

*Guide to Writing
Effective and
Professional
Resumes and Cover
Letters*

**RESUMES
AND
COVER
LETTERS**

**CAREER CENTER
CARLETON COLLEGE
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GO.CARLETON.EDU/CAREER**

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Overview of Resume/Cover Letter Writing

And How to Get Help

When you're applying for a job or internship, your resume will be looked at quickly (*most likely within 20 seconds!*) and critically. This guide is intended to help Carleton students write compelling and effective resumes and cover letters.

- **Your resume must impress employers the first time they skim through it.** This means that your resume should 1) look professional, 2) be completely free of spelling errors, 3) have consistent formatting and style, 4) be easy to read, and 5) draw attention to relevant experiences.

- **You will have to write resumes again and again and again, so don't write just one and forget about it!** At the very least, you should update your resume(s) after every term with new work experiences, new dates of activities, and new achievements. Even better, **write several versions of your resume tailored for certain employers or types of positions** - a resume for a job teaching middle school students at a summer camp should look different from a resume for an assistant position at a nonprofit in the arts or for a geology research internship.

Note: Along with this guide, the Career Center Counselors and Career Advisors (CAs) are available to help you with your questions about resumes and cover letters. Additionally, the Career Center has dozens of books for checkout that can help you write effective resumes and cover letters.

- Just like resumes, cover letters (also known as *letters of interest*) should be different for every job to which you apply. **A good cover letter will use the strong communication skills** you developed through your liberal arts education to make your case to employers that you have the skills they are seeking. Cover letters take a good deal of thought and time to achieve the right mix of professionalism and confidence that will appeal to hiring managers.

Resumes (and a bit about CV's)

A **resume** is a one-page summary for potential employers highlighting relevant aspects of your education, experience, and other qualifications.

A **curriculum vitae**, or a CV, is a more extensive document than a resume and is typically requested for research or educational positions. For more information about writing a CV, come check out the Career Center library or set up an appointment with one of our counselors.

WHAT TO INCLUDE IN YOUR RESUME

Contact Details

- Your name, permanent address, school address, phone number, and a professional email

Educational Background

- College(s) attended, date, location
- Pursuing or received Bachelor of Arts degree, plus your major(s) and concentration(s)
- GPA (Overall and/or in major if 3.20 and higher)
- Relevant coursework to the position for which you're applying
- Comps or any other large projects completed in college
- Off-campus study programs and dates, plus any culminating research projects

Experience

- Can be organized into several different categories, including
 - Work Experience
 - Relevant Experience
 - Teaching Experience
 - Research Experience
 - Leadership Experience
 - Additional Activities and Interests
- Include paid, summer, part-time and unpaid related work or extracurricular activities
- Each position is often listed with the following info: job title, employer name, location and date
- Include bullet-pointed, concise descriptions of responsibilities, using strong, active, skill verbs for all positions, for example
 - Supervised 15-20 campers...
 - Designed and implemented new programming....
 - Planned and coordinated activities for...
 - Analyzed data sets...
 - Researched and wrote summaries...

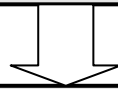
Other information as needed (or as applies to the desired position)

- **Skills section**
 - Language skills: Advanced in Chinese, Fluent in Arabic.
 - Computer Skills: Proficient in Dreamweaver, Adobe Photoshop.
- **Awards and honors**
- **Publications you have authored or co-authored**
- **Interests and hobbies (these can serve as interview icebreakers)**
- **Conferences attended or presentations/posters presented**
- **International experience**

Your Quick Guide to Writing a Resume

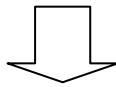
Brainstorming

- List all your academic, employment, extracurricular, and volunteer activities - everything is potentially useful. Don't worry about length – list everything!
- Think of the specific skills these experiences can convey to an employer.
- The more detailed and result-oriented you can be, the easier it will be to transfer this information to your resume effectively.
- Make a **list of your skills and experiences** such as strong oral and written skills, foreign languages, particular computer programs, analytical ability, or research techniques.



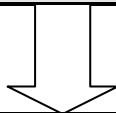
Drafting Your Resume

- Don't try to edit and write simultaneously. Just get everything you need or plan to include on your resume in the order that you want. **Rule of thumb:** Use the most recent four years for your resume, unless you have older relevant and significant experience for that job (note: on a CV this is not always the case).
- **Organize the relevant information** from your list in an order that makes sense given your work experiences (chronological, functional or a combination)
 - Chronological: This format is most effective when your degree and work experience relate directly to the jobs for which you are applying.
 - Functional: Organize skills and knowledge in relation to jobs for which you are applying with the most relevant at the top.
 - Combination: Stress relevant skill areas along with the work history.
- List your job title, the name of employer, city, state, and dates where/when you were employed, and a concise description of the outcomes of your work. More important than passive descriptions of the work or projects you carried out, are the **results you achieved** by working on them. Focus on accomplishments.



Targeting and Formatting

- **Tailor your resume** to the specific job/internship for which you are applying.
- Use **strong action verbs** to indicate your accomplishments and avoid passive phrases like “Responsibilities included” or “Duties were.” (You’ll find the list of some useful action verbs on the next page.)
- Be **succinct and non-repetitive**.
- **Use numbers!** How many students did you supervise? How many programs do you implement per term? How much data did you analyze? How long was the paper?
- Put yourself in the shoes of the employer: what does their job posting, literature, or website say they look for? **Use the employer’s language** where appropriate to make it clear that you meet their specifications.
- Select a **professional-looking font** that is sized from 10 to 12 point. Use multiple fonts only if they look good together and don’t overwhelm the reader’s eye.
 - Generally, serif fonts (such as Times New Roman, Garamond, Palatino, and Bookman) are considered to be more readable than sans serif fonts (such as Arial, Helvetica, and Verdana)
- Organize and focus the reader’s attention using headlines, a change in font size, italics, bold print, spacing, bullets, and indentation for emphasis and impact, but don’t overdo it!
- Be **consistent**.
- Your formatting should make your **strengths stand out clearly and be appealing to the eye**.



Final Steps

- **Proofread, proofread, proofread!** Have another pair of eyes take a look at your resume. Use a friend, the Write Place, or the Career Center. Don’t rely on automatic spelling and grammar checkers.
A single misspelling can eliminate you from hiring consideration! Really.
- **Involve Others.** Drop by CA office hours or make an appointment to review your resume with a Career Center counselor.
- **Looks Matter.** If you are mailing your resume, you can purchase some quality bond paper at a nominal cost from the Career Center for printing your resume and cover letter.

Skills Vocabulary List

achieved	created	generated	overhauled	revised
accomplished	critiqued	graphed	oversaw	risked
acted as liaison	debated	guided	perceived	scanned
activated	decided	heard	performed	scheduled
adapted	defined	helped	persuaded	screened
addressed	delegated	hosted	planned	selected
administered	delivered	identified	preached	serviced
advanced	demonstrated	implemented	prepared	served
advertised	designed	improved	prioritized	shaped
advised	detected	increased	problem solved	simplified
allocated	developed	influenced	processed	sold
analyzed	devised	initiated	produced	spoke
appraised	directed	inspired	programmed	staged
assessed	discussed	installed	projected	started
assigned	dissected	instituted	promoted	streamlined
arranged	drafted	instructed	proposed	studied
attained	drew	interpreted	proofread	succeeded
bargained	edited	invented	provided	summarized
built	educated	judged	publicized	supervised
calculated	encouraged	led	published	supported
cared for	enforced	learned	purchased	surveyed
catered	enlarged	lectured	raised funds	symbolized
changed	enlisted	listened	reacted	systematized
clarified	ensured	lobbied	read	tabulated
collaborated	equipped	managed	reasoned	taught
collected	established	manipulated	recommended	tended
communicated	evaluated	mapped	reconciled	terminated
compared	examined	maximized	recorded	tested
compiled	executed	mediated	recruited	trained
completed	expanded	memorized	reduced	translated
composed	expedited	modified	reflected	traveled
computed	experimented	monitored	related	troubleshoot
conducted	explained	motivated	reorganized	typed
consolidated	expressed	negotiated	repaired	understood
constructed	facilitated	observed	reported	utilized
contributed	filed	operated	reproduced	validated
controlled	forecasted	orchestrated	researched	visualized
cooperated	formulated	ordered	resolved	wrote
coordinated	gathered	organized	restored	
counseled	gave	originated	reviewed	

What to Avoid in a Resume

- **Do not list your high school experience UNLESS:** a) you are a recent high school grad, b) you are applying for jobs in the geographical area in which you attended high school, or c) your high school experience uniquely strengthens your qualifications. For example, high honors, activities like debate, mock trial model U.N., or yearbook staff highlight developed skills that are transferable to any job or field.
- Do not include **potentially discriminatory information** protected by federal law (date of birth, marital status, race, religion, etc.).
- Do not include **organizations against which the reader may be prejudiced.**
- Do not list your **references** unless the employer asks for them. They are generally listed on a separate sheet.
- Do not use **a template** and just fill in details. Templates look generic and don't make your resume stand out.
 - Similarly, do not feel confined by the examples in this booklet; use them simply as examples. Be creative and personalize a resume reflecting your unique self.
- Do not use **passive phrases** like “Responsibilities included” or “Duties were.” Try to convey your ideas in as few words as you can.
- Do not **exaggerate or lie!**
- Do not have **mistakes** of any sort (i.e. typos, proofing, etc.).

