



Saginaw Valley State University

Office of Career Services

Co-op/Internship

Application Packet

Includes Résumé and Cover Letter Guidelines

Cooperative Education / Internship Program Application Checklist

1. Verify that you meet all requirements for the program (Page 3)
2. Gain familiarity with the Cardinal Career Network and fill out required information (Page 4)
3. Create a résumé in the approved co-op/internship format and upload it to the Cardinal Career Network (Pages 5-13). Sample résumés available: Most degrees (Page 9), Engineering (Page 10), Graphic Design (Page 11). A sample reference page is on page 12.
4. Create a generic cover letter in the approved co-op/internship format and upload it to the Cardinal Career Network (Pages 14-15)
5. Apply to JobID 392 for the Cooperative Education Program and/or Job ID 393 for the Internship program (Page 4)
6. Once receiving confirmation that you have been accepted into the program, you may apply for jobs listed under co-op/internship.

If internships are to be for credit, an Independent Student Application must be completed. There is an example of this form on page 16.

Please contact the Career Services at 989.964.4954 or careers@svsu.edu with any questions or concerns regarding this process.

Co-op/Internship Program Requirements

Cooperative Education Program Requirements:

1. Open to all undergraduate students currently enrolled at SVSU. International students are required to provide proper work authorization to work off-campus.
 2. Must have completed a minimum of 24 college level credit hours from SVSU or other accredited college or university.*
 3. Must have and maintain a minimum of 2.0 Cumulative Grade Point Average (GPA).
 4. Must successfully complete a minimum of 24 credit hours per school year (i.e. Fall, Winter, Spring, Summer semesters).
 5. Must have at least one year of coursework remaining until graduation.
 6. Must fulfill any additional requirements as set forth by the employer.
- * **Exception:** Freshmen whose high school co-op employer has requested the student to continue the co-op employment while enrolled at SVSU are excluded from this requirement.

Internship Program Requirements:

1. Open to all students currently enrolled at SVSU, regardless of class standing.
2. Must have and maintain a minimum 2.0 cumulative Grade Point Average (GPA).
3. To earn credit, students must receive academic departmental approval from their major or minor area of study, based upon department's criteria.
4. Up to one year assignment (typically one or two semesters).

Registration Steps:

Apply for the appropriate program on the **Cardinal Career Network**. The Cooperative Education Application is Job ID **392** and the Internship Program Application is Job ID **393**. Each program requires the student to submit their résumé and cover letter. Students will be notified via e-mail of acceptance decisions. Students not familiar with the Cardinal Career Network should use the following steps:

1. Attend a **Co-op/Internship Workshop** to create a professional résumé. There is usually one session per week and advanced registration is required by contacting the Career Services office at 989.964.4954, or you can register for these workshops under the **Events** tab in the Cardinal Career Network. **Guidelines are available in the Applications section of Cardinal Job Postings in the Cardinal Career Network (see Co-op/Internship Application Packet)** and résumés and cover letters that do not meet minimum quality standards will not be accepted for admission into the program.
2. Login to your free **Cardinal Career Network** account:
 - a. Go to www.svsu.edu/careers
 - b. Click on the Cardinal Career Network Student Login link
 - c. Enter the same username and password that you use for other University web services (i.e., Cardinal Direct and CardMail)
 - d. Complete all sections of your profile under the "**Profile**" section.
 - e. Upload appropriate documents under the "**Documents**" section.
3. Click on the "**Employment Opportunities (Jobs, Co-ops/ Internships, On-Campus)**" section, then click "**Cardinal Job Postings**" and enter Job ID 392 (Co-op program) or Job ID 393 (Internship) into "**Keywords**." Submitting your résumé and cover letters through these Job IDs is necessary for admission into the program. You need to submit applications individually for each program.
4. Once accepted, students will have the ability to apply for any co-op/internship position that they are qualified for. Note that it is NOT standard practice for the Career Planning & Placement office to automatically refer students to positions. Students are expected to apply for each position on their own.
6. Students are required to update their information on the Cardinal Career Network as changes occur. This includes keeping all information current.

