

## TOOLKIT FOR M.S. in HUMAN RESOURCES STUDENTS

You may use this toolkit as a specialized and convenient resource with updated business and career information relevant to your graduate business degree, education, skills and career development.

Access and customize your 4-page [Quinlan Graduate Business Individual Career Progression Plan](#)

### Information included in this toolkit:

- ✓ Career resources
- ✓ Key components of a cover letter
- ✓ Sample cover letter
- ✓ Key components of a professional resume
- ✓ Sample resumes
- ✓ Relevant job titles
- ✓ Professional organizations
- ✓ Interview preparation

### Career Resources

[Handshake](#) – Loyola University Chicago’s interactive career management tool that connects students to alumni and employers. Read current and relevant job and internship descriptions to help you know marketable and desired knowledge, skills, and experience.

[GoinGlobal](#) – Offers a variety of resources for those interested in gaining experience abroad. Research career guides that are city, state, and country specific; or take a look at lists of companies that have submitted H1B applications within the past 12 months in your area. You can also perform a targeted global internship or job search using several criteria.

[O\\*NET OnLine](#) – Online tool for career exploration and job analysis.

[Crain's Chicago Business](#) – Login with your LUC user ID and password to access online content through Loyola University Libraries.

[Wall Street Journal](#) – The Wall Street Journal is the world’s leading business publication with coverage of the last 90 days and search abilities back 4 years. Login with your LUC user ID and password to access online content through Loyola University Libraries. Every 180 days users must refresh (or click through Libraries’ link again).

## Key Components of a Cover Letter

A cover letter is your customized written introduction of yourself relevant to your job search interests (it may also be a digital email message) and it may be read before, and/or after, you and/or your resume has received a hiring professional's attention. The cover letter is concise and should complement the resume by specifically highlighting your qualifications and experience relevant to why you are a match for the specific position and company/opportunity.

Be particularly responsive to the job or internship description requirements.

Your cover letter may also be read and re-read before, during and after your interview(s) by a number of individuals involved in the selection and hiring process.

Also, you may type the key components of a cover letter, into an email message body and attach a resume PDF, as mentioned in the cover letter/email message.

Visit [here](#) for the **Business Career Services cover letter guide**.

### From the top:

**Your Heading:** This usually includes your first and last name (middle initial optional). Your street address, city, state and zip code serves as the mailing address included in all business letters. You may also format it similar to the heading on your resume.

**Full Date:** (Month, Date, Year) This is important as cover letters are not time stamped like email messages.

**Employer's heading:** This includes Employer's/Recruiter's name (if known\*)  
Employer's Title, Name of Company/Organization, Street Address, City, State, Zip Code

**Salutation:** Dear Mr./Ms./Dr. (Last name of contact):

or

Dear Hiring Manager/Recruiter (\*If the last name of the contact is unknown):

(Do not write: To Whom It May Concern)

**Paragraph 1:** Address your specific reason for writing to the individual/company as it relates to the employer's hiring or talent needs. Distinguish yourself in the first paragraph to give them some context:  
*As a Master of Science in Human Resources student at Quinlan School of Business with 2+ years of administrative experience ...*

**Paragraph 2 and 3:** Describe how your skills, knowledge, experience and other attributes qualify you for the position and demonstrate that you are well-suited for the opportunity. Indicate confidence that you will excel in the role and be an asset to the organization/employer.

**Paragraph 4:** Show gratitude and mention follow-up or next steps in closing and ending the letter

### Signature:

Sincerely,

Full first and last name

Signature as appropriate

If resume is attached or enclosed: mention this.

## Sample Cover Letter

Kelly H. Business  
1000 N. State Street  
Chicago, IL 60610

February 1, 2020

Ms. Samantha Hanson  
Human Resources Manager  
Wind Energy Corporation  
122 South Street #3000  
Chicago, IL 60603

Dear Ms. Hanson,

It was a pleasure to meet you at the recent Strategic Human Resources Professional Seminar hosted at Loyola University Chicago. I appreciated your insightful remarks about Human Resources opportunities at Wind Energy Corporation and am writing to express my strong interest in the Human Resources Assistant Position. I am confident that my business education complemented with strong analytical and leadership skills will enable me to add value to your Human Resources team.

