

RÉSUMÉ & COVER LETTER

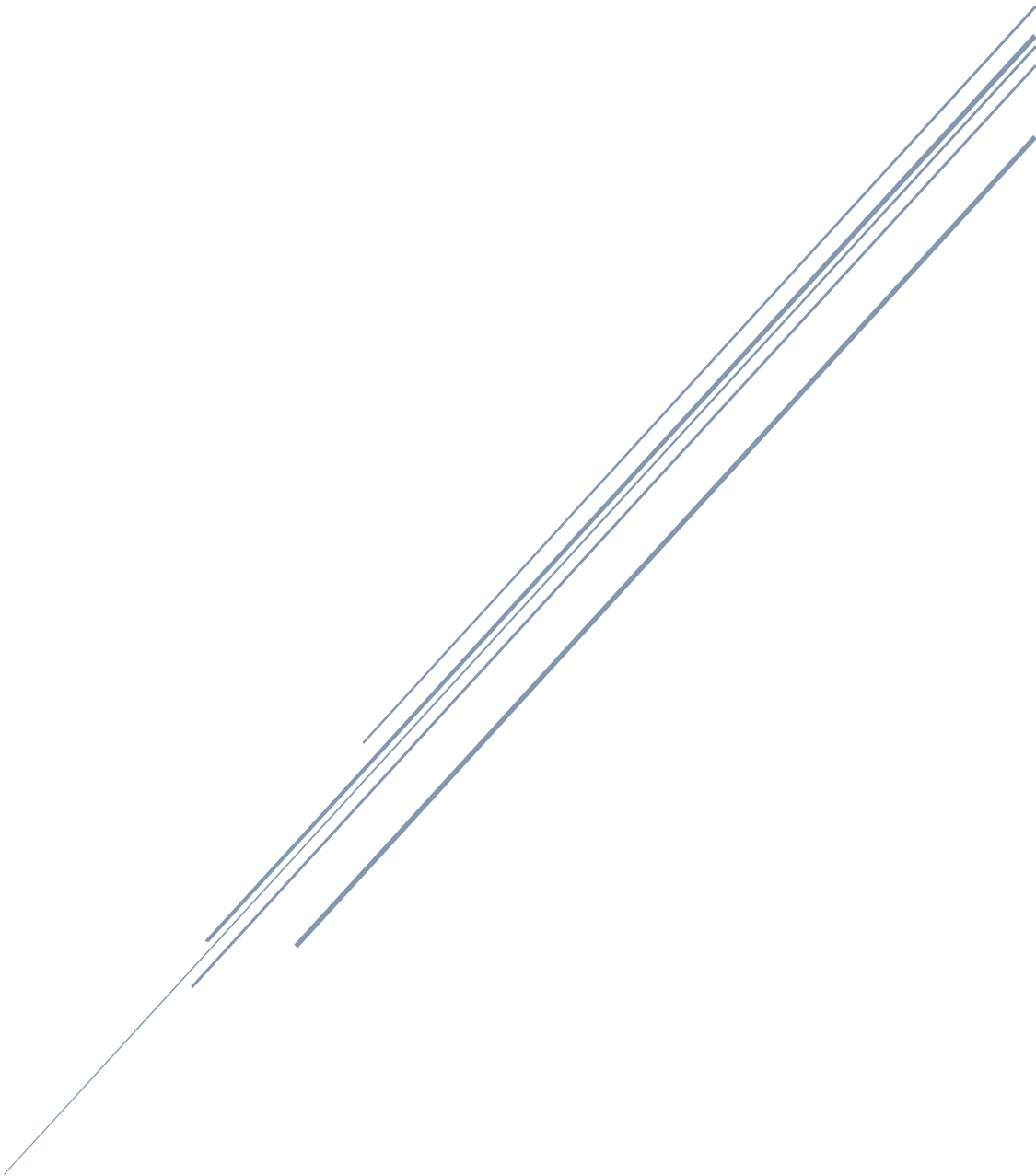


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Resume Checklist

Items	Things to note
Length and Format	<input type="checkbox"/> Within 2 A4 pages <input type="checkbox"/> Font type: Arial <input type="checkbox"/> Font size 11 or 12 <input type="checkbox"/> Punctuation <input type="checkbox"/> UK English <input type="checkbox"/> Use past tense <input type="checkbox"/> Use a variety of action verbs <input type="checkbox"/> Pagination <input type="checkbox"/> Clear margins around the page <input type="checkbox"/> Use of bold text for section heading <input type="checkbox"/> Use one set of bullet points <input type="checkbox"/> List information in reverse chronological order <input type="checkbox"/> Indicate with an "End" at the end of your document
Photograph (Optional)	<input type="checkbox"/> Professionally taken in business attire <input type="checkbox"/> Taken against white background <input type="checkbox"/> Dimension 4.5cm x 3.5cm (passport size)
Contact Details	<input type="checkbox"/> Name according to your I.D. <input type="checkbox"/> Contact mobile <input type="checkbox"/> Professional Email address <input type="checkbox"/> URL to LinkedIn profile
Summary of Key Skills (Critical Core & Technical Skills)	<input type="checkbox"/> List of top skills in short phrases or in one word
Work Experience	<input type="checkbox"/> Use bold text and bullet points for hierarchy <input type="checkbox"/> Use action verbs to highlight skills and competencies <input type="checkbox"/> Include "Date from" and "Date to" where relevant <input type="checkbox"/> Quantify results and achievements
Volunteer and Leadership Experience	<input type="checkbox"/> Include your position held in IC/CCA <input type="checkbox"/> Use action verbs to highlight skills and competencies
Education	<input type="checkbox"/> Provide anticipated graduation date for your diploma <input type="checkbox"/> Include your GPA if it is more than 3.0
Achievements & Awards	<input type="checkbox"/> List only latest and most significant
References	<input type="checkbox"/> Include a one-liner, "References are available upon request"

Resume Sample

Eunice Lee Hui Ling
Email: 1999880@myrp.edu.sg
Mobile: + (65) 1234 5678
Linkedin.com/in/EuniceLee123/

Internship Objective

