

Sending resume with reference

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I can boost [name of company]'s growth

hiringmanager@dreamjob.com

I can boost [name of company]'s growth

Dear [name of hiring manager],

I am writing to tell you that I am impressed with your projects and growth strategy. So impressed that I want to contribute and help you achieve your e-commerce sales plan. Why should you consider hiring me?

1. I doubled the sales of [name of my last job]'s online shop in 2015.

2. My greatest asset is knowing how to cooperate effectively with UX designers.

3. I've been following your company's progress from the beginning, and I'm passionate about your brand.

Please find attached my resume and cover letter. I look forward to hearing from you and talking with you about our possibilities!

Best regards,

Jane Smith

P.S. Did I mention that I have a [name of industry certificate]?

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HENDERSON STATE UNIVERSITY

CENTER FOR CAREER DEVELOPMENT

Phone 870.264.6442 | Website 870.264.6300

Sample Reference Page

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REFERENCES

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Sample Reference Page

References for

Jane Doe

123 Main Street

Town, Province, Postal Code

Phone number

E-mail

Professional:

Persons Name

Persons Job Title

Company Name, Town, Province

Phone Number(s) (work/home)

e-mail (if preferred way to contact this person)

Persons Name

Persons Job Title

Company Name, Town, Province

Phone Number(s) (work/home)

e-mail (if preferred way to contact this person)

Persons Name

Persons Job Title

Company Name, Town, Province

Phone Number(s) (work/home)

e-mail (if preferred way to contact this person)

Character/Personal:

Persons Name

Persons Job Title

Company Name, Town, Province

Phone Number(s)

Persons Name

Persons Job Title

Company Name, Town, Province

Phone Number(s)

John Doe

202 Oak Ridge Lane

Indianapolis, Indiana 47804

(888) 555-1234

REFERENCES

1. Professor English

Insert Company Name

Insert Street Address

Insert City, State Zip

(123) 456-7890

Professor English was my academic advisor.

2. Mrs. Hanna Handy

Insert Company Name

Insert Street Address

Insert City, State Zip

(123) 456-7890

Mrs. Handy was my supervisor when I worked in the Cafeteria.

3. Mrs. Active

Insert Company Name

Insert Street Address

Insert City, State Zip

(123) 456-7890

Mrs. Active is my current employer.

REMEMBER!!!! DO NOT – include any of your references with your resume, you should always put them on a separate page.

Go to: <http://www.resumes-cover-letters-jobs.com>

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Email subject for sending resume with reference. Cover letter for sending resume with reference. Email format for sending resume with reference. Sample email for sending resume with reference. Subject line for sending resume with reference. Sending resume with reference letters. Sending resume with reference letters. Mail content for sending resume with reference.

