

RESUME GUIDELINES

A resume is a brief career summary that communicates your education, experience, knowledge, and skills. It is a self-marketing tool designed to solicit an interview and is a critical component of the candidate selection process. Please note that different sectors and industries use alternative formats and lengths of resumes and that even experts can disagree on what should or should not be included in the document. Therefore, it is important that you educate yourself on how to best create a resume that represents your qualifications for your specific industries and organizations of interest. Furthermore, it is important that you customize your resume for each internship or job application.

In order to have your resume approved on Handshake, we ask that you create a one-page version.

Doing so is a valid exercise in discerning the most important information you wish to highlight on your resume. Additionally, you should have a one-page version of your resume for networking purposes no matter the industry you are targeting. Please note that you can upload multiple versions of your resume on Handshake. Resumes uploaded to Handshake will be reviewed by our career coaches and returned to you with any suggested edits within 2-3 business days.

General Appearance & Formatting:

- Keep your resume to one page unless the industry or organization to which you are applying traditionally requires something longer (i.e. US government or international organizations).
- Use the same font throughout your resume. Times New Roman is recommended. Keep the size between 10 and 12 point font. Use standard margins (0.5-1). Balance top and bottom margins.
- Use formatting, including bold, underline, italics, and all caps, in a limited way. Focus on using these only to separate categories and improve the clarity of information.
- Left justify your resume except for dates and locations, which should appear along the right margin using the [right justified tab function](#).
- Center or left justify and bold/capitalize each section header.
- Avoid using tables, multiple columns, and intricate graphics.
- Be uniform in the use of punctuation/style within sections (i.e. periods, titles, and dates).
- Use correct and complete names of your universities and employers, indicating popular acronyms in parentheses -- i.e. International Monetary Fund (IMF).
- Use Microsoft Word and convert your resume to a PDF before sending it as an attachment.

Organization: Format your resume using the below basic order

- Header
- Profile – Optional but useful for career changes and to highlight transferable skills
- Education
- Experience
- Additional Information

Header:

- Include name and contact details (i.e. address, phone, email, and LinkedIn profile).
- Name should be slightly larger in font and can be bold and in ALL CAPITAL letters.
- Do not underline or hyperlink your email address.

Profile:

- Tailor to fit the job description and focus on summarizing your area of specialization, career highlights, qualifications, skills, and training.
- Title Options: Summary, Summary of Qualifications, and Profile.
- Paragraph or bulleted format (4-5 sentences).

Education:

- List in reverse chronological order (most recent first).
- Include your educational institution, location, the degree name, and graduation date.
- Optional: please feel free to highlight the following:
 - Study Abroad
 - On-Campus Involvement and Groups
 - Honors and Awards
 - GPA
 - Minors and Concentrations
 - Relevant Coursework

Experience:

- List in reverse chronological order (most recent first).
- List the names of employers first and position titles second. Distinguish position titles by italicizing them, indenting them, and/or listing them on the second line.
- Use bullet statements instead of blocks of text or paragraphs. We recommend only using solid round bullets.
- Write bulleted statements that describe your responsibilities in terms of results and accomplishments. Quantify information when possible to highlight the impact of your efforts (i.e. amount of money saved, number of team members involved, increases in funding, etc.). This is an opportunity to highlight transferable skills and the abilities that will matter most to your future employer.
- When listing dates, keep the format consistent: spell out the month, use an abbreviation, or use numbers (January 2017, Jan. 2017, or 01/2017).
- Start each bullet with strong action verbs. Use present tense for current work and past tense for former jobs and internships.

Additional Information:

- This section is optional, but offers an opportunity to highlight unique skills, abilities, and experiences, including:
 - Computer skills
 - Foreign languages
 - Professional affiliations
 - Leadership experience
 - Community service
 - Honors and awards
 - Publications

Don't:

- Include salary, age, race, health or marital status (for U.S. markets)
- Use personal pronouns (i.e. I, We, Their, etc.)
- Exaggerate or Lie – but don't underestimate a skill just because you weren't paid for it
- Include high school information
- Include references
- Use humor or vagueness
- Have errors, typos, misspellings, or grammatically incorrect phrases

Final Thoughts:

- Proofread your resume carefully and consistently have it reviewed by others.
- If printing your resume, use smooth white or off-white paper and avoid stapling or folding your resume.

