

RPCV CAREER CONFERENCE

Day 2

9:00 a.m. – 9:15 a.m.	Welcome
9:15 a.m. – 10:15 a.m.	Keynote Address: Networking
10:15 a.m. – 10:30 a.m.	Break
10:30 a.m. – 11:45 a.m.	The Power of Networking: The Hidden Job Market to LinkedIn
11:45 a.m. – 1:00 p.m.	Lunch (On Your Own)
12:00 p.m. – 12:45 p.m.	<i>Optional: The Job Search as a Seasoned Professional</i>
1:00 p.m. – 2:30 p.m.	Elevator Pitch: Your 30 Second Story
2:30 p.m. – 4:00 p.m.	Your Written Story: Crafting an Effective Resume
4:00 p.m. – 5:00 p.m.	Writing Engaging Cover Letters

Know...

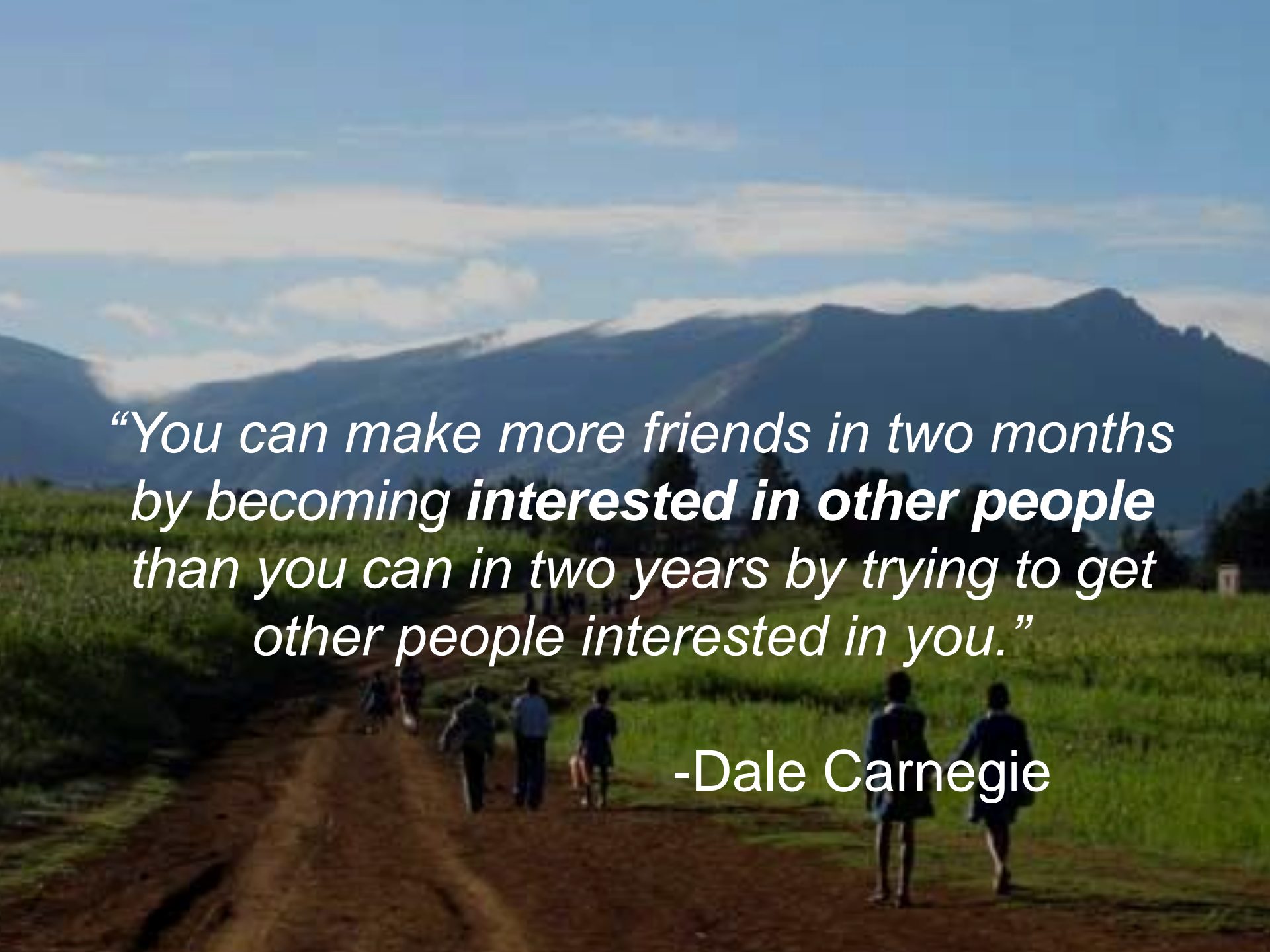


CAREER DEVELOPMENT

A group of people is walking away from the camera on a dirt path that winds through a lush green field. In the background, there are large, rugged mountains under a blue sky with scattered white clouds. The scene is captured from a low angle, emphasizing the path and the distance to the mountains.

The Power of Networking

Uncovering Opportunities



*“You can make more friends in two months by becoming **interested in other people** than you can in two years by trying to get other people interested in you.”*

-Dale Carnegie



Networking

- The Why
- The How



Networking is...

