

Example Cover Letters

Legal Assistant, GS-986-5

DEBRA JOBHUNTER

1234 Career Avenue, Constitution City, New York 13209, (315)777-7777,
debrajobhunter01@ABC.com

March 24, 2007

U. S. Attorney's Office
615 Chestnut Street, Suite 123
Constitution City, NY 13209

Attention: Chris Lister, Human Resources Specialist

Dear Mr. Lister:

Please find enclosed my résumé for the position of **Legal Assistant, GS-986-5, Announcement Number 03-EDNY-07**.

My relevant qualifications include the following:

- Currently enrolled at Palmyra College in the Legal Assistant Program studying Legal Research, Lexis/Nexus, Editing, and Document Management. I will graduate from this two-year program in May 2007.
- Computer skills include: Microsoft Office 2003; MS Windows NT, and MS Outlook; system back-ups and file management practices.
- Typing skills of 12,000 ksph in Ten Key Data Entry; keyboard speed of 35 wpm and 9,500 ksph in Alphanumeric Data Entry.

I would be an asset to your organization because:

- I am a quick learner and eager to learn more about the law, especially in a government agency. I would like new opportunities to use my current knowledge and expand my knowledge of the law.

- I am available to meet with you to discuss your objectives and my background. You can contact me at the telephone number listed above, or email address.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

Debra Jobhunter

Enclosures

End of Cover Letter Sample

Cover Letter Example

MARISUE M. CAREERY

776 Horizon Terrace, Lincoln, NE 67798, 555-555-5555, mmcareery@Tufmail.com

April 24, 2007

Federal Emergency Management Agency
500 C Street, SW, Room 1125
Washington, DC 20909

Attention: Florence Smithsonian

Dear Ms. Smithsonian,

I am submitting this application for the position as a program specialist advertised in your announcement, FEMA-98-483326-MAJ. This announcement indicated that several positions will be filled in the GS-11-12-13 range. I would appreciate your consideration and believe that my education and experience make me qualified at the highest level.

This packet contains all information requested in the position announcement. I have included a complete federal résumé, my DD214, SF50 and most recent appraisal.

My knowledge of federal, state, and local government operations has developed through both my education (a political science major) and seven years of progressively responsible work for state and federal agencies with interwoven responsibilities.

My ability to conduct research and develop reports is reflected in both a senior thesis, "The Legacy of Failure in Educational Policy", and in reports prepared in junior positions at the Department of Housing and Urban Development. One of these was cited by my current supervisor in proposing me for the Secretary's Award, which I won this year.

Recent responsibilities have included service on an interagency task force that required evaluation of national security contingency plans.

Thank you for your consideration, and I am eager to provide any additional information that you might need to evaluate this application.

Sincerely,

Marisue M. Careery

Federal Résumé Format – Sample Résumé

John M. Pushrock
111 Narrow Street
Anytown, CA 92655
Home: (949)XXX-XXXX
Work: (949)111-XXXX
Email: JMP@AAA.Com

Social Security Number: 123-45-XXXX

United States Citizen

No Veterans Preference

Highest Position: GS-512-13 Internal Revenue Agent (1998-2002)

May Contact Current Supervisor: Shirley Mathematico

Vacancy Information:

Announcement number X77-20003

Job Title: Supervisory Accountant GS-511-14

Career Summary

Have achieved progressively higher positions with more responsibility as an IRS Revenue Agent interpreting Revenue Codes and conducting computerized audits. Recognized as having proven strengths in communications and accounting principles with the ability to solve problems creatively.

Work Experience

Internal Revenue Service

2222 Avila Road, Suite 3333

May Contact Manager: Shirley Mathematico

40 hours per week

02/1997 to Present
Laguna Niguel, CA 92677
(949) 360-XXXX
\$79,000 per year

Computer Audit Specialist, GS-513-13 – Lead a team of Revenue Agents and Tax Auditors in developing and conducting electronic audits of taxpayer's computerized records.

- Reduced audit time by _____ without loss of revenue by _____.
- Received Commissioner's Award for _____.
- Increased IRS Tax Auditor proficiency by _____.
- Developed and wrote manual for auditing procedures for _____ which resulted in special commendation from _____.
- Taught IRS Revenue Agent CPE courses in _____. Participant evaluations rated my delivery as outstanding and above average.

Internal Revenue Service

2567 West Corolla Street
May Contact Manager: Jerry Niselly
40 hours per week

06/1992 – 02/1997
Syracuse, NY 13222
(315) 468-XXXX
\$59,000 per year

Internal Revenue Agent, GS-512-7/9/11/12 – Responsible for examining tax returns of individuals and small businesses of various sizes and assessing tax due penalties.

- Improved auditing procedures by developing case checklist procedures that was adopted nationally for use by all Revenue Agents.
- Strengthened Western Region Vita Volunteer Education Program by co-authoring newly revised training curriculum for 2004 tax season.
- Facilitated Annual Employee Satisfaction Surveys last 3 years.
- Coordinated 2003 diversity day celebration for Laguna Niguel Federal Building Employees.

H & R Block Company

6666 Moulton Blvd
May Contact Manager: George Grumpy
55 hours per week

10/1990 – 06/1992
Albany, NY 13444
(315) 677-XXXX
\$40,000 per year

Senior Associate – Audited individuals and small businesses. This includes review of accounting systems, financial statements, work papers, tax and payroll records and other related documents. Prepared audit findings and summaries. Identified legal issues and apply the appropriate statute, rules and legal precedents. Researched and analyzed data for accuracy to insure compliance with State tax laws and regulations.

- Designed and developed a general ledger procedure manual.
- Enhanced productivity by automating the month-end reporting process.
- Developed \$175,000 in new client business during first year.
- Saved firm over 8% of real estate lease expense by performing audit of lessor agreement and surveying area market lease rates.

