

# **Building Resumes and Cover Letters**

# I need a resume. Now what?

<b>MATTHEW R. GREGORY</b> 1091 Rome Street ▲ Denver, CO 80902 303-555-3241
<b>OBJECTIVE</b>
<i>BREAKFAST and LUNCH COOK</i> To assist a restaurant in attracting and retaining a strong customer base by applying a <i>passion for the culinary arts</i> and a <i>strong work ethic</i> .
<b>PERSONAL PROFILE</b>
<ul style="list-style-type: none"><li>• Experience working in a kitchen environment, filling orders and developing menu items.</li><li>• Ability to get the job done by employing critical thinking and problem resolution skills.</li><li>• Strong <i>teamwork</i> skills and ability to work independently with <i>very little supervision</i>.</li><li>• Received commendations for being <i>dependable</i> and <i>hardworking</i>.</li></ul>
<b>COOKING SKILLS</b>
<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Prepared a selection of entrees, vegetables, desserts and refreshments.</li><li><input checked="" type="checkbox"/> Cleaned the grill, food preparation surfaces, counters and floors.</li><li><input checked="" type="checkbox"/> Met high quality standards for food preparation, service and safety.</li><li><input checked="" type="checkbox"/> Trained and supervised workers.</li><li><input checked="" type="checkbox"/> Maintained inventory logs and placed orders to replenish stocks of tableware, linens, paper, cleaning supplies, cooking utensils, food and beverages.</li><li><input checked="" type="checkbox"/> Received and checked the content of deliveries and evaluated the quality of meats, poultry, fish, vegetables and baked goods.</li></ul>
<b>RESTAURANT EXPERIENCE</b>
<b>Cook</b> — Lyle's Diner, Denver, CO <b>Short Order Cook</b> — Rockies Bread & Breakfast Restaurant, Littleton, CO <b>Prep Cook/Laborer</b> — New World Diner, Denver, CO <b>Lunch and Dinner Cook</b> — Fred's American Restaurant, Denver, CO
<b>MILITARY SERVICE</b>
US Navy — Machinist Mate E-3 — <i>Honorable Discharge</i> <i>GED obtained</i>

- Sections?
- Formatting?
- What do I write?

# Optimal Resume can help

- A suite of online software that contains, among other things, a resume builder

The screenshot shows the Optimal Resume website. At the top, there is a navigation bar with logos for Le Cordon Bleu Schools North America, Kitchen Academy, and OptimalResume.COM. Below the navigation bar, there are two main sections. On the left, a blue box contains the text "Never Been Here Before?" and a "CREATE NEW ACCOUNT" button. Below this, a grid of tools is displayed under the heading "Inside". The tools include Resume Builder (highlighted with a red box), Letter Builder, Portfolio Builder, Skill Assessment, Interview Prep, Video Resume, Website Builder, and Jobs & Internships. On the right, there is a login section with fields for Email and Password, and a "LOGIN" button. Below the login section, there is a link for "Employers Click Here". Further down, a section titled "Why create an account? Here are just a few reasons:" lists several benefits of creating an account, such as learning about employers, building online portfolios, and creating resumes and video resumes. At the bottom, there is a "PLAY VIDEO" button and a "Career Center Support" link.

Le Cordon Bleu Schools North America

KITCHEN ACADEMY

OPTIMALRESUME.COM  
THE OPTIMAL FIRST IMPRESSION

Never Been Here Before? [CREATE NEW ACCOUNT](#)

Email  Password  [LOGIN](#)

[New Users Click Here](#) [Forgot Password?](#)

[Employers Click Here](#)

**Inside**

- [Resume Builder](#)
- [Letter Builder](#)
- [Portfolio Builder](#)
- [Skill Assessment](#)
- [Interview Prep](#)
- [Video Resume](#)
- [Website Builder](#)
- [Jobs & Internships](#)

**OPTIMAL 2.0** [PLAY VIDEO](#)

Why create an account? Here are just a few reasons:

- It's a great place to learn about and network with a variety of employers who recruit at Le Cordon Bleu Schools North America
- All of the tools inside have been designed and customized specifically for you by career center professionals
- Build online portfolios with key files (transcripts/writing samples) for specific employment opportunities
- You can easily create resumes, letters, portfolios, and even video resumes - and apply with them right here
- In just a few minutes, you can create your own password-protected professional website, to which you can include a link on your business card or send as a link to employers. You can update, deactivate, and reactivate your website as your career progresses.