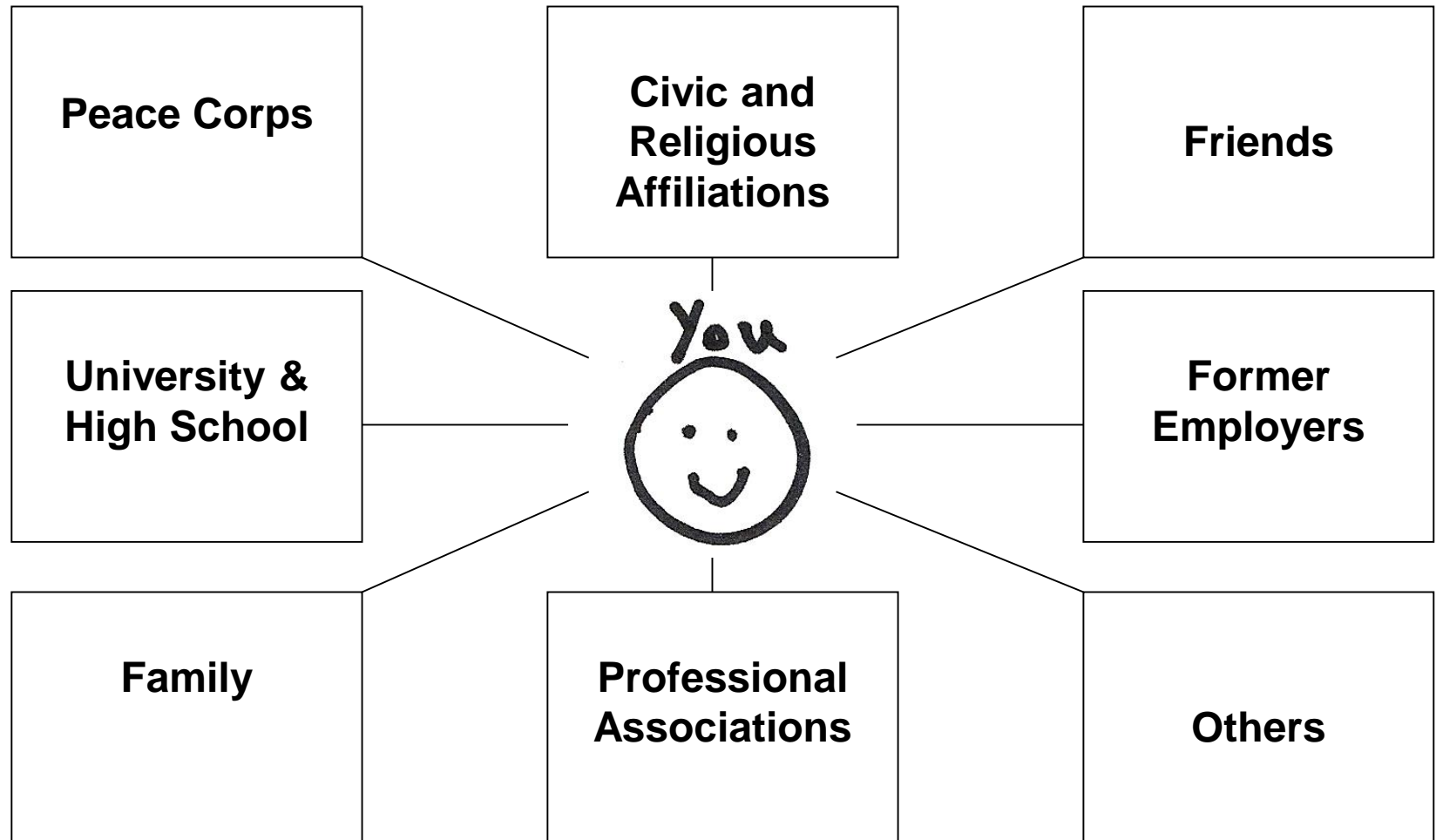
Handshakes, Business Cards,
Happy Hours...

An **attitude** more than an
event.

Develop **mutually supportive**
and **beneficial relationships**



Know Your Network



A photograph of an iceberg floating in the ocean. The top part of the iceberg is visible above the water surface, while the much larger, submerged part is visible below. The sky is blue with light clouds, and the water is a deep blue. The text "The hidden job market" is written in white, italicized font across the submerged part of the iceberg.

