



Stevens Career Center Resume Guide

Table of Contents

Resume Overview2

Step 1: Gather your experiences.....2

Step 2: Format the document.....3

Step 3: Choose and order section titles3

Bullet Point Writing.....6

Step 4: Bullet Points — Craft the bullet points for each chosen experience.....6

Step 5: Proofread and revise.....7

Action Words8

Resume Overview

What is a résumé and why is it important?

A résumé is a document that helps you to market your education, experiences and skills to prospective employers. It is a reflection of you as a potential candidate and is used by recruiters to assess your suitability for a specific position. A résumé is often the first piece of information received and reviewed in the employment process and the goal of the résumé is to get you an interview. It is crucial to have a well-written, formatted résumé that highlights your most relevant experiences. On average, a recruiter or business professional will spend six seconds reviewing your résumé.

What makes a great résumé?

When recruiters or hiring managers are reviewing résumés, you as an individual may only get up to six seconds of their attention. Your résumé must be error free. You should strive to focus on the following elements to maximize the impression you leave on the reviewer(s) and to stand out from the rest of the candidates!

TARGETED: Your résumé should be targeted to the industry, employer and position. Tailor your experiences, skills and bullets to the job or position you are seeking.

CONCISE: Tell your story through concise but specific bullet points, avoiding fluffy or extraneous language.

SELL YOURSELF: Employers want to know why they should hire you over any other candidate. Present your accomplishments by citing any transferrable tangible or intangible skills that you have acquired through work, academic, and extra-curricular experiences.

How do I get started?

There is no “perfect” résumé. However, following the steps outlined in this résumé guide, along with constant revisions, will ensure that your résumé is competitive and ready for the recruitment process. Your résumé is an evolving document and is never truly finished. Follow each step and seek guidance from the Stevens Career Center.

Step 1: Gather your experiences

- Reflect on your experiences and make a list of companies and organizations you have been involved with, including the positions you have held. These can include clubs, non-profit organizations, full-time or part-time jobs, volunteer, leadership, research, etc.
- Rank the list in order of relevance to the position you are applying to or relevance to the industry you plan to start your career.
- Use this “master list” for future résumé revisions to remind yourself of all the experiences you can choose from in order to cater each submitted résumé to your desired position.

Step 2: Format the document

- Limit to one page
- Have bullet points next to or underneath each experience, starting each bullet with a strong action verb (ex. facilitated, collaborated, generated)
- Use a professional font style - Times New Roman, Arial, Cambria; font size should be 10-12 pts.
- Change margins to be within .5" to .6" and they should be consistent all around the page
- Maintain consistency with verb tenses, bullets, alignment, fonts, sizes, hyphens, spacing, etc.
- Use reverse chronological format to best focus on recent and relevant experiences
- Save the file as a PDF and name is *LastName_FirstName_Résumé* (i.e. *Stevens_Atila_Résumé*)
- Organize your résumé by sections: Education, Skills, Leadership Experience, Work Experience, Research Experience, Projects and Interests, etc. (These sections can change based on your experiences.)

Step 3: Choose and order section titles

EDUCATION

This section will consist of the school name, degree title, concentration, GPA, expected graduation date, and honors, if applicable

- List your GPA if it's above a 3.0
- Awards and honors are listed within this section; keep the information timely and relevant
- 6-8 relevant courses should be listed next to coursework
- Other institutions and study-abroad experiences are also listed in this section, see the below example:

EDUCATION

Stevens Institute of Technology | Hoboken, NJ

Bachelor of Engineering, Civil Engineering

Expected May 2020

GPA: 3.32

OR

EDUCATION

Stevens Institute of Technology | Hoboken, NJ

Master of Engineering, Civil Engineering

Expected May 2021

Bachelor of Engineering, Civil Engineering

Expected May 2020

GPA: 3.82 | Dean's List

Honors: Presidential Scholarship

Coursework: Physics, Calculus, Engineering Graphics, Engineering Design, Introduction to Programming

Bergen Community College | Paramus, NJ

Associates in Arts, Political Science

August 2017 – May 2018

GPA: 3.85

Deusto University | Bilbao, Spain

Study Abroad

August 2016 – December 2016

- Studied Spanish art history through an immersive field study program
- Adjusted to living with a host family for the duration of the 15-week study-abroad program

