

CAREER & PROFESSIONAL EDUCATION

Samples

RESUME & COVER LETTER

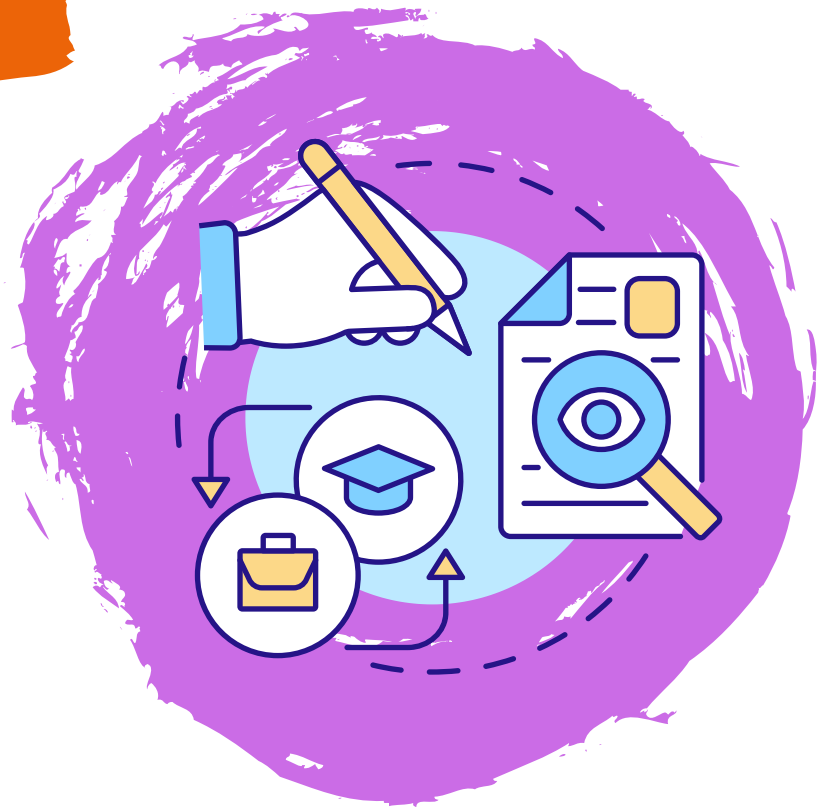
The resumes and cover letters included in this packet illustrate some of the many format options available to you. Feel free to incorporate these ideas into your own resume.

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CAPE
Career and
Professional Education



Cleveland Hall 306, 1300 Elmwood Ave, Buffalo NY 14222
716-878-5811/careers@buffalostate.edu/cape.buffalostate.edu

Amanda Woodward

Resume Samples

516-555-5555 |

Amanda.Woodward@gmail.com

Present Address (until May 20XX)
SUNY Buffalo State
University Buffalo, NY 14222

Permanent Address
880 Timber Blvd.
Riverview, NY 12180

OBJECTIVE

Cybersecurity Specialist

EDUCATION

SUNY Buffalo State University	May 20XX
Bachelor of Science in Computer Information Systems	
Hudson Valley Community College - Troy, New York	May 20XX
Associate in Arts in Liberal Arts	

CYBERSECURITY EXPERIENCE

Cybersecurity Intern	Fall 20XX
New York State Electric and Gas - Lockport, NY	

- Monitored intrusion detection system to identify potential threats and determine their legitimacy.
- Investigated suspicious computer activity by looking at aggregated logs from various sources.
- Managed and updated domain and IP blacklists on the firewall to block malicious software and devices.
- Built and launched a simulated phishing campaign against internal staff members and documented results.
- Scanned and documented vulnerabilities found on multiple internal development servers using Nessus.
- Developed a script that reports information on publicly accessible corporate devices using Shodan's REST API.
- Wrote and published to company's internal website monthly cybersecurity awareness articles to educate the staff.
- Presented information about ongoing projects during weekly and ad hoc meetings with the cybersecurity team.

