Sample Resume and Cover Letter

Undecided Freshman







Action verbs that could be included in your resume and cover letter

LUC Student Complex

Be part of the Loyola game day experience! We are seeking **temporary**, **as-needed**, event staff members for assisting with Loyola athletic and arena events. Duties include, but are not limited to:

The employer is looking for someone who has a flexible schedule to work only for a few months

- Collecting tickets for admission to Loyola athletic events
- Ushering fans to their seats
- Providing excellent customer service by assisting and directing fans within the facilities

They want someone who is people-friendly and patient when dealing with customers



- Manage the safety of all fans.
- Understanding security regulations and checking for prohibited items.

They want someone who is detail-oriented and can remember different safety rules



- Assist with set-up and teardown before and after events
- Assist with technical A/V set-ups for events



 Organize routine building inspections in Gentile and report issues/emergencies as needed The candidate needs to demonstrate responsible conduct and be a trustworthy individual

Cover Letter Example



255 Loop Lane Chicago, IL 60102

December 5th, 2020 Chris Clark Loyola University Student Complex 6511 N. Sheridan Road Chicago, IL 60660

Dear Mr. Clark.

I am a freshman at Loyola University Chicago with plans to major in Philosophy. As a former studentathlete and proud LUC Rambler, I was excited to learn about the Event Services position at Gentile Arena as advertised on Handshake. I believe my experiences in both **customer service and athletics make me a strong candidate for this position**.



Shows employer that applicant read through the application and understands the main qualifications

As a server at Cappy Restaurant, I **assist customers daily** by helping them navigate the menu, taking their orders, and answering their questions. I **am comfortable managing a large number of customers** during peak business hours, often juggling sections of up to 20 tables at a time. In addition, I recently became the point-person for **restaurant safety and sanitation**, organizing trainings for all new staff members and teaching protocols of front-of-house service, as well as important information about Illinois State Sanitation regulations.



Applicant demonstrates customer service experience as well as knowledge of safety rules and protocols

In high school, I was the captain of the track & field team. In pole vaulting, I placed 1st in the district and 3rd in the region, and I helped lead a team of five vaulters to a 5th place regional finish. At Loyola, I'm an avid Rambler sports fan and have attended over 10 fall sports matches so far this year.



Highlights interest in athletics and familiarity with the sports arena

I would love to be more involved in Rambler sports through Event Services! I can be contacted at arambler@luc.edu or 444.111.2222. Thank you for your time and consideration.

Sincerely,

Re

Applicant closes letter reiterating the main point and provides contact info

(Handwritten Signature)

Aaliyah Rambler



Aaliyah Rambler

255 Loop Lane Chicago, IL 60102 arambler@gmail.com 444.111.2222

EDUCATION

Loyola University Chicago, Chicago, IL Bachelor of Arts, Expected May 2023 Enrolled in core courses with plans to pursue a Philosophy major

Sam Smith High School, Chicago, IL High School Diploma, May 2019

Honors and Awards: Honors Society (2018-2019), French Language Award (2018)



Educational experiences supplement applied experiences, especially for younger students

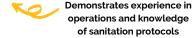
EXPERIENCE

Cappy Restaurant, Chicago, IL Server, June 2018 - Present

- Train new servers on restaurant operations and policies, including front-of-house and sanitation protocols
- Assess customer needs, explain menu options, and wait tables during busiest hours
- Manage daily set-up by setting silverware, printing daily menus, etc.
- Support kitchen staff when needed by plating meals in the back-of-house

ACTIVITIES

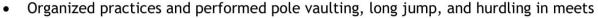
Sam Smith High School Literary-Art Magazine, Chicago, IL Chief Art Editor, January 2017 - May 2019



- Edited all visual components of 20-page magazine using Photoshop & Adobe software
- Organized/edited over 10 submissions for each issue, working with team of 8 writers
- Designed cover artwork quarterly for magazine

Sam Smith High School Track & Field, Chicago, IL

Varsity Captain, Team Member, February 2015 - May 2019



- Coached new pole vaulters on technique, leading the team to 1st place All-District and 5th place All-Region
- Promoted team solidarity by organizing player-only meetings



Applicant shows that they work well with teams

Leadership experience that is relevant for any position

SKILLS

Languages: French (conversational), Spanish (intermediate) Computer: Microsoft Excel (basic), PowerPoint (intermediate)