SKILLS

Skills is an inventory of your skills and interests. Qualify your level of competency for speaking languages. You do not need to state your level of competency for technical skills. This section will include computer and technical skills, languages, certifications and interests (hobbies). Some students will use this to showcase activities they were not able to include under professional or leadership experiences. When describing skill level, the following adjectives should be used:

- Speaking Language: Skill levels include “conversational,” “proficient” and “fluent”

SKILLS

Software: SolidWorks, Arduino, MS Office: Word, PowerPoint, Visio, Excel, Project, Vernier

Lab: Chromatography, Spectroscopy, Titration

Programming: C++, LabVIEW, Java

Speaking Languages: French (Proficient), Bilingual in English and Mandarin

Certifications: Bloomberg Terminal, CPR Certified

WORK EXPERIENCE

Professional experience details job and internship experience, both paid and unpaid. Ensure that bullet points communicate how you were able to cultivate characteristics that the company may be looking for (i.e. communication skills, initiative, leadership and teamwork). You can include full-time and part-time jobs as well as jobs outside your field of interest.

WORK EXPERIENCE

Becton Dickinson | Franklin Lakes, NJ

Research and Development Engineer Co-op

January – August 2018

- Managed data analytics using Minitab and Excel such as calculating trends over time and comparison testing
- Collaborated with senior engineers and lab technicians on Safety Lock Blood Collection Set Project in Pre-Analytical Systems Department, Biosciences Division
- Observed and analyzed product performance affected by alternate materials and new manufacturing sites

LEADERSHIP EXPERIENCE OR ACTIVITIES

Leadership experience includes involvement with extracurricular activities, volunteer experience, e-board membership, projects, competitions, group presentations, etc.

LEADERSHIP EXPERIENCE

Stevens Institute of Technology, Hoboken, NJ

Pinnacle Scholars Peer Mentor

June 2017 – Present

- Mentor freshmen through one-on-one meetings and group meetings on college transition, academic coursework, and Pinnacle Scholars requirements
- Teach fundamentals of research such as scientific method and research writing & strategy

PROJECT EXPERIENCE or ACADEMIC PROJECTS

This section will include class projects, independent projects or collaborations with companies.

ACADEMIC PROJECTS

Stevens Institute of Technology | Hoboken, NJ

Truss Project

Fall 2016

- Designed a brass truss using LabView capable of holding 470 pounds
- Analyzed its column buckling using load ratios
- Constructed the truss with brass tubing and gusset plates

OR

PROJECT EXPERIENCE

Stevens Institute of Technology | Hoboken, NJ

Introduction to Financial Tools Stock Competition

October 2016 – November 2016

- Engaged in a trading competition with classmates to see who could generate the most returns in nine weeks
- Used functions on both the Bloomberg Terminal and Think or Swim trading platform to analyze individual securities and execute trades
- Generated a return of 0.36% and finished the competition in 5th place

RESEARCH EXPERIENCE

Provide details about your role in the research projects. You may describe the research itself and results from the research. Specify the nature of the research, for example if you collected data or conducted experiments. Remember to share if the research was published or other accomplishments.

RESEARCH EXPERIENCE

Senior Chemical Research Project, Stevens Institute of Technology | Hoboken, NJ

Research Assistant

September 2017 – May 2018

- Developed a novel two layer drug delivery system using poly(vinyl) alcohol and polycaprolactone by means of nanoprecipitation and electrospinning methods
- Nominated to present research project for MIT Innovation Expo Day
- Published research findings and summary in Journals of Material Chemistry

PUBLICATIONS and PRESENTATIONS

If you have publications, or if some of your work was in major publications and you want it to stand out, include your publication history in its own section. Cite your work by including the title of your work, the publication name, date and URL, if applicable. APA (American Psychology Association) is used to cite most social science works. MLA (Modern Language Association) is used to cite liberal arts and humanities work.

If you've written a book...

MLA Format: Last name, First name. Title of Book. Place of Publication: Publisher, Year of Publication. Medium of Publication.

APA Format: Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Journal or magazine publication

MLA Format: Author(s). "Title of Article." Title of Periodical Day Month Year: pages. Medium of publication.

APA Format: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number (issue number), pages.

