

RÉSUMÉ WRITING

What is a résumé?

Your résumé provides employers with an introduction to you, your skills and experience. Presentation and the type of information included can often determine whether or not you will be offered an interview. An employer will use your résumé to determine if your skills, experiences and interests match their job specifications.

Purpose of a résumé?

Think of your résumé as a marketing tool. You are “selling” your skills, knowledge and experience to an employer in return for an interview. It is essential to match your qualifications to the position you are seeking. Your résumé should provide the employer with a **brief overview of your educational and career experiences** in a concise, easy to read manner. Remember that your résumé is a personal, unique document and many different styles and formats can be used to make your résumé stand out!

1. **Identification Information:** Name, present & permanent addresses and phone numbers as well as email address.
2. **Professional Objective** - Your objective is an essential component of your résumé because it will help you determine the theme of your résumé. It should be a brief, but specific, statement of the type of position you are seeking or your defined intent. An objective is not a long-term goal; it should refer to a specific position and industry segment.

If you are not certain of your objective, you are not alone! However, you should still be able to determine your best option at present and write an accompanying objective. If you have several career interests, you may need to produce several different résumés.

Professional Objective Examples:

Objective: To obtain a summer internship position in a financial organization.

Objective: To obtain a position in the management development program of a bank.

3. **Educational Background** - Academic information should be listed in reverse chronological order, with your most recent degree first. High school information should not be included, unless it is particularly applicable. You may wish to list your cumulative grade point average and/or your major G.P.A. if it is a 3.0 or above. Include study abroad programs in this section. You may also wish to include courses taken beyond your major which specifically relate to the career field you are applying. This section should include (1) the name of school attended and city and state in which the school is located; (2) The name of degree and year of graduation. If you are currently working towards the degree, the term ‘Candidate’ or ‘Anticipated’ should be used with the expected year of graduation.

Education Examples:

Hobart College
Bachelor of Arts in Economics
Minor: Public Policy Studies

Geneva, NY
May 2008

~OR~

William Smith College, Geneva, NY
Bachelor of Arts in Economics

May 2006
G.P.A.: 3.2

4. **Work Experience** - This section can include paid, full and part-time positions, volunteer work and internships. For each experience, list the name of the organization, city and state where it is located, job title and dates of employment. Although there is no single correct order in which to describe experiences, you should be consistent. However, more recent experiences can be potentially more appealing to employers when listed first. Briefly describe each experience using action-oriented language. (see page 4 for a list of action verbs) Emphasize skills and accomplishments gained from these experiences, not just duties. Statements should be bulleted, avoid using paragraphs and lengthy sentences to highlight tasks, duties and achievements.

The format of this section includes:

- ◆ The dates of employment; month and year started to month and year ended.
- ◆ The organization you were employed by and the city and state where it's located.
- ◆ The job title of the position you held.
- ◆ Bulleted statements detailing your job tasks, responsibilities, skills and achievements.

OPTIONAL CATEGORIES

Honors/Awards - Academic honors such as Dean's List, scholarships, selection for an academic honorary or other special types of recognition can be listed in a separate category or combined with the Education Section. Do not include a long list of every recognition you have ever received, select only those that are most important and relevant to your objective.

Related Coursework - If you are applying for a position in which you have taken classes which may directly affect your qualifications, this section could strengthen your candidacy. You may also include any special research projects you have been involved with which may provide the employer with additional insight into your professional abilities and training.

Special Skills - In this section, include any expertise you have in foreign languages, computer abilities, technical writing or other areas of excellence that have not been mentioned elsewhere.

Professional Affiliations - List memberships to professional associations related to your career area.

Co-curricular or Community Activities - This section indicates and reflects your willingness to accept responsibility and leadership roles and demonstrates to the employer your attempt to broaden your background with activities outside of the classroom. List involvement in clubs, activities, social organizations, and athletics. Include positions of leadership and offices held. Avoid abbreviations when possible.

