

RESUME STRUCTURE

GREETING

- Dear (name of person)
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PARAGRAPH 1:

Describe the position and say how you found out about it.

- I am applying for the position of ...
 - I would like to apply for the position of ...
 - I saw your ad on your website.
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PARAGRAPH 2:

Talk about your work experience, education, and qualifications and why you are the best person for the job.

- I have worked as a (position) since (year).
 - In my last job, I was a/an (position) at (workplace).
 - I have a degree in (field / profession) from (name of school).
 - I have successfully completed a course in (field / profession) at (name of school).
 - I have completed a training program at (name of school).
 - I am a licensed electrician.
 - I am reliable, honest, and self-motivated.
 - I have excellent communication skills and I'm very organized.
 - As you will see from my resume, I have a lot of experience.
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PARAGRAPH 3:

List your attachments, ask for an interview, and thank the person you're writing to.

- Please find attached a copy of my resume.
 - Thank you for considering my request.
 - I'm looking forward to your reply.
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CLOSING

- Sincerely,

SIGNATURE