

ROWDY RANGER

580-555-5555
rowdyranger@gmail.com
Alva, Oklahoma, 73717

PROFESSIONAL SUMMARY

List at least 3-5 qualifications that are tailored to the job description or industry in which you're applying. Example: Motivated student at Northwestern Oklahoma State University seeking an opportunity in [your field or position] to apply strong [skills/strengths] and contribute to organizational goals.

EDUCATION

Bachelor of Science in Psychology	<i>August 2025 - Present</i>
Northwestern Oklahoma State University	
Minor: English	
GPA: 3.8	
Expected Graduation Date: May 2028	

EXPERIENCE

Job Title Company Name	<i>August 2023 - Present</i>
- Describe accomplishments and responsibilities using strong action verbs. - Focus on outcomes and measurable results when possible. - Example: Improved workflow accuracy by 15% through detailed data entry and quality checks.	

SKILLS

(List about 8-12 skills that are relevant to the job you are applying for. Ensure you utilize a combination of both hard skills and soft skills.)
Hard Skills: Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides), Typing and Data Entry, Email Management.
Soft Skills: Communication (written and verbal), Teamwork, Time Management, Discernment

ACCOMPLISHMENTS AND HONORS

President's Honor Roll — Northwestern Oklahoma State University	<i>2024-2025</i>
Member — Psychology Club	<i>2025</i>
Scholarship Recipient — The James and Mary Ellis Psychology Scholarship	<i>2025</i>

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COVER LETTER

Mr./Ms. Name

Title Company

Street Address City, State, Zip Code

Dear Mr./Ms. Name:

The first paragraph is your introduction and should be three to four sentences long. Name the position for which you are applying and indicate how you learned of the opening. State briefly why you are interested in the organization or what you know about the organization. Try to get the reader's attention. You might mention a name or refer to an article, event, or experience that led you to make this contact.

The body of your letter should be one or two paragraphs in length. This is an opportunity to outline your qualifications and skills as they relate to the job. However, do not repeat all the information on your resume. Select one or two of your most important qualifications for the position, and elaborate on the information, slanting your remarks to the employer's point of view. Give concise evidence of your functional skills and of the qualities you possess. When responding to a job announcement, include the requirements listed in the announcement to facilitate the task of matching you to the job. Refer the reader to your enclosed resume.

The final paragraph is your closing. Make a specific request for an interview. Make sure your closing is not vague but makes a specific action from the reader likely. Thank the reader for taking the time to read your letter.

Sincerely yours,

(Your signature)

Your typewritten name

Enclosure: Resume

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REFERENCE PAGE

Name of Reference:

Position Company:

Business Phone + Extension or Cell Phone:

E-Mail Address:

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