DIFFERENT RESUME FORMATS

What is the difference between a resume and a CV?

The primary differences between a resume and CV are length and content. A resume traditionally is 1-2 pages in length and contains only the most essential information about your background that is relevant to the employer. Resumes typically contain three sections: header, education, and work experience. Space permitting, resumes can include an extra section for “additional information.”

A CV is a longer resume with more sections. It can easily run 2-6 pages in length and provides a fuller picture of who you are as a candidate, going into greater detail about your academic and extra-curricular experiences, scholarships, publications, etc. Outside of the United States, a CV includes more personal information such as marital status, birthdate, gender, nationality, and a photo of the candidate.

When should I use a resume or CV?

Ultimately, the template you choose is an individual decision determined by your years of professional experience, your targeted industry, and preferred geographic location. GSS requires you to develop a one-page resume so that at a minimum you have something available for networking purposes. Below are guidelines to help you determine the appropriate length and format of your resume/CV. ***You may want to consider maintaining multiple versions to use depending upon the type of position(s) you are seeking.***

Resume, One-Page:

- Use if seeking a private or non-profit sector, US-based position with less than 7 years of experience.
- Recommended if seeking an international private or non-profit sector position with a US-based organization and less than 7 years of experience.
- Use if pursuing a significant career change and your past experience isn't relevant to the new industry.

Resume, Two-Page:

- Recommended for mid-level professionals with over 7 years of experience related to their career goals.
- Use if the targeted field requires technical skills and space is needed to list and prove technical knowledge.

Resume, US Federal Government:

- Required when applying online to US Federal Government vacancy announcements.
- Contains compliance information, such as the job announcement number, position title and grades. Also includes personal information such as SSN, Veteran's preference, supervisor names and contact information, salary, and numbers of hours worked per week.
- Recommended limit is five pages in length.

Curriculum Vitae (CV):

- In the US, a CV is primarily used when applying for academic, education, scientific, or research positions. It is also used for fellowships, grants, and admission into academic programs.
- For employment outside of the US, research the type of CV used in that country or context.
- Recommended for applications to most international organizations, including the World Bank, IMF, and United Nations.

Sample Resume 1 – Less Experienced

GEORGE WASHINGTON

1957 E St NW • Washington, DC 20052 • GWashington@gwu.edu • 202-555-5555

PROFILE

Young professional with a strong background in Western Hemisphere affairs, including living and travel experience in Latin America. Effective research and communication skills with the proven ability to provide logistical support to government and non-government actors and to prioritize multiple projects. Bilingual (English and Spanish) with computer skills in html code and website design.

EDUCATION

The George Washington University
Elliott School of International Affairs
Masters of Arts in International Affairs

Washington, DC
May 2022

- Relevant Coursework:
- Honors & Awards:

University of Georgia
Bachelor of Arts in International Affairs

Athens, GA
May 2020

- On-Campus Involvement:
- Honors & Awards:

Pontifical Catholic University of Valparaiso, Chile
Study Abroad Program

Valparaiso, Chile
August-December 2019

PROFESSIONAL EXPERIENCE

U.S. Department of State, Bureau of Western Hemisphere Affairs (WHA)
Staff Assistant, Front Office to the Assistant Secretary

Washington, DC
June 2020-Present

- Compile, edit, and distribute the Assistant Secretary's Daily Activity Report at the conclusion of each day.
- Draft cables containing information for personnel at U.S. regional posts to understand and implement WHA's policies related to the defense of human rights.
- Organize meetings and obtain cable clearances for Senior Advisors.
- Possess a Top Secret Level Security Clearance.

Inter-American Dialogue
Intern, Foreign Policy Department

Washington, DC
January-May 2019

- Conducted background research for Program Associates on a variety of subjects, including Mexican judicial reform, U.S.-Latin American trade policies, and Brazilian domestic education efforts.
- Redesigned and updated the Dialogue's Social Policy, Energy Policy, and Latin American Economies Roundtable webpages.
- Assisted Program Associates with organizing meetings and international travel arrangements for Dialogue senior members and staff.
- Performed administrative duties for the Dialogue including answering phones and greeting guests.

