

# CAREER CENTER

## Resume & Cover Letter Guide

### HEALTH & FITNESS



#### CAREER CENTER

Lammers Annex | [careers@westfield.ma.edu](mailto:careers@westfield.ma.edu)  
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Westfield  
STATE UNIVERSITY

# TYPES OF RESUMES

Think of a resume as a billboard and you have 30 seconds to deliver your message:

*What do you want an employer to know about you?  
How will you market your experience and skills?*

Demonstrate the scope of your current and past responsibilities and achievements. What do you want to emphasize? Use one of the two following formats to help get you started.

## Chronological

A chronological (or reverse chronological) resume organizes information by jobs/positions/experiences in *reverse chronological* order, with the most recent experiences first. It is the most commonly used format and easiest to write.

**This resume format works well when:**

- Your job history shows growth and development
- You are staying in the same field or gaining your first entry level position
- You have a steady history of employment related to the position you are seeking
- You are applying in traditional fields of work such as accounting

## Functional

A functional (or skills based) resume organizes information into *functional* groupings of skills or accomplishments. This format is commonly used for candidates with more experience who are changing careers.

**This resume format works well when:**

- You want to demonstrate a clear relationship between your skills listed and the position you are seeking more than your work history
- Your specific jobs or internships are not easily related to the position you are seeking
- You have gaps in your employment history
- You are changing career paths

## QUICK TIPS FOR RESUME BUILDING

- Recommended length is one page; two pages is acceptable if the content is related.
- Font type should be professional (Times New Roman, Calibri, Garamond, etc.). Keep font size at 11 or 12.
- Page margins should be a maximum of 1" all around or a minimum of .7".
- Avoid the use of pronouns and complete sentences (start each descriptive phrase with action verbs).
- Use past tense when describing past experiences and present tense for present experiences.
- Include skills and qualifications relevant to your career goals. Each resume should be tailored to the job for which you are applying. Generic resumes are not effective!
- Keep your resume organized, professional and consistent with font type, and format.
- Make sure the resume and the cover letter are free of errors. Proofread and have others proofread too.
- Give each reference a copy of your resume and be sure to ask them to serve as a reference before listing them on your reference page.
- Print your resume and cover letter on white or ivory resume paper (found at any office supply store).
- Continually update your resume to reflect new skills and experiences.
- Upload your resume into the Career Center's online job database, Handshake: <https://westfield.joinhandshake.com>. This will allow you to apply for jobs, on-campus interviews, and safely store your resume in our system.

# RESUME TEMPLATE

**Name**  
Street Address, City, State Zip  
Phone, E-Mail  
LinkedIn Profile

If you will be moving, add a permanent and current/local address. Make sure that your email address and phone voicemail message are professional.

## OBJECTIVE (optional)

Identifies the position/job that you are applying for and summarizes your main qualifications in 1-3 lines of text. You may **omit this section** and discuss your points in your cover letter, or you can prepare a separate objective for each resume.

## EDUCATION

**Westfield State University**, Westfield, MA  
Degree (Bachelor of Science, Master of Science, etc.) in Major, Month, Year  
Minor/Concentration:  
Overall GPA (if above 3.0/4.0) and Major GPA (if higher)  
Study Abroad (Name of Institution, Location, Semester)

List all additional degrees obtained from most recent to oldest. Do not include high school after sophomore year.

## CLINICAL EXPERIENCE(S)

List your relevant clinical rotations or field work. Be sure to include date or number of weeks you completed along with the name of the company and location.

## RELATED EXPERIENCE

**Company/Organization**, City, State  
*Job Title* DATES OF EMPLOYMENT

- Describe at least 3-4 major duties that will demonstrate your qualifications
- Tailor your resume to your audience and requirements of position
- Follow the same format for all positions and list in reverse chronological order
- Quantify when possible, use action verbs rather than sentences and avoid pronouns

## EXPERIENCE

This section follows the same format as the Related Experience section. You do not need to include bullets if your responsibilities are not relevant for the position you are seeking.

## SKILLS

List computer skills, lab techniques, language and office skills. List fluency/proficiency without overstating your competence.

## HONORS

List Dean's List, Honor Societies and other Honors and Awards

## ACTIVITIES

List organizations, presentations, leadership positions, significant projects, professional affiliations, and/or volunteer activities. You can format this section like the Related Experience section.

## REFERENCES

**Do not** include "References Available Upon Request". List references on a separate document (See Reference Page Sample later in guide).

