

# Resume & Cover Letter Guide



SKIDMORE

CAREER  
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## Resume Basics:

### Let's get started!

The hardest part of writing a resume is *getting started*.

### What is a resume?

A resume is a document that articulates a candidate's most relevant and recent experiences to a potential employer or graduate / professional school program.

### Getting Started:

**1. Start by making a master list of all your experiences.**

Brainstorm your education, employment, internships, volunteer experience, projects, and community leadership... what have you done (title), who did you do it for (organization), where you did it (location), and when did you do it (start to end dates)? You can always edit down the road. Now it's essential *just to get started*.

**2. Be strategic.**

Although coursework and GPA are important, making the best use of your time while you are at Skidmore is essential. Employers like to see involvement in and outside of the classroom. Use your resume to highlight these valuable skills, experiences, and accomplishments.

**3. Your resume is an evolving document that you will use throughout your career.**

Refining and polishing your resume takes time! What are your goals when you graduate? What do you need to do to be ready *and competitive* in pursuing those opportunities? With a counselor, use your resume to identify what skills you already have and the *areas you want or need to develop*.

**4. Be honest, descriptive, and concise.**

Use concise phrases to highlight and fully describe your responsibilities for each experience; do not exaggerate. Instead, use dynamic words to highlight your key skills and accomplishments. Avoid using complete sentences or personal pronouns (I, me, we, they, them, etc.).

**5. Your resume is a unique reflection of YOU.**

& the unique skills **YOU** have to offer!

**6. Avoid using templates!!!**

Templates may seem like an easy way to go, but they are hard to revise down the road. Using a Word document will save you headaches in the future.

**7. Include your contact information, educational details, and descriptions of your experience.**

On a typical U.S. resume, one does not provide photos or personal information such as birthdate, marital status, family obligations, health status, faith, race, height, weight, or social security numbers. If you are developing a CV or resume for international use, please meet with a career counselor to explore those requirements.

**8. Your resume is an employer's first impression of you.**

Be consistent in your format – and be mindful of typos, spelling, and grammatical errors. You have only one chance to make a good first impression! Also, have someone look over your resume before you send it out. *Then, proofread, proofread, proofread!!!*

## General Information about Resumes:

You can use many different formats when drafting your resume, but there are some "rules" that you shouldn't ignore.

A resume should:

- Be only one page
- Be only one font (suggested: Times New Roman, Calibri, Ariel, Garamond, Cambria)
- Have margins no smaller than .5"
- Have a font size between 10 – 12 point
- Be single-spaced
- Have dates and experiences listed in reverse chronological order (most recent first under each heading)
- Be consistent in date formats; can use season (i.e., Fall XXXX) or months (September XXXX – December XXXX)
- Avoid redundancies of action verbs or statements
- Be submitted as a PDF to the employer

A resume should not:

- Include too much personal information (for example, your age, social security number, citizenship, marital status, political or religious affiliation)
- Have too much narration – resumes showcase precisely what you've accomplished so far. Just include the facts
- Include references (may include on a separate page and send when requested by employer)
- Overstate your abilities, experiences, or job titles
- Include an "Objective" – not recommended since it takes up valuable space on the resume; better to include this in the cover letter

## Requirements of a Resume:

There is no single preferred format for a resume. However, a resume submitted by college students and recent graduates should be no longer than one page.

A strong resume targets a specific opportunity and focuses on a candidate's key credentials, skills, interests, and accomplishments. The resume should encourage an employer to read your cover letter and ultimately invite you to interview. Including too much information on your resume will lose the effectiveness of the experiences most relevant to the position/organization you are applying to.

The following information should be included in your resume:

**Name / Contact Information:**

**Why this is important:** This allows employers to easily contact you.

**Include:** At the very least, include your first and last name, and ONLY one phone number and email address to avoid confusion. You may also want to include your city and state when applying locally.

**Example:**

**Lucy Scribner**

815 North Broadway  
Saratoga Springs, NY 12866

518-580-5000  
lscribner@skidmore.edu

**Education:**

**Why this is important:** To convey academic qualifications and training

**Include: In reverse chronological order (most recent first):**

- Institution Name(s), City, State, and Country (if outside the United States)
- Expected date of graduation
- Majors and minors
- Type of degree – Bachelor of Arts or Bachelor of Science
  - Bachelor of Science includes majors below (all other majors are Bachelor of Arts):
    - Art (Studio)                      Business
    - Dance                              Education Studies
    - Exercise Science              Social Work
    - Theater
- GPA and Honors (optional)
  - Cumulative or Major GPAs of 3.0 or higher should always be included
- Study Abroad

**Example:**

**Education:**

**Skidmore College**, Saratoga Springs, NY  
Bachelor of Arts in Chemistry; Minor: Anthropology; Honors Forum  
Overall GPA: 3.55, Major GPA: 3.65

Anticipated Graduation May XXXX

**Study Abroad**, Skidmore in London, London, UK

Spring XXXX

**Honors & Awards:**

**Why this is important:** This section can help distinguish you from other candidates and make your resume stand out when the achievement is **relevant to the position** you are applying for. If you only have one or two honors or awards, this may be included at the bottom of your education section.

**Include:** Name of awards, scholarships, and honor societies, along with a brief explanation of each achievement and what is involved.