By Lisa McQuerrey Updated June 21, 2022 An internship provides an opportunity to get hands-on experience in a line of work you want to pursue as a career path. While it's vital to make a good impression during the interview process, what you do after the interview is important as well. Reach out to the employer in a timely manner with a mature and professional approach to establish yourself as a responsible and reliable prospect. Understanding how to follow up after an internship application and interview can give you a leg up on the competition. Promptly following your internship interview, write a letter of thanks to the individual who interviewed you. Virginia Tech indicates that a thank-you letter should be written with two business days. Reiterate your interest in the internship opportunity, and thank the interviewer for her time. If there is anything you wish you had mentioned during the interview, or information you forgot to provide, use the letter to highlight these details and better position yourself for the job. Ideally, the company will tell you after your interview how long it anticipates it will take before it makes a decision. The company may be conducting numerous interviews, or calling back the most qualified prospects for a second round of interviews. Regardless, if you are unsure of the status of your application, call your contact person a week after the interview to touch base. Fort Hays State University recommends continuing to pursue other internship opportunities until you receive a firm offer in hand. If you received no response after an internship interview, reintroduce yourself and say you are calling to follow up on the status of the internship position. This action will show initiative and professionalism. Maintain a positive tone and avoid any hint of desperation or impatience. If you received your internship interview through your university's internship or career counseling department, contact your representative and tell her how your interview went. She may have received feedback from the employer, which she can pass along to you. She may also contact the employer on your behalf to touch base and gauge the company's interest in you. If you are accepted for the internship, express your thanks in writing. Send a letter to the hiring manager and say you appreciate the opportunity to work with the company. If you are not selected for the internship, use it as a learning opportunity. Contact the person who interviewed you and tell her that while you are disappointed you did not receive the job, you are committed to pursuing future opportunities. You may also indicate that you would appreciate feedback on what you could do better in the future. Not only will this approach provide you with valuable feedback and internship interview tips, but it will also show your character and possibly position you for other opportunities with the company. By Ruth Mayhew Updated December 07, 2021 Is applying for jobs online a waste of your time? It can be if it is done in a vacuum and you go through the wrong kinds of websites. The team at GCF Global emphasizes the importance of combining job hunting on the Internet with direct contact with employers and networking. And while most legitimate companies do post their openings on trusted sites, you do need to be careful. Some use clickbait to direct you to other websites, and other sites are not secure. Wondering what's the first step you should take when organizing your job search? Believe it or not, it has to do with safety. Why is it essential to protect your privacy while conducting an online job search? Unsavory characters could share your sensitive information with criminals and scammers if you're not careful. When applying for jobs online, take steps to safeguard your information. Never provide your birth date, credit card number, bank account number or Social Security number to a potential employer until you're filling out onboarding paperwork (and even then, don't give out a credit card number). If prospective employers request these, chances are good that they are trying to rip you off. One of the largest disadvantages of finding a job online has to do with privacy, security and having to guess at what is a legitimate opportunity. Should the job seem too good to be true (like a high entry-level salary or few responsibilities), it most likely is. An actual job posting usually includes the company name, specific job duties, a contact person and directions about applying. Be suspicious if anyone asks you to pay for a background check or training; this is another red flag. Do you feel wary about the posting or a recruiter who contacts you out of the blue? Trust your instincts. Experts from Norton share a few tips for protecting your privacy when applying for jobs online. Limit the contact information you offer, and set up a separate email account for your job hunting. Be careful of the places you post your resume, and keep your phone number and address private. Keep track of every single job you apply to and where your resume is posted; you can check the list when companies reach out and remove your resume after you find a job. Also, limit what you share on social media while searching for a new job; you could get fired if a current employer learns of your job search. What are the pros and cons of using the Internet for researching career information? The advantages are obvious; it is convenient, easy to access and free. In the case of the leading job posting boards, you will have to create an account, and most let you set up job search parameters and have open positions emailed to you for your convenience. You can either apply through these sites or be directed to company websites. Some allow you to research the companies; when using LinkedIn, you can review profile activity. The team at John Leonard discusses some of the cons of job hunting on the Internet. Since the primary, legitimate job boards are so large, you may find that there is a lot of competition for the job you are interested in. This competitiveness is one of the main disadvantages of applying for a job online. Some also have a lot of ads that you have to wade through, and this can cause you to inadvertently click on links that take you elsewhere, wasting your time. Others can be difficult to navigate, or