**Ms. Oates- Dean of Women at Lutheran High School**

**Key Points From Talk:**

* Email Etiquette
	+ If you're writing an email to a professor or business person, it is probably because you want something from that person. Mind you manners and be prepared.
		- Always reply in a timely manner(24 hours)
		- Make sure to proofread and soundcheck
			* Read it out loud!
		- Make questions easy to reply to
		- Be courteous
		- Don’t shout (ALL CAPS!!!!)
			* Use punctuation wisely, it’s hard to read tone over email
		- Get to the point and be brief
		- Introduce yourself
		- Use the subject line properly
		- Research before asking
* Opening Line
	+ Name and nature of your relationship
		- Include contact information at the end of you message
	+ Be brief and proofread
		- If it’s too long, the recipient might just skim or even trash your message without finishing it
		- Reread your email with an ear for professionalism and items that could be misinterpreted
		- Avoid text talk
* Cover letter
	+ Professionalism: The essential conduct, aims, or qualities that characterize or mark a professional person for an interview
	+ Introduces you and your resume to potential employers. This is the first impression
	+ 1st paragraph
		- Introduce yourself
	+ Body paragraph
		- Emphasize strongest qualifications or strengths
		- Show how the qualifications will benefit the company
		- Provide examples of previous achievements/experience
	+ Third paragraph
		- Remind the reader why you are a great candidate
		- Express interest in an interview
		- Be genuine and thank them for their time
		- Sign your name
* Final Advice
	+ Do not overuse “I”
	+ Use “you/your”
	+ Use only 1 page
	+ Be grammatically correct
	+ PROOFREAD!!!
	+ Contact Information
		- Name
		- Title
		- Address
		- City, State, zip
		- Email/phone number
* Resume Writing
	+ Main Sections:
		- Objective Statement
			* Written below your contact information
			* Quick picture of you and your career interests
			* Emphasizes key qualifications/skills
			* Helps reader find information quickly
			* Makes a good first impression
			* Relates company and personal goals
			* Emphasize your goals and appeals to employers
		- Contact Information
		- Education
			* Schools Attended
			* Location
			* Date of graduation
			* Degree(s)
			* GPA (if over 3.0)
		- Experience
			* Use action words
				+ GOOGLE “best words for resume”
			* Company/Organizations, location
			* Positions Title
			* Dates of employment/involvement
			* Description of responsibilities and duties
				+ Word choice! Sell yourself!
		- Honors, Activities, and Outreach
* Order
	+ Place strongest, most relevant section closest to the top of the page (not honors or activities though)
	+ Demonstrate your most relevant experience
	+ Use a variety of action words to describe your experiences
* Use resources!
	+ Purdue Owl
* Length
	+ One page, maybe 2

**Reflection:**

It was very helpful to hear this information from Ms. Oates. As I get older, I need to know how to write a resume and professional emails when applying for jobs and college. I never knew much about this before, but Ms. Oates put it in a very easy way. She gave us the basic format and some tips for completing this task. Some thing she went over, I already knew, but I also learned a lot more. I now feel better prepared for when I need to write my own resume, and confident enough to send it in. She provided sources for us to look deeper into the format of this professional writings that I will for sure be using.