

YOUR NAME
1234 A Street
New Orleans, LA 70115
Cell: 504-555-5555
youremailaddress@email.com

Date

Contact/Human Resource Director
Company Name
Address
City/State/Zip

Dear Contact Person Named Above:

Your introduction should include a greeting, introduction, and statement of interest in specific position applied for. This statement should also include where you heard about the opportunity.

EXAMPLE:

Good morning. My name is _____, and I am writing with regards to the special education teacher position advertised with the Eastbank Collaborative Charter Schools website.

The next paragraph should introduce your resume and skill set, serving as a supplement to your resume, but not repetition of it. Make sure to show a direct link to how your experience relates to the desired position, particularly if you are looking to expand into a different, but related, field.

EXAMPLE

For the past ten years, I have worked in varied capacities with high risk populations in New Orleans, ranging from street outreach, corrections, and most recently as a Case Manager for the New Orleans Center. Much of this work has been with adolescents and adults with varying degrees of special needs, including addiction, mental health, and involvement in the criminal justice system. My experience has identified a need for earlier intervention work, and I am eager to expand my skill base into an educational setting. While I do not have experience directly in school settings, I have comparable skills in re-direction, rule/policy enforcement, and engaging difficult populations in restorative practices to implement behavioral change.

In closing, thank your reader for their time and consideration. Provide an opportunity for the potential employer to contact you if they have additional questions, and let them know you are looking forward to meeting with them for an interview.

Thank you in advance for your time and consideration. Please feel free to contact me at 504-555-5555 with any questions you may have. I very much look forward to speaking with you soon.

Sincerely,

Your name signed

YOUR NAME TYPED

JAMES JAMES
1234 0th Street
New Orleans, LA 70115
Cell: 504-555-5555
youremailaddress@email.com

Summary of Qualifications

- This should explain educational and work related experience as it relates specifically to the job which you are applying for
- EXAMPLE: Four years of experience in hazardous waste training and class facilitation
- EXAMPLE: Current certifications in first aid and CPR

Employment History

Employer

Position Held

Dates (month and years)

Brief description of job duties and position.

**EXAMPLE: New Orleans Sanitation Department
Safety Instructor**

March 2003- May 2012

Responsible for the training of new employees and the implementation of the safety protocol for the eastern division of the New Orleans Sanitation Department. Worked with national board of sanitation to identify new trends in department regulation to keep protocols current.

Education

Years attended

Name/Location of Institution

Certificate/Degree Received

EXAMPLE: 2002-2006

**Anytown University; Anytown, US
Bachelors of Science**

Professional Certifications

Any additional non-degreed trainings, licensing's or certifications held.

EXAMPLE:

Hazard Waste Disposal Certificate- 32 hour training

September 2013

WILSON WILSON

1234 Any Street, New Orleans, LA 70110 * 504-555-5555 * emailaddress@email.com

Objectives

Secure full time employment working as a delivery driver, utilizing my past experience

Education

| | | |
|---------------------------------|-----------------|----------------|
| Any Community College | New Orleans, LA | 2012 - present |
| General Education Diploma (GED) | New Orleans, LA | 2005 |

Skills and Ability

Landscaping

- Over ten years of landscaping experience, including lawns, edging, weeding, pruning, and maintaining flowerbeds
- Knowledgeable of most landscaping equipment, usage and maintaining
- Some knowledge of different plant and tree species

Construction

- Six years of experiencing working directly under the foreman, assisting in the directing and supervision of the work team
- Able to read and understand most blue prints
- Ability to lift up to 200 lbs
- Experience in cement finishing
- Over eight years of experience driving forklifts (gas and propane)

Warehouse Experience

- Eight years of experience as a foreman, overseeing seven team members
- Unloading and re-organization of pallets
- Loading and unloading flatbeds as well as container trucks efficiently and safely
- Able to operate forklift

General

- Valid Driver's License
- Have own transportation/insurance
- Motivated and willing to work long hours
- Team player as exemplified by past leadership positions
- Ability to multi-task
- Ability to take and follow instructions
- Attention to detail on all jobs