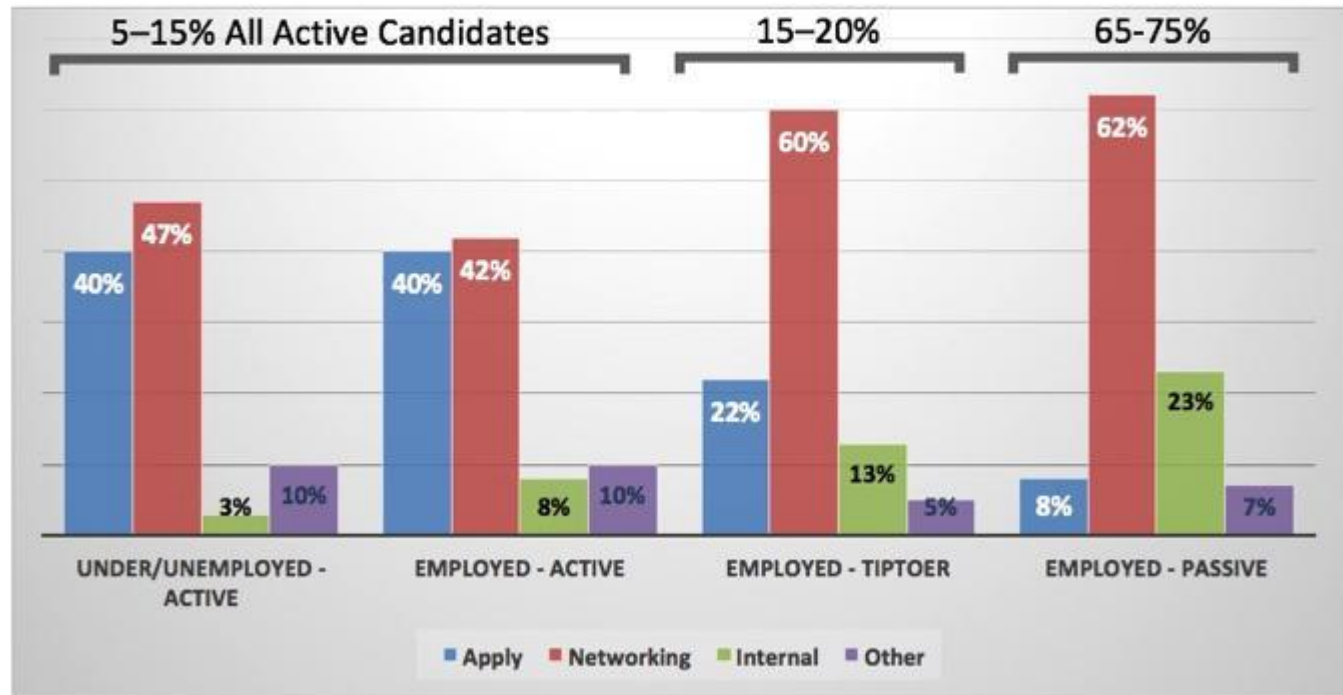
The hidden job market



How People Get Jobs – Latest Survey Results

© 2018. All Rights Reserved. Performancebasedhiring.com

Total Talent Market





How to Work a Room
From your Living Room...



Networking Tool: Tell Your Story as a Story



Your profile's public visibility On



Nikolaus Crain

Counselor | Trainer | Mediator | Facilitator

Berkeley, California | Government Administration

Current	Peace Corps, Next Step Coaches
Previous	Excelsior College, Backroads - The Worlds #1 Active Travel Company, Syracuse University
Education	Syracuse University

Edit URL

Personalize the URL for your profile.

www.linkedin.com/in/nikolauscrain

Basic (required)

Name, number of connections, industry, and region

Profile Photo

Your connections
Only LinkedIn members directly connected to you.

Your network
Only LinkedIn members connected up to three degrees away from you.

All LinkedIn Members

Public
All LinkedIn members, and others who find you via search engines and other services

Headline Show

Posts & Activities Show



Networking Tool:



Tell Your Story as a Story, cont.

Summary

I live a charmed personal and professional life. My passion is to help others do the same.

For some, this means helping them define charmed. For others, it means better crafting their professional story when they are ready to change roles. For others still, it means encouraging their decision to incorporate personal values into career decisions.

Your edits above won't be shared with your network.



Networking Tool: Tell Your Story as a Story, cont.



Organizational Development Consultant

Peace Corps

2002 - 2004 • 2 yrs • Sighisoara, Romania



Professionally, I consulted with three local non-profit organizations in my UNESCO-protected Transylvanian village of Sighisoara. I worked with them to create historical walking and hiking tours, establish a visitors information center, train staff on customer service standards and open a youth hostel and cultural center. All of these programs continue to thrive and provide a sustainable funding source and employment base for their organizations.

Personally, the empathy, flexibility, confidence, patience and resolve that I developed during my service has been the foundation for my personal and professional successes since. I can't think of a better way to spend two years.

Media (2)



Peace Corps Romania



Peace Corps - No Greater Service



Networking Tool: Tell Your Story as a Story, cont.



Education



Syracuse University

Master of Science (M.S.), Student Affairs Counseling

2011 - 2013

Activities and Societies: Chi Sigma Iota, Phi Beta Delta



San Diego State University-California State University

Bachelor of Arts (B.A.), Social Science Teacher Education



Networking Tool:
Tell Your Story as a Story, cont.



Misc. Profile Best Practices

1. Join Groups – esp. the Peace Corps Network
2. Projects?
3. Solicit Recommendations
4. Follow Companies



Networking Tool: Search Your Network



Navigation bar with icons for Home, My Network, Jobs, Messaging, Notifications, Me, and Work. Search bar with 'Search' text. Filter tabs: People (circled), Jobs, Content, More. Filter dropdowns: People filters, Connections, Locations, Current companies, All Filters (circled). Filter controls: Clear 5, Cancel, Apply.

Connections

- 1st
- 2nd
- 3rd+

Connections of

Locations

- United States
- San Francisco Bay Area
- Greater New York City Area
- Washington D.C. Metro Area
- Romania

Want to better focus your search?
Upgrade to a Sales or Hiring plan to unlock additional filters, including Function and Years of Experience.