A second-year experienced assistant editor of the campus publication, with strong writing skills, seeks an internship position with MarketFocused Company. Able to contribute in research, copywriting and social media marketing.

Summary of Key Skills

- Effectively bilingual in English and Mandarin, spoken and written
- Basic photojournalism skills
- Social Media Marketing
- Basic Photoshop
- Illustrator
- Adobe Dreamweaver
- Research
- Critical thinking
- Writing advertisement copy
- Single-Camera technique
- Adobe Spark
- Canva

Education

Republic Polytechnic
Diploma in Mass Communication
GPA of 3.2

Anticipated completion date: May 2021

Zheng Hua Secondary School
Attained 6 GCE "O" level subjects pass
Distinctions in English and Mathematics

2015 – 2018

Work Experience

ENCE Marketing

1 Sep 2019 – 31 Dec 2019

Freelancer

- Partnered with in-house designer to create and execute two flyers, one print ad, and one postcard
- Wrote one radio script submitted with campaign proposal and assisted in other writing assignments
- Managed company social media accounts on Facebook, Twitter, Instagram, and Pinterest, improving user engagement by 5%

Café Boulevard

2 Jan 2019 – 31 Aug 2019

Part-time Waitress and Cashier

- Provided prompt service for more than 75 customers per shift

- Received commendation for providing excellent customer service
- Operated POS terminals to input customers' orders, swipe credit cards and enter cash amounts received

Volunteer and Leadership Experience

Republic Polytechnic SMC Club

15 Apr 2018 – Current

Publicity Director

- Led, organised and coordinated Freshmen Orientation Camp 2019
- Coordinated across 4 diplomas for SMC in campus' CCA Fiesta 2019

Students' Overseas Trip to Korea

17 Sep 2018 – 28 Sep 2018

Student Leader

- Led a group of 5 students to produce a 3-minute video journaling highlights of trip
- Demonstrated empathy and problem-solving skills to peers in distress during trip
- Resolved conflict between 2 students during trip

Achievements & Awards

- International Women's Fund (IWF) Education Grant AY 2019/2020
- Certificate of Achievement Hewlett Packard (HP) Inc. Marketing Competition
Awarded 1st place 23 Jun 2019

References

References are available upon request.

– End –

Cover Letter Checklist




Before you send in your cover letter, check your document against the following list.