RELATED EXPERIENCE

Information Technology Intern	Spring 20XX
Capital District Digital - Troy, NY	

- Managed IT infrastructure and supported both small- and large-scale clients.
- Rebuilt network infrastructure for various school districts and churches across the region.
- Deployed client and server devices such as desktops, printers, phones, servers, switches, and firewalls.
- Completed seasonal contract work for large-scale engineering firm to manage their service desk.
- Serviced and repaired broken devices by replacing hardware or contacting device manufacturers.
- Built and customized servers and computers to company and client specifications.
- Managed and maintained Active Directories for domain users' accounts across various clients.
- Virtualized domain controllers and file servers in order to reduce physical space of hardware.

COMPUTER SKILLS

Software: Metasploit, Nmap, Nessus, Wireshark, Active Directory, Windows Server Manager, Unix Bash, Photoshop, Access
Operating Systems: Windows 10/8/7, Windows Server 2012/2009, Proxmox, Ubuntu, Kali Linux, macOS, iOS, Android
Languages: C++, Java, VBScript, Python, SQL, PHP, JavaScript, HTML, CSS
Hardware: Laptops/Desktops/Servers, Routers, Switches, Access Points, USB Rubber Ducky, Raspberry Pi

WORK EXPERIENCE

SUNY Buffalo State University	June 20XX – May 20XX
Student Assistant - Weigel Health Center	September 20XX – May 20XX
Equipment Clerk - Intercollegiate Athletics	

COMMUNITY INVOLVEMENT

Active Member, Best Buddies International
Team Captain (7 years), Autism Speaks Walk in Greater New York City Region

ANTHONY GREENE

agreene@gmail.com

33 Potters Road
Buffalo, New York
14222 716-878-4567

EDUCATION

Bachelor of Science in Hospitality Administration, SUNY Buffalo State University, 5/XX
Concentration in Hotel Tourism Management.

Scholarships: Statler Foundation, National Society of Minorities in Hospitality, Best Western Corporation.

Certifications: ServSafe Manager, National Restaurant Association Educational Foundation, Fire Safety, CPR/AED
American Heart Association, TIPS for On Premise, Health Communication, Inc.

HOSPITALITY EXPERIENCE

Hyatt Regency Buffalo, Buffalo, New York, 9/XX-present

Sales and Restaurant Intern

- Supply general information for guests inquiring about large parties, banquets, and room blocks.
- Submit reservation orders to sales director and prepare/mail guest contracts as required.
- Perform follow-up telephone calls to maintain accuracy in reservation blocks.
- Received training as cook, bartender, and server.
- Trace sales leads for already scheduled conventions and tradeshow.

Campus House, SUNY Buffalo State University, New York, 5/XX-12/XX

Field Experience

- Performed all front of the house positions including concierge, bartender, server, and manager on duty in a private club setting.
- Trained new staff on proper fine dining etiquette and serving techniques.
- Created seasonal menus catering to dietary needs of club members.
- Managed the efficient flow of food from the kitchen to the dining room and bar, maintaining high quality.

Best Western, Buffalo, New York, 9/XX-12/XX

Front Desk Intern

- Processed reservations, assigned rooms, and assisted guests with check-in/check-out procedures.
- Handled and directed telephone calls in a fast-paced front office environment.
- Furnished local area and tour information for hotel guests.

National Statler Center for Careers in Hospitality Service, Buffalo, New York, 1/XX-5/XX

Training Assistant

- Provided one-on-one training in hospitality technology systems for students with disabilities.
- Guided students through implementing technical knowledge in the workplace during externships.

ADDITIONAL EXPERIENCE

Residence Life Office, State University of New York Buffalo State University, New York, 8/XX-5/XX

Resident Assistant

- Monitored the operations of a residential area for 35 residents.
- Planned and implemented co-curricular activities to foster improved social interaction.