DO NOT INCLUDE

Personal Information - Personal data such as height, weight, date of birth, social security number, marital, and health status are not to be mentioned on your resume. This information can be used for discriminatory purposes and is inappropriate for the employer to ask about during an interview or job offer. If it does not specifically relate to how well you can do the job, leave it out.

Political, Religious, or Social Affiliations - These types of activities may also be potentially used for discriminatory purposes. If you are not concerned with the effect of listing such affiliations, leave them on. If you are concerned, create a generic description for the activity such as "religious organization" for Methodist, Catholic, Jewish, Buddhist, etc. organizations.

Computer Instruction

These instructions are for students using Microsoft Word.

- Margins** Click on **File**, then on **Page Setup** - You can change your margins to accommodate the amount of text you have in your résumé. You can adjust down to .5 if necessary, though between that and .75 is usually adequate.
- Tabs** Set a tab, (or use the default tab settings) to form your margin after your headings. If you use the space bar, your résumé will not be aligned when you print. To set a tab, click on the “L” in the left corner of the screen (located by the ruler guides) and then left click on the ruler where you want the tab(s) set.
- Font** Scroll through the various sections to find the font that you like best. The font you use should be easy to read and not too ornate. A commonly used font is **Times New Roman** - it looks professional and it enables you to fit a lot of characters on one line. To view your options, click **Format** on the main tool bar, then on **Font**.
- Paper** Regular paper is fine for your own copies. In most other cases you will want to use a quality, heavier, bond paper - be conservative with the color: white, beige, tan, gray, so that an employer may subsequently photocopy or fax it on to others involved in the hiring process. Your letters, résumé and references should all be printed on the same paper.
- Bullets** Click on the bullet icon. To change the style of bullet, highlight your bullets, then click on format, bullets and numbering. A box will pop up with bullet style options.
- Printing** It is important to work with one computer lab to format your résumé. Each lab has different printers and constantly switching labs can offset your layout, and alter your tabs. Easily corrected, it is still more efficient to use one lab. Also, you should use a laser printer to ensure quality copies of your résumé. The Salisbury Center for Career Services has dedicated laser printers and computers available for producing job search materials.

Résumé Tips

1. Résumés should be brief - ONE page! Two pages may be acceptable if your background warrants using two full pages to describe your educational background and experience.
2. For bullets, begin each statement with a past tense action verb, unless you list a current job
3. Do not use the pronouns “I, me, or my” in any section of your résumé.
4. Use abbreviations sparingly. Spell out the name of the college and organizations to which you belong.
5. Be honest. Employers will ask you specific questions about information presented on your résumé.
6. Your résumé should be FLAWLESS. Spelling and grammar should be perfect, punctuation should be consistent. Any mistakes could eliminate you from the applicant pool.
7. Your résumé should have a professional appearance and be visually appealing: Use proper spacing and adequate margins: content should be balanced on the page. DO NOT PHOTOCOPY.
8. Essential information should be evident. Employers will take ~30 seconds to initially scan your résumé.
9. Use **bolding**, underlining, *italics* and CAPS to draw attention to important points.
10. Produce your résumé with a laser printer to ensure that it has clear, sharp type. Résumé should be laser printed on quality bond paper. Do not use flashy colors, unusual or odd-sized paper.
11. If mailing a résumé, it should always be accompanied by a cover letter on matching bond paper.
12. **Professional staff and Career Assistants are available for consultation and additional help**

Scannable Résumés

A scannable résumé is similar to a conventional résumé in that it is a record of your occupational credentials and experience. However, these résumés are specifically designed to be **read (scanned) by a computer**. The best way to ensure that a computer will accept your resume is to lay it out in a format that is easy for the scanner to read.

Length

An e-résumé should be two pages in length. You will need to use a paperclip if you opt for two pages-NO STAPLES.

Paper

For a scannable résumé, the best option is **white** copy paper. As always, send the original. In addition, it is best to send your résumé unfolded and flat in a large envelope for scanning purposes.

Font and graphics

11–12 point, basic typeface such as **Arial** is preferable. Scanners work best with **simplicity** so avoid the use of: *italics*, underlining and **fancy typefaces**, columns, shading, and boxes.

