

A GUIDE TO

Resume Writing and Job Search Correspondence



Vassar

Career Development Office

TABLE OF CONTENTS

What is a Resume?	2
Resume Contents	2
Action Words	5
Resume Formats	7
Resume Tips	10
Resume Checklist	11
Resume Template	12
Sample Resume #1: First-Year/Sophomore	13
Sample Resume #2: Chronological Format; Study Abroad; Varied Experience	14
Sample Resume #3: Finance Experience	15
Sample Resume #4: Senior; Thesis; Campus Leadership Experiences	16
Sample Resume #5: Political Science; Law/Research Internship Experience	17
Sample Resume #6: Using a Chronological Format; Marketing & PR Student	18
Sample Resume #7: Arts; Thesis Included	19
Sample Resume #8: Theater	20
Sample Resume #9: Computer Science	21
Sample Resume #10: Acting	22
Sample Resume #11: Pre-Med Student	23
Sample CV #1: Curriculum Vitae	24
Cover Letters and Other Job Search Correspondence	26
Cover Letter Template	29
Sample Cover Letter #1	30
Sample Cover Letter #2	31
Sample Cover Letter # 3 (General Letter of Interest)	32
Sample Electronic Cover Letters	33
Sample Thank You Letter	34
Sample Reference List	35

What is a Resume?

A resume is

- a summary of your skills, experiences, achievements and activities;
- a marketing tool presented to employers in order to obtain an interview.

A *good* resume is

- succinct, detailed and action-oriented;
- organized with easy-to-read headers, identifiable sections and an effective use of white space;
- and focuses the reader on the information most relevant to the position applied for.

Resume Contents

Identification:

Name, address(es), phone number(s), email

- Include both campus and permanent address and phone number if currently at school
- Include day/evening/cell phone number if appropriate

Tip: Make sure that a professional greeting is recorded on your voicemail!

Tip: Make sure that you use a professional email address (i.e., yourname@vassar.edu vs. coolchick@aol.com)

- Do not include non-relevant personal information such as your age, sex, marital status, race, religion, national origin, political affiliation, social security number, or health status

Objective:

The reason you are sending the resume to the employer (optional)

- Objectives are not required, but may be useful to focus a resume
- Clear, concise and specific to the position applied for

Example: Instead of "I am currently seeking any position in a museum where I can use my diverse range of art history skills," use something like "To obtain a teaching position in a natural history museum"

Education:

Institution(s) attended (including JYA), location, degree(s) earned, major(s), minor(s), cumulative GPA, major GPA (obtainable by calculating yourself), correlate, thesis, graduation date

- May include key courses relevant to objective
- May highlight achievements, such as a high GPA
- High school is not necessary to include

Experience:

Internships, work experience, research experience, volunteer experience, fieldwork, organizational leadership, etc.

- Include the following components within this section for each entry:
 - Position held (title)
 - Name and location of organization (City, State or Vassar College)
 - Dates of work
 - Accomplishments and responsibilities
 - Demonstrated skills

Tip: Remember to be consistent in your use of date formats; for example, use ONE of the following date styles rather than “mix and match”:

January 20xx-May 20xx, or 1/20xx-5/20xx, or Jan. 20xx-May 20xx, or Spring 20xx



How to start

- Brainstorm all of your experiences, paid and unpaid.
- Include accomplishments for each
- Include responsibilities
- Include skills needed to meet those responsibilities
- Rank the experiences by importance to the job you seek
- Now you can start to write them out in a more organized format

TIPS FOR WRITING THE EXPERIENCE SECTION

- Work reverse chronologically within each category starting with your most recent experience.
- Describe (rather than list) your accomplishments using **Action Words** to depict yourself as “a doer.” (A list of action words is included on page 5). Quantify whenever possible, using numbers, percentages and dollars.
- Include transferable skills you gained from each experience; those skills that you build and carry with you as you move from job to job such as oral and written communication, interpersonal skills, working effectively with a team, leadership, and research or analytical skills.
- Place those jobs and accomplishments that will be valued most for the job you are seeking prominently on your resume.

Tip: First time creating a resume? Need to update the outdated version?

Use VCLink’s Resume Builder to make the process easy: Log into your VCLink account to get started at <https://vassar-csm.simplicity.com>

Honors and Activities:

Academic honors or other awards, leadership roles in activities

- If academic honors are listed in Education, do not repeat them here
- Avoid a “laundry list” of affiliations
- Include the length of your affiliation/dates
- Include high school activities/honors only if they are highly pertinent to the job you are seeking or this is your first year in college

Skills:

Relevant skills to the position such as computer skills, language proficiencies and key job specific skills

- Indicate the level of your understanding of a language (such as fluent or conversational) and computer skills

Interests:

Indicates an interest outside of your stated experience

- Category is optional
- Irrelevant or assumed interests need not be included

References:

Names, titles, addresses, phone numbers and email addresses of people a potential employer may contact

- Use a separate document; do not include “References upon request” on resume
- Maintain the same format (font, style, paper quality) as your resume
- Use professors, current and former employers, or student-organization advisors who can speak to your qualifications rather than friends or family; three - five people are standard

Tip: Be sure to get your references’ permission first and give them a copy of your resume

Tip: After you have made a decision about a job or internship offer or grad school plans, send a thank-you letter to each of your references informing them of your plans

Action Words

Administrative Skills: Administered, Coordinated, Designed, Established, Evaluated, Interpreted, Interviewed, Managed, Mediated, Negotiated, Organized, Prepared, Planned, Purchased, Supervised

Communication Skills: Addressed, Advertised, Arbitrated, Arranged, Articulated, Attended, Authored, Collaborated, Committed, Convinced, Corresponded, Demonstrated, Described, Developed, Directed, Discussed, Diverted, Drafted, Drew, Edited, Elicited, Empathized, Enlisted, Entertained, Expressed, Facilitated, Formulated, Handled, Harmonized, Influenced, Informed, Inquired, Interacted, Interpreted, Interviewed, Invited, Justified, Lectured, Listened, Manipulated, Marketed, Mediated, Moderated, Motivated, Negotiated, Networked, Perceived, Persuaded, Presented, Promoted, Proposed, Publicized, Recommended, Reconciled, Recruited, Rated, Reported, Represented, Settled, Showed, Signaled, Solicitated, Specified, Spoke, Talked, Telephoned, Testified, Translated, Wrote

Counseling/Helping Skills: Accompanied, Adopted, Advocated, Aided, Assessed, Assisted, Assumed, Clarified, Coached, Collaborated, Combined, Counseled, Demonstrated, Devoted, Diagnosed, Disclosed, Educated, Effected, Enlarged, Ensured, Executed, Expanded, Expedited, Facilitated, Familiarized, Fortified, Guided, Helped, Increased, Involved, Maintained, Modified, Motivated, Offered, Participated, Protected, Provided, Reduced, Referred, Rehabilitated, Reinforced, Represented, Retained, Reviewed, Revised, Sampled, Served, Set up, Shared, Suggested, Supplied

Creative Skills: Acted, Anticipated, Appeared, Conceptualized, Created, Customized, Decorated, Designed, Developed, Directed, Displayed, Drew, Edited, Entertained, Established, Fashioned, Filmed, Founded, Illustrated, Initiated, Innovated, Instituted, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized

Financial Skills: Administered, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Bargained, Bought, Budgeted, Calculated, Computed, Developed, Exchanged, Forecasted, Insured, Managed, Marketed, Planned, Prepared, Purchased, Researched, Sold, Spent

Management Skills: Administered, Allotted, Analyzed, Assigned, Attained, Broadened, Called for, Chaired, Changed, Consolidated, Contacted, Contracted, Consolidated, Coordinated, Decided, Defined, Delegated, Developed, Devised, Directed, Eliminated, Enforced, Established, Evaluated, Executed, Focused, Handled, Headed, Hired, Implemented, Improved, Incorporated, Increased, Instituted, Integrated, Judged, Led, Managed, Mediated, Mobilized, Motivated, Organized, Overhauled, Oversaw, Planned, Prioritized, Produced, Provided, Recommended, Regulated, Resolved, Restored, Reviewed, Scheduled, Screened, Scrutinized, Selected, Shaped, Solved, Sought, Specialized, Strengthened, Structured, Supervised, Terminated, Verified

Organizational Skills: Analyzed, Applied, Approved, Arranged, Coordinated, Catalogued, Classified, Collected, Compiled, Dispatched, Developed, Expedited, Facilitated, Generated, Handled, Implemented, Initiated, Inspected, Monitored, Organized, Planned, Prepared, Processed, Purchased, Recorded, Retrieved, Screened, Specified, Systematized, Tabulated, Validated

Action Words Cont.