**Example:**

**Honors & Awards:**

Periclean Honors Forum, demonstrated high academic achievement with GPA above 3.5  
Dean's List (6 semesters)  
Art History Faculty Award, recognizing academic excellence of one graduating senior

**Experience:**

**Why this is important:** To provide evidence of skills and non-academic qualifications, demonstrating relevance for the position in which you are applying. This section may also be divided into (Relevant Experience, Leadership Experience, Volunteer Experience, etc.).

**Include:** Jobs, internships, collaborative research, clubs, and athletics. Experiences should be listed in **reverse chronological order** (most recent first).

**Professional Experience:**

**Summer Marketing Intern, National Sculpture Society, New York, NY** Summer XXXX

- Assisted with planning, installing, and de-installing exhibitions
- Developed bi-monthly news bulletins and publicity for web pages

**Resident Assistant, Skidmore College Office of Residential Life** Spring XXXX – Fall XXXX

- Ensured safety and management of co-ed residential building; completed rounds and accurately reported Incident Reports to Campus Safety and Facilities
- Planned and executed community building programs

**Campus Representative, Apple Inc., Saratoga Springs NY** Spring XXXX

- Carried out numerous marketing campaigns per month; collaborated with Campus Bookstore to drive sales
- Hosted demonstration tables and workshops; served as resource for existing and prospective customers

**Skills:**

**Why this is important:** This provides a way to highlight skills not demonstrated in the Experience section.

**Include:** Languages (indicate proficiency: Native, Fluent, Proficient, Conversant), Certifications, Computer programs.

**Computer / Language Skills**

Microsoft Office Suite (Proficient); Photoshop (Advanced)  
Spanish (Fluent); French (Conversational)

## Objective, Summary of Qualifications, Professional Profile (optional):

Including an **Objective, Summary of Qualifications, or Professional Profile** on a resume is optional. You may decide to use one of these to gain an employer's attention, but often this information can be best incorporated into a solid and targeted cover letter. The Objective, Profile, or Summary of Qualifications typically goes immediately following your contact information at the top of the resume.

### Why include an Objective, Summary of Qualifications, or Professional Profile on your resume?

An Objective, Professional Profile, and Summary of Qualifications at the top of a resume is a way to introduce yourself to a hiring manager. All three are designed to grab the hiring manager's attention by highlighting qualifications relevant to the position; however, each delivers this message differently. These statements can force the hiring manager to see your most significant achievements and skills directly related to the job posting. This may also give your resume a higher chance of passing through an Applicant Tracking System (ATS) software, which is used to screen out irrelevant candidates based on the content of their resume. **Often these statements are not included in the resume but are incorporated into the cover letter instead, which allows more space to include relevant experiences and accomplishments on your resume.**

### Objective (optional):

An Objective should always be short and concise and is typically one or two sentences long. The most effective objective is one that is ***tailored to the specific job to which you are applying***. Due to the preciseness required of an objective, you may choose to do several versions of your resume, each with a different focus. A well-crafted objective showcases why you're applying for the job, what values you offer, and why a hiring manager should be interested in you as a qualified candidate.

### Career Objective:

- Positioned-centered
- Customized to the specific job description
- Often includes a statement of 1 - 2 sentences

### Sample Objective:

Highly driven recent graduate seeking a full-time position in finance to lend personal knowledge of market analytics to help an organization improve profitability.

### Summary Statement (Summary of Qualifications) (optional):

An alternative to an Objective on a resume is a Summary Statement. A Summary Statement is a brief list of a few sentences at the top of your resume that ***highlights your qualifications for the job***. The main benefit of a Summary Statement is that it helps your resume stand out. To do this, it is your job to ensure your Summary Statement demonstrates precisely why you are the ideal candidate for a specific company or job.

### Sample Summary of Qualifications:

- High Honors student with a strong record of academic and professional success
- Extensive leadership experience, particularly in a higher education setting
- Adept at working with faculty, administrators, and students
- Exceptional oral and written communication skills

**Sample Summary of Qualifications Statement:**

Strongly seasoned and hardworking Entry Level Graphic Designer with extraordinary creative thinking and project design abilities. Adept multitasker able to bring simultaneous graphic design projects to completion with complete efficiency and accuracy. Able to work well independently or as a professional graphic design team member.

**Professional Profile (optional):**

Detailed synopsis of skills and expertise

**Sample Professional Profile:**

Highly analytical and detail-oriented emerging professional with 3 + years of experience, poised to excel within entry-level I.T. role requiring strong mathematical and organizational acumen.