Remember, the sooner you create an account, and the more you keep it up-to-date, the better your chances for success.

Don't wait to the last minute. [Get Started](#) today!

[Career Center Support](#)

# How can it help?

- Easy to use
- You can access anywhere, anytime
- Samples and advice along the way

**BROWSE RESUME SAMPLES**

**Categories**

- Computer & Math (3)
- Construction (3)
- Education & Training (3)
- Farming (3)
- Federal (3)
- ✓ Food Preparation (3)
- Healthcare Practitioners (3)
- Healthcare Support (3)
- Installation & Maintenance (3)
- Legal (3)
- Management (3)
- Military (3)
- Office & Administrative (3)
- Personal Care (3)

**3 Samples**

**Food Preparation - EL**

**Food Preparation - EL**

**Close**

1. Describe the food and beverage outlet or establishment. It's do if you explain "where" you do it. Be certain to describe wher restaurant, a private club, a fast-food operation, a cafeteria, a l your reader understands the environment, everything else mak
2. Highlight contributions to front-of-the house operations. Incl of-the-house responsibilities and your achievements as a host, manager. It might be that you've increased the quality of custo restaurant is making more money, or maybe you booked a larg you do on a day-to-day basis and then think about how well you
3. Highlight contributions to the back-of-the house operations. food preparation, then include information about new menu off in food and labor costs, things you've done to improve the effic Just like #2 above, think about everything you do and then try company that you work for.
4. Include distinguishing events. Some people in the food servi special events, ranging from sporting events to exclusive partie experienced in working with a unique and/or distinguished clie events, prominently display that information. It's impressive ar interviews.
5. Integrate the "right" keywords so your resume will get selec just a few general keywords and keyword phrases that you ma experience and education):

**Back-of-the-House**

- Customer Service Management
- Employee Training
- Facilities Management
- Food & Beverage (F&B)
- Food Preparation
- Food Service
- Food Cost Controls
- Front-of-the-House
- Inventory Planning & Management
- Labor Cost Controls
- Menu Planning
- Menu Pricing
- Purchasing
- Wait Staff

# The specifics

- Visit <https://centralgatech.optimalresume.com>
- Create an account or log in

The screenshot displays the Optimal Resume website interface. At the top, there is a navigation bar with logos for Le Cordon Bleu Schools North America, Kitchen Academy, and OptimalResume.COM. Below the navigation bar, there are two main sections highlighted with red boxes. The left section, titled "Never Been Here Before?", contains a "CREATE NEW ACCOUNT" button. The right section, titled "Email" and "Password", contains input fields for email and password, a "LOGIN" button, and links for "New Users Click Here" and "Forgot Password?". Below these sections, there is a "Why create an account?" section with a list of reasons and a "Career Center Support" link. At the bottom, there is a "PLAY VIDEO" button and a "Video Resume" link.

