**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.