CARDINAL CAREER NETWORK STUDENT REGISTRATION INSTRUCTIONS

All Students are eligible to use the **Saginaw Valley State University** free online job database.

Follow these simple steps:

- Go to Career Planning & Placement's website: www.svsu.edu/careers
- Click on the **Cardinal Career Network-Student** link.
- Please enter the same username and password you use for Cardinal Direct.

Complete your Profile, Upload your Résumé & Cover Letter, and Search for Jobs

UPDATE YOUR "PROFILE":

- Select **PROFILE**:
- Enter information in the following categories (fields with an asterisk (*) are required):
 - Personal Information*
 - Academic Information*
 - Privacy
 - Placements
- Please note: The University automatically updates some of the information in your profile from official records. When you first open your profile, review all of the pre-loaded information. If any of information is incorrect, you will need to visit the Registrar's office to correct it. The Registrar's office is located in Wickes 151 (phone: 989.964.4085).

UPLOAD YOUR RESUME/COVER LETTER TO "DOCUMENTS":

- Select **DOCUMENTS**
- Select which document you want to upload (résumé and/or other documents) and click **ADD NEW**
- Type the document name in the **LABEL** section. Choose a name that is unique to the position, because you can upload more than one document.
- Select **DOCUMENT TYPE**: Résumé, Cover Letter, Unofficial Transcripts, Writing Sample, Other Documents
- Under **FILE**, Click **BROWSE** and select the document you wish to upload
- Press **SUBMIT** (If you wish to upload additional documents, please follow the process again).

To Search for Jobs posted ONLY at Saginaw Valley State University:

1. Sign into your **Cardinal Career Network** account and click **Employment Opportunities (Jobs, Co-ops/ Internships, On-Campus)**
2. Then click **Cardinal Job Postings**
3. Specify which type of job you are searching for in the gray area:
 - a. **Show Me:**
 - b. **Position Type:**
4. You can also limit search according to National Jobs, Job Function, Industry, and Keywords
5. Click on **SEARCH**

RESUME GUIDELINES

OVERVIEW: Creating a résumé is more of an art than a science. There are many different types of résumé formats available. The following format was developed with the assistance of experts in the human resource field in conjunction with the latest and best practices of interface design and usability.

LAYOUT:

- **Saving your résumé**
 - Prepare résumé using Microsoft Word only. Save as a “.doc” file when completed.
- **Paper**
 - Use 8½" x 11" paper. It can be plain white, or of higher quality stock, if you prefer.
- **Margins**
 - Set top and bottom margin to 1" inch.
 - Set left and right margin to .8" inch.
- **Font**
 - Use **Arial** font size 11-12 point. (Exception: use 14-16 point size for your name)
 - Headings for each section should be Upper Case and **Not Bold**.
- **Positioning**
 - Because we read top to bottom and left to right, information on the top and to the left should be the most important information.
 - Indent information below each paragraph heading.
- **Miscellaneous**
 - If listing numbers: 0-9 write out; 10 or above list numerically.
 - Example: 7=seven, 12=12
 - When listing months: abbreviate if month is more than five letters.
 - Example: April = April, December = Dec.
 - If possible, résumé length should be one page when not listing references, but can be two pages when listing references.

HEADING:

- **Name**
 - **“Susan Student”**
 - Remember: **Center** your name and use **bold and larger font size, 14-16 point**. Everything else in the heading can be done in **11-12 point** font.
- **Address**
 - List your current address or list present and permanent address.
 - Since “less is more” in advertising, abbreviate Michigan as “MI” throughout résumé.
- **Phone Number(s)**
 - If more than one phone number is available, list the one that you can most easily be reached at during the day followed by a secondary phone number. If one number is truly better than the other, you may list only one.
 - Example: (989) 888-7777 (Cell) / (989) 999-8888 (Home)
 - (989) 888-7777
 - Please be sure that your voicemail message sounds clear, positive and professional.
- **E-mail Address**
 - Consider listing if:
 - It is an appropriate/professional type of email address
 - Note: **No nicknames**
 - You check your email account at least every 48 hours.