## FREQUENTLY USED CATEGORY HEADINGS

ACHIEVEMENTS

ACTIVITIES

ADDITIONAL EXPERIENCE

CAREER OBJECTIVE

CERTIFICATIONS

COACHING EXPERIENCE

COLLEGIATE ACTIVITIES

COMMUNITY INVOLVEMENT

COMPUTER SKILLS

CONFERENCES ATTENDED

EDUCATION

EMPLOYMENT

EXPERIENCE

HONORS

INTERNSHIPS

LANGUAGE SKILLS

LICENSURE

MEMBERSHIPS

MILITARY SERVICE

OBJECTIVE

PRESENTATIONS

PROFESSIONAL AFFILIATIONS

PROFESSIONAL EXPERIENCE

PROFESSIONAL PROFILE

RELATED ACTIVITIES

RELATED COURSEWORK

RELATED EXPERIENCE

RELEVANT EXPERIENCE

SKILLS

SPECIAL TRAINING

SUMMARY OF QUALIFICATIONS

TEACHING EXPERIENCE

VOLUNTEER WORK

WORK HISTORY

## EFFECTIVE SENTENCE OPENERS

achieved

acted

adapted

added

administered

advised

analyzed

applied

approved

arranged

assembled

assisted

attended

built

changed

clarified

coached

collaborated

compared

complied

completed

composed

condensed

controlled

conveyed

coordinated

corrected

corresponded

counseled

created

dealt with

decided

delivered

demonstrated

designed

determined

developed

diagnosed

directed

discovered

distributed

edited

employed

encouraged

enlisted

ensured

equipped

established

evaluated

examined

experienced

expanded

facilitated

finalized

fostered

furnished

handled

helped

hired

identified

illustrated

implemented

improved

increased

influenced

initiated

inspected

installed

interviewed

instituted

introduced

instructed

integrated

invested

investigated

judged

launched

learned

lectured

led

listed

located

lowered

managed

measured

merged

minimized

modernized

modified

motivated

negotiated

notified

observed

obtained

opened

operated

organized

outlined

overhauled

oversaw

patrolled

persuaded

planned

prepared

prescribed

presented

processed

produced

programmed

published

purchased

received

recorded

recruited

reduced

refined

related

reorganized

represented

researched

responded

restored

retrieved

restructured

revamped

reviewed

revised

selected

served

serviced

set up

shipped

showed

sold

solved

sorted

staffed

started

strengthened

studied

supervised

supplied

supported

tabulated

tailored

taught

tended

tracked

trained

transferred

translated

transported

treated

typed

undertook

updated

upgraded

utilized

worked

wrote

# Charles Hyde

65 Autumn Hill Road, Westfield, MA 01085 | (413) 572-5206 | charles.hyde@email.net

## EDUCATION

Westfield State University, Westfield, MA Expected: May 2021  
*Bachelor of Science in Movement Science*  
*Minor: Gerontology*  
GPA: 3.3/4.0

## RELEVANT EXPERIENCE

Occupational Therapy Center, Northampton, MA Sept.-Dec. 2019  
*Outpatient Occupational Therapy Intern*

- Worked with patient to improve mobility and achievement of ADL's
- Assisted four disabled patients with best practices for movement exercises
- Determined activities and exercises to best suit client needs

Westfield State University, Westfield, MA September-December 2019  
*Teaching Assistant-Therapeutic Modalities & Therapy Training*

ATI Physical Therapy, Wilbraham, MA May-August 2019  
*Therapy and Fitness Intern*

- Performed basic therapy exercise instruction
- Co-facilitated therapy appointments along with supervisor

Vantage Sports and Rehabilitation, Westfield, MA Dec. 2018-February 2019  
*Job Shadow*

- Observed therapy sessions and therapist interactions
- Shadowed three different therapists focusing on different action sports activities

Adaptive Sports Foundation, Windham, NY Summer 2015 & 2016  
*Volunteer*

## CERTIFICATIONS

CPR & AED - American Heart Association Expires: June 2020  
First Aid - American Red Cross Expires: November 2019

## VOLUNTEER EXPERIENCE

Boston Marathon, Boston, MA April 2017

## CAMPUS INVOLVEMENT

*President* | Outing Club | 2019 - Present  
*Vice President* | Movement Science, Sport and Leisure Studies Club | 2019 & 2020  
*Member* | Athletic Training Club | 2017-Present  
*Member* | Christian Fellowship | 2017-Present

## ALAN A. TRAINER

207 North Main Street | Westfield, MA 01085  
(413) 572-5206 | athletic-trainer@email.net

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### ATHLETIC TRAINER

- Performed injury evaluations and determined appropriate treatment plan
  - Developed rehabilitation plans with protocols established by physician
  - Completed over 1,000 hours of hands on training with Division I athletics
  - Collected, organized, and catalogued insurance information, injury evaluations and medical logs
- 

### CERTIFICATIONS:

- NATA-BOC Certification, National Athletic Trainers Association June 2019
- BLS for HealthCare Providers, American Heart Association Valid through August 12, 2019

### EDUCATION:

Westfield State University, Westfield, MA  
Bachelor of Science in Athletic Training May 2019

- GPA: 3.7/4.0; Dean's List (six out of seven semesters)