BEFORE publication or event

PUBLICATIONS

Co-author, “Enhanced anticancer activity of drug nanoparticles formulated with β - cyclodextrin,” Anti-Cancer Drugs, vol. 28, no. 3, pp. 271- 280, 2017

PRESENTATIONS

Invited to deliver speech, “Sustainable Security Research” at Stevens Innovation Expo, May 9, 2018

AFTER publication or event

PUBLICATIONS

Honglei Zhan, Tina Jagtiani, and Jun F. Liang, “Enhanced anticancer activity of drug nanoparticles formulated with β - cyclodextrin,” Anti-Cancer Drugs, vol. 28, no. 3, pp. 271- 280, 2017

PRESENTATIONS

Keynote Speaker, “Sustainable Energy Research” at Stevens Innovation Expo, May 9, 2018

Bullet Point Writing

Step 4: Bullet Points — Craft the bullet points for each chosen experience

- Start each bullet with a strong action verb
- Include numbers and amounts to quantify experiences and results
- Remember to not use personal pronouns such as “I, me, our”
- Convey desired characteristics through your bullet points
- Always remember to answer three questions: *WHAT, HOW and WHY*

What? — What did you do, what actions did you take?

Start bullet with strong action verb (see below list)

Example:

- Performed online portfolio management
- Led research

How? — Mention the skills or tools you utilized to achieve the action. Specifically outline your process.

Usually start this part with transition words like “by,” “through,” “utilizing,” etc.

Example:

- Performed online portfolio management using MarketWatch
- Led research on the comparison of new technologies utilizing different sensor localization techniques such as BLE, UWB, Wi-Fi, and Geomagnetic indoor positioning

Why? — Why did it matter, what was your impact, what results did you achieve?

Report on the final outcome or goal; explain why you performed the task or action. Begin this part of the bullet with phrases such as “in order to,” “to,” “resulting in,” “achieving,” “accomplishing,” etc.

Example:

- Performed online portfolio management using MarketWatch for students to gain hands-on experience simulating real-world investing scenarios
- Led research on the comparison of new technologies utilizing different sensor localization techniques such as BLE, UWB, Wi-Fi, and Geomagnetic indoor positioning for Real Time Localization Systems (RTLS)

Weak example: Created mini sales pitches to sell teammates on buying certain asset classes

Strong example: Researched futures contracts and met with teammates daily to discuss investment strategy focusing on agriculture, energy, and metals sectors

IMPORTANT POINTS

- Spell out numbers from one to nine
- Hyphenate compound numbers from twenty-one to ninety-nine
- Do not start a bullet with a number
- Use commas for numbers with more than three digits 4,377
- Use percentages — be consistent within the sentence (Increased sales by \$6 million, a 24% increase from previous year)

Assume the person reading your résumé is unfamiliar with the organization and role. Therefore, make sure you are clear and concise when crafting bullets. In your bullets, show action (transferable skills), why this project/task mattered (significance), and what was the result (quantitative or qualitative).

Step 5: Proofread and revise

Proofread carefully for consistency issues, grammar and spelling

Print on résumé paper for recruiters/interviews

Visit the Stevens Career Center for sample résumés and additional guidance

What not to put on a résumé:

- Inaccurate information
- Pronouns (I, my, we, our)
- Misspelled words
- Date of birth
- Social Security number
- Pictures

Action Words

Management Skills

administered	converted	generated	managed	reorganized
analyzed	coordinated	handled	merged	replaced
appointed	decided	headed	motivated	restored
approved	delegated	hired	organized	reviewed
assigned	developed	hosted	originated	scheduled
attained	directed	improved	overhauled	streamlined
authorized	eliminated	incorporated	oversaw	strengthened
chaired	emphasized	increased	planned	supervised
considered	enforced	initiated	presided	terminated
consolidated	enhanced	inspected	prioritized	
contracted	established	instituted	produced	
controlled	executed	led	recommended	

Communication/ Soft Skills

addressed	conveyed	expressed	mediated	reinforced
advertised	convinced	formulated	moderated	reported
arbitrated	corresponded	furnished	negotiated	resolved
arranged	debated	incorporated	observed	responded
articulated	defined	influenced	outlined	solicited
authored	described	interacted	participated	specified
clarified	developed	interpreted	persuaded	spoke
collaborated	directed	interviewed	presented	suggested
communicated	discussed	involved	promoted	summarized
composed	drafted	joined	proposed	synthesized
condensed	edited	judged	publicized	translated
conferred	elicited	lectured	reconciled	wrote
consulted	enlisted	listened	recruited	
contacted	explained	marketed	referred	