[Try for free](#)

Current companies

- Google
- FEMA
- LinkedIn
- Facebook
- Airbnb

Past companies

- Peace Corps
- Google
- Microsoft
- IBM
- Oracle

Industries

- Government Administration
- Internet
- Computer Software
- Information Technology and Services
- Staffing and Recruiting

Schools

- Syracuse University

First name

Last name



Networking Tool: Search Your Network



Showing 4 results.



Meg Garlinghouse • 1st

Connecting talent with opportunity for good.
San Francisco Bay Area

Current: Head of LinkedIn for Good at LinkedIn



38 shared connections

Message



Jeffrey Zundel • 1st

User Experience Designer at LinkedIn
San Francisco Bay Area



9 shared connections

Message



Jennifer Maiorana • 1st

Sr. Account Executive, Marketing Solutions at LinkedIn at LinkedIn
San Francisco Bay Area



8 shared connections

Message



Damian Durruty • 2nd

IT and Software Engineering
San Francisco Bay Area

Current: Senior Site Operations Engineer at LinkedIn



4 shared connections

Connect



Networking Tool: Search Your Network



You can customize this invitation ✕

LinkedIn members are more likely to accept invitations that include a personal note.

[Add a note](#) [Send now](#)

You can customize this invitation ✕

Include a personal message (optional):

Hi Damian! RPCV (Romania) and current PC staff member in the Bay Area looking to connect with RPCVs at LinkedIn.

187

[Cancel](#) [Send invitation](#)



Networking Tool: Cultivate Your Network



Ron Bloch and 6 others liked your post



Hey, Students: 5 Things That Are Wrong With Your Cover Letter

7 Likes

[See who's viewed your post](#)



If it doesn't fit into any larger skill set story of yours (and there isn't too large an employment gap), I would skip including it on your written materials. If relevant, maybe bring up in an interview. But my hunch is that you could demonstrate/communicate your adaptability and responsibilities in other ways.

Like Reply | 2 Likes · 1 Reply



Thanks, [Nikolaus Crain](#). That course of action seems to be the consensus. It feels like the best balance between candor and my long-term interests.

Add Some Mingle to Your Jingle this Holiday Season

1,128 🗨️ 0 📄 15 🔄



3 visits from people at Centers for Medicare & Medicaid Services

Along with people from Peace Corps and FAO



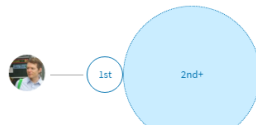
4 have the job title Career Counselor

Along with people who have the title Medical Administrator and Health Specialist



Your biggest audience is from San Francisco Bay Area

Along with people from Baltimore, Maryland Area and Washington D.C. Metro Area



Most of your views came from your 2nd+ degree network



1st

Jodi Hammer

Career Development Specialist/Career Coach

Peace Corps • Peace Corps Masters International Program, Howard University/UDC
Washington, District Of Columbia • 467 🌐

Message



David Max liked your reply to Isabelle Roughol

Sounds like an there's opportunity to create a bunch of journalist toys to drive kids into STEM.



Amazon launches a subscription service for STEM toys

181 Likes • 9 Comments





Final thoughts:


- LinkedIn is just a **tool**
Have a goal – be intentional
- Proofread!
- This is NOT Facebook



Next steps?

- Reach out to 5 people in your network
- Add 5 more people to your network
- Engage your network
- Schedule an info interview





REMEMBER... You are an RPCV!

You've done this. You've done this well. You've gotten results.
Now bring relationship building to your career development.

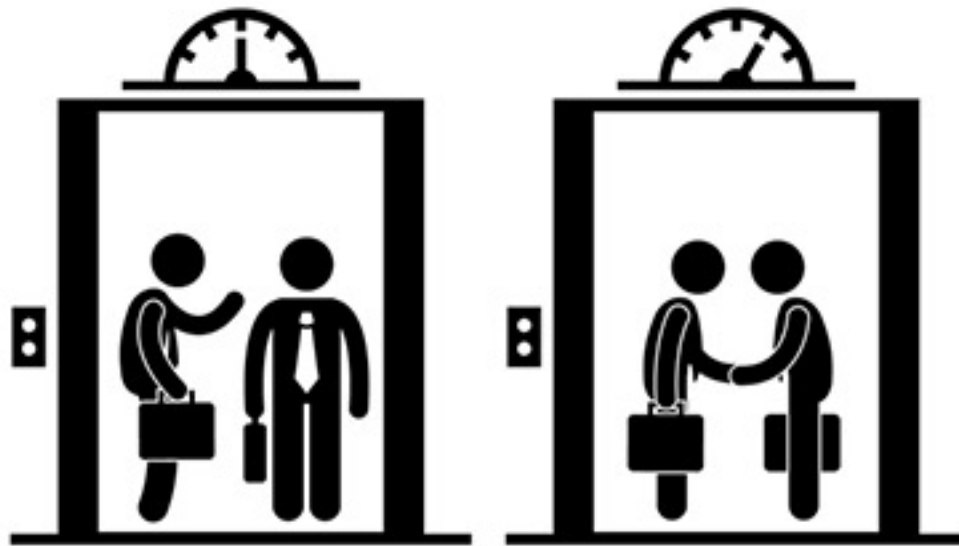
Questions?

rpcvcareercenter@peacecorps.gov



Verbal Resume: Your “Elevator Pitch”

What is an 'elevator pitch'?