### CLINICAL ROTATIONS:

Westfield High School, Westfield, MA Spring 2019

- Assisted with all spring sports under the guidance of one certified trainer
- Provided rehabilitation treatments, taping for practices, field preparation, assessing injuries and preparing all supplies

University of Massachusetts Amherst NCAA Football, Amherst, MA Fall 2018

- Performed injury evaluations for 25 NCAA football players to determine a treatment plan
- Developed rehabilitation plans implementing streamlined filing system for insurance information, injury evaluations, and rehabilitation logs increasing office efficiency

Westfield State University Baseball Team, Westfield, MA Spring 2018

Holyoke High School Basketball Team, Holyoke, MA Fall 2017

Springfield College Cross Country, Springfield, MA Spring 2017

### RELATED EXPERIENCE:

University of Massachusetts Amherst, Amherst, MA Summer 2018

*Assistant to the Athletic Trainer*

- Addressed specific needs for off-season sports such as increasing strength and speed, maintaining cardiovascular fitness, improving flexibility, and strengthening the core
- Developed relationships with lead Athletic Trainer and Athletic Director, submitting comprehensive injury reports

### ACTIVITIES/PROFESSIONAL AFFILIATIONS:

National Athletic Trainers Association, January 2017 – Present

MA Assn. for Health, Physical Education, Recreation, and Dance (MAHPERD), October 2017 – Present

New England Chapter of American College of Sports Medicine (NEACSM), September 2017 – Present

Westfield State Student Athletic Advisory Board, Sept. 2017 – May 2019

Westfield State Cross Country, 2015 – 2019

- *Captain*, Fall 2018

## JASMINE NUNEZ

774 First Street, Holyoke, MA 01013  
(413) 572-5206 • jnunez@email.net

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*Compassionate and dedicated physician assistant student seeking a position within the healthcare system.*

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### *Education*

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<b>Westfield State University</b> , Westfield, MA <i>Master of Science in Physician Assistant Studies</i>	1/2020
<i>Bachelor of Science in Biology</i> Minor in Psychology <u>Cumulative GPA 3.5/4.0</u>	5/2016

### *Clinical Rotations*

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<ul style="list-style-type: none"><li>• <b>Emergency Care - UMass Memorial Medical Center</b>, Worcester, MA</li><li>• <b>Emergency Care - Saint Vincent Hospital</b>, Worcester, MA</li><li>• <b>General Surgery - Beverly Hospital</b>, Beverly, MA</li><li>• <b>Internal Medicine - Holyoke Medical Center</b>, Holyoke, MA</li><li>• <b>Rehabilitation Care - Fairlawn Rehabilitation Hospital</b>, Worcester, MA</li><li>• <b>OB/GYN - Baystate Northampton OB/GYN</b>, Northampton, MA</li><li>• <b>Pediatric Care - Shriners' Hospital for Children</b>, Springfield, MA</li><li>• <b>Ambulatory Service - Baystate Noble Hospital</b>, Westfield, MA</li><li>• <b>Behavioral Medicine - Center for CBT</b>, Worcester, MA</li></ul>	8 weeks 4 weeks 6 weeks 8 weeks 4 weeks 4 weeks 4 weeks 6 weeks 4 weeks
<b>Baystate Noble Hospital</b> , Westfield, MA <i>Patient Care Technician – 500 hours</i>	2/2015 – 12/2015
<b>Shriners' Hospital for Children</b> , Springfield, MA <i>Certified Nursing Assistant – 800 hours</i>	5/2013 – 2/2014
<b>Walgreens Pharmacy</b> , Holyoke, MA <i>Pharmacy Technician – 2,500 hours</i>	6/2011 – 8/2013

### *Licenses and Certifications*

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<b>Massachusetts Board of Registration of Physician Assistants</b> <i>Massachusetts State Physician Assistant License</i>	Pending
<b>National Commission on Certification of Physician Assistants (NCCPA)</b> <i>Physician Assistant, Certified, ID #12345</i>	Expires: 3/2019
<b>American Heart Association</b> Pediatric Advanced Life Support – PALS	Expires: 6/2019
Cardiopulmonary Resuscitation – CPR	Expires: 1/2020
Automated External Defibrillator – AED	Expires: 2/2020

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### *Research Presentations*

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*Poster Presentation, 2015 Wheelock Student Research Conference* 4/2015  
Jasmine Nunez and Jennifer Hanselman, Ph.D., Exercise and Mental Health in University Aged Students. Wheelock College, Boston, MA.

*Oral Presentation, 2014 Massachusetts Undergraduate Research Conference* 4/2014  
Jasmine Nunez and Jennifer Hanselman, Ph.D., Indirect photodegradation of Naproxen in Simulated Natural Water Systems. UMass Amherst, Amherst, MA.