Research Skills

analyzed	determined	formulated	invented	searched
clarified	diagnosed	gathered	investigated	solved
collected	evaluated	identified	located	summarized
compared	examined	inspected	measured	surveyed
conducted	experimented	interpreted	organized	systematized
critiqued	explored	interviewed	researched	tested
detected	extracted			

Technical Skills

adapted	converted	fortified	rectified	solved
assembled	debugged	installed	regulated	specialized
built	designed	maintained	remodeled	standardized
calculated	determined	operated	repaired	studied
computed	developed	overhauled	replaced	upgraded
conserved	engineered	printed	restored	utilized
constructed	fabricated	programmed		

Teaching Skills

adapted	coordinated	explained	instilled	stimulated
advised	critiqued	facilitated	instructed	taught
clarified	developed	focused	motivated	tested
coached	enabled	guided	persuaded	trained
communicated	encouraged	individualized	set goals	transmitted
conducted	evaluated	informed	simulated	tutored

Financial/Data Skills

administered	audited	corrected	managed	projected
adjusted	balanced	determined	marketed	reconciled
allocated	calculated	developed	measured	reduced
analyzed	computed	estimated	planned	researched
appraised	conserved	forecasted	programmed	retrieved
assessed				

Creative Skills

acted	customized	established	integrated	photographed
adapted	designed	fashioned	introduced	planned
began	developed	formulated	invented	revised
combined	directed	founded	modeled	revitalized
conceptualized	displayed	illustrated	modified	shaped
condensed	drew	initiated	originated	solved
created	entertained	instituted	performed	

Aiding Skills

adapted	clarified	educated	helped	resolved
advocated	coached	encouraged	insured	simplified
aided	collaborated	ensured	intervened	supplied
answered	contributed	expedited	motivated	supported
arranged	cooperated	facilitated	provided	volunteered
assessed	counseled	familiarize	referred	
assisted	demonstrated	furthered	rehabilitated	
cared for	diagnosed	guided	presented	

Organization/Detailing Skills

approved	corresponded	maintained	purchased	set up
arranged	distributed	monitored	recorded	submitted
cataloged	executed	obtained	registered	supplied
categorized	filed	operated	reserved	standardized
charted	generated	ordered	responded	systematized
classified	implemented	organized	reviewed	updated
coded	incorporated	prepared	routed	validated
collected	inspected	processed	scheduled	verified
compiled	logged	provided	screened	

Verbs for Accomplishments

achieved	exceeded	reduced (losses)	spearheaded	transformed
completed	improved	resolved (issues)	succeeded	won
expanded	pioneered	restored	surpassed	

Rachel Green

210 W. GREEN ST., CHAMPAIGN, IL
(217) 555-1234 • RSTUDENT@ILLINOIS.EDU

EDUCATION

PhD in English

May 20xx

University of Illinois at Urbana-Champaign

Dissertation title: "Down on the Farm: World War One and the Emergence of Literary Modernism in the American South"

Committee: Margaret Black, Naomi Blue, John Jay, Robert Roberts (Chair)

MA in English

20xx

University of Illinois at Urbana-Champaign

BA in English and Communications, *summa cum laude*

20xx

Butler University, Indianapolis, IN

TEACHING & ADVISING

Composition Instructor

20xx-present

Research Writing Program, University of Illinois

- Facilitator for seven sections of English composition.
- Planned and taught a writing-intensive course based upon current events.
- Used instructional technology to enhance pedagogical technique.
- Taught in part with an innovative, interdisciplinary team-teaching program design.

Literature Instructor

20xx-present

Department of English, University of Illinois

- Instructor of record for two sections of literature, including *Major American Authors* and *Introduction to Poetry* per semester.
- Integrated multimedia and humanities approaches to teaching literature using film and instructional technology.

Coordinating Group Leader

20xx-20xx

Research Writing Program, University of Illinois

- Planned and led required training session for teaching assistants and new composition teachers.
- Helped to mentor new hires to the English Department staff to ensure their engagement and professional development.
- Provided job shadowing and training opportunities to assist new hires in adjusting to the pace of work and the tone and style of the University.

