

# RÉSUMÉ WRITING

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## 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!

## CONTENT

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**Identification Information:** This information is used to identify who you are and make it easy for the employer to reach you. What to include:

**Name:** Your name should be bold, and larger than the rest of the font on the page. Use your formal first and last name. You want all of your documents to have the same name on them.

**Address:** You can use both your present and permanent address. This will make it so that employers can contact you during breaks from school, as well as after graduation.

**Telephone Numbers:** Make sure to list your telephone number and area code. Also make sure that your voicemail is an *appropriate* message for employers who might be calling.

**Email Address:** Include your preferred email address. Make sure that it is appropriate and professional. If you are a senior, you should use an address besides your HWS email since it will become inactive shortly after graduation.

### Contact Information Example:

<b>Jane M. Smith</b>		
(345) 678-9012 • jmsmith@hws.edu		
Present Address:		Permanent Address
Hobart and William Smith Colleges 1234 Scandling Center		345 Maple Avenue
Geneva, NY 14456		Anytown, NY 12345

**Professional Objective** - Your objective is an optional component of your résumé because a cover letter will accompany your résumé, which states the job you are applying for and why. If you have an objective 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 with Bank of America.

**Educational Background** – This information allows you to express your academic qualifications. It 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. What to include:

**School:** When you list schools you want to include the name of school attended and the city and state in which the school is located.

**Degree:** Make sure to write out your degree completely, and indicate which college your degree is from. In order to see if your degree is Bachelor of Arts or Bachelor of Science you can visit the academic portion of the colleges' website.

**Major/Minor:** Your major should be listed after your degree. Your minor can be listed below your major.

**Date:** If you are currently working towards completing your degree you should put Anticipated, Candidate, or Expected in front of the month and year.

**GPA:** 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.

**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 what you are applying for.

**Study Abroad:** You should include your study abroad experience under education. To do so you would list the name of the University and a brief overview of what you studied.

**Relevant 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 Categories:** Depending on your education other categories may be relevant such as certifications and honors thesis.

**Education Examples:**

<b>Hobart College</b> Bachelor of Arts in Economics Minor: Public Policy Studies	Geneva, NY May 2015
<b>OR</b>	
<b>William Smith College, Geneva, NY</b> Bachelor of Science in Chemistry	Anticipated May 2016 G.P.A.: 3.2
<i>Honors:</i> Dean's List Trustee Scholar	Fall 2013-Present Fall 2013- Present
<b>University of Queensland, Queensland, Australia</b> •Studied marine biology, terrestrial ecology, geology, and Australian culture	Fall 2014

**Work Experience** - This section can include paid, full and part-time positions, volunteer work and unpaid internships. 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. What to include:

**Title:** Include the name of your position.

**Company Information:** You want to include the name of the company, the city, and the state.

**Dates:** Make sure that your dates are consistently formatted throughout your résumé. You can use either months (January 2011–December 2013) or semesters (Fall 2012–Summer 2014). If you are still currently employed you would indicate that by putting “Present”.

**Bullet Points:** You will want to briefly describe each experience using, action-oriented language (see page 9 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. Do not use periods at the end of bullet points. Also pay attention to past and present tense when you are using action verbs (ie. facilitate vs. facilitated).

### Work Experience Example:

<b>Student Teacher</b> , Canandaigua Middle School, Canandaigua, NY	Spring 2013
<ul style="list-style-type: none"><li>•Facilitated learning of honors and regular social studies for 6th grade students</li><li>•Created interactive lesson plans based around WWII in order to engage and motivate students</li><li>•Assisted girls’ softball coach with practices and games while serving as a mentor for the team</li></ul>	
<b>Summer Analyst</b> , Merrill Lynch International, London, England	May 2012- June 2012
<ul style="list-style-type: none"><li>•Provided a weekly Euro Corporate Market Update to assist the Debt Capital Market team in dealing with current and potential clients</li><li>•Compiled information about completed and current transactions as well as speculations about expected activity in the upcoming week</li><li>•Consolidated research for two Managing Directors on existing and potential German-based clients by finding unleveraged debt in annual reports</li></ul>	

**Optional Categories:** These are other general categories that you may wish to include on your résumé.

**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. They can be social, curricular, honorary, or professional.

**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.

**Research/Publications:** This section allows you to highlight any research that you have done in classes, as well as any publications that you had a part in.