Assessing Your Resume Checklist

Organization/Style

- Will the **organization of your resume** sections be logical to a hurried reader?
- Does your use of sections and headings visually **draw attention to your strongest skills**?
- Are your headings and sections **formatted consistently**?
- Do your **indentations and bullets** line up appropriately?
- Do you have a **balance of white space and text** (as opposed to too much white space or too much text clutter)?
- Are the left and right **margins** the same and top and bottom margins similar?
- Are your **fonts professional-looking** typefaces, easy to read, and sized between 10 and 12 point for the body of your resume?
- Have you trimmed your resume down to **one page**?
- Have you selected a **high-quality paper** (24# white, cream, or beige bond)?
- Are you consistent with both **vertical space** (line breaks) and **horizontal space** (number of spaces after punctuation, tabs, etc.)?
- Does your resume **“sell” you** for the position for which you are applying?
- Have you had **someone else** proofread your resume?

Grammar

- Do your bullet points maintain **consistency in tense**?
- Do you **avoid personal pronouns** like “I” or “me”?
- Is your use of **punctuation consistent** throughout your resume?
- **Is every word spelled correctly**, including proper nouns such as company names?

Content

- Is your **name** written clearly at the top in a way that stands out to a reader?
- Have you included other **relevant educational experiences** (off-campus programs, independent studies, research projects, coursework supporting your qualifications, etc.)?
- Do you have your **GPA** listed (either cumulative or major), if over 3.2?
- Have you avoided **too much detail about high school** experiences, if you are a college junior or older?
- For each work experience that you describe, do you **list succinctly** the organization name, organization location, and dates/months/seasons of involvement?
- Have you **focused on your achievements** and accomplishments and not your duties?
- **Is your resume targeted** towards the position for which you are applying?

Cover Letters

A cover letter is a one-page original statement that introduces you by highlighting interests, education, and experience as they apply to a particular position and employer.

Example Cover Letter Format

(Add only your address and date here. Your name goes in the signature area.)

300 North College Street
Northfield, MN 55057
August 1, 2010

Ms. Jane Rollins, Director
Center for Women and Children
333 Winstead Street
Champaign, IL 61820

(be sure to verify the title of the person you are addressing)
(mailing address which also goes on the envelope. If you are submitting your cover letter online, then you still should use the mailing address, unless you are unable to find it. In this case, we recommend that you put the email address of the person you are addressing below his or her name and title.)

Dear Ms. Rollins: *(always use a colon in a business letter)*

1. **A first paragraph establishing your credentials** and your reasons for writing, making particular reference to an announced position or inquiring about possible positions in a particular field. If possible, include a personal referral to that organization or individual. Your letter will be assured of a closer reading if you mention someone known to the reader. Second-best would be to mention that you learned of their organization through the Career Center, a book, newspaper, or other listing. If you absolutely cannot find/research a specific person/title to whom to address your letter, use “Dear Search Committee Chair...”

2. **A second, and possibly third, paragraph relating your interests and background** with the specific activities and needs of the employer. This is the “original” part of your letter. It should convey the impression that you know something about the organization which makes you interested in working for them, that you are excited about exploring the possibility of working there, and that you feel you have the potential for making a valuable contribution to their work. You may want to include a brief reference to your best qualities, i.e., high energy, self-starter, creative problem solver, etc. Be specific in stating how your background meets their needs. Use the same targeting tactics that you did in writing your resume such as using employer language. (Reference materials about the organization will be available online. It will be essential to you when composing/personalizing/targeting your cover letter).

3. **A final paragraph stating the action you will take** (e.g. “I will call on [a specific date].”) if you are sending an unsolicited letter, or requesting the action you seek (e.g. “I hope to hear from you.”), if you are responding to an advertised position. Remember that your goal is to obtain an interview; however, do not use the word “interview.” Instead, suggest that you “arrange a meeting,” or “get together to discuss current developments in the field.” By taking action you illustrate that you can take the initiative and are serious about your job search. This may also be a good place to mention your resume, which is enclosed, and your dates of availability. Close with an expression of appreciation.

Yours truly,
(Leave space for handwritten signature unless e-mailing cover letter, in which case you should leave only one blank line)
Student’s Name

Guidelines for Writing a Cover Letter

While each cover letter you send may be quite similar, each should target the specific position/company to which you are applying. Print letters on bond paper identical to that of your resume.

- **Use the correct name and title** of the person who will do the interviewing. Find that person's name from the company literature, company website, resources in the Career Center, or call and ask the company's receptionist for it. *Be sure to spell the organization names correctly!*
- **If you are uncertain** of the gender of the person you are writing to because the name is unisex, such as "Chris Smith," do not use Mr. or Ms.; use both names: "Dear Chris Smith:" to avoid a mistake.
- **Open your letter with a strong, attention-grabbing first sentence.**
- **Keep the letter's content interesting and concise.** Use a writing style that is business-like but not stiff. Write clear, grammatically correct, and succinct sentences. Keep paragraphs short. (Depending on the organization/position, being unique can a) give you a distinct competitive advantage or b) eliminate you.)
- **Focus on how you can contribute to the organization.**
- When completed, **read the letter aloud to make sure it says what you want it to say.** You should also assess whether it flows persuasively or sounds like choppy sentences strung together with no coherent message.
- **Proofread each letter carefully** for spelling, grammar, and punctuation errors. It will be seen as a sample of your writing and communication skills. *As with your resume, one careless mistake on your part may eliminate you from consideration.*
- **Keep a copy** of each cover letter in your files.
- **Follow up!**

Don't underestimate how important it can be to *follow-up as you have promised* after you have sent your resume and cover letter.

Sending the Resume and Cover Letter

Hard Copy

- Print **clear, sharp** copies of your resume and cover letters.
- It should not look photocopied or be on glossy, thin, or erasable bond paper.
- Use a conservative paper color—white, ivory, or beige.
- Print your resume on quality bond paper (at least 24# weight) available from Central Services (Leighton 128), the bookstore, a local copy shop, or the Career Center (please note that the Career Center has only white 24#).
- Buy extra matching paper for follow-up letters after interviews, and your reference sheets. When available, buy matching envelopes, which are also available in the Career Center.
- Consider using Microsoft Word’s envelope formatting feature to print the employer’s name and address on white business-size envelopes in the font you used on your resume. It is also appropriate to use large manila or white envelopes, though these require extra postage.

Cost of Supplies (at the Career Center)

- Paper: \$1.00/25 sheets
- Envelopes: 10 cents
- Advice: free!

Electronic Copy

- If you are using Word, be sure that the formatting you use will look just as nice on an employer’s computer as it does on yours.
- Use widely available standard fonts to avoid problems from font substitutions.
- Try opening your resume on both Windows and Mac machines, and make sure everything aligns properly and appears as you intended.
 - One common problem is that lines that take up the width of a page when you first typed them up will partially wrap onto the following line on another computer. Tab stops and indentations may also look different.
- A better method is to save a copy as a PDF file. Macintosh users can do this easily by selecting “Print” and choosing the “Save as PDF” option. PC users can use the “Save as” function and select “.pdf” from the drop-down menu titled “Save as type”.
- Save file with your name as the file name: (i.e. JaneDoeResume.pdf). This is helpful to the recipient as they search for your resume on their desktop.
- With email, attach both a cover letter and resume, but be sure to include a subject line and indicate in the body of the email why you are sending attachments.

Recommendations/Letters of Reference

- *Do not* include references on your resume, unless requested by the employer, and *do not* state “references available upon request.”
- Ordinarily, no more than three references and/or reference letters are required by employers. Two or three academic references are essential for grad school, and two or three work supervisors are preferred for employment.
- References usually need not be provided until after a successful initial interview or screening process.
- To be prepared for employer’s reference requests, visit the Career Center website (go.carleton.edu/career) for more information on establishing a closed credential file.

Example Reference Listing

Mike Hendel, Associate Director, Career Center, Carleton College
One North College Street, Northfield MN, 55057.
507-222-4298. mhendel@carleton.edu.
Former supervisor

Request references well in advance. Be prepared to provide this information to employers during the job search and interview process if asked.

Choose references wisely. Identify people who know you well and can positively articulate your character, work traits, abilities, and accomplishments. These could include employment or work study supervisors, coaches, volunteer coordinators and others. Ask professors who know your abilities as a student, as well as employers who know you in a work setting.

Send a thank you letter to those who serve as a reference for you, and to let them know the eventual outcome of your search process.

Sample Cover Letters

SAMPLE COVER LETTER – Block style format

(Response to an ad with no information about the particular firm.)

300 North College Street
Northfield, MN 55057
February 4, 2010

David Sylvia, Director
PHRI – Human Resources Department
688 Kinoole Street, Suite 210
Hilo, HI 96720

Dear Mr. Sylvia:

I am applying for the position of field archaeologist which you advertised with the Anthropology Department at Portland State University. The position seems to fit very well my education, experience, and career interests.

