

Here is an example of a **job announcement**. Below are the description and a **sample resume** written specifically for this job. Please note how the qualifications are addressed in the Skills/Qualifications section of the resume.

Job Title: L&I Auditor 3 (In-Training)
Job Type: Full Time - Permanent
Location: Thurston County – Tumwater, Washington

The L&I Auditor 3, independently conduct audits of business financial records to determine premium liability for industrial insurance. Provide professional consulting and technical assistance to educate employers regarding prime contractor liability, recordkeeping and reporting requirements.

Some of what you'll do

Identify businesses suspected of non-compliance.
Screen, schedule, coordinate and conduct audits of business financial records.
Evaluate and verify financial records.
Conduct computer research on firm's accounts with other agency programs.
Review employment contracts and conduct fact-finding interviews.
Prepare report of audit findings.
Prepare subpoenas and other legal documents as needed.
Testify at industrial insurance appeals and court proceedings.

The first things you'll do are:

You'll be introduced to the various statutes (RCW's & WAC's) that are used and applied in Labor & Industries auditing.
Attend classes to develop the skills and knowledge necessary to perform the duties of a Labor & Industries auditor.
Attend classes to emphasize expected behavior within the organization and when dealing with the customer.

Qualifications:

Required: You must have a thorough understanding of and ability to apply Generally Accepted Accounting Principles and provide proof that you possess a minimum of 20 semester or 30 quarter hours of college credit accounting coursework.

Desired: An associate's or bachelor's degree in accounting or a closely related field of study.

(Please attach a copy of college transcripts documenting proof of successfully completing required college credits in accounting in the application process and be prepared to present an official copy upon interview.)

What we are looking for:

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills.
- Demonstrated ability to work effectively with both accounting and non-accounting personnel.
- Proficient computer skills using MS Word, Excel, Outlook, and Internet.
- Strong interview skills, ability to ask the right questions to gather and obtain relevant information.
- Ability to work independently, as well as maintain a positive working relationship with other Labor & Industries staff.
- Perform multiple tasks under tight deadlines without sacrificing quality or accuracy.
- Strong attention to detail and follow-through.

We're looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who'll be selected for the next step in our process.

Joshua Adam Johnson
~~5300 Pacific Avenue SE~~
Olympia, WA 98506

Rarely does an employer send anything by regular "snail" mail so street addresses are optional (city/state is OK). I would advise students to definitely leave it off any resume posted online (except for Saints4Hire, because it's a closed system)

Don't label these as "Phone:" or "e-mail" – it's obvious what they are

(360) 234- 6789

joshua.johnson@stmartin.edu

Make sure your e-mail address is professional and includes only your name – this isn't the place for cute e-mail names.

Profile: this section should make it obvious what position you are applying for should and include the keywords from the job ad. Using the job ad above as an example, the profile might read something like this:

Accounting graduate with coursework and experience in auditing of financial records.
Successful in meeting objectives and providing outstanding customer service.

Skills and Qualifications

This is the MOST important section of a resume. It usually gets about a 5 second scan to see if the skills are what they are looking for **in the job ad**.

- Over five years' experience providing detailed office support, database management, record keeping and customer service
- 27 credits in accounting coursework including *Auditing, Federal Taxation, Managerial Cost Accounting, Governmental and Non-Profit Accounting*
- Proficient in MS Office Suite and QuickBooks (Word, Excel, Access, PowerPoint, Outlook)
- Outstanding communications skills developed over years of working with people of all ages from students to senior citizens. Able to maintain confidentiality with financial and tax records

(The bulleted statements address the skills gained over a period of time in different workplaces that match the skills they are looking for)

Education Bachelor of Arts Degree in Business, Saint Martin's University, Lacey, WA
Anticipated graduation date May 2013
Dean's list, fall of 2012 (3.85 GPA)

South Puget Sound Community College *(optional – if you have had other college, you may put it on the second page – only include it here if it is related to the job)*

2009 – 2011 Accounting coursework

(Always most recent first)

Omit high school

Experience This section may contain both PAID and UNPAID experience. On a job application form, you will probably need to separate, but your resume is a summary of what experience you will bring to a specific job, no matter where or how you got it.