Discussion Leader

20xx

Carolina Summer Reading Program, University of Illinois

- Led group discussion for first-year students on academic topics.

Teaching Assistant

20xx-20xx

Department of English, University of Illinois at Urbana-Champaign

- Taught a section on film criticism, including film history, theory and technical vocabulary.
- Planned lessons and assignments, led discussion sections, graded papers and exams.
- Organized and led group discussions on social and academic issues.

RESEARCH EXPERIENCE

Doctoral Researcher

20xx-20xx

Department of English, University of Illinois at Urbana-Champaign

- Conducted primary source research at numerous archives, examining publication history through multiple sources.
- Examined the literature of William Faulkner, Thomas Wolfe, and Tennessee Williams, exploring their publication records, construction of literary identity, and relationship with modernism.

Research Assistant

20xx

Department of English, University of Illinois at Urbana-Champaign

- Assistant to Professor Robert Warren, conducting primary and secondary source research.
- Organized for the "New Directions in the Study of Southern Literature: An Interdisciplinary Conference."

PUBLICATIONS

Associate Editor of North Carolina Slave Narratives. John Jacob Franz, general editor. Forthcoming from University of Illinois Press, 20xx.

Johnson, JM, Lolie, T., and **Green, R.** "Lost on the Farm: Popular Beliefs" Somebody Journal, Special Issue, Reflections on the Americas. Vol. 6. Accepted and forthcoming.

Green, R. "Fugitives/Agrarians" in A Companion to Twentieth-Century American Poetry. Rutgers Press., 20xx.

Davis, D.A. and **Green, R.** "Will N. Harben," "Etheridge Knight," and "James Wilcox" in Southern Writers: A Biographical Dictionary. Louisiana State University Press, 20xx.

CONFERENCE PRESENTATIONS

"Artistic Colloquialism," Illinois Graduate College Seminar, speaker and organizer. Urbana, IL, 20xx.

"Transitional Bible Belt," US Divergence Symposium, Duke University, NC, February 20xx.

"The Ministry of Rev. Thomas H. Jones," South Atlantic Modern Language Association. Atlanta, GA, May 20xx.

"Shackles and Stripes: The Cinematic Representation of the Southern Chain Gain." American Literature Association. Cambridge, Massachusetts, November 20xx.

"Body Place of Sprits in the South," Queen Mary College, University of London, April 6-8, 20xx.

HONORS AND AWARDS

Jacob K. Javitz Fellowship, U.S. Department of Education 20xx-present

Graduate College Dissertation Completion Award, University of Illinois 20xx

Campus Teaching Award based on student evaluations, University of Illinois 20xx-20xx

Doctoral Fellowship, Illinois Program for Research in the Humanities,
University of Illinois 20xx-20xx

Summer Research Grant, Center for Summer Studies, City, ST 20xx

Graduate College Conference Travel Grant, University of Illinois 20xx & 20xx

Most Outstanding Butler Woman, Butler University, Indianapolis, IN 20xx

Academic Scholarship, Butler University, Indianapolis, IN 20xx-20xx

PROFESSIONAL SERVICE

Managing Editor

20xx-present

Southern Literary Journal

- Process manuscripts submitted for publication
- Oversee production and publication procedures.
- Maintain editorial correspondence with prospective contributors.
- Conduct business transactions including publicity, subscriptions and advertising.

Poetry Staff

20xx-present

University Quarterly

- Review and solicit poems for possible publication.

Editorial Assistant

20xx-20xx

Southern Literary Journal

- Designed and maintained journal's internet presence.
- Edited copy for publication on a monthly basis.

UNIVERSITY SERVICE

Graduate Mentor

20xx-20xx

The Career Center, University of Illinois

- Counsel minority undergraduates on graduate programs, application procedures and funding.

Career Advisory Committee

20xx-20xx

Graduate College, University of Illinois

- Served on university committee to evaluate and propose career services for graduate students.
- Collaborated with faculty and students to prepare final report for submission to the Graduate College Dean.

University Library Advisory Committee

20xx-20xx

Undergraduate Library, University of Illinois

- Advised University Librarian on needed services and improvements.