ACTIVITIES

National Society of Minorities in Hospitality, Vice President, 9/XX-present

American Hospitality Association, Member, 9/XX-present

Upward Bound Program, Mentor, Buffalo, New York, 9/XX-present

COMPUTER SKILLS

MICROS point-of-sale systems, OPERA Property Management

KATHERINE MAE PREISSER

kmpreisser@yahoo.com

59 Bayern Place ♦ Buffalo, New York 14213 ♦ (716) 625-1905

CERTIFICATION

New York State Initial Certification in Social Studies (7-12) and Coaching

EDUCATION

SUNY BUFFALO STATE UNIVERSITY

Master of Science in Literacy Specialist, Expected May 20XX

Bachelor of Science in Social Studies Adolescence Education, December 20XX

- ♦ Minor in Coaching
- ♦ Graduated *cum laude* with GPA: 3.5/4.0

TEACHING EXPERIENCE

TONAWANDA MIDDLE SCHOOL, Tonawanda, New York

Student Teacher, Fall 20XX

- ♦ Prepared and taught lessons in American History for seventh grade students.
- ♦ Provided varied learning experiences and activities utilizing multiple intelligence approaches.
- ♦ Designed and administered testing and evaluation procedures.
- ♦ Incorporated technology into classroom research project on American Presidents.
- ♦ Organized annual field trip to the Amherst Museum to reinforce a lesson on the Civil War.

GROVER CLEVELAND HIGH SCHOOL, Buffalo, New York

Student Teacher, Fall 20XX

- ♦ Planned and implemented lessons for five sections of tenth grade social studies classes.
- ♦ Organized and presented a unit on European cultures, utilizing History Alive.
- ♦ Evaluated each student's progress using performance-based assessment.
- ♦ Developed weekly current events activities.

RELATED EXPERIENCE

MOUNT MERCY ACADEMY, Buffalo, New York

Assistant Basketball Coach, 20XX- present

- ♦ Coordinated and monitored all aspects of a competitive women's basketball program including recruiting, practices, game preparation, conditioning, and academic performance.
- ♦ Coached the team to Monsignor Martin Association 20XX Championship win.

YOUTHTOWN AFTERSCHOOL PROGRAM, Center for Excellence in Urban and Rural Education, Lackawanna, New York

ESL Tutor, Summer 20XX

- ♦ Provided remedial and enrichment material to prepare ESL students for the August 20XX American History Regents Exam.

BUFFALO AND ERIE COUNTY HISTORICAL SOCIETY, Buffalo, New York

Tour Guide, Summer 20XX

- ♦ Conducted tours of museum to guests and patrons attending "On the Road to Freedom: Buffalo and Erie County" exhibit, featuring the region's historic role in the U.S. civil rights movement.

COMPUTER SKILLS

Google Classroom, Smart Board, Promethean Board, Photoshop, Illustrator, PowerTeacher, and Virtual Field Trip.

Proficient in Microsoft Word, Excel, PowerPoint, Photoshop and Illustrator.

Competent in creating blogs, wikis, podcasts, websites and digital video.

WORK EXPERIENCE

KEY BANK, Buffalo, New York, **Branch Manager**, 20XX – 20XX

DICK'S SPORTING GOODS, Amherst, New York, **Assistant Manager**, 20XX – 20XX

Jose P. Torres
245 Hunters Lane
Buffalo, New York 14222
(716) 826-5131
jptorres@gmail.com

EDUCATION

SUNY Buffalo State University

Bachelor of Science in Social Work, May 20XX

- Excellence in Social Work Award recipient
- All College Honors Citation; GPA: 3.9/4.0

RELATED EXPERIENCE

Big Brothers Big Sisters of Erie County, Buffalo, New York

Head Group Counselor, June 20XX-present

- Promoted to Head Counselor after six months of employment.
- Managed a case load of 40 youth, ages 12-17.
- Supervised four group mentor counselors and monitored all groups in the program.
- Developed behavioral goals and objectives for all cases and wrote up daily evaluations.
- Attended Keys to Care Seminar to determine the appropriateness of volunteers who work with children and youth.