**Sample Professional Profile:**

- Graphic designer with 3+ years of experience creating logos, flyers, and brochures
- Specialize in working independently and in a team environment to achieve marketing results
- Proven management skills



### Step Three: Map Out Your Headers

Organization is critical in successfully communicating your education and experience to the reader. **While resumes ARE organized in reverse-chronological order (most recent first), the writer gets to decide what the headers are called and in what order they are placed.**

Readers will assume two things:

1. The most relevant experience(s) to the opportunity should come first, immediately following the Education section
2. The most important experiences should take up the most amount of space

**Start by going through the list below to select 3 – 5 headers that will serve as the skeleton of your resume, or use these as inspiration to think of your own.**

<b>Additional Experience</b>	Direct-Care Experience	<b>Relevant Coursework</b>
Advocacy Experience	Gallery Management Experience	Related Projects
Analytical Experience	Government & Law Experience	<b>Relevant Experience</b>
Arts & Design Experience	Healthcare Experience	Research Experience
Business Experience	Laboratory Experience	Teaching Experience
Communications Experience	<b>Leadership &amp; Co-Curricular Experience</b>	Team Projects & Collaboration Experience
Community Engagement Experience	Marketing & Advertising Experience	<b>Volunteer Experience</b>
Coding and Programming Experience	Non-Profit Management Experience	Writing & Editing Experience
Constituent Support Experience	Quantitative Experience	
Design Experience		

Next, place the headers in the order that puts your most relevant and important experiences first.

**This structure allows flexibility in organizing experiences by "theme," not "type."**

For example, a section called "Communications Experience" may include a writing class at Skidmore, an internship as a journalist at a local newspaper, writing for SkidNews, and a summer writing camp.

## Step Four: Generate Content & Create Bulleted Action Statements

Content can come from anywhere – it's all about how you present the information.

**If you present the information in an unprofessional way, it will be received unprofessionally.**

**Likewise, if you present the information professionally, it will be taken seriously.**

**Below are some ways to generate content:**

Co-Curricular Activities	Leadership Activities
Collaborative Research	On-Campus Employment
Experience	Projects from Classes
Internships	Relevant Coursework
Job Shadowing	Volunteering
Jobs	

**Consistency in the presentation of experiences is critical. Each experience should include:**

- Title (your title, or the title of the class/project)
- Organization (who you worked for, or the institution)
- Location (city, state or city, country)
- Dates
- Targeted, bulleted action statements
  - These describe the specific actions you performed and the skills you gained

**How to Write a Bulleted Action Statement:**

- A bullet should include a description of what you did, with supporting examples
- Start with an action verb (see the "Skills List" at the end of the guide for ideas). Avoid passive verbs, like "assisted, watched."
- If the experience is complete, use past tense. If it is ongoing, use present tense
- Quantify activities wherever possible. "Managed 50 students" is eye-catching
- Do not repeat verbs in consecutive bullet points

**For Example:**

Poor: Customer Service

Better: Provided excellent customer service to clients

Best: Resolved consumer problems, explained services and policies, and communicated knowledge of financial planning, resulting in greater customer satisfaction

## Targeted Bullets - Example 1:

### Business & Finance Experience:

**Financial Analyst Intern**, Ayco Company, Saratoga Springs, NY Spring XXXX

- Research client leads in areas including income taxes, employee benefits, wealth transfer planning, and insurance in the Family Division; composed and presented case briefings to Vice Presidents
- Organize and compile charitable donation files to prepare for annual tax filings
- Update confidential client net-worth summaries using M.S. Excel

**Introduction to Management and Business course**, Skidmore College Fall XXXX

- Developed executive presentation in simulation to increase Patagonia Provisions revenue by \$20 million while decreasing carbon footprint by 10% by 20XX
- Conducted SWOT analysis and analyzed financial statements to identify points of improvement
- Brainstormed solutions and projected financial feasibility
- Synthesized findings into a concise 20-minute presentation delivered to a panel of guest executives

## Targeted Bullets - Example 2:

### Advocacy Experience:

**Volunteer**, Saratoga Animal Shelter, Saratoga Springs, NY Fall XXXX – Present

- Support Adoption Clinic days; set up displays for animals, distribute and collect adoption applications, handle adoption fees
- Prepare animals for adoption; socialize and determine animal characteristics to best find a match that would meet the animal's personality

**Animals in History course**, Skidmore College Fall XXXX

- Examined questions on the intersection between animals, humans, and the history the two groups share; probed into the philosophical, theological, and historical distinctions made between humans and animals
- Studied the impact of European imperialism on the animal world and explored animals as historical actors
- Composed an 8-page paper comparing the perception of horses before and after European imperialism

**Member**, Animal Alliance, Skidmore College Fall XXXX

- Raised awareness about animal rights on-campus through fun and educational events; collaborated with a group of 12 to plan and execute a fundraising bake sale
- Coordinated and organized therapy dog sessions to help relieve stress on-campus

## Action Statement Verbs (Transferable Skills Clusters)

### MANAGEMENT

Developed  
Planned  
Organized  
Executed  
Supervised  
Assigned  
Directed  
Coordinated  
Analyzed  
Prioritized  
Delegated  
Recommend  
Evaluated  
Administered  
Produced

### COMMUNICATION

Influenced  
Persuaded  
Helped  
Directed  
Motivated  
Reasoned  
Developed  
Recruited  
Created  
Negotiated  
Liaised  
Arranged  
Mediated  
Reconciled  
Write  
Interpreted

### FINANCIAL

Calculated  
Computed  
Planned  
Managed  
Budgeted  
Solved  
Accounted  
Audited  
Appraised  
Researched  
Analyzed  
Prepared  
Detailed  
Accuracy  
Allocated  
Administered  
Quantified  
Developed

### HELPING

Related  
Guided  
Led  
Referred  
Rendered  
Attended  
Cared  
Sensitivity  
Listened  
Advocated  
Spoke  
Directed  
Perceived