[opener] Hello, I am Arpi Seevi. I was very much encouraged by your presentation on successful social marketing techniques.

[coming from where/what] I was reminded of the families I worked with in Peace Corps Mali who inspired me every day to keep working to improve their quality of life. **[Why]** In my role as a Community Health Agent , I counseled thousands of residents on nutrition and worked with youth on developing life skills.

[career focus/where going] As a result, I have honed a passion and a commitment to significant public health needs.

[follow-up] Would you be open to having a brief chat to discuss what might be next career steps for someone in my position?



[opener] Hello, I am Mary Smith.

[career focus] I just returned from three years of experience in teaching English in the Pacific where my students inspired me to empower them through education. **[why]**

[coming from where/what] My previous assignment recently ended and I've just moved to this area. I understand that you are well versed in DC-based NGOs focused on the education sector.

[follow-up] At your convenience, might you have 15-20 minutes to chat with me regarding your own experience and any tips or advice you might have for me as a job seeker?



[opener] Hello, I very much enjoyed your presentation about addressing sustainable livelihoods through changes in land use practices.

[coming from where/what] Your comments really resonated with me, having recently arrived from China where I spent two years working with Peace Corps in rural communities on such activities.

[career focus/where going] I'm passionate about this critical area, but I'm relatively new in it.

[follow-up] Since you are an expert, I would love to chat with you to briefly discuss steps to building a career in this field. Can I contact you at your convenience to arrange a brief meeting, perhaps 15-20 minutes, to get your insight?



Your turn!

Opener

Establish a connection; comment on why you are there.

Where/what you're coming from

What you have done so far, or most recently did.

Career focus/where you're going

Years of experience and a distinguishing qualification or illustrative experience.

Why are you interesting?

Request for follow-up

Get their business card!

No longer than 30 seconds!



Strengthening Your Resume

A group of people is walking away from the camera on a dirt path that winds through a lush green field. In the background, there are large, rugged mountains under a blue sky with scattered white clouds. The scene is bright and open, suggesting a journey or a path forward.

WHY?

Resumes help you
get **interviews**,
not jobs.



Resume Writing 101

- No **one** right resume format
- **Standard guidelines** exist.
- **Seek professional input.**
- **Be FLEXIBLE**, adapt.



Resume styles vary

Academia, legal industry & government all different

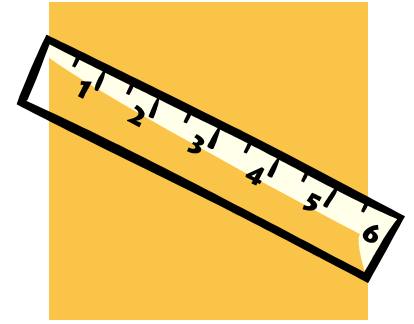
Federal resume = separate “animal”

Include NCE status if you still have it -
See NCE FAQs for sample language
(www.peacecorps.gov/nce)

CV (*curriculum vitae*) ≠ Resume



Length



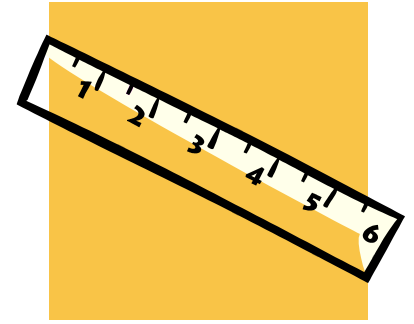
Non-profit/corporate:

One page... unless extensive experience.

If fill more than 50% of 2nd page, consider expanding to 2 pages.



Length



Public/government:

Don't fret about a one-page resume

Must include more info (salary, supervisor, etc.)

Federal resumes can be much longer (avg. 2-5 pages)



Create a **MASTER** resume

Master resume includes everything you ever did

- Length doesn't matter
- Update as needed w/ new skills, trainings
- Skills inventory / multiple qualification statements



Create a **MASTER** resume

Copy and paste from master resume to simplify customization process

- Tailor resume to *each* job
- MS Word's *Track Changes* tool



- 30 seconds tops to make the hook—**bullets help reader scan quickly**
- **Avoid fancy templates.** Simple = better.
- **Bullets, bold, *italics*, and underline** are only tools needed.
- Be consistent
- Standard, reverse chronological



'Clue L. Ess' resume

ACTIVITY:

- Review following slides
- What do you notice?
(Edits/errors/suggestions?)
- Group critique



BAD RESUME: EDITING ACTIVITY

CLUE L. ESS
1650 Dorothy Dr., Apt. 104
Topeka, KS 66605
Phone: (202) 123-4567
E-mail: lheartbeer@yahoo.com

Objective:

A rewarding job as program specialist at XYZ company with opportunities for growth and advancement.

Education:

May 2012 Bachelor of Arts, Biology (Minor: Psychology)

Pacific Lutheran University, Tacoma, WA

Graduated with honors

Study Abroad: Universidad de San Francisco (Quito, Ecuador)—Fall, 2010

Work History:

Sept. 2012 – Dec. 2014, Health Education Volunteer, Peace Corps, Guatemala

- I was responsible for facilitating a school health program to reduce common illnesses and diseases that impacted many school-age children in rural Guatemala. I evaluated program effectiveness and distribution of funds from the U.S. for 3 scholarship recipients. In addition, I ran case studies on Guatemalan villagers, created social maps for water and sanitation project in community and did HIV/AIDS trainings for village women



(CLUE L. ESS resume, con't.—BAD example)

2011 - 2012, Pharmacy Technician, Bridgeport Pharmacy, Anytown, WA

- Provide client care, pre-filling insulin syringes and prepare IVs. Also compound creams and suspensions for use with some nursing home patients. This job requires attention to detail and knowledge of many medications.

