

CAREER CENTER

YOUR NAME HERE

E-mail Address

Current Street Address
City, State, and ZIP
(xxx) xxx-xxxx

Permanent Street Address
City, State, and ZIP
(xxx) xxx-xxxx

EDUCATION:

Bachelor of Arts, Ball State University, Muncie, IN
Major: (or Specialization). Month Year

List minor(s), academic honors, relevant memberships, significant presentations, group projects, reports, and independent research.

EXPERIENCE:

Organization Name, City, State
Position Title. Month Year - Month Year

- List results, accomplishments, contributions, and promotions.
- Indicate the positive difference or impact you made; be specific, concrete, and concise (3 lines).
- Begin sentences with action verbs.
- If it is difficult to identify contributions you made to the organization, indicate the knowledge or skills you acquired.

**VOLUNTEER
ACTIVITIES:**

Non-Profit Organization, City, State
Position Title. Month Year - Month Year

- List results, accomplishments, contributions, and promotions.
- Indicate the positive difference or impact you made; be specific, concrete, and concise (3 lines).
- Begin sentences with action verbs.

RELATED SKILLS:

Highest Priority Professional Competency

Section may include industry-specific knowledge and skills, written and spoken languages, related training, and professional development.

Second Highest Priority Professional Competency

Present specific, concrete, and concise claims that could meet employer needs.

4321 W. Cross Avenue
Fort Wayne, IN 46835
February 8, 2013

Patricia Meier
Manager
Hilton Hotel
804 East Ocean Boulevard
Long Beach, CA 90831

Dear Ms. Meier,

Please consider me for the position of meetings and convention services coordinator at the Hilton in Long Beach, California. I saw the position posting on www.careerbuilder.com on February 3, 2010. This position fits my education, experience, and career interests.

I will be graduating from Ball State University in May with a bachelor's degree in communication studies. As the Bed Race chairman for the Ball State University Homecoming Steering Committee, I coordinated all of the details for the event. The execution of chairman responsibilities such as organizing subcommittees and planning the minute-by-minute schedule for the event demonstrate my detail-oriented work ethic. Through the implementation of all aspects of organizing the Bed Race, I gained valuable communication and publicity experience that would be a great asset to this position at the Hilton.

In addition to my organization and leadership experience, I am also fluent in Spanish. I studied at the University Pontificia of Salamanca in Spain for a semester. With the flexibility of being bilingual, I would be able to communicate effectively with Spanish-speaking clientele as well as English speakers.

Please accept my enclosed résumé as my application for the meetings and convention services coordinator position. It provides you with more of my qualifications and experience. I will contact you early next week to discuss an interview. If you have any questions, please feel free to contact me at (765) 264-7453 or e-mail me at petersensk@bsu.edu. Thank you for considering me for this position. I look forward to speaking with you about the possibility of joining the Hilton organization.

Sincerely,

Sarah K. Petersen

enclosure

Thank-You Letter for a Reference

Dear Professor Smith:

Thank you once again for serving as a reference for me during my job search. I am delighted to tell you that I have accepted a position as an information specialist with Today's Health magazine. The skills I developed in your business communications class were critical to my getting this job.

As I begin my new job, it is with appreciation to you for all of your help. I look forward to maintaining our professional relationship. If I can be of assistance to you or your students in the future, please do not hesitate to call me.

Acceptance Letter

Dear Mr. Drake:

I am happy to accept the position you have offered me in the market research department at Muncie Marketing at a starting salary of \$35,800 a year plus benefits. The position is a really good match for my skills.

As you requested, I will report to the human resources department at 9 a.m. on June 1 to complete the required forms. If you need additional information before I begin my new job, please feel free to call me either at home (555-555-5555) or at the office (555-111-1111).

I look forward to working with you and the rest of the staff at Muncie Marketing.

Letter Declining an Offer

Dear Dr. Jones:

Thank you for your offer of a job as a nurse practitioner in the Cardinal Clinic. The clinic offers excellent care to its diverse range of patients, and I am sure that I would be happy working there. However, I have decided to accept a position with another organization that focuses on pediatrics, my area of specialization.

I sincerely appreciate the time and consideration that you and your staff gave to my application. I look forward to developing a professional relationship with you all in the coming years.

Resignation Letter

Dear Ms. Brown:

It is with mixed emotions that I write to tell you that I will be resigning my position with Historic Hamilton County effective June 1. I have accepted a new job with the White River Restoration Project that offers me many new challenges.

I have learned a great deal under your guidance during my three years at HHC. Your support of my professional development and my efforts on the many projects I directed were invaluable. Thank you for your patience and trust.

If I can be of assistance to you and your staff in the future, please do not hesitate to call me.

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact
Career Center
Lucina Hall 220 Ball State University
Muncie, Indiana 47306 (765) 285-5634
www.bsue.edu/careers/
careercenter@bsue.edu