Research Skills: Analyzed, Applied, Checked, Cited, Clarified, Collected, Compared, Critiqued, Deducted, Determined, Diagnosed, Discovered, Dissected, Estimated, Evaluated, Examined, Explored, Extracted, Forecasted, Formulated, Found, Gathered, Graphed, Identified, Inspected, Interpreted, Interviewed, Investigated, Isolated, Located, Observed, Predicted, Read, Researched, Reviewed, Studied, Summarized, Surveyed, Systematized

Technical Skills: Adjusted, Advanced, Altered, Amplified, Assembled, Built, Calculated, Computed, Designed, Devised, Developed, Engineered, Excavated, Extinguished, Fabricated, Installed, Made, Maintained, Mapped, Measured, Mediated, Moderated, Motivated, Negotiated, Obtained, Operated, Overhauled, Persuaded, Plotted, Produced, Programmed, Promoted, Publicized, Reconciled, Recruited, Remodeled, Renovated, Repaired, Restored, Rotated, Solved, Synthesized, Spoke, Translated, Upgraded, Wrote

Time Management Skills: Administered, Developed, Directed, Generated, Improved, Initiated, Increased, Promoted, Reduced

Training Skills: Adapted, Advised, Clarified, Coached, Communicated, Coordinated, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Guided, Informed, Initiated, Instructed, Motivated, Persuaded, Presented, Stimulated

Accomplishment: Achieved, Became, Elected To, Established, Expanded, Improved, Pioneered, Reduced (losses), Resolved, Restored, Transformed

Function/Task: Approved, Arranged, Catalogued, Charted, Classified, Collected, Compiled, Delivered, Dispatched, Distributed, Drafted, Edited, Executed, Filed, Generated, Hosted, Implemented, Inspected, Kept, Memorized, Monitored, Operated, Organized, Outlined, Prepared, Processed, Purchased, Recorded, Registered, Relayed, Reorganized, Reproduced, Retrieved, Scanned, Screened, Separated, Simplified, Specified, Systematized, Tabulated, Transferred, Typed, Updated

Type Of Experience: Broad, Complete, Comprehensive, Consistent, Diversified, Extensive, Intensive, Scope, Solid, Specific, Successful, Varied

Resume Formats

There are three basic resume formats to choose from and modify: chronological, functional, and combination.

Chronological:

Organizes information within sections in reverse chronological order

- Most commonly used format
- Especially good if you have progressive experience in the type of position you are seeking

	NAME	
	EMAIL	
ADDRESS 1		ADDRESS 2
CITY STATE 1		CITY STATE 2
PHONE 1		PHONE 2
EDUCATION		
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXX
XXXXXXXXXXXXXXXXXXXX		
EXPERIENCE		
JOB 1, EMPLOYER, LOCATION	200x- PRESENT	
ACCOMPLISHMENTS DESCRIBED HERE		
JOB 2, EMPLOYER, LOCATION	200x – 200x	
ACCOMPLISHMENTS DESCRIBED HERE		
JOB 3, EMPLOYER, LOCATION	200x-200x	
ACCOMPLISHMENTS DESCRIBED HERE		
HONORS AND ACTIVITIES		
HONOR		XXXX
PRESIDENT, ACTIVITY		XXXX-XXXX
SKILLS		
LANGUAGE (FLUENT)		
COMPUTER		

Experience is listed in reverse chronological order in a Chronological Resume

While dates may be listed by year(s) only, month and year are often most appropriate

Functional:

Organizes information “functionally” by types of skills, qualifications and accomplishments

- De-emphasizes dates and highlights transferable skills rather than work history
- Grouped into relevant categories such as “Leadership,” “Technical” and “Interpersonal”
- Work History listed separately to include position, employer, location and dates

	NAME	
	EMAIL	
ADDRESS 1		ADDRESS 2
CITY STATE 1		CITY STATE 2
PHONE 1		PHONE 2
EDUCATION		
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXX
QUALIFICATIONS		
LEADERSHIP		
DETAILED ACCOMPLISHMENT 1		
DETAILED ACCOMPLISHMENT 2		
COMMUNICATION		
DETAILED ACCOMPLISHMENT 1		
DETAILED ACCOMPLISHMENT 2		
RESEARCH		
DETAILED ACCOMPLISHMENT 1		
DETAILED ACCOMPLISHMENT 2		
WORK HISTORY		
JOB 1, EMPLOYER, LOCATION		XXXX-XXXX
JOB 2, EMPLOYER , LOCATION		XXXX-XXXX
SKILLS		
LANGUAGE #1 (CONVERSATIONAL)		
LANGUAGE #2 (BASIC READING)		

There is no set number of accomplishments that must be included under a given section

Tailor the functional headings based on your experiences and the job you are seeking

Work history is still listed in reverse chronological order and needs to include the 4 basic parts

Combination:

Organizes information chronologically within functional categories

- A good way to separate different types of experiences, such as “Marketing Experience” and “Arts Experience”
- Allows you to include relevant positions closer to the top of your resume, even when you may have done a less relevant position more recently

	NAME	
	EMAIL	
ADDRESS 1		ADDRESS 2
CITY STATE 1		CITY STATE 2
PHONE 1		PHONE 2
OBJECTIVE: TO OBTAIN A SPECIFIC JOB IN INDUSTRY 1		
EDUCATION		
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXX
INDUSTRY 1 EXPERIENCE		
JOB 1, EMPLOYER, LOCATION		200x-200x
ACCOMPLISHMENTS DESCRIBED HERE		
JOB 2, EMPLOYER, LOCATION		200x-200x
ACCOMPLISHMENTS DESCRIBED HERE		
INDUSTRY 2 EXPERIENCE		
JOB 1, EMPLOYER, LOCATION		200x-PRESENT
ACCOMPLISHMENTS DESCRIBED HERE		
JOB 2, EMPLOYER, LOCATION		200x-200x
ACCOMPLISHMENTS DESCRIBED HERE		
HONORS AND ACTIVITIES		
HONOR		XXXX
PRESIDENT, ACTIVITY		XXXX-XXXX
SKILLS		
ADVANCED COMPUTER SKILLS HERE		
INTERESTS		
RELEVANT INTEREST		

Employment listed with accomplishments in reverse chronological order like the Chronological format, but is categorized functionally, in this case, by industry

Notice how this allows the job seeker to put the most relevant experience at the top, even though it is not the most current

Resume Tips

Layout

Crisp and clean look which is visually appealing

Effective use of white space to avoid a “dense” looking resume

Use spacing to accentuate headings

Length

Generally, does not exceed **one** page for current students or new graduates

(Note: Exceptions may include resumes for teachers, nurses, researchers, non-traditional students, or curriculum vitae for those working in academia)

Emphasis

Bold, *italics*, underlining, SMALL CAPS, and CAPITALS can be used to make key information, such as headings, job titles, or employers, stand out

Be consistent in your use of these tools

Avoid over-use of emphasis tools, since it can break the flow of the resume

Tips for a Computer Friendly Resume

If you plan to send your resume via email, consider the following suggestions:

