Leaders With Letters Conference
Resume and Cover Letters for Greek Life

Facilitator:

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The Career Center

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A good resume…

- Is concise, clear, and consistent

- Has **no** grammatical or spelling errors

- Is tailored towards the specific position and the employers needs

- Highlights **transferable skills**, **achievements** and **recognitions**, not just duties and responsibilities

- List's the most relevant facts and experiences FIRST

- "Grab's" the employer's attention

REMEMBER: employers take an average of **10-15 seconds** to look over a resume before discarding it.

The STAR Method

Describe your achievements using STAR statements

S – Situation you faced

T – Task you completed

A – Action you took

R – Result you achieved

Applying the STAR Method

Applying the STAR Method

Situation: Business fraternity

Task: Charity events

Action verb: Organized

Result: Raised more than $4,000

Accomplishment: Organized business fraternity philanthropic events which resulted in contributions exceeding $4,000

Use Strong Action Verbs!

- Administer
- Develop
- Delegate
- Coach
- Propose
- Regulate
- Oversee
- Arrange
- Assess
- Execute
- Organize
- Communicate
- Present
- Initiate
- Contribute
- Collaborate
- Manage
- Coordinate

How to Highlight Your Sorority or Fraternity Experiences

- Students often make the mistake of omitting or downplaying their Greek life experiences on their resumes

- The skills and experiences you develop in the positions you hold in your Fraternity or Sorority **are beneficial** and **can transfer** to a many professional settings in a variety of industries

- EXAMPLE: If you are a "New Member Educator," one of your responsibilities may be to create a training program for new members. Developing a training program probably involves creativity, communication, and organizational skills. **ALL** of these skills are **transferable** and can be applied in a variety of professional settings.

How to List Greek Life on the Resume

Example:

Leadership Experience

Alpha Alpha Alpha National Sorority

Member   2010-Present

- Participate in various philanthropic and educational events

- Contribute ideas during meetings and motivate members

Public Relations Chair   2011-2012

- Handled all social media for chapter including promotions of events via Twitter and Collegiate Link

- Helped increase attendance at various events by up to 50% through marketing efforts

- Served as a member of the Executive Board and contributed to chapter decisions

The Cover Letter

The cover letter is an opportunity for you to expand upon your resume and "sell" yourself to the company or organization.

A Strong Cover Letter Should…

- State the position you are applying for

- Include specific information about why you want to work for the employer

- Exemplify solid writing skills and be written in business format

- Demonstrate your knowledge of the position

- Connect your experience with the desired qualifications of the employer

- Be three to five paragraphs in length

The Cover Letter

- ## Section 1: Opening Paragraph, Introduction
  - Explain why you are writing
  - State how you found the position/organization
  - Mention any referrals
  - Tell why the position/organization interests you
  - Give a brief summary of your education

The Cover Letter

- Section 2: Body Paragraph(s), Sell Yourself
  - Research the company and the position
  - Use the employer's terminology and jargon
  - Highlight at least one experience (job, activity, project) that illustrates a **relevant** skill and indicates **how** you can make a contribution
  - **Draw a connection** between the needs of the job opening and the skills and experience that you will bring to the job

Drawing a Connection

- Don't just state that you match the job description but make sure that you provide **specific detailed examples** about your skills, experiences, and accomplishments to show the employer how you meet the requirements.

- Try to summarize for the employer how you will fit into the organization and ultimately benefit the work that they do. Remember, the cover letter is showing the employer **how you will benefit them**, not how the opportunity will benefit you as an applicant.

- Do not give up if the job description does not contain a lot of information. Research the company to learn more about the type of applicant they might attract their attention.

The Cover Letter

- Section 3: Closing Paragraph, Ask for an Interview
  - Re-emphasize your interest
  - Politely thank the employer for their time
  - Re-state your contact information
  - Request an interview

The Interview

Objectives of the Interview

- Expand on information contained in your resume and cover letter

- Supply information to the employer that is not in your resume (i.e. personality)

- Research additional information about the organization and position you are considering

Interview Preparation

- *Know yourself*: do your skills and interests correspond with this position and organization?

- *Know the organization*: knowledge of the organization, its products or services, locations, and needs are **essential** and **expected**.

- *Clearly define your goals prior to the interview*: employers looks favorably on candidates who have specific and well-defined career goals.

- *Consider the match*: does this position fit in with your long-term career goals?

Resources

Job Search

- **Internships.com**
  - Access to thousands of internships in all fields

- **Vault.com**
  - jobs, careers, top employers and education programs, job search advice, salary info, job listings, employee message boards and surveys.

- **Indeed.com**
  - Find millions of jobs from thousands of company web sites, job boards and newspapers. one search. all jobs.

- **Pride Career Management System (Pride-CMS)**
  - Is an online system, which all students and alumni can access 24 hours a day, seven days a week through the Hofstra Portal.

Reminders

- 5 Star resume critique is due by the end of the semester

- Quick Question hours are Monday-Thursday from 2-4 and Fridays from 11-1

Thank you!

Any questions/comments?