OBJECTIVE:

- **Skills**
 - Select three strengths/skill areas that you feel best represent you and list them in this section.
 - See **Action Word guide sheet** for examples.
 - Think of how a previous employer or co-worker would describe you.
 - Serves an introduction to the rest of the résumé, so each skill should be supported in the following sections.

EDUCATION:

- **Degree**
 - First statement after title should be the current degree you are pursuing at SVSU with your anticipated date of graduation. You can graduate from SVSU in May, August or December.
 - Your major and minor should both be listed in **bold** font.
- **Academic Accolades**
 - President's List
 - List each semester for up to three semesters (i.e., Fall 2003, Winter 2004, Fall 2004).
 - If more than three semesters, indicate the number of semesters awarded (i.e., five semesters).
 - Deans' List
 - List each semester for up to three semesters (i.e., Fall 2003, Winter 2004, Fall 2004).
 - If more than three semesters, indicate the number of semesters awarded (i.e., five semesters).
- **Grade Point Average (GPA)**
 - List whenever your cumulative GPA is at least a 3.0 or above. Do not list anything below 3.0 unless specifically directed to by the employer. In that case, only for that employer.
- **Prior Education**
 - **Do not** list your high school degree.
 - **Do not** list any other college you attended **unless** you completed a degree or certificate with that institution.

Microsoft Word Templates are available at <http://www.svsu.edu/careers/resume-tips-more/resume.html>

BULLET STATEMENTS:

- **Number**
 - Minimum of two / maximum of four bullet statements.
- **Format**
 - Bullet statements should only appear on one line and wrap to a second line only if the information is relevant to the message being conveyed.
- **Language**
 - For each bullet statement, use an “Action Word” that supports one of your strength/skill areas listed in your objective statement.
 - Do not use an “Action Word” more than once throughout the entire resume.
 - See **Action Word guide sheet**
 - Use descriptive versus general language.
 - If a “picture is worth a thousand words”, paint your reader a “word picture.”
 - Example: Instead of writing that you “presented to a **group of students**” write that you “presented to a **group of 25 high school seniors.**”
- **Strategy**
 - The stronger your statement is constructed, the higher your “stock value” becomes.
 - Three Levels of Bullet Statements:
 - Level 1:** Listing your duties, tasks and responsibilities (**not very impressive**).
 - Level 2:** How or in what way do you or did you perform Level #1 exceptionally well? Are there any additional duties that you initiated that were not part of your job responsibilities? Employers want to hire individuals with initiative (**more impressive**).
 - Level 3:** Outcome/results of completing Level #1 and Level #2? Did you increase something good or decrease something bad? Employers want to hire individuals with knowledgeable skills (**most impressive**).
 - Avoid using Level 1 bullets whenever possible.

RELEVANT EXPERIENCE:

- **Jobs**
 - Listing the most recent position first, list any positions that you have completed or are currently working that are relevant to either your major/minor area of study or position that you are applying for.
 - This is the section where a co-op or internship position should be listed.
 - **If you have not** obtained any relevant experience, do not include this section on your resume.

WORK EXPERIENCE:

- **Jobs**
 - List any positions where you have worked that do not classify as relevant, listing the most recent position first.
 - For jobs taking place at the same time, list the one taking place the longest first.
 - Identify transferable skills: positive traits, attributes and characteristics that you have and apply regardless of the type of work you are doing.