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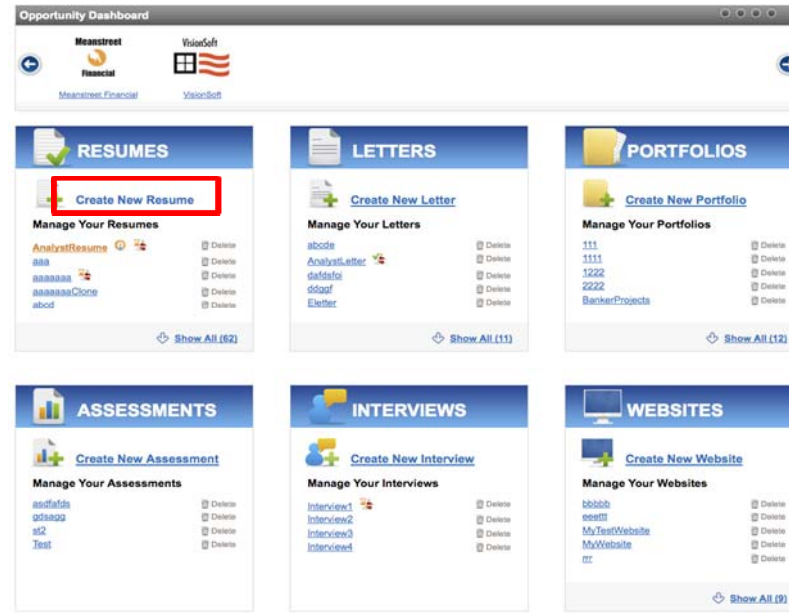
Remember, the sooner you create an account, and the more you keep it up-to-date, the better your chances for success.

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**Career Center Support**

# Begin creating your resume

- When you log in, you're in the Document Center, and you can create many types of documents
- Click "Create New Resume"



# 3 ways to proceed

- You'll name your resume, then...

