

TAILORING YOUR COVER LETTER AND RÉSUMÉ

This is the process I went through to tailor my cover letter and résumé to the "Training Specialist Intern" position.

- First, I highlighted the qualifications in the job description that matched my skills and experience.
- Second, I created a vocabulary list from the highlighted information to use as a reference.
- Third, I included the vocabulary words and phrases in my cover letter and résumé.

TRAINING SPECIALIST INTERN

DESCRIPTION

Do you find yourself naturally responding with a "yes" to the following statements?

- Are you self-directed, able to find your own priorities and take action?
- Do you regularly create exceptional work that meets or exceeds expectations?
- Can you follow a project through to the end — no matter the time required?
- Do you find yourself naturally adjusting and working to accommodate other people's perspectives to achieve the common good?

We are looking for a training assistant who will assist the Performance Management team in creating performance management trainings and tasks. The Performance Management Intern will be responsible for researching training topics, constructing training outlines, designing training materials, and making training deadlines. The trainings will be delivered to all managers and directors within the Church.

RESPONSIBILITIES

- Research managerial training topics, including performance management, performance metrics, rewarding, recognition, etc.
- Researching involves search engine use, personal and phone interviewing, questionnaire development, report

writing/preparation, and synthesis of research.

- Construct training outlines that will be presented to thousands of managers. Outlines will include the goals of the training, material that will be presented, and how it will be presented, including the exercises, case studies, and other such materials.
- Design PowerPoint presentations, training manuals, handouts, web banners, etc.
- Ensure that all deadlines are met, including research, design, and printing deadlines.

QUALIFICATIONS

- Must be a member of The Church of Jesus Christ of Latter-day Saints currently worthy to hold a temple recommend.
- Must have an understanding of HR practices or training
- Advanced proficiency with computers and related software such as Microsoft Office and Adobe Suite.
- Must demonstrate unique talent in designing and creating graphs, tables, charts, PPT presentations, and other materials.
- Must have excellent written and verbal communication skills, outstanding people skills, and ability to conduct skillful interviews

Job Description Vocabulary

Training

Self-directed

Able to find own priorities

Exceed expectations

Follow a project through to the end—no matter the time required

Adaptable

Assist

Construct

Design training materials

Make training deadlines

Research

Interviewing

Design PowerPoint presentations, training manuals, handouts

Member of The Church of Jesus Christ of Latter-day Saints

Understanding of HR practices or training

Microsoft Office

Written and verbal communication skills

Outstanding people skills

Joshua Burt
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July 9, 2008

Hiring Manager
Performance Management
50 East North Temple
Salt Lake City, Utah 84150

Dear Hiring Manager:

Helping individuals grasp complex procedures through relevant visual appeal and simplified information is one of my enduring passions. This vision is what motivates me to continually utilize and enhance my abilities wherever my services are rendered. With this in mind, I am eager to apply for the Training Specialist Intern position (0800856).

As you will see in my résumé, my extensive training experience has given me a unique perspective that has prepared me to understand and adapt materials to specific individual needs. With competencies in researching, simplifying, organizing, and analyzing information, I am highly qualified to assist the Performance Management team in creating management trainings.

My commitment to excellence, teachable character, and team skills will be a great fit with your organization. May we schedule a time to meet and explore the fit between my background and your needs? I look forward to hearing from you regarding this position.

Sincerely,

Joshua Burt

Enclosure

Comment [c1]: Training

Comment [c2]: Adaptable

Comment [c3]: Research

Comment [c4]: Synthesis of research

Comment [c5]: Assist

Comment [c6]: As you will see, my cover letter doesn't highlight as many skills as my résumé. I chose to focus on a couple of skills and then highlight other relevant skills and attributes that wouldn't be communicated in my résumé.

Joshua Burt

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EDUCATION

Bachelor of Arts in Organizational Communication Anticipated graduation July 2008
Brigham Young University-Idaho; Rexburg, Idaho

- Emphasis in English and Political Science
- Accomplishments: GPA 3.59; President and Vice President of the Organizational Consulting Society
- Relevant coursework: Human Resource, Visual Media, Professional Writing, Editing, Organizational Consulting, Microsoft PowerPoint, Interpersonal, Public Speaking

WORK EXPERIENCE

Project Assistant/Career Preparation Mentor May 2006 to Present
BYU-Idaho Internship & Career Services; Rexburg, Idaho

- Trained groups of 20-30 university students twice a week on successful job hunting techniques
- Designed, revised, and improved training materials, power point presentations, and handouts using Microsoft Office programs that were used for website, department, and campus-wide distribution
- Exceeded supervisor's expectations by initiating projects and ensuring consistency in the office while handling constantly changing procedures and deadlines

Package Handler July 2006 to Present
United Parcel Service; Idaho Falls, Idaho

- Trusted to handle a high demanding situation, as a result of strong interpersonal skills and meticulousness, during early morning package loading procedures

Communication Intern January 2007 to April 2007
Potato Growers of Idaho; Blackfoot, Idaho

- Researched and wrote articles for monthly newsletters and two magazines about crucial practices for grower's success while meeting tight deadlines
- Constructed, prepared, and edited handouts for PGI executives and Idaho potato growers to assist them in their farming procedures and decisions
- Created Microsoft Excel spreadsheets to track budget and client information

VOLUNTEER EXPERIENCE

Career Workshop Instructor January 2006 to April 2006
Employment Resource Center; Auckland, New Zealand

- Interviewed local businesses concerning successful job hunting practices and compiled information into a training manual
- Created, coordinated, and taught interactive seminars, employment workshops, and motivational talks for over 500 individuals
- Initiated improvement projects to tailor information to the needs of the local population

I-Team Leader May 2003 to August 2005
BYU-Idaho New Student Orientation; Rexburg, Idaho

- Facilitated meaningful and quality experiences with parents through managing information booths and conducting tours
- Assisted in the organization of humanitarian service projects and ensured smooth operation through attention to detail

Full-Time Missionary September 2000 to September 2002
The Church of Jesus Christ of Latter-day Saints; Birmingham, England

- Gained a love for people of all cultures, nationalities, and circumstances through consistent daily service

- Comment [c7]: Self-directed
- Comment [c8]: Understanding of HR practices
- Comment [c9]: Design
- Comment [c10]: Written communication skills
- Comment [c11]: Training
- Comment [c12]: PowerPoint presentations
- Comment [c13]: Verbal communication skills
- Comment [c14]: Assist
- Comment [c15]: Training
- Comment [c16]: Design PowerPoint presentations, training manuals, handouts
- Comment [c17]: Microsoft Office
- Comment [c18]: Exceeds expectations
- Comment [c19]: Self-directed; able to find your own priorities
- Comment [c20]: Follow a project through to the end—no matter the time required
- Comment [c21]: Outstanding people skills
- Comment [c22]: Research
- Comment [c23]: Written communication skills
- Comment [c24]: Deadlines
- Comment [c25]: Constructing
- Comment [c26]: Design handouts
- Comment [c27]: Microsoft Office
- Comment [c28]: Interviewing
- Comment [c29]: Designing training materials
- Comment [c30]: Self-directed
- Comment [c31]: Verbal communication skills
- Comment [c32]: Self-directed
- Comment [c33]: Outstanding people skills
- Comment [c34]: Assist
- Comment [c35]: Member of The Church of Jesus Christ of Latter-day Saints
- Comment [c36]: Outstanding people skills