In June, I will graduate from Carleton College with a major in English and a minor in archaeology. The pursuit of my minor involved coursework in archaeology, as well as anthropology and geology. Whenever possible, these courses involved both field and laboratory work, with emphases on surveying, mapping, data recording, and computer analysis techniques. My two summers as an archaeology intern further honed my field and laboratory skills and gave me valuable exposure to the day-to-day operations of a contract archaeology firm. My resume provides more details on my qualifications.

My background has well prepared me for the position of field archaeologist. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Paul H. Rosendahl, Ph.D., Inc. My exposure to midden sites on the Oregon coast has made me eager to further explore Pacific archaeology. I will be available for work as of June 14.

Would you please consider my request for a telephone interview to discuss my qualifications and to learn more about this opportunity? I shall call you during the week of February 11. Should you need to reach me, please feel free to call me at (123) 456-7890. If I am not in, please leave a message and I will return your call within a day.

Thank you for your consideration. I look forward to talking with you.

Sincerely,



A Graduating Senior

Enclosure: resume

SAMPLE COVER LETTER – Indented Style

300 North College Street
Northfield, MN 55057
January 21, 2010

Mr. Steven Miller
Spatial Analysis Center
Mammoth Hot Springs
Yellowstone National Park, WY 82190

Dear Mr. Miller:

I was very excited to find the SCA position announcement to work on your project of producing a GIS database of thermal features in Yellowstone. I recently spoke with Shannon Savage about the GIS lab at Yellowstone, and she recommended that I send a resume in order that you might make a request to the SCA to forward my application to you.

As a geology major at Carleton College, I have had the opportunity to develop both computer and field skills that would be valuable in this SCA position. My experience with GIS (primarily with ArcView) includes importing, rectifying, digitizing, and registering maps; writing metadata; and doing analysis with both vector and raster data. I have experience with post-processed differential GPS (primarily using Trimble GeoExplorers and the accompanying Pathfinder Office software), and I have the background knowledge of datums and coordinate systems that is necessary for interfacing GPS data with a GIS, as well as for viewing layers together within a GIS. Through a variety of field research projects—including my senior thesis on the Bighorn Mountains, an ecological project in Costa Rica, and a geology off-campus studies program in Italy, I have gained experience making relevant field observations and taking thorough field notes. Furthermore, I enjoy photography very much, and my experience includes some work with digital photography, as well as combining photography with GIS through ArcView's hot links.

Finally, I am familiar with Yellowstone, having worked for two summers at Roosevelt Lodge. As a food and beverage payroll clerk (among other things), I became good at rapid and accurate data entry, but more importantly I had the opportunity to explore Yellowstone by hiking and backpacking on the weekends. Because of my love for Yellowstone, I was very excited to find this SCA position that is not only in Yellowstone, but also matches my skills and interests so closely, and through which I feel I could contribute something to the park.

I will be sending in my official application to the SCA by March 1, the date on which they begin to consider applications for summer positions. I would like to discuss the project with you, and I plan to call near the beginning of February. Should you need to contact me, please e-mail me at email@carleton.edu, or call (123) 456-7890. I look forward to learning more about this position!

Sincerely,



Your Name

SAMPLE COVER LETTER- Indented Style

300 North College Street
Northfield, MN 55057
October 25, 2010

Mr. Edward Cafarella
Davis Polk & Wardwell
Corporate Legal Assistants Group
450 Lexington Avenue
New York, NY 10017

Dear Mr. Cafarella:

I was delighted to learn about the legal assistant position openings at Davis Polk & Wardwell in New York. The prospect of assisting in the Corporate Mergers and Acquisitions Group sounds like a golden opportunity that will enable me to gain valuable experience in the fields of law and business. Leah Epstein, a Carleton alumna and a good friend, has informed me of the numerous advantages that Davis Polk has over other corporate law firms. I was immediately attracted to your firm upon Leah's description of Davis Polk as a friendly and diligent community of professionals that will use my skills and experience to their fullest capacity. I am confident that your firm will find that my educational background, personality, experience, and skills make me an excellent match for the legal assistant position in the Corporate Mergers and Acquisitions Group in New York.

The nurturing liberal arts environment at Carleton College has allowed me to develop my interpersonal skills to their fullest potential. In addition, as an East Asian Studies major with a focus on history and political science, I have taken full advantage of numerous opportunities to develop my research, writing, and analytical skills. For example, I have independently conducted several research projects on the evolution of the Chinese legal system. During the Carleton Political Economy Program in Beijing, I had the opportunity to conduct in-depth research on China's foreign trade (exports) sector, and on the socioeconomic and political implications of China's entry into the World Trade Organization. I also actively participated in a two-week intensive simulation focusing on the tasks of planning reforms and budget allocations for China's various economic sectors.

Throughout my years at Carleton, I have engaged in numerous extracurricular activities that have honed my leadership and organizational skills. For example, I serve as a Carleton Senate Budget Advisor which entails allocating approximately \$350,000 to over eighty Carleton student organizations and club sports. Moreover, my ability to plan and coordinate extensive community service projects resulted in my being awarded a Carleton Class of 1963 scholarship for community service.

I am exceedingly interested in discussing the legal assistant position with you in further detail. I hope to have this opportunity at the Selective Liberal Arts Consortium in New York on January 7, 2011. Although I would prefer the Mergers and Acquisitions Group, I am open to the prospect of working in other departments as well. If you have any questions, feel free to contact me at the address above or call me at (123) 456-7890.

Thank you for your consideration. I look forward to conversing with you in the near future.

Sincerely,



Your Name

SAMPLE COVER LETTER—online application format with alum contact

300 North College Street
Northfield, Minnesota 55057
October 7, 2010

Megan Nightingale, Marketing Manager
General Mills
Number One General Mills Blvd.
Minneapolis, MN 55426

Dear Ms. Nightingale:

It was a pleasure to speak with you on the phone on Tuesday, October 4, 2010 regarding the character of General Mills, and it is with excitement that I am applying for the marketing associate program. General Mills' demonstrated commitment to its core values of championship brands, people, innovation, and performance make the company a good fit for my skills and career goals.

As a psychology major at Carleton, I have spent much time thinking about what makes people tick and why people behave the way they do. Human behavior is not as random as it sometimes appears. Successful brand management depends on accurately predicting the factors that influence consumer choices. My experience as a psychology research assistant has prepared me for this type of work. This past summer I researched the antecedents of conflict resolution in romantic relationships using data from a 30-year longitudinal study, where I was charged with the task of choosing variables from people's relationship histories to forecast how they would solve conflicts in their subsequent romantic relationships. I am excited to apply these predictive skills as a marketing associate for General Mills.

I also have a strong background in leadership and creative problem solving. I am a member of the Psychology Department Curricular Council, which develops programming for the department, including guest lectures, career information sessions, and social events. I helped double attendance at a council event by implementing a creative and aggressive advertising campaign. I also turned my research project on a West African women's nonprofit organization into a service project. I designed and sold t-shirts to benefit the organization, and also collaborated with a local elementary school in a coin drive that raised over \$900. In short, my experiences complement the skills that General Mills values. This promises a good fit between me and the company.

I look forward to speaking with you further about a career with General Mills. Thank you for your time and consideration.

Sincerely,

Your Name

Enclosure: Resume

Jane Doe
300 North College Street
Northfield, MN 55057
November 4, 2009

Ms. Jennifer Pinto, Recruiter
ICF International
9300 Lee Highway
Fairfax, Virginia 22031

Dear Ms. Pinto:

As a political science major at Carleton College with a passion for policy research, ICF International would be the perfect setting to utilize my analytical thinking, effective communication, and problem-solving skills. When I learned about the Research Assistant position through the Selective Liberal Arts Consortium, it appeared to be tailor-made for me.

My research experience this past summer for the Latin American Studies Department at Carleton College has furthered my desire for a policy research career that impacts the world at large to make a positive change. Working both independently and on a research team, I wrote a literature review, catalogued 160 surveys in Spanish, created a codebook, and prepared data for future publication related to agricultural practices in Paraguay. Currently, I am completing research for my senior thesis related to public-private partnerships to address affordable housing. While researching the company, I noticed that much of ICF's work in the Housing and Communities Market focuses on the coordinated efforts of both the public and private sectors to foster community development, a subject that matches my own thesis. In addition, I will be spending the upcoming winter term in Washington, D.C. participating in a Carleton program which will consist of an internship with the Urban Institute and lectures. My research, writing, and critical thinking skills would all serve me well as a Research Assistant at ICF International.

I thrive in collaborative work environments where I have honed communication and team-building skills. In my leadership position as a Career Advisor on campus, I became adept at advising students individually as well as sharing information for groups of up to 200 people about strategically approaching their search for internships and jobs in a competitive market. My resourcefulness, enthusiasm, and willingness to listen have served me well in my various leadership positions.

I enjoy a fast-paced, action driven environment where I can use both my interpersonal and analytical skills to solve problems. I am most interested in the Human Services & Community Development, Human Capital Strategies, and Strategic Communications sectors of ICF International. I hope I will have the opportunity to discuss the Research Assistant position with you further at the SLAC Fair in Washington, D.C. I can be reached by phone at (123) 456-7890 or via email at doej@carleton.edu. I look forward to hearing from you, and thank you for your time and consideration.

