



CAREER & PROFESSIONAL DEVELOPMENT

(A Guide on How to Build your own Cover
Letter, Resume, & Reference page)

T-MARIE INNOVATIONS, LLC

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ABOUT THE AUTHOR



Hello, my name is Trenisha. I am the owner of T-Marie Innovations, LLC. As a business owner & investor, I want to share my knowledge and use my skills to help you create the best, professional resume, cover letter, and reference page. I have a passion in creating professional work that will help you in the long run. I am thrilled that you decided to read this eBook. I hope this eBook will provide a stepping stone for your future career.

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COVER LETTER

DEFINITION

A cover letter introduces you to the company. You provide an interest into the company and the position. It also enhances your resume and motivates the HR manager to interview you.

WHAT TO ADD

- Contact information
 - 1) Name, address, phone number, e-mail
- Interest in position & why
- Key strengths
 - 1) This section is the most important
 - 2) Compares job description w/ strengths
- Sell yourself
 - 1) What makes you an asset to the company
 - 2) Complement your experience/education
- Confirm contact information
 - 1) This confirms how to contact you
 - 2) Only provide phone number & e-mail
- Conclusion
 - 3) Thanking the employer for their time & consideration

RESUME

DEFINITION

A resume provides your skills, abilities, & accomplishments. This is your marketing tool to sell “you.”



WHAT TO ADD

- Name, phone number, e-mail
- Summary
 - 1) This section is the "Thesis Statement" of your resume
 - 2) List main experiences (key strengths)
- Skills
 - 1) What have you learned/progressed as a skill strength
 - 2) Provide a list of skills
- Work Experience
 - 1) List most current employer first
 - 2) Name of employer & dates of employment
 - 3) Position worked
 - 4) Description/details of each position
- Education
 - 1) List current degree/education first
 - 2) Type of degree (Diploma, Associate, Bachelor, Master, other type of Graduate degree)
 - 3) Name of school
 - 4) Major/Minor
 - 5) Dates attended (ex: May/2009 to August/2009)

RESUME TIP



If you have a time gap between employment, add notes at the end of your resume confirming why.

Example

Time between employment; worked temporary positions/finished education

REFERENCES

DEFINITION

The purpose of the reference page is to “close the deal.”

Not all employers ask for a reference page, but if you have one, you’re providing information beneficial for you to receive the position.

If asked or not, you should always have a reference page ready to provide.

WHAT TO ADD

- Name
- Phone numbers (personal/business)
- Employer & position held
- Optional: e-mail



Reference Tip

- Optional: Reference letter

Letter written by professional references describing your work ethics/character/job description

HOW MANY REFERENCES SHOULD I OFFER?

- Job Seekers

- 1) Between 3 and 5

- 2) Entry level, CSR, related to your resume

- Senior positions

- 1) Between 5 and 7

- 2) Management, corporate positions



Reference Tip

You want to deliver more professional references than personal references. Offer a **MAXIMUM** of 2 personal references.

WHAT IF I NEVER HAD EMPLOYMENT TO PROVIDE A PROFESSIONAL REFERENCE?

Give between 3 and 5 personal references who can contest your skills, education, work ethics, & strengths



CONTACT INFORMATION

The blue print will help you create a standard cover letter, resume, and reference page for you. If you want my company to help create a professional cover letter, resume, and reference page, please contact me via Skype at `trenisha_marie` or via e-mail at `tmarie@tmarieinnovations.com`

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SOCIAL MEDIA



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