### 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”.

## APPEARANCE/FORMAT

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**Length:** Your résumé should not be longer than one page. In certain circumstances it can be two, but typically for a college student it will be a page.

**Font and graphics:** 10.5–12 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.

Make sure your resume has been checked for typos and grammatical errors!

**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. Paper should always be 8 1/2 x 11 in size.

**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.

**Email/Mailing:** When emailing your résumé make sure that it is sent in PDF format. When mailing your résumé, make sure not to staple it, and it should be accompanied by a cover letter.

**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.

## COMPUTER INSTRUCTIONS

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These instructions are for students using Microsoft Word.

**Margins** Click on **Page Layout**, then on **Margins**- You can change your margins to accommodate the amount of text you have in your résumé.

You can adjust down to Narrow (.5) if necessary, though between that and .75 is usually adequate.


You can scroll down to Custom and change them there. Make sure you change Top, Left, Bottom, and Right!

The ruler can also be viewed by clicking on the button in the upper right hand of the screen just above where you scroll.

**Tabs** Set a tab, (or use the default tab settings) to form your margin after your headings. This is also useful for formatting your dates.

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. Pick one that is Professional: Times New Roman and Arial are commonly used. To view your options, click **Format** on the main tool bar, then on **Font**.

<b>Size</b>	Make sure that your name is larger than the rest of your résumé. Do not make the font smaller than 10 and your name larger than 18
<b>Bold/Italics</b>	These are located under font and can be used throughout to draw attention. Make sure that you are consistent throughout your résumé with how you use them.
<b>Bullets</b>	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.  You can also go to Insert and use symbols.
<b>Spacing</b>	Clicking on the  sign will show you all of your spacing. This is key for consistency.  Go to the Page Layout tab and under spacing bring both of them to 0 pt. This way there is not automatic spacing  You can change the spacing between categories or jobs to make your resume shorter. Use the A and a with arrows above them next to font to change the size.  You can left, center, and right justify things as you like.

## RESUME CHECKLIST

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### ☐ **FORMAT**

- Is my résumé one page?
- Did I use between 10-12 point font?
- Did I leave adequate spacing and margins?
- Do my dates, fonts and spacing follow a consistent pattern?
- Did I consistently use bolding and italics?
- Are my titles, organizations, and locations in a consistent pattern?

### ☐ **CONTENT**

- Is my degree listed correctly and not abbreviated?
- Is my GPA included if it is above at 3.0?
- Did I provide appropriate contact information?
- For each experience do I have the company name, location, job title and dates?
- Did I highlight what is important in a clear and concise way?
- Did I use action verbs to describe my experiences?
- Did I consistently use past tense verbs for past experiences?
- Did I indicate my level of fluency in foreign languages?

### ☐ **WRAPPING UP**

- Did I proofread?
- Is my résumé easy to read?
- Did I visit Career Services for a résumé critique with a professional staff member?

# Résumé Worksheet

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

## EDUCATION

**Hobart or William Smith College**

Bachelor of \_\_\_\_\_ in \_\_\_\_\_ (major)

Minor:

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

Geneva, NY  
Anticipated May \_\_\_\_\_

## STUDY ABROAD

\_\_\_\_\_  
\_\_\_\_\_

## HONORS (Dean's list, Scholarships, etc.)

\_\_\_\_\_  
\_\_\_\_\_

## RELEVANT COURSEWORK

\_\_\_\_\_  
\_\_\_\_\_

## EXPERIENCE (Jobs and Internships)

Job Title	Organization/Company Name	City	State	Dates
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Responsibilities: ●  
●  
●

Job Title	Organization/Company Name	City	State	Dates
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Responsibilities: ●  
●  
●

Job Title	Organization/Company Name	City	State	Dates
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Responsibilities: ●  
●  
●

Job Title	Organization/Company Name	City	State	Dates
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Responsibilities: ●  
●  
●

## ACTIVITIES/LEADERSHIP

Position Title	Club/Organization Name	City	State	Dates
Responsibilities:	•			
	•			
	•			

Position Title	Club/Organization Name	City	State	Dates
Responsibilities:	•			
	•			
	•			

Position Title	Club/Organization Name	City	State	Dates
Responsibilities:	•			
	•			
	•			

