

Your name (your contact information can be centered , left or right aligned with or without a logo incorporated)
Address
Email
Phone
Website

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Summary of Qualifications (no more than 2 lines)

Example: (Your Profession) with recent degree acquired during two years of intensive hands-on training program. Certified in Pro Tools, with strong client communication skills, and solid knowledge of signal flow.

<space>

Technical Qualifications

<tab>Hardware <tab>Software <tab>Platforms

<space>

Skills (optional)

List skills here, include interpersonal and transferrable skills.

<space>

Experience

Project Name Dates
Your job title/ Involvement

<space>

Project Name Dates
Your job title/ Involvement

<space>

Employment (list most recent first unless something is more relevant to the job you are applying for)

Company Name, City, State Dates

Your title

Responsibilities:

<space>

Company Name, City, State Dates

Your title

Responsibilities:

<space>

Education

Ex'pression College for Digital Arts, Emeryville, CA Dates

Bachelor of Applied Science, Sound Arts

<space>

List any other College (do not list High School)

<space>

Specialized Training (optional)

<space>

Memberships / Affiliations (optional)

<space>

Certifications (optional)

<space>

References Available Upon Request

Points to remember: * Don't go off topic – keep it relevant * Sound positive and excited * When choosing a font size make sure that approx ¾ of the page is filled with your letter * Never write a 2 page cover letter * Never address someone by their first name * When possible try to address it to someone not just "To Whom it may concern" * Remove hyperlink in email address * Don't overuse the "I" word * Suggested fonts – Arial, Times New Roman and Trebuchet MS * Suggested font size 10-12pt * Format your page with a 1" margin all round