- Save your resume as a PDF (portable document format; Adobe Acrobat, Preview or other software required)—this will help eliminate any potential software compatibility problems or inconsistency with display
- Make sure your resume is suited to online viewing—avoid using italics, lines, graphics or other design elements that may interfere with the screen quality of your resume

Reproduction and Printing

Paper should be conservative colors such as white, buff, tan or light gray

Print on a laser quality printer; photocopies should be professional quality

Sans Serif fonts like **Arial** and **Helvetica** are recommended

Font size should be conservative; no smaller than 10 pt and no larger than 12 pt (except for headings)

Overall

Avoid resume templates, background colors and fancy fonts

Avoid personal pronouns (ie. I, we, they, us)

Focus on *your* accomplishments

Resume Checklist

- ✓ Do you have the resume components listed in an order that highlights your most relevant experience?
- ✓ Is your format consistent throughout the resume?
- ✓ If you included an objective, is it clear and position specific?
- ✓ Does your education section include all the key components: school name, location, course of study, anticipated degree, dates, etc?
- ✓ Does each experience listed contain all the key components: position, employer, location and dates?
- ✓ Are the descriptions of your experience results-oriented in terms of accomplishments?
- ✓ Are your experience descriptions in the correct verb tense? (Use the present tense for current experience and the past tense for previous experience; for example, “assist” versus “assisted”.)
- ✓ Is it one page – (and no more than two) in length?
- ✓ Are dated listings in reverse chronological order within each section?
- ✓ Does your resume look neat, crisp and well spaced on the paper?
- ✓ Is your resume free from errors?
- ✓ Is your resume an honest and accurate representation of your professional self?

Resume Template

NAME

Email Address

Campus Address:

Home Address:

Objective

The reason you are sending the resume (optional)

Education

Institution(s) attended, location, degree(s) earned, major(s), correlate, date graduated, relevant coursework (optional), GPA (optional but recommended if above a 3.0)

Experience

Work experience, research experience, volunteer experience, fieldwork, internships, etc.

Include title, employer, location, dates and accomplishments

Honors and Activities

Academic honors and other awards, leadership roles and activities

Skills

Computer skills, language proficiencies, key job specific skills

Sample Resume #1: First –Year/Sophomore

Veronica Vassar

vevassar@vassar.edu

Box XXXX, Vassar College
124 Raymond Ave
Poughkeepsie, NY 12604-XXXX
(845) XXX-XXXX

43 Gray St.
Boston, MA 02134

EDUCATION

Vassar College

Poughkeepsie, NY

Bachelor of Arts, Philosophy (undeclared); Expected May, 20xx

Overall GPA: 3.56; Self-fund education through academic scholarships and work -study

NY City High School, June 20xx

New York, NY

GPA: 4.83; Top 10% of graduating class

Honors: International Baccalaureate diploma; National Merit Scholar finalist

EXPERIENCE

Student Volunteer, Frances Lehman Loeb Art Center, Vassar College

Poughkeepsie, NY

January 20xx – May 20xx

- Interpreted exhibits for groups of up to 25 visitors
- Assisted with two special events which raised \$5500 towards a new wing of the library
- Developed creative ways to market items in museum gift shop; resulted in higher overall sales

Student Fellow, Residential Life, Vassar College

Poughkeepsie, NY

August 20xx – May 20xx

- Coordinated recreational activities for 50 students
- Entered data into college wide computer system for easier access and readability of data
- Counseled students on a variety of issues

Leadership Counselor, Anytown Arizona

Phoenix, AZ

Summers, 20xx and 20xx

- Mentored students as leaders to fight against bias, bigotry, and racism in local high schools and communities through workshops and small group discussions
- Facilitated leadership workshops in Gender, Sexual Orientation, and Prejudice with program directors

ACTIVITIES

Women's Volleyball Club, Vassar College (20xx-20xx)

Campus Tour Guide, Vassar College Admissions Office (20xx-20xx)

SKILLS

Computer: PowerPoint, iMovie, Final Cut Pro, HTML

Language: Conversational Spanish

Sample Resume #2: Chronological Format; Study Abroad; Varied Experience

Job Hunter

XXX Park Avenue, New York, NY 10056
(212) XXX-XXXX johunter@vassar.edu

Education

Vassar College, Poughkeepsie, NY
Bachelor of Arts in Urban Studies/Economics Correlate May 20xx
Geographic Information Systems (GIS) Proficiency

University of New South Wales, Sydney, Australia
Study Abroad Program in Urban Studies Spring 20xx

Work Experience

Student Assistant to the Dean of the College, Vassar College (20xx-20xx)

Acted as liaison between Dean and students, faculty, staff, and various committees. Launched long-term project to improve school's environmental policy and practice. Organized and attended functions for the Board of Trustees.

Hosting Intern, Vassar College Admissions Office (Fall 20xx)

Planned and instituted Ambassador project facilitating recruitment by current students. Enlisted volunteers for Admissions Office programming. Coordinated host visits for prospective students.

Administrative Intern, City Hall, Prairie Village, KS (Summer 20xx)

Worked with Mayor and City Administrator on community relations and planning projects. Managed city-wide recreation program and 4th of July festivities. Prepared comprehensive report on area water parks for future construction.

Customer Service Representative, Best Buy, Poughkeepsie, NY (20xx-20xx)

Provided advice and personal attention to customers. Assisted with special promotions and membership programs. Organized merchandise and layout on sales floor.

Development Representative, Vassar College Annual Fund (20xx-20xx)

Supported the Office of Alumnae/i Affairs & Development in the execution of various fundraising projects. Communicated with alumnae/i about contributions to Vassar's Annual Fund. Counseled new student staff members on procedures and protocol.

Volunteer Experience

Elementary School Mentor, P.E.A.C.E. Organization (20xx-20xx)

Advisor/Counselor, Teens TAP AIDS Information Hotline (20xx-20xx)

Workshop Coordinator, Vassar Equal Rights Awareness Day (20xx)

Leadership Activities

Chair, Urban Studies Majors Committee (20xx-20xx)

Student Fellow, Vassar College Office of Residential Life (20xx-20xx)

Scholar Delegate to Dean, College Review Committee (20xx-20xx)

Class Executive Council (20xx-20xx)

Class Representative, Committee on College Life (20xx-20xx)

Vassar College Choir, featuring London and East Coast U.S. Tours (20xx-20xx)

Vassar College Orchestra (first chair Violin) (20xx – 20xx)

Sample Resume #3: Chronological Format; Finance Experience

FRED F. FINANCE

frfinance@vassar.edu

124 Raymond Ave, Poughkeepsie, NY 12603 555-555-5555

EDUCATION

Vassar College, Poughkeepsie, NY

December 20xx

Bachelor of Arts in Economics; Major GPA: 3.6; Cumulative GPA: 3.3; GMAT: 710

Relevant Coursework: International Finance, Statistics, Micro/Macroeconomic Theory, Financial Markets

- 1st Place in New York Fed's Competition: "Central Bank Independence and the Money Printer Fixed" *Jan. 20xx*

WORK EXPERIENCE

Citigroup—Global Industries and Regional Markets, New York, NY

Summer 20xx

Risk Summer Analyst—Consumer, Retail & Healthcare, Offer Extended

- Performed in-depth financial analysis and prepared comprehensive credit approval memos for transactions
- Built financial models for valuation and to assess appropriate capital structure, facility terms and ratings
- Compiled research on Basel II/III and analyzed data to determine Basel's effects on the CR&H portfolio

Transactions Experience:

- XYZ International: \$1.8 billion acquisition of XYZ CO
- XYZ Corporation: \$1.2 billion acquisition of Company X
- XYZ Corporation: \$700 million acquisition by Company Z

Professor Ergys Islamaj – International Finance, Vassar College

Fall 20xx—Winter 20xx

Research Assistant

- Assisted in research of a paper analyzing financial liberalization and crowding out of private investment
- Gathered data by selecting specific indicators relevant to the paper and performed comparative analysis