Sincerely,

Jane Doe

SAMPLE COVER LETTER –
Online application with limited contact info

300 North College Street
Northfield, MN 55057
January 31, 2010

Mr. Mike Smith
Sightlines
msmith@sightlinesllc.com

Dear Mr. Smith:

I was very excited to learn about the position of Facilities Asset Analyst at Sightlines. As a senior economics major interested in pursuing a career in financial analysis and consulting, this position seems perfect for me.

During my four years at Carleton I have taken courses not only in economic principles and econometrics, but also applied courses in managerial economics, which focused on how economic principles can be applied in the business world. My coursework in this field introduced me to basic accounting principles and to the use of quantitative spreadsheet analysis in making business decisions. I am currently researching a senior thesis about Wal-Mart's impact on the prices of consumer goods, which has involved collecting over 90,000 data points on prices in 212 cities around the country. This thesis requires me to combine data management techniques in Microsoft Excel with econometric analysis.

Outside of academics, my internship last summer at the United States Embassy in Paris allowed me to hone my communication and research skills. I was responsible for gathering information from several government agencies and the French press in order to draft regular communications to Washington, D.C. I have also had experience working independently and as a team member. For the past three years, my on-campus work as piano accompanist for the choral program has required me to learn large amounts of music in a short time period while also collaborating with the choir director and section leaders to make each rehearsal and performance a success. This position, as well as my frequent performances as a solo pianist, requires me to perform well under pressure. My attached résumé provides further details on my qualifications.

I hope to have the opportunity to discuss the Facilities Asset Analyst position with you in the near future. Should you need to contact me, you may telephone (123) 456-7890 or email me at namey@carleton.edu.

Sincerely,

Your Name

SAMPLE COVER LETTER- Block Style

Carleton College
300 North College Street
Northfield, MN 55057
February 23, 2010

Robert Peek
Midwest Recruitment Director
Political America Company
rpeek@politicalamerica.com

Dear Mr. Peek:

I was excited to hear of the opening for field organizer at the Political America Company from Professor Rich Keiser. This position sounds like a great opportunity to work for the political change this country so desperately needs. I have become increasingly concerned with the direction this country has been headed, and would love the opportunity to work to change the political situation following my graduation from Carleton College in June of 2011.

My experience as an intern with Amy Klobuchar's Campaign for US Senate in Minnesota has inspired me to seek a career in political campaigns. Further, this experience has prepared me to be a field organizer. With the Klobuchar campaign, I have organized volunteers in phone banks, mailings, and other activities. I know firsthand the joys and frustrations of effectively organizing volunteers to achieve specific goals. Further, I have helped with visibility at many campaign events throughout the state of Minnesota and understand how to make the most of what may seem like modest campaign events. These experiences have furthered my desire to seek a career in politics.

I look forward to hearing from you, and would love the opportunity to have an interview when you come to Carleton this Friday, February 24. Please contact me if you have any questions at yourname@carleton.edu or 123-456-7890.

Thank you for your time.

Sincerely,

Your Name

300 N. College Street
Northfield, MN 55057
October 4, 2010

Rose Kearney
Morgan Stanley
1585 Broadway, 29th Floor
New York, NY 10036

Dear Ms. Kearney,

Please accept this letter as my application for the Sales and Trading Fixed Income Analyst position at Morgan Stanley, which the Carleton Career Center listed as an employment opportunity. I am highly interested in Morgan Stanley's fast-paced, hands-on trading program. As an economics major and math minor, I have pursued my interest in financial markets and analytical work through professional commitments, and I believe that the quantitative and interpersonal skills I have gained will allow me to contribute to your firm.

As an intern in the Office of the Chief Economist at the Commodity Futures Trading Commission, I developed my interest in finance by researching problems in financial regulation and making policy recommendations with a team of government economists and interns. When the White House released its financial regulatory reform white paper in June 2009, I led four interns in analyzing the proposal's long-term impact on the CFTC and commodity exchanges and presenting our conclusions to the professional staff of the Office of the Chief Economist. I researched and wrote memos to the CFTC Chairman on numerous financial and business issues, such as the effects of speculation on energy prices and the role of commodity index funds in agricultural markets, using data obtained from Bloomberg and manipulated in STATA and SAS.

Furthermore, as an Investment Banking Analyst Inter at Gridley & Company LLC, I gained valuable hands-on experience in business and finance. In addition to my daily responsibilities to support senior bankers with financial research and corporate outreach, I accompanied our firm's Managing Director on a due diligence business trip, taking responsibility for conducting in-depth examination of our client's corporate finances.

Finally, my responsibilities as Executive Editor of the *Carletonian*, a student-run newspaper, include directing the paper's editorial vision with the Editor-in-Chief, planning a year's worth of issues and article assignments, and teaching junior editors the basics of fact-checking, copy-editing, and layout. I have learned to be a detail-oriented leader in a high-pressure, fast-paced environment, which I believe makes me uniquely suited for a position in the Sales and Trading program.

I am confident that my quantitative and interpersonal skills and passion for analytical problem solving have prepared me to succeed in the driven, hands-on work environment of Morgan Stanley.

Regards,
Your Name

Dear Ms. Sturgeon,

Professor Mike Flynn of Carleton College's linguistics program suggested I contact you regarding a possible job or internship in your firm. I am flattered by your compliments of the students from our linguistic program. My unique mix of previous experience with technology and library science, and status as a Carleton senior linguistics major, have convinced me that information retrieval is a career option I would like to explore.

I would love to talk with you about H5 Technologies or gain any general career advice in the field of information retrieval. Contact information of a recent hire or staff person that I could talk to about his or her experience would also be greatly appreciated. Your company has an excellent reputation for being innovative and effective, and I know that the combination of my experience, education, and motivation to excel will make me an ideal fit for your company. My previous experience (see a few details below) leads me to think I could make a very useful contribution at H5. Is there any possibility of an internship between Thanksgiving and Christmas this year?

As a teacher's assistant for Introduction to Linguistics and Syntax classes, I've developed my talent and experience synthesizing linguistic information and helping students problem-solve. I have enjoyed applying my Spanish and Japanese language skills toward my education and research regarding a possible senior thesis in syntax focusing on Topic and Focus in Japanese. Also, my experience in Carleton College's Presentation, Events and Production Support office, where the staff is small, has taught me various other valuable skills, including: production of video and other media, installation and repair of classroom technologies, assisting clients in the video editing lab, and teaching equipment usage. My high degree of motivation has been recognized by my previous employers who have quickly put me in leadership roles.

In the past, I engaged in a highly rewarding internship experience with the University of Chicago Library Special Collections, where I created two databases: one on the history of materials borrowed from and lent to Special Collections for exhibition and research purposes, and a second detailing the history of the restoration and preservation of materials. Additionally, I attended meetings with staff to gain understanding of job responsibilities and learned about the important roll of metadata in the emerging field of digitization for research purposes. This summer I have been continuing my Japanese studies at an intensive language program at Wasada University.

I look forward to hearing from you or one of your associates. Should you have any questions for me, please feel free to call me at 123-456-7890 or email me. Thank you for your time and consideration.

Cordially,

Your Name
Carleton College, 2010

Sample Resumes

The student resumes which follow are meant to inspire you with what has been done as far as style, formatting, and targeting. They are **not** selected as **perfect** examples because any resume can always be improved upon. These example resumes are not meant to be copied. Each resume is personal and reflects the writer's own style. Browse through these resumes, see what attributes you like and dislike, and use that knowledge to guide you in writing your own resume. For more ideas, the Career Center has numerous books with sample resumes for your perusal.

This resume for a biology graduate program emphasizes research experiences and coursework.