BryLin Behavioral Health System, Buffalo, New York

Case Management Intern, September 20XX-May 20XX

- Counseled youth referred for chemical addictions and various mental health concerns in an inpatient program.
- Conducted one-on-one intake assessments to document patient history.
- Facilitated process and Mental Illness and Chemically Addicted (MICA) groups to determine the necessary outpatient treatment programs for each client.
- Referred clients upon discharge to community resources.

COMMUNITY SERVICE

First United Methodist Church, Buffalo, New York

Game Night Volunteer, Service-Learning, Fall 20XX

- Develop and oversee activities for youth to foster teamwork and peer collaboration.
- Facilitate "Girls Night" discussion groups on topics including body image, relationships, and self-esteem.

YWCA Homeless Shelter, Buffalo, New York

Resident Assistant, Summers 20XX-20XX

- Conduct intake assessment and processed resident applications.

CAMPUS INVOLVEMENT

National Association of Social Workers Member, June 20XX-present

Phi Alpha Kappa Omega Social Work Honor Society Vice President, September 20XX-May 20XX

- Served as a liaison between the students and faculty.
- Recruited and interviewed prospective members and increased membership by 25%.
- Organized and supervised fundraisers for Harvest House and the Teaching and Restoring Youth Program of WNY.

Student Social Work Organization Member, September 20XX-May 20XX

- Raised funds and solicited donations to provide school supplies to Buffalo Public Schools.
- Organized and ran campus food and clothing drives for the Food Bank and Salvation Army.

Mariah R. Stark

10880 Dume Drive, Hamburg, NY 14075
716-850-6767 • Starkmr01@mail.buffalostate.edu

EDUCATION

Bachelor of Science in Mechanical Engineering Technology
SUNY Buffalo State University

5/20XX

SKILLS

Computer Skills: SOLIDWORKS, AutoCAD, Inventor, C++, ANSYS

Skilled Trades: Welding, Lathe Machining, Vertical Mill Machining, Engine Services (Diagnostics, Disassembly, and Reassembly)

RELATED EXPERIENCE

GEMCOR

West Seneca, New York

Mechanical Engineering Intern

9/20XX - present

- Built 3D prototype model of a new wing fastening part
- Engraved using an Epilog Laser
- Organized OEM documents for company archives
- Compiled final assembly drawing packages for customer reference

Praxair, Inc.

Tonawanda, New York

Mechanical Engineering Intern – Air Separation Units

6/20XX - 8/20XX

- Updated component cost database for engineering reference tool
- Performed structural analysis using ANSYS, including limit load analysis, plastic FEA, elastic FEA, in accordance to industry standards
- Conducted finite element analysis to optimize air separation unit structure resulting in a reduction of material cost by 15%

Aurubis Buffalo Inc.

Buffalo, New York

Mechanical Engineering Intern – Maintenance Department

1/20XX - 5/20XX

- Engineered and designed modifications to existing equipment to improve production and reduce maintenance cost
- Conducted major overhauls and rebuilt material process equipment to improve quality and yield
- Contacted vendors and suppliers for competitive bidding quotations on jobs

