

# Sample Resume and Cover Letter

## Undecided Freshman



**LUCAREER**  
GET YOUR **START.**

 **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 student-athlete 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,

(Handwritten Signature)

Aaliyah Rambler



Applicant closes letter reiterating the main point and provides contact info

## 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



Demonstrates experience in operations and knowledge of sanitation protocols

**Sam Smith High School Track & Field**, Chicago, IL

Varsity Captain, Team Member, February 2015 - May 2019

- Organized practices and performed pole vaulting, long jump, and hurdling in meets
- Coached new pole vaulters on technique, leading the team to 1<sup>st</sup> place All-District and 5<sup>th</sup> place All-Region
- Promoted team solidarity by organizing player-only meetings



Leadership experience that is relevant for any position

### SKILLS

Languages: French (conversational), Spanish (intermediate)

Computer: Microsoft Excel (basic), PowerPoint (intermediate)



Applicant shows that they work well with teams



Uses SKILLS section to highlight concrete/technical skills, NOT soft skills