### RESEARCH

Clarified  
Surveyed  
Interviewed  
Investigated  
Inspected  
Gathered  
Synthesized  
Examined  
Diagnosed  
Reviewed  
Organized  
Evaluated  
Critiqued  
Perceived  
Collected  
Composed  
Interpreted

### CREATIVE

Innovated  
Developed  
Created  
Imagined  
Designed  
Planned  
Conceptualized  
Synthesized  
Integrated  
Abstracted  
Generated  
Perceived  
Memorized  
Visualized

### TEACHING

Influencing  
Persuaded  
Briefed  
Informed  
Encouraged  
Communicated  
Advised  
Guided  
Coached  
Instructed  
Explained  
Invented  
Adapted

### DETAIL

Approved  
Validated  
Retained  
Executed  
Dispatched  
Responded  
Followed  
Enforced  
Arranged  
Varied  
Memorized

### Action Statement Verbs (Alphabetical)

Accommodated	Contributed	Explained	Mediated	Reflected
Accomplished	Controlled	Explored	Met	Researched
Accounted	Cooperated	Expressed	Memorized	Resolved
Acquired	Coordinated		Merchandized	Responded
Acted	Corresponded	Fashioned	Moderated	Revised
Adapted	Created	Fixed	Modified	Reviewed
Addressed	Critiqued	Forecasted	Monitored	Risked
Adjusted		Formulated	Motivated	
Administered	Dealt	Found		Scheduled
Advertised	Debated	Fundraised	Navigated	Screened
Advocated	Decorated		Negotiated	Serviced
Allocated	Defined	Gathered	Nursed	Served
Analyzed	Delivered	Graphed		Shaped
Anticipated	Delegated	Grouped	Observed	Sorted
Appraised	Demonstrated	Guided	Obtained	Simulated
Approved	Designed		Operated	Studied
Arranged	Detailed	Handled	Ordered	Strategized
Assembled	Detected	Helped	Organized	Summarized
Assessed	Determined	Hosted	Outfitted	Structured
Assigned	Developed		Oversaw	Supervised
Assisted	Devised	Identified		Supported
Audited	Diagnosed	Imagined	Participated	Synthesized
	Directed	Implemented	Perceived	
Balanced	Discovered	Improved	Performed	Targeted
Bargained	Discussed	Indexed	Persuaded	Tabulated
Built	Disciplined	Influenced	Planned	Taught
Brainstormed	Displayed	Informed	Populated	Tended
Budgeted	Dissected	Initiated	Predicted	Tested
	Distributed	Innovated	Prepared	Trained
Calculated	Drafted	Inspected	Presented	Translated
Cataloged	Drew	Inspired	Presided	Transmitted
Catered		Instructed	Printed	Traveled
Changed	Edited	Interpreted	Prioritized	
Classified	Educated	Interviewed	Processed	Understood
Coached	Empathized	Invented	Programmed	Utilized
Collaborated	Encouraged	Investigated	Promoted	Updated
Collected	Enforced	Itemized	Proposed	
Combined	Enlarged		Proofread	Validated
Communicated	Enlisted	Judged	Provided	Verbalized
Compared	Ensured	Justified	Publicized	Visualized
Completed	Examined		Purchased	
Composed	Excelled	Led		Worked
Computed	Entertained	Learned	Raised	Wrote
Conceived	Established	Lectured	Reacted	
Conceptualized	Estimated	Listened	Read	
Conducted	Evaluated		Reasoned	
Confronted	Exercised	Maintained	Recommend	
Constructed	Exhibited	Managed	Reconciled	
Contacted	Expanded	Mapped	Recorded	
Contracted	Experimented	Measured	Recruited	

## Step Five: Skills

The skills section is reserved for hard skills you may have, including:

- Computer proficiencies and programming
- Languages
- Technical skills
- Lab techniques
- Certifications

Avoid including soft skills like teamwork, organization, communication, etc. These skills are better demonstrated through your cover letter and the bulleted action statements in the experience sections.

Proficiencies should be included for Computer and Language skills:

- For Languages, the options are: Basic, Proficient, Advanced, Fluent, Bilingual, Trilingual, etc.
- For Computer skills, the options are: Basic, Proficient, Advanced

### Example 1:

**Skills:**

**Computer:** Advanced MS Office, Proficient in Adobe Creative Suite, Basic HTML, and JAVA

**Languages:** Fluent in French, Basic German

12 Years of Competitive Alpine Skiing, CPR, and Wilderness First Aid Certified (June 2020)

### Example 2:

**Computer / Language Skills:**

Advanced MS Word, Proficient in M.S. Excel, STATA, SPSS, Basic Adobe Creative Suite

Spanish (Native); German (Proficient)

### Need Help Brainstorming Skills?

Take a look at your syllabus from classes; often, it will include the names of technical skills and software you learned in the class. Examples of this could include:

- GIS
- HTML
- JAVA
- C++
- Python
- Adobe Creative Suite
- Laboratory techniques and equipment
- STATA
- SPSS
- MATLAB

## Cover Letters

A cover letter is a persuasive document highlighting a candidate's skills, knowledge of the employer, and ability to contribute to the organization.

- Think of this like a class paper – have a thesis (why you would be beneficial to the organization), develop evidence to support your thesis, and defend it.