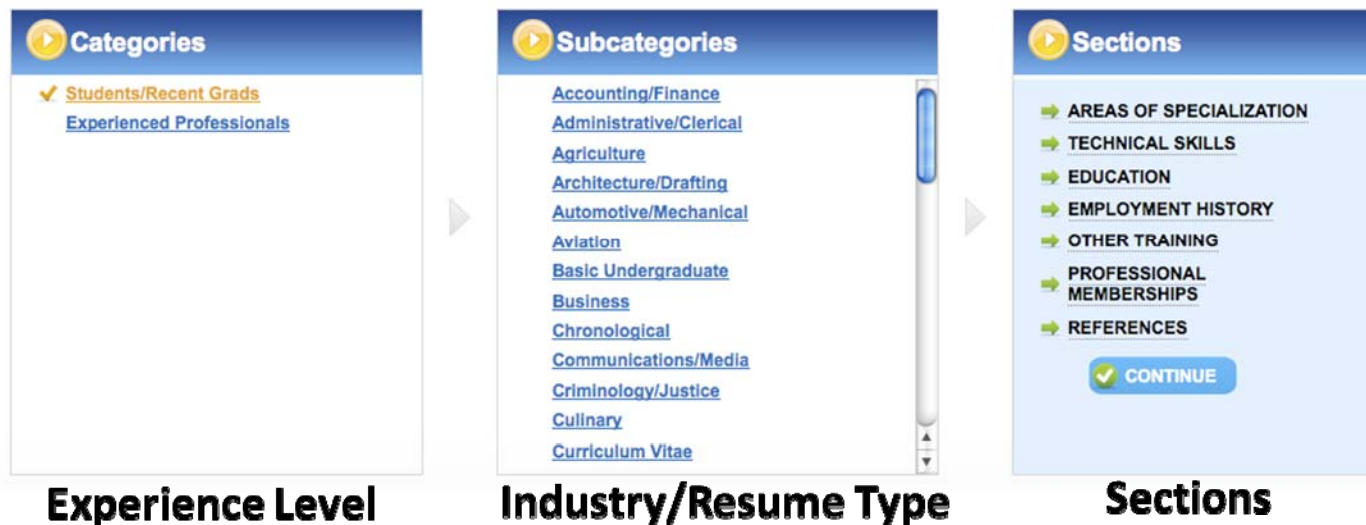
Best format

The screenshot shows the Test12 resume building interface. At the top is a navigation bar with links: Home, Document Center, Search Corporate Sites, Employees, My Applications, Calendar, Account, Contact, and Help. Below the navigation bar, there's a 'Test12' header with a green checkmark icon and the text 'Select an option below to get started building your resume. Click here for help.' A blue button labeled 'BACK TO DOCUMENT CENTER' is positioned above the three main options. On the right, a dark grey bar shows 'Logged in as: MARK WINESTBY' and a 'Logout' link. The three main options are: 1. 'Browse Section Sets' with a magnifying glass icon, showing a preview of a resume with sections like 'Work Experience', 'Education', and 'Interests and Awards'. 2. 'Browse Samples' with a document icon, showing a preview of a resume with a detailed 'Work Experience' section. This option is highlighted with a red box, and a dashed arrow points from the 'Best format' text to it. 3. 'Start From Scratch' with a pencil icon, showing a blank resume template. Each option has a 'CONTINUE' button at the bottom right.



# Browse section sets

- Your resume will be divided into sections
- Browse section sets by experience level and industry/resume type
- You can add any set you like to your resume

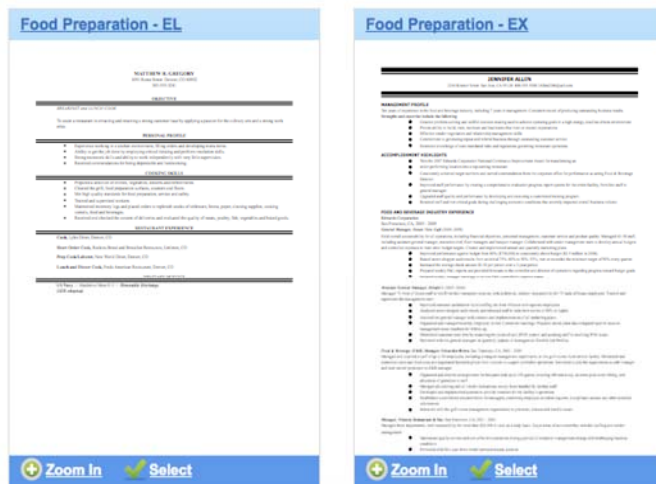




# Browse samples



3 Samples



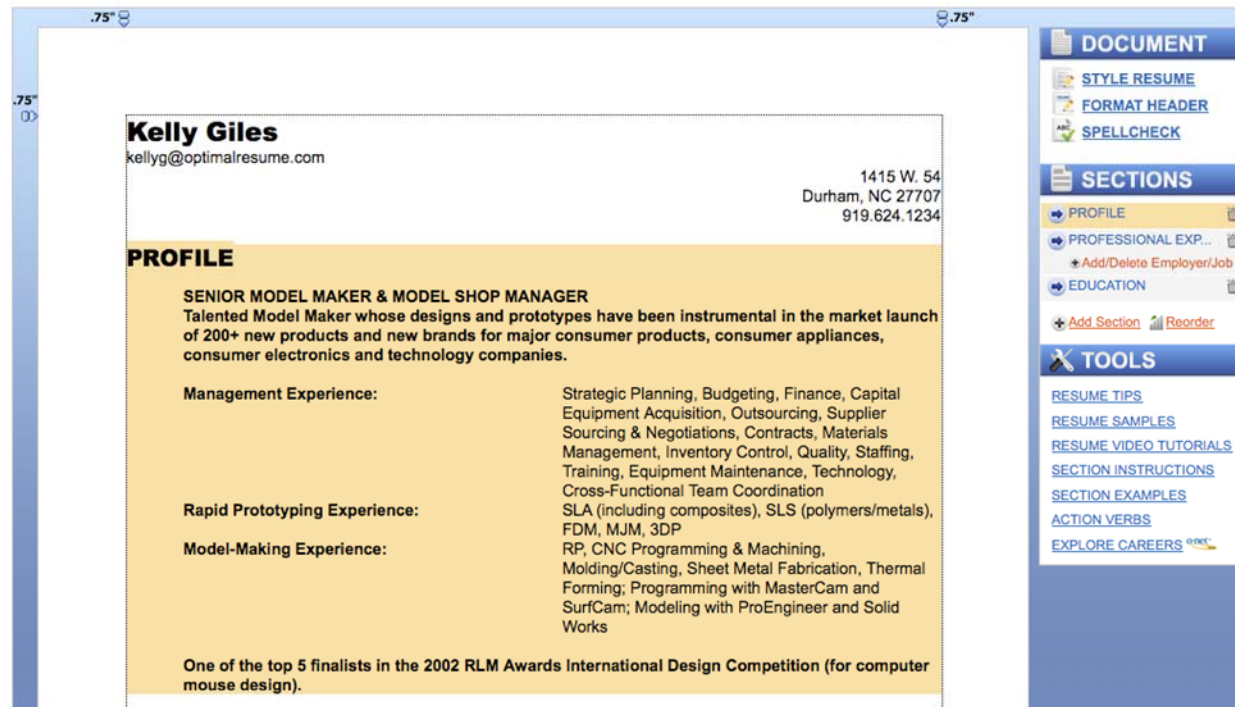
- See completed resume samples, categorized by job family and experience level
- If you see a sample you like, you can directly edit it with your information