Your Name

300 North College Street
Northfield, MN 55057

(507) 555-1212
namey@carleton.edu

Education

Carleton College, Northfield, Minnesota

September 2002 – Present

- Biology Major, Candidate for the degree of Bachelor of Arts in June 2006
- Cumulative GPA 3.56, Major GPA 3.67; member Sigma Xi
- *Coursework:* Introductory Energetics and Genetics; Introductory Diversity, Form and Function; Population Ecology; Genetics Immunology; Paleocology; Plant Development; Evolution; Biochemistry; Evolutionary Ecology of Plant and Insect Interactions; Principles of Chemistry; Organic Chemistry I; Organic Chemistry II; Newtonian Mechanics; Relativity and Particles; Introduction to Geology; Calculus III
- *Intended coursework before graduation:* Senior integrative exercise (review paper and oral presentation) examining ecological and evolutionary impacts of habitat fragmentation; Cell Biology; Microbiology; Geology of Soils

Organization for Tropical Studies/Duke University, Costa Rica

Fall Term 2004

- *Coursework:* Fundamentals of Tropical Biology; Research Methods in Tropical Biology; Environmental Science and Politics of the Tropics; Advanced Intensive Spanish

Research Experience

BRIE Research Fellow, University Park, Pennsylvania

Summer 2005

- Pennsylvania State University, Department of Civil and Environmental Engineering
- Constructed a clone library to compare the methanogen communities of anaerobic digesters and an acid peat bog
- Presented results at the Biogeochemical Research Initiative for Education (BRIE) poster symposium

Independent Field Researcher, Costa Rica

Fall Term 2004

- Researched the effect of leaf morphology of two species of understory palm on epiphyll abundance and species richness, and on spore and pollen accumulation
- Examined herbivory levels and plasticity of leaf morphology in *Bauhinia glabra*, a dry forest liana

Academic Experience

Biology Department Curriculum Committee Member, Carleton College

September 2005 – Present

- Appointed to make recommendations to the Biology Department regarding curriculum, faculty hiring, social events
- Acted as a host to faculty job candidates

Laboratory Techniques

Polymerase Chain Reaction (DNA, whole cell, reverse transcriptase, real time, primer design), agarose and polyacrylamide gel electrophoresis, transformations, cloning, light microscopy, DNA extraction, protein purification

Computer Skills

Clustal X; NCBI database; JMP statistical program; EndNote; Microsoft Word, Excel, and PowerPoint

Other Experience

Cytology/Histology Lab Assistant, Finance Office Assistant, UniPath, LLC, Denver, Colorado

Summer 2004

- Helped process specimens and make slides using sterile lab techniques
- Assisted with ordering, report filing, and database maintenance

Volunteer Wilderness Ranger, Boundary Waters Canoe Area Wilderness, Minnesota

Summer 2003

- Went on eight-day canoe trips to help maintain campsites and portages and to interact with visitors
- Used creative problem solving skills and demonstrated teamwork and perseverance

Extracurricular Interests

Fly fishing, canoeing, camping, playing the piano, ballroom dancing, crocheting

YOUR NAME

300 N College St, Northfield MN 55057 (507) 222-1234

yourname@hotmail.com

EDUCATION

Carleton College, Northfield MN

- Bachelor of Arts, *cum laude*. Major in Biology. GPA: 3.47. Senior GPA: **3.85** *Sept. 2002 - June 2006*
- Senior Thesis: *Malaria: The Problems with Pre-erythrocytic Stage Vaccines*. Involved exhaustive review of primary literature followed by a 10,000 character thesis, presentation and thesis-defense.
- 1 of 10 recipients of four-year Starr Scholarship awarded by Carleton College to exceptional candidates.
- SAT II Biology: 800, Writing: 800, Math IIC: 740.

University of Iceland, Reykjavik, Iceland: Study Abroad Program.

June - August 2004

- Courses in arctic biology and geology involving extensive field trips and lectures.
- Final assignment involved student-designed research project and presentation.

EXPERIENCE

Computer Lab Assistant: Student Computing Helpdesk, Carleton College, Northfield MN *Jan. 2003 - June 2006*

- Assist students, faculty and staff to troubleshoot hardware, software and network issues.
- Instruct campus visitors in use of computers in computer labs.
- Responsible for maintaining and updating computing hardware inventory for entire campus.

Research Assistant: Plant biology lab of Dr. Robert Kuzoff, University of Georgia, Athens GA *June - July 2005*

- Selected by Dr. Kuzoff as the undergraduate researcher for the summer of 2005. Assigned two independent projects: mapping HDZ III genes in *Medicago* and KANADI genes in a variety of plant species. Results will contribute to papers pending publication.
- Main duties involved conducting research, maintaining the lab, preparation of reagents, attending weekly meetings with Dr. Kuzoff to discuss progress and maintaining a detailed lab notebook.
- Techniques utilized: plasmid extraction, restriction digests, plasmid sequencing, PCR, RT-PCR, gel electrophoresis, TA cloning, genomic DNA prep, DNA/RNA extraction, primer design.
- Software learned and used: Sequencher, Clustal, PAUP, Oligo, MacClade, Online database searching (NCBI), pipealign.

Lab Assistant: Genetics lab of Dr. Sidney Kushner, University of Georgia, Athens GA *Feb. - March 2005*

- Selected as a lab assistant by Dr. Kushner to help in experiments on transformation in *E. coli* and general lab tasks.
- Main duties involved learning sterile techniques and new wet-lab techniques, conducting experiments as assigned, performing maintenance of the lab and keeping a detailed lab notebook.
- Techniques utilized: PCR, gel electrophoresis, calculating growth curves, cell plating.

SKILLS

Laboratory Techniques: plasmid extraction, restriction digests, plasmid sequencing, PCR, RT-PCR, gel electrophoresis, TA cloning, genomic DNA prep, transformation, DNA/RNA extraction, primer design, cell plating. Operation of standard lab equipment: Spectrophotometer, Microfuge and Microscopes.

Software: MS Word, Excel and PowerPoint, Adobe Photoshop, Illustrator and InDesign, SPSS, EndNote, Sequencher, Clustal, PAUP, Oligo, MacClade.

INTERESTS

- Volunteered with *Aakanksha*, a nonprofit organization, teaching English to slum children, Mumbai, India, December 2004.
- Intramural indoor soccer: team member 2002 - 2004, champions 2005.
- Carleton squash and cricket clubs: active participant 2002-2005.
- Curious, quick learner and observant listener.

YOUR NAME

300 N. College St.
Northfield, MN 55057
(507) 222-1212

your.name@gmail.com

1000 Main Street
Somewhere, MN 55000
(952) 555-1212

Education

Carleton College, Northfield, MN

- Candidate for B.A. degree in June 2007, English Major, GPA 3.58
- Coursework includes: Breakfast with the *New York Times*, Photography, Video Production, Film History and Criticism, Art History, Spanish, Economics, Sociology, Psychology, Biology

Universitat Pompeu Fabra, Barcelona, Spain, Fall 2006

- Expected coursework includes: Comparative Media Studies, Spanish Film Studies, Spanish Art History

Related Experience

Editorial Intern for Magazine, Minneapolis, MN; Summer 2006

- Generate story ideas, research, and write articles for national publication with a circulation of 150,000

Dow Jones Outstanding Editorial Intern Prospect, December 2005

- Scored highly in recent editing and reporting competition, commended as a good candidate for a news internship

Editorial Assistant, Carleton College Publications Office, September. 2005-present

- Write, fact-check, edit class notes section for *The Voice*, Carleton's quarterly award-winning alumni magazine

News Editor, Staff-Writer, and Photographer for *The Carletonian*, Carleton College, September 2004-present

- Generate story ideas, write articles, take photographs, and edit articles for weekly student newspaper

Relevant Experience, *Star Tribune*, December 2005

- Shadowed *Star Tribune* food critic Jeremy Iggers

Writing and English as a Second Language Tutor, Carleton College Academic Support Center, September 2004-present

- Work individually with clients, including ESL students, on strategies to improve writing and English skills

Intern, SASE: the Write Place (a writer's organization), Minneapolis, MN; Spring 2003

- Coordinated poetry reading for culmination of SASE Wings Program with attendance of over 50 people
- Contacted 20 local poets and authors to be mentors for SASE Wings the next year of the program

Split Rock Arts Program in Creative Writing, University of Minnesota Campus, Summer 2004

Mentorship in Creative Writing, SASE: the Write Place, Minneapolis, MN; 2002-2003

- Published a poem in Gifted Dialogue: American Psychological Association Newsletter

Additional Work Experience

Northwestern University Spectrum Summer Program Residential Assistant, Summer 2005

- Supervised middle school students in dormitories, organized field trips into Chicago, directed study sessions

Sales Associate, *Cooks of Crocus Hill*, Edina, MN; November 2003-present

- Register customers for cooking classes, assist purchases, give culinary advice, answer questions

Student Observer, Carleton College Learning and Teaching Center, Fall 2004

- Consulted with Carleton professor to improve course and assignments from students' standpoint

Leadership Experience and Activities

Mortar Board Member, Spring 2006-present

- Member of national college senior honor society that recognizes students for scholarship, leadership, and service

Department Curricular Committee Member, Carleton College English Department, Fall 2005-present

- Help faculty restructure English major requirements and curriculum, organize departmental events

Project Friendship, Northfield, MN; September 2004-June 2006

- Mentor to underprivileged elementary school student

English as a Second Language Volunteer, Northfield, MN; 2003-2004

- Assisted Spanish speaking Northfield residents with conversation skills in English

Certified Waterfront Lifeguard, Spring 2004-Spring 2005

- Certified by American Red Cross in waterfront lifeguarding, CPR, first-aid, and AED

YOUR NAME

300 North College Street, Northfield, MN 55057 · (507) 222-1234 · your.name@gmail.com

EDUCATION

- Carleton College** (Fall 2002-present) Northfield, MN
- **Degree:** Bachelor of Arts candidate, expected June 2006 **GPA:** 3.43
 - **Major:** Political Science-International Relations **Concentration:** Political Economy
 - **Honors:** Summer social science research fellowship recipient, 2005
 - **Language Skills:** Fluent in English, native in Japanese, and advanced in Russian.
 - **Relevant Coursework:** Political Philosophy, Comparative Political Regimes, East Asian Foreign Relations in Modern Times, Media and American Politics, Micro/Macro Economics
- Carleton Russian Studies Program** (Spring 2004) Moscow, Russia
- Completed coursework on Russian language (taught by native speakers) and literature
- International Secondary School** (Fall 1995-Spring 2002) Tokyo, Japan
- Completed junior and senior high school curriculum in Japanese
 - Admitted to highly competitive literary studies program