PROFESSIONAL MEMBERSHIPS

- Modern Language Association (MLA)
- American Literature Association (ALA)
- American Studies Association (ASA)
- South Atlantic Modern Language Association (samla)
- Society for the Study of Southern Literature
- Robert Penn Warren Circle
- Southern Research Circle
- Fellowship of Southern Writers

REFERENCES

John Jay, Assoc. Professor of English
University of Illinois at Urbana-Champaign
(217) 333-1112, jjay@illinois.edu

Robert Roberts, Professor of English
University of Illinois at Urbana-Champaign
(217) 333-0203, rrobe3@illinois.edu

Jacob S. Snyder, Assoc. Professor of English
University of Illinois at Urbana-Champaign
(217) 333-4700, jssnyd@illinois.edu

Sally Briscoe, Assoc. Professor of English
Butler University, Indianapolis, IN
(317) 492-8763, briscoe@butler.edu

Cover Letter Guide

What is a cover letter and why is it important?

A cover letter is used to introduce your résumé and directs the reader's attention to key areas of your experience that specifically pertain to the position for which you are applying. It gives the applicant an outlet to present the employer with their qualifications by expressing the applicant's past experiences in more detail than a résumé can. It allows the applicant to target the position and employer specifically, while a résumé generally stays the same for each position.

How do you write a cover letter?

There is no perfect cover letter and no two cover letters are alike. It is important to note that an applicant should write a new cover letter for each position. Why? Because no two positions and no two organizations are the same. This guide provides the fundamentals on how to write a cover letter.

Tips for writing your cover letter

- Use standard letter format (one-inch margins, 12-point font, Times New Roman, letter heading).
- Keep your cover letter to a one-page maximum, while trying to ensure you do not leave too much white space at the bottom of the page.
- Conduct research into who may be receiving your cover letter so you can address it to a person; if you cannot find a specific contact, then address it as "Dear Hiring Manager,".
- Must be error free and have perfect spelling, punctuation and grammar.
- Use a professional tone.
- Use concrete examples of how you have developed your skills and used them in practice.
- "Connect the dots" on your experiences.
- Highlight your past experiences, show how they are relevant and relate your experiences to the position for which you have applied.
- Include quantifiable results when applicable and relevant to the position.
- Write with enthusiasm and interest; your cover letter should reflect why you want this position.
- Write each cover letter in your own words. Recruiters do not want to read a generic cover letter or a repeat of bullets from your résumé. It is important to describe your experiences in a way that appeals to the firm, to show why you are best qualified for the position.
- Steps to write your cover letter

Step 1: Understand the position and the company:

- Read the job description and underline key words or phrases that offer an indication of what the employer wants or requires.
- Identify why you are interested in the job and the qualities of the position that draw you to apply.
- Consider if you have any contacts within the firm that could assist you in the application process

Step 2: Compare your credentials to the position:

Identify the transferable skills that make a good candidate. This can include, but is not limited to:

- Teamwork skills
- Communication skills
- Leadership skills
- Technical knowledge
- Problem-solving and analytical skills
- Logic, intelligence, diligence
- Work ethic characteristics: motivation, ambition, reliability, drive
- List at least two accomplishments or experiences that you find relevant to the position, particularly applicable to the skills above. Remember that it is important to choose experiences that are pertinent to this position; every cover letter will be different for each position.

Step 3: Write the cover letter:

- Follow the format provided in the cover letter sample.
- Structure the letter with an introduction, body paragraphs (2-3) and a conclusion.
- Include a closing remark or signature (e.g.: Sincerely, Best Regards).

Step 4: Proofread and review:

- Complete a review of your cover letter. Ensure that it is properly formatted, uses correct spelling and grammar, and displays why you are qualified for the position. Check that your cover letter includes the skills identified in Step 2, thus verifying that your cover letter qualifies you for the position.
- Bring your cover letter to the Career Center for review by our career advisors.

Your Name

Your Full Street Address (no abbreviations)

NOTE: Your address, the date, city, state and zip of the recipient's address do not need to be added if you are emailing the letter.