WORK EXPERIENCE

Ride Operator, Fantasy Island, Grand Island, New York, Summers 20XX and 20XX

Tracy Putnam

211 Summer Street, Buffalo, NY 14222, (716)888-6765, tputnam@gmail.com

CERTIFICATION	Candidate for New York State Initial Certification in Childhood Education (Grades 1 - 6) with Middle Childhood Education, Math (Grades 7 - 9).
EDUCATION	SUNY BUFFALO STATE UNIVERSITY Bachelor of Science in Childhood Education, May 20XX Concentration in Math GPA: 3.8/4.0; Dean's List UNIVERSITY OF SIENA, Italy Study Abroad, Fall 20XX
TEACHING EXPERIENCE	CITY HONORS HIGH SCHOOL , Buffalo, New York Student Teacher, March - May 20XX •Duties to be determined. GILMORE ELEMENTARY SCHOOL , North Tonawanda, New York Student Teaching, January - March 20XX •Designed and implemented differentiated instruction in all subject areas for fourth grade. •Created a bulletin board for Black History Month. •Prepared and introduced a cooperative learning unit on the metric system. •Consulted with parents regarding state reading assessment results. HEIM ELEMENTARY SCHOOL , Williamsville, New York Field Experience, October - December 20XX •Taught lessons in social studies, science, and math in the first-grade curriculum, incorporating literacy. •Developed a thematic unit with hands-on activities on Native Americans. •Supervised a fall field trip to Becker Farms in Gasport, New York. •Tutored two English Language Learners (ELL) in reading to increase comprehension. RIVERVIEW ELEMENTARY SCHOOL , Tonawanda, New York Field Experience, September - October 20XX •Instructed two second grade science classes and implemented age appropriate lesson plans. •Incorporated art into the science unit "Our Bodies" with student-created life-sized body drawings. •Utilized iPad apps to create game-based learning to reinforce concepts and assess content knowledge. UNIVERSIDAD MAYOR , Santiago, Chile Study Away Program, May - June 20XX •Completed an international teaching experience with teachers and children at local schools in Santiago. •Resided with a host family in a Spanish language immersion program.
WORK EXPERIENCE	YMCA OF GREATER BUFFALO , Lancaster, New York Soccer Coordinator, July 20XX - Present •Coordinate soccer practices and games for approximately 80 children, ages 4 - 9, in both indoor and outdoor soccer leagues. •Develop age-appropriate practice drills for three age groups and officiate bi-weekly games. BENNETT HIGH SCHOOL , Buffalo, New York Tutor, September 20XX - January 20XX •Tutored students using graphing calculators to prepare for the Math A Regents Exam. •96% of group achieved a passing score on exam.
TECHNOLOGY SKILLS	Google Classroom, Brain Pop, Raz-Kids, Splash Math, Study Island, School World, Aimsweb, Kahoot, Seesaw, Remind Additio, ClassDojo, Educreations,
AFFILIATIONS	Association of Mathematics Teachers of New York State, National Council of Teachers of Mathematics

Melanie A. Byrne

25 Princeton Ct., Cheektowaga, New York 14225

(716) 555-1327

MByrne@yahoo.com

CERTIFICATION

New York State Certification in Childhood Special Education and Childhood Education (Grades 1-6), 12/XX

EDUCATION

SUNY BUFFALO STATE UNIVERSITY

Bachelor of Science, **Childhood Special Education and Childhood Education**, 12/XX

- GPA: 4.0/4.0
- Concentration in English
- Student Council for Exceptional Children (SCEC) **President**, 4/XX-4/XX; **Vice-President**, 4/XX-4/XX, **Member**, 4/XX-present

AWARDS AND HONORS

- All College Honors Program
- Kappa Delta Pi Education Honor Society
- Sam Walton Community Award
- Werner 2015-16 Undergraduate Award
- NYSARC Joseph T. Weingold Scholarship
- New York Lottery "Leaders of Tomorrow" Award
- Engel Student Humanitarian Award Finalist

TEACHING EXPERIENCE

CHEEKTOWAGA CENTRAL SCHOOL DISTRICT - Cheektowaga, New York

FRONTIER CENTRAL SCHOOLS - Hamburg, New York

Substitute Teacher, 12/XX-present

- Instruct students in a variety of K-12 educational settings (AIS classrooms, general education, resource and consultant positions, and self-contained classes)

WILLIAM STREET SCHOOL - Lancaster, New York

Student Teacher, 10/XX-12/XX

- Collaborated with a fifth-grade inclusive teaching team to instruct three classes of general education students and students with mild and significant disabilities
- Individualized curriculum for students with Attention Deficit Hyperactivity Disorder (ADHD), Autism, Central Auditory Processing Disorder, and Learning Disabilities (LD)
- Designed and monitored a successful behavior management program to decrease off-task and shouting out behaviors
- Created Individualized Education Programs and assessed progress toward goals achievement
- Attended staff development day and assisted with curriculum mapping for fifth grade reading
- Participated in Homework Helpers Program and an after-school Social Studies review course