# Begin editing

- Whether you selected section sets or are using a sample, you can edit your resume in 3 steps
1. Click on any section
  2. Add, format and save content
  3. Use the tools for styling and content assistance

# Click on any section

- When you can click on a section, it will turn orange when you mouse over it



# Add, format and save content

- Add content in the text box and use the tools on the top right and in the tools section of the right toolbar for content assistance
- Format content using tools like bold and italics
- When finished, click the Save button

**PROFILE**

[Examples](#) [Action Verbs](#) [Infobytes](#)

**B** *I* U [List Bulleted] [List Numbered] [List Disc] [List Circle] [List Square] [List Triangle] [List Diamond] [List Circle] [List Square] [List Triangle] [List Diamond]

**SENIOR MODEL MAKER & MODEL SHOP MANAGER**  
Talented Model Maker whose designs and prototypes have been instrumental in the market launch of 200+ new products and new brands for major consumer products, consumer appliances, consumer electronics and technology companies.

**Management Experience:** Strategic Planning, Budgeting, Finance, Capital Equipment Acquisition, Outsourcing, Supplier Sourcing & Negotiations, Contracts, Materials Management, Inventory Control, Quality, Staffing, Training, Equipment Maintenance, Technology, Cross-Functional Team Coordination

**ing Experience:** SLA (including composites), SLS (polymers/metals), FDM, MJM, 3DP

**Experience:** RP, CNC Programming & Machining, Molding/Casting, Sheet Metal Fabrication, Thermal Forming; Programming with MasterCam and SurfCam; Modeling with ProEngineer and Solid Works

**DOCUMENT**

[STYLE RESUME](#)

[FORMAT HEADER](#)

[SPELLCHECK](#)

**SECTIONS**

[EDUCATION](#)

[Add Section](#) [Reorder](#)

**TOOLS**

[RESUME TIPS](#)

[RESUME SAMPLES](#)

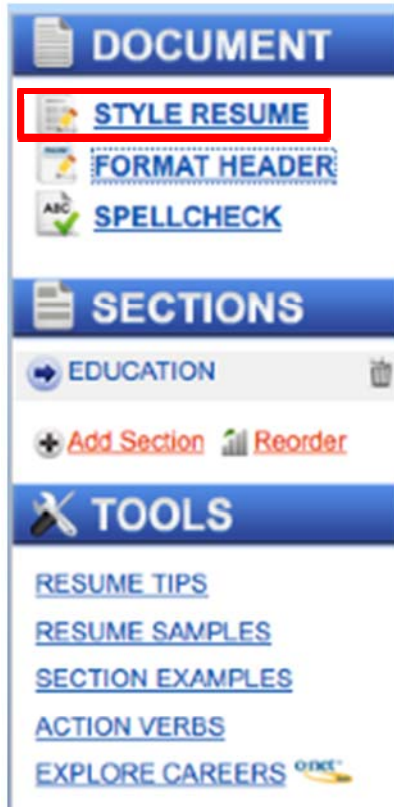
[SECTION EXAMPLES](#)

