

**COMMON  
HEADER:**  
name  
centered,  
address,  
phone  
number,  
and email  
right and  
left aligned  
below

# RESUME GUIDELINES & TIPS

**Victor E. Tiger**

600 Park St.  
Hays, KS 67601

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(785) 628-4260  
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## EDUCATION

**Bachelor of Business Administration in Accounting**, May 20xx  
Minor: **Organizational Communication**  
Certificate: **Leadership**  
Fort Hays State University, Hays, KS  
GPA: 3.67 on 4.0 scale

**NOTE:**  
There is no objective, it is  
seen as unnecessary or  
redundant when a cover  
letter is included

Include any  
minors,  
concentrations,  
certifications,  
and GPA if  
above 3.0

## QUALIFICATIONS

- Experience with Mac, Microsoft, Word, Excel, PowerPoint, and QuickBooks
- Bilingual in Spanish

Include skills relevant  
to the  
industry/position  
(computer, language,  
research skills, etc.)

## INTERNSHIP EXPERIENCE

**Accounting Intern**, May 20xx - August 20xx  
Adams, Brown, Beran, & Ball Chtd., Hays, KS  
• Prepared federal and state returns for 15 clients  
• Balanced monthly reports for management  
• Participated in fiscal year-end procedures

**Job Title, Starting  
Date-Ending date  
Company/Organiz-  
ation, City, State**

**Remember to not  
include self-  
proclaimed  
attributes "Smart,  
Quick Learner, etc."**

Use past tense  
verbs when you are  
no longer working  
there

## WORK EXPERIENCE

**Office Manager**, May 20xx - Present  
Simons Tax: Accounting & Financial Services, Hays, KS  
• Assist clients with income tax preparation  
• Generate payroll, quarterly and year-end reports  
• Manage accounts receivable and accounts payable

Try to quantify your experience  
whenever possible

**Jobs kept in reverse  
chronological order with  
the job(s) you are currently  
working listed first**

Use present tense  
verbs when you are  
currently working  
there

**Career Ambassador**, August 20xx - May 20xx  
Career Services, Fort Hays State University, Hays, KS  
• Helped students find part-time/full-time jobs or internships in their desired  
field after helping them create a Handshake account  
• Contacted recent graduates of FHSU to conduct First Destination Surveys  
• Critiqued resumes and cover letters for an average of 50 students and  
alumni a semester

## ACTIVITIES/HONORS

- FHSU Presidential Award of Distinction Scholarship
- FHSU Miller Black and Gold Scholarship
- Special Olympics Volunteer
- Fort Hays Honor Society
- Accounting Club, President - coordinated meetings and scheduled annual  
trips

## AWARDS

## VOLUNTEER

## CLUBS

Keep different  
types of entries  
grouped together  
to keep establish a  
sense of flow

Elaborate on any leadership role(s) you  
may hold/have held in these  
organizations

**NOTE:**  
"References Available  
upon request" is not  
necessary as it is  
regarded as a gap filler.

Be sure to have a list  
of references on a  
separate page if  
employers do  
request them

## GENERAL FORMATTING/CONTENT RULES:

- 1) Use easy to read fonts "Calibri, Times New Roman, Century Gothic, etc."
- 2) Be sure to have all headers aligned with one another
- 3) Content under headers are indented including bullet points
- 4) Keep font sizes consistent, headers should be one size larger than the content
- 5) Tailor your resume to the position



**FORT HAYS STATE UNIVERSITY**  
CAREER DEVELOPMENT OFFICE



# COVER LETTER GUIDELINES & TIPS

## Your Address

City,  
State,  
Zip Code,  
Phone  
Number

600 Park St.  
Hays, KS 67601  
(785) 628-4260

Date

Ms. Carol Jackson  
Personnel Director  
ABC, Inc.  
2301 Walnut Grove Ln.  
Dallas, TX 75215

Recipient's Name  
Recipient's Job Title  
Company/Organization  
Name  
Address  
City, State Zip Code

Use a colon  
instead  
of a comma

**FIRST  
PARAGRAPH:**  
Where did you  
hear about the  
job, why you  
want the  
position, what is  
your degree (if  
relevant), and  
when you will  
graduate

**NOTICE:** You  
do not need to  
indent your  
paragraphs  
because cover  
letters are  
block-format

Dear Ms. Jackson:

If recipient name cannot be found, use the job title  
in all capital letter. Ex./ "PERSONNEL TRAINEE  
POSITION:"

I am writing in reference to your advertisement for a Personnel Trainee, as listed on Indeed.com. I will graduate in May with a Bachelor of Arts degree in Psychology and a minor in Economics. I believe this would be the perfect position to apply my education and utilize my skills.

As you will note from the enclosed resume, I have had a one-semester internship at Consumer Counseling Service and have worked for several summers as a head lifeguard, with responsibility for a staff of 15 other lifeguards. Additionally, I have held leadership positions in campus activities. I feel confident that my academic background and my work and campus experiences have prepared me for management training and have helped me to develop many of the skills required for your training position.

**SECOND  
PARAGRAPH:**  
Have 2 to 3  
examples of  
why you  
qualify; use  
specific  
examples to the  
job description  
if possible

I look forward to visiting with you during a personal interview at your convenience. You may reach me at (785) 628-4260 to set up a time to further discuss my qualifications. Thank you for your consideration.

Sincerely,

(Handwritten Signature)

Your Name Typed

Enclosure(s)

Including this indicates  
that you have other  
documents attached for  
review, like your résumé

**THIRD  
PARAGRAPH:**  
Thank them for  
their time, show  
interest in hearing  
from the recipient,  
and leave a number  
and/or email for  
further contact

## GENERAL FORMATTING RULES:

- 1) Use the same font and size as your resume
- 2) Be sure everything is aligned to the left of the page because the standard cover letter style is Block Format
- 3) Your cover letter should be single-spaced except for the indicated format spacing



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