How to Create a Student or New Grad Cover Letter and Resume Through MS Word

T here are many templates available on the internet, through Handsahke and other applications. This tutorial incluses step by step instructions on how to create and cover letter and resume using Microsoft Office Word templates.

Important Cover Letter Tips:

Build your cover letter based on your resume and the job you are applying for. Read the job post carefully.

- Look for the key responsibilities, require skills, and prefered qualifications.
- Highlight the words or phrases that match your experince.
- Reviewing your resume. Find the achivements, skills, and experince that best match what the employer wants and job requirements.
- Think of specific examples that show you have done similar work successfully.

Step1. To begin go to the **File** tab and then click **New** document. In the search bar type "**cover letter**." You can choose any template that best fits your style of cover letter. We have selected the *ATS simple classic cover letter* for this example.
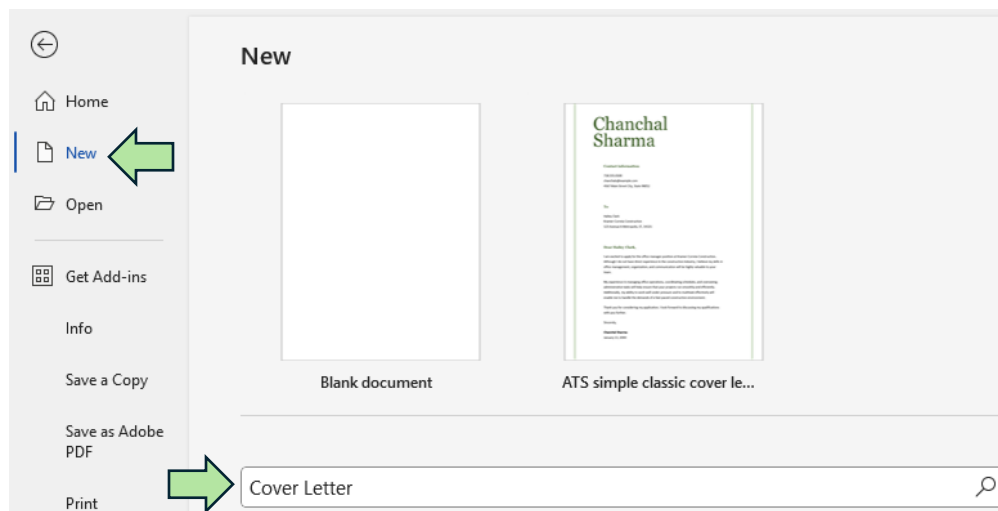
Step 2. Click on "**create**" to begin building your cover letter.
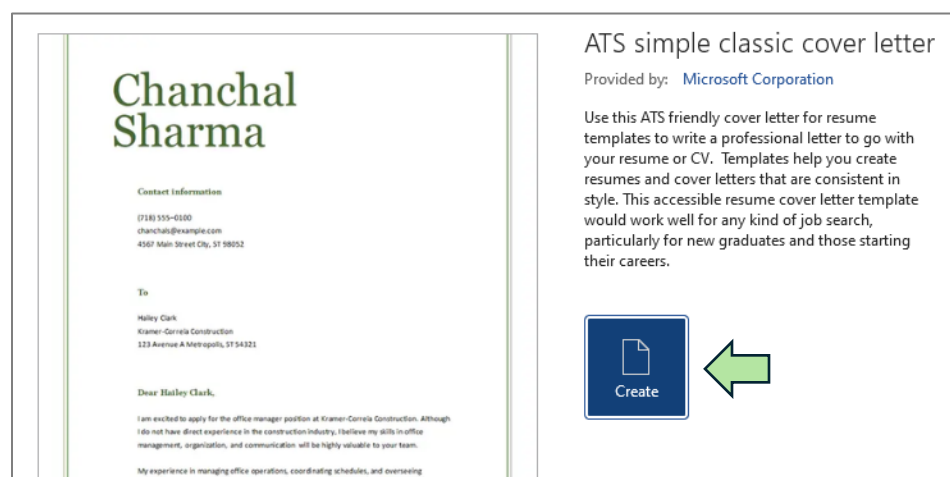
Step 3. Build your cover letter by filling in your contact information, addressing the letter to whom it may concern, including a greeting, opening paragraph, body paragraph and closing. See full example on next page.

It is best to keep your cover letter to one page, make sure your tone is confident and polite and maintain professional and consistent formatting. Use a clean and readable font, proper spacing, and margins. Keep the letter concise and in alignment with the style of your resume.

Student Name

Contact information

Contact Phone Number
Contact Email

To

Hiring Committee or Hiring Supervisor Name
Name of Organization or Department

Dear Hiring Committee or Hiring Supervisor Name

Introduction: Clearly state the purpose of your letter, mentioning the specific position and where you found the job posting. Briefly introduce yourself and your key qualifications, demonstrating your understanding of the role's requirements.

Body Paragraph(s): Provide specific examples from your past experiences that showcase your skills and how they relate to the job description. Avoid simply restating your resume; instead, offer more detailed narratives that demonstrate your abilities and accomplishments.

Closing Paragraph: Reiterate your interest in the position and express your confidence in your ability to contribute to the organization. Thank the reader for their time and consideration and invite them to contact you for further discussion.

