



Cover Letter & Resume Review

The Higher Learning Institute

Cover Letter Excerpt #1

- I am writing you to inquire about the possibility of being employed at Namco Company, as a Computer Graphics Technician. I learned from the periodicals that Namco Company is one of the top leading video graphic companies.



(Good)

Shows that the applicant has researched the company prior to sending the resume and cover letter

Cover Letter Excerpt #2

- I look forward to your arranging and an interview with me. Please contact me at xxx-xxx-xxxx. During the evening time is fine.



(Opportunity for improvement)

Fragmented sentence -- could read “ I look forward to your arranging an interview with me. Please contact me at xxx-xxx-xxxx during the evening hours.

Cover Letter Excerpt #3

- The experiences I have had with animals, along with my education, will be of great value to you. I would like to make your company even more successful and I possess the qualities needed to accomplish this task.



(Good)

Shows confidence and tells the employer what is in it for them.

Resume Excerpt #1

Education

T. W. Wingate Andrews High School

High School diploma, GPA: 3.0, June 2007



(Good)

Gives detailed information about education.

Resume Excerpt #2

Objective

I want to make video games.



(Opportunity for improvement)

Objective not in right format and not detailed enough. Could possibly read: “To create cutting edge video games that will use my creativity and programming skills.”

Resume Excerpt #4

Summer Engineer

Browns Summit, NC

Proctor & Gamble

Summer 2003

- Technical project manager in the Dentifrice Packing Department -- Lead three technical improvement projects which reduced production costs, increased line efficiency, and could have potentially lead to over \$100,000.00 in annual savings.



(Good)

Gives detailed information about work experience.

Resume Excerpt #3

Work/Volunteer Experience

Natural Science Center of
Greensboro/Museum/Zoo/Planetarium, 2003-2006

Evergreens Nursing Home/Nursing Assistant, 2004



(Opportunity for improvement)

Add details of your duties and responsibilities for each job listed. This will give the employer a better idea of what you have actually done.

Resume Excerpt #5

Summary of Skills:

- **Computer Languages**—VB Script, HTML, C, Test Scripting Language (TSL)
- **Computer Applications**-- Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher; Microsoft Project, Internet Explorer, Lotus Notes



(Good)

Gives detailed information skills that you have.

Resume Excerpt #6

Interest and Hobbies

Watching T.V., Listening to music, Dancing,
Talking on the phone



(Opportunity for improvement)

List interests and hobbies that are related to the job that you are applying for or re-word these to sound like they are related. For example, instead of “talking on the phone” , you could say “practicing one-on-one communication skills daily”