- Work with team of fellow students; manage budgets; recruit volunteers; market events
- Meet regularly with fellow classmates and serve as liaison between seniors and administration
- Oversee fundraising initiatives for annual Senior Class Gift

Administrative Assistant, Student Life Office Month Year – Month Year

Christendom College, Front Royal, Virginia

- Provide administrative and clerical assistance to Student Life staff
- Utilize email to communicate pertinent information to all constituents
- Manage recruitment process of resident assistants; schedule interviews, manage confidential files
- Operate front desk, maintain organization of mailroom, and assist visitors with their needs
- Answer phone calls and reply to emails

Event Planner, Career Development Office Month Year – Month Year

Christendom College, Front Royal, Virginia

- Assist with the planning and execution of college-wide networking events; manage volunteer students
- Track inventory of food and supplies needed for career development related events
- Plan workshops; schedule time and location, plan for refreshments, and advertise
- Communicate with Operations Staff for event set up

Communications Assistant, Career Development Office Month Year – Month Year

Christendom College, Front Royal, Virginia

- Create online informational newsletter for students
- Research pertinent career-related information to include in newsletters; create memes and infographics
- Create advertisements, announcements, and emails to promote Career Development events and services
- Assist with creating newsletters and emails for prospective students

Receptionist and Administrative Assistant, Office of the President Month Year – Month Year

Christendom College, Front Royal, Virginia

- Serve as first-impression to external constituents; answer phones, greet guests
- Provide administrative support to Executive Assistant to the President
- Greet all visitors to the administrative building of the college
- Answer telephone, direct callers and visitors to appropriate person

Faculty Assistant Month Year – Month Year

Christendom College, Front Royal, VA

- Provide clerical support as needed; filing, copying
- Supervise students during exams as needed
- Maintain confidentiality of students; grade student's work

Academic Success Mentor, Student Support Services Department Month Year – Month Year
Christendom College, Front Royal, VA

- Selected from student body to serve in mentorship and leadership position
- Provide struggling students with academic aid; create innovate ways to communicate ideas
- Build rapport with students; create welcoming environment to enhance study skills

Math Tutor Month Year – Month Year
Christendom College, Front Royal, VA

- Selected from student body to serve in mentorship and leadership position
- Mentor peers to develop and hone skills in mathematics and logic
- Provide an ideal environment for pursuit of these skills
- Create individual success plans for each student; provide empathy and understanding

Writing Center Tutor Month Year – Month Year
Christendom College, Front Royal, VA

- Mentor peers to develop and compose high-quality academic papers and presentations
- Instruct fellow students in use of proper grammar, syntax, and style

Resident Assistant, Student Life Office Month Year – Month Year
Christendom College, Front Royal, VA

- Oversee dormitory life for approximately 45 female students
- Enforce rules and regulations; provide leadership and counseling
- Plan and execute community building floor activities; manage budgetary spending
- Create positive living environment by connecting residents to one another and resolve conflict
- Serve as a liaison between the student body and Student Life staff
- Evaluate possible emergency situations and respond accordingly
- Maintain upkeep of assigned residence hall area

Administrative Assistant, Advancement Department Month Year – Month Year
Christendom College, Front Royal, VA

- Utilize Word Office Suite and The Raisers Edge database to complete tasks
- Provide clerical assistance to the Advancement Department staff
- Cultivate relationships with donors through mailings and phone calls

Information and Data Assistant, Advancement Department Month Year – Month Year
Christendom College, Front Royal, VA

- Input and update accurate constituent information in The Raiser's Edge database
- Make personal thank-you and screening calls to benefactors; process fundraising mailings
- Maintain a high level of confidentiality with sensitive information

Student Manager, Advancement Department Month Year – Month Year
Christendom College, Front Royal, VA

- Assign work schedules, manage employees, and ensure quality and timely service.
- Train employees in Microsoft Office Suite and Raisers Edge
- Provide an organized workspace conducive to working
- Cultivate relationships with donors through mailings and phone conversations.