[ACTION VERBS](#)

[EXPLORE CAREERS](#)

[SAVE](#) or [Cancel](#)

# Style your resume

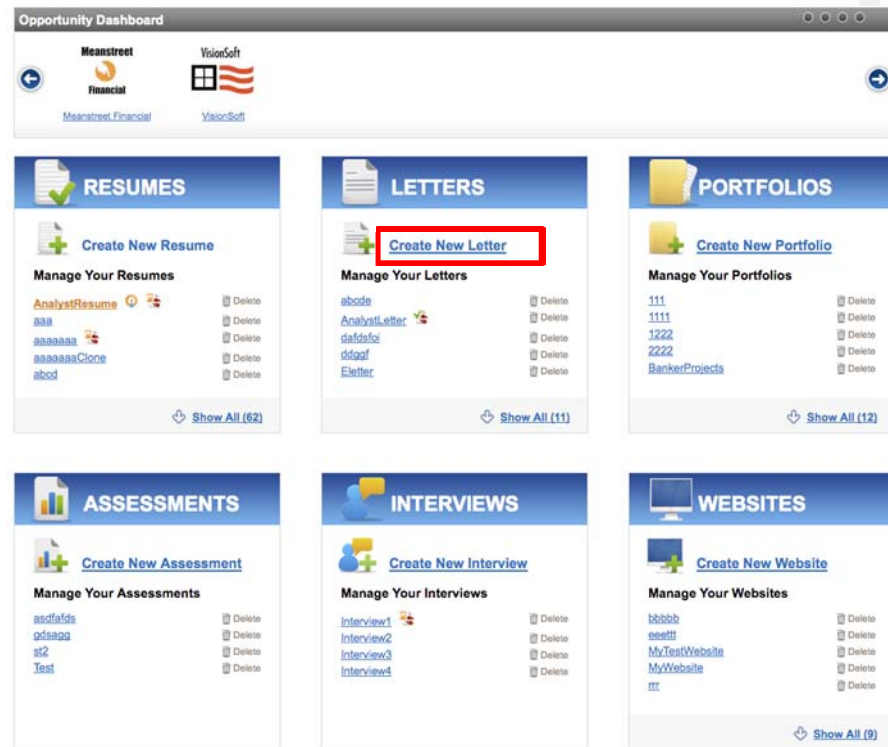


- Clicking Style Resume will bring up the styling palette, where you can choose from pre-styles or customize almost every aspect of your resume



# Now you need a letter

- If you can build an Optimal Resume, you can build an Optimal Letter
- Select “Create New Letter” in the Document Center



# Choose a letter type

- Once you name your letter, you can browse samples based on letter type (you also have the option to start from scratch)



Select the type of letter you want to write and view samples



# Begin editing your letter

- Editing a letter is very similar to editing a resume. Follow the 3 same steps.
  1. Click on any section
  2. Add, format and save content
  3. Use the tools for styling and content assistance

