



# RESUME & COVER LETTER GUIDE

**SVA CAREER DEVELOPMENT**  
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*Updated August 2021*

## **ACTION VERBS FOR RESUME WRITING:**

accelerated	demonstrated	instituted	reinforced
accomplished	designed	instructed	reorganized
achieved	developed	interpreted	researched
adapted	devised	launched	revamped
administered	directed	lectured	reviewed
analyzed	discovered	led	revised
approved	effected	maintained	scheduled
assessed	eliminated	managed	set up
assisted	enriched	mastered	shaped
broadened	established	monitored	simplified
budgeted	estimated	motivated	solved
built	evaluated	operated	specialized
clarified	exceeded	organized	streamlined
collaborated	expanded	originated	strengthened
compiled	expedited	participated	structured
completed	facilitated	performed	summarized
conceived	found	planned	supervised
conceptualized	fulfilled	pinpointed	supported
conducted	gathered	prepared	surpassed
consolidated	generated	presented	taught
contributed	improved	programmed	trained
controlled	increased	proposed	translated
created	influenced	proved	utilized
cultivated	implemented	provided	won
defined	initiated	recommended	wrote
delegated	innovated	reduced	

## **CONCRETE NOUNS AND POSITIVE MODIFIERS:**

ability	consistent	resourceful
actively	effective	substantially
capacity	pertinent	successfully
competence	proficient	versatile
competent	qualified	vigorous

# GUIDELINES FOR RESUME WRITING

The good news for artists or individuals pursuing work in creative industries is that there is not a “standard” resume. It is a chance to promote your individuality and style. However, here are some general guidelines for a more effective resume.

1. The resume should be a **one-page**, concise listing of your education, employment history and accomplishments. Make all your text additions and edits first, on a “master” resume then edit down to one page by removing unnecessary information and/or reformatting.
2. Consider including a “Summary” or “Profile” statement as your first section. See below for details.
3. Do NOT include an “Objective.” This is no longer used and focuses on you and your needs.
4. **Don’t over design.** Keep it simple, organized and only in black text or minimal use of one other color. Some resumes are so over-designed that they become difficult to read, and readability is the key, especially for Applicant Tracking Systems (ATS). See #15.
  - a. Consider fonts such as Open Sans, Calibri, and Helvetica (all in Modern).
  - b. Font size should be no smaller than 10 or 11-point.
  - c. Use **bolding** and *italics* to make certain words, like job titles and company names, stand out.
5. **Never use a resume template in MS Word, Apple Pages or another program.** These limit your ability to customize your resume design, and you’ll risk having a resume that looks extremely similar to others.’
6. **Make sure your resume is letter-perfect.** Misspellings and grammatical errors give a potential employer a terrible first impression. Have at least two people proofread your resume.
7. Be consistent in format and style—if you put a job before place of employment in your first entry, do the same for the rest of your experience.
8. **Use action verbs, concrete nouns, and positive modifiers** (see attached suggested list) and omit personal pronouns (i.e., “implemented procedures” rather than “I implemented procedures”).
9. Arrange your information in **reverse chronological order**; the most recent school attended and the most recent job you have held should be listed first.
10. **Test your resume for relevancy.** Everything in your resume should either support your job or career objective directly or support your character in general. If you have no definite purpose for including something, leave it out.
11. Always **attach your resume** to an emailed application **as a PDF file**, unless the posting specifies otherwise.
12. If mailing your resume, or when bringing copies to an interview, print only on high-quality resume paper.
13. Remember your resume is only a door opener. **Your goal is a personal interview.**
14. Do not include that your references are available; it is assumed that you will provide them if requested. Keep a separate list of references and make them available to potential employers **only upon request.**
15. You may be applying through a company’s portal and an “Applicant Tracking System” (ATS) and not sending your materials directly to a person/email. We recommend you learn more about the function of ATS’s from a career counselor and at sites such as [jobscan.co](http://jobscan.co)

## SAMPLE RESUME FORMAT

### NAME/ADDRESS/PHONE NUMBER/EMAIL/WEBSITE and LINKEDIN ADDRESSES:

Be sure to print your name in a bold, large font size.

### SUMMARY/PROFILE/BIO (optional):

One or two sentences summarizing your most relevant skills and accomplishments in an action verb format.