MAKOWSKI EARLY CHILDHOOD CENTER #99 - Buffalo, New York

Student Teacher, 9/XX-10/XX

- Designed and implemented lessons for a third-grade inclusion class in all subjects
- Developed and taught a six-week literature circle unit
- Differentiated lessons to meet the needs of students with ADHD, LD, and English Language Learners
- Communicated regularly with families via emails and an online newsletter
- Planned and carried out a Grandparents' Day celebration
- Established a small group behavior management system to increase classroom participation

RELATED EXPERIENCE

CHEEKTOWAGA PARKS, RECREATION, AND YOUTH SERVICES - Cheektowaga, New York

Arts & Crafts Activity Director, Summer Day Camp and Adapted Recreation Program, 6/XX-present

- Plan and conduct art activities for youth 5-16 years of age, for the general population and children with special needs
- Create, supervise, and modify large group activities for between 30 and 100 children

SPECIAL OLYMPICS - Cheektowaga, New York

Volunteer Coach, 9/XX-present

- Coach athletes with a wide range of disabilities in bowling, basketball, swimming and track

SKATING ATHLETES BOLD AT HEART (SABAH) - Amherst, New York

Volunteer, 3/XX-present

BUFFALO PUBLIC SCHOOL #30, FRANK A. SEDITA ACADEMY - Buffalo, New York

Tutor, 9/XX-12/XX

Service-Learning Student for Buffalo State Introduction to Literacy Class

- Tutored fifth and sixth grade students in a small group environment to improve reading and comprehension skills, while enhancing academic performance
- Utilized Harcourt literacy materials to enrich learning for students who were underperforming
- Communicated feedback and results to the classroom teacher and reading teacher

MOVING MIRACLES DANCE STUDIO - West Seneca, New York

Volunteer Assistant Dance Instructor, 1/XX-5/XX

- Instructed individuals with disabilities in tap, ballet, and music therapy techniques

BORNHAVA PRESCHOOL - Amherst, New York

Volunteer, 1/XX-4/XX

- Facilitated daily routines of circle time, motor room, and free play, individually and in groups, for students in a 12:1:1 preschool class

PROFESSIONAL MEMBERSHIPS

COUNCIL FOR EXCEPTIONAL CHILDREN (CEC), 4/XX-present

CEC DIVISION ON DEVELOPMENTAL DISABILITIES, 4/XX-present

THE ASSOCIATION FOR PERSONS WITH SEVERE HANDICAPS (TASH), 4/XX-present

PROFESSIONAL CONFERENCES AND PRESENTATIONS

STUDENT RESEARCH AND CREATIVITY CELEBRATION - Buffalo, New York, 4/XX, 4/XX, 4/XX

- Presented various research papers to the campus community including a paper on *Developing Curricular Modifications for Students with Significant Disabilities in General Education*

NYS SCEC LEADERSHIP TRAINING INSTITUTE - Albany, New York, 6/XX, 6/XX, 6/XX

TASH CONFERENCE - Chicago, Illinois, 12/XX

- Presented research findings on the analysis of early intervention outcomes for the Buffalo State Based Transition Program
- Attended seminars on improving outcomes for individuals with significant disabilities

Sarah Martinez

621 Woodbury Lane, Buffalo, NY 14221 | 716-555-0053 | smartinez@gmail.com

OBJECTIVE

To secure an internship in marketing, specifically interested in social media engagement

EDUCATION

SUNY Buffalo State University

Bachelor of Science in Business Administration, December 20XX Concentration: Marketing

Major GPA: 3.5/4.0, Dean's List

RELATED COURSEWORK

Advertising Campaign Management	Consumer Behavior Advertising
Concepts and Practices	Marketing Research