Administrative Assistant, Alumni Relations Department Month Year – Month Year
Christendom College, Front Royal, VA

- Provide administrative and clerical support as needed; address envelopes, search database
- Coordinate monthly donor appreciation campaign; post information to social media sites

Phonathon Solicitor, Advancement Department Month Year – Month Year
Christendom College, Front Royal, Virginia

- Call college benefactors to encourage them to consider making additional donations to the college
- Provide a professional and gracious attitude over the phone to assure benefactors' respect

Contributor and Publisher, Metanoia Month Year – Month Year
Christendom College, Front Royal, VA

- Work directly with the Editor-in-Chief to publish 3–4 issues per semester
- Ensure excellent quality of content and layout for each publication
- Increase online traffic by updating the website and bolstering social media outreach

Assistant Director, Best Week Ever Summer Program, Admissions Office Month Year – Month Year
Christendom College, Front Royal, VA

- One of 10 students chosen from student body to represent the college to students
- Manage all aspects of the program: events, activities, safety and discipline of students
- Provide direction, leadership, and counseling to students; serve as role model
- Present a positive and outgoing attitude representing the mission of the College
- Supervise 60 students' behavior in residence halls; available 24/7 for any conflicts
- Engage in small talk and deep conversations with prospective students from varied backgrounds

Administrative Assistant & Tour Guide, Admissions Office Month Year – Month Year
Christendom College, Front Royal, VA

- Lead guided tours of the college campus; answer questions and concerns
- Process and accurately enter data into Blackbaud database system; manage confidential information
- Provide clerical support as needed

Assistant Admissions Counselor & Ambassador, Admissions Office Month Year – Month Year
Christendom College, Front Royal, Virginia

- Selected from student body to represent the college to visiting students and their families
- Host overnight visitors; communicate with parents and students; answer questions
- Provide assistance for open houses and scholarship competitions; provide feedback on visitors

Sales & Recruitment Specialist, Admissions Office Month Year – Month Year
Christendom College, Front Royal, VA

- Contact prospective students via phone to discuss their level of interest in the college
- Encourage students to visit campus and to apply for enrollment
- Provide insights into everyday college life; answer questions

Costume Designer, The Christendom Players Month Year – Month Year
Christendom College, Front Royal, Virginia

- Assist in design and production of costumes for theatrical performances
- Work with actors to meet their needs; provide customer service

Set Designer, The Christendom Players Month Year – Month Year
Christendom College, Front Royal, Virginia

- Assist in design and production of sets for theatrical productions
- Work with producer and director to meet their needs; provide customer service

Special Events Associate Manager, Operations Department Month Year – Month Year
Christendom College, Front Royal, Virginia

- Assist with all aspects of planning, organizing, and executing top-end college events

- Work on team to prepare name tags, materials, gift bags, programs, and seating arrangements
- Assist with food, beverage, and décor selection
- Provide clerical and administrative assistance as needed

Special Events Planning Office Manager, Operations Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Execute college-wide events according to plans made throughout the year
- Create seating charts based on donors attending events; coordinate communications prior to event
- Serve as donor liaison on the day of Christmas at Christendom and Summer Consortium
- Manage team of students, delegate tasks for various stations at events

President, Swing Dance Club Month Year – Month Year
Christendom College, Front Royal, Virginia
- Manage all aspects of monthly college-wide social event including budgeting and advertising
- Supervise fellow students in executing events; oversee operational and technical aspects
- Recruit and train instructors; collaborate with team to executive quality events

Dance Instructor, Swing Dance Club Month Year – Month Year
Christendom College, Front Royal, Virginia
- Plan and execute dancing events, working with team of volunteer students
- Teach various forms of dancing to new and intermediate level pupils

Administrative Assistant, Registrar's Office Month Year – Month Year
Christendom College, Front Royal, Virginia
- File and handle confidential information, including grades and class schedules
- Review student files to gather grades for individual transcripts
- Utilize Microsoft Word to create documents as necessary
- Receive and sort incoming mail; post outgoing mail

Marketing Intern, Marketing Office Month Year – Month Year
Christendom College, Front Royal, Virginia
- Manage social media accounts for Christendom's Graduate School of Theology
- Create content for Facebook, Twitter, and Instagram using Adobe Spark and Canva
- Utilize Hootsuite to schedule posts for optimal engagement based on analytics
- Review and select the most appealing photos to be used for branding purposes

Intern, Student Support Services Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Personally coach a student in academic distress
- Assist Academic Success Coach and Director of Student Support Services with various office tasks
- Proctor students who need to take exams outside of regular class times

Peer Note-taker, Student Support Services Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Attend class and take legible notes for students in need of a note-taking accommodation
- Scan notes once a week and/or after the class before a quiz/exam