### EDUCATION:

List in reverse chronological order, from the present to the past. Include institution, location, school division, degree, graduation date or expected graduation date, majors and minors. Do NOT include high school.

### HONORS/AWARDS:

List any honors, scholarships or awards you have received, including any received from community or civic organizations.

### RELEVANT COURSEWORK:

List courses that are relevant to the position. Focus on electives and advanced courses that demonstrate you’ve gained skills relevant to your job.

### EXPERIENCE:

List job title, employer/organization, location (city and state only), dates of employment and a brief job description. Emphasize results and accomplishments! Do not lead with “duties or responsibilities included.” **Use action verbs!**

### SKILLS:

Include all computer, foreign language, and technical/industry skills. Characterize your level of ability (proficient, knowledge of, experience in, familiar with, etc.)

### ACTIVITIES (optional):

Include relevant club memberships, community service and hobbies. Emphasize leadership duties.

# JANE ANDERSON

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New York, NY, 212-685-3333, janderson@gmail.com, www.janeanderson.com

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## EDUCATION

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**School of Visual Arts** New York, NY  
Bachelor of Fine Arts, *Photography* 2021

### COURSE WORK

- *Advanced Black and White Printing*, Linda Peterson
- *Advanced Color Printing*, Eric Weeks
- *Studio/Location Photography*, Stacy Morrison
- *Lighting for Portraiture*, Jessica Miller
- *Digital Photography*, Justin O'Neill

## WORK EXPERIENCE

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Light and Image Works New York, NY  
**Photography Lab Assistant** 2019 – Present

- Assist photography staff in all aspects of production, location scouting, packing still life objects for shoots, portfolio reviews and returns, answering phones and filing

Stardust Studios New York, NY  
**Freelance Photographer** 2017 – 2019

- Photographed various bands and celebrities for CD covers, editorials and advertisements
- Clients included: Spin, Details, Sony

303 Photographic Gallery New York, NY  
**Gallery Assistant** 2016

- Reviewed artist portfolios, handled client relations, maintained digital inventory and executed bulk mailings

## COMPUTER SKILLS

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Mac/PC proficient: Adobe Photoshop, InDesign, Illustrator, Lightroom, Flash  
Capture One, ImageReady, FlexColor  
Adobe Dreamweaver and Basic HTML  
MS Word, PowerPoint, Excel

## TECHNICAL SKILLS

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Cameras: Canon and Nikon DSLR systems, Hasselblad digital backs, Mamiya  
Large format: 4 x 5 and 8 x 10  
Printing/Processing: Epson digital printing, b&w printing and processing  
Retouching skills: color correction, photo retouching  
Lighting: tungsten and strobe lighting

# ASHLEY AARON

New York, NY | 917.555.1212  
[ashleyaaron@gmail.com](mailto:ashleyaaron@gmail.com)  
[linkedin.com/in/ashleyaaron](https://www.linkedin.com/in/ashleyaaron)  
[ashleyaaron.com](http://ashleyaaron.com)

**EDUCATION** School of Visual Arts, New York, NY May 2021  
Bachelor of Fine Arts, Design

**SKILLS** **Computer:** Adobe Creative Suite (Photoshop, Illustrator, InDesign, AfterEffects), HTML, CSS  
**Design:** Typography, motion graphics, branding, presentations, website  
**Languages:** Fluent in Spanish and French

**COURSE WORK** Visual Literacy – Richard Wilde  
Communication Graphic Design – Stefan Sagmeister  
Advertising and Branding – Debbie Millman

**WORK** Target, Inc., New York, NY Summer 2020  
Design Intern

- Supported design team in development of brand identities, packaging, websites, motion graphics, and presentation materials

Mary Hart Photography, New York, NY Summer 2018  
Design and Production Assistant

- Designed and produced custom wedding albums and luxury social stationary packages
- Assisted owner/photographer in design and assembly of displays for expos and pop-up shops

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**LEADERSHIP** SVA Department of Residence Life, New York, NY 2018 to 2021  
**EXPERIENCE** Resident Assistant

- Collaborate with Residence Life team to build community and mentor residents

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**EXHIBITIONS** BFA Graphic Design and Advertising Juried Portfolio Exhibition  
School of Visual Arts, New York, NY 2019

# TRAVIS CARTER

New York, NY / 212-555-5555 / [tcarter@sva.edu](mailto:tcarter@sva.edu) / [www.travisfilms.com](http://www.travisfilms.com)