Month Day, Year

Contact's Name

Contact's Full Title

Organization's Name

Organization's Full Address (no abbreviations)

City, State Zip

Dear Mr./Ms. Last Name: NOTE: If you do not know the Contact, use "Dear Hiring Manager:"

Introduction: *What is your intent in writing this letter? What position are you applying for and how did you learn about it?* Briefly introduce yourself, your major and the degree anticipated. If you are aware of a specific opening, refer to it. If you are not aware of a specific position, state your area of interest. This paragraph can also be used to refer to the individual who recommended that you contact the organization, or other factors that prompted you to write. If possible, convey why you are interested in the organization and anything you know about their product or service.

Body Paragraphs: *What are your qualifications? Why do you want to work for this organization? What would you enjoy doing for them? Sell yourself and be brief. Wet the employer's appetite so that he/she will want to read your résumé and schedule an interview.*

Describe highlights (in 2 paragraphs) from your background that would be of greatest interest to the organization. This typically entails choosing two experiences you have had and describing them in detail. Focus on skills, activities, accomplishments and experience you can contribute to the organization and its work. If possible, demonstrate that you know something about the organization and industry/field. Use action verbs that describe relevant skills and expertise you can contribute. Mention specific knowledge you may have such as computer applications, foreign languages, lab techniques, writing and editing capabilities. You are attempting to create a match or "notion of fit" between the employers' hiring needs and your interests, experience and skills.

Conclusion: *Express confidence that you are a qualified, strong candidate for the opening. Be clear and succinct with your expectations of hearing from the employer.*

Close your letter by briefly (in one sentence) summarizing the experiences you discussed in the body section of your letter. Express confidence that you are qualified for the position and that you will hear from the employer soon. Thank the contact for his or her time and consideration, and provide information as to how you can be contacted (phone number, e-mail).

Sincerely,

Your Name Typed

Attila Duck
1 Castle Point Terrace
Hoboken, NJ 07030

January 1, 2018

Company XYZ
1 Main Street
Main, NY, 12345

Dear Hiring Manager:

In May, I will be graduating with a Bachelor of Engineering degree in Mechanical Engineering and a concentration in Product Design and Manufacturing from Stevens Institute of Technology. I am seeking a full-time position in the medical device industry and my research into prosthetic device manufacturing companies led me to Stryker. I am confident that you will find me to be an excellent fit for the entry level R&D Engineer position posted on the Stryker website given my strong technical education and relevant work experience.

Last summer I interned at Medical Corporation working in the product development team. I made improvements on the new intra-aortic balloon pumps and catheters. I worked with senior engineers to take the devices to the completion. Through this experience I increased both my technical skills and interpersonal abilities. After completing that assignment, I was asked to take the lead on a new project working with engineers, scientists and the leadership team.

During the academic year, I serve as the event coordinator for the Ultimate Frisbee Team. Each year, our team hosts a one day competition inviting 10 of our partner schools to campus. I oversee the sign-ups, event space reservations, and organize the schedule for the day. This year we had a record of 115 participants in the tournament. By creating a project plan, scheduling weekly meetings and through open communication, I was able to organize the largest tournament since the team formed 20 years ago.

I hope to use the skills and knowledge I've gained at Stevens and in my work experiences as an R&D Engineer. I look forward to speaking with you regarding my background and the position.

I may be reached at 201-567-8345 or by email at aduck@stevens.edu. Thank you for your consideration.

Sincerely,

Attila Duck

Professional Correspondence Guide

Thank You Letters

When Are Thank You Letters Appropriate?

- After every job interview (in-person or phone interviews)
- After every informational interview or contact with a recruiter
- After someone has helped you with your job search process (e.g. referred your résumé to someone else, provided you with contact information, etc.)

Why Should You Send a Thank You Letter?

- To reiterate your interest in the company, employer or industry
- Reemphasize your qualifications and draw attention to the match between your qualifications and the position requirements
- To jog the interviewer's memory and to remind the person of your interview
- To mention something that you may have forgotten during the interview
- To illustrate that you are courteous and professional and restate your appreciation

What Is the Purpose of the Letter, and What Should It Include?

- Express gratitude for the opportunity to interview or for job search assistance
- Mention aspects of the interview that were of particular interest to you
- Provide an opportunity to add something relevant that you may not have mentioned during the interview
- Be short, concise and to the point

How Should a Thank You Letter Be Sent?