A cover letter is a way to introduce yourself to an employer by highlighting your best qualities and stating why you are the perfect candidate for the job. In addition, a cover letter should go into more depth about certain aspects of your experience or skills that may be difficult to communicate in your resume. Including an Objective, Professional Profile, or Summary of Qualifications at the top of your resume is another branding tool that provides the employer with a snapshot of who you are and why you deserve the job.

### General Information about Cover Letters

A cover letter should:

- Be only one page and in the same font as your resume
- Be 10 - 12 point font
- Be specific to the position and company you are applying to
- Be addressed to a specific person
  - If you don't know who to address the letter to, call the employer! Simply state which position you are applying for, and ask who should be addressed in the cover letter.
  - If that's not available, the following are acceptable alternatives:
    - Dear Hiring Manager
    - Dear Internship Coordinator
    - Dear Recruiting Coordinator
- Provide your contact information
- Avoid the passive voice

A cover letter should not:

- Be mass-produced – generic cover letters are obvious and not impressive
- Provide a list of accomplishments without showing the connection to the employer's needs
- Overstate your accomplishments
- Use slang, abbreviation, or other casual language
- Use "Mrs." Always use Mr. or Ms.
  - The safest option is "Dear FULL NAME" (i.e., "Dear Lucy Scribner")

Stuck on how to pick the best content?

- Place your strongest evidence first – lead off with your most compelling story. Think like a lawyer; provide proof (a story) that demonstrates the skill you say you have (for example, communication)
- Classes, clubs, and internships are all excellent places to find stories
- Review your resume; are there entries that need more context? If so, use the cover letter as space for providing more insight into an experience

## The Different Types of Letters

There are three general types of employment letters. Choose a type of letter that matches your reason for writing.

- The **application letter (cover letter)** which responds to a known job opening
- The **prospecting letter** which inquires about possible positions
- The **networking letter** which requests information and assistance in your job search

When applying for a job posted by a hiring company, you will use the "application letter" style.

### Sample Cover Letter

Judy Smith  
Skidmore College  
815 N Broadway  
Saratoga Springs, NY 12866

Date

Ms. Pamela Sheridan  
Curator  
New York Foundation for the Arts  
New York, NY 10004

Dear Ms. Sheridan:

Please accept my application for the project intern position recently posted through Skidmore College's Career Development Center. With my background in art and psychology, I am confident that I would make a very successful member of your team.

Having worked for the non-profit organization CITYarts, I have been exposed to many aspects of the art world. My experience as an artist assistant at the Museum of Modern Art demonstrates my capability to work with others through the creative process of production while meeting the daily challenges presented to me. In addition, my psychology studies and projects at Skidmore have allowed me to explore people's motivations and behaviors and have enabled me with good investigative and analytical skills that will suit your needs for customer assistance. I am also very proficient in using many computer programs, including but not limited to Microsoft Office Suite.

I would like the opportunity to make a substantial contribution as part of the staff at your foundation. I welcome the opportunity to meet with you to further discuss my candidacy. I will call next week to see if we might arrange a time to speak. Thank you for your time and consideration.

Sincerely,

*Judy Smith*



## Sample Prospecting Letter

Lucy Scribner  
815 N Broadway  
Saratoga Springs, NY 12866

Date

Mr. Chad Needham  
Director of Recruiting  
Aaron School  
309 E 45 St.  
New York, NY 10017

Dear M. Needham,

I recently read about the Elementary Teacher Training Program on Study.com and would like to inquire about possible openings for the program. I am interested in a teaching career and plan to relocate to the New York City area in the near future. Therefore, I would be interested in learning more about the program and available opportunities for future teachers.

I will graduate with a Bachelor of Arts degree in Sociology this May and have completed two experiences as a teacher's assistant. I have held several leadership positions while attending Skidmore College, including being a Resident Assistant for my residence hall, where I planned programs and maintained a safe living environment for students residing in the hall. I was also selected as Senator-At-Large through the Student Government Association and participated in the Environmental Action Committee and the Respect Matters Campaign on campus.

My resume, which is enclosed for your convenience, contains additional information on my skills and accomplishments. I would appreciate the opportunity to discuss potential opportunities with you while also having the chance to discuss my candidacy. I can be reached anytime via email or phone, which are included in my resume.

Thank you for your time and consideration. I look forward to speaking with you about exciting potential opportunities with the program.

Sincerely,

*Lucy Scribner*

Lucy Scribner

## Sample Networking Letter (Email to Career Advisors)

Dear Ms. Sally Smith,

I got your name from the Skidmore College LinkedIn Alumni Group. My goal is to secure an entry-level editorial position in book publishing in Boston. I interned at a major NYC magazine publisher last summer, started my own fairly successful e-zine, and worked with Skidmore News for the last three years.

I am interested in hearing your advice on conducting an effective job search and uncovering job leads. I would very much appreciate being able to conduct our informational interview in person or by telephone. Still, I will send you more detailed questions if you prefer to communicate via email. Please let me know your preference.

I look forward to hearing from you and thank you in advance for your assistance.