On the other hand, virtually all scanners can accept and understand **bold lettering**. However, it is recommended that you confine your bold typeface (and CAPS) to the major sections of your résumé.

A Key Word Preface or Summary

Computers read résumés by looking for “key” words. These key words are normally nouns or short phrases. This key word summary will also describe the knowledge, skills, abilities and experience that the employer must see in a person’s résumé in order to consider them a qualified/valuable candidate. To get a feel for the key words that an employer might want to see in your résumé, check the recruitment ads for your field in the CDC or the local paper.

Résumé Worksheet

PRESENT ADDRESS	NAME	PERMANENT ADDRESS
_____ _____ _____	_____ Email _____	_____ _____ _____

OBJECTIVE

EDUCATION

Hobart or William Smith College, Geneva, NY

Bachelor of Arts in Major, May _____

Minor:

G.P.A.: *if above a 3.0*

STUDY ABROAD

HONORS

RELEVANT COURSEWORK

EXPERIENCE

ACTIVITIES/LEADERSHIP

VOLUNTEER

SKILLS

Computer _____

Language _____

TRAVEL

ACTION VERBS

achieved	demonstrated	illustrated	oversaw	scheduled
acquired	designed	implemented	painted	selected
acted	detected	improved	participated	sent
adapted	determined	incorporated	perceived	separated
addressed	developed	increased	performed	served
administered	devised	influenced	persuaded	set
advertised	diagnosed	informed	photographed	set-up
advised	directed	initiated	piloted	shaped
aided	discovered	innovated	planned	shared
allocated	dispensed	inspected	played	shipped
analyzed	displayed	inspired	politicked	showed
anticipated	disproved	installed	predicted	sketched
appointed	dissected	instituted	prepared	sold
arbitrated	distributed	instructed	prescribed	solicited
arranged	drafted	insured	presented	solved
ascertained	earned	integrated	printed	sorted
assembled	edited	interacted	problem-solved	spoke
assessed	educated	interpreted	processed	started
attained	elected	interviewed	produced	strengthened
attended	eliminated	introduced	profited	studied
audited	encouraged	invented	programmed	submitted
budgeted	enforced	inventoried	projected	suggested
built	entered	invested	promoted	summarized
calculated	established	investigated	proof-read	supervised
catalogued	estimated	judged	provided	supplied
chaired	evaluated	justified	publicized	supported
challenged	examined	launched	purchased	surveyed
charted	exhibited	learned	raised	synthesized
checked	expanded	lectured	read	systematized
classified	expedited	led	realized	talked
coached	experienced	lifted	received	targeted
collected	experimented	listened	recommended	taught
communicated	explained	logged	recognized	team-built
compared	explored	maintained	reconciled	tested
compiled	expressed	managed	recorded	tracked
completed	facilitated	maximized	recruited	trained
composed	figured	mediated	rectified	transcribed
computed	filed	memorized	reduced	transferred
conceived	financed	mentored	referred	transformed
conceptualized	fixed	met	rehabilitated	translated
conducted	formulated	modeled	related	traveled
conserved	fostered	modified	rendered	treated
consolidated	founded	monitored	renovated	tutored
constructed	gained	motivated	repaired	typed
consulted	gathered	moved	reported	undertook
controlled	generated	named	represented	unified
convinced	graded	negotiated	researched	united
coordinated	greeted	netted	resolved	updated
counseled	guided	observed	responded	upgraded
created	handled	obtained	restored	used
debated	headed	offered	retrieved	utilized
decided	helped	operated	revamped	weighed
delegated	hypothesized	ordered	reviewed	wrote
delivered	identified	organized	revised	

MAE B. REDINOW

Present: Hobart and William Smith Colleges ▪ 1234 Scandling Center ▪ Geneva, NY 14456 ▪ (315) 987-6543
Permanent: 1234 Park Street ▪ Bethlehem, PA 18925 ▪ (123) 456-7891
Redinow@hws.edu