## VOLUNTEER

Title	Organization Name	City	State	Dates
Responsibilities:	•			
	•			

Title	Organization Name	City	State	Dates
Responsibilities:	•			
	•			

## SKILLS

*Computer* (Microsoft Office, Photoshop, etc.) \_\_\_\_\_

*Language* (Fluent in Spanish, Advanced French, etc.) \_\_\_\_\_

*Special Training/Certifications:* (CPR, EMT, etc.) \_\_\_\_\_

## TRAVEL

## ADDITIONAL INFORMATION (Research Projects, Conferences, Professional Development, Publications, etc.)




## ACTION VERBS

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accelerated	coordinated	extracted	investigated	prescribed	selected
accomplished	copied	facilitated	joined	presented	sent
accounted for	corrected	familiarized	judged	prevailed	separated
achieved	counseled	fashioned	justified	printed	served
acquired	crafted	figured	kept	problem-	set
acted	created	filed	labored	solved	set-up
adapted	critiqued	financed	launched	processed	shaped
addressed	dealt	fixed	learned	produced	shared
administered	debated	followed	lectured	profited	shipped
advertised	decided	forecast	led	programmed	showed
advised	defined	foresaw	licensed	projected	sifted
aided	delegated	formulated	lifted	promoted	simplified
allocated	delivered	forwarded	listened	proof-read	sketched
analyzed	demonstrated	fostered	located	proofed	smoothed
anticipated	designed	founded	logged	provided	sold
appointed	detected	gained	looked	publicized	solicited
arbitrated	determined	gathered	made	purchased	solved
arranged	developed	gave	maintained	qualified	sorted
ascertained	devised	generated	managed	quicken	sought
assembled	diagnosed	governed	manipulated	raised	specified
assessed	diminished	graded	mapped out	ran	spoke
assisted	directed	greeted	marketed	rated	started
assumed	discovered	grossed	maximized	read	stopped
assured	dispensed	guided	mediated	realized	straightened
attained	displayed	handled	memorized	reasoned	streamlined
attended	disproved	hastened	mentored	received	strengthened
audited	dissected	headed	met	recommended	studied
balanced	distributed	heightened	modeled	recognized	submitted
budgeted	documented	helped	modified	reconciled	suggested
built	drafted	housed	monitored	recorded	summarized
calculated	dramatized	hunted	motivated	recruited	supervised
catalogued	drew (up)	hypothesized	moved	rectified	supplied
chaired	dropped	identified	named	redesigned	supported
challenged	drove	illustrated	negotiated	reduced	surveyed
changed	earned	implemented	netted	referred	synthesized
charted	edited	improved	observed	rehabilitated	systematized
checked	educated	improvised	obtained	related	talked
classified	elected	included	offered	rendered	targeted
closed	eliminated	incorporated	operated	renovated	taught
coached	employed	increased	ordered	repaired	team-built
collected	encouraged	indexed	organized	reported	tested
combined	enforced	indicated	originated	represented	tracked
communicated	enlisted	influenced	overcame	rescued	trained
compared	ensured	informed	oversaw	researched	transcribed
compiled	entered	initiated	paid	resolved	transferred
completed	established	innovated	painted	responded	transformed
composed	estimated	inspected	participated	resulted	translated
computed	evaluated	inspired	perceived	restored	traveled
conceived	examined	installed	performed	returned	treated
conceptualized	excelled	instituted	persevered	retrieved	tutored
concluded	exercised	instructed	persuaded	revamped	typed
conducted	executed	insured	photographed	revealed	undertook
conserved	exhibited	integrated	piloted	reviewed	unified
consolidated	expanded	interacted	pioneered	revised	united
constructed	expedited	interpreted	planned	saved	updated
continued	experienced	interviewed	played	saw	upgraded
contracted	experimented	introduced	policed	scheduled	used
consulted	explained	invented	politicked	screened	utilized
controlled	explored	inventoried	predicted	scrutinized	weighed
convinced	expressed	invested	prepared	secured	wrote

# MAE B. READINOW

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

## EDUCATION

**William Smith College**, Geneva, NY Anticipated May 2015  
Bachelor of Arts in Biology GPA: 3.45  
Minor: Health Professions

**University of Queensland**, Queensland, Australia Fall 2013  
▪ Studied marine biology, terrestrial ecology, geology, and Australian culture