I am currently a student at Loyola's Quinlan School of Business and expect to complete my Master of Science in Human Resources degree in May of 2020. I offer cutting-edge HR knowledge and skills gained from my Human Resources classes including Staffing, Human Resources Development, Employee Relations and Performance Management. I have applied numerous software tools to successfully complete compensation projects and HR Strategy presentations.

Additionally, I have a track record for taking initiative and demonstrating strong leadership skills as evidenced by my success in doubling the student chapter membership of the Human Resources Student Association (HRSA) organization from twenty to forty students, while serving as Membership Chairperson. I did this by applying a social media strategy and engaging new student leaders.

Thank you in advance for your thoughtful consideration of my qualifications. I have attached my resume and welcome the opportunity to talk with you further or schedule an in-person meeting at your convenience.

Sincerely,  
Kelly H. Business  
[Signature]

312-888-2322

Enclosed: Resume

## Key Components of a Professional Resume

**Heading:** This usually includes first and last name (middle initial optional). Your mailing address is not usually needed; city and state is often sufficient. Include one phone number and one email address, as this is required. LinkedIn URL is optional though frequently listed.

**Professional Profile or Professional Summary:** This can vary in length (2-4 lines) and format, however, aim to make it concise and demonstrative of the overall value you offer as a professional. You may include your unique strengths, skills and years of industry experience in a way that distinguishes you and matches you to the position/role you are seeking.

**Core Competencies or Skills:** These can be listed in bullet-pointed columns (usually 6-9).

**Education:** This is listed in reverse chronological order, so the master's degree/university is listed before your bachelor's degree and institution. Always include location, city, state, (country if it is international).

Example:

Loyola University Chicago, Quinlan School of Business  
Master of Science in Human Resources

Chicago, IL  
Expected Graduation Month, Year

- ✓ Include cumulative GPA if it is 3.5/4.0 or above
- ✓ List names of completed courses and/or courses in progress, though distinguish which they are

**Professional Experience:** Always include most relevant work and professional experience.

Example:

Name of the Organization  
Job Title

City, State, Country (if international)  
Start Month, Year – End Month, Year

- Include 3-6 bullet points that convey your challenges, achievements, and results
- Quantify and/or qualify results to offer specific, measurable and memorable accomplishments that convey the value to the organization

Follow this formula when writing bullet points: Action Verb + Task = Impact

- Reflect Challenge, Achievement, Result (CAR)
- Quantify and Qualify Results when appropriate

**Professional Affiliations/Associations:** It is encouraged to include.

Example:

Human Resources Student Association, (HRSA), Society of Human Resources Management (SHRM)  
Member

2018-Present

**Leadership:** It is encouraged to include.

**Community Service/Volunteerism:** It is encouraged to include.

**Awards and Recognition:** It is encouraged to include.

## Resume Design

There is quite a bit of variability in resume design and format today, however, there are some basic guidelines shared by many recruiting and career professionals.

**Recommended fonts:** Arial, Georgia, Garamond, Helvetica, Calibri (10-12-point font size. Your name may be slightly larger than the rest of the content on the resume).

**Formatting and Readability:** Send as a PDF unless requested in another format. Name the document "Your Full Name\_Resume" or something similar.

One page is frequently considered appropriate for graduate students with 1-5 years of experience depending on your scope of experience and accomplishments. If the resume is more than 1 ½ pages, it may be better to condense it to one page or assure that it is a compelling, full two pages of content.

Ensure all spacing is correct and leverage white space. Use only text as opposed to symbols or text boxes. Avoid using first person pronouns like "I", and "we".

**Customization:** Create a basic resume which reflects all your experience and then customize it each time you apply to a new role, by being responsive to the job description and requirements. Be sure to match key competencies, qualification, skills, or company values listed in the job description to which you are applying.

**After you create an updated draft of your resume, login to [Handshake](#) to schedule a personalized resume review appointment. During your appointment you will receive strategic resume customization recommendations that will be based on your unique career goals from your Graduate Career Coach.**

# Sample Resume

## KELLY H. BUSINESS

Chicago, IL | [kbusiness@luc.edu](mailto:kbusiness@luc.edu) | 312-888-2322 | LinkedIn URL

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**PROFESSIONAL PROFILE:** Highly-motivated, bilingual professional, pursuing M.S. Human Resources with 3+ years of proven success in talent development within non-profit and educational organizations. Strong leadership, training and employee development skills and accomplishments coupled with demonstrated strengths in building multicultural and diverse workforces.