EDUCATION	William Smith College , Geneva, NY Bachelor of Arts in Biology Minor: Science & Society	May 2003 GPA: 3.45
	Study Abroad: Queensland, Australia, and New Zealand ▪ Studied Marine Biology, Terrestrial Ecology, Geology, and Australian culture	Fall 2002
	Related Coursework: Introduction to Biology, Introduction to Psychology, Organic Chemistry I, Cellular Biology, Invertebrate Zoology, Physics I & II, and Genetics	
HONORS	Dean's List Community Scholarships awarded at high school graduation	Fall 2000-Present May 1999
RELEVANT EXPERIENCE	Teaching Assistant , <i>Chemistry Department</i> , HWS Colleges, Geneva, NY ▪ Assist Professor in the Advanced General Chemistry laboratory: set up lab equipment and supplies, assist students with calculations and answer students questions	Fall 2000 to Present
	Intern , <i>Burlington Health & Rehabilitation Center</i> , Burlington, MA ▪ Worked with terminally ill patients providing emotional support and physical assistance	Summer 2001
	Medical Intern , <i>Geneva General Hospital</i> , Geneva, NY ▪ Shadowed a physician in the emergency room and on rounds at the hospital. ▪ Assisted with day to day tasks around the hospital	Spring 2001
	Volunteer , <i>Seneca Rehabilitation and Nursing Center</i> , Geneva, NY ▪ Interacted with the elderly on a one-on-one basis, further developing communication skills	Fall 2001-Spring 2002
	Physical Therapy Assistant , <i>Wilkes-Barre Hospital</i> , Wilkes-Barre, PA ▪ Helped to transport patients, and stock rooms ▪ Assisted therapists and doctors with daily tasks	Summer 1998-1999
	Green Earth Gang , <i>Bethlehem Elementary School</i> , Bethlehem, PA ▪ Taught lessons to a second grade class on environmental issues such as recycling and animal habitats	Fall 1998- Spring 1999
ADDITIONAL EXPERIENCE	Tutor , <i>Literacy Corps</i> , Geneva, NY ▪ Tutored second-graders at a local elementary school in reading	August 2001-Present
	Volunteer , <i>Seneca Rehabilitation and Nursing Center</i> , Geneva, NY ▪ Talked and interacted with the elderly on a one-on-one basis	Fall 2001-Spring 2002
	Childcare Provider , <i>The Parks Family</i> , Bethlehem, PA ▪ Care for and organize outings for two children, ages 3 and 6	Summers 1999-Present
ACTIVITIES	HWS Ski Club , HWS Colleges, Geneva, NY Crew Team , HWS Colleges, Geneva, NY	Winter 2000-Present Fall 2000-Fall 2001
SKILLS	Proficient in Microsoft Office, Microsoft Publisher, Adobe Photoshop, and FrontPage	

WILL B. HIRED

Hobart College ♦ 1000 Scandling Center ♦ Geneva, NY 14456 ♦ (315) 781-1000
123 Main Street ♦ Anywhere, NY 10000 ♦ (123) 456-7890 ♦ willbhired@yahoo.com

OBJECTIVE: To obtain an entry level position within the financial industry that will utilize my analytical, multi-tasking and customer focused skills.

EDUCATION

Hobart College Geneva, NY
Bachelor of Arts in Economics Anticipated May 2007
Minor: International Relations GPA: 3.54

RELATED COURSEWORK

- ♦ Accounting, Econometrics
- ♦ Statistics
- ♦ Mathematical Economics
- ♦ Business Law
- ♦ Political Economy
- ♦ Economic Development and International Trade

HONORS

Orange Key Honor Society Spring 2005-present
International Honors Society in Economics Fall 2004-Present

EXPERIENCE

Merrill Lynch International London, England
Summer Analyst Summer 2004

- ♦ Provided a weekly Euro Corporate Market Update to assist the Debt Capital Market team in dealing with current and potential clients; included information about completed and current transactions as well as speculations about expected activity in the upcoming week
- ♦ Compiled research for two Managing Directors on existing and potential German-based clients by finding unleveraged debt in annual reports