Pharmacy Technician Intern, Puget Sound Health System, Tacoma, WA June 2012-July 2012

- Successfully prepared IVs for medical use and entering data into database. Checked and maintained medication levels in Emergency Room machine. I also filled outpatient prescriptions and inpatient medication orders

Community Health Care, Interpreter/Scheduler (Temporary), Tacoma, WA 08/2011- 10/2011

- Duties included: translating between staff and patients; helping clients and scheduling appointments; maintaining appointment calendar.

Jan. 2010-May 2010, Adult Literacy Tutor (Work-study), Tacoma Community House, Tacoma, WA

- *Demonstrated duties included:*

Tutoring

Mentoring

Teaching math, reading and writing



(CLUE L. ESS, con't)—BAD EX.

June 2009-Oct. 2009, Unit Secretary, Tacoma General Hospital, Tacoma, WA

- Responsibilities included: helping Doctors and Nurses, patient chart updating and transcribing orders for patients

Support Partner, Tacoma General Hospital, Tacoma, WA Dec. 2008-June 2009

- Worked to support doctors with patient care in Primary Care Unit (PCU). Responsible for transporting patients, supplies, and materials. Did inventory and stocking of patient care supplies for the department.

Additional information:

- Fluent Spanish and elementary Nepali
- Good in all aspects of Microsoft Office
- American Red Cross CPR & Red Cross (certified)
- Foundation Center Project Proposal/Grant Writing workshop and Budgeting/Financial Management workshop
- Enjoy hiking, biking and international travel

References available upon request



Formatting

- **Margins & font:**
- **Avoid fancy templates**
- **Bullets vs. paragraphs**



Formatting

HEADERS (bold, all caps):

NAME (with contact info)

KEY QUALIFICATIONS (vs. 'Objective')

PROFESSIONAL EXPERIENCE

EDUCATION

SPECIALIZED SKILLS



Make your NAME/header section stand out

- Name at **top, biggest** item on page
- Include relevant contact info
- Consider using **reliable local address** (friend/family/RPCV) when applying for jobs from afar
- Non-local cell phone numbers are fine
- Don't use work e-mail or unprofessional e-mail addresses like:
 - iheartbeer@yahoo.com
 - [**Anything**][@aol.com](mailto:[]@aol.com)



Sample: Name/Contact information

JANE L. DOE

22 Travelled Road ~ Washington, DC 20715

Phone: (685)444-1212 ~ Email: Jdoe@gmail.com

OR

JANE L. DOE

22 Travelled Road • Bowie, MD 20715 • (685)444-1212 • jdoe@gmail.com





KEY QUALIFICATIONS

- **Replaces “Objective”**
- **First category** on resume; hook for hiring authority
- Allows you to **spotlight most relevant qualifications**
- **Quantify when possible:** use numbers vs. laundry list of qualities
- **First bullet should “define” you**, tailored to position
 - e.g.: *“Bilingual professional with over 2 years of international development experience including...”*



KEY QUALIFICATIONS

Formula (for first Key Qualification bullet):

- [*Adjective + noun that describes self*] + [*Masters, if you have one*] + # years experience in _____...
- e.g. “Results-oriented professional with MBA and over 3 years of international development experience including program management & logistics.”
- ***YOUR TURN:*** Take a few minutes to write your own key qualification (first bullet)!



EXPERIENCE before EDUCATION or vice versa?

2 schools of thought:

1. Education before experience
 - Especially if graduated <3 years ago.
 - BUT, beware of “**new grad/ no experience**” stereotype, or spotlighting Bachelors if seeking Masters!
2. Professional experience before education
 - More relevant
 - Avoids “new grad” stereotype



EXPERIENCE before EDUCATION or vice versa?

For **graduate school/academia** positions, can put education first

Spotlight institutions to gain “points”.

- Ivy League (can be before experience)
- Reputable program related to job
- Same school as hiring official



PROFESSIONAL EXPERIENCE

List in **reverse chronological order**, most recent job first

DON'T cut and paste past job descriptions

Use past tense (except for current job); fragment sentences; no 'I'; include month & year (i.e. May 2011 – March 2012)

*Responsibilities-driven bullets will get you **nowhere***

- ⊘ *Responsible for...*
- ⊘ *Duties included...*



PROFESSIONAL EXPERIENCE

Accomplishments-oriented language

- Tell employers how you've **gone above and beyond** in your jobs
- What makes you **special**
- How you've **taken initiative**
- How **you can make a difference** in their organization

Use -ED “**action verbs**”