2012 – Present

WA State Dept. of Revenue – Internship

- Supported the functions of revenue collection through tracking tax receipts and business financial records
- Audited records for non-compliance

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- November 2012 **Saint Martin's University Gala Volunteer**
- Greeted guests at the University's annual fundraising dinner and auction
- Feb-March 2012 **H & R Block tax preparer**
- Volunteer tax preparer for senior citizens
- 2010 – 2012 **Office of Campus Life – work study**
- Managed the front counter; scheduled and tracked events using Excel

(Your resume can go more than one page – put your name and page 2 on the second page and make sure your first page has the most relevant information on it.)

(I would limit the bullets under the jobs to no more than three. It is not necessary to list every job you have ever had – this student probably worked some fast food or in-home jobs too where, of course, he developed more in the way of customer service and organizational skills!)

Leadership Varsity baseball, Most Valuable Player, Olympia High School
Held highest GPA (3.85) on Saint Martin's baseball team
Dean's list, fall of 2011 (3.85)
Varsity baseball team member, 2011 – current
Saint Martin's Baseball Team Captain 2013

Interests (optional – include ONLY if related in any way to the type of work you will be doing)

References

Available upon request.

References go on a separate page with your name and contact information (like your resume heading). Make sure you indicate how you know each reference and provide contact information for them. Let your references know when you have provided their name to a potential employer.

COVER LETTER FORMAT

Your Address
City, State, ZIP
Phone
E-mail

This information may be at the top or after your name at the end.

Date

Name of Contact Person
Title
Organization
Street Address
City, State, ZIP

Dear (Contact Person's Name):

Opening Paragraph: Why you are writing.

State why you are writing. Name the position or type of position for which you are applying

Mention how you learned of the position.

Mention the name of any referring person.

Briefly describe why you are interested in this particular position.

Body of the Letter: Show enthusiasm for what you like to do.

Briefly describe the skills and/or experiences you possess that fit the requirements of the position.

If you have related experiences, mention your qualifications and achievements.

This is your chance to give the reader more insight as to who you are as a person. Do not repeat your resume. This is the time to mention **personal qualities or special experiences and motivators.**

Closing Paragraph:.

Directly, but politely, indicate your desire to further discuss your qualifications in an interview.

Make it easy for the reader to contact you by providing your phone number, email and the best time to reach you.

Thank the contact person for his or her time and consideration.

Sincerely,

(Four spaces between *sincerely* and *your typed name*)

Your signature

Your typed name
(Two spaces)

SAMPLE COVER LETTER

5555 Pacific Ave SE
Lacey, WA 98503
360-555-3235
janeedoe@stmartin.edu

June 27, 20XX

Steve Miller, Owner
Atlantic Engineering Firm
444 Wilson St.
Someplace, WA 95862

Dear Mr. Miller,

One of my professors at Saint Martin's University, Dr. Igharo, referred me to your firm. I am very interested in your position because of the challenging technical aspects of the position.

Currently, I am a third year Civil Engineering student at Saint Martin's University and have been recognized on the Dean's List. I am active in many extracurricular activities and clubs. Throughout the engineering program, I have experienced many opportunities that foster teamwork, leadership and problem solving. My studies have included courses such as Engineering Design, Dynamics, Materials Laboratory, Environmental Engineering, and Senior Design.

Beyond my educational knowledge at Saint Martin's, I have gained a great appreciation for teamwork and respect in the work place. These experiences have shaped my work ethic and my definition of a successful firm.

I would welcome the opportunity to meet with you and visit Atlantic Engineering in person to discuss your needs and my qualifications. Thank you for taking the time to look over my resume. I look forward to hearing from you in the near future.

Sincerely,

Jane E. Doe

Enc. Resume