## EDUCATION

### School of Visual Arts

Bachelor of Fine Arts in *Film & Video*

Dean's List 2018-2019

2021

New York, NY

## SKILLS

- Experience with scheduling cast and crew; location scouting and permits
- Familiarity with film set protocols, communications, and script supervision
- Proficient with AVID, Final Cut Pro, Apple and PC computers, Microsoft Office, Filemaker

## FILM EXPERIENCE

### *Assistant to the Director*

#### Requiem Pictures

2021

New York, NY

- Provided continuity on the set of an independent short horror film
- Maintained a comprehensive log of acceptable sound and visual takes
- Assisted with props, costumes, special effects, and make-up

### *Assistant to the Director*

#### Sydney Productions

2020

New York, NY

- Served as liaison between the Director and both crew and talent
- Assisted with sound, lighting, and script supervision on the set of *Underground*, a feature film

### *Production Assistant*

#### Miramax Films

2019

New York, NY

- Assisted in all areas of film production including gathering and managing props and preparing all shoot locations
- Provided production updates to various departments of Miramax

### *Production Intern*

#### Tribeca Films

2018

New York, NY

- Assisted with production scheduling, research, script revision process, script distribution and general office work

## OTHER EXPERIENCE

### *Sales Representative*

#### Barnes and Noble Booksellers

2016-2019

New York, NY

- Provided excellent customer service; consistently a high performer in sales (top 20%)

# SAMPLE GRADUATE STUDENT RESUME

## **Nicole Connor**

917-555-1212 | [nicole.connor@gmail.com](mailto:nicole.connor@gmail.com) | [linkedin.com/in/Nicoleconnor](https://www.linkedin.com/in/Nicoleconnor)  
[www.nicoleconnor.com](http://www.nicoleconnor.com)

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### **Design Strategist focused on social innovation within communities**

#### **Education**

**Master of Fine Arts, Design for Social Innovation** Expected Graduation, 2022  
School of Visual Arts, New York, NY  
*Courses include data mapping, informal economies, human and social systems, and game design*

**Bachelor of Arts, Anthropology** 2016  
University of Texas at Austin, Austin, TX

#### **Skills**

**Research:** Ethnography, Interviewing, Focus Groups, Participant Observation, User Journey Mapping

**Software:** Adobe Creative Suite (Photoshop, Illustrator, InDesign), 3D Max, Corel Draw, MS Office

**Languages:** Fluent in Spanish, French, and Italian

#### **Experience**

**Target, Inc., New York, NY** 2018 to 2020  
**User Experience Researcher and CSR Assistant**

- Conducted qualitative user research and derived insights into consumer behavior
- Advised design team on new user interface that increased web sales by 40% in first month
- Collaborated with corporate responsibility team to create neighborhood sustainability initiatives in Minneapolis in partnership with LEED professionals in architecture and urban planning

**HG Associates, New York NY** 2016  
**Strategy Intern**

- Wrote case studies and narratives for Fortune 500 company's sustainable strategy
- Partnered with design team to visualize data from focus groups and company meetings
- Organized and facilitated meetings during staff retreat for C-suite executives

#### **Recent Projects**

**Astoria Foodies, Astoria, NY** 2021  
**Digital Strategist and Innovator**

- Designed a digital marketplace to connect food entrepreneurs with local farmers and customers
- Generated 2600+ page views on first day of website launch w/ 55% signing up for e-newsletter
- Managed team of six volunteers from local colleges, and facilitated trainings and meetings

**Lower East Side Storefront Project, New York, NY** 2020  
**Creator**

- Collaborated with residents, nonprofit organizations, and small businesses to rehab abandoned storefronts and turn them into reusable spaces for neighborhood artists and community groups

## Abby Road

New York, NY

[Abby.road@gmail.com](mailto:Abby.road@gmail.com)

917-555-2389

[AbbyRoad.com](http://AbbyRoad.com)

### EDUCATION

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SCHOOL OF VISUAL ARTS New York, NY  
Bachelor of Fine Arts, Design 2021

- Dean's List

### HONORS/AWARDS

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Scholastic Silver Key Award for Photography May 2017

- Selected as one of 50 students nationally and participated in awards ceremony at Carnegie Hall, New York

