

A Skills-Based Cover Letter and Resume for Job-Seeking Psychology Majors

Drew C. Appleby, PhD (Professor Emeritus of Psychology, IUPUI)

There are several types of skills that employers value in new college graduates during the hiring process (see Appleby, http://psych.iupui.edu/sites/default/files/academic_advising_strategies_for_job-seeking_college_students.pdf). If you plan to seek employment immediately after graduation, then you should (1) become aware of these skills, (2) utilize your educational and employment opportunities to develop these skills, and (3) create cover letters and resumes that will effectively communicate your possession of these skills to potential employers. Please note how the following documents clearly communicate their author's awareness of the skills required by the job to which she is applying, the manner in which she obtained these skills, and—in some cases—the positive outcomes of her use of these skills. The purpose of this poster is to provide you with realistic examples of a well-written cover letter and an effective resume so you can use them as templates for your own cover letters and resumes without having to create them from scratch. Please feel free to capture these documents digitally directly from this poster or to obtain them as Word documents from the author by contacting him at dappleby@iupui.edu. Author's Note: I would like to acknowledge the assistance of Dr. Lance Erikson, the Director of the Idaho State University Career Center, for his professional expertise and guidance during the creation of these documents.

Kristen C. Kelly

2060 Magnolia Avenue, Atlanta, GA 39807

Residence: (404) 123-4567 ~ Cell: (545) 549-8721 ~ Email: kckelly@gmail.com

April 11, 2016

Mr. Daniel Troutman
Director of Human Resources
Roswell Industries
1984 Abernathy Road
Atlanta, GA 30276

Dear Mr. Troutman,

I would like to apply for the Department Manager position advertised in the *Atlanta Journal-Constitution*. I feel confident that I am well-qualified for your management position and can make a significant contribution to Roswell Industries. As indicated by my enclosed resume, I will receive a Bachelor of Science degree in Psychology, a Minor in Communications, and a Certificate in Organizational Leadership and Supervision from Georgia State University on May 25, 2016.

The description of this position indicates that the successful applicant should possess strong communication, collaboration, critical thinking, leadership, and self-management skills and exhibit high ethical standards in a variety of contexts. The combination of classes, extracurricular activities, and work experiences I chose to engage in during my undergraduate education provided me with multiple opportunities to identify, value, and develop these skills in a variety of academic and workplace environments. My enclosed resume identifies these activities and summarizes the specific skills and abilities I now possess.

I would also like you to be aware that my high level of motivation and strong work ethic enabled me to complete my bachelor's degree, my minor, and my certificate in four years, and that I graduated with no student-loan debt as a result of maintaining my academic scholarship with a 3.56 grade point average and working 20 hours a week at Starbucks.

I would be most happy to meet with you to further describe my qualifications for and interest in this position. I look forward to receiving your reply to this letter.

Sincerely,

Kristen C. Kelly

Enclosure: Resume

Kristen C. Kelly

2060 Magnolia Avenue, Atlanta, GA 39807

Residence: (404) 123-4567 ~ Cell: (545) 549-8721 ~ Email: kckelly@gmail.com

OBJECTIVE: Seeking a Department Manager position at Roswell Enterprises where I can utilize the professional skills I developed in college and on-the-job to enhance employee growth and company success.

EDUCATION:

- | | |
|--|------|
| Bachelor of Science in Psychology , Georgia State University, Atlanta | 2015 |
| • Minor in Communications | 2015 |
| • Certificate in Organizational Leadership and Supervision | 2015 |

WORK EXPERIENCE:

- | | |
|--|--------------|
| • Internship in the Turner Broadcasting Human Resources Department, Atlanta | 2015 |
| • Night Manager , Atlanta Underground Starbucks | 2010-present |
| • Barista , Atlanta Underground Starbucks | 2009-2010 |

SKILLS:

Communication Skills - developed in my *Fundamentals of Speech, Interpersonal Communication, English Composition, and Business Writing classes*.

- Speaking in a clear, organized, and persuasive manner.
- Listening actively by giving full attention to what other people say and understanding the points they make.
- Writing in a manner that is understandable, logical, convincing, and free from grammatical and spelling errors.
- Reading complex materials, comprehending their meaning, and identifying their major points.

Collaboration Skills - learned in my *Social Psychology class* and implemented in my *Applied Organizational Leadership class* in which student teams served as consultants to downtown Atlanta companies to solve specific business problems.

- Working effectively in diverse groups.
- Building consensus that leads to the solution of complex problems.
- Exhibiting social perceptiveness by being aware of others' reactions and understanding why they react as they do.

Critical Thinking and Research Skills - developed in my *Research Methods and Industrial/Organizational Psychology classes*.

- Solving problems by identifying and evaluating information to develop options and implement solutions.
- Identifying the strengths and weaknesses of alternative approaches or solutions to problems.
- Gathering and evaluating information from many sources and using statistical skills to summarize and analyze data.

Leadership Skills - developed in my *Interpersonal Skills for Leadership, Team Dynamics for Leadership, and Project Management classes*, and while I served as the *President of Georgia State's Psi Chi Chapter*.

- Scheduling, organizing, and conducting meetings.
- Delegating duties and following up to ensure that duties are performed in a timely and successful manner.
- Planning and executing major events under significant financial and time constraints.
- Creating Georgia State's first Honors Day by collaborating with ten other campus honor societies.

Professional and Self-Management Skills - developed as an intern in the *Turner Broadcasting Human Resources Department*, working 20 hours a week as a barista and night manager at Starbucks, and enrolling in classes that contained time, stress, and conflict management components.

- Monitoring and assessing my own performance and the performance of others.
- Evaluating the effectiveness of organizational policies and procedures to make improvements or take corrective actions.
- Managing human resources by motivating, developing, and directing people and identifying the best people for the job.
- Creating strategies to manage my own time, stress, and conflicts and providing assistance to others to do the same.

Ethical Skills - developed in my *Ethical Decisions in Leadership class*, during a research project that involved the creation of an institutional review board ethics protocol, in writing assignments that conformed to strict APA-style guidelines that prohibit plagiarism, and during an internship that required strict client confidentiality.

- Possessing the capacity to make ethical decisions based on accurate ethical knowledge.
- Displaying the willingness and ability to act on my personal ethical decisions.
- Holding others to high ethical standards, and taking appropriate actions when these standards are violated.