ADDITIONAL INFORMATION

Associations & Activities:

Publications:

Sample Resume 2 – More Experienced

Georgia Washington

Phone Number • Email Address • LinkedIn Profile Link

PROFILE

Mid-career economic consultant with more than ten years of experience meeting domestic and global client needs. Capable of assessing economic impacts of international factors on U.S. business interests. Documented record of success in increasing company revenue and generating business development. Fluent in Spanish and English and experience utilizing both languages in a professional setting.

EXPERIENCE

Consulting Firm

Washington, DC

Associate

12/12-Present

Key member of a small, prestigious international consulting firm responsible for client management, consulting, and new business development.

- Analyzed and delivered a written report on the economic and political climate in the Caucuses and South Asia for the potential growth of a joint venture based in Georgia.
- Investigated current and future economic growth, per capita income, disposable income, size of the target market, advertising potential, intellectual property protection and enforcement, and sentiment toward the West and Western culture, among others, in national markets of particular interest to the company.
- Reviewed the effects on the U.S. economy of lifting U.S. unilateral food and medical sanctions on Cuba in a client commissioned report delivered at a June 2014 conference on Capitol Hill.
- Conducted interviews with the media following the release of the report, including a radio interview with Bloomberg Radio Español.
- Served as a speaker and panel participant at the company's annual meeting regarding market conditions in Cuba and the outlook for U.S. agricultural exports to that nation.

Development Organization

McLean, VA

Field Consultant

5/10-5/12

Consulted for more than 30 DC area franchises to produce higher sales volumes and increased profitability.

- Created an annualized 9% increase in revenue amounting to nearly \$3 million in total sales.
- Developed 11 new franchises in the metropolitan Washington, DC area working with the franchisee from the point that the franchise was purchased until the location was open for business.
- Designed, devised, and implemented practices and strategies with franchisees to increase revenues and store profitability through re-engineering business processes in the areas of store promotions and marketing, managing employee turnover, customer service, and overall business efficiency.

EDUCATION

The George Washington University, Elliott School of International Affairs
Master of Arts, Latin American & Hemispheric Studies

Washington, DC
5/12

University of Maryland
Bachelor of Arts in Spanish

College Park, MD
5/08

SKILLS

Foreign Language: Fluent in oral and written Spanish

Computer: Microsoft Windows, Word, Excel, Outlook, QuarkXPress, Photoshop, and Twitter

ACTION VERBS FOR RESUME WRITING

Write as if there is an invisible "I" before each line of the list of duties/responsibilities.

Communications

Acted as liaison
Advised
Advocated
Arbitrated
Authored
Commented
Consulted
Correspond
Counseled
Demonstrated
Displayed
Edited
Mediated
Moderated
Negotiated
Notified
Present
Promoted
Publicized
Published
Recommended
Referred
Sold
Trained
Translated
Wrote

Administration

Administered
Appointed
Arranged
Completed
Conducted
Consolidated
Contracted
Controlled
Coordinated
Delegated
Determined
Directed
Dispatched
Dispensed
Distributed
Eliminated
Executed
Founded
Governed

Headed
Implemented
Initiated
Instituted
Issues
Launched
Managed
Motivated
Obtained
Offered
Opened
Ordered
Organized
Overhauled
Oversaw
Prescribed
Presided
Provided
Recruited
Rectified
Referred
Regulated
Represented
Revamped
Reviewed
Routed
Selected
Supervised
Supplied
Terminated

Planning & Development

Broadened
Created
Designed
Developed
Devised
Discovered
Drafted
Estimated
Improved
Initiated
Invented
Modified
Planned
Prepared
Produced

Proposed

Analysis

Amplified
Analyzed
Calculated
Compiled
Computed
Detected
Diagnosed
Disapproved
Evaluated
Examined
Forecasted
Formulated
Identified
(needs)
Investigated
Programmed
Researched
Solved
Studied
Systemized
Tested

Manual

Assembled
Built
Constructed
Delivered
Installed
Maintained
Modernized
Navigated
Operated
Repaired
Replaced
Restored
Rewired
Trimmed

Financial/Records Management

Audited
Allocated
Balanced
Catalogued
Charted

Classified
Collected
Condensed
Documented
Expedited
Guaranteed
Invested
Inventoried
Listed
Logged
Maximized
Minimized
Monitored
Processed
Procured
Purchased
Recorded
Scheduled
Tallied
Traced
Updated