Gaming Blog, www.gamingblog.com

May 20xx—Present

Founder, Editor, Contributor

- Created a website on online gaming news that garners 10,000 hits per month with at least 10 posts per month

LEADERSHIP EXPERIENCE

Vassar Business Club – President

Fall 20xx—Winter 20xx

- Tripled membership through redesigning meeting programming and organizing two finance careers panels
- Launched and managed club website and coordinated bi-weekly column in school paper
- Co-developed investment portfolio; organized and contributed to quarterly market reports

Miscellany News – Co-Editor, Opinions Section

Fall 20xx—Spring 20xx

- Expanded Opinions section by three pages by soliciting content from students, alumni, and faculty

SKILLS AND INTERESTS

Skills: HTML Web Design, Stata, Beginning Spanish, Beginning German

Interests: Gaming, Boxing, Competitive Weight-Lifting, Violin and Piano, Building Computer

Your Name Here
yohere@vassar.edu
845-222-9999

Campus Address:
124 Raymond Ave., Box xx
Poughkeepsie, NY 12604

Home Address:
1234 Smith St.
Smithville, NY 12345

Education

Vassar College, Poughkeepsie, NY

Bachelor of Arts, Women's Studies and Sociology (Expected May 20xx)

Senior Thesis: "The relationship between disco and masculinities in the United States"

Experience

President, South Commons (August 20xx – May 20xx)

Vassar Student Association, Poughkeepsie, NY

- Held one of 24 elected positions on Vassar's student government council.
- Collaborated with administrators, faculty, and students on a Vassar-specific alcohol research task force, a review of the Dean of the College, and the allocation of \$700,000 to over 120 student organizations.
- Participated actively in weekly meetings of VSA Council, Student Life committee, Finance committee, and subcommittees therein.

Apartment Manager, South Commons (August 20xx – May 20xx)

Vassar College Office of Residential Life, Poughkeepsie, NY

- Oversaw grounds of a senior living area.
- Communicated Residential Life policies and procedures to residents.
- Utilized Vassar's internal Citrix server for entering maintenance requests.

Retail Manager (Summers, April 200x – August 20xx)

Happy Jack Shops, Bolton Landing, NY

- Supervised a staff of 4-7 per shift from a total staff of about 20 at a fast-paced, seasonal retail store in a busy summer location.
- Developed an adaptable leadership style that hinged on fostering mutual respect and setting boundaries; managed a staff diverse in age range.
- Enforced store policy and maintained detailed knowledge of an ever-changing inventory.

Student Advisor, Josselyn House (August 20xx – May 20xx)

Vassar College Office of Residential Life, Poughkeepsie, NY

- Advised a House Team of 19 student residential leaders in a house of over 200 students.
- Facilitated weekly group meetings with 9 Student Fellows to work collaboratively on solving problems among first-year students.
- Attended weekly meetings with the Josselyn House Advisor and the Director of Residential Life to discuss House and campus climate, evaluate individuals' and the House Team's well-being, and develop pointed strategies for solving problems that arose within the House.

Skills

Computer: Microsoft Office Suite, Adobe Illustrator, social media (Facebook, Twitter, blogs)

Language: Conversational Spanish

Sample Resume # 5: Senior; Political Science Major; JYA; Law/Research Internship Experience

Mary Brewer
mabrewer@vassar.edu
(845) 123-1234
124 Brewer Ave. Apt 3
Poughkeepsie, NY 12604

Education

Vassar College, Poughkeepsie, NY

Bachelor of Arts in Political Science, Minors in English and French and Francophone Studies, May 20xx
GPA: 3.47; Major GPA: 3.9 (Recipient of Julia Flitner Lamb Prize for excellence in Political Science)

University of St. Andrews, St. Andrews, Scotland, (Semester Abroad Fall 20xx)

Relevant Experience

Research Intern, African American Policy Forum at Columbia Law School, New York, NY, May 20xx-August 20xx

- Received a prestigious Ford Scholarship for research in the field of Political Science
- Developed new strategies for the Structural Racism and Affirmative Action public education programs
- Led focus group in developing a flash interactive board game for public distribution
- Digitized contact database, helped prepare four major proposals for funding from the Ford Foundation

Research Assistant, Political Science Department, Vassar College, August 20xx-Present

- Conduct a yearlong research project for Professor Zachariah Mampilly
- Locate relevant academic sources, compile bibliographic information

Student Intern, Project MORE Re-entry Program for Ex-Offenders, Poughkeepsie, NY, January 20xx – May 20xx

- Coordinated with attorneys, public defenders and psychologists to maintain daily activities for 40 ex-offenders
- Assisted case managers with updating information and facilitating cross-communication between legal offices, families and clients

Court Intern for Hon. Judge Posner Dutchess County Family Court, Poughkeepsie, NY, May 20xx-August 20xx

- Attended daily court sessions, preparing and organizing case documents
- Accompanied the presiding judge to case related conferences, and conducted data based research on the prevalence of the reasonable woman standard in instances of sexual assault

Founder, University Relief Initiative, New York, NY, August 20xx-May 20xx

- Managed a sponsor-a-village project via the Pakistan Poverty Alleviation Fund.
- Raised \$75,500 in 2010-11 amongst Vassar College, Williams College, Duke, Harvard, Rutgers, Penn State and Yale
- Built collaborations with local NGOs, directed funds towards a women's disaster relief workshop initiative

Campus Leadership Activities

- Opinions Columnist, The Miscellany News, August 20xx-Present
- President, South Asian Students Alliance, May 20xx-Present
- Representative, Judicial Board, August 20xx - Present

Skills

- Computer: Lexis Nexis, Westlaw, SPSS; Languages: French (conversational), Urdu (fluent)

Sample Resume # 6: Chronological Format; Marketing & Public Relations Internship Experience

MARGARET M. MEDIA

mamedia@vassar.edu

100 Brand Ave. | New York, NY 12345. | 212-888-8888

EDUCATION

Vassar College, Poughkeepsie, NY Expected May 20xx
Majors: Political Science and French; Correlate: Cultural Anthropology; 3.55 GPA

Sciences-Po, Paris, France Fall 20xx to Spring 20xx
IFE French Field Studies Program

MARKETING INTERNSHIP EXPERIENCE

XYZMedia, *News Marketing Intern*, New York, NY Summer 20xx

- Conducted and designed 129-slide competitive analysis of six multi-platform news brands and presented how story coverage reflects brand identity to brand managers
- Created *Education Nation* brand guiderails for XYZ News producers across 16 platforms
- Tracked social media count for *MediaLine*; created stickers to engage audience; analyzed audience trends
- Assisted brand transition from ACME Digital Network to XYZ News Digital by identifying over 130 logo and text locations across online, mobile, and tablet products and recommending XYZ News brand updates needed

Shutterstock Images, LLC., *Affiliate Marketing Intern*, New York, NY Summer 20xx

- Generated company revenue at a projected annual rate of \$72,000 by acquiring clients through the Affiliate Program
- Partnered with the Director of Corporate Development and Affiliate Marketing Manager to identify opportunities to grow affiliate business and strategize international outreach opportunities in Germany and Brazil
- Optimized relationships with current and prospect affiliates by proposing strategies to maximize revenue and measuring success rates

Meridian Capital Group, LLC., *Marketing Intern*, New York, NY Winter 20xx

- Researched key prospective clients and developed informative executive summaries for Meridian Capital Group's CEO and Sovereign Banks' CFO to review in preparation for meetings
- Drafted and edited two press releases for recent multimillion dollar deals

OTHER INTERNSHIP EXPERIENCE

French Ministry of Internal Affairs, *Law Immigration Bureau Intern*, Paris, France Fall 20xx