they may send you emails about jobs you are under- or overqualified for, or for jobs you are simply not interested in. Employers look at resumes for an average of only six or seven seconds.You'll get the best results if you send your resume between 6 a.m. and 10 a.m. within the first four days of a job being posted.Your resume should be clear, concise and tailored to the job for which you are applying.This article is for job seekers who want to improve their resumes to increase their chances of getting an interview.With the current labor shortage and low unemployment rate, job seekers are at an advantage when it comes to applying for jobs. However, that's not to say that you don't need a professionally written resume. Employers still want to find and hire the best employees for each open position, and resumes are the first step in that search. There are several strategies you can use to make your resume stand out and demonstrate that you are the best candidate for the job.Importance of a resumeYour resume is the most important document you'll submit in your job search. It's your frontline fighter, so to speak, as it's your first opportunity to present yourself to a potential employer. Hiring managers and recruiters look at resumes for an average of only six to seven seconds each, so it's important that you make every second count. A strong resume can help you stand out from the crowd, but a weak resume can remove you from the running.According to Zippia research, professionally written resumes are not only good for landing an interview, but they can also boost your earning potential by 7%.Simple resume writing tips to help you stand outIt can be difficult to succinctly present all of your experiences and qualifications on one page, but there are many ways to spruce up your resume without going overboard. To help you land an interview, we rounded up some of the best resume writing tips.1. Keep your resume short and direct.The No. 1 rule of writing a resume is to keep it short and to the point. The general rule is no more than one page unless you have a very good reason for it to be longer, like an extensive career or a lot of highly applicable work experience.An easy way to keep your resume concise is to include only recent, relevant experience. While that yearlong first job might have taught you a lot about the field, it's not always necessary to include every detail from your entire career history.Most experts recommend including jobs from the previous 10 or 15 years only, although this time frame may be shorter if you are new to the workforce. Including too many unrelated work experiences can make your resume appear too busy and draw attention away from your relevant qualifications. Your resume should be focused, clear and concise.Tip: If you are an older job seeker, here are some things you can do to condense and age-proof your resume.2. Create an original resume template.Employers appreciate originality. While it's helpful to refer to a professional resume template, don't follow it rigidly. Zippia found that more than 60% of hiring managers consider a customized resume as the top strategy for job applicants to increase their chance of landing a job."I often pass over resumes that match Microsoft Office templates," Claire Bissot, SPHR and director of Kainos Capital, told us. "The templates are meant to be a guide to get started, but it should be expanded on to make it your own."Format your resume so that it is easy to identify your qualifications. For instance, Bissot recommended, if you advanced in a company quickly, draw attention to that growth. If you excessively job-hopped, bullet those jobs without providing specifics and detail more applicable positions. This will play to your assets.When structuring your resume, make sure the information is presented in a logical order, said Veronica Yao, owner of CareerProse and marketing communications manager at Fonolo. "A hiring manager [will] read your resume starting at the top and ending at the bottom. However, if they don't finish reading the whole thing - and they often don't - you still want to ensure your strongest points come across."3. Highlight relevant skills and experiences.Using the same resume for every job you apply for is not a good approach. Instead, your resume should target the specific job you are applying for. Be sure to prioritize the skills, qualifications and experiences that are directly applicable to the job you are trying to land.Choose three or four former positions or experiences that best highlight the skills required for the position for which you apply. Employers value brevity; this is not the time to list every position you have ever held. For example, if you are applying for a marketing position, you could include your former retail experience and bullet the communication, branding and interpersonal skills you learned in that position.If you don't have a work history that directly relates to the job you are applying for, get creative with how you present your other experiences. Draw on the skills you used and how your contributions benefited the organization or project. [Read related article: 38 In-Demand Skills to Help You Get the Job]4. Demonstrate results with numbers and metrics.When you write about your previous work experience, it is always a good idea to quantify your successes with numbers. Using metrics can highlight your achievements and give the hiring manager or recruiter a clear sense of how you impacted your previous place of employment. For example, someone who previously worked as a sales representative might say that they "executed more than 50 cold calls daily, with an average 5% conversion rate."5. Craft a career snapshot.More recently, career experts have urged job seekers to do away with the old "objective" statement and instead consider including a brief summary, called a "career snapshot," at the top of their resume."With the career snapshot, you present a branding statement that briefly explains your unique value as well as your skills and qualifications," said Tomer Sade, CEO of Book a Space. "This would then be followed by a few bullet points that highlight your experience and your accomplishments. Whatever your list here should be relevant to the position you're applying to." "The top third of your resume is prime resume