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### *Related Experience*

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Baystate Medical Center, Springfield, MA 2016 –Present  
*Physician Liaison Associate*

- Compile all referral data from the various Baystate sources
- Assist with developing, and extracting information from the CRM utilized by Liaison team using Salesforce & Crimson
- Supports the Director and liaisons in maintenance of data and any electronic files
- Develop relationships with internal network to further support the Physician Liaisons team
- In coordination with team initiatives, maintain stock and organize marketing material for team to distribute in the field. Items such as posters, fact sheets, order forms, and various brochures
- Under the direction of the Liaison team coordinate all customer outreach events

Samaritan Inn, Westfield, MA 2014  
*Health Aide Volunteer*

- Assisted with basic medical needs and first aid
- Facilitated health information sessions

Big Brothers, Big Sisters, Springfield, MA 2012 – 2014  
*Volunteer*

- Supervised a group of six to ten children during both on and off-site activities
- Assisted with planning and implementing activities

American Red Cross Blood Donation Center, Springfield, MA 2011 – 2014  
*Blood Drive Volunteer*

- Registered blood drive donors and maintained high confidentiality concerning medical information
- Directed donors to their appropriate station

# Nadine Hess

123 Peach Court, Marshfield, MA 02050 | (413) 572-5206 | nhess@email.net

## STUDENT NURSE

*Hospital Settings | Medical Assisting | In-Home Care*

- Versatile and compassionate nursing student with a desire to help those in need
- Seeking to provide care that allows the patient to feel like a priority
- Recognizes the importance of ensuring patient confidentiality

## EDUCATION:

**B.S.N. Westfield State University**, Westfield, MA

May 2020

**A.S. Medical Assisting, Middlesex Community College**, Lowell, MA

January 2015

## INTERNATIONAL NURSING EXPERIENCE:

**Guatemala Nursing Mission Trip**, Antigua, Guatemala

March 2019

- Worked directly with the Iglesia Del Camino in order to help families in need
- Assisted malnutrition center in providing food and support to malnourished children
- Provided meals, medical supplies and health check-ups to over 250 people

## CLINICAL EXPERIENCE:

*Emergency Room*

**Holyoke Medical Center**, Holyoke, MA

Spring 2020

*Pediatric Care*

**Shriner's Hospital for Children**, Springfield, MA

Fall 2019

*Behavioral Medicine*

**Holyoke Medical Center**, Holyoke, MA

Fall 2019

*General Surgery*

**UMass Memorial Medical Center**, Worcester, MA

Spring 2018

*Maternity*

**Family Medical and Maternity**, Leicester, MA

Spring 2018

*Community Health*

**Life Care Center**, Auburn, MA

Fall 2018

*General Surgery*

**Mercy Medical Center**, Springfield, MA

Spring 2017

*Fundamentals*

**Harrington Hospital**, Southbridge, MA

Fall 2017

## RELEVANT EXPERIENCE:

**Mercy Medical Center**, Springfield, MA

January 2015-Present

*Medical Assistant I*

- Collect and record patient medical history per HIPAA guidelines
- Prep and sanitize examination rooms
- Perform tasks such as administering immunizations and medication when necessary

**Lowell General Hospital – Emergency Room**, Lowell, MA

Summer 2017

*Student Nursing Shadowing Program*

- Gained understanding of medical reporting and paperwork

**Excel Nursing Services**, Springfield, MA

March 2015-December 2016

*Home Health Aide*

- Assisted up to eight clients with activities of daily living
- Ensured medications were administered properly

## VINCENT ELLIS

145 Hastings Road, Westfield, MA 01085 ▪ (413) 572-5206 ▪ vellis15@email.net

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### EDUCATION:

**Westfield State University**, Westfield, MA

*Bachelor of Science in Biology*

May 2020

Cumulative GPA 3.54/4.0

### RELEVANT EXPERIENCE:

**Baystate Noble Hospital**, Westfield, MA

February 2019 – Present

*Nurse Assistant – 500 hours*

- Manage check-in and transfer of patients
- Report to head nurse about patient conditions daily
- Perform medical tasks such as taking vitals, prepping for surgery, among others

**Life Science Nation**, Boston, MA

June – August 2019

*Lab and Research Assistant*

- Processed bacterial specimens for analysis by technicians
- Assisted in collecting and analyzing data for research purposes

**Banacos Academic Center, Westfield State University**, Westfield, MA

September 2018 – May 2019

*Peer Tutor*

- Tutored students in biology and chemistry courses
- Helped students develop their scientific writing techniques

**Minute Clinic**, West Springfield, MA

Winter 2018

*Clinic Aide*

- Aided in providing low cost health care to low income individuals
- Maintained organization of office and medical materials in order to promote efficient operations

**Operation Smile**, Assiut, Egypt

Summers 2017 & 2018

*Medical Intern – 1000 hours*

- Assisted nurses in prepping children for surgery
- Sanitized work stations before and after operations

### VOLUNTEER WORK:

**New Beginnings Child Care Center**, Springfield, MA

*Activities Supervisor*

June 2014 – April 2017

### CERTIFICATIONS:

- Automated External Defibrillator (expires in May 2021)
- Cardiopulmonary Resuscitation (expires in December 2020)

### RESEARCH PRESENTATIONS:

*Oral Presentation, 24th Massachusetts Statewide Undergraduate Research Conference* April 2019

- Vincent Ellis and Jennifer Hanselman, Ph.D., Indirect photodegradation of Naproxen in Simulated Natural Water Systems. UMass Amherst, Amherst, MA.