## HONORS

**Dean's List** Fall 2011-Present

## RELATED COURSEWORK

Biochemistry, Psychology, Organic Chemistry I, Cellular Biology, Invertebrate Zoology, Physics & II

## CLINICAL EXPERIENCE

**Intern**, *Burlington Health & Rehabilitation Center*, Burlington, MA Summer 2012  
▪ Worked with terminally ill patients providing emotional support and physical assistance

**Medical Intern**, *Geneva General Hospital*, Geneva, NY Spring 2012  
▪ Shadowed a physician in the emergency room and in rounds at the hospital  
▪ Assisted with day to day tasks around the hospital

**Volunteer**, *Seneca Rehabilitation and Nursing Center*, Geneva, NY Fall 2010-Spring 2011  
▪ Interacted with the elderly on a one-on-one basis, further developing communication skills

**Physical Therapy Assistant**, *Wilkes-Barre Hospital*, Wilkes-Barre, PA Summers 2009 & 2010  
▪ Helped to transport patients and stock rooms  
▪ Worked with therapists and doctors with daily tasks

## ADDITIONAL PROFESSIONAL EXPERIENCE

**Teaching Assistant**, *Chemistry Department*, HWS Colleges, Geneva, NY Fall 2012-Present  
▪ Assist Professor in the Advanced General Chemistry laboratory by setting up lab equipment and supplies  
▪ Aid students with calculations and answer students questions

**Habitat for Humanity**, HWS Colleges, Geneva, NY Fall 2011-Present  
▪ Support the community by assisting with local builds and fundraising for the organization  
▪ Manage, organize, and participate in the Mr. Hobart Talent Contest, and the William Smith Powerpuff Game in order to raise awareness and increase engagement

**Green Earth Gang**, *Bethlehem Elementary School*, Bethlehem, PA Fall 2009-Spring 2010  
▪ Taught lessons to a second grade class on environmental issues such as recycling and animal habitats

## CERTIFICATIONS

**First Aid** Spring 2009-Present  
**CPR** Spring 2009-Present

## SKILLS

**Language:** Fluent in American Sign Language

**EDUCATION**

**Hobart College**, Geneva, NY  
Bachelor of the Arts in Economics  
Minor: International Relations

Anticipated May 2016  
GPA: 3.54

**HONORS**

*International Honors Society in Economics*  
*Orange Key Honor Society*  
▪ Awarded to rising sophomores who distinguish themselves in their first year of college  
*Dean's List*

Fall 2012- Present  
Spring 2011

**EXPERIENCE**

**Merill Lynch International**, *Summer Analyst*, London, England

Summer 2012

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

**RCW Mirus**, *Intern*, Cambridge, MA

Summer 2011

- Utilized organizational skills while researching and assembling due diligence for an M&A transaction
- Assisted directors providing investment banking services to private and public middle-market corporations

**MdRx Direct**, *Intern*, New York, NY

Winter 2011

- Provided comprehensive market research on competing companies and industries for portfolio managers
- Participated in weekly market strategy meetings with key office account executives
- Supplied initial screening of potential clients based on their compatibility with the goals and requirements of the firm

**South Carolina Yacht Club**, *Sailing Instructor*, Hilton Head, SC

Summers 2008-2010

- 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**, HWS, Geneva, NY

Fall 2013- Present

- Provided comprehensive market research on competing companies and industries for portfolio managers

**NCAA Division I Hobart Lacrosse**

Winter 2012- Present

- Learn to be a part of a team, and apply a set of skills that will help our team reach our collective goals
- Gain valuable time management skills from following a schedule that allows a successful balance between lacrosse and academics

**SKILLS**

*Computer*: Proficient in Bloomberg, Microsoft Excel, PowerPoint, Word, SAS Programming

*Language*: Intermediate written and conversational French

## Patrick J. Parks

p.j.parks@gmail.com · (987)453-7254

**Permanent Address:** 725 Jay Lane · Milestone, CA 25760

**Present Address:** Hobart and William Smith Colleges (HWS) · 3421 Scandling Center · Geneva, NY 14456

### EDUCATION

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<b>Hobart College</b> , Geneva, NY	Anticipated May 2015
Bachelor of Arts in Economics and International Relations	<b>GPA: 3.83</b>
Minor in Mathematics	