### CORE COMPETENCIES:

Strategic Human Resource Management • Employment Relations • Database Analytical Skills  
Diversity and Inclusion • Business Ethics • Compliance • Kronos • ERP • Oracle • PeopleSoft • Taleo

### EDUCATION:

**Loyola University Chicago, Quinlan Graduate School of Business**  
**Master of Science in Human Resources**

Chicago, IL  
Expected May 2020

Cumulative GPA: 3.8/4.0  
Completed courses include:

**DePaul University**  
**Bachelor of Science in Psychology, Minor in Spanish**

Chicago, IL  
May 2017

### PROFESSIONAL EXPERIENCE:

**American Talent Development Association**

Chicago, IL

Human Resources Senior Associate

Start Month, Year-End Month, Year

- Effectively managed timely talent acquisition, onboarding and performance reviews, training and development in a fast-paced, environment serving over 1,000 employees and 10+ business units
- Researched, communicated, negotiated and coordinated with business units, vendors, and managing directors to introduce new HR operational products that enhanced the performance review process and saved 50% of time
- Provided training and clear directions to 50 managers on a multitude of strategic human capital projects
- Conducted and reported on employee conflict investigations to senior leaders
- Tactfully and objectively ascertained factual details and resolved escalated issues efficiently

**ABO International Corporation**

Chicago, IL

**Human Resources Associate**

Start Month, Year-End Month, Year

- Maintained strict compliance with regulations, incorporating new laws and regulations into daily work, and communicated important changes to clients
- Created new project management system to measure the performance review and management cycle from planning through execution and recorded 10% increase in completion rates within the first six months
- Coordinated logistics for forty candidate interviews and effectively reduced cancellations of interviews due to scheduling conflicts by 25% in 3 months by implementing project software

### PROFESSIONAL AFFILIATIONS:

Society of Human Resources Management Association (SHRM), Member

2016-Present

### LEADERSHIP:

Human Resource Student Association, Vice President

2019-Present

## Relevant Job Titles & Skills

- HR Manager
- HRIS Analyst
- Compensation Manager or Specialist
- HR Business Partner
- Talent Acquisition Manager or Specialist
- Employee Relations Association
- Training and Development Manager
- Human Capital Manager
- Chief HR Officer
- Vice President of Human Resources

## Professional Organizations

**Connect with Loyola and Quinlan Business Leadership HUB resources, programs, events, and networks for continuous learning and professional development**

**Human Resources Student Association:** <http://luc.orgsync.com/org/loyolahrsa/home>

[Loyola Business Leadership Hub](#) – The Loyola Business Leadership Hub draws on expertise of Loyola students, faculty, staff, and global connections to help organizations succeed. The Loyola Business Leadership Hub has broad business knowledge and insights with centers specializing in [social enterprise and responsibility](#), [family business](#), [supply chain](#), [risk management](#), [professional development](#), [student-run business](#) and [innovation](#).

[Ignite Lab](#) – The Ignite Lab enables students, staff, and faculty at Loyola University Chicago to turn their entrepreneurial ideas into reality.

[Loyola's 1871 membership](#) – 1871 connects early-stage startups with educational resources, potential investors, and a community of like-minded individuals and companies. Loyola's 1871 membership is available to current students, faculty, and staff from any area of the university, who can demonstrate that they are engaged in entrepreneurial pursuits that would be advanced by accessing 1871.

**Connect with national associations and resources; conferences, programs, events, networks, and webinars for continuous learning and professional development**

[Society of Human Resources Association](#)

[Chicago Compensation Association](#)

[Chicago SHRM](#)

[International Foundation of Employee Benefit Plans](#)

[International Society of Certified Employee Benefit Specialists](#)

[Talent Management Alliance](#)

[Associate for Talent Development](#)

[Chicagoland Chapter of the Association for Talent Development](#)

[Human Capital Institute](#)

[International Public Management Association for Human Resources](#)

[Occupational Outlook Handbook](#)

[American Management Association](#)

[College and University Professional Association for Human Resources](#)

[Employee Benefit Research Institute](#)

[WorldatWork](#)

[Society for Human Resources](#)

**Connect with professional multicultural national associations and resources**

[Prospanica](#)

[National Black MBA Association](#)

[Ascend Pan-Asian Leaders](#)

## Interview Preparation

- [How to Ace the 50 Most Common Interview Questions](#)
- [Preparing for a Skype Interview](#)
- [5-Minute Interview Review](#)