



Ed Snider Youth
Hockey & Education

Snider Resume & Cover Letter Information Packet



Resume Checklist

Required Items:

- ☐ Your Name
- ☐ Phone Number
- ☐ Email Address
- ☐ Education
 - ☐ Add GPA if above 3.0
- ☐ Experience
 - ☐ Professional or Volunteer
- ☐ Extracurricular Activities
- ☐ Awards / Honors

Optional Additions:

- ☐ Skills
- ☐ Webpage / LinkedIn Address
- ☐ Objective / Career Statement
- ☐ Hobbies & Leisure Activities

Do Not Include:

- ☐ Your Full Home Address

General Formatting and Best Practice Tips:

- 1) The entire resume should be one page ONLY
- 2) Ensure it is easy to read at a glance
- 3) Formatting guide:
 - a) Use bold headings for each section
 - b) Name and contact info should be aligned to the CENTER of the page at the top of the document
 - c) Headings of each section and subsequent text should be aligned to LEFT side of the page
 - d) Use black font
 - d) Dates should all be aligned to the RIGHT side of the page
 - e) Recommended font guide
 - i) Style (pick-one)
 - (1) Georgia
 - (2) Calibri
 - (3) Arial
 - (4) Cambria
 - ii) Size(s)
 - (1) **Name/Header** - 20 point size
 - (2) Main Resume - 12 point size
 - (3) Job description / Bullet points – 11-point size
- 4) Add descriptions to “Experience” section and possibly other sections like “Extracurricular Activities”
 - a) Use a bulleted list or narrative list to discuss responsibilities or duties
 - b) Begin each item of the list using an action verb (see the list of action verb examples below)
- 5) List things in reverse chronological order (newest at the top to oldest) in each section
- 6) Include experiences from high school and beyond. Only add earlier ones if they’re very significant or relevant
- 7) Save as PDF
 - a) Title the saved document as “Last Name –Resume – 2025/2026”
- 8) Check for punctuation and spelling
- 9) Check for format and style consistency
- 10) Print multiple copies to have available during interview to hand out
- 11) Don’t over complicate your resume

Action Verbs

Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume.

Management Skills	Financial Skills	Teaching Skills	Creative Skills
<ul style="list-style-type: none">• administered• analyzed• assigned• chaired• consolidated• contracted• coordinated• developed• directed• evaluated• executed• improved• increased• organized• oversaw• planned• prioritized• produced• recommended• reviewed• scheduled• strengthened• supervised	<ul style="list-style-type: none">• allocated• analyzed• audited• balanced• budgeted• calculated• computed• developed• forecasted• managed• marketed• planned• projected• researched	<ul style="list-style-type: none">• adapted• advised• clarified• coached• communicate• coordinated• demystified• developed• enabled• encouraged• evaluated• explained• facilitated• guided• informed• instructed• persuaded• set goals• stimulated• trained	<ul style="list-style-type: none">• acted• created• customized• designed• developed• directed• established• founded• illustrated• initiated• integrated• introduced• invented• originated• performed• planned• revitalized• shaped
Communication Skills	Technical Skills	Clerical or Detail Skills	Helping Skills
	<ul style="list-style-type: none">• assembled• built/calculated• computed• designed• engineered• maintained• operated• overhauled• programmed• remodeled• repaired• solved• upgraded		<ul style="list-style-type: none">• assessed• assisted• clarified• coached• counseled• demonstrated• diagnosed• educated• expedited• facilitated• familiarized• guided• motivated• referred• rehabilitated• represented
<ul style="list-style-type: none">• arranged• authored• collaborated• convinced• developed• directed• drafted/edited• formulated• interpreted• mediated• moderated• negotiated• persuaded• promoted• publicized• reconciled• recruited• translated• wrote	Research Skills		
	<ul style="list-style-type: none">• clarified• collected• critiqued• diagnosed• evaluated• examined• extracted• identified• inspected• interviewed• investigated• organized• reviewed• summarized		

First & Last Name

Phone Number

Email Address

Education

College Name - City, State

Class of 2028

Major or relevant minor

High School Name - City, State

Class of 2024

Experience

Company Name - City, State

Your Job Title

Start Date - End Date

- Include 3-5 bullet points describing your job responsibilities.
- Regardless of style, begin each phrase/sentence/ bullet with an action verb. (i.e., Maintained, coordinated, organized, participated)
- Make sure to use past tense verbs to describe your experiences.

Petsmart - Philadelphia, PA

Pet Sitter

2023 - Present

- Provided pet sitting services including dog walking, feeding, and yard care.
- Ensured pet safety is followed to company standards on all walks.
- Assisted customers with scheduling, questions, and through the check-out process.

Ed Snider Youth Hockey & Education - Philadelphia, PA

Junior Coach

September 2022- June 2023

- Helped to set up and demonstrate drills with up to 30 learn-to-skate players at a time.
- Provided feedback to improve the skater's skill.
- Supported Coaches with on and off ice activities.