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COMPUTER SKILLS:

- **Software**
 - If you have a “working knowledge” of particular computer software, list them out with a semi-colon between software packages.
 - Example: MS Word, Excel; Adobe Illustrator
- **Skills**
 - If your degree requires a multitude of technical/computer skills, break the software packages into relevant groups:
 - **Graphic Design Software:**
 - **Multimedia Applications:**
 - **Web Design Software:**
 - **Programming Languages:**

HONORS / AWARDS / ACTIVITIES:

- **Content**
 - Volunteer activities, awards, social fraternities/sororities, professional affiliations. These might support one or more of your three strengths/skill areas listed in your objective statement.

REFERENCES:

- **Layout**
 - This is the last item at the bottom of the page.
 - Write **See Attachment**.
 - List your references on a separate sheet of paper.
- **Content**
 - Three **professional** references, **NOT** personal references. Professional references are seen as more objective and add greater “stock value” to your résumé. Preferable examples to consider are:
 - A current/previous supervisor
 - A current/previous faculty member (ideally in your major or minor field of study)
 - A faculty advisor for a student organization
 - An athletic coach
 - A director of where you might have performed volunteer work
- **Reasons**
 - Why you should consider listing your references:
 - Shows a sense of confidence, you having nothing to hide.
 - Competitive advantage. Most applicants that state “References Available Upon Request” do not have their references readily available.
 - If you would like to obtain a letter of recommendation, approach your reference at a future date and request one. Since the individual has already made a commitment to you by listing him/her as a reference, this lines him/her up for the next step.
 - Most employers are aware of the procedures for the co-op/internship process, and they know that listing your references is not mandatory but strongly encouraged. Show these prospective employers that you are willing to “go the extra mile.”

SAMPLE RESUME: BUSINESS AND MANAGEMENT, ARTS & BEHAVIORAL SCIENCES, MOST SCIENCES

Susan Student

111 Curtiss Hall
University Center, MI 48710
(989) 964-4954 <use the best number to reach you>
careers@svsu.edu

OBJECTIVE

To apply my exceptional interpersonal, creative and teamwork skills to gain experience through a co-op or internship position in the field of sales and marketing.

EDUCATION

Bachelor of Arts in Communication Anticipated: May 2008
<Note give full degree title such as: Bachelor of Business Administration in Management, Bachelor of Professional Accountancy, Bachelor of Science in Biology, Bachelor of Social Work, Bachelor of Science in Nursing, etc.>
Saginaw Valley State University, University Center, MI
Minor: **Marketing**
Deans' List: Fall 2002
GPA: 3.55

RELEVANT EXPERIENCE

Sales Associate Co-op, Men's Clothing Department Sept. 2004 – May 2005
JCPenney, Inc., Saginaw, MI

- Created attractive displays which increased monthly sales by 200%
- Promptly responded to patrons' requests in a kind and courteous manner

WORK EXPERIENCE

Assistant Grounds Keeper Seasonal: 2003, 2004
Saginaw Country Club, Saginaw, MI

- Assisted team of four co-workers in early morning course grooming on a daily basis
- Designed new system of organizing equipment and supplies for easy retrieval

Fry Cook May 2001 – April 2002
McDonald's Restaurant, Bay City, MI

- Maintained excellent attendance record
- Effectively dealt with stressful situations in a team environment

COMPUTER SKILLS

Windows 95, 98, 2000, XP, NT; MS Word, Excel, PowerPoint; UNIX;
Virtual Basic, C++, Java, HTML; Corel WordPerfect; various email packages

HONORS / AWARDS / ACTIVITIES

- **Volunteer**, Big Brothers / Big Sisters of Midland May 2001 – Present
- **Member**, Rotaract Club of SVSU-Delta College Oct. 2002 – Present
- **Recipient**, SVSU Award for Excellence Scholarship Aug. 2004 – May 2005

Microsoft Word Templates are available at <http://www.svsu.edu/careers/resume-tips-more/resume.html>

SAMPLE RESUME – ELECTRICAL or MECHANICAL ENGINEERING

Susan Student

111 Curtiss Hall

University Center, MI 48710

(989) 964-4954 <use the best number to reach you>

careers@svsu.edu

OBJECTIVE

To apply my work ethic, computer and teamwork skills to gain experience through a co-op position in the field of electrical engineering.

