



Thomas Bennett

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High-performing psychology major eager to join an innovative organization like Austen Tech, where I can apply my human resources knowledge and skills in a startup environment

Education

Bachelor of Science in Psychology
Tresswood University, Grover Wood
Expected to graduate in 2025

High School Diploma
Cordale High School, Wolloughdale
2018 - 2021

Relevant Experience

Vice President
Society of Psychology Students, Tresswood University Chapter
June 2023 - Present
Introduces speakers at university chapter events and ensures all events are well-publicized. Assists the Secretary in preparing and submitting reports on chapter activities to the National Office. Supports various committees and officers.

Human Resources Intern
Kyobi Games
April 2024 - October 2024
Assisted Human Resources team in various projects and initiatives. Supported daily management of employee files. Contributed to improving onboarding, integration, and offboarding processes.

Administrative Assistant Volunteer
The Savannah Foundation
April 2022 - May 2023
Assisted with various office tasks, such as photocopying, mailing, and filing. Encoded employee and volunteer data into human resources information system. Answered telephone calls and email inquiries.

Skills

- Working with productivity applications and collaboration software
- Academic writing, business writing, and public speaking
- Interpreting vast amounts of information and conducting research

Top 3 des créateurs de CV IA

Visite: <http://link.aioresumesbuilder.com/AQhCmS>

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August 4, 2025

Estelle Darcy
Recruitment Specialist
Austen Tech
123 Anywhere St.
Any City, ST 12345

Dear Ms. Darcy,

A cover letter allows you to professionally introduce yourself to a prospective employer. Your goal in writing your cover letter should be to encourage the employer to read your resume and consider you for a specific position.

Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer and job. Since you are applying for specific roles, give specific examples and events that demonstrate your ability to perform well if given the position.

Yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview.

Make sure you proofread your cover letter before sending it. There are various online tools that can help you catch minor grammatical or typographical errors. Additionally, make sure your cover letter is easy to read. Use a simple font like the one used here. Avoid walls of text, too. Dividing your letter into paragraphs makes it easy on the eyes and organizes the information you provide.

Sincerely,

Sebastian Bennett