- Represented France in European Union conference at Brussels and the Bureau of Immigration conference meetings to strategize processes for protecting the rights of intracorporate transferees in the territory of EU Member States
- Tracked and interpreted the progress of ongoing EU negotiations concerning propositions on European directives

Susan Becher Public Relations, *Public Relations Intern*, New York, NY Summer 20xx

- Created 250-page company iPad portfolio in Adobe Photoshop CS5 Extended to enhance coverage of 20 clients
- Composed press lists, edited press kit presented to prospect clients, and managed catalog distribution

LEADERSHIP & CAMPUS ACTIVITIES

Friends Seminary Alumni Council, *Member*, Friends Seminary, New York, NY Fall 20xx to Present

Synchronized Skating Team, *President*, Vassar College, Poughkeepsie, NY Fall 20xx to Present

French Club, *President*, Vassar College, Poughkeepsie, NY Fall 20xx to Spring 20xx

SKILLS

- Fluent in French
- Adobe Photoshop and Illustrator, iPhoto, iMovie, and iNews, Twitter, Foursquare, Pinterest, Instagram, and Tumblr
- Ice Skating: Certified Junior Instructor, Intermediate Moves in the Field Skater, and Competitive Synchronized Skater

Susanna Perstar

superstar@vassar.edu

Current Address

Box X Vassar College
124 Raymond Ave
Poughkeepsie, NY 12604

Permanent Address

1 My Street
City, ST XXXXX

Education

Bachelor of Arts, Vassar College, Poughkeepsie, NY, May 20xx

Majors: Art and History

Thesis: "The American Quilt: Voice of the Post-Colonial American Women"

Experience

National Park Service, *Museum Intern*, Hyde Park, NY, February 20xx-May 20xx

- Catalogued all furniture, pewter and linens manufactured by Eleanor Roosevelt's Val-Kill Industries.
- Researched, located, and interviewed 10 employees of Roosevelt's Industries.
- Prepared artifacts to be photographed for use in web site as assistant to curatorial staff and Smithsonian photographers.

Wilderstein Preservation, *Intern*, Rhinebeck, NY, September 20xx-December 20xx

- Cleaned, photographed and catalogued artifacts in 40 room Queen Anne Mansion.
- Led tours of 15-20 visitors and answered questions about historic home and its contents.
- Presented local history to school groups and other visitors.

Summer Scholars Program, *Residential Adviser*, Vassar College, June 20xx

- Counseled 12 gifted high school students in "Hudson Valley Archeology" program.
- Guided students in an archeological dig and led museum excursions.

Art Department, *Research Assistant*, Vassar College, September 20xx-May 20xx

- Gathered materials for classes and publications for classes on American art history.
- Developed web site featuring class syllabi, extensive bibliography and images.
<http://arthistory.vassar.edu>.

Skills

Language: Fluent in French and Spanish, Conversational Italian

Computer: Proficient in Adobe PhotoShop, Microsoft Office, Adobe PageMaker, FrameMaker, and DreamWeaver; Basic HTML programming knowledge

OTHELLO MOORE
otmoore@vassar.edu

Current Address

Box XXX, Vassar College
Poughkeepsie, NY 12604
845-451-1234

Permanent Address

321 Avenue K
Mytown, ST 01010
555-444-3333

OBJECTIVE

To secure a permanent position as an Assistant Stage Director

EDUCATION

Bachelor of Arts, *Vassar College*, Poughkeepsie, NY, Expected May 20xx

Major: Drama Correlate: Math Major GPA: 3.57/4.00

RELATED EXPERIENCE

Stage Management Intern, *Berkshire Theater Festival*, Stockbridge, MA, May 20xx – Aug. 20xx

- Performed technical duties such as props tracking, setting a stage and blocking
- Worked in scene shop and assisted with lighting as needed

Technical Director, *Community Theatre*, Poughkeepsie, NY 20xx-20xx Season

- Oversaw all aspects of productions, including set construction
- Trained 35 volunteers and students; held weekly technical meetings

Assistant Manager, *College Theater*, Vassar College, Dec. 20xx – June 20xx

- Scheduled and coordinated classes, movies, and other university activities
- Organized, trained, and supervised paid student technicians for events requiring large crew calls

Assistant Producer, *Boston Children's Theater*, Boston, MA, June 20xx – Aug. 20xx

- Designed publicity and managed scheduling of events
- Liaised with guest artists, coordinated transportation and organized presentations

DIRECTING ROLES

A Midsummer Night's Dream, XYZ Theater, Anytown, ST; Summer 20xx

The Wedding Singer & The Drowsy Chaperone, Boston Children's Theater, Boston, MA; Fall 20xx

Our Town, Local Theater, Mytown, ST; Summer 20xx

Adding Machine, Vassar College Philatheis Theater, Poughkeepsie, NY, Jan. 20xx

HONORS AND LEADERSHIP ACTIVITIES

The Tananbaum Family Leadership Program for Work and Development, 20xx,

- Grant Fellowship awarded to Vassar students who demonstrate a commitment to professional and personal growth, achievement and success

Vassar College Orchestra, Principal Cello, Sept. 20xx – Present

Vassar College Choir, Tour Leader, Sept. 20xx – May 20xx

Indecent Exposure (Vassar College Comedy Troupe), President, Sept. 20xx – May 20xx

Web D. Veloper

Box A Vassar College
Poughkeepsie, NY 12604

Cell: 845-451-XXXX
weveloper@vassar.edu

EDUCATION

Vassar College, Poughkeepsie, NY

Bachelor of Arts in Computer Science; Correlate in Japanese, Expected May 20xx

GPA: Overall (3.40), Major (3.50)

EXPERIENCE

Computer Science Lab Coach, *Vassar College*, Poughkeepsie, NY, Fall 20xx – Spring 20xx

- Assisted students in laboratory sessions for an introductory Computer Science course
- Held office hours for students who required help with their assignments

Web Developer, *Clever Consultants*, Hartford, CT, Summer 20xx

- Designed, tested and implemented a dynamic web site www.clevcon.com
- Collaborated with technical writers to write a users manual for the corporation

Web Development Team, *Creative Consulting*, Hartford, CT, Summer 20xx

- Redesigned Access Membership Database format
- Developed standard queries for use of College Club Board Members
- Created users and developers manual

Student Network Administrator, *Vassar College*, Poughkeepsie, NY, Fall 200x – Spring 20xx

- Responsible for making recommendations for system improvements
- Finished developer's documentation to achieve the desired system

COMPUTER SKILLS

- Proficient in all major operating systems, with a focus on Windows & UNIX
- Application Development with C/C++, Java; Website Development with PHP & SQL, Ruby on Rails, Python
- Database Systems: Oracle, MySQL and Access writing SQL queries & table design
- Statistical analysis using Microsoft products, Minitab, Matlab and customized solutions

HONORS AND ACTIVITIES

Awarded "Promising Programmer" Scholarship by Anytown Chamber of Commerce, 20xx
Member, Vassar College Soccer Team, Vassar College, 20xx-20xx

Sample Resume #10: Acting

ELIZABETH WEBB

ACTRESS, SINGER, DANCER

HEIGHT: 5' 6"
WEIGHT: 140 LBS
HAIR: BROWN
EYES: BROWN

ELWEBB@VASSAR.EDU
VASSAR COLLEGE
BOX 0000
POUGHKEEPSIE, NY 12601
845/437-0000

EXPERIENCE

NEW YORK AND BOSTON

The Royal Family	Kitty LeMoyne Dean	Interborough Repertory Theater
Dean	Dizzy	Metro Playhouse
Equus	Jill	Metro Playhouse
Grace, George, and God	Grace	Mirror Repertory Theater
Kimberley Akimbo	Kimberley (u/s)	Manhattan Theatre Club
Fiddler on the Roof	Tzeitzel	Metro Playhouse
The Frogs	Dionyus	Huntington Theatre Co. (Boston)
Hair... the 80's	Donna	Huntington Theatre Co. (Boston)
Spring's Awakening	Mrs. Gabor, Thea	Lyric Stage Company of Boston
Sound of Music	Louisa	Boston Children's Theatre