Items	Things to note
Cover letter heading	<input type="checkbox"/> Full name <input type="checkbox"/> Professional email <input type="checkbox"/> Phone number <input type="checkbox"/> Date <input type="checkbox"/> Relevant social media profiles
Address to the right hiring person	<input type="checkbox"/> Search LinkedIn and/or company web site: contact page and career page
Introduction paragraph	<input type="checkbox"/> Purpose of writing in <input type="checkbox"/> Describe how you heard about the internship or what you know about the company <input type="checkbox"/> Demonstrate your internship <input type="checkbox"/> Include information about yourself: education, key interests that apply to this internship
Middle paragraphs (2-3 paragraphs)	<input type="checkbox"/> Describe what you have to offer the employer <input type="checkbox"/> Make strong connections between your skills, knowledge and attitudes (S.K.A.) <input type="checkbox"/> Mention specifically how your skills and experience match the internship position you are applying for <input type="checkbox"/> Remember you are interpreting your resume, not repeating it <input type="checkbox"/> Support each statement you make with a specific piece of evidence
Final paragraph	<input type="checkbox"/> Wrap up any points you could not fit in the previous paragraphs <input type="checkbox"/> Thank the hiring manager for his/her time
Use the right closing	<input type="checkbox"/> Use the right closing salutation: Best Regards; Kind Regards; Sincerely; Thank you.

Cover Letter Template

Name

<Course of study> Student

19XXXXXX@myrp.edu.sg 
+ (65) xxxx xxxx 
Linkedin.com/in/Name/ 

<Name of Hiring Manager>
<Designation of Hiring Manager>
<Company name>
<Address>

<Date of application>

Dear <Name of Hiring Manager>,

<Describe how you heard about the internship or what you know about the company. Demonstrate your interest in the internship. Include relevant information about yourself e.g. education like your diploma, institution, and key interests (only when relevant) that apply to this internship.>

<Describe what you have to offer the employer by making strong connections of your skills, knowledge and attitudes (S.K.A). You may use one paragraph to describe each of your S.K.A. that matches with the internship requirements.>

<Mention specifically how your skills and experience match the internship position you are applying for. Remember you are interpreting your resume, not repeating it. Support each statement you make with a specific piece of evidence.>

<Wrap up any points you couldn't fit in the previous paragraphs. Thank the hiring manager for his/her time. Finish the cover letter with a call to action.>

<Closing salutation>,

<Name>


Note to students:


<Remove these after you have finished your draft>

Cover Letter Sample

Eunice Lee
Mass Comm Student

1999880@myrp.edu.sg 

+ (65) 8320 9170 

Linkedin.com/in/EuniceLee/ 

Ms Doris Tan
Marketing Manager
MarketFocused Company
80 Robinson Road, #05-28
S 068898

21 Oct 2020

Dear Ms Tan,

I am writing in to apply for the internship position as advertised on Glints dated 15 Oct and I submit my resume for your consideration. I am a second-year Republic Poly student currently serving as the assistant editor of the campus publication. I have strong writing and research skills, adept at copywriting and social media marketing.

As the assistant editor of the campus paper, I am always reading, researching on “what’s in” and analysing the relevance of possible trends that would be relevant to my readers. Besides contributing stories to the quarterly campus paper, I also edit reporters’ work to ensure quality for both print and online platforms. I also double up as a stand-in for my editor for editorial presentations to the campus paper lecturer-in-charge for clearance before the team gathers stories for the paper. I like how social media platforms can be a way to reach out beyond the campus audience and while it takes some effort, I enjoy looking after the campus paper social media platforms on Facebook, Instagram and Twitter. I believe my greatest asset is to have a positive attitude in all the things I do. Balancing school work and producing the campus paper one deadline every quarter takes a lot of effort. It is important to be resourceful, calm, collected and highly organised to handle each challenge as it comes.

Beyond campus, I have done some freelance work at ENCE Marketing for three months. In that period of time, I created two flyers, one print ad and one postcard. My basic photography skills came in useful when I did the postcard. Another first experience was to write a radio script for a campaign that the team was doing at that time.

I love a challenge and this internship job would be something I believe I can both contribute and learn from. I submit my resume for your perusal. I look forward to an opportunity for an interview at your convenience. Thank you for considering my application.

Kind Regards,

Eunice Lee