

Resume Letter Highlighting Experience (Accomplishments) and Skills

Sammie Sparks *letter can be used instead of a resume.*
Compare this letter/resume with Sammie's printed resume.

Return Address, phone number, etc.

Good Morning! (Good start if you do not know name of key person.)

I am interested in the electronics job you advertised. I have no job experience because I won't be 16 years old until next month. I am a sophomore at AnyTown High School. My GPA is (optional).

Even though I have no formal job experience, I want you to know about my experience in electronics. I studied electronics in high school and took special classes at Vocational Technical Institute. I received As in all my electronics classes.

You Want:

Electronics
 Knowledge

Electronics Technical
 Skills

Strong Interest in
 Electronics

My Experience:

I can wire components, assemble and disassemble parts.
 I can rebuild and repair electronic equipment such as
 -Tape records
 -Stereo receivers
 -Car radios

I can solder, identify components (color coding), read schematics, and use test equipment such as an oscilloscope, voltmeters, signal generators.

I read and study electronics such as Popular Electronics. Then I redesign circuitry, replace components, align tuned circuits in radios.

I look forward to discussing this job at length in an interview.

Sincerely,

signature

Sammie Sparks

Use a table without visible lines to format experience bullets.