REGIONAL STOCK

Figaro	The Countess	American Repertory Theatre
Damn Yankees	Lola	Pittsburgh Civic Light Opera
The King and I	Anna	Pittsburgh Civic Light Opera
Guys and Dolls	Sarah Brown	Odd Chair Playhouse
Babes in Toyland	Jane	Odd Chair Playhouse
Two Gentlemen of Verona	Julia	Odd Chair Playhouse

FILMS/TELEVISION

Big Bang Theory (2012)	Penny's cousin
The Office (2010)	Jim's ex-girlfriend
Dawson's Creek (2001)	Extra

CHILDREN'S THEATRE

Hansel and Gretel	Gretel	Wilmington Drama League
The Little Princess	Becky	Wilmington Drama League
Cinderella	Griselda	Delaware Children's Theatre
Alice in Wonderland	Alice	Candlelight Dinner Theatre

TRAINING

ACTING: NEIGHBORHOOD PLAYHOUSE

VOICE (SOPRANO): LORENZO MALFATTI, VALERIE WALTERS

DANCE:

Jazz: Luigis, Sandy Hagen, Gary Gendell, Assistant to Peter Gennaro
Tap: Paul Draper, Leon Collins
Ballet and Modern Dance
Bennington Summer Dance Theatre (Full time student and Performer, Summer 200x)

Vassar College, Bachelor of Arts in Psychology, Poughkeepsie, NY (May 20xx)

Sample Resume # 11: Pre-Med

MARY MEDSTUDENT
mamedstudent@gmail.com
123.456.7890
123 S. Any Rd · Anywhere, PA 11111

EDUCATION

Vassar College, Poughkeepsie, NY
Bachelor of Arts in Biochemistry, Expected May 2012
GPA: 3.45/4.00

EXPERIENCE

Lab Intern, Vassar College 09/2011-present

- Act as a teaching assistant for three organic chemistry labs consisting of 10-15 students.

Undergraduate Summer Institute Fellow & Research Assistant, Vassar College 05/2010-present

- Collaborate with faculty mentor on experimental chemistry research on asymmetric catalysis.
- Train undergraduate students on proper laboratory techniques and use of laboratory instrumentation.
- Present posters at American Chemical Society conferences and URSI symposiums: 4/12, 10/11, 4/11, & 10/10
- Currently writing biochemistry thesis on original research conducted.

Emergency Medical Services Assistant Captain & Crew Chief, Vassar College 12/2008-present

- Schedule and organize EMS coverage daily and for large college events.
- Manage and update online roster of 75 members; increase membership by improving communication with the class of future EMTs.
- Maintain confidential medical records, assist in effort to implement electronic record keeping.
- Prepare materials for meeting of officers, administrators, and volunteer body.

Shadowing, Saint Francis Hospital, Poughkeepsie, NY 09/2011-12/2011

- Observed general & oncological surgeries, observed post-op visits, assisted with patient care

Intern, Hudson River Community Health Clinic, Poughkeepsie, NY 09/2009-12/2010

- Scheduled appointments, updated electronic medical records.
- Devised creative solutions to barriers to care (lack of insurance, citizenship, English, and literacy).

ESL Tutor, Poughkeepsie High School, Poughkeepsie, NY 09/2008-12/2008

- Developed research, writing, and language skills with two ESL high school students.

Student Assistant, Vassar College Infant Toddler Center, Poughkeepsie, NY 09/2008-05/2009

- Assisted with childcare, sanitation, and developmentally appropriate educational activities.

EMT-Basic, Eminent Medical Transport, Morton, PA 06/2008-09/2009

- Led a basic life support ambulance crew, with a mixture of routine transports and emergency calls.

HONORS

Associate Member, Sigma Xi, 2012
Award for Outstanding Undergraduate Research Paper, American Chemical Society 04/2012

SKILLS

- Computer skills: Microsoft Office: Word, Excel, PowerPoint. Adobe: Illustrator, InDesign.
- Extensive research skills, including database, Internet, and experimental research.
- Conversational Spanish

Sample CV # 1: Curriculum Vitae

Leonard Labcoat

XXX East XX St. Apt A
New York, NY XXXXXX

lalabcoat@gmail.com
(XXX) XX-XXXX

Education

Vassar College, Poughkeepsie, NY May 2012
Bachelor of Arts in Chemistry GPA: 3.73 Science GPA: 3.78
Graduated with Departmental Honors

Relevant Coursework

General Chemistry (with lab)	General Biology (with lab)	Organic
Chemistry I and II (with lab)	General Physics I and II (with lab)	
Advanced Organic Chemistry	Biochemistry (with lab)	
Integrated Lab I and II	Physical Chemistry: Molecular Structure	
Analytic Chemistry (with lab)	Physical Chemistry: Thermodynamics and Chemical Kinetics	
Genetics (with lab)	General Statistics	
Linear Algebra	Multivariable Calculus	

Research Experience

Independent Research, Vassar College Department of Chemistry September 20xx – May 20xx
Mentor: Dr. Stuart Belli

- Synthesized a functionalized carbon nanotube electrode that had ferricyanide groups covalently attached on the nanotube scaffold via cyclic voltammetry and chemical vapor deposition.
- Analyzed in what matter the functionalization occurred, and how it affected the electrochemical properties of the carbon nanotubes.
- Confirmed the existence of functionalized groups through multiple spectroscopy techniques.

Independent Research, Vassar College Department of Chemistry September 20xx – May 20xx
Mentor: Dr. Stuart Belli

- Investigated the electrochemical capacitance and faradaic characteristics of different carbon nanotube electrodes, which were each synthesized using distinctive metal catalysts and deposition durations.
- Performed several different modifications on carbon nanotubes and observed their effects on the electrochemical behavior via cyclic voltammetry and impedance studies.
- Aimed to determine the favorable conditions to grow carbon nanotubes in chemical vapor deposition.

Research Assistant, Vassar College Department of Biochemistry January 20xx – May 20xx
Mentor: Dr. Eric Eberhardt

- Synthesized mutants of Ribonuclease A (RNase A) via site-directed mutagenesis and subsequent chemical modifications.
- Studied the effects of charge elimination and charge reversal on the conformational stability and catalytic ability of RNase A by examining its conformational free energies and enzymatic activity.

Presentation Experience

Oral presentation, “The Study of the Functionalization of Carbon Nanotubes and its Electronic May 20xx
Properties via Cyclic Voltammetry”, 2012 Undergraduate Research Summer Symposium (URSI), Vassar College

Leonard Labcoat- Page 2

Presentation Experience, Cont.

Poster presentation, “Investigating the Electrochemical Behaviors of Modified Carbon Nanotube Coated Wire Electrodes” May 20xx
219th ECS Conference, Montreal, Canada

Poster presentation, “Asymptotic Conformational Stability of Ribonuclease A” April 20xx
10th Mid-Hudson ACS Undergraduate Research Symposium, Newburgh, New York

Research Skills

DNA Subcloning and Protein Synthesis: colony PCR, site-directed mutagenesis; gel electrophoresis, extraction, and purification; SDS-PAGE; bacterial transfection/transformation; digestion and screening by restriction endonuclease; enzyme assay; Coomassie stain and Western blot.

Carbon Nanotube Electrochemistry: transition metal electroplating; chemical vapor deposition utilizing carbon gases; cyclic voltammetry and impedance studies; Raman spectroscopy readings of carbon nanotubes; program STATA.

Job Shadowing

Shadowed neurologist Dr. Han Mun-Gu July 20xx – August 20xx
Seoul National University Bundang Hospital, Seongnam, Korea

- Observed the process of clinical examinations.
- Participated in early morning patient rotations and organized patient data.