WORK EXPERIENCE

- Tokyo Report** (December 2005) *Web News Editor* Tokyo, Japan
- Wrote AP style news stories covering national and local issues for the website of *Tokyo Report*, the 2nd most read English language newspaper in Japan
 - Provided answers to readers' questions regarding cultural practices for the column *Ask TokyoReport.com*
- Tokyo Media Group** (August 2004) *TV News Reporter/Editor* Tokyo, Japan
- Reported on public events for the city-wide news program *Tokyo Evening News*, such as the Mayor of Tokyo's official reception for the Estonian President
 - Collected daily international news from APTN and Reuters for a 30-minute news program "*Global News Station*," which reaches all of Japan through the satellite
 - Composed news stories and produced news clips with digital editing tools for both TV programs
 - Prepared and adjusted lights and sound systems for live news broadcasting
- Japan Media Association** (July 2004) *Documentary Assistant Producer* Tokyo, Japan
- Provided production assistance, e.g. travel arrangements and legal registrations, for the filming of *66 Places of a Lifetime*, a renowned documentary series on world culture and travel
 - Networked bilingually with international ad agencies and travel associations, ultimately securing funding for the documentary (approximately \$12,000)
 - Coordinated between filming directors and sponsors to ensure both sides' demands were fully understood and satisfied
 - Conducted media relations projects, provided program profiles and other marketing materials for websites and TV networks

EXTRACURRICULAR ACTIVITIES

- Carleton Student Publication** (Fall 2004-present) *Assistant Editor* Northfield, MN
- Generated and presented ideas for the promotion and distribution of a biweekly student publication
 - Supervised ten staff writers
 - Publicized the magazine among Carleton students to encourage article proposals
- Student Outreach Program** (Fall 2004-present) *Peer Leader* Northfield, MN
- Mentored six first-year students to help them make a smooth transition to college life
 - Organized get-togethers of multi-cultural faculty, staff and students and led discussions
- International Student Group** (Spring 2003-Fall 2003) *Organizer* Northfield, MN
- Managed publicity for Carleton Annual International Celebration of Fall 2003
 - Co-organized the 2003 International Festival, an immensely successful event which attracted hundreds of students

ADDITIONAL

- Computer Skills:** Excel, Word, PowerPoint, SPSS (Statistics Tool)
- Activities/Interests:** Language Center Staff, Alumni Affairs Office Student Worker, Japanese Tutoring, Piano

This resume focuses on government and nonprofit experience. Foreign language skills are downplayed, though this resume could easily be revised to emphasize a strong background in French for a position requiring it.

300 North College Street
Northfield, MN 55057
(507) 222-1234

Your Q. Name
namey@carleton.edu
your.q.name@gmail.com
(617) 555-1212 (cellular)

100 Main Street
Somewhere, MA 01800
(617) 555-3434

Education

Carleton College, Northfield, MN

- Bachelor of Arts Degree, June 2006 (GPA 3.6), Major in Political Science/International Relations (GPA 3.7)
- Concentrations in French/Francophone Studies (GPA 3.7), European Studies (GPA 3.8)
- Senior thesis on terrorism and guerrilla warfare, focus on Northern Ireland, advised by Professor Roy Grow
- Additional courses in Economics; Art History; Literature; Statistics; and American, European, African History
- Study abroad: European Union (based in Maastricht), spring 2005; Paris, spring 2004; Prague, summer 2000

Related Experience

Program Intern, Ash Institute for Democratic Governance and Innovation, John F. Kennedy School of Government, Harvard University, summer 2004, December 2004, December 2005

- Researched government programs online, at the library, and through information from conferences and mail
- Identified potential applicants for the Ash Institute's annual Innovations in American Government Award
- Updated database of received applications, drafted letters and made phone calls to solicit new applications

Development Intern, the U.S. Fund for the United Nations Children's Fund, New England Chapter, summer 2004

- Extensively researched UNICEF programs, then prepared reports, press releases, and presentations
- Identified and planned effective fundraising activities

International Relations Student Departmental Advisor, Carleton College, fall 2005-present

- Selected from a major class of 65 to work with department chair to evaluate IR curriculum and faculty
- Hold office hours and serve as resource for underclassmen seeking information about IR Department

Additional Experience

Legal Intern, Legal Services Strengthening Program, Global Rights, Washington, D.C., summer 2005

- Researched and communicated with Anglophone and Francophone legal service providers globally
- Assisted in planning human rights conference for legal service providers in Johannesburg, September 2005
- Created database of native and international organizations providing legal services in developing countries

Editorial Intern, All Africa Global Media, Washington, D.C., summer 2005

- Edited English and French articles from 130 partner newspapers throughout Africa, posted on AllAfrica.com
- Represented All Africa at events such as Congressional hearings, business conferences, institutional panels
- Conducted and transcribed interviews with African policy specialists and current and former African leaders

Language Assistant, Carleton College Language Center, fall 2003-present

- Assist current French students with oral and written assignments
- Operate language-specific software (PCs and Macs) and technology for students and professors of all languages

French Research and Office Assistant, Carleton College Department of Romance Languages, summer 2003

- Assisted French professors in their research of specific authors, time periods, and literary works
- Researched online databases and analyzed critical works in both French and English to identify useful material
- Effectively completed a variety of administrative/office tasks

Additional Experience: Figure Skating Teacher, Summer Camp Counselor, Salesperson

Leadership/Involvement

Model United Nations, Carleton College, 2002-present and Newton North High School, 1998-2002

- Delegate to six international conferences in Beijing, Boston, Montreal, Washington D.C., New York
- Honorable Mention Outstanding Delegate Award, Harvard International Conference, 2005

The Lens: Carleton College Magazine of Politics and Culture, Carleton College, 2005-2006

- Serve as Chief Political Editor and staff writer
- Edit interdisciplinary analysis and commentary pertinent to students and faculty for national distribution

Music: Choir, Knightingales (a cappella), Voice Lessons (Carleton College and The New England Conservatory)

Athletics: Carleton Figure Skating Club (Co-Founder and President), Lacrosse (Elected Captain, 2001)

Community Service: New Student Week Leader, Dorm Representative, Guidance Aide, Humane Society

Your Name
namey@carleton.edu

300 North College Street
Northfield, MN
(507) 222-1212

123 Some Street
Someplace, MN 55000
(952) 555-3434

Education

Carleton College, Northfield, MN

- Bachelor of Arts degree, majoring in Economics, June 2006. G.P.A 3.41
- Pertinent Coursework: Financial Markets, Microeconomics, Macroeconomics, Statistics, Calculus I & II, Managerial Economics I & II, Macroeconomics Theory, Price Theory, Game Theory, Econometrics, Writing Seminar

Carleton Economics Seminar, Cambridge, England, Summer 2005

Related Experience

Intern, Wells Fargo (Retail Tech. CRM Team), Minneapolis, MN December 2005 – March 2006

- Researched and performed a cost benefit analysis of an investment in technology
- Drafted presentations and communications for upper level management and business partners
- Assisted with various projects and tasks as assigned by the manager

College Board of Business Consultants, Northfield, Minnesota April 2005 – June 2006

- Selected to assist local entrepreneurs in developing comprehensive business plans
- Conducted market research for the introduction of new products and services

Intern, Wells Fargo Services (Electronic Payments), Minneapolis, MN Summer 2004, December 2004

- Researched and analyzed resource management software to streamline project planning
- Analyzed and consolidated wireless telecommunication services to minimize expenses
- Defined and implemented requirements for the restructuring of an internal website

Leadership/Awards

Football, Carleton College Sept. 2002 – November 2005

- Elected to the Players Representative Council to make decisions affecting team activities
- Three-year starter and four-year letter winner
- Spent 25 hrs./wk. in season and 15 hrs./wk. out of season weight training and conditioning

Track and Field, Carleton College March 2003 – May 2006

- Four-year letter winner and competitor in the javelin at the 2003-2006 MIAC Conference Meets
- Garnered All-Conference honors in 2005 & 2006

Carleton Student Association Senator, Carleton College January – June 2005

- Elected by peers to represent the student body on issues regarding the quality of life on campus

Additional Experience/Activities

Student Assistant, Web Services Group, Carleton College February 2005 – November 2005

- Developed content and maintained various campus web sites

Student Medical Assistant, Carleton College Dec. 2002 – November 2005

- Assisted physical therapist and head athletic trainer; Certified in CPR and First Aid
- Executed appropriate on-site decisions in critical situations

Volunteer Tutor/Mentor, Carleton College January – June 2005

- Tutored local youth to develop constructive long-term study habits

Student Volunteer Coordinator, Northfield Community Action Center, January 2005

- Gathered and coordinated student volunteers for the Give Kids A Smile Day

Student Worker, Custodial Services, Carleton College Summer 2003

- Cleaned carpets in residence halls and academic buildings

ESL Volunteer, Carleton College January – June 2003

- Assisted in teaching Spanish speaking residents of Northfield to learn English

Skills Summary

- Strong writing and oral communication skills demonstrated on the job and through coursework
- Experience with various PC applications including Microsoft Office (Word, Excel, PowerPoint, and Outlook), SPSS, and Adobe Photoshop; proficient with HTML
- Strong research and analytical skills developed through economics and mathematics coursework
- Excellent time management skills developed by balancing academics and extracurricular activities

Interests: Traveling, learning, athletics, reading, and the outdoors

This resume is targeted to business. Note the effort to name accomplishments or results.