EDUCATION**Bachelor of Science in Electrical Engineering**

Anticipated: May 2008

Saginaw Valley State University, University Center, MI

GPA: 3.5

RELEVANT COURSE WORK

ECE 101 Engineering Careers and Concepts

ECE 335 Circuits II

ECE 216 Digital Circuits

ECE 355 Microprocessors/Microcomputers

ECE 235 Circuits I

ECE 358 Circuits II

ECE 318 Electronic Circuits I

RELEVANT EXPERIENCE**Electronic Circuits I Team Project**

Oct. 2005 - Dec. 2005

ECE 358, Saginaw Valley State University

- Developed circuit that would detect if an infra red beam was broken
- Designed the individual digital and analog elements of the circuit
- Tested circuit in Multisim to make sure it met designated performance criteria
- Researched several project ideas put forth by the team members and planned the project around the provided time limits

WORK EXPERIENCE**Assistant Grounds Keeper**

Seasonal: 2003, 2004, 2005

Saginaw Country Club, Saginaw, MI

- Assisted team of four co-workers in early morning course grooming on a daily basis
- Designed new system of organizing equipment and supplies for easy retrieval

COMPUTER/TECHNICAL SKILLS**Design Applications:** Multisim, Maple, Matlab, AutoCAD**Programming Languages:** C++, DOS**Network Administration:** TCP/IP, LAN, WAN, Novell, Windows Networking**HONORS / AWARDS / ACTIVITIES**

- **Volunteer**, Big Brothers / Big Sisters of Midland May 2001 – Present
- **Member**, Rotaract Club of SVSU-Delta College Oct. 2002 – Present
- **Recipient**, SVSU Award for Excellence Scholarship Aug. 2004 – May 2005

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SAMPLE RESUME – GRAPHIC DESIGN

Susan Student

111 Curtiss Hall
 University Center, MI 48710
 (989) 964-4954 <use the best number to reach you>
 careers@svsu.edu

OBJECTIVE

To apply my exceptional creative and technical skills to gain experience through a co-op or internship position in the field of graphic design.

EDUCATION (may also be a Bachelor of Fine Arts, depending upon which degree you earn)

Bachelor of Arts in Graphic Design Anticipated: Dec. 2008
 Saginaw Valley State University, University Center, MI
 Minor: **French**
 Deans' List: Fall 2004, Fall 2005, Winter 2007
 GPA: 3.33 (list if above a 3.0)

RELEVANT COURSEWORK (replace with Relevant Experience once you complete internships or co-ops)

Introduction to Graphic Design	Computer Graphic Design
Introduction to Photography	Understanding Art I and II
Introduction to Drawing	Art of Latin America

WORK EXPERIENCE

Assistant Technician May 2006 – Present
 Hellebuyck Automotive Parts, Saginaw, MI
 • Verify recently casted parts to ensure quality control
 • Assist coworkers with the operation of (name) presses

Cashier April 2005 – Aug. 2006
 Mark's Food Land, Saginaw, MI
 • Aided customers in finding merchandise and products throughout the store
 • Interacted with all customers in a warm, friendly and professional manner

COMPUTER SKILLS

Graphic Design: Adobe Photoshop CS2, Illustrator CS2
Multimedia / Video Applications: Adobe Premier; Final Cut Express; Macromedia Flash
Operating Systems: Windows 1995-XP; Macintosh OS X

HONORS / AWARDS / ACTIVITIES

• **Volunteer**, Relay for Life April 2004 – Present
 • **Member**, Alpha Mu Gamma Fall 2004 – Present

REFERENCES

Please see attached.