### COURSE WORK

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*Design I*, with Milton Glaser  
*Photography I*, with Elinor Carucci  
*Portfolio I*, with Richard Wilde

### SKILLS

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Illustrator and InDesign (Intermediate level)  
Photoshop and After Effects (Basic)  
Traditional art skills include Drawing, Painting, Silkscreen, Fiber Arts  
Technical skills include advanced use of 35mm and medium format still cameras

### WORK EXPERIENCE

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TARGET Austin, TX  
Design Intern Summer 2020

- Assisted art director with designing new product line for home department including linens, curtains, bedding and furniture
- Launched new social media campaign for Target using Instagram and Facebook

### OTHER ACTIVITIES

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NOGUCHI SCULPTURE CENTER WORKSHOP, Austin, TX Summer 2017

- Participated in an artists' workshop to explore careers in the arts and learn about art history, sculpture, and object conservation



## GUIDELINES FOR COVER LETTER WRITING

The purpose of the cover letter is to introduce yourself to an employer. It gives you the opportunity to highlight your skills and experience as appropriate for and relevant to a particular position.

1. Type each cover letter individually, **addressing it to a specific person and company**. If you don't know the name and title of the person to whom you should address it, do some searching online to find out. This demonstrates that you've done your research, you're detail-oriented, and you're invested.
2. Include **relevant** information in each letter that specifically **connects your experience and interest with that of the company** or person to whom you are writing.
3. Cover letters should be **brief**, approximately 3 paragraphs.
4. Use a **business letter format** when typing your cover letter, always using a colon after Dear \_\_\_:
5. **Always ask others to proofread** the letter for clarity, grammar, typos, and spelling. Visit the [SVA Writing Resource Center](#) for assistance.
6. It is acceptable to **include your cover letter in the body of an email** and simply attach your resume, unless the job posting instructs you to attach the cover letter as a separate document. If attaching separately, be sure to send it as a **PDF** so that your formatting is preserved.
7. If sending by hard copy, use **good quality paper** that matches your resume paper.
8. Do not begin your letter with "My name is \_\_\_\_\_." Your name is in the closing, and in your letterhead; it's not necessary to state it twice.
9. Try not to focus your letter on what YOU will learn or gain from working there, but rather **what you can contribute** to the company.

### SAMPLE COVER LETTER FORMAT

Date

Person's name  
Person's title  
Organization  
Address

Dear Mr./Ms. (Sir/Madam or Hiring Manager, if you are unable to confirm a contact name):

**FIRST PARAGRAPH:** Introduce yourself and explain which position you are applying for, and where you saw the posting. If someone referred you to the job, give the name of the person and mention how you know them. Attract the employer's attention by focusing the letter on his or her needs or interests. Include one sentence sharing why you want to work there, demonstrating your knowledge about the company.

**SECOND PARAGRAPH:** Explain how your abilities, background, and qualifications will enable you to contribute to the organization. Highlight strengths relevant to the position using specific examples. The cover letter supplements your resume, highlighting your special qualities and strengths that might help persuade an employer to contact you. Choose one or two specific examples from a previous job or school project that clearly illustrate relevant skills and experiences. Use the S.T.A.R.S method explained in this guide to help you write about your accomplishments.

**FINAL PARAGRAPH:** Reiterate your interest and ask for an interview. Thank the employer for his/her time and consideration. Include a link to your online portfolio or website, and your telephone number and email address.

Sincerely,

*First Name Last Name*

## SAMPLE COVER LETTER #1

### **KAILA WALKER**

212-555-4000 | [email@gmail.com](mailto:email@gmail.com) | [linkedin.com/in/kailawalker](https://www.linkedin.com/in/kailawalker)  
[www.website.com](http://www.website.com)

May 18, 2021

Hiring Manager  
Hyperakt  
400 3<sup>rd</sup> Avenue, #3  
Brooklyn, NY 11215

Dear Hiring Manager:

I would like to express my interest in the Junior Designer position with Hyperakt, listed on the company website. I recently met with senior designer, Jill Brown, at the School of Visual Art's Virtual Career Fair and had attended one of your great Lunch Talks prior to the pandemic. I appreciate Hyperakt's high-level social visionary work and focus on social impact design projects. With my design education and understanding of the fluid digital landscape, I would be a valuable addition to your team.