# Fill in the recipient information

**Kelly Giles**  
kellyg@optimalresume.com  
1415 W. 54 Durham, NC 27707  
919.624.1234

August 11, 2009

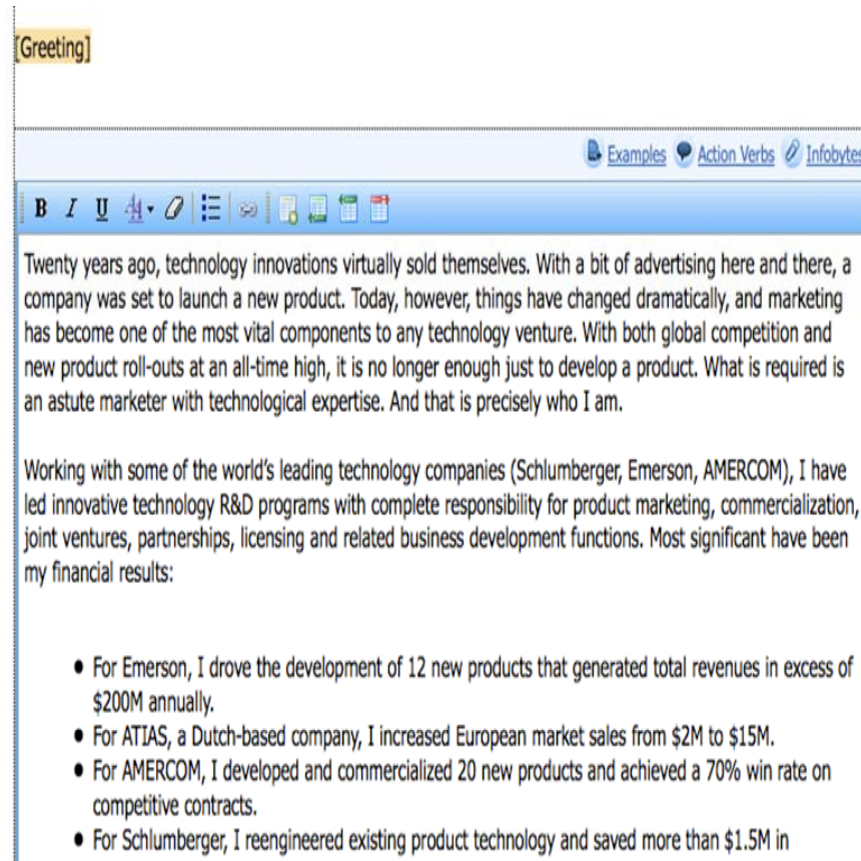
[Title] [First Name] [Last Name]  
[Job Title]  
[Organization or Company Name]  
[Address Line 1]  
[Address Line 2]  
[City][State] [Postal Code]  
[Country]

[Greeting]

Twenty years ago, technology innovations virtually sold themselves. With a bit of advertising  
company was set to launch a new product. Today, however, things have changed dramatically  
become one of the most vital components to any technology venture. With both global comp  
product roll-outs at an all-time high. it is no longer enough iust to develop a product. What is

- Click in the area highlighted in orange to edit the recipient information

# Edit your letter



The screenshot shows a web-based resume builder interface. At the top, there is a yellow box labeled "[Greeting]". Below it is a navigation bar with links for "Examples", "Action Verbs", and "Infobytes". A rich text editor toolbar is visible, containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, and insert video. The main text area contains the following content:

Twenty years ago, technology innovations virtually sold themselves. With a bit of advertising here and there, a company was set to launch a new product. Today, however, things have changed dramatically, and marketing has become one of the most vital components to any technology venture. With both global competition and new product roll-outs at an all-time high, it is no longer enough just to develop a product. What is required is an astute marketer with technological expertise. And that is precisely who I am.