real estate," added Lisa Rangel, an executive resume writer and CEO of Chameleon Resumes. "Create a robust summary to capture the hiring manager's eye."Think of your career snapshot as an answer to the question "How would you describe your work experience in one sentence?" The summary is an opportunity to sum up your most relevant and important skills, experience, or assets right off the bat.6. Optimize your text.If a company uses an applicant tracking system (ATS) to collect and scan resumes, a human hiring manager may never even glance at any application that doesn't fit the job criteria they've entered. Trish O'Brien, vice president of human capital operations at PSI Services, emphasized adapting your resume to the position to increase your likelihood of passing the first level. "Make sure you've carefully reviewed the posting and ... [used] the appropriate keywords in your resume to get past the screener," O'Brien said. "Be truthful, but understand that the first pass on your resume is likely via an ATS." A helpful tip is to make sure you include keywords from the job post in your resume. You can copy and paste the job description into a word-cloud generator to identify the most frequently used terms, and make sure the terms that apply to you are used in your resume. You can also create a "core competencies" or "areas of expertise" section of your resume to list all of your hard and soft skills, and then reiterate those skills when you bullet your experience.Did you know? According to Zippia, using keywords and industry jargon can increase your likelihood of getting an interview by nearly 30%.7. Think beyond your job duties.Hiring managers don't want to read a list of your job duties. They want concrete examples of your accomplishments in previous positions that show how you can make a difference in this new position.Rangel said that specific merits are more engaging to read than just your experiences. For example, "I reduced operating expenses by 23% in six months" is far more interesting to an employer than "I have 30 years of sales experience."When deciding what information to keep or cut out of your resume, focus on striking abstract traits and qualifications in favor of concrete, quantifiable results."The best resumes highlight a job candidate's actions and results," said Bob Myhal, director of digital marketing at CBC Automotive Marketing. "Employers want employees who get things done and who take great joy and pride in what they do. Rather than a laundry list of your qualifications, your resume should reflect your accomplishments and enthusiasm for your career."You shouldn't ignore your skills section either. Sade reminded job seekers to list any industry-relevant apps or programs they're familiar with and to find ways to incorporate examples of their emotional intelligence (e.g., self-awareness, empathy) and soft skills (e.g., work ethic, reliability) into their job descriptions.8. Use the right language to stand out.Trite, lackluster descriptions of your job duties and accomplishments won't do you any favors. Make sure you're using strong action words, such as "achieved," "designed," "improved" and "established," to describe your roles and projects, said Sade. This will make you sound confident while imparting vital information. But be cautious about depending on action verbs - make sure to include details about how you improved a process or achieved a goal."Words such as 'professional,' 'results-driven' and 'detail-oriented' provide very little helpful information," Sade said. "It's better to use actual job titles than these words."Did you know? You can use a combination of action words to highlight your experience and make your resume easier to read.Diya Obeid, founder and CEO of ATS company JobDivva, said that you should remove words like "go-getter," "team player" and "go-to person" from your resume. These come off as fluff and take up precious space on your resume.9. List your social media profiles.Many hiring managers today screen candidates on social networks. Save them a step by providing your profile links on your resume. Seasoned applicants with a professional social presence would do well to include URLs for their LinkedIn profile, Twitter account and blog, if applicable."If, and only if, your social media accounts are filled with professional posts pertaining to your industry, listing them on your resume can be advantageous," said Richie Frieman, author of REPLY ALL ... and Other Ways to Tank Your Career. "They can show you have a strong network and are up to speed with modern-day marketing and communications practices. The hiring manager will see that you like to keep up with what's happening and that you care about learning more."Your social profiles can be a powerful recruitment tool to supplement your experience and position as an expert in your field, but only if they are leveraged correctly.Tip: If your social profiles are not professionally applicables, do not list them on your resume, and make sure they are set to private.10. Check for errors.Triple-check your own work, and then have someone else look over your resume to ensure it's 100% clean. There is no room for sloppiness on your resume.Spelling, grammar and punctuation: A hiring manager will likely automatically dismiss your application if they spot a typo or grammatical error. "Make sure it's error-free and easy to read," Obeid said. "HR reps equate typos and errors with laziness. Use good English - the written word has a huge impact on the employer."Formatting: "Review formatting very closely, including font, alignment and spacing," Bissot said. "Related issues can often be perceived as a sign of lacking technical skills and/or attention to detail."Headings: Yao said that candidates often submit applications addressed to the wrong employer or outline experience that's irrelevant to the role. "Receiving a resume that's crafted and addressed to someone else - or worse, a competitor - can be a huge turnover and will set a negative tone even if they do choose to continue reading your application."Skye Schooley, Sammi Caramela, Adryan Corcione and Nicole Fallon contributed to the writing and reporting in this article. Source interviews were conducted for a previous version of this article.

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