Extracurricular Activities

• **Group / Activity Title** - Host Organization Name

Date

• **Student Athlete** - Ed Snider Youth Hockey & Education

2016 - 2024

▪ Breakaway Scholarship Recipient

▪ Leadership Council

◦ Participated in monthly workshops and activities to develop leadership skills from September 2022 to June 2024

2023 - 2024

• **National Honor Society** - South Philadelphia High School

Awards / Honors

• **Title of Award** - Host Organization Name

Date

• **Honor Roll** - South Philadelphia High School

2023, 2024

• **Team Captain** - Snider Hockey U19 Travel

2024

First & Last Name

Phone Number

Email Address

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Education

College Name - City, State

Class of 2028

Major or relevant minor

High School Name - City, State

Class of 2024

Experience

Company Name - City, State

Your Job Title

Start Date - End Date

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•
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Company Name - City, State

Your Job Title

Start Date - End Date

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Company Name - City, State

Your Job Title

Start Date - End Date

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Extracurricular Activities

•
•
•

Start Date - End Date

Awards / Honors

•
•
•

Start Date - End Date

Write an Effective Cover Letter

Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances of being interviewed. A good way to create a response-producing cover letter is to highlight your skills or experiences that are most applicable to the job or industry and to tailor the letter to the specific organization to which you're applying.

Your Name
Your Email Address
Your Phone Number

Today's Date

Contact Full Name
Contact Title
Company Name
Street Address

Date of Letter
title and address.

Address to a
particular person if
possible otherwise
use "Hiring Manager"

Dear _____:

Opening paragraph: Clearly state why you're writing, name the position or type of work you're exploring and, where applicable, how you heard about the position or organization. A summary statement may work well here by including three reasons you think you would be a good fit for the opportunity.

Make the addressed
want to read your
Resume.
Be brief, but specific.

Middle paragraph(s): Explain why you are interested in this employer and your reasons for desiring this type of work. If you've had relevant school or work experience, be sure to point it out with one or two key examples; but do not reiterate your entire resume. Emphasize skills or abilities that relate to the job. Be sure to do this in a confident manner and remember that the reader will view your letter as an example of your writing skills.

Remind the
reader of what
you can do for
the organization

Closing paragraph: Reiterate your interest in the position, and your enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for their consideration of your application, and end by stating that you look forward to the opportunity to further discuss the position.

Sincerely,

YOUR NAME TYPED

Some general rules about letters:

- Address your letters to a specific person if you can.
- Tailor your letters to specific situations or organizations by doing research before writing your letters.
- Keep letters concise and factual, no more than a single page.
 - Avoid flowery language.
- Give examples that support your skills and qualifications.
- Put yourself in the reader's shoes. What can you write that will convince the reader that you are ready and able to do the job?
- Don't overuse the pronoun "I".
- Remember that this is a marketing tool. Use plenty of action words.

- Have a Snider staff member provide feedback on your cover letter.
- If converting to a .pdf, check that your formatting translates correctly.
- Reference skills or experiences from the job description and draw connections to your credentials.
- Make sure your resume and cover letter are prepared with the same font type and size.
- While you may be tempted to use a generative AI tool to compose your letter, be deliberate and specific with your prompts.
- Remember to edit the results carefully and add your own voice/style to the letter
- **Customize each letter for each job application**

Cover Letter Example

YOUR NAME

YOUR EMAIL ADDRESS

YOUR PHONE NUMBER

January 4th, 2025

Jane Doe

Director of Communications

Comcast

1701 John F Kennedy Blvd #300,

Philadelphia, PA 19103

Dear Jane Doe,

I am excited to submit my application for the Marketing and Communications position at Comcast. With a background in sports marketing from West Chester University and hands-on experience as a marketing intern with the Lehigh Valley Phantoms, I am enthusiastic about contributing to Comcast's innovative team and expanding the reach of its services to new and existing customers.

During my internship with the Phantoms, I supported various marketing campaigns, from fan engagement strategies to game-day promotions, which deepened my understanding of how strategic marketing can drive customer loyalty. Working within a high-energy team, I developed skills in content creation, data analysis, and event coordination—all of which strengthened my ability to communicate effectively and prioritize multiple tasks to ensure campaign success. The internship also helped me understand the power of effective storytelling and community engagement, which aligns well with Comcast's goals of connecting customers with impactful digital experiences.

Beyond my internship, my educational background in sports marketing has provided me with a foundation in both traditional and digital marketing strategies. I am especially drawn to Comcast's commitment to building seamless customer experiences across its media and technology platforms, and I'm eager to bring my proactive approach and passion for marketing to the team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with Comcast's objectives.

Sincerely,

YOUR NAME TYPED