General

Accomplished
Achieved
Assisted
Completed
Contributed
Delivered
Expanded
Handled
Increased
Initiated
Originated
Performed
Provided
Served
Serviced
Strengthened
Transformed
Utilized

RESUME VERBS

Achieved

Attained
Completed
Dealt
Effected

Assisted

Advised
Carried out
Consulted
Notified
Observed
Performed
Responsible for
Supported

Changed/Altered

Cut
Eliminated
Expanded
Increased
Negotiated
Reduced

Changed/

Influenced

Encouraged
Innovated
Motivated
Promoted
Persuaded
Stimulated
Supported

Changed/

Reorganized

Adapted
Adjusted
Improved
Modeled
Proposed
Reconciled
Revamped
Revised

Chose

Brought

Enlisted

Selected
Ordered

Communication

Consulted
Contacted
Interviewed
Investigated
Lectured
Negotiated
Taught
Trained

Created/Started

Conceived
Designed
Developed
Established
Expanded
Founded
Generated
Implemented
Initiated
Introduced
Invented
Launched
Opened
Organized
Originated
Produced
Set up

Demonstrated

Exhibited
Illustrated
Performed
Presented
Proved
Showed

Did

Conducted
Produced
Participated
Provided

Efficiency

Accelerated
Expedited
Applied
Maintained
Mastered
Reinforced

Evaluated

Assessed
Analyzed
Conceived
Conceptualized
Compared
Defined
Estimated
Forecasted
Inspected
Interpreted
Observed
Pinpointed
Recommended
Reviewed
Projected
Solved
Strategy
Surveyed
Updated

Functional Action

Assembled
Cleaned
Kept filed
Opened
Operated
Packed
Produced
Received
Shipped
Sold processed
Typed

Put Together

Assembled
Built
Compiled
Coordinated

Effected

Engaged
Implemented
Maintained
Organized
Planned
Prepared
Research
Selected
Structured
Gathered

Supervised

Administered
Controlled
Coordinated
Delegated
Demonstrated
Directed
Guided
Instructed
Led
Managed
Monitored
Ordered
Oversaw
Programmed
Scheduled
Trained

Wrote

Edited
Recorded
Researched
Reported
Summarized

COVER LETTER GUIDELINES

A cover letter introduces you to potential employers. Its purpose is to present the skills and experience you offer to the employer and indicate your interest in the position. A cover letter will demonstrate your ability to communicate in writing, which is an important aspect for most jobs.

Most employers will read the cover letter before reviewing your resume. Write the letter to sell yourself for the particular job you are seeking. Identify your experience, education, and skills that are most directly related to that job. Amplify items covered in your resume. Continue to use the key words from your resume to focus on your skills. If an employer is scanning resumes, your cover letter may also be scanned and stored in a database.

When drafting your cover letter, keep the following items in mind:

- **Address your letter to a specific person.** It can be a challenge so investigate the matter. Call to find out the name of the person you should be sending your letter to; confirm the spelling of the name, title, and gender of the person; look on the organization's website to see if the hiring manager or head of the office you are applying to is listed; reach out to alumni at the organization for recommendations on who to address the letter to in your application. If you don't have a name, write "Dear Hiring Manager" or "Dear Search Committee."
- Use a professional, business style format, preferably block paragraphs, using $\frac{3}{4}$ to a full page.
- **Be concise.** The letter should be no longer than one page. Employers are looking to see if you can write in a simple, clear manner.
- Customize your letter to the position for which you are applying. Find out more about the position and/or organization and incorporate in some of the language or concepts used (i.e. company mission statement, job description).
- Focus your letter on how you can be an asset to the organization. **Address the employer's needs and how you can make a substantial contribution.**
- Discuss your relevant skills in terms of experiences that demonstrate your expertise and knowledge in a particular area. **Don't just tell employers your skills match the company's needs—show them how!**
- Don't mention areas of weakness or focus on what you hope to gain from the experience. Focus on your strengths and how you can add value to the organization.
- Close with a summary statement about your qualifications and interest and thank the employer for their time and consideration.
- **PROOFREAD!** Use computer spellcheck and have others review your letter for clarity and grammatical errors.
- Sign it or type your name if sending electronically and always keep a copy for your records.
- If mailing the letter, send the signed original on the same quality paper stock as your resume, in a 9" x 12" envelope.
- Use Microsoft Word and convert the letter to a PDF before submitting it for any application. Be sure to review the PDF to ensure that your layout and formatting are not lost.
- When saving or emailing the letter, the file name should include your name and date (i.e. smith.john.2017.coverletter.doc).