SAMPLE RESUME – REFERENCE PAGE

Susan Student

111 Curtiss Hall
University Center, MI 48710
(989) 964-4954
careers@svsu.edu

REFERENCES *(most employers are looking for three names, follow any application instructions)*

George Smith, Manager
McDonald's Restaurants of Bay City
3840 E. Wilder Road
Bay City, MI 48706
(989) 555-9999 (Work)
(989) 555-2222 (Home)

Dr. John Johnson, Professor
Department of Communication
Saginaw Valley State University
155 Curtiss Hall
7400 Bay Road
University Center, MI 48710
(989) 790-4000 (Work)
jzj@svsu.edu

Sandy Brown, Manager
Men's Clothing Department
JC Penney, Inc.
333 Main Street
Pinckney, MI 48169
(517) 777-9991 (Work)
(517) 777-4434 (Home)
brown@sadi.com

Dr. Maurice Metcalf, Assistant Professor
Department of Management and Marketing
Saginaw Valley State University
322 Curtiss Hall
7400 Bay Road
University Center, MI 48710
(989) 790-4001 (Work)

Microsoft Word Templates are available at <http://www.svsu.edu/careers/resume-tips-more/resume.html>

ACTION WORDS

Communication/People Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted

Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Teaching Skills

Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

**Data/
Financial Skills**

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Programmed
Projected
Reconciled
Reduced
Researched
Retrieved

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examine
Experimented
Explored
Extracted
Formulated
Gathered
Inspected
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systematized
Tested

**Management/
Leadership Skills**

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved

Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Navigated
Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated

Creative Skills

Acted
Adapted
Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated

Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Organizational Skills

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained

Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Helping Skills

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized

Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated

Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

COVER LETTER GUIDELINES

The purpose of a cover letter is to capture the reader's attention. It should convey why you are interested in the company (especially if you are interested in a specific position) and emphasize the three or four characteristics of your candidacy that you feel make you an exceptional candidate. As with most correspondences, a lengthy cover letter is not necessarily better. Strive to write in a concise and direct manner. Remember that your goal is to capture the reader's attention and make a good first impression.

Print your cover letter on the same paper that you use to print your resume. The letter should have one-inch top, bottom, left and right margins. A double space should separate paragraphs. The entire text should be left justified. Spelling and grammatical errors are completely unacceptable.

Below is an appropriate format:

Your Street Address, Apartment #
Your City, State Zip
Date

Contact's Name (*When known*)
Contact's Title (*When known*)
Contact's Department (*When known*)
Company Name (*When known*)
Company Street Address, Suite # (*When known*)
Company City, State Zip (*When known*)

Dear Ms./Mr./Dr. CONTACT LAST NAME: (*To Whom It May Concern: is also appropriate when the contact name unknown*)

The first paragraph tells why you are contacting the person, then either mentions your connection with that person or tells where you read about the job. Next, wow them with your researched knowledge of the company if something is available. The goal: demonstrating that you are a worthy applicant, and enticing them to read further.

The second and optional third paragraph tell more about yourself, particularly why you are an ideal match for the job by summarizing why you are an ideal candidate for this position. When writing two paragraphs, the first paragraph discusses your educational experiences and how they relate to the position. This is also an opportunity to clarify anything unclear or elaborate upon something relevant that appears on your résumé.

The optional third paragraph is for you to elaborate upon relevant work experience and how it relates to the new position. Split educational and relevant experiences if your second paragraph is over six lines.

The last paragraph is your goodbye. Thank the reader for his or her time. Include that you look forward to their reply and provide them with telephone and email contact information.

Sincerely,

Your Signature (This is only necessary if you are able to sign the document)

Your name typed out

Sample Cover Letter

7400 Bay Road
University Center, MI
January 24, 2007

Ms. Stephanie Sheppard
Recruiting Specialist
Pacific Financial Corporation
1120 Stillwell Avenue, Suite 211C
Troy, MI 48084

Dear Ms. Sheppard:

Please consider this letter as my application to the Financial Planner position with Pacific Financial Corporation. I learned of this opportunity while visiting your company's website. The opportunity to work for a multinational corporation that emphasizes community development and cultivates a team environment is very exciting.