RCW Mirus Cambridge, MA
Intern Fall 2003

- ♦ Assembled due diligence for an M&A transaction, which required strong organizational skills to complete research and build Excel spreadsheets
- ♦ Assisted directors providing investment banking services to private and public middle-market corporations, as well as merger advisory, private equity raising and valuation services to entrepreneurs, corporations and financial investors

MdRx Direct New York, NY
Intern Summer 2003

- ♦ Provided comprehensive market research on competing companies and industries for portfolio managers.
- ♦ Participated in weekly market strategy meetings with key office account executives
- ♦ Provided initial screening of potential clients based on their compatibility with the goals and requirements of the firm
- ♦ Developed a comprehensive database of prospective clients that was utilized by the firm

South Carolina Yacht Club Hilton Head, SC
Sailing Instructor Summer 2002

- ♦ Taught basic sailing and racing techniques to 10 children, ages 7-14
- ♦ Led daily classes on weather, safety and boating terminology
- ♦ Maintained fleet of 20 Optimus, 12 JY's and a Pearson Ensign

ACTIVITIES

Hobart Investment Club, Hobart and William Smith Colleges, Geneva, NY Fall 2003 - present
Division I Hobart Squash 2005-06, 2001-02
Division III Hobart Tennis 2001-2004

SKILLS

Computer: Proficient in Bloomberg, Microsoft Excel, PowerPoint, Word, SAS Programming
Language: Proficient in the French language

REFERENCES

A reference sheet is a document created to supplement your résumé. It should contain people that you have worked with/for or have known throughout your lifetime. People to consider are internship supervisors, summer job supervisors, work study supervisors, professors, coaches, and deans.

Some important guidelines to follow when creating a Reference Sheet:

- ◆ You must ask each person for permission to use him/her as a reference.
- ◆ Prep your references! Let them know who will be calling, what job(s) you are applying for and some strengths you would like them to highlight and discuss.
- ◆ You should have 3 professional references, maximum of 4.
- ◆ Your Reference Sheet should be consistent with other job search documents; use the same paper, font style, etc.
- ◆ References should not be family members or friends your own age. Choose people who are above your level and older than you.
- ◆ Center the document on the paper from top to bottom. The actual text can be centered or left justified.

Each reference should have the following information:

1. Full Name with Mr. or Ms.
2. Title
3. Organization Name
4. City, State, Zip
5. Phone Number
6. Email (optional)

Try to think of references who know you well enough to functionally provide you with a clear, concise, strong letter of reference.
Your references can be a combination of employers, supervisors, and professors.

JOSEPH R. SMITH

Present Address

1234 Scandling Center
Geneva, NY 14456
(315) 781-1000
smith@hws.edu

Permanent Address

943 Dyer Avenue
Cranston, RI 02920
(401) 946-1000
jsmith@yahoo.com

References:

Name
Title
Organization
Street
City, State Zip
Phone Number
E-mail: **(optional)**

Ms. Nancy Rodriguez
Advisor
Brown University
100 Thayer Street
Providence, RI 02906
(401) 453-3100

Mr. John Bardo
Financial Advisor
Merrill Lynch
101 Easy Street
Moneytown, MA 10045
(607) 678-9000
jbard@ml.com