Course Recording Assistant, Student Support Services Department Month Year – Month Year
Christendom College, Front Royal, Virginia
- Collect audio recordings from classrooms across the campus
- Upload recordings to Soundcloud in timely fashion
- Email links to uploaded recordings to professors and maintain confidentiality of all recordings

SAMPLES OF JOBS OUTSIDE OF CHRISTENDOM

(Choose which bullet points best match your experience in these roles – focus on two or three only)

Intern Month Year – Month Year

Population Research Institute, Front Royal, VA

- Draft thank you letters to be sent to donors
- Receive and sort incoming mail; meter and post outgoing mail
- Sort and record cash and check donations received via mail
- Inventory books and other items used for donor gifts

Marketing Intern Month Year – Month Year

Population Research Institute, Front Royal, VA

- Manage, track, and organize information provided by social media, such as Facebook and YouTube
- Research progress of marketing campaigns and provide ideas for improvement

Customer Service Agent Month Year – Month Year

Virtual Service Operations, Warrenton, Virginia

- Aid customers as an PUA (Pandemic Unemployment Assistance) Business Analyst to the public of NY
- Work in accordance with standards mandated by various laws and federal regulations
- Resolve complex problems related to eligibility for unemployment insurance benefits
- Integrate claims using a Mainframe and Intranet database tools
- Answer calls using the Verizon InContact Softphone call center manager
- Develop training and reference documentation
- Use the VMWare Horizon Client and RSA SecureID to connect to the remote environment
- Use Slack to communicate between immediate team and larger project team

Team Member Month Year – Month Year

Fast Food Restaurant, City, ST

- Investigate and resolve guest complaints; create timely solutions for diverse problems
- Maintain standards of quality and efficiency; serve as peer leader in many areas
- Excel under pressure to keep the store's average service time below those of competing franchise stores
- Created friendly service experience for all customers
- Fulfilled orders, stocked items, and followed sanitary regulations for COVID-19
- Communicated clearly and respectfully with other team members to ensure efficiency
- Supervised, managed, and trained new employees
- Produced highest sales record in the east coast for two months
- Managed processing and safety of financial transactions
- Collaborated with others to efficiently manage daily operational tasks

Childcare Provider Month Year – Month Year

Private Family, City, ST

- Assist mother with three young children; maintain cleanliness of the house
- Manage transportation and dietary needs of children; organize summer activities
- Assist with physical and occupational therapy; provide emotional and medical support as needed
- Managed multiple children with varying temperaments at once
- Supervised mealtime and bedtime
- Organized outdoor activities
- Cared for children aged 3 to 14
- Supervised children during outdoor play, ensuring safety
- Assisted kids with homework and played games to entertain them
- Prepared and provided snacks; followed dietary restrictions as necessary

Camp Counselor Month Year – Month Year

Camp Name, City, ST

- Created and planned daily lessons for campers aged 8 to 13.
- Taught campers aged 4 to 13 fundamentals of baseball through drills and activities.
- Delegated tasks to camp helpers, such as running drills.
- Supervised 8 Camp Counselors, wrote and reviewed evaluations with each.
- Served as counselor for children of all ages with developmental disabilities.
- Attended to children's activities of daily living and social participation.
- Helped plan relevant camp activities to maximize camper engagement.
- Participated in social skills sessions with assigned students to assist camper confidence in social situations.
- Encouraged camper participation in skill sessions focused on social interaction, fine and gross motor skills.
- Coached and instructed campers through drills and activities designed to improve skills.
- Supervised Junior Counselors and Counselors in Training.
- Chaperoned field trips to amusement parks, the pool, and basketball games.
- Communicated with parents regarding daily activities, disciplining, and daily experiences.
- Administered First Aid to campers, and complete paperwork as needed.
- Provided guidance and support for campers who were adjusting to camp and were homesick.
- Intervened in order to prevent bullying and other social issues.
- Constructed and conducted a variety of different camps (e.g. soccer, art, survival) for young campers.
- Communicated directly with campers' parents via email and daily face-to-face interaction.
- Fostered a fun atmosphere conducive to personal growth and learning for campers
- Directed and coordinated the curriculum for the camp
- Contacted all parents to receive payment and forms via email or phone
- Trained and Articulated daily camp activities for the Counselors
- Budgeted for upcoming camp needs using Microsoft Excel
- Facilitated campers for 9 weeks throughout the summer, observed and supervised activities.
- Marketed the camp via social media, managed camp website, photographed and videoed experiences
- Stepped in whenever needed around the farm for various tasks