MARKETING PROJECT

Salvation Army - Buffalo, New York 20XX

- Created a marketing campaign "Start the Spark" to increase holiday fundraising volunteers
- Developed social media outreach to target specific demographics
- Presented the campaign design to Salvation Army representatives

WORK EXPERIENCE

Sales Lead, Foot Locker Co. - Amherst, New York 20XX – Present

- Promoted to Sales Lead after starting in customer service
- Ensured welcoming environment and served as first point of contact for customers
- Managed daily operations including servicing customers and troubleshooting issues
- Implemented special merchandise promotions and created pricing displays for monthly sales
- Trained and supervised retail sales team members and participated in hiring new employees
- Monitored and insured accurate merchandise inventory and prepared monthly sales reports

Store Front Employee, Tim Hortons, Amherst, New York 20XX – 20XX

- Train and coach new and current employees in all store front positions

Cook, Pizza Hut, Amherst, New York 20XX – 20XX

- Awarded Employee of the Month 11/XX

SKILLS

Social Media: Twitter, Facebook, LinkedIn, Snapchat, Instagram, Hootsuite, Tumblr

Computer: Microsoft Office, WordPress

Language: Fluent in Spanish, basic knowledge of French

COMMUNITY SERVICE

Site Leader, Alternative Break Program, SUNY Buffalo State University 20XX - Present

- Locate and contact potential community partners for site visits
- Recruit volunteers for spring break trip through promotion on social media
- Participated in trip to Detroit, Michigan, March 20XX

Cover Letter Samples

22 Richmond Avenue, Apt 2
Buffalo, New York 14223
December 17, 20XX

Ms. Jane Roesser
Secretary, Personnel Office
East Aurora Union Free School District
430 Main Street
East Aurora, New York 14052

Dear Ms. Roesser:

I am writing to apply for the English Teacher position posted on your district website. As a newly certified teacher having passion for English Language and Literature, diverse instructional strategies, and experience improving student learning outcomes, I am enthusiastic about the opportunity to become part of your team.

Having taught in both suburban and rural school districts, I have experience teaching students of different learning styles and special needs. Understanding the importance of enabling the individual learners of my classroom with targeted strategies and resources, I have created unique and interesting ways to lead students. For example, I have collaborated with department faculty to develop new curriculum while taking the lead in a new unit on Social Media for our AP course, *Writing for the Professional Life*. In this experience, students authored biographical descriptions to be used on professional networking websites.

Traditional software like MS Office and technologies like Flipgrid enable me to engage students in ways that both excite them and emphasize the role of creative innovation. I seek to incorporate new technology as an instructional tool whenever possible.

My enthusiasm for learning, knowledge of pedagogy, technical skills and commitment to students would make me a valuable member of your school district. I would like to request an interview to discuss how I can make a positive difference in the lives of your students. I may be contacted at (716) 878-5555 or mcdainjj@gmail.com. Thank you for your time.

Sincerely,



John J. McDain

78 Cushing Place
Buffalo, New York 14206
March 11, 20XX

Mr. James O'Connor
Assistant Director
City of Buffalo
Division of Substance Abuse Services
2101 City Hall
Buffalo, New York 14202

Dear Mr. O'Connor:

I am writing to apply for the Counselor III position advertised on the Buffalo State Career and Professional Education's website. I am excited about the opportunity to provide substance abuse counseling, case management, and prevention and educational programs to the Buffalo community. Counseling individuals involved in the COURTS program would provide me with the opportunity to give urban youth another chance at success.

As an intern at BryLin Hospital, I was successful in developing and applying my knowledge of substance abuse rehabilitation counseling theories. Here, I conducted individual, family, and group sessions with a case load of 35 clients and was able to maintain up-to-date case files as a result of my strong organization skills. In addition to my regular case load, I was required on many occasions to meet with clients in the absence of co-workers and supervisors. I have also become familiar with community referral sources where clients can seek services after they are discharged.