Sincerely,

Jane Jones' XX

[jjones@skidmore.edu](mailto:jjones@skidmore.edu)

(518) 456-4367

## Professional References

- References should be a separate document
- You should have between 3 – 5 references, and each should include the following information:
  - Name (Nature of relationship/time frame)
  - Title
  - Organization
  - Phone Number
  - Email Address
- List your best and most applicable references first

### Selecting References

- Choose people who know you well, can compare you to your peers, and who have direct knowledge of your skills and abilities
- Someone in your field of interest which you have worked with you before is your best choice
- Make sure you ask if they are willing to serve as a reference **before** you list them

### Example:

#### Professional References

Professor Jim Smith, Professor  
Chair of the Business Department  
Skidmore College, Saratoga Springs, NY  
518-580-5000 / jsmith@skidmore.edu

Ms. Kiley Rhodes, Supervisor (Summer XXXX)  
Chief Journalist  
Bay Area Sports News  
San Francisco, CA 94601  
(307) 567-5432 / krhodes@basp.org

Mr. Jeff Longfellow, Supervisor (Summer XXXX)  
Chief Editor  
Penguin Random House LLC  
Emeryville, CA 94607  
(307) 566-3456 / jlongfel@penguinrandomehouse.org

## Cover Letter Format

---

Your Name  
Your Address  
Your City, State ZIP CODE  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization's Address  
City, State ZIP CODE

Dear Name,

### **First Paragraph: *Why Are You Writing?***

The first paragraph states ***why you are writing*** and to which position you are applying. Include the ***name of a mutual contact***, if you have one, or ***how you heard about the position***. ***Tailor your letter to the organization***. Avoid starting with "My name is Lucy Scribner, and I will be graduating from Skidmore College in May" – this information can be found on your resume. ***State why you are interested in the specific position and organization***. This paragraph should be short!

### **Middle Paragraphs: *What You Have to Offer***

These paragraphs allow you to explain ***why you are qualified*** for the position and how you may enhance the company. ***Make connections between your abilities and their needs***. Be concise.

- Review the job description and create a list of skills the employer requires
- Look at your resume and write down examples from your background that demonstrate you have those skills. Make sure you clarify the connection!
- Avoid using sentences that start with "I" or writing in the passive voice. Use active descriptions!

### **Final Paragraph: *How You Will Follow Up***

Indicate your ***desire for an interview*** and ***express gratification for the reader for their time***. Finally, state ***HOW and WHEN you plan to follow up*** (it is your responsibility, not the employer's).

Sincerely,

*Your Name*

Your Name

## Job Description, Resume, and Cover Letter Samples

The remainder of this guide provides sample job descriptions, resumes, and cover letters. Review job descriptions carefully and use your resume and cover letter to highlight your skills and accomplishments based on what the organization is looking for.

### Sample Job Posting #1:



Look for keywords – descriptive action verbs, adjectives, and key attributes they are looking for in qualified candidates.

Aaron School continues to grow and develop and frequently seeks **dedicated, caring, and thoughtful educators** to become members of the Aaron School faculty and staff. We seek **educators that are dedicated to learning as well as teaching**. Aaron School is committed to training and providing opportunities for professional development for all staff and faculty members.

How do you fit in with their mission statement?

Potential employees of Aaron School should understand and embrace the mission and values of the school. We look for employees who are **energetic, thoughtful, and team players**. The **safety and welfare of our students are very important to us**, and all employees must receive a **fingerprint clearance** conducted by the Department of Education in New York.

The election of successful candidates is based on **qualifications, merit, and other job-related criteria** as the sole basis for all employment-related decisions affecting employees.

Aaron School is an equal opportunity employer and recruits and hires without regard to a person's race, color, religion, national origin, sex, age, disability, sexual orientation, veteran status, or other characteristics protected by law.

**Important Note:** Print out job description for each position you're applying to, then identify and highlight keywords (knowledge, skills, experience, personal attributes, coursework) from the listing. This will help you to better "target" your cover letter.

# Lucy Scribner

815 North Broadway  
[lscibner@skidmore.edu](mailto:lscibner@skidmore.edu)

Saratoga Springs, NY 12866  
518-580-5000

## Education:

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**Skidmore College**, Saratoga Springs, NY May XXXX  
Bachelor of Arts in Sociology; Double Minor: Classics and Spanish  
Overall GPA: 3.68; Major GPA: 3.89; Deans List (Fall XXXX – Spring XXXX)  
**Study Abroad**, Skidmore in Spain, Madrid, Spain Spring XXXX

## Education Experience:

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**English Teaching Assistant**, Universidad Autónoma de Madrid, Madrid, Spain January XXXX - May XXXX

- Enriched students' knowledge of English culture and values
- Created a classroom environment that encouraged classroom participation
- Worked with professors to improve syllabus for the spring semester

**Assistant Teacher**, Waldorf School, Saratoga Springs, NY September XXXX - June XXXX

- Assisted students with specialized instructional programs prepared by the teacher to reinforce learning concepts
- Supported teachers in the development and use of available instructional resources, materials, and equipment appropriate to planned learning programs for students
- Contributed to monitoring student activities in halls and cafeteria, on the playground, and during the arrival and dismissal periods

## Leadership Experience:

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**Vice President/Web Designer**, Environmental Action Committee, Skidmore College September XXXX - Present

- Develop and maintain the club's website, used to educate the community and publicize events
- Provide consultation for Skidmore's senior leadership to provide a student perspective on projects including geothermal heating, solar panel farm, and composting program