My enclosed résumé outlines my educational and professional experience. During my internship with Sujkowski, Major, and Hellebuyck, I learned to thrive in a fast-paced environment. An important lesson for me during that experience was that when each team member is motivated to do his or her best to support each other, great challenges become exciting instead of daunting. Our team not only met our division's output goals, but also received recognition for our high level of accuracy. I look forward to joining the Pacific Financial Corporation team and contributing to its success.

Thank you in advance for your time and consideration. I would like to schedule a personal interview. Please contact me at 989.964.4954 or at careers@svsu.edu.

Sincerely,

Leave space to sign only if a signature is possible

Joseph Jobseeker

Independent Study Application

Check One:

- Directed Research/Reading
- Tutorial Application

Instructions to Students:

1. Complete this application and submit to appropriate faculty member, chairperson and dean.
2. Return the completed application to the Office of the Registrar, with Course Request Form for semester of independent study. All independent studies must be registered.
3. See the catalog for description of independent study.

Copies to:

1. White: Registrar
2. Yellow: Student
3. Pink: Faculty

This form is required when credit for an internship is desired. It is available in the Registrar's office, Wickes 151.

FIRST NAME _____		LAST NAME _____	
SOCIAL SECURITY NUMBER _____		CLASS STANDING _____	
ADDRESS _____			
CITY _____		STATE _____	ZIP _____
TELEPHONE NUMBER (_____) _____		CUMULATIVE GPA _____	
SEMESTER _____, 19 _____		LENGTH OF COURSE: <input type="checkbox"/> 7½ WEEKS <input type="checkbox"/> 15 WEEKS	
DEPARTMENT /COURSE NUMBER _____		CREDITS _____	
COURSE TITLE (30 CHARACTERS) _____			
PRINTED INSTRUCTOR NAME _____			
STUDENT'S SIGNATURE _____		DATE _____	
_____ TOTAL NUMBER OF HOURS EARNED BY CONTRACTED STUDY PRIOR TO THIS REQUEST		_____ TOTAL CREDITS TO DATE	
_____ TOTAL NUMBER OF HOURS CONTRACTED STUDY REQUESTED THIS SEMESTER		_____ CREDIT HOURS THIS SEMESTER	
STUDENT/FACULTY USE			
REASON FOR CONTRACTED STUDY: _____			

DESCRIPTION OF PLAN TO ACCOMPLISH GOALS AND OBJECTIVES: _____			

RESOURCES AND MATERIALS TO BE USED IN ACCOMPLISHING OBJECTIVES: _____			

PROGRESS ON COMPLETION OF COURSE WILL BE ACCOMPLISHED BY: <input type="checkbox"/> MID-TERM EXAM <input type="checkbox"/> MID-TERM REVIEW <input type="checkbox"/> FINAL EXAM			
<input type="checkbox"/> OTHER: _____			
PLAN TO EVALUATE ACCOMPLISHMENTS: THE GRADE FOR THIS EXPERIENCE WILL BE <input type="checkbox"/> LETTER GRADE <input type="checkbox"/> PASS/FAIL			
GRADE WILL BE DETERMINED BY: _____% RESEARCH PAPER _____% WRITTEN EXAM _____% SEMINAR _____% ORAL EVALUATION			
_____% OTHER _____			
AUTHORIZATION			
I AGREE TO ADMINISTER THIS COURSE AS OUTLINED: _____			
		INSTRUCTOR SIGNATURE _____	DATE _____
PERMISSION GRANTED: _____			
DEPARTMENT CHAIRPERSON _____		DATE _____	DEAN _____
		DATE _____	DATE _____



SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or Vietnam-era veteran status in the provision of education, employment and other services.
053895

REGISTRAR USE				
DEPT _____	COURSE _____	SEC _____	SYNONYM _____	INSTRUCTOR ID _____/_____
COURSE TITLE (30 CHARACTERS) _____				CR _____