Shadowed anesthesiologist Dr. Yun Mi-Ja July 20xx – August 20xx
Seoul National University Bundang Hospital, Seongnam, Korea

- Observed the medical team during operations.
- Helped recovering patients and aided in stabilizing them during the post-surgery period.

Volunteer Work

New York University Langone Medical Center, New York, New York May 20xx – August 20xx

- Served as a liaison between staff, patients, and visitors.
- Assisted patients with their physical rehabilitation.
- Escorted patients to their appointments.

Seoul St. Mary’s Hospital, Seoul, Korea May 20xx – August 20xx

- Served as a translator for foreign patients.
- Escorted foreign patients at the International Clinic Center.

Activities and Leadership

Active member, Liberty In North Korea (LINK), Vassar College September 20xx– May 20xx

- Raised awareness about the human rights and humanitarian crisis in North Korea.
- Executed fundraisers to collect donations to provide emergency relief to North Korean refugees.

Active member, UNICEF, Vassar College September 20xx– May 20xx

- Participated in campaigns to help create awareness on campus about current issues.
- Reached out to the public to raise funds.

Cover Letters And Other Job Search Correspondence

Job search correspondence is

- designed to generate interviews and, ultimately, job offers
- written specifically for each application, and not mass produced.

Structure Of Correspondence

Your letter writing should follow the principles of proper English usage and effective business correspondence. Generally, it is best to use simple and straightforward language in communicating your message. Be direct and concise.

Job-search correspondence typically includes the following components:

- Writer's return address
- Date
- Employer's name and address (inside address)
- Salutation
- Body (usually 3-4 paragraphs)
- Complimentary closing
- Writer's name and signature
- Enclosure notation (when appropriate)



Stay Organized!

Create a spreadsheet or centralized record of all action you have taken. This will lessen the guesswork in following up on job prospects, interviews, and offers.

As when preparing your resume, there are several guidelines to consider when writing job-search correspondence:

- Use standard 8 1/2 x 11-inch paper
- Use good quality stationery (e.g., "resume paper"), preferably the same type used for your resume
- Always type correspondence; handwritten letters are unacceptable in the U.S. (Note, however, that in some parts of the world handwritten letters are preferred).
- Be sure to proofread and correct all spelling and grammatical mistakes; Letters must be error-free; Do not rely on software spell-checks!
- Use the same font style and size as your resume

Types Of Correspondence

There are seven basic types of job search correspondence: 1) the cover letter, 2) prospecting letter, 3) interview confirmation letter, 4) post-interview thank you, 5) job offer clarification, 6) letter of acceptance, and 7) letter of declination. While each letter has a specific focus, the format is similar for all.



Remember...

Job search correspondence is business correspondence, and should always be typed

The Cover Letter

A letter of application, or cover letter, provides cover for an attachment or an enclosure (your resume).

A well-written cover letter allows you to highlight your qualifications in a way that lets the employer know why you are the best candidate for the position

To be an effective advertisement introducing the qualities you are promoting in your resume, your letter should:

- capture the reader's attention,
- stress your potential value and benefit,
- invite an in-depth reading of your resume.

In general, the basic cover letter has three sections (i.e., paragraphs), each with a specific purpose:

Paragraph 1– Tell why you are writing. State how you found out about the organization/position; Mention any referrals

Paragraph 2– Refer to your attached resume. Highlight skills relevant to the organization/position; Indicate how you can make a contribution

Paragraph 3– State how and when you plan to follow up. Indicate your interest in meeting to discuss the organization/position; Thank the employer for their time and consideration

Although cover letters are not always required for resumes submitted for many on-campus interviews, they should always be used when sending resumes or returning employment applications to hiring officials.

Electronic Cover Letters

With the increased use of the internet for job search correspondence, you may more often than not email your resume rather than sending a traditional “hard copy.” In this case, you will still want to include a “cover note” in your email that will serve the same purpose as the more traditional cover letter.

The following are a few tips for writing e-cover letters:

- Use the subject line of your email to entice the potential reader.
- Include a statement about who you are, the position you are applying for, how you heard about this job, and an indication of your knowledge of the organization.
- Adhere to the same guidelines for length of hard copy letters (3 paragraphs in general).
- Use standard salutations and closings (e.g., “Dear” and “Sincerely”).
- Carefully spell-check and proofread your cover letter.

Prospecting Letter

- Use to inquire about possible vacancies, get your resume read, and generate interviews.
- Use extensively for long-distance searches.
- Target specific individuals in specific organizations.
- Structure as you would the basic application letter (cover letter).
- Focus on how your qualifications match the organization's needs.

Post-Interview Thank You

Send promptly (**within 24 hours**) after each of your interviews. A well-written thank-you letter will:

- Remind the employer who you are and impress them with your courtesy and follow-through.
- Reiterate your background and qualifications.
- Show your enthusiasm and continued interest in the field or specific position discussed.
- Convey to the employer your sincere appreciation for his or her time and consideration.

Tip: Sending your thank you letter via email is appropriate and strongly encouraged, especially if there is a quick hiring timeline; additionally, you can follow up with a "hard copy." Traditional letters will remind them of you a few days after the interview has passed.

Job Offer Clarification:

Sent in response to an oral or written job offer that does not provide all of the pertinent information you need to make an informed decision.

Your letter should:

- Indicate your interest in the employer and the offer.
- Ask specifically for the information you need.

Note: This information may be requested over the telephone, but be certain to confirm all details in writing with the employer to avoid any future misunderstandings.

Letter Of Acceptance

Sent to formally accept position and clarify important information:

- Refer to the offer made by the employer.
- Restate terms of employment and confirm pre-employment details, starting date, etc.
- Close the letter by expressing your appreciation and pleasure at joining the organization.

Letter Of Declination/Withdrawal

As a courtesy, a formal letter declining a job should be sent to each employer who extended you an offer after you have made a decision not to accept. You should also notify an employer if you wish to withdraw your candidacy before an offer has been made. Always be tactful and appreciative in your correspondence (in other words, don't burn any bridges behind you, since you may want to work for these employers in the future).

Cover Letter Template

Your present address
City, state and zip code

Today's date

Mr./Mrs./Ms. Name (*specific person*), Title
Company/Organization Name
Street Address
City, state and zip code

Dear Ms. or Mr. (*last name*):

Opening Paragraph – **Make an impression!**

- Identify your source of information (VCLink, Idealist.org, Company Website) ***or:***
- Mention a name if someone has referred you, if you have been in contact with an employee at the company, or if you attended an information session
- Reference a long-held interest or passion for the field if applicable
- Name the position and emphasize the “fit” between you and the company

Middle Paragraph –**Make the connection** between the job description and your qualifications:

- Lead with a strong topic sentence linking your experiences to the position
- Indicate the relevant skills you have developed through your academic study, extracurricular activities, internships, and work experiences
- Demonstrate how this information strongly qualifies you for the position
- **DON'T REPEAT YOUR ENTIRE RESUME!**
- Make the most of your life experiences!

Closing Paragraph – ***MAKE IT HAPPEN:***

- State that any additional information beyond your resume will gladly be provided
- Emphasize that you look forward to further discussion of your strengths in relation to the position
- Thank the reader for considering your application.

Sincerely,

Your signature
Your Typed Name

[*Optional:* Enclosure]

Sample Cover Letter #1

PO Box XXXX, 124 Raymond Avenue,
Poughkeepsie, New York, 12604

September 19, 20xx

Jasper Jones, Managing Director
My Financial Company
3498 46th Avenue
New York, NY 10016-1501

Dear Mr. Jones:

Please accept this letter as an application for the consulting position with My Financial Company. Samuel Smith provided an excellent presentation on campus this past Thursday evening about the opportunities available at the firm for a soon to be graduate like myself. I returned to my room convinced there could be a working environment as satisfying as my academic experience at Vassar has been.