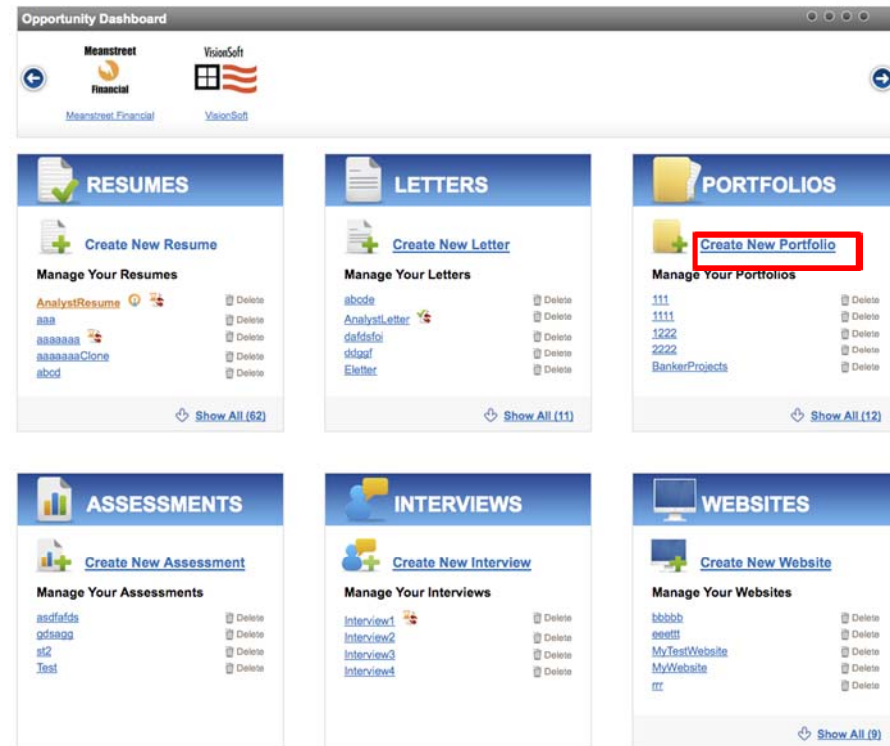
Working with some of the world's leading technology companies (Schlumberger, Emerson, AMERCOM), I have led innovative technology R&D programs with complete responsibility for product marketing, commercialization, joint ventures, partnerships, licensing and related business development functions. Most significant have been my financial results:

- For Emerson, I drove the development of 12 new products that generated total revenues in excess of \$200M annually.
- For ATIAS, a Dutch-based company, I increased European market sales from \$2M to \$15M.
- For AMERCOM, I developed and commercialized 20 new products and achieved a 70% win rate on competitive contracts.
- For Schlumberger, I reengineered existing product technology and saved more than \$1.5M in

- Click in the body of the letter to edit
- The text editor tools are just like the ones you used for Resume Builder

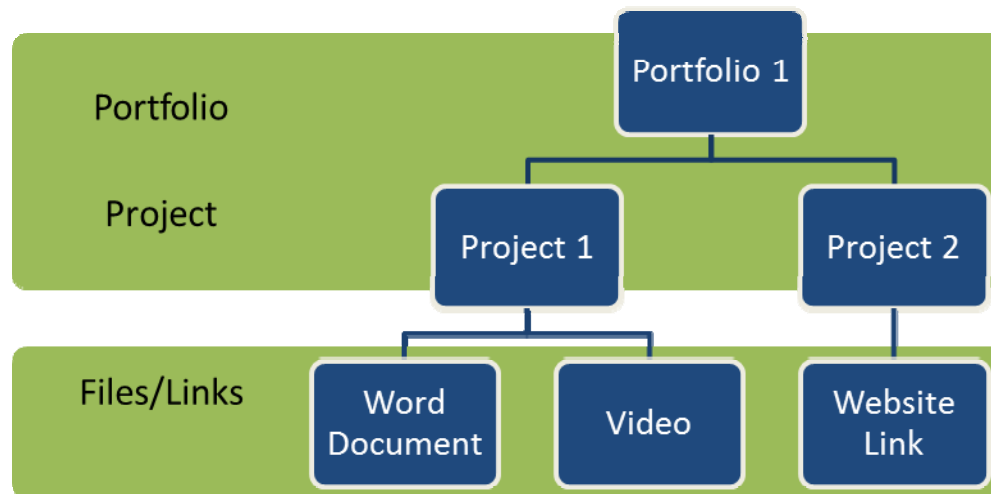
# Go the extra mile

- Create a portfolio
- A gallery of your work



# Portfolio Overview

- Portfolios contain projects, which contain files and/or links to websites
- You can use multiple file types in each project, including sound, video, photos and text files



# Pull it all together

- Create a website
- Include your:
  - Resume
  - Letter
  - Portfolio
  - Anything else you create!