Having just completed an MFA in Product Design at SVA, I am seeking a challenging position in a design agency where I can utilize and improve my branding and digital skills in a collaborative environment. My work on numerous projects in branding, digital and service design, both in the classroom and directly with clients, has provided me with a great foundation of both project development and time management. On one project in particular, I was part of a team of six that shared responsibilities based on our strengths. We engaged in frequent interactions with the external client to understand and build upon their needs. In the final stage of the product design project, I created clear and engaging mock-ups for the client using InVision. I would welcome the opportunity to contribute my design skills and knowledge of brand and digital work and join your team of Hyperaktivists.

Thank you for your time and consideration. I look forward to meeting with you to discuss the position and my qualifications further. I can be reached at 212-555-4000 and [email@gmail.com](mailto:email@gmail.com). In the meantime, please explore my portfolio: [www.website.com](http://www.website.com).

Sincerely,

Kaila Walker

## JOB POSTING FOR SAMPLE COVER LETTER #1

**Hyperakt** is looking for a Junior Designer with 1-2 years of experience who is looking to hone their design skills in both branding and digital work.

This designer will assist with all things design, including using design to solve problems and execute on our collective visions. We're a small studio, so while this is a junior role, you'll be tasked with working cross-functionally with all members of our team, including strategists, creative directors, producers, developers, and fellow designers.

### **Responsibilities include:**

- Collaborating with strategy and design teams to understand clients' unique problems and goals
- Assisting in the design and production of brand, print, and digital deliverables
- Attending project kickoffs and some client meetings throughout the duration of a project
- Addressing client feedback in a timely manner

### **Who you are:**

- You have an understanding of how to manage time effectively and of which priorities take precedence
- A self-starter who takes their work seriously
- You can quickly generate a variety of designs across many mediums
- You're motivated and have a sustained enthusiasm for social impact work
- You have good vibes
- You have a bachelor degree and experience in a work setting, such as an internship
- You're highly competent in Adobe Creative Suite products. Sketch and InVision are pluses.
- You're fluent in the ever-changing digital landscape, including best practices across web design platforms
- You have a strong knowledge of typography, hierarchy of information, color, and layout
- You're extremely organized, have great attention to detail, and require little oversight to complete tasks
- You are driven by curiosity and a desire to always improve and do better
- You believe that design is a force for good
- You have an excellent portfolio that showcases your work as well as the thought behind it

### **Culture:**

We have a beautiful, two-story studio in Gowanus with a full kitchen, ping-pong, group birthday lunches, optional yoga every other week, and Lunch Talks – intimate conversations with some of the best and brightest in the industry – hosted at our studio every month.

### **About Hyperakt:**

Hyperakt is a Brooklyn-based social impact design agency. We build brand identities and digital experiences for leading social impact organizations. Our clients are humanitarian organizations, philanthropies, tech innovators, universities, and social enterprises that tackle the toughest challenges of our time and champion those who have been left behind – Ford Foundation, Google, Spotify, Amnesty International, the City of New York, and more.

We are a small team of passionate designers, strategists, producers, developers, and all-around storytellers. We love Monday morning bagels, team lunches, cracking open a beer at the end of the day, going bowling, and exploring the city's cultural institutions. We come from diverse backgrounds, walks of life, and continents across the world, and are excited to welcome another Hyperaktivist into the fold.

## SAMPLE COVER LETTER #2

April 14, 2021

Lisa Smith  
Director of Photography  
Photography Gallery, Inc.  
4436 East 82<sup>nd</sup> Street  
New York, NY 10013

Dear Ms. Smith:

I am writing in response to the advertisement for a Studio Assistant, listed on the School of Visual Arts online job board. I have been following your gallery for years and am very impressed with your exceptional roster of artists. After reviewing my resume, I am confident you will find that my education and experience will make me an asset to Photography Gallery, Inc.

Currently, I am a junior attending the BFA Photography program at SVA. During my studies, I have gained both knowledge and technical proficiency in a wide variety of photographic practices. I am familiar with most lighting packages including strobe and tungsten and have a strong familiarity with most camera formats; digital film, medium and large format. I have focused my studies in digital photography and am very well-versed in basic scanning, retouching and digital output. In addition, I have recently completed an internship within the photography department at *Saturday Night Live*. My responsibilities included the set-up of lighting/camera equipment for still shoots, assisting staff photographers as needed and basic administrative tasks. I believe I will be an excellent addition as a Studio Assistant to Photography Gallery, Inc.