300 North College Street
Northfield, MN

Your Name
name@carleton.edu

Mobile: (312) 339.5555
School: (507) 222.5555

Education

2000 - present	Carleton College	Northfield, MN
	<ul style="list-style-type: none">• BA degree, June 2004. Major in Economics; Concentration in Political Economy; GPA 3.56• Coursework: Micro/Macro Economics, Developmental Economics, Price Theory, Advanced Calculus, Advanced Statistics, Human Cognition and Logic and Minds.	
Summer 2002	Carleton Seminar in Economics	Cambridge, England
	<ul style="list-style-type: none">• Coursework: International Finance, Economic History, and independent research project on British economy.	
Spring 2002	Political Science Seminar in Maastricht	Maastricht, Netherlands
	<ul style="list-style-type: none">• Studied the political economics of the European Union. Performed an independent research project on small and medium-sized enterprise (SME) survivability in the Valencia, Spain and Toscana, Italy regions.	
June 2000	Lyons Township High School	La Grange, IL

Work Experience

Summer 2003	Goldman, Sachs & Co.	Chicago, IL
	Summer Analyst in the Private Wealth Management Division. <ul style="list-style-type: none">• Performed research on fixed income, equity and hedge fund strategies.• Collaborated with teammates to construct pitch-books and asset allocation analysis.• Communicated with clients on a daily basis to provide market updates, portfolio performance numbers and new Goldman Sachs research.• Sought out new client contacts and helped teammates to solidify existing relationships. During ten-week internship, worked with other teams to construct a new prospecting database that helped Goldman Sachs be more efficient with new business generation.	
Winter 2001	Salomon Smith Barney (Citigroup Global Markets Inc.)	Chicago, IL
	Intern for William Easom Retirement Planning Group. <ul style="list-style-type: none">• Prepared investment portfolio reports for firm clients.• Communicated with existing customers about new investment planning opportunities and brought in new clients on a daily basis. During a two week period, recruited 90 new clients that each averaged over \$250 thousand in retirement savings.	
Winter 2001	Kellogg Graduate School of Management, Northwestern University	Evanston, IL
	Research Assistant for the Industrial Organization and Management Department. <ul style="list-style-type: none">• Prepared research analysis on the developments in the nanotechnology industry.• Teamed up with professors in writing a management plan for a high technology enterprise specializing in the production of nanotechnology-equipped military suits.	
Summer 2000 & 2001	Deloitte and Touche Tax Technologies	Deerfield, IL
	Intern for Quality Assurance Department. <ul style="list-style-type: none">• Executed and created test plans for corporate tax applications and web-enabled applications.• Reviewed and modified software development requirements.• Helped company lower costs of software development and distribution by detecting software defects before software was released to market.• Verified calculations for corporate tax software.	

Awards & Leadership

2001- Present	United Nations Conference Delegate (New York, NY; Montreal, Canada; Heidelberg, Germany)
	<ul style="list-style-type: none">• Conducted extensive research and preparation as a team for position defense.• Competed in areas of impromptu speech debate and ability to collaborate in resolution drafting.• Simulated World Trade Organization (WTO) committee delegations; addressed issues of sustainable economic development, technology transfer, International Monetary Fund (IMF), World Bank and General Agreement on Trade and Services (GATS). Recipient of team award.
Summer 1999	Boys State at Eastern Illinois University
	<ul style="list-style-type: none">• Participated in a weeklong leadership training camp. Received honorary mention and a scholarship for outstanding leadership qualities.
	Lithuanian Sea Scouts
	<ul style="list-style-type: none">• Active member and group leader for summer sailing camps.• Coordinated numerous summer camps for English as Second Language (ESL) teens.

Skills

Computer: Excel, Bloomberg, SPSS, Outlook, Rational ClearQuest, Mind Manager

Your Name

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Education Carleton

College, Northfield, MN

- B.A. degree, June 2006. Major in Mathematics.
- GPA: 3.8; Major GPA 4.0; Dean's List (2004)

Denmark's International Study Program, Copenhagen, Denmark (August 2004 - December 2004)

Wayzata High School, Wayzata, MN, (1998 - 2002)

- Graduated in the top ten of 637; National Merit Scholar; SAT Quantitative 800, Verbal 790

Work Experience

Mathematics Grader, Carleton College (Sept - Nov 2003; Jan - March 2005; Sept 2005 - Present)

- Correct assignments for Introduction to Probability, Mathematical Statistics and Calculus II
- Assist students with challenging problems

Statistical Clerk, Census Bureau, Suitland, MD (June - August 2005)

- Ran statistical analysis to determine the effectiveness of changes to an ongoing survey
- Conducted cognitive interviews to assess questions in preparation for the 2010 census
- Co-author, pending publication

Statistics Computer Lab Assistant, Carleton College (Jan - June 2005)

- Assisted students in use of statistics software as well as general statistics help

Nanny, Ted Powell (June 2004 - August 2004)

- Organized schedules and communicated with parents about daily behavior and any problems

Geology Office Assistant, Carleton College (Jan 2004 - June 2004)

- Maintained alumni relations through maintenance of the Geology Alumni website
- Organized packets for mailings

Child Care Aide, Kids Care Connection, Plymouth, MN (June 2001 - Dec 2003 --seasonal)

- Assisted in day-to-day operation of the day care

Relevant Experience

- Currently working on a demand curve estimation problem for Northwest Airlines as part of a group
- Have taken Macroeconomics, Microeconomics and Economics of Financial Markets
- Have taken Linear Algebra, Probability, Mathematical Statistics, Introduction to Stochastic Processes, Linear Regression Analysis and a Biostatistics Independent study

Computer Skills

- Windows (2000NT, XP Pro) and Macintosh; SPSS, S-Plus, and SAS statistics software; Microsoft Word, Excel, and PowerPoint; Java

Leadership and Activities

- Nominated by Carleton faculty for paid membership in the American Statistical Association
- Publicity Officer of Carleton Sailing Club (two years) organizing and publicizing sailing events
- Volunteered with Spanish speaking middle school children in a special ESL class
- Have been active in Red Cross Blood Drives since high school

Name

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OBJECTIVE To apply and develop management and leadership skills in an entry-level position with a performing arts facility.

EDUCATION

Carleton College, Northfield, MN

Bachelor of Arts, Theater Special Major, Anticipated graduation June 2004

- Designed own curriculum with guidance from faculty and Academic Standing Committee of the College
- Senior project consists of two solo performances and two extensive writing exercises
- Significant coursework in Music

National Theater Institute, Eugene O'Neill Theater Center, Waterford, CT, Fall 2002

The Bronx High School of Science, Bronx, NY, Graduated June 2000

LEADERSHIP EXPERIENCE

Carleton Players - 100 Year-Old Theater Umbrella Organization, Carleton College *President*,

September 2003- Present

Players is responsible for technical, design and management aspects of over 20 faculty and student-directed productions each year.

- Supervise Players Board (20 members). Prepare agendas, facilitate meetings for voting and non-voting members (over 200).
- Serve as liaison between students and professors. Recruit and train new members.
- Publish weekly electronic newsletter for theater mailing list, 12% of student body.
- Plan visiting artist lecture/workshops and social events.
- Assisted professors in developing new academic department of Theater and Dance during its first year.

Arena Theater, Carleton College

Costume Shop Worker, September 2000 - Present

- Senior shop worker. Construct and alter costumes, patterns and puppets.
- Assist in design and construction of student-designed projects.
- Service customers in person and on telephone. Manage rental contracts, fees and deposit checks.
- Supervise lock-up and maintenance of costume studio, shop and storage spaces.

Student One-Acts Festival, Carleton College

Director/Producer, November 2000 - February 2001

- Envisioned, directed and produced a One-Acts Festival that flourished as an annual theatrical event on campus.
- Recruited and collaborated with 3 directors and 4 designers. Auditioned cast and supervised 15-member crew.
- Negotiated rentals and purchases of performance space, properties, costumes and event programs.

Barkada, Filipino Students Organization, Carleton College

President, September 2000 - June 2002

- Coordinated workshops, lectures and social events to promote awareness of Filipino culture.
- Events include cooking lessons, Tinikling, and a dance and a fashion show of traditional apparel.

ADMINISTRATIVE EXPERIENCE

Playbill Online, N.Y.

Intern, December 2001

- Published author. Wrote articles and press releases to promote upcoming professional productions and events.
- Updated online audition and tour listings. Initiated and executed extensive reorganization of office filing system.

SKILLS

Performance and Public Speaking

- Experienced with extemporaneous and prepared speech; appeared on national cable television.
- Performed in various dramatic and comic theatrical performances, independent movies and music concerts.
- Extensive training in classical piano; additional schooling in violin, voice, organ and karimba.

