

UW-Eau Claire Career Services

Resume and Cover Letter Guide



University of Wisconsin
Eau Claire

**Advising, Retention
and Career Center**

1 **Blu Bugold**

blu@uwec.edu | (111) 101-1100

123 Sample Street
Eau Claire, WI 54701

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EDUCATION

2

University of Wisconsin-Eau Claire (UWEC) | Eau Claire, WI | Expected: May 2023
Bachelor of Science: Biology, Microbiology Emphasis and Spanish Minor
GPA: 3.30/4.00

University of Valladolid | Valladolid, Spain
Study Abroad, September 2021-December 2021

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Relevant Coursework

Microbiology, Medical Mycology, Infectious Disease Ecology, Biotechnology, Genetics, Foundations of Chemistry, Organic Chemistry, Neuroscience Laboratory, Cell/Molecular Biology, Elementary Statistics

EXPERIENCE

3

Team Latitude | Madison, WI | May 2022-Present
Laboratory Technician Intern

- Performed and recorded results of analytical testing on samples from all stages to ensure variables such as gas levels, coloration, and pH were sufficient and safe.
- Collaborated with five laboratory technicians in microbiology and analytical laboratories to ensure the accuracy of data collection.
- Tested equipment aseptically to ensure the absence of harmful microbes.

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UWEC Biology Department | Eau Claire, WI | January 2020-August 2021
Laboratory Preparation Assistant

- Sterilized equipment, supplies, and bio-hazardous waste with the use of an autoclave.
- Prepared several forms of media to communicate events and department information to undergraduate microbiology class.

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UWEC Microbiology Laboratory | Eau Claire, WI | April 2020-May 2021
Research Assistant

- Investigated the ability of multi-resistant bacteria to transfer antibiotic resistant genes to the use of colony isolation, culture purification, PCR, and gel electrophoresis.
- Researched independently and in collaboration with five peers, resulting in four published and presented posters.
- Prepared and presented research posters for the UWEC student research fair, Celebration of Excellence in Research and Creative Activity (CERCA).

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ACTIVITIES

6

Microbiology Lab, Teacher's Assistant | September 2020-Present
UWEC Biology Club, Executive Board Member | November 2020-Present
Boys and Girls Club of Eau Claire, Volunteer | September 2020-February 2021

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ADDITIONAL SKILLS

Aseptic Technique, Scientific Writing, Bacterial Cultures, Microscopy, Minimal Inhibitory Concentration, Titration, Basic Professional Proficiency in Spanish

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AWARDS

UWEC Mortar Board Senior Honor Society | February 2022-Present
National Society of Collegiate Scholars | May 2022-Present



Resume Tips

- Templates can reduce creative control of content and will not be readable in some application systems (ATS).
- Utilize a reverse chronological format where the most relevant information listed in sections toward the top.
- Keep the document concise, 1-2 pages, using common and readable 10-12 font size.
- Highlight important information with bold, italics, and bullet points.
- Utilize a professional layout with a balance of white space to text.
- Proofread, spell check, and edit the resume.
- Send as a PDF document.
- Professional references should be included in a separate reference page.



Accomplishment Statements

An accomplishment statement should contain an action verb, the scope and results of activities (use quantitative data) and specific transferable skills gained from the experience.

Tips for Writing Effective Accomplishment Statements:

- Tailor statements to the organization and job of interest.
- Use approximately 2-5 statements for each position.
- Use bulleted points- they are easier to read than paragraphs.
- Utilize consistent verb tense of each action verb.

The table below provides examples to help you give it a try!

What did you do?	What did you do? How did you do it? How many/of-ten? How does it relate to transferable skills?	Why did you do it? What happened in the end?	Build your statement.
Served meals at the shelter	Worked with other volunteers, weekly for the fall semester. Planned, prepared, and served meals. Stayed organized, leading a group.	To provide meals for individuals experiencing homelessness. Increased the number of meals served by 25%.	Lead a team of volunteers in planning, preparing, and serving a weekly meal for 90 residents at a local homeless shelter, increasing service by 25%
Customer Service at Target	10-20 hours a week. Answered questions and helped customers find what they needed.	To provide exceptional guest service. Customer feedback survey was all positive.	Provide excellent customer service to clients by addressing questions and assisting with purchases



Examples of Action Verbs:

- | | | | | | |
|---------------|-----------------|---------------|---------------|----------------|------------|
| • Accomplish | • Complete | • Encourage | • Integrate | • Publicize | • Upgrade |
| • Act | • Compose | • Enforce | • Interpret | • Publish | • Validate |
| • Adapt | • Compute | • Engineer | • Interview | • Purchase | • Verify |
| • Address | • Conceptualize | • Enlist | • Introduce | • Question | |
| • Administer | • Conduct | • Establish | • Invent | • Recommend | |
| • Advertise | • Consolidate | • Evaluate | • Investigate | • Record | |
| • Advise | • Consult | • Examine | • Launch | • Recruit | |
| • Allocate | • Contact | • Execute | • Maintain | • Refer | |
| • Analyze | • Contract | • Explain | • Manage | • Repair | |
| • Apply | • Coordinate | • Explore | • Market | • Represent | |
| • Appoint | • Copy | • Fabricate | • Mediate | • Research | |
| • Appraise | • Correct | • Facilitate | • Moderate | • Resolve | |
| • Approve | • Corroborate | • Familiarize | • Monitor | • Review | |
| • Arrange | • Counsel | • Fashion | • Motivate | • Revise | |
| • Assemble | • Create | • Find | • Negotiate | • Schedule | |
| • Assess | • Critique | • Forecast | • Nominate | • Screen | |
| • Assign | • Define | • Formulate | • Operate | • Search | |
| • Assist | • Delegate | • Gather | • Organize | • Service | |
| • Attain | • Demonstrate | • Generate | • Overhaul | • Shape | |
| • Audit | • Design | • Guide | • Perform | • Solve | |
| • Author | • Determine | • Head | • Persuade | • Specify | |
| • Balance | • Develop | • Help | • Plan | • Strengthen | |
| • Budget | • Devise | • Identify | • Prepare | • Study | |
| • Build | • Diagnose | • Illustrate | • Present | • Suggest | |
| • Calculate | • Direct | • Implement | • Preside | • Summarize | |
| • Clarify | • Discover | • Improve | • Prioritize | • Support | |
| • Classify | • Dissect | • Increase | • Process | • Survey | |
| • Coach | • Document | • Influence | • Produce | • Test | |
| • Collaborate | • Draft | • Inform | • Program | • Track | |
| • Collect | • Edit | • Initiate | • Project | • Train | |
| • Communicate | • Educate | • Inspect | • Promote | • Translate | |
| • Compile | • Enable | • Instruct | • Propose | • Troubleshoot | |

Cover Letter Sample

1 Blu Blugold
123 Sample Street
Eau Claire, WI 54701
blu@uwec.edu | (111) 101-1100

August 12, 2022

2 Patricia West
EcoSource
12123 Fall Street
St. Paul, MN 55124

Dear Patricia West,

3 I'm a recent graduate from the University of Wisconsin-Eau Claire with a Bachelor of Arts degree in Organizational Communication, with a year of practical experience as well as interpersonal and leadership skills. Please
4 accept this letter of interest regarding the Project Manager position available at EcoSource, which I learned about when reviewing Handshake.

5 During my college career, I worked in a professional environment as an intern at FOX Sports North where I developed project work schedules, engaged team members, and managed day to day project tasks. I monitored work-flow requirements to meet timelines and quality assurance standards. Bringing a high attention to detail and strong communication skills to the position, I organized company events and managed social media campaigns. I enjoyed this experience and further confirmed my interest in working as a project manager.

6 As a Student Supervisor of the Service Center team in Davies Center at UW-Eau Claire, I have honed my customer service skills, which I consider essential to the profession of project management. My greatest strengths are taking the initiative to identify customer needs and working efficiently to
7 achieve team goals. I am well-equipped to transition into a member of your customer focused, dynamic organization.

Through my work experience and internship, I have proven my ability to handle multiple projects and stay focused on the needs of the customer.

8 My enclosed resume further details my qualifications for this position. Please feel free to contact me at blu@uwec.edu or 111-101-1100 with any questions. I look forward to hearing from you. Thank you for taking the time to consider my application.

Sincerely,

9 *Blu Blugold*
Blu Blugold

1 Optional-utilize the same header as the resume to create a streamlined application package.

2 Address the letter to a specific person or hiring team. Never assume titles and match name listed in job description. If you do not know the contact, use "Dear Hiring Manager".

3 State in the first paragraph why you are writing the letter.

4 Note how you found the position, especially if referred by a company employee, include the contact's name in the letter.

5 Explain qualifications and skills in relation to the open position.

6 Demonstrate how your career goals align with the position and organization.

7 Demonstrate your knowledge of the position and company. Frame experiences to focus on skills relevant to a particular job.

8 Include contact information in the last paragraph of the cover letter.

9 You may use a script font or scan your signature to "sign" your cover letter.

References Example

Blu Bugold

blu@uwec.edu | (111) 101-1100

REFERENCES

Dr. Leonardo Duck
Professor, University of Wisconsin-Eau Claire
Eau Claire, WI 54702
555-555-5555
leo@uwec.edu

Mr. Aaron Rodgers-Hammerstein
Manager, FOX Sports North
Minneapolis, MN 55401
555-555-5555
arodgers@fox.net

Ms. Madison Win
Manager, University of Wisconsin-Eau Claire Service Center
Eau Claire, WI 54702
555-555-5555
madison@uwec.edu

Mr. Elvis Mann
Volunteer Coordinator, Sacred Heart Hospital
Eau Claire, WI 54702
555-555-5555
elvismann@ssh.org

REFERENCES TIPS

- Include 3-5 professional references. Do not include family members or friends.
- Professional references can include a faculty member, academic mentor, advisor, supervisor, co-worker, or colleague.
- Include reference's name, title, organization, phone number, and email.
- Choose references that can speak about your skills and experience in a positive and professional manner.
- Ask a reference for permission prior to applying to open positions.
- Provide your references a copy of your resume and the position description.
- Submit the reference page when it is requested by the hiring manager or recruiter.
- Do NOT include "references available upon request" at the bottom of the resume.

COVER LETTER TIPS

A cover letter accompanies a resume and other application documents. It serves as your first impression to an employer and helps you to set yourself apart from other job seekers.

- Write the cover letter targeted to an industry, company, or job.
- Determine important job requirements from the position description and customize your cover letter to highlight key skills and experiences.
- Do not copy and paste information from the resume; expand on experiences, skills, and accomplishments.
- Do not send the same generic cover letter for all jobs.
- Proofread, spell check, and edit the cover letter.

