Resumes and Cover Letters


Name

Objective

Education

Relevant Courses

Experience

Honors/Awards

Activities

Outside Interests

I have made this letter longer than usual because I lack the time to make it shorter.

Blaise Pascal

You should begin the writing process by analyzing your constraints

what do they know?
why are they reading?

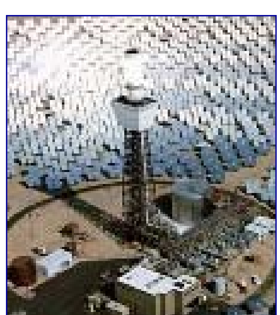
what expectations do they have?
how will they read?

audience

purpose

to inform

to persuade



occasion

format

formality

deadline

process

Format is the arrangement of type on the page

typography

Proceedings of
ASME TURBOEXPO 2000
May 8-11, 2000, Munich, Germany

2000-GT-0201

HIGH FREESTREAM TURBULENCE EFFECTS ON ENDWALL HEAT TRANSFER
FOR A GAS TURBINE STATOR VANE

R.W. Radomsky* and K.A. Thole
Mechanical Engineering Department
Virginia Polytechnic Institute and State University
Blacksburg, Virginia 24060

ABSTRACT

INTRODUCTION

layout

Not all rules of format are constant

Reports Sandia Laboratories	Textbooks Prentice-Hall	Journals ASME
Figure 1	Fig. 1	fig. 1
Table 1	Table 1	table 1
equation 1	equation (1)	Eq. 1

Each typestyle has its own personality and power

Serif

Times New Roman
abcdefghijklmnopqr
stuvwxyz1234567890

Garamond
abcdefghijklmnopqr
stuvwxyz1234567890

Courier
abcdefghijklmnopqr
stuvwxyz1234567890

Sans Serif

Arial
abcdefghijklmnopqr
stuwxyz1234567890

Arial Narrow
abcdefghijklmnopqr
stuwxyz1234567890

Tahoma
abcdefghijklmnopqr
stuwxyz1234567890

Avoid large blocks of capital letters

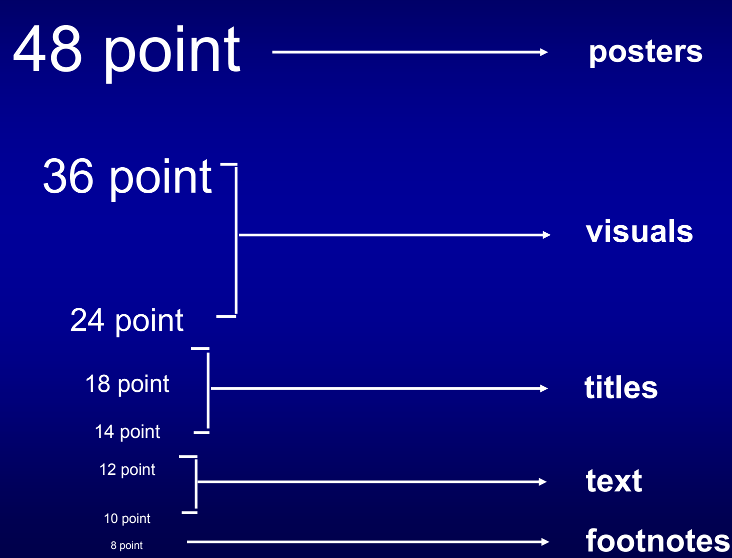
~~TYPE IS TO READ~~

Type is to read

~~WORDS SET IN ALL CAPS USE MORE SPACE THAN TEXT SET IN LOWERCASE.~~

Words set in all caps use more space than words set in lowercase.

Choose a type size that is easy to read



In your layouts, use white space for association, emphasis, and hierarchy