**Senator-at-Large**, Student Government Association, Skidmore College January XXXX - May XXXX

- Elected to serve as representative in student senate; oversaw the disbursement of a \$1 million budget to over 100 clubs; reviewed petitions for the creation of new clubs; revised policies and procedures to ensure adherence to local laws
- Interviewed and recommended candidates for executive leadership positions
- Sat on Search Committees to fill roles including Vice President of Advancement, Vice President of Communications, and Assistant Vice President of Student Affairs

**Respect Matters Campaign**, Skidmore College August XXXX - February XXXX

- Developed campus-wide campaign promoting diversity and awareness on-campus
- Served as Peer Advisor to two leadership-focused groups for the incoming first year and sophomore leaders
- Facilitated group meetings and discussed concerns

## Additional Experience:

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**Resident Assistant**, Skidmore College Office of Residential Life September XXXX - May XXXX

- Ensured safety and management of co-ed residential building; completed rounds and accurately reported Incident Reports to Campus Safety and Facilities
- Planned and executed community-building programs

**Campus Representative**, Apple Inc., Saratoga Springs, NY January XXXX - May XXXX

- Carried out numerous marketing campaigns per month; collaborated with Campus Bookstore to drive sales
- Hosted demonstration tables and workshops; served as a resource for existing and prospective customers

## Skills & Languages:

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M.S. Office (Advanced), Adobe Creative Suite: Photoshop (Basic), Dreamweaver, InDesign, and Flash; Fluent in Spanish

Sample Cover Letter #1:

Lucy Scribner  
815 N Broadway  
Saratoga Springs, NY 12866

Date

Mr. Chad Needham  
Director of Recruiting  
Aaron School  
309 E 45 St.  
New York, NY 10017

*First paragraph: Cite position that you are applying to and where you found the opportunity. Display your enthusiasm. Provide information on your personal goals and why you want to work for this organization?*

Dear Mr. Needham,

With experience working at both the elementary and university levels, I am very interested in **applying for the second-grade teacher position** with Aaron School that I recently saw posted on *Indeed.com*. **I am a dedicated and organized individual, and I look forward to pursuing a career in education after graduation. In addition, because of my experience with several family members, I am especially interested in working with students with learning disabilities.**

My first classroom teaching experience was as an Assistant Teacher with the Waldorf School of Saratoga Springs, where I was assigned to a third-grade classroom. **Careful preparation of lessons allowed me to break down abstract concepts into everyday examples that my eight-year-old students could grasp.** In addition, I employed my creativity in working with the children to **maintain interest and respond to their very straightforward questions. My sociology, classics, and Spanish courses at Skidmore gave me a solid foundation for working in education and the skills required to succeed in a highly diverse environment.** I was also very passionate about cultivating environmental awareness among my students and achieved this by incorporating various outdoor projects and activities that we added to our curriculum that year.

*Highlight coursework and experiences.*

Last year, while studying in Madrid, I worked as an English Teaching Assistant for first-year university students. In this instance, I took on a variety of challenges. First, **I had to create an environment where students accustomed to silent roles could practice their speaking skills.** This was achieved through a cultural lesson in which I explained the North American education system of class participation and proposed that my class be run in this same style. It took some time but worked exceptionally well in the end. Managing the difference in abilities among my students proved most daunting but also satisfying and challenging. **I tailored activities to maintain the interest of high-level students without intimidating less-skilled English speakers.** This experience confirmed my long-standing desire to teach.

*Use additional roles on campus to illustrate leadership and communication skills.*

In addition, I was an active member of the student body at Skidmore College. As a **Resident Assistant, I was responsible for maintaining a safe and positive environment for my peers.** I also **assisted students in learning more about and purchasing Apple products** on campus.

I have enclosed an unofficial transcript with this packet, and I will forward an official copy along with references. I will contact you next week to discuss employment opportunities. I look forward to speaking with you. Thank you for your time and consideration.

Respectfully yours,

*Lucy Scribner*

Lucy Scribner

## Sample Job Posting #2:



### Alliance to Save Energy

Washington, DC

Policy & Research Intern

The Alliance to Save Energy is seeking a **Policy & Research Intern** to support the **Policy and Communications team** in its efforts to advocate for federal energy efficiency policies at the Alliance headquarters in Washington, D.C. The position is paid (\$13.25/hour), and sick leave is offered. This is a full-time position, and we cannot consider applicants who will be enrolled in a full-time course load during the internship term.

#### Primary Duties Policy & Research (70%):

- **Maintain contact information databases.**
- **Track federal legislation.**
- **Conduct research and data collection** on a wide variety of energy policy topics, including **federal energy management, building energy codes, vehicle fuel economy, tax incentives, energy efficiency in the electric power sector**, etc.
- Support the team's work in summarizing and analyzing legislation.
- Attend and take notes on Congressional hearings and other events.
- **Assemble advocacy packets and other materials.**
- **Draft, fact-check, copyedit letters, fact sheets, and other documents.**

Identify two or three key responsibilities with which you're experienced.

#### Communications & Events (30%):

- **Identify and draft social media content for Alliance social media platforms, including Twitter, Facebook, and LinkedIn, and help to strengthen social media via shareable graphics using Canva.**
- **Develop blog ideas and draft blogs on timely issues.**
- **Update and post written content on the Alliance website.**
- Assist with shifts at front desk reception (welcome guests, accept packages, answer phone calls).