Types of Job Search Correspondence

<u>Letter of Inquiry:</u>	The focus of this type of letter is information gathering to learn more about an organization and the potential opportunities that may exist. You are encouraged to send a résumé along with your letter.
<u>Cover Letter:</u>	Otherwise known as a “letter of application,” this type of correspondence is written when you are applying for a specific job or internship opening. This type of letter provides the opportunity for you to call attention to your education or experiences that are appropriate to the position. Always send a résumé with your cover letter.
<u>Networking Letter:</u>	The focus of this letter is career exploration, gaining advice, acquiring informational interviews and ultimately acquiring referrals to job/internship leads and the people who actually make hiring decisions. Always send a résumé with your letter.
<u>Thank You Letter:</u>	This is a follow-up letter to an interview or meeting (job, internship or informational). Express your gratitude for the opportunity to speak with them, and reaffirm your interest in the position, career field, referral to additional leads, etc.
<u>Reaffirming Interest Letter:</u>	The goal is to remind prospective employers of your interest in their organization and whatever opportunities exist. This type of letter is a good idea when you are waiting for a response concerning their decision to pursue you as a candidate or offer you a position.
<u>Confirmation Letter:</u>	Designed to confirm arrangements of interviews, meetings or agreement of terms (i.e. length of internship, starting date of employment, compensation, etc.).
<u>Letter of Acceptance:</u>	Because you should always accept a job offer in writing after a verbal agreement has been made, a letter of acceptance is common. Be clear and concise and reiterate both your acceptance and the terms of agreement.

What is Standard Business Letter Structure?

In order to present yourself as a talented professional, proper business structure of your letter is essential. The key to effective letter writing involves using proper style while developing a concise and straightforward message.

- Your return address should be placed in either the top left corner, left justified or the upper right hand corner.
- The date should go below your return address.
- Contact name, title, department, company name, and complete address should be placed, left justified, two spaces below your return address.
- Salutation follows, two spaces below the employer’s address. Salutation should include “Dear Mr., or Ms.” and the contact person’s **last name only**.
- Body of the letter should be three to four paragraphs in length including your introduction and closing paragraph.
- Single-space the sentences in the body of each paragraph and double space between paragraphs.
- Complete your closing by putting “Sincerely,” two spaces down, then return four lines before typing your full name. (this allows you room for your signature, which will go between sincerely and your typed name.)
Always sign your name in blue or black ink!

Cover Letters

What is the purpose of a cover letter?

A cover letter **always** accompanies your résumé when corresponding with an employer to inquire about a position opening. In a few brief paragraphs, a cover letter should:

- ◆ State purpose of writing and introduce credentials
- ◆ Convince the employer that it would be worth his/her time to interview you.
- ◆ Clearly state your interest in the organization and position.
- ◆ Highlight your skills that match the employer's needs.
- ◆ Expand upon information that particularly matches you to the position for which you will be considered.

A successful cover letter should be specific and personal.

Each letter should be a neat, laser copy, but not mass generated. Your cover letters should be both well written and concise. Each should refer to a specific person at a specific company. Your letters should be employer focused -emphasize what you can bring to the employer, rather than what you hope to gain from the opportunity. If you state a definitive next step that you will be taking, make sure you follow through!

Your cover letter should speak of what you have done and what you can do for the company.

If you are not sure what differentiates you from the rest of the market, find out! Think about your past experiences and make note of the areas where you excelled, then make these areas your number one focus in writing your cover letter. Use active, not passive voice, and direct, powerful language.

Do your research.

- ◆ Research and understand the type of career fields you are targeting
- ◆ Utilize resources in Career Services to research employers, locate job descriptions and read periodicals.
- ◆ Use the World Wide Web and the search engines to locate employer information, contact information, email addresses, etc.

Network with friends, family, alumni and alumnae that might have an inside track with an organization and/or career field.

- ◆ Know the "buzz" words and understand what they mean.
- ◆ Keep copies of all correspondence. You may need to refer to them in the future for follow up.