Sample Cover Letter

JANE DOE

202.555.5555 • jane_doe@gwmail.gwu.edu • Washington, DC 20052

13 April 2019

John Doe, Human Resources Manager
Migration Policy Institute
1400 16th Street, NW, Suite 300
Washington, DC 20036

Dear Mr. Doe:

I am contacting you regarding the Research Assistant position in the Migration Policy Institute's National Center on Immigrant Integration Policy (NCIIP), as posted on Idealist. My career aspirations and professional experiences complement NCIIP's mission; since traveling to Italy during my undergraduate studies and witnessing the degrading treatment of migrant groups in the country, I gained perspective and the determination to advocate for the fair and supportive treatment of migrant populations, including initiatives that enable them to live full and productive lives in their new home countries.

In May, I will graduate with a Master's degree from the International Affairs program at The George Washington University (GWU). During my studies, I have become familiar with complex policy research and analysis, as well as creating attainable recommendations by which to improve policies of governments and intergovernmental organizations. For my final Capstone project at GWU, my team investigated the documentation-related welfare needs of Palestinian-Syrian refugees in Jordan. We traveled to Jordan this past March and saw first-hand the ways that discriminatory or ineffective policies can limit people's ability to integrate into their communities. With this project, I aimed to improve the well-being of this group of refugees and contribute lessons learned through its process toward NCIIP's mission to respond to the challenges and opportunities immigration creates in local communities today.

Through my nonprofit experience, I have gained additional skills that will further support NCIIP's mission and programmatic activities. At the International Centre for Missing & Exploited Children and the International Rescue Committee, I often presented my research findings in informal briefs and in-person meetings. Additionally, I gained an appreciation for the flexibility needed to meet the fluctuating demands of a nonprofit environment; I was frequently assigned ad hoc tasks in addition to my regular duties, requiring constant independent evaluation and prioritization. Furthermore, my involvement with the Elliott School Graduate Board will satisfy your need for a Research Assistant with outreach experience and interpersonal skills, as I regularly communicated with business owners, students, and academic offices through various formats. My motivation, flexibility, organization, and written and verbal skills will transfer smoothly to fulfill NCIIP's needs.

I am confident I would be an indispensable member of the National Center on Immigrant Integration Policy at the Migration Policy Institute. While contributing my abilities, I look forward to the opportunity to expand my familiarity with immigrant integration policy design and advocacy, so that immigrants across the United States are better served. To schedule an interview or to ask any questions, please do not hesitate to contact me at 202-555-5555. I appreciate your consideration.

Sincerely,
Jane Doe

Sample Cover Letter

George Elliott
5555 Anywhere Dr. #555
Arlington, VA 22202
(703) 505-5555
GElliott@gwu.edu

January 14, 2019

Jane Doe, Human Resources Manager
Deloitte
1919 N Lynn St.
Arlington, VA 22209

Dear Ms. Doe:

I first learned about consulting opportunities with Deloitte back in September when I attended a panel event at George Washington University (GW) regarding “A Day in the Life” put on by current Deloitte consultants. It was then that I realized how useful and applicable my experiences with the federal government could be in the private sector and how I could bring about real change from the outside. I was pleased to receive an email last month from GW that Deloitte was hiring for the Human Capital Federal Associate position, of which I am writing to apply.

As a current graduate student enrolled in GW’s Security Policy Studies program, I am focusing on U.S. national security and defense policy and the connection between security and development. Throughout my studies I have obtained a wide range of experience throughout the federal government interning at an embassy abroad, fighting child exploitation at the DOJ, conducting oversight on Capitol Hill, and now as a contractor with the State Department where I manage the deployment of 60+ Foreign Service Officers and USAID personnel to Kabul, Afghanistan each year. On top of my regular responsibilities, I am on temporary duty in another office where I helped streamline the application process for a family separation allowance by changing from a paper-based system to electronic, making the submission process faster and more efficient. Afterwards, I trained the incumbent how to effectively leverage technology to make her job easier, rather than reverting back to her previous, more familiar system.