Education

Diploma 1979

MLK High School
Albany, NY

Bachelor of Science, 1986

Major: Accounting
Minor: Information Technology

University of Rochester
Rochester, NY
122 Semester Hours

Other Qualifications

Certificates and Licenses:

- Certified Public Accountant 1989
- Microsoft Certified Systems Engineer 1997
Microsoft Corporation, Redding, WA
- Public Management 1995
State University of Albany, Albany, NY

Memberships

- California Institute of Certified Public Accountants
Orange County Chapter
- San Diego Tax Preparers Association
Former President

Relevant Training

- | | |
|--|-----------------------|
| Abusive Schemes and Tax Reform Act Training
Internal Revenue Service | 2003 |
| Lexis-Nexus Advanced Computer Searching for Assets
Internal Revenue Service | 2002 |
| Tax Law Updates
California Institute of Certified Public Accountants | Every Year Since 1990 |
| Managing Change
University of California at Irvine | 1999 |

Other Skills

Fluent in Spanish

End of Résumé Sample



What résumé style is used in the federal sector most often?

Example Functional Or Skills RÉSUMÉ

JAMES ETHAN JOBBER
486 Longview Drive Apt #3
Roswell, Georgia 30075
Telephone: 789-012-3456
Cell: 789-012-3456
Email: jethans@Comdoc.com

Social Security Number: 111-XX-1111
Citizenship: United States
Veterans' Preference: None
Vacancy Announcement Number: VA-006-235



Notice that this sample does not contain much of the usually required information for a Federal **Résumé**. **Do not** use this format, unless you know for sure that it is acceptable to the screening agency.

CAREER OBJECTIVE

Seeking a position as a graphics designer and webmaster

PROFILE

Experienced in using Quark, PageMaker, Illustrator, Photoshop, and Computer-to-Plate process. Provide consulting skills to several companies.

WORK ACCOMPLISHMENTS

- ✓ Designed websites and established hosts for six small companies and one medium-size business.
- ✓ Managed design projects for real estate company.
- ✓ Developed database for residential and commercial properties, resulting in 100 percent access within seconds to current listed properties.
- ✓ Designed Annual Reports for three small companies.
- ✓ Developed and designed sales catalog for small retail sales company resulting in initial sales from eight percent of catalogs mailed.

AWARDS

- ✓ Runner-up in cover design for sales catalog.

SPECIAL TRAINING

- ✓ University of North Florida: completed six courses in computer graphics, design and illustration.
- ✓ Completed workshops and seminars on using Quark, PageMaker, Adobe Illustrator and Photoshop.

WORK HISTORY

James Ethan Jobber Web Design (Self-employed)
486 Longview Drive Apt #3
Roswell, Georgia 30075

6/2005 – Present

INCLUDE BUZZWORDS AND ACTION VERBS

MANAGEMENT

administered	developed	planned
analyzed	directed	prioritized
assigned	evaluated	produced
attained	improved	recommended
chaired	increased	reviewed
consolidated	organized	scheduled
coordinated	oversaw	strengthened
delegated		supervised

COMMUNICATION

addressed	drafted	negotiated
arbitrated	edited	persuaded
arranged	enlisted	promoted
authored	formulated	publicized
collaborated	influenced	reconciled
convinced	interpreted	recruited
corresponded	lectured	spoke
developed	mediated	translated
directed	moderated	wrote

RESEARCH

clarified	identified	organized
collected	inspected	reviewed
diagnosed	interpreted	summarized
evaluated	interviewed	surveyed
examined	investigated	systematized
extracted		

I'M NOT SURE I'M EXTRAORDINARY AT ANYTHING

You have a bigger problem than simply writing your résumé. Anyone who has this concern has done a less than perfect job of choosing their career direction. What an employer pays you for is to perform some special function or functions. Everything one might do at work, from flipping burgers to understanding the most obscure abstract data, is a specific work function. Most careers involve combining a few different functions together. So, decide on what you have done well and highlight that. This is most likely part of your natural born talent. Remember, most of us aren't perfect, and we all have strengths and weaknesses!

TECHNICAL

assembled	engineered	programmed
built	fabricated	remodeled
calculated	maintained	repaired
computed	operated	solved
designed	overhauled	upgraded
devised		

TEACHING

adapted	developed	informed
advised	enabled	instructed
clarified	evaluated	persuaded
coached	explained	set goals
communicated	facilitated	stimulated
coordinated	guided	trained
demystified		

CREATIVE

acted	established	introduced
conceptualized	fashioned	invented
created	founded	originated
customized	illustrated	performed
designed	initiated	planned
developed	instituted	revitalized
directed	integrated	shaped

HELPING

advocated	demonstrated	guided
assessed	diagnosed	motivated
assisted	educated	referred
clarified	expedited	rehabilitated
coached	facilitated	represented
counseled	familiarized	

Ask yourself: What would make someone the perfect candidate? What special abilities would this person have? What would set a truly exceptional candidate apart from a merely good one? What does the employer really want?

CLERICAL OR DETAIL

approved	generated	purchased
arranged	implemented	recorded
catalogued	inspected	retrieved
classified	monitored	screened
collected	operated	specified
compiled	organized	systematized
dispatched	prepared	tabulated
executed	processed	validated

**What if you don't quite
have your degree or
credentials yet?**

You can say "Eligible for U.S. credentials," or "Graduate studies in Instructional Design, in progress," or "Masters Degree anticipated May, 2008."

ACCOMPLISHMENT

achieved	reduced (losses)
expanded	resolved (problems)
improved	restored
pioneered	spearheaded
	transformed



Using 3 different action verbs, write three short statements that highlight some aspect(s) of your work accomplishments or performance.