### HONORS

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Dean's List	Fall 2011- Present
Legacy Scholar	Fall 2011- Present

### RELEVANT EXPERIENCE

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<b>J.P. Morgan</b> , <i>Summer Analyst</i> , New York, NY	Summer 2014
·Performed daily risk sensitivity, profit/loss, Value at Risk, and stress test analysis to protect clients	
·Compiled information about completed and current transactions as well as speculations about expected activity in the upcoming week	

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<b>Merrill Lynch</b> , <i>Job Shadow</i> , New York, NY	Winter 2013
·Observed the preparation of clients' portfolios before one-on-one meetings	
·Gained valuable experience and knowledge by reading portfolio strategic notes and equity desk notes	

### ADDITIONAL EXPERIENCE

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<b>Alumni House</b> , <i>Student Assistant</i> , HWS, Geneva, NY	Spring 2012 - Present
·Complete various office tasks as assigned in order to ensure the office flows smoothly	
·Interact with alumni/ae both on campus and via the phone to assist in coordinating their visits, and ensuring their satisfaction	

### LEADERSHIP EXPERIENCE

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<b>Investment Club</b> , <i>President</i> , HWS, Geneva, NY	Fall 2014 - Present
· Discuss and investigate financial developments in our global economy, while working to forecast movements within the financial markets	

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<b>NCAA Division III Hockey</b> , <i>Hobart College</i> , Geneva, NY	Fall 2011 - Present
·Communicate effectively with teammates in order to achieve overall goal of a successful season	
·Maintain composure throughout stressful situations both on and off the field in order to be a role model for younger teammates	

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<b>Hobart Student Government</b> , <i>Vice President</i> , HWS, Geneva, NY	Fall 2013 - Spring 2014
·Oversaw all elections run by Hobart Student Government	
·Acted as a liaison between students, faculty, and staff	
·Assisted with the delegation of duties	

### SKILLS

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**Computer:** Proficient in Microsoft Word, Excel, PowerPoint, iMovie  
**Language:** Intermediate Spanish

## Lindsey K. Lincoln

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### PRESENT ADDRESS

985 Scandling Center  
Geneva, NY 14456

llincoln@hws.edu

555-874-7623

### PERMANENT ADDRESS

23 Spring Lane  
Mayford, VA

### EDUCATION AND HONORS

William Smith College, Geneva, NY  
Bachelor of Arts in Environmental Studies

Anticipated May 2016  
GPA: 3.56

Laurel Society  
Dean's List  
Trustee Scholar  
Carver and DeLaney Family Environmental Studies Endowment

Spring 2014- Present  
Fall 2012- Present  
Fall 2012- Present  
Spring 2014

### RELEVANT COURSEWORK

Sustainability Commodities and Consumption; Environment and Society; Fundamentals of Geographic Information Systems;  
Sociology: Research Methods

### RESEARCH EXPERIENCE

*Summer Intern*, Keep America Beautiful, Stamford, CT

Summer 2014

- Promoted the mission of Keep American Beautiful via social media in order to increase the awareness and interest in the general public
- Conducted site visits to local high schools in order to see how they currently managed recycling among staff and students
- Researched cost-effective ways in order to implement recycling programs into high school and college campuses

*Individual Research*, Campus Garden Initiative, Hobart and William Smith Colleges, Geneva, NY

Spring 2014

- Developed an initiative to promote environmental and social sustainability by having dedicated space for gardens on the HWS campus
- Involved and educated students, faculty, staff, and the community in the growing process
- Created a system in which local business can donate different products to the gardens

*Individual Research*, Sociology: Research Methods, Hobart and William Smith Colleges, Geneva, NY

Spring 2013

- Designed a research project that investigated how the number of social media posts about recycling impacted the overall number of students and staff engaging in recycling
- Conceptualized and operationalized variables, created initial hypothesis and critiqued sampling design
- Conducted an analysis of the data and presented findings in an oral presentation

### VOLUNTEER EXPERIENCE

*EcoRep*, Campus Greens Sustainability Club, Hobart and William Smith Colleges, Geneva, NY

Fall 2012-Present

- Manage the Green Room Certification in order to guarantee all students in residential halls are living in a sustainable way