Cover Letter Tips

1. Always direct your cover letter to a specific person, preferably an individual with hiring authority. If you do not know to whom you should write, call the organization's operator/main line for the name of the contact person. Be sure to spell his/her name correctly and use the proper title (Mr., Ms., Dr., Lt., etc.). A colon, not a comma, should always follow your salutation.
2. A cover letter should be employer focused – emphasize what you can bring to an employer, rather than what you hope to personally gain from the opportunity.
3. Letters should be concise and to the point (three to four paragraphs, but no longer than one page).
4. Tailor your letter for the specific job/internship and organization to which you are applying. Avoid using a non-personalized form letter (i.e. To Whom it May Concern). Demonstrate a clear purpose, a logical flow of thought and proper transitions.
5. Use the appropriate language for the career field or position for which you are applying. Use keywords, phrases and buzzwords that are currently being used in the profession.
6. Do not exaggerate your accomplishments; be positive about your qualifications and talents. Whenever possible, provide specific examples to support and illustrate your qualifications.
7. A cover letter gives you the opportunity to demonstrate your writing abilities. Use active, not passive voice, and direct powerful language. The cover letter should state your purpose, but it also shows the reader how well you communicate.
8. Always be positive by stressing your accomplishments and skills, as well as your future value.
9. Check thoroughly for grammar, spelling and punctuation errors!
10. A cover letter should always accompany your résumé when mailing to an employer.
11. Use the same bond paper for letters as used for your résumé. **DO NOT PHOTOCOPY!**
12. Keep copies of all correspondence. You may need to refer to them in the future for follow up.
13. Final step: FOLLOW UP!!!

COVER LETTER TEMPLATE

Your Street Address
City, State Zip

Date

Contact Name
Title
Organization
Street
City, State Zip Code

Dear Mr./Ms./Dr. {Contact's Last Name} :

Paragraph 1: Your reason for writing

Indicate if you are applying for or inquiring about a position. Name the specific position or particular career field that interests you. Mention how you learned of the job opportunity (if you were referred by a person within the organization or career field, mention his/her name and title) and why you are interested in the position and organization. If you are seeking summer employment or an internship, specify the dates you will be available.

Paragraph 2: Your qualifications

Refer to your enclosed resume and give some background information. Cite examples of your work and volunteer experience, educational preparation and skills which qualify you for the position for which you are applying. Indicate why you should be considered as a candidate, focusing upon how your skills can fulfill the needs of the organization. Relate your experience to their needs and mention specific results / achievements.

Example: During my time at Pepsi Co, I was responsible for coordinating meetings and workshops which taught me how to effectively facilitate communications between management and the project team.

Example: In addition, while working at Bank of America, I was expected to maintain my work load with little or no supervision, as well as manage team-oriented tasks with our group.

Paragraph 3: Indicate your plan for follow-up

In the closing paragraph, indicate your desire for a personal interview. You may wish to say that you will follow up with a phone call to discuss the opportunity, but make certain that you follow through. Restate your phone number in the letter. Thank the employer for his/her time and consideration.

Sincerely,

{sign your name in blue or black ink here}

Your name type

Hobart and William Smith Colleges
2175 Scandling Center
Geneva, NY 14456

December 7, 2005

Jane Doe
Director
Human Resources
Random House
1540 Broadway, 22nd Floor
New York, NY 10036

Dear Ms. Doe:

I am writing because I would like to become a part of the 2005-2006 Associates Program at Random House. I first learned of the Associates Program this summer while I was interning at Pearson Education in New York City. I have been very interested in this program for several months and I feel that my abilities are an exact match for Random House.

This summer, I interned in the Corporate Communications department at Pearson Education, the largest educational textbook publisher in the world. I had the opportunity to research, write and edit stories for the company newsletter and international magazine. I was also an active participant in several intern meetings that focused on each aspect of the publishing field.

Currently, I am a senior at William Smith College. I expect to graduate in May 2005 with a double major in English and Media and Society. While at Hobart and William Smith Colleges, I have assisted in publishing the school's weekly newspaper. I also created, edited and filmed a ten-minute documentary. Internships at a large city newspaper, a local television station and a small museum have allowed me to improve my writing, editing and communication abilities. I believe that the skills I have garnered from each of these experiences would be valuable tools in becoming an exceptional participant in the Associates Program at Random House. I am particularly excited to explore the various components of publishing by rotating through the different departments of your company.

I am extremely interested in obtaining an interview to discuss the Associates Program further. I am available by phone at (315) 787-5555 or via email at ivanajob@hws.edu. I look forward to hearing from you. Thank you very much for your time and consideration.