Sincerely,

Student Name
Date

Important Resume Tips:

Your resume and cover letter should compliment each other and be tailored to the job you are aplying for. When building your resume

- Use reverse chronological order when listing job history.-**Most recent first.**
- **If you don't have a lot of previous work or internship experience**, emphasize your community experience like your involvement with clubs and organizations, volunteering opportunities, and other ways you've taken on leadership positions. Always use bullet points starting with action verbs.
- Use **numbers** or **results** when you can (example: led a team of 10 students, helped 30+ clients, etc.).
- Review the job description for the position you are applying for and tailor your job history highlighting any work you have done which matches or enhances the type of duties and responsibilities listed in the job you are applying for.
- Make it **easy** to read.

Step1. To begin go to the *File* tab and then click *New* document. In the search bar type "*resume*." You can choose any template that best fits your style of resume letter. We have selected the *ATS simple classic resume* for this example.
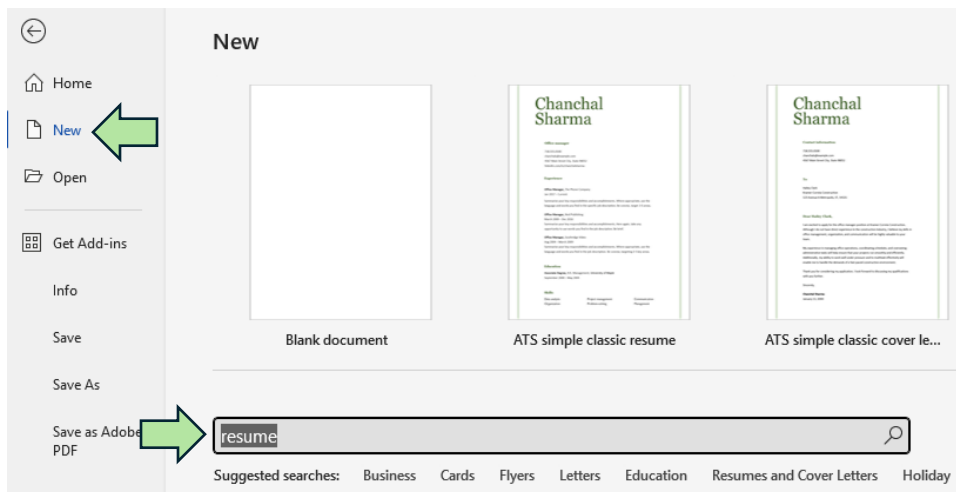
Step 2. Click on "*create*" to begin building your resume.
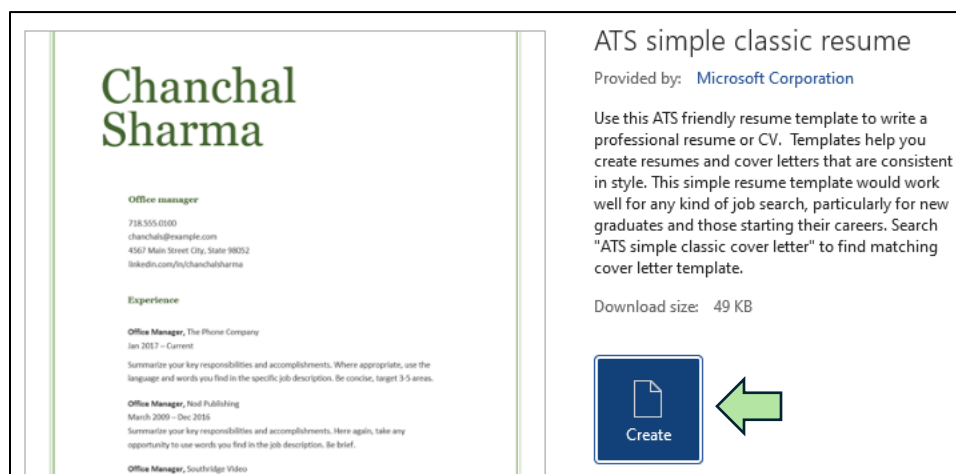
Step 3. Build your resume by filling in your contact information, addressing the letter to whom it may concern, including a greeting, opening paragraph, body paragraph and closing. See full example on next page.

It is best to keep your cover letter to one page, make sure your tone is confident and polite and maintain professional and consistent formatting. Use a clean and readable font, proper spacing, and margins. Keep the letter concise and in alignment with the style of your resume.

Student Name

Title

Contact Phone number

Contact Email

Contact Address

Contact website/LinkedIn (if you have this)

Experience

Position Title *Name of Employer Company*

January 20XX - Current

Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the specific job description. Be concise, targeting 3-5 key areas.

Position Title *Name of Employer Company*

March 20XX – December 20XX

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.

Position Title *Name of Employer Company*

August 20XX – March 20XX

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be concise, targeting 3-5 key areas.

Education

Sep 20XX - May 20XX

Type of Degree Degree Field/Title, Institution Name

Skills

(Add skills that match the job description | Mix your Hard Skills (technical knowledge) and Soft Skills (personal strengths and abilities)

Project management	Data analysis	Communication
Organization	Problem-solving	Management