

## ENG306MEMO

To: Rick Van Noy, CIO  
From: Hollie Yates  
Date: August 20, 2012  
Re: Strategies Used in Resume, Cover Letter and Follow-Up Letter

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This memo clarifies the approaches I implemented into the assignments necessary for completion of the Resume Set in English 306.

### **Resume**

My resume is aimed toward a teaching position in the Middle Level grades (6-8) at a public school system. I found it necessary to concentrate on my qualifications and education in order to spark interest in a possible employer. The field of teaching has been increasingly competitive in recent years, so, I felt it important to list Middle Level Organizations to which I am a member. I also found my participation in educational conferences to be a vital tool in obtaining a teaching position due to the school system's interest in new ideas and modern instructional strategies. To conclude my resume, I listed related job experiences because I didn't find them as important as my accomplishments and qualifications. However, they do have additional importance, which include experience with the school system, one-on-one time with students, and experience with stressful issues. I find this information to be the key to success in terms of my future career as a teacher.

### **Cover Letter**

One of the more important items I wanted to list on my cover letter was the fact I am a native of the area to which I applied primarily because the hiring system can be somewhat political in terms of who you know. Instead of listing my work experience and qualification on my cover letter, like my resume, I decided to inform the school system of the courses I have taken which are relevant to the subject area I am interested in teaching. I also found it essential to list the current hours I have received from my early field experience mainly because I acquired several more hours than average which reflect my dedication and determination.

### **Follow-up Letter**

In my follow-up letter, I wanted to show my gratitude by thanking the employer. I also wanted to show my energy and determination for the job to which I applied by including some interest in the SOLs, which I know are extremely important in any school system.

### **Revision**

When deciding what to keep or get rid of, I decided to take the advice I was given and make the changes which were suggested. Most of my changes dealt with rewording certain phrases or parts of the letter or resume. I feel those changes helped increase the clarity of my resume and cover letter which lead to a more professional look.

### **Conclusion**

The tips and strategies I received from completing this resume set were mostly new to me. I have completed resumes before, but I feel now with the additional experience I will be able to make a better impression at interviews.