Sincerely,

Ivana Job

Ivana Job

Hobart and William Smith Colleges
Box 0001 Scandling Center
Geneva, NY 14456

January 12, 2006

Janie Smith
Human Resources
M & A Trust
100 Main Street
Pleasantville, NY 01234

Dear Ms. Smith:

I am a junior at Hobart College working toward my Bachelor of Arts in Economics. I am seeking an internship for this summer 2006, and while researching opportunities in the field of finance, I found that you have an internship program working with mergers and acquisitions. I am writing to inquire about possible summer opportunities.

My work background and coursework have supplied me with many skills and an understanding of mergers and acquisitions. As an intern at Merrill Bank, I worked with a small team on life mandates, business development and quantitative company valuation analyses. During this experience, I was also able to assist with the development of a pitchbook; containing background information about the industries the company was operating in and interested in operating in, to financial analysis of companies that could make good takeover targets, and ways of financing the deal. I feel that the combination of my education and experience will make me a valuable candidate for your internship program, and I am excited at the opportunity this presents me.

I look forward to speaking with you in person regarding this internship and my qualifications. I can be reached at (315) 781-1234 or via email at whired@hws.edu. I will also be in the Pleasantville area during my Spring break, March 13 - March 17. I will contact you next week to see if it would be possible to meet with you during that time to discuss your program.

Thank you for your time and consideration.

Sincerely,

Will B. Hired

Will B. Hired

2370 Scandling Center
Geneva, New York 13210

October 31, 2005

John Doe
Director
Department of Human Resources
Museum of Modern Art
11 West 53 Street
New York, NY 10019-5497

Dear Mr. Doe:

I am writing to inquire about an archival position within your institution. With my objectives to pursue a career in archival and curatorial work I believe the Museum of Modern Art would provide an excellent opportunity to gain more experience. I am confident I would be a valuable asset to your team.

I will be graduating from William Smith College in May 2007 with a degree in studio art. I have a wealth of experience in the arts as well as a solid coursework foundation. As a student assistant at Hobart and William Smith Colleges' Visual Resource Center, I am trained in the specific cataloging method of our collection and the photographing technique for slide creation. With care and accuracy, I file, bind, label and scan slides to our exacting standards. As an intern at Villa I Tatti, Harvard University's Institute for Renaissance Studies in Florence, Italy, I organized and labeled photographic film for their collection and used their institution to enhance my academic and personal art research. Following my experience at Villa I Tatti, I was thanked in their 2004 newsletter for my "meticulous attention to detail". In addition to my archival training, my undergraduate and personal studies have allowed me to experience the artistic realms of painting, drawing, jewelry, batik, pottery and photography.

Fascinated by ideas and world perspectives, I have utilized the unique opportunities available to me outside of my traditional coursework by studying internationally and developing French, Wolof and Italian language skills. Through my formal education, involvement in setting up student art shows, and personal art experience I have strengthened my natural eye for color, composition and design. With my plans focused around archival and curatorial work, having experience at a gallery such as yours would further enhance my practiced skills and knowledge.

I would like to arrange a mutually convenient time to meet or speak on the phone. I can be reached at 315-781-1234 or via email at jjob@hws.edu. Thank you for your time and consideration.

Sincerely,

Ivana Job

Ivana Job

Sample Thank You Letter

Hobart and William Smith Colleges
Box 0001 Scandling Center
Geneva, NY 14456

Robert Murphy
Chief Operating Officer
Pepsi Co.
100 Main Street
Pleasantville, NY 12345

Dear Mr. Murphy:

Thank you again for the opportunity to interview for the sales position. I appreciated your hospitality and enjoyed meeting you and members of your staff.

The interview convinced me of how compatible my background, interest, and skills are with the goals of Pepsi Co. As I mentioned during our conversation, my experience as an Admissions Intern has prepared me well for direct sales opportunities. I am confident my work for you will result in increased profits within the first two years.

If I can be of further assistance in answering additional questions, please do not hesitate to contact me. I look forward to the opportunity of seeing you again.

Sincerely,

Will B. Hired

Will B. Hired