- Almost all thank you letters are now sent by e-mail.
- If you expect to receive the job decision quickly, you should send your thank you note the same day as the interview. In any case, your thank you note should always be sent *within 24 hours following the event or interview*.

Do not underestimate the importance of a Thank You letter. While it is a form of courtesy and gratitude, it may also be the reason you secure the position! All letters should be professionally written. Write clearly and simply and avoid overly complex sentences.

TIP: If you were unable to answer a question during the interview, you can mention the appropriate response in the thank you letter.

Sample Thank You Email

Dear Mrs. Goose,

It was a pleasure meeting with you yesterday. Thank you for giving me the opportunity to speak with you about the researcher position at Company XYZ. I am enthusiastic about the position and believe that my skills and interests are a strong match for the company. As we discussed, while interning at Engineers LLP, I completed a project that is similar to the work that I would be doing at your company. Developing new business products for medical initiatives was my greatest accomplishment at Engineers LLP, and I believe that I could make an immediate contribution to Company XYZ. Thank you again for your time and consideration. If you require any additional information, please contact me at 000-123-4567. I look forward to hearing from you.

*Sincerely,
Attila Duck*

Acknowledging a Job Offer

Email Sample - Deadline Date Provided

Dear Mr. Goose

Thank you for the offer of employment for the position of Associate with Company XYZ. I'm excited about this opportunity and will respond to your offer by the deadline date of September 30.

*Best Regards,
Attila Duck*

Email Sample - Deadline Date Not Provided

Dear Mr. Goose

Thank you for the offer of employment for the position of Associate with Company XYZ. I'm excited about this opportunity. May I get back to you with my decision by [insert timeframe] next Friday, September 30?

*Best Regards,
Attila Duck*

NOTE: Professionally accepted timeframes are up to 3 weeks. It's not acceptable to ask for a one month grace period from the time of offer.

Job Offer Decisions

Accepting an Offer

Dear Ms. Goose,

Thank you for the offer of employment for the position of Analyst with Company XYZ. I am delighted to accept your offer and look forward to joining the research team. You indicated that I will be receiving a salary of \$50,000 per year and will have initial duties reporting to John Doe with the start date of June 1. Please let me know if I can provide you with any additional information.

Again, thank you for offering me this opportunity. I am excited about beginning my career with you after graduation.

*Best Regards,
Attila Duck*

Declining an Offer

Dear Mr. Goose,

I want to express my sincerest appreciation for including me in the interview process for the researcher position. I enjoyed meeting the members of the staff and know you have an outstanding group. This has been a very difficult decision.

However, I respectfully withdraw from consideration for your position. I have decided to accept another employment offer which I believe closely matches with my skills and career goals.

My best wishes to you during your recruitment season. I hope we can be in touch in the future. Thank you again for the opportunity to explore career possibilities with your office and courtesies extended to me by so many of the staff members.

*Best Regards,
Attila Duck*

Asking for an Extension

When requesting an extension for an offer deadline, it is important to keep in mind:

- If you believe you have good reason to ask for an extension, you may ask; do be aware that the employer does not have to grant it.
- Make sure you have a concrete and appropriate reason for asking for an extension. Expecting to hear soon from another employer with whom you've interviewed is a legitimate reason. If you are just hoping to get more interviews, that's not a concrete reason.
- Don't wait until the last minute to ask for an extension; this looks like you don't think ahead and may indicate that you might behave the same way on the job.
- Be tactful and diplomatic in your wording. You will need to explain your reasons to the employer. For example, if you have an upcoming, previously scheduled interview with another employer, you may explain that it is important to you to keep your commitment to the other employer, and that in order to make the best decision, you need to attend the other interview.

Email Sample

Dear Ms. Goose,

Thank you for your telephone call and letter that I received yesterday offering me the position of Researcher with Company XYZ. I am excited about the opportunity this position offers both in terms of job duties and location, and I appreciate your confidence in offering me the job.

You asked that I make a decision by next week on September 30. This is an important decision, and unfortunately I do not have all the information I need in order to make this decision by that date. To confirm our phone conversation of this afternoon, I am asking you to consider whether it would be possible for me to provide my decision by October 14. I would very much appreciate such an extension, and assure you that I will be able to make a firm decision by that date.

Thank you very much for your consideration of my request.

Best Regards,

Attila Duck