Computer

- Proficient in Microsoft Word and Excel, Adobe Photoshop, Sibelius 2; type 95 wpm.

YOUR NAME
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JOB OBJECTIVE *To actively employ my skills in leadership, research, communication, and interpersonal relations while gaining meaningful experience for my expected career in the legal system.*

EDUCATION

Carleton College Northfield, Minnesota, 2002 – present

- History major with a concentration in Spanish; B.A. expected in June 2006.
- Current GPA of 3.5 on a 4.0 scale.

Stillwater High Stillwater, Oklahoma, 1998 – 2002

- Graduated with GPA of 3.9 on a 4.0 scale.

WORK EXPERIENCE

Teaching Intern Northfield Middle School, Fall 2005

- Selected to thrice-weekly teach advanced eighth grade students who were writing a book on the outlaw Jesse James and his last bank raid.
- Prepared writing activities and research exercises to assist students' development of skills needed to accurately and interestingly portray the past.
- Provided regular updates to faculty sponsor and school teacher and wrote letters to parents to inform them of their child's learning.

Fellow Carleton College Larson International Fellowship, Summer 2005

- Researched music cultures of Barcelona, Granada, Seville, and Madrid, Spain, to gain understanding of the role women play in street music in each city.

Curatorial Intern United States Supreme Court: Office of the Curator, Winter 2004

- Interacted with the public by giving daily courtroom lectures and tours.
- Catalogued newspapers from the 18th century, entered their descriptions and scanned images into the Court's official database.

Curatorial Intern Smithsonian Institute: National Museum of American History, Summer 2004

- Assisted curator with research and attended meetings to gain an understanding of how exhibitions are produced in large-scale museums.
- Assisted with office tasks such as photographing objects and scanning.

Office Assistant Carleton College Office of the Registrar, Fall 2002-2005

- Staffed student window and answered questions on a daily basis.
- Trained new student workers and office assistants as needed.

LEADERSHIP AND INVOLVEMENT

Teaching Assistant Carleton College Spanish Department, Fall 2005

- Attended weekly meetings with professors on how to best help beginning Spanish students learn the language and subsequently designed activities.
- Helped professors instruct students when necessary.

Youth Leader Northfield Church Senior High Youth Group, Fall 2005

- Attended bi-weekly meetings with church staff to prepare for activities.
- Helped lead various youth events on a bi-weekly basis.

Student Leader Carleton College New Student Week, Fall 2003 and Fall 2004

- Communicated with incoming students during the summer and answered pre-arrival questions about a wide range of subjects pertaining to college life.
- Interacted with students and gave guidance through small group leading, discussions, skits, and campus tours during their first week at college.

Member Carleton College Women's Rugby Club, 2003-2004

Volunteer Northfield Longfellow Elementary School, September – March 2003

- Assisted kindergarten teacher with Hispanic children using Spanish.

Initiator Church recycling program that remains in operation, December 2003

Recipient Girl Scout Gold Award, highest award given in Girl Scouts, May 2002

This resume is targeted toward education and environment. The individual is not applying for licensed teaching positions.

YOUR NAME
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Objective: Full-time or seasonal position as an environmental educator.

Education

Carleton College, Northfield Minnesota

Candidate for Bachelor of Arts degree, June 2005. GPA 3.5. Major in Biology. Concentration in Environmental Science. Related coursework: Wetlands Ecology and Biology, Field Biology, Marine Biology, Ecology, Plant Biology, Evolution.

Environmental Education Experience

Education Intern at the Chesapeake Bay Foundation, Maryland, Summer 2004

- One of two educators at a residential center.
- Assisted with weeklong canoe trips for Gifted and Talented students.
- Organized and led activities about brackish and freshwater marshes and sea grass beds.
- Taught middle school and high school aged students about the Chesapeake Bay.
- Prepared education materials for oyster project.

Environmental Activism at Carleton, 2001-2005

- Created a statewide campaign to educate college students about an endangered wetland.
- Facilitated formal discussions, publicized events, and invited guest lecturers to Carleton.
- Elected leader of MPIRG for two consecutive years.
- Led numerous organized nature walks in local forests and wetlands.
- Planned and led a six-day canoe trip for freshman orientation.

Assistant Instructor at Youth Science Institute, San Born Park, California, Summer 2002

- Assisted teachers during class and in preparation of projects.
- Taught three to seven year-olds about science, the environment, and the redwood forest ecosystem.

Camp Counselor at Wood-n-Peg Camp, Termo, California, Summers 1999 and 2000

- Taught campers aged nine through fourteen to ride and care for horses.
- Directed evening and nighttime recreational activities.
- Trained new and problem horses.

Biology Field Experience

Australia and New Zealand, Winter 2003

- Designed numerous independent projects.
- Compared the marine ecosystems of New Zealand and Australia.
- Gathered data about and compared plant communities.

Boundary Waters, Minnesota, Summer 2003

- Researched theories of Conservation Biology and Landscape Ecology.
- Canoed for extended (up to ten days) periods of time.
- Lived in remote area under rustic conditions for 10 weeks.

Significant backcountry camping, hiking, canoeing, and horseback riding experience. Experience with small boats. First Aid and CPR certified.

Jane Doe

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Education

Carleton College, Northfield, MN

- Bachelor of Arts, June 2010 (Overall GPA 3.7)
- Major: Political Science (GPA 3.89); Concentration: Latin American Studies
- Senior Thesis: The Community Reinvestment Act and Public-Private Partnerships in Affordable Housing

Universidad de Salamanca, Spain, Fall 2008

- Coursework in Spanish language, politics, and humanities; homestay with Spanish family
- Performed 80 hours of volunteer work at Spanish Montessori elementary school as assistant English teacher

Related Work Experience

Academic Civic Engagement (ACE) Department, Research Assistant, Carleton College, Summer 2009

- Collaborated with the director of ACE to create data portal for Rice County and city of Northfield, MN
- Researched other successful neighborhood data portals/indicators projects; envisioned how Carleton students and members of the Northfield community would utilize this resource
- Collected data/statistics regarding health, education, environment, and crime; organized the information for easy web access

Latin American Studies Department, Research Assistant, Carleton College, Summer 2009

- Researched current political, social, and land reforms in Paraguay for literature review in an upcoming book
- Compiled data from 160 surveys in Spanish regarding land use in 4 different Paraguayan communities from 2006
- Used CSPro to organize and enter over 200 questions per survey for future use in SPSS or STATA

Carleton College Career Center, Career Advisor, Fall 2007-Present

- Team leader of Marketing and Campus Outreach teams: advertise Center programs, collaborate with academic departments and campus organizations, host information sessions and workshops for large groups of students
- Advise students one-on-one with career-related questions regarding jobs, internships, resumes, fellowships, interviews

Inner City Law Center, Intern, Los Angeles, CA, Summer 2008

- Met with individual clients, communicating in both English and Spanish, about low income housing issues
- Consulted with attorneys, completed court paperwork
- Visited low income residents residing in unsafe/unsanitary living conditions to gather support to prosecute landlords

CA State Senator Sheila Kuehl's Office, Intern, Los Angeles, CA, Summer 2007

- Wrote letters in response to constituent concerns regarding healthcare, transportation, the environment, and prison issues
- Researched CA Senate and House of Representatives bills to proactively address constituent concerns
- Created database for constituents supporting the CA Universal Healthcare Act, authored by Senator Kuehl

Inner-City Arts, Intern, Los Angeles, CA, Summer 2004

- Worked with professional artists and volunteers to design educational materials for inner-city students
- Supported program logistics through accurate and efficient cataloging of materials and coordinating class schedules

Leadership and Selected Involvement

Camp Sol Coordinator, Growing Up Healthy, Faribault, MN, Summer 2009

- Received grant to include science-based curriculum in a summer camp for Hewlett mobile home park for 30 Spanish speaking children ages 4-13; taught twice a week for 3 hours
- Planned educational activities, oversaw camp activities, and replenished supplies as needed

Club Field Hockey, Carleton College, Captain Fall 2007-Present, Member Fall 2006

- Elected captain by 20 peers; plan practices, coordinate game schedules and transportation to Twin Cities area

Mortar Board, Carleton College, Spring 2009-Present

- Selected to participate in Honor Society based on leadership, scholarship, and service
- New Member Chairperson for 2009-2010 academic year

Community Service, through ACT (Acting in the Community Together) Center, Carleton College, Fall 2006-Present

- Habitat For Humanity trip in Fort Smith, Arkansas, Spring 2008
- Special Olympics of Northfield: volunteer at weekly practices, assist at yearly basketball tournaments and track meets

Pre-Frosh Trip Leader, Carleton College, September 2007

- Co-led group of six freshmen on backpacking trip for five nights on Lake Superior Hiking Trail

LEEP (Leadership Exploration and Engagement Program), Carleton College, Fall 2006

- Utilized critical thinking techniques and leadership skills, organized community service events for Carleton

Skills

Language: Advanced Spanish language; Computer: Microsoft Office, CSPro, SPSS and STATA statistical software packages