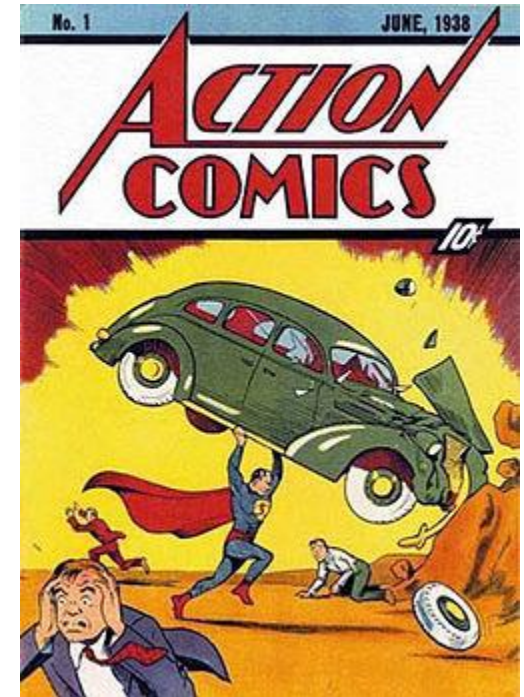
(i.e. planned, managed, compiled)



-ED 'ACTION' VERBS

GOOD RESUME ACTION VERBS

Managed	Devised	Created
Coordinated	Facilitated	Exceeded
Led	Oversaw	Organized
Developed	Monitored	Identified
Upgraded	Directed	Obtained
Established	Analyzed	Generated
Implemented	Pioneered	Improved



- **Search “resume action verbs” online for more complete list**
- **Use synonyms to avoid repetition: i.e. ‘managed’ = ?**
 - i.e.: managed = supervised = oversaw = directed



IMPACTFUL BULLETS

Strive for each bullet in job entry to answer **3 questions**:

1. What action was taken?
2. How/why did you do it?
3. What was the result/benefit?



Original bullet:

- Worked with an NGO on a SPA grant to build a community library.

BETTER bullet:

- Collaborated with local non-profit to co-author and secure a \$2,000 USAID-funded grant to build a resource library serving Malian community of 600 people.



YOUR TURN:

Draft your own bullets!

Take a few minutes to **draft bullets for your Peace Corps service**

Remember to use **'-ed action words'**

Include **impact/results** of your efforts, not just actions



EDUCATION

- **Most recent first** (i.e. Masters before Bachelors)
- **Beef up education** (include study abroad or Peace Corps PST, esp. if no masters); separate entry for each
- Generally **name of institution first (bold)** with location; then degree & date on next line
- **Honors & Awards:** May include as one bullet



EDUCATION

- **Most recent first** (i.e. Masters before Bachelors)
- **Beef up education** (include study abroad or Peace Corps PST, esp. if no masters); separate entry for each
- Generally **name of institution first (bold)** with location; then degree & date on next line
- **Honors & Awards:** May include as one bullet



SAMPLE EDUCATION ENTRY

EDUCATION

University of San Francisco

Bachelor of Arts, History

San Francisco, CA

May 2007

- **Honors & Awards:** Cum Laude (GPA 3.7/4.0); Presidential Scholarship for academic excellence and leadership
- **Leadership activities:** President, Student Government Association; member, Habitat for Humanity Service Committee

Universite de Paris IV (Sorbonne)

Study abroad program in French

Paris, France

Jan. - Aug. 2006

OR

Peace Corps Pre-Service Training, Guatemala

Sept.-Dec. 2009

- Intensive 3-month field-based training consisting of 138 hours Spanish language, 110 hours technical training (health education), and 68 hours cross cultural training.



SPECIALIZED SKILLS

- Last category: Perfect place to spotlight technical/computer skills, languages, trainings or certifications

i.e.

SPECIALIZED SKILLS & TRAINING

- **Languages:** Advanced *Wolof* (native language of Senegal); basic *French* (oral & written)
- **Computers:** Highly proficient in Microsoft Office including Word, Excel & PowerPoint; working knowledge of InDesign
- **Trainings:** Certified in CPR/First Aid (2017)



Questions?

rpcvcareercenter@peacecorps.gov





Writing Engaging Cover Letters

WHY?



- Shows writing skills
- Complements resume
- Spotlights qualifications/
- Winning first impression
- Sets you apart
- Some won't hire without one

COVER LETTER TIPS

- **Be concise**
- **Tailor to job**
- **Mention NCE (Fed)**
- **Edit, reedit, reedit!**

COVER LETTER TIPS

- **Avoid sweeping generalizations; provide concrete proof of attributes.**

➤ **Original:** ‘I have excellent leadership skills.’

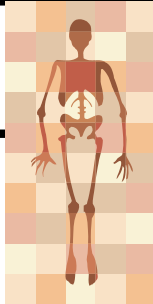
How could we improve this?

➤ **Better:** ‘Over the past three years, I have successfully managed a team of 10 sales professionals, generating a 30% increase in revenue...’

Various Types of Cover Letter

- **Traditional/business format**
- **Alternative/Needs-Skills table**
- **E-Note**

I. TRADITIONAL COVER LETTER: ANATOMY

<u>Paragraph Number/ Function</u>		<u>Intent/Notes</u>
1) A: Job applying for & how you heard about it B: Statement of general quals		1) Opener; Name drop? Hook
2 &/or 3) Where / how / why you match Specify: Skills, Accomplishments, Qualifications		2 &/or 3) Cite any professional or network affiliation; context Establish connection or relevance to job
4) Refer to resume / How you can be contacted		4) Bookmark expectation for follow-up, request interview

Sample Job Description: COUNTY PROGRAM COORDINATOR

Position available with Public Health agency.