Construction Assistant Month Year – Month Year

Construction Company, City, ST

- Assist with framing, drywall, painting, electrical work, tiling, and laying hardwood floors
- Collaborate with team members to ensure completion of tasks
- Maintain cleanliness of work area during and after completion of the projects
- Assist supervisor with the offering of bids for specific jobs to clients

Sales Associate Month Year – Month Year

Retail Store Name, City, ST

- Acted as the first method of contact for clientele
- Aided in product education and location
- Perform managerial duties of opening and closing the store
- Build customer rapport by engaging in conversation during checkout
- Maintain cleanliness and appearance of store by folding and putting away clothes and other items
- Attend all mandatory meetings and shifts on time
- Made customer shopping experience more efficient by restocking products on sales floor
- Provide customer service to ensure a great shopping experience
- Knowledgeable about products being sold and current promotions
- Greet customers and engage in conversations to better meet customer needs
- Unload freight daily and stocked shelves as necessary

Cashier Month Year – Month Year

Store Name, City, ST

- Acted as the first method of contact for clientele
- Aided in product education and location
- Provide friendly customer service while ringing up purchases.
- Process sales transactions including credit/debit cards, cash, gift cards.
- Bag groceries, return carts, and perform store maintenance.
- Consulted with customers to determine individual needs.
- Prepared and pulled orders from warehouse.
- Interacted with customers daily by loading purchases in vehicles and ringing up transactions.
- Loaded and unloaded shipments and stocked designated areas.
- Ensure floors, tables, and working space were cleaned quickly and efficiently.
- Provide customer service to ensure guest satisfaction with overall experience.
- Greeted visitors and provided customer service while taking orders.
- Maintained cleanliness of lobby area by sweeping and mopping floors and cleaning off tables.
- Trained new employees on cashier and back duties.
- Built relationships with frequent customers by engaging in conversation.
- Provided customer service while taking orders and processing transactions.
- Maintained cleanliness of counter and pastry area.
- Made special order coffee beverages and smoothies.
- Collaborate with team members to ensure a welcoming environment.

Wine Pourer/Educator Month Year – Month Year

Company Name, City, ST

- Built rapport with guests by making conversation and offering services to meet their needs
- Educated customers about the various wines offered to encourage sales

Landscape Assistant Month Year – Month Year

Company Name, City, ST

- Work with team to complete projects while ensuring safety.
- Consult with customers to determine needs and work to ensure their satisfaction.
- Mow lawns, laid rock, and raked leaves.
- Maintain and clean equipment as needed.
- Ensure job site is clean and secure after completing work.
- Plan schedule of weekly jobs and assign workers as needed.
- Ensure park, and Frederick County Public Schools are kept in immaculate condition.
- Complete landscaping projects including mowing and trimming.
- Enhance park by creating new bike trails and putting new roofs on shelters
- Assisted with ensuring the course is playable, presentable, and up to par.
- Collaborated with team to irrigate the course; utilized heavy machinery.
- Assisted with creation of new greens; transported sod and operated heavy machinery.

Canvasser Month Year – Month Year

Company Name, City, ST

- Answered phones, did phone banking, office and supply management.
- Knocked on doors of select groups of people to discuss political decisions of a candidate.
- Represented candidate at town hall meetings, answered questions after presenting his platform.
- Canvassed neighborhoods to gather support for and educate about the candidates.
- Asked residents if they planned to vote in November and who they were voting for.
- Worked with a team to cover as much ground as possible.

Transferable Skills

Leadership
- Goal-setting
- Delegation
- Negotiation
- Interpersonal skills
- Team-building
- Conflict resolution

Decision-Making
- Critical thinking
- Problem-solving
- Creativity

Empathy
- Curiosity
- Listening skills
- Conflict resolution

Initiative
- Process improvement
- Self-motivation
- Goal-setting

Teamwork
- Self-awareness
- Active listening
- Collaboration
- Relationship building
- Conflict resolution

Organization
- Attention to detail
- Planning and prioritization
- Analytical thinking
- Time management

Communication
- Active listening
- Giving and receiving feedback
- Presenting
- Written communication

Adaptability
- Creativity
- Optimism
- Flexibility
- Growth Mindset