*Poster Presentation, Center for Undergraduate Research and Creative Activity*

December 2018

- Vincent Ellis and Jennifer Hanselman, Ph.D., Exercise and Mental Health in University Aged Students. Westfield State University, Westfield, MA.

## Jessica Danbury

145 Basil Road  
Paxton, MA 01612  
(413) 572-5206  
Jess.Danbury@email.net

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### Education:

**Westfield State University**, Westfield, MA  
*Bachelor of Science*, Movement Science  
Concentration in Sports Medicine  
GPA: 3.7/4.0; Dean's List

Expected: May 2020

### Relevant Experience:

**Boynton Therapy Practices**, Holden, MA  
*Physical Therapy Intern*

May-August 2019

- Assisted supervisor in basic therapy practices
- Gained greater understanding of kinesiology practices
- Aided patients in scheduling appointments

**Roxbury Outpatient Care**, Leicester, MA  
*Job Shadow*

May-August 2018

- Observed therapist practices and interactions with patients
- Worked with the physical fitness therapy coordinator to plan workout regimens

### Relevant Coursework:

- Kinesiology/Gerokinesiology
- Therapeutic Exercise
- Orthopedic Therapy Training
- Therapeutic Modalities
- Basic EKG and Stress Testing
- Women and Sport
- Physiology of Exercise
- Functional Anatomy

### Academic Research:

Presented *Effects of Kinesiology Tape on Sitting Posture in College-Age Males* at UMass Undergraduate Research Conference, April 2017

### Certifications:

CPR and First Aid Certification (Valid through 2/2020)

### Volunteer Work:

CARE Mission Trip, Tanzania July 2019  
Susan G. Komen Race for the Cure, Boston, MA April 2018  
PETA Telethon, Boston, MA March 2018

### Employment:

**The Sole Proprietor**, Worcester, MA Summers 2016-2019  
*Server*  
**Dippin' Donuts**, Worcester, MA February 2014-August 2015  
*Cashier*

## Judy G. Robertson

808 Hart Avenue, Westfield, MA 01086  
(413) 572-5206 ▪ Judith.Robertson@email.net

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### EDUCATION:

Westfield State University, Westfield, MA Anticipated: May 2020  
*Bachelor of Science in Movement Science*, Concentration: Exercise Science

### RELATED EXPERIENCE:

Anytime Fitness, Westfield, MA Aug. 2018 - Current  
*Fitness Assistant*

- Instruct clients on how to properly and effectively use exercise equipment
- Assist clients in setting and achieving fitness goals
- Teach basic cardio and aerobic exercise courses for up to 15 adults

Westfield State University-Ely Fitness Center, Westfield, MA Jan. - May 2019  
*Personal Training Intern*

- Assisted and educated students in proper usage of equipment
- Sanitized gym equipment and locker room areas
- Co-facilitated group exercise classes with up to 22 participants

Planet Fitness, Westfield, MA Sept. - Dec. 2018  
*Job Shadow*

- Observed fitness consultations with clients
- Shadowed instructor of fitness classes (yoga, Pilates, Zumba, aerobics, etc.)
- Learned best practices for dealing with clients with different fitness needs

### CLINICAL ROTATIONS:

Planet Fitness, Westfield, MA Mar. - May 2019  
Westfield State University Women's Basketball Team, Westfield, MA Nov. 2017 - Mar. 2019  
Expert Fitness, Westfield, MA Oct. - Dec. 2018  
Planet Fitness, Holyoke, MA Aug. - Oct. 2018  
Springfield Rehabilitation Center Physical Therapy, Springfield, MA May - July 2018

### CERTIFICATIONS:

ASFA Cycling Instruction Certification Expires: May 2021  
ASFA Water Aerobics Instruction Certification Expires: May 2021  
ASFA Yoga Certification Expires: Dec. 2020  
AHA First Aid and CPR Expires: July 2020  
American Red Cross Lifeguard Certification Expires: Jan. 2020

### HONORS AND ACTIVITIES:

Sports Medicine Club 2016 - Current  
Westfield State University Dean's List 2016 - Current  
Multicultural Student Association 2017 & 2018