*Member*, Days of Service, Hobart and William Smith Colleges

Fall 2012- Present

- Participate in various community engagement tasks in order to give back to the Geneva community

*POAP Leader*, Pre-Orientation Adventure Program, Hobart and William Smith Colleges, Geneva, NY

Summer 2013

- Engaged and promote the adventure program to incoming first year students
- Led a group of 7 students on a backpacking/kayaking trip throughout the Adirondacks
- Facilitated teamwork, community and survival skills development through activities

## REFERENCES

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A reference sheet is a document created to supplement your résumé. It is a separate document, and should not be listed on 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 5.
- ◆ 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.
- ◆ Get a mix of references. Try not to use all professors. Some examples are faculty advisors, organization advisors, and supervisors past and present.
- ◆ Center the document on the paper from top to bottom. The actual text can be centered or left justified.
- ◆ List your best and most applicable reference first.

### **Each reference should have the following information:**

1. Full Name with title (ex. Mr., Ms. Or Dr.).
2. Title
3. Organization Name
4. Street
5. City, State, Zip
6. Phone Number
7. Email (optional)

Try to think of references who know you well enough to functionally speak clearly, concisely, and strongly about you and your abilities.  
Your references can be a combination of employers, coaches, supervisors, and professors.

## JOSEPH R. SMITH

### Present Address

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

### Permanent Address

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

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### References:

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

### **Ms. Nancy Rodriguez**

Advisor  
Philosophy Department  
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](mailto:jbard@ml.com)

## Types of Job Search Correspondence

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### Letter of Inquiry:

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.

### ***Letter of Inquiry Example:***

Dear Mr. James:

I recently began researching the top child advocacy organizations in the northeast. My search has been directed at companies that value their relationship and support services for children above all else. When searching I continually come across Bivona. Through my experience with Children Now and Child Advocates I believe I have a great deal of knowledge when it comes to both support services, and the political battle being fought for children. I am writing to inquire to see if you have any opportunities for someone with my qualifications and experience.

### Thank You Letter:

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.

### ***Thank You Letter Example:***

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,

### Reaffirming Interest Letter:

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.

### ***Reaffirming Interest Letter Example:***

Dear Ms. Blanchard:

I wanted to thank you once again for the opportunity to interview for the account management with CSX. It was great being able to speak with you and the rest of the team in order to reaffirm how well my background and qualifications would fit with the company.

As I mentioned previously, my experience with Tim Horton's and Pepsi Co. have prepared me well to move into the account management position. I am confident that my work will result in satisfied clients, and increase in overall revenue.

If you have any questions at all please do not hesitate to contact me. I look forward to hearing from you.

Sincerely,



Confirmation Letter: Designed to confirm arrangements of interviews, meetings or agreement of terms (i.e. length of internship, starting date of employment, compensation, etc.).

***Confirmation Letter Example:***

Dear Ms. King:

Thank you again for the opportunity to interview for the communications position. I wanted to confirm our scheduled interview time for 10:00 a.m. on Wednesday November 5<sup>th</sup>. If for any reason this changes please do not hesitate to contact me. I look forward to speaking with you again, and am grateful for the opportunity to interview with Clear Channel.

Sincerely,

Letter of Acceptance: 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.

***Letter of Acceptance Sample:***

Dear Mr. Roe:

It is with great pleasure that I accept the position of Research Assistant at Nova Care in the Boston office. As we discussed I will begin work on January 15<sup>th</sup>. My starting salary will be \$34,500 and will include the benefits package for professional employees that we discussed.

I have enclosed the contract and forms that you sent to me. If you have any questions, or need any more information please contact me. I look forward to joining the Nova Care team.

Sincerely,

Networking Letter: 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. *Examples of a networking letter can be found in the Networking Guide.*

Cover Letter: 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.

## **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!**

### **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 internet 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

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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 typed

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

December 15, 2014

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 2015-2016 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 2015 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](mailto: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, 2015

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

Dear Ms. Smith:

I am writing in application of an internship for this summer 2015, 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.

I am a junior at Hobart College working toward my Bachelor of Arts in Economics. 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](mailto: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, 2014

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 2016 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 cataloguing 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 2014 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 [ijob@hws.edu](mailto:ijob@hws.edu). Thank you for your time and consideration.

Sincerely,

*Ivana Job*

Ivana Job