In addition to my academic and hands-on experience, my military background instilled leadership and dedication. I am committed to helping others while providing a high standard of service and think that my qualifications will be a good fit for this position. I may be reached at (716) 555-5555 or mcnabbjr@buffalostate.edu. Thank you for your time and consideration.

Sincerely,



Jesse McNabb

This letter is in response to the advertisement described below. Note how the skills desired by the employer are stressed in the letter.

Job Description:

Provide substance abuse counseling services, including individual, group and family therapy. Maintain ongoing case records. Make appropriate client referrals and linkage. May be required to supervise staff members in the absence of senior counselors.

Job Requirements:

Must possess good knowledge of theories, principles, practices, and techniques used in counseling as they relate to drug abuse. Good knowledge of programs and services related to drug abuse, basic knowledge of drug abuse rehabilitation counseling.

Send resume to

Mr. James O'Connor

Assistant Director

City of Buffalo

Division of Substance Abuse Services

2101 City Hall

Buffalo, New York 14202

Letter of Inquiry

732 Robin Road
Getzville, New York 14068
February 13, 20XX

Mr. Jean-Pierre Thimot
Creative Director/Illustrator
Buffalo Spree Publishing, Inc.
1738 Elmwood Ave – Suite 103
Buffalo, New York 14207

Dear Mr. Thimot:

I am writing to inquire if you have any graphic design positions available at Buffalo Spree. With over 136,000 readers, Buffalo Spree has excelled as Buffalo's regional magazine. Your magazine contributes to the positive growth and increasing interest in Buffalo. I am extremely interested in becoming a member of your organization, where I can create quality designs that influence your progressive, educated readership.

Through my internship in a college publications office, I have acquired valuable design experience using both design and software skills. My projects involved utilizing a variety of print, electronic, and social media for campus communications. This position required self-management of several simultaneous tasks and meticulous attention to detail while working in a creative team environment. The 20XX-20XX College Viewbook, for which I developed the concept and executed the design, has been nominated for a statewide award.

As a lifelong resident of Buffalo, I am dedicated to promoting the area within my design concepts. I would like to be considered for a graphic design position to share my talent with Buffalo Spree and apply my skills. Thank you for your time and consideration, and I look forward to hearing from you. I may be reached at (585) 264-1111 or ralphelss17@yahoo.com.

Sincerely,

Saadie Ralphel

Saadie Ralphel

Education Letter of Referral

17 Rabbit Lane Buffalo,
New York 14222
February 11, 20XX

Mrs. Mary A. Morris
Superintendent
Cheektowaga Central Schools
3600 Union Road
Cheektowaga, New York 14225

Dear Mrs. Morris:

Dr. Jane Doe, Chair of the Buffalo State Elementary Education, Literacy, and Educational Leadership Department recommended I contact you regarding any elementary openings that may be available for the 20XX-20XX school year. From my teaching experience, both one-on-one and in classroom settings, I have learned a great deal about the importance of discovering the way each child learns. I believe that a teacher must provide the most effective methods to challenge, and at the same time, motivate each child to want to learn. Your district believes in the value of working with each child to encourage learning. I would like to be considered for an elementary position in your district and know I would be a valuable asset to your school system.

Currently, I am substitute teaching at the elementary level for the Buffalo Public Schools. I have been offered a long-term substitute position for a first-grade class that will begin in April and continue until the end of the school year. For the past year I have worked as a fourth-grade teacher in a private school. This experience has given me skills in planning activities to meet individual learning styles, interacting with parents on a daily basis, and developing behavior management programs. My experiences in diverse school districts has solidified my philosophy that all children can learn; however, it is up to the teacher to create the environment for learning to occur.

I would enjoy visiting the district and talking with you about possible openings. My contact information is (917) 344-0000 or croberts2002@hotmail.com. Thank you for your consideration as a candidate for an elementary education position with Cheektowaga Central Schools.

Sincerely,



Claire Roberts