**JANE O’CONNOR**  
21 Main Street, Southbridge, MA 01550  
(413) 572-5206 • joconnor1234@westfield.ma.edu

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**EDUCATION**

Westfield State University, Westfield, MA May 2020  
*Bachelor of Science in Biology*, Minor in Chemistry  
GPA: 3.34/4.0; Dean’s List (three out of four semesters)

**LABORATORY SKILLS**

Electrophoresis	Amino Acid Analysis	Distillation
Spectrophotometry	DNA/Extraction/Quantification	Reagent Preparation
Computer Data Analysis	Microscopy	Titration

**RESEARCH EXPERIENCE**

***Divergence in microRNAs in a Hybrid Zone***  
Westfield State University Biology Department, Westfield, MA  
• Presented at the UMASS Undergraduate Research Conference, April 2019

**RELATED EXPERIENCE**

**Westfield State University Chemistry Department**, Westfield, MA January – May 2019  
Teacher’s Assistant - Instrumental Analysis  
• Managed chemistry lab supplies and materials, sanitized equipment, prepared lab for classroom use  
• Assisted students with experiments, prepared test samples, interpreted data and results, and review abnormal lab results  
• Explained lab procedures and encouraged critical thinking when reviewing lab results

**Westfield State University Banacos Center**, Westfield, MA February 2017 – May 2019  
Biochemistry & Chemistry Tutor  
• Chosen by faculty to cover biochemistry and general chemistry topics including stoichiometry, atom structures, enzymatic pathways and laboratory procedures to students  
• Took complex biology and chemistry terminology and information and simplify it for students

**Springfield College Cadaver Lab**, Springfield, MA November 2018  
• Examined organs, muscles, the brain and heart of four cadavers

**CAMPUS ACTIVITIES**

**Biology Club** September 2016 – Present  
• Secretary, Sept. 2017 – Present  
**Intramural Basketball** September 2016 – Present

**EMPLOYMENT**

Hostess/Busser, **Applebee’s Restaurant**, Worcester & Westfield, MA May 2016 – Present  
Reference Assistant, **Westfield State University Ely Library**, Westfield, MA September 2016 – May 2018  
Bank Teller, **Freedom Credit Union**, Sturbridge, MA June 2014 – August 2015

**SKILLS**

*Computer*: Microsoft Word, Excel, PowerPoint, Publisher, Access and OneNote  
*Language*: Fluent in both English and Spanish

**Monica C. Verducci**

902 Main Street • Fall River, MA 02723  
(413) 572-5206 • mverducci@email.net

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**REFERENCES**

**Herbert Winchester, PA-C**

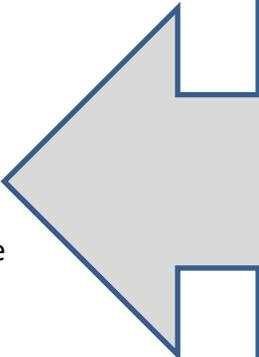
Saint Vincent Hospital, Emergency Department  
123 Summer Street  
Worcester, MA 01608  
(413) 572-5206  
hwinchester@email.com

**Yolanda Kramer, PA-C**

Holyoke Medical Center, Internal Medicine  
15 Hospital Drive  
Holyoke, MA 01040  
(413) 572-5206  
yolandakramer@email.com

**Melissa Physician, PA-C, MHS**

Westfield State University, PA Program  
Director of Physician Assistant Studies  
577 Western Avenue  
Westfield, MA 01086  
(413) 572-5206  
mphysician@email.com

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- 3-5 professional references is standard.
  - Make sure to ask your references for permission before listing them and keep them informed about your job search, especially if you have interviewed for a position.
  - Provide references with a copy of your resume. If you ask a professor to serve as a reference, be sure to ask for their cell phone number. Most professors do not check their office voicemail during the summer.

# COVER LETTERS

## A cover letter...

- Serves as your introduction to the employer
- Expresses your interest in being considered for a position
- Provides you with the opportunity to highlight how your skills and qualifications match those necessary to perform the position
- Captures the employer's attention and interest in reading your enclosed resume

An effective cover letter does not repeat or summarize your resume, but makes the reader want to learn more about you. **Every resume** should be accompanied with a cover letter, even if it's not listed as a required component of your application.

## BASIC LETTER WRITING RULES

### Address the letter to a specific person

- ✓ If you do not have a name, search the company website or LinkedIn for a Human Resources contact.
- ✓ Avoid the title "To Whom It May Concern". As a last resort, use the recipient's title or address the entire search committee (i.e., "Dear Hiring Manager, Search Committee or Human Resources Director").
  - \*In the case of a preceptorship cover letter, the use of "To Whom It May Concern," is appropriate.

### Research the organization carefully

- ✓ Demonstrate that you appreciate and understand the organization's mission and goals.
- ✓ Be sure to include why you want to work for this particular employer.