To help clients reach their full potential, this semester I plan on honing my quantitative analysis skills by taking a statistical analysis and a program evaluation course. The skills and abilities I will further develop in those two courses will help clients solve problems to overcome workplace and performance challenges to better achieve their objectives. I first put my problem solving skills to use on a more micro level while interning at the U.S. Embassy in Bangkok as I helped troubled, distressed U.S. citizens one-on-one utilize the resources available to them to travel back to the U.S. On a more macro level, last semester I conducted research and analysis regarding the relationship between the Defense and State Departments and how the Defense Department can better take advantage of the Political Advisor program with State to achieve their goals internationally.

Working for Deloitte is a top priority of mine and I am confident that my work experience, problem-solving skills, and coursework have prepared me well for this opportunity. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

George Elliott

REFERENCES

When beginning your job/internship search, prepare a list of references. Keep in mind that employers will typically reach out to your references at the end of the application process, when they have narrowed down the potential candidates to a small number of finalists. References can be one of the final factors in securing a job offer. Here are some guidelines to assist you in your selection:

- **Choose Appropriately:** List a minimum of three references that can speak about the quality of your work, such as professors or supervisors. Do not list personal references unless they are specifically requested.
- **Be Selective:** Choose people who respect you and can attest to the quality of your work and character.
- **Obtain Permission:** Before listing names and contact information, ask for permission from the individuals you want to list as references. Provide each reference with a copy of your current resume.
- **Show Appreciation:** Send your references a thank you note and/or email after they have spoken to employers on your behalf. Keep them posted on the outcome of your job search and remain in contact with them so they can be a part of your network and act as a future reference.

Sample References List

Alex Arthur

Program Associate
Inter-American Dialogue
1155 15th St NW, Suite 800
Washington, DC 20005
Phone: 202-822-9002
Email: aarthur@thedialogue.org
Relationship: Direct Supervisor, Jan 2019-Present

Christopher Kojm, Ph.D.

Professor of International Affairs
Elliott School of International Affairs
The George Washington University
1957 E St NW, Suite 605N
Washington, DC 20052
Phone: 202-994-6335
Email: ckojm@gwu.edu
Relationship: Former Professor and Faculty Advisor, Jan-Jun 2018

Bill Elliott

Volunteer Coordinator
Habitat for Humanity
2115 Ward Court NW, Suite 100
Washington, DC 20037
Phone: 202-882-4600
Email: b.elliott@dchabitat.org
Relationship: Volunteer Coordinator, May 2016-May 2017

THANK YOU NOTES & EMAILS

Thank you notes and emails are more than just a professional courtesy. They are a smart internship/job search move. By sending a thank you email and/or note, you are confirming the employer's positive impression of you and helping to build your professional network. The below are some guidelines to keep in mind when drafting a thank you note and email:

- **Be Timely:** We recommend you send a thank you email within 24 hours of your interview and a thank you note within 2-3 days. You should send a thank you email/note to each person who interviewed you. The goal is to have this correspondence read before a hiring decision is made.
- **Be Brief:** You want to express gratitude for the interviewer's time and your interest in the position, with a very short and concise reminder of your qualifications and interest.
- **Be Flawless:** Check your spelling and grammar. Ensure you have the interviewer's name and title correct. Remember that while your email has spell check, a handwritten note will not so be sure to review the content closely.

Thank You Note Basic Structure

May 2020

Dear Mr./Ms. _____:

Thank the interviewer for taking the time to meet with you. Mention something positive that you learned.

Briefly summarize how your skills and experience qualify you for the position, reinforcing strengths.

Restate your interest in the position and briefly remind them of when they said they'd contact you next.

Sincerely,
Your Full Name

Sample Thank You Note

May 2020

Dear Mr. Robertson:

Thank you for the incredible opportunity to interview for the Program Associate position at NAFSA. I truly enjoyed our discussion of current trends in international education and appreciate you taking the time to share with me your experience and impressions of the organization.

As a graduate student who has participated in various cross-cultural exchanges in both South Asia and Latin America, I look forward to utilizing this experience, along with my foreign language and interpersonal skills, to advance NAFSA's mission of advancing learning, scholarship, and respect for others from diverse backgrounds.

I remain deeply interested in the Program Associate position and look forward to hearing the results of your hiring decision in the coming week. Thank you again for your time and consideration.

Sincerely,
Your Full Name