Duties: coordinates large community awareness events; backstops field offices in support of health awareness and counseling activities and provision of technical assistance; maintains communications; facilitates exchange of information between central and field offices.

Qualifications: MA; two years' experience working in the field of public health and programs related to HIV/AIDS, health, family planning, or life skills development; community empowerment experience; excellent oral and written English language skills; demonstrated computer skills in MS Office applications. For more information and to apply, visit www.jobs-pha.org.

Sample Cover Letter: COUNTY PROGRAM COORDINATOR

555 University Ave.
Our Town, USA 12345
RPCV@gmail.com
January 2, 2018

Ms. Johnson, Public Health Agency
1111 Hiring Way
Over Here, USA 54321

Re: County Program Coordinator position

Dear Ms. Johnson ('Hiring Official'/'HR Manager'),

I am extremely interested in the County Program Coordinator position as advertised on your website. Because of my related background and passion for the field, Jane Smith from your Marketing division suggested that I apply. **[opener]**

I have a **Master's of Arts** degree in International Policy from Southern State University, and most recently completed a **two-year position** in Mali as a **Community Health** Extension Agent for the Peace Corps. In that role I served a variety of **administrative and technical capacities** to develop public health (**primarily HIV/AIDS**) awareness and response for three separate communities. Through that experience I have developed a passion and a commitment to serve in areas of significant public health need. **[general relevant qualifications]**

(continued)

Duties: **coordinates large community awareness events; backstops field offices in support of health awareness and counseling activities and provision of technical assistance; maintains communications; facilitates exchange of information between central and field offices.**

Qualifications: **MA; two years' experience working in the field of public health and programs related to HIV/AIDS, health, family planning, or life skills development; community empowerment experience; excellent oral and written English language skills; demonstrated computer skills in MS Office applications.**



Sample Cover Letter: continued

I also meet your criteria for an individual with the necessary skills and experience to conduct **community outreach** to **empower communities** that Public Health Agency serves. In my position with the Peace Corps, I **counseled** approximately 9,000 residents on accurate child/mother nutrition, collaborated with INGO in **coordinating two large-scale HIV/STI prevention events**, and designed and implemented a six-week adolescent day camp focused on developing **life skills** such as self-esteem, sex education, HIV/STI prevention, arts and crafts, and English grammar. **[specific experience]**

Attached is a copy of my resume for your review. I look forward to an interview with you to further discuss my experience and commitment to this position. Please contact me at (222) 333-4444 or by email at jane.doe@gmail.com. Thank you for your time and consideration. **[follow-up]**

Sincerely,

Excellent RPCV

Duties: **coordinates large community awareness events;** **backstops field offices in support of health awareness and counseling activities and provision of technical assistance;** **maintains communications;** **facilitates exchange of information between central and field offices.**

Qualifications: **BA; two years' experience working in the field of public health and programs related to HIV/AIDS, health, family planning, or life skills development;** **community empowerment experience;** **excellent oral and written English language skills;** **demonstrated computer skills in MS Office applications.**



II. Alternative 'Needs-Skills' Cover Letter

222 Main St.
Philadelphia, PA 19143
September 25, 2017

Ms. Jane Smith
Human Resources, XYZ, Inc.
1111 Anywhere Lane
Philadelphia, PA 19139

Re: West African Outreach Worker

Dear Ms. Smith:

I am thrilled to apply for the West African Outreach Worker position with XYZ, Inc. My proven experience working with West Africans, ability to excel independently, and strong administrative skills directly parallel your requirements as outlined below.

Your Needs:

1. French & West African Language
2. Communication skills

My Qualifications:

1. ACTFL/ETS certified as "Superior" in Spoken French, "Advanced" in Spoken Hausa, the most widely spoken West African language, and Kanuri; Proficient in written French & Hausa.
2. Wrote 3 successful grants; Created budgets in Excel; Able to lead productive, focused meetings in English, French, Hausa, and Kanuri.

Continued (alternative format)

Your Needs:

3. Ability to work independently
4. Ability to work with a team
5. Ability to maintain professional relationships

My Qualifications:

3. Overhauled defunct environmental education program, reaching 260 students in 4 schools within 9 months.
4. Worked with Nigerien village to establish and achieve goals of agricultural improvements, literacy class, community millet grinder, and a village medical facility.
5. Received “Certificate of Appreciation” from Ministry of Education; Established productive relationships with government, NGOs, and traditional leaders .

Enclosed is a copy of my resume which further outlines my skills and qualifications. I look forward to the opportunity to discuss my related experience and passion for this position with you at your convenience. Please contact me at janesmith@email.com or by phone at 206-345-2222. Thank you for your time and I hope to hear from you soon.

Sincerely,

Jane Smith

III. E-Note Cover Letter

- **E-NOTE: Email version; less formal**
- **Be concise; provide relevant skills; short paragraphs**
- **Use subject line wisely: [Name of the position]**
- **End with signature block: Name, phone, email (& possibly LinkedIn profile link)**

OTHER TYPES OF COVER LETTERS



Prospecting/Inquiry Letter



Referral Letter

COVER LETTER WRITING RESOURCES



[8 Resources to Help You Nail Your Next Cover Letter](#)

[The Daily Muse Career Advice](#)