### Do not simply restate what is on your resume

- ✓ Think about the skills necessary to do the job for which you are applying and highlight an example or two best demonstrating how your skills and background directly match the specific job requirements.
- ✓ Confidently express what you can offer to the company, not what the company will offer you.

### Tailor each cover letter to each employer

- ✓ Make each letter unique. Utilize the job description to identify the necessary qualifications and main responsibilities for this particular role to incorporate into your letter.
- ✓ What do you know about this particular company and how do your skills and qualifications match the specific needs of the position?

### Limit the letter to one page and avoid spelling and grammatical errors

- ✓ Avoid excessive use of "I" when starting sentences.
- ✓ Print on high quality paper to match your resume.
- ✓ Be sure to sign your name on each cover letter, unless submitting electronically.

### Professional Communication

- ✓ Use this opportunity to ensure that your voicemail message and email address are professional! Clearly state your name in your message. Your email address should include your name@domain.com.

# COVER LETTER FORMAT

Your Street Address  
City, State Zip Code  
Your Phone Number  
E-mail (optional)

Date  
(2 lines)

Contact Person's Name  
Title  
Company Name  
Street Address  
City, State Zip Code  
(1 line)

Dear Mr./Ms./Dr. Last Name: (Use Title if name is not available)  
(1 line)

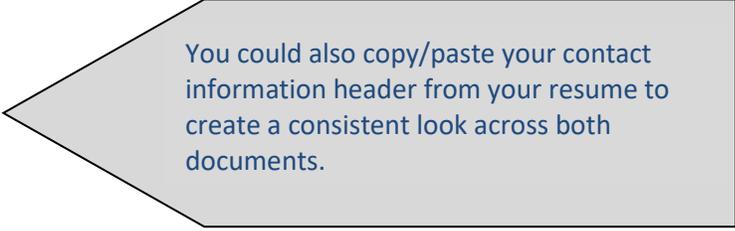
**Paragraph 1:** State why you are writing and identify the position in which you are applying. Include why you are interested in this particular position and working for that specific employer. If relevant, address how you learned of the opportunity. (If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so).

**Paragraph 2:** Briefly state the specific work that interests you and detail the relevant qualifications you offer. Spell out exactly how your experiences, skills, and education fit the position and can benefit the company.

**Paragraph 3:** Close the letter by thanking the reader for their attention or consideration and stating the next course of action. Indicate that you will follow up (and then do it!). Refer the reader to any documents you have enclosed (resume, references, writing samples, etc.). Provide the employer with your phone number so that they can reach you.

(1 line)  
Sincerely,

(1 line) - Type Your Name



You could also copy/paste your contact information header from your resume to create a consistent look across both documents.

**Jasmine Nunez**

774 First Street, Holyoke, MA 01013 ▪ (413) 572-5206 ▪ [jnunez@email.net](mailto:jnunez@email.net)

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March 5, 2020

Ms. Mary Beth Washington  
Human Resources Director  
Holyoke Family Care Center  
365 Circle Drive  
Holyoke, MA 01013

Dear Ms. Washington:

Please consider me as an applicant for the Physician's Assistant position with the Holyoke Family Care Center. As a recent graduate from the Westfield State University Master of Science in Physician Assistant Studies program, I have developed and crafted my skills in the field in a way that I believe has allowed me to grow into a well-rounded medical professional. Between my rigorous coursework and extensive field trainings I feel that I am a qualified candidate for this position.

Currently, I am certified by the National Commission on Certification of Physician Assistants and am awaiting certification through the Massachusetts Board of Registration of Physician Assistants. I am well-versed in many different medical practice environments from high intensity emergency settings to the personalized care of behavioral health. Each training opportunity has solidified my desire to work in the medical field and work as part of a skilled team to provide exceptional medical care.

As requested, I have enclosed my resume and a copy of my NCCPA certification. If you need any additional information or should you have any questions, please contact me at (413) 572-5206 or by email at [jnunez@email.net](mailto:jnunez@email.net). Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Jasmine Nunez

78 Yorktown Lane  
Westfield, MA 01086  
(413) 572-5206  
dmerch@email.net

September 29, 2019

To Whom It May Concern: *(Required by Department)*

Please consider me for the preceptorship position within your hospital's pediatric care unit for the Spring of 2020. Currently, I am a senior pursuing a bachelor's in Nursing from Westfield State University, with my main focus being pediatric care. I would greatly appreciate the opportunity to learn more about pediatric services from the nurses at your facility, while also being a helpful addition to your team.

As stated on my resume, I am interested in working with children and infants and have expanded my knowledge and abilities in this area of medicine. I have interacted with children my entire life, and with that have honed my ability to communicate effectively with this population. My clinical and nonclinical experiences have afforded me the opportunity to work with children and infants in a variety of settings, however my career goal has always been to enter the nursing field. As a nursing student, I was given the opportunity to do one of my clinical rotations with the Shriner's Hospital for Children; this experience undoubtedly solidified my desire to help children and infants in a hospital setting.