Thank you for your time and consideration. You can view my portfolio online at [janeanderson.com](http://janeanderson.com). I look forward to meeting you to further discuss my qualifications and the available position. I can be reached at 212-685-3333 or [janderson@gmail.com](mailto:janderson@gmail.com).

Sincerely,

Jane Anderson

## SAMPLE COVER LETTER #3

July 18, 2021

Stephanie Johnson  
Production Coordinator  
New Films, Inc.  
880 Park Avenue South  
New York, NY 10003

Dear Ms. Johnson:

I would like to express my interest in the Production Assistant position with New Films, Inc., listed on your company's website. It would be an honor to work on New Films' award-winning productions. With my background in film production and my dedication to the industry, I would be a valuable addition to your production team.

I am looking for a challenging position in a film production company where I can utilize my production and organizational skills in a fast-paced, creative environment. As my resume indicates, I have just completed a BFA in Film and Video at the School of Visual Arts. In addition, I believe that my experience working on numerous student films and completing two film production internships with Coastal Productions and Carnival Pictures, would allow me to make a valuable contribution to New Films, Inc. I am proficient with AVID and Final Cut Pro, fluent in Spanish, and perform well both independently and as part of a team.

I would appreciate the opportunity to meet with you at your convenience to discuss my background and qualifications in greater detail. I can be reached at 917-555-6789 or [probertson@sva.edu](mailto:probertson@sva.edu). Thank you for your time and consideration.

Sincerely,

Paul Robertson

**YOUR NAME**

Address, Telephone Number, Email Address, Website

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**REFERENCES**

- 1 Name, Job Title  
Organization/Company Name  
Address Line 1  
Address Line 2  
Telephone Number  
Email Address
  
- 2 Name, Job Title  
Organization/Company Name  
Address Line 1  
Address Line 2  
Telephone Number  
Email Address
  
- 3 Name, Job Title  
Organization/Company Name  
Address Line 1  
Address Line 2  
Telephone Number  
Email Address

# **S.T.A.R.S.**

STARS is a technique to help you think and write about your experiences and accomplishments.

Your STAR statements can be used in your resume, cover letter, pitch and interview practice. It will help you realize how important your experience really is!

Situation—Task—Action—Result—Skills/Attributes

Why is this exercise useful?

- People freeze up and/or become blocked. STARS facilitates flow.
- People often undersell themselves because they don't know how valuable or relevant their experience is.
- People forget things. STARS helps to stimulate the memory.
- Seeing all the great things you have done (that you may not have realized) builds confidence and helps you speak/write more effectively about yourself.

How to use STARS:

- Think of setting a scene and telling a story.
- Keeping in mind the requirements and language of the job(s) you want, let your mind drift in that direction when filling in the STARS.
- BE SLOPPY AND INCLUSIVE!! Make a mess. Jot down whatever comes to mind. You'll pull out the good stuff later. Do one STARS sheet for each accomplishment you want to highlight.
- The "stories" of your accomplishments will illustrate skills and qualities that will be valued by your prospective employer.
- Use LOTS of numbers.
- The skills are implied, demonstrated by the story.

## S.T.A.R.S. Worksheet

**S** (SITUATION: Describe the company; it's climate; how big, interesting or otherwise impressive; timing; interpersonal situations, "This is what was happening—this was the situation where I worked...")

**T** (TASK: The objective, assignment or problem to be solved)

**A** (ACTION: How YOU accomplished the task)

**R** (RESULTS: Use numbers, what the result means for the company or for you)

**(S)** (Skills/Attributes illustrated)



**Worksheet: Using STARS in Your Resume – List your Accomplishments using STARS statements.**

Use this worksheet to create the content for a tailored resume for each job you apply for.

STARS means – Situation/Task/Action/Results/(Skills Illustrated). Quantify (add #'s) wherever you can, so the employer knows exactly what you did, why you did it, and what for.

First Job title you are interested in: \_\_\_\_\_

List of skills needed for that job:

- a.
- b.
- c.

List examples of your accomplishments using the above skills as STAR statements.

- a.
- b.
- c.

Second Job title you are interested in: \_\_\_\_\_

List of skills needed for that job:

- a.
- b.
- c.

List examples of your accomplishments using the above skills as STAR statements.

- a.
- b.
- c.