

Writing Personal Statements, Cover Letters, and Resumes

By Katie Mathews information
ascertained from Al Guyant

Personal Statements

- ◆ Purpose is to tell employer of your goals, aspirations, previous experiences and qualifications
- ◆ Demonstrate and describe you as a person
- ◆ Also demonstrates your writing ability!

Personal Statements

- ◆ Tell a Story or something else to gain interest
- ◆ Describe where you are
- ◆ Describe where you want to be
- ◆ Discuss your strengths
- ◆ Turn your weaknesses into strengths
- ◆ Tell of previous experiences
- ◆ Include how previous experiences shaped who you are

Personal Statements

- ◆ DO RESEARCH!
- ◆ Include information about where you are applying
- ◆ Tell how you will fit into their program
- ◆ Discuss their staff/facilities in high fashion

Cover Letters

- ◆ Intent of the cover letter is to introduce your resume. It should concisely describe how you fit their requirements
- ◆ Why you are better than someone else
- ◆ It should highlight your resume.

Cover Letters

- ◆ Begin by introducing yourself and telling the purpose of the letter
- ◆ Compliment yourself
- ◆ Explain why you fit what they are looking for
- ◆ Thank them!

Resume

- ◆ Appropriate contact Information
- ◆ Objective
- ◆ Offering
- ◆ Education
- ◆ Experiences
- ◆ Certifications
- ◆ Awards/Recognitions/Honors
- ◆ <http://guyant.com> Resume Tips

Helpful Tips

- ◆ Start Early!
- ◆ Research as much as you can!
- ◆ REVISE!
- ◆ Have multiple people in multiple disciplines look at resume and personal statement