Enclosed you will find a copy of my resume which will highlight my education, certifications, qualifications and skills. Please contact me with any questions or additional information you may need, by phone at (413) 572-5206 or email at dmerch@email.net. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Diana G. Merchant

145 Basil Road  
Paxton, MA 01612  
(413) 572-5206  
Jess.danbury@email.net

January 29, 2020

Mr. John Green  
Physical Therapist  
Healing Hands Therapy Group  
121 Hyatt Street  
Leicester, MA 01524

Dear Mr. Green:

I am writing to express my interest in the physical therapy aide position at Healing Hands Therapy Center. I learned about this position through Dan Tremont at Boynton Therapy Practices. Throughout my time as a student at Westfield State University, my career interest has been focused on working with elderly patients in pain management, after reviewing your company's mission, I see that your practice focuses solely on this population, and I would welcome the opportunity to contribute to your company's goal of helping older patients better manage their pain.

I am attracted to the field of physical therapy because of the fact that I could incorporate my interest in the area of health and movement sciences coupled with helping others. My internship with the Boynton Therapy Practices group has afforded me the opportunity to work directly with patients in instruction and practice of therapy exercises, but also develop a specialized knowledge of the use of kinesiology science with the elderly population. My compassion and desire to help others in need of pain management would allow me to be a successful physical therapy aide within your practice. I am confident in the knowledge gained both in and outside of the classroom and believe I would apply these skills to best suit the patients.

My enclosed resume will further detail my knowledge and experience in the field of physical therapy. I welcome the opportunity to discuss this position with you in greater detail. If you have any questions, please contact me at (413) 572-5206 or by email at jess.danbury@email.net. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Jessica Danbury

# LETTERS OF INQUIRY

## A letter of inquiry (or letter of interest)...

- Expresses your interest in an employer and/or employment opportunity without referencing a job posting (typically because there are no positions currently posted or immediately available)
- Includes similar qualities and template to a cover letter, but without addressing a specific position or posting

## LETTER OF INQUIRY FORMAT

Your Name

Street Address

City, State, Zip Code

Phone Number

E-Mail (optional)

**(1 line)**

Today's Date

**(2 lines)**

Contact Name

Title

Company/Organization

Street Address

City, State Zip Code

**(1 line)**

Dear Mr./Ms./Dr. Last Name: **(Use Title if name is not available)**

State your hope to be considered for any positions that may become available at the organization and why you are interested in working for the company. If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so.

Tell them what your status is now and why you feel you would be especially well qualified for any anticipated openings in this field. This paragraph should include one or two brief sentences that emphasize your strengths as they relate to the field in which you are interested. If possible, it is always nice to personalize your letter by saying something positive about the reputation of the organization, its accomplishments, and how you fit with their company.

Refer the reader to any enclosed documents (resume, writing samples, etc.) and inform them of the manners in which you can be contacted (email, phone). If you plan to follow up, indicate your plan of action here. Close the paragraph by thanking the reader for their time and consideration.

**(1 line)**

Sincerely,

**(1 line)** - Type Your Name

## Sample Letter of Inquiry

123 College Street  
Holyoke, MA 01040  
(413) 572-5206  
kraymond@email.net

January 25, 2020

Mr. James Ivy  
Head of Human Resources  
ATI Physical Therapy  
70 Post #7008  
Wilbraham, MA 01095

Dear Mr. Ivy:

I am writing to learn of any future opportunities as an occupational therapist to join the ATI Physical Therapy team. With strong analytical skills and a sound work ethic, I am passionate about the field and your practice in particular. As a dedicated occupational therapist, I can bring my knowledge from my coursework coupled with clinical experiences to contribute to ATI Physical Therapy's mission of compassion and healing.

A few of the qualifications I can offer your company are:

- Solid knowledge of occupational therapy practices gained while earning a bachelors in movement science and a master's degree in occupational therapy at Westfield State University, where I obtained a cumulative GPA of 3.7/4.0.
- Over two years of experience and 450 hours working directly with patients in different therapy practices producing exceptional reviews from supervisors.
- Excellent attention to detail and communication skills, written and oral, demonstrated by effective communication with patients and detailed file notes.

Attached you will find my resume which further expands on my experiences. I would be honored to bring my strengths as an occupational therapist to ATI Physical Therapy and am confident in my ability to help achieve your goals. After relocating to Eastern Massachusetts this month, I can be ready to start a new position quickly. Should an opportunity arise in the near future, please contact me at any time. I sincerely thank you in advance for your time and consideration of my potential candidacy.

Sincerely,

Kayleigh Raymond

# COVER LETTER TIP:

A great way to organize your thoughts before writing a cover letter is to make a list of the job requirements the company is asking for and then list your skills.

JOB REQUIREMENTS	MY SKILLS