



# Writing Effective Resumes & Cover Letters

## Overview

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Looking for your first job after college can be stressful, especially if students are not prepared. Institutions of higher education need to help their students prepare now to job search later. This workshop will show students how to create a more effective cover letter and resume that will stand out to potential employers. Students will learn how to organize the information, be concise, utilize effective action verbs and express themselves in a professional and effective manner.

### Objectives:

#### Students will:

- Use the cover letter and resume to relate their education, experiences and achievements in a professional and effective manner
- Tailor their resume to different types of jobs
- Organize the essential information
- Utilize effective action verbs
- Prepare a powerful resume that will distinguish themselves from other candidates

**Please Note:** StudentLingo individual products and packages for students, such as Title IX, Campus Culture & Inclusivity Package are not part of the Go2Knowledge membership.

## Presenter

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**George Hoey**  
*University of Colorado*

George Hoey holds a BA in Education and an MA in Guidance & Counseling from the University of Michigan. George has enjoyed a unique and varied professional career in athletics and in academic administration. After earning his degree from Michigan, he spent six years in the Army National Guard and then another six years in the NFL as a cornerback and a return specialist, still holding a number of records at the University of Michigan and the St. Louis Cardinals.

After a distinguished career in football, George returned to his alma mater and spent the next 25 years working in athletic counseling and compliance, serving on a number of NCAA Compliance Teams. Transferring to the University of Colorado, George now serves as a Career Counselor and a Student Affairs Specialist, working to effect change by actively leading on the Men Confronting Violence Committee, the CU Recreational Services Board, and the Judicial Affairs Board.