

# Resume & Cover Letter

**SAMANTHA RODRIGUEZ**

samantha.rodriquez@gmail.com

(562) 555-5555

Place your resume header at the top of the page; **recommend that it look stylistically similar** to create a consistent look across both documents

March 20, 2021

Place the date of the **day you will submit the letter**

Hiring Manager  
City of Long Beach  
Community and Recreation Department  
1 Ocean Blvd.  
Long Beach, CA 90840

Remember to place the **name and title of the person** you are writing to (if you don't know then write "Hiring Manager"). Then add the **Name of the company/ Department and address**

Dear Hiring Manager

Address the letter with:

**Dear [name or hiring manager]:**

I am writing this letter for your position of community associate for your Community and Recreation Department. I have been a resident in the City of Long Beach for over fifteen years, and I have experienced some of the city's unique characteristics that uphold its values of diversity, innovation, and integrity. I would like to incorporate my experience in working with community-based organizations as well as my educational background in journalism and public relations to continue to contribute to the work the City of Long Beach is panning for in their 2020 plans and beyond.

Connect with the company by addressing their mission, vision, values, and connecting with the skills you can contribute to the team, position, and company.

I understand that this position requires an individual with experience in working with diverse communities, In my volunteer experiences working with the American Red Cross, I have developed interpersonal communication skills necessary for this position. In one of our most well attended events, Run for a Cure, I was in charge of attending to the needs of more than 1,000 volunteers, families, and participants. In particular, I was able to assist at 20+ group with an issue at registration. I connected with the lead organizer for registration while calmly answering the questions of the distressed group. By resolving the issue and expressing my empathy in the situation, the group wrote a recommendation note to my supervisor expressing their gratitude. I see myself utilizing this interpersonal communication skill in the events the Community Associate would participate in throughout the year.

Write about 2- 3 skills/experiences related to the position and how you developed those skills or the result of your experience.

**Formula:**  
Skill/Experience + Task + Result

The 4<sup>th</sup> of July Spectacular, Spring Jam, and Summer Film Festival are only a few events that have encompassed the level of community building I see myself contributing to as the City of Long Beach continues to grow. My advanced communication skills and ability to connect with others are strong qualities that can lead your team to continue in this tradition of inclusion and innovation. I would like to schedule an interview with you to understand the plan of your department and share how I can be an asset to your team. I can be reached at [samantha.rodriquez@gmail.com](mailto:samantha.rodriquez@gmail.com) or at (562) 555-5555. I look forward to meeting with you and your team.

End with skills you can contribute or recap how you connect with the company. Refer to your resume, provide contact information, and ask for the interview.

Sincerely,

Samantha Rodriguez

End with "Sincerely" and your full name

# Resume & Cover Letter

## SAMANTHA RODRIGUEZ

samantha.rodriguez@gmail.com (562) 555-5555

Can include contact information:  
**Name, Email, Phone, Address, LinkedIn**

### PROFESSIONAL SUMMARY

Communication Studies student with experience utilizing strong communication, interpersonal, and organizational skills to organize and provide diverse populations with access to community resources

Should include: key words, qualifications, and any specialized skills

### EDUCATION

May 2022 California State University, Long Beach  
**Bachelor of Arts, Journalism**  
**Minor: Public Relations**

Includes: types of degree, major, and grad date  
Optional: add AA/AS or GPA

### Related Coursework

Strategic Communication for Public Relations  
Trends in Online Media  
Public Relations Management and Campaigns

Add relevant coursework so employers can see that you may know concepts or developed skills through your classroom experience.

### PROJECTS

#### Picnic at the Park: Social Media Campaign, CSULB

- Created social media campaign that addressed Yosemite National Park's summer family event
- Utilized understanding of park's family culture to create Facebook images Canva.com
- Practiced advanced communication skills in persuading when selling campaign to professor resulting in 98% as final grade

August 2021

Projects are a great way to show the employer how you apply your skills and knowledge. Talk about what concepts you applied, skills you used, results of your project, and/or what you learned.

### VOLUNTEER

- Volunteer, American Red Cross, Long Beach, CA February 2020 - Present
- Supported organizational team by updating all excel spreadsheets with correct name and addresses of participants
  - Encouraged participants throughout the event by creating a friendly and positive environment
  - Answered questions and provided resources to participants

Your experiences can include long term volunteer, internships, part-time and full-time jobs. Include what you did, skills developed, what you learned, and results of your work

#### **Bullet Point Formula**

Action Verb + Task + Purpose/Result

### PROFESSIONAL ASSOCIATIONS

Speech at the Beach Toastmaster, CSULB

August 2020

Associations, clubs, and organizations gives a sense of "well roundedness" Add the **full name of the organization**.

### AWARDS

Dean's Honor List, CSULB December 2019 - December 2021  
Toastmaster Scholarship recipient, CSULB August 2020

Put the full name of the scholarship and the year(s) received

### SKILLS

Computer Microsoft Illustrator, Publisher, Word, Excel, PowerPoint  
Media Facebook, Instagram, Snapchat, Twitter, Wix, FourSquare  
Language Fluent in Spanish and conversational Mandarin

Skills can include computer software, social media, equipment, and language