The corporate culture of My Financial Company is very impressive: teamwork combined with opportunities for contributing independent ideas is just what I am seeking to enhance my education after graduation. As a student, I have worked on campus at the Computing and Information Services department. This experience has allowed me to formulate different strategies that could be used to increase the efficiency of student employees. In my role as a student consultant, we developed a focus group that analyzed performance and efficiency at the helpdesk, the first line of response for campus user services. Our conclusions called for a formalized training program, a project team on which I currently serve as a student leader .

In addition, I have had many opportunities to be involved with campus life, as Vice President of the Vassar Student Association and as a Student Fellow in the residence halls. These have been particularly meaningful experiences for me while enhancing my leadership and communication skills. My selection as student leader of the year and a certificate of appreciation for exemplary work at the Computing and Information Services department are testaments to my dedication, energy and hard work. I am eager to bring these qualities to My Financial Company.

My resume and college transcript are attached for your review. Please let me know if there is any additional information I can provide. I can be reached by phone at 845-222-2222 or by email at mismith3@vassar.edu. Thank you for your consideration.

Sincerely,

Michael Smith

Attachments: College Transcript, Resume

Sample Cover Letter #2 (Salary Requirements)

Box XXXX, Vassar College
Poughkeepsie, NY 12604
(845) 451-XXXX

January 29, 20xx

Tara Jans
Sullivan & Cromwell
Senior Human Resources Generalist
125 Broad Street
New York, NY 10004

Dear Ms. Jans:

Thank you for the opportunity to express my interest in a legal assistant position at Sullivan & Cromwell. Serving in this role at Sullivan & Cromwell will engage both my study of literature and passion for law with challenging business objectives.

I have been preparing for a career in law for many years, and have been able to explore some of its facets through summer programs at Cambridge University (international law) and Columbia University (constitutional law). Political science studies at Vassar College have broadened my understanding of the societal context in which our legal system operates, and summer internships at the district attorney's office in Delaware County, Pennsylvania gave me first-hand experience with how the American legal system functions in its most local form. Summer work at the American Law Institute introduced me to the intricacy of the common law system, enriching my understanding of the incredibly important role of litigation in the formation of American jurisprudence.

The analytical skills and knowledge of legal concepts I have gained as both an English major and a student of our legal system have prepared me for a position with your firm. As a senior at Vassar and a graduate of St. Peter's School, my education has solidified my passion for and commitment to pointed investigation and careful inquiry. As an engaged student, athlete, editor of Vassar's student newspaper, and member of a close community, I have significant experience with teamwork and group collaboration. My engagement, ability to work independently and with others, and enthusiastic work ethic will make me an asset to Sullivan & Cromwell.

The attached resume provides additional educational and personal details. My salary requirement is in the \$35,000 - \$40,000 range (based on my research, and flexible depending on benefits included in the total compensation package). Please feel free to contact me at your convenience by cell (610-389-4195) or email (jajohnson@vassar.edu). I am confident my background, motivation, and desire to share my ideas would be an asset to Sullivan & Cromwell. I look forward to hearing from you in the near future. Thank you for your consideration.

Sincerely,

Janis Johnson

Attachment: Resume

Sample Cover Letter # 3 (Prospecting Letter)

Box XXXX, Vassar College
124 Raymond Ave
Poughkeepsie, NY 12604-XXXX

February 5, 20xx

Susan St. James
Human Resources Department
Media Magazine
1234 Main Street
Anywhere, NY 12345

This letter is to express my interest in a summer position as a social media intern with *Media Magazine*, with a special interest in the Fashion section.

As an English major at Vassar College, I have had ample opportunity to develop my writing skills. My interest began with writing periodicals during my freshman year, including small pieces for *The Miscellany News*, our campus newspaper. Since that time, I have served as Editor-in-Chief of this paper for over two years. Additionally, my writing has appeared in two other local publications, *Contrast* (a campus fashion publication) and *Chronogram*.

Attached is a writing sample as well as my resume for your review. My demonstrated interest and experience in journalism make me an excellent candidate for a position at your magazine. I hope you will keep me in consideration should a position arise at *Media Magazine*. If additional details about my qualifications can be provided, please call me at (845) XXX-XXXX. Thank you very much for your time and consideration.

Sincerely,

William Shakespeare

William Shakespeare

Attachments: Resume, Writing Sample

Sample Electronic Cover Letters- Networking

Remember: Email is a powerful tool in the hands of a knowledgeable job-seeker. Use it wisely and you will shine. Use it improperly, however, and you'll brand yourself as immature and unprofessional.

BE PROFESSIONAL with all email correspondence!

To: Vassar Alum

From: Joseph Johnson

Subject: Vassar Student (Joe Johnson) Seeks Career Advice

Dear Mr. Alum:

I found your name through the Vassar alumnae/i online directory and am interested in speaking with you about what you do and how you view your career in International Relations.

My interests in this area stem from a lifetime of international travel with my family. My father has had a successful career as a foreign service officer which has only furthered my desire to learn more about US diplomatic relations with other countries. My main goal is to gather more information about this career field as I begin to think about directions for my future. I will be in the New York City during Vassar's October Break and would love to meet for coffee or an informal lunch.

I look forward to your reply and appreciate your time and consideration.

Sincerely,

Joseph Johnson '14

To: Hector Gonzolez

From: Anika Brown

Subject: Interest in paralegal position at Smith, Smith, and Jones

Dear Mr. Gonzolez:

Dr. Paul Paulson, professor of Political Science at Vassar College, suggested that I contact you. I will obtain my Bachelor of Arts in History with a correlate in Political Science from Vassar this upcoming May. My specific interest in real estate law was sparked during a summer internship at Fisher and Fisher, a firm that specialized in real estate law.

The attached resume will provide more information about my experience and legal research skills. I will be in New York City between April 1 and 15 and would welcome the chance to discuss the paralegal position in more detail. You can reach me via email at anbrown@vassar.edu or by phone at (845) XXX-XXXX. I look forward to meeting you.

Yours truly,

Anika Brown

Sample Thank You Letter

February 7, 2012

Antonio Ceraso
Corporate Finance Legal Assistant
Sullivan & Cromwell
125 Broad Street
New York, NY 10004-2498

Dear Mr. Ceraso:

Thank you for an interesting and informative interview. Your information provided me with a solid foundation and an idea of where my qualifications would fit for the Legal Assistant position at Sullivan & Cromwell.

My combination of academic achievement and international law and experience will be exceptionally suitable to Sullivan & Cromwell's dynamic plans for the future. Client contact and the ability to analyze are quintessential for this job and this industry, and my summer internships at the district attorney's office in Delaware County, Pennsylvania and the American Law Institute have prepared me for this opportunity.

Again, thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Name

Sample Reference List

List of Professional References for Veronica Vassar

Box XXXX, Vassar College
124 Raymond Ave
Poughkeepsie, NY 12604-XXXX
(845) XXX-XXXX

vevassar@vassar.edu

After May 9, XXXX:
XXX Park Avenue
New York, NY 10056
(212) XXX-XXXX

Mr. John Doe

Current Supervisor

Associate Curator, Frances Lehman Leob Art Center, Vassar College
124 Raymond Ave, Box X
Poughkeepsie, NY 12604
jodoe@vassar.edu
845-437-XXXX

Dr. Jane Doe

Advisor to P.E.A.C.E.

Professor of Art History, Vassar College
124 Raymond Ave, Box X
Poughkeepsie, NY 12604
jadoe@vassar.edu
845-437-XXXX

Ms. Mary Smith

Internship Supervisor

Collections Manager, Delaware Museum of Natural History
P.O. Box 3937
Wilmington, DE 19807-0937
msmith@delmnh.org
302-777-XXXX

**Career Development Office
Vassar College**

Phone: 845-437-5285

Fax: 845-437-7257

Email: cdo@vassar.edu

<http://careers.vassar.edu>

Office Hours: Weekdays, 8:30 am - 5:00 pm