#### Required Skills & Qualifications:

- **Undergraduate degree—required.**
- **Strong interpersonal skills and experience working as part of a team.**
- **Excellent writing and editing skills.**
- **Ability to work independently and take ownership over projects and assignments.**
- Ability to **multitask** and jump quickly from one project to another on short notice.
- **Self-motivated and dependable.**
- Intellectual curiosity and an interest in energy efficiency policy.
- Comfort with initiating professional interactions with Congressional staff and Alliance Associates.
- **Familiarity with social media channels.**

Match the items in this section to your relevant skills and experiences.

#### Desired Skills & Qualifications:

- **Preference will be given to candidates with Congressional office or campaign experience.**

Take Note!

The ideal candidate must have strong writing and speaking skills, an interest in energy policy, and the ability to work independently and multitask in a fast-paced environment.

#### How to Apply:

Apply online at: [https://rn11.ultipro.com/NEO1000/jobboard/NewCandidateExt.aspx?\\_\\_JobID=91](https://rn11.ultipro.com/NEO1000/jobboard/NewCandidateExt.aspx?__JobID=91)

Please include a cover letter with your resume, uploaded as one file (PDF or Word).

Cover letters can be addressed to "Internship Coordinators." No phone calls, please.



## Ambimbola Kim

Address: 815 North Broadway, Saratoga Springs, NY 12866

Email: skim@skidmore.edu/ Phone: 518-580-5000

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### EDUCATION

**Skidmore College**, Saratoga Springs, NY Anticipated Graduation May XXXX  
Bachelor of Arts in American Studies; Minor: Political Science  
Cumulative GPA: 3.75; Major GPA: 3.93

**Georgetown University Study Abroad**, University of Trier, Trier, Germany Spring XXXX

**American University**, Washington, DC: Washington Semester in American Politics Fall XXXX

### RELEVANT COURSEWORK

Introduction to Political Research, State and Local Government, Politics and News Media, Psychology of Politics, Immigration Politics and Policy, American Political Thought, Introduction to Psychology

### RESEARCH/ANALYTICAL PROJECTS

**U.S. Department of Education: Intern, Office of the Deputy Secretary**, Washington, DC Summer XXXX

- Generated concise written synopses of current legislative action for use by the Department, Congress members, and the general public through the E.D. website
- Researched and presented to policymakers several successful school designs and construction projects to support the Administration's "Schools as Centers of Community" proposal

**Washington Semester Independent Research Project: American University**, Washington DC Fall XXXX

- Examined how increasing dependence of financial need students on federal loans instead of grants for higher education has affected college access and enrollment; culminated in a 65-page paper

**Historical Society of Saratoga Springs: Research Assistant**, Saratoga Springs, NY Spring XXXX

- Researched archival materials, wrote text panels, and selected objects for an exhibit on Saratoga in the 1920s

### LEADERSHIP EXPERIENCE

**Student Government Association: Vice President / Academic Affairs**, Skidmore College Spring XXXX – Present

- Chair 50-member body representing each academic department and student perspectives on curricular issues
- Participated in college-wide policy decisions concerning Skidmore's smoking policy on campus
- Made detailed oral and written presentations of curricular reforms actions in the public student forum

**Presidential Search Committee: Student Representative**, Skidmore College Spring XXXX

- Served as one of two students on a college-wide committee to select a new Vice President of Finance
- Conducted detailed self-study of institutional needs and goals to determine selection criteria
- Searched for and hired higher-education specialty consultant
- Interviewed and wrote an evaluation of each applicant and made a final recommendation to the Board of Trustees

### ADDITIONAL ACTIVITIES

**First Year Experience: Peer Mentor**, Skidmore College Fall XXXX – Spring XXXX

**Skidmore Dining Services: Student Worker**, Skidmore College Fall XXXX – Spring XXXX

### COMPUTER/LANGUAGE SKILLS

Adobe InDesign, Illustrator, MS Word (proficient), M.S. Excel (basic); Fluent in Spanish  
Social media platforms: Facebook, Twitter, LinkedIn

Sample Cover Letter #2:

Ambimbola Kim  
Skidmore College  
815 N. Broadway  
Saratoga Springs, NY 12866  
Phone: (203) 384-3426 / Email: jlenz@skidmore.edu

Date

Internship Coordinator  
The Alliance to Save Energy  
2456 18 St NW  
Washington, DC 20009

Dear Internship Coordinator:

Jeff Bailey, **a Skidmore alum and previous intern at The Alliance to Save Energy**, encouraged me to apply for the **Policy and Research internship** for the summer of XXXX. Having just completed a **course in State and Local Government** along with the **Psychology of Politics**, I find that the more I study local politics, the more I want to learn about this fascinating subject. In particular, I want to see how a city as diverse as Washington, DC, is managed and governed. I believe **my strong interest and work ethic, as well as my academic achievements and college courses in political science and psychology, make me an excellent candidate for the fall internship with The Alliance to Save Energy.**

Through my intensive course work at Skidmore, I have become enthralled with politics and government and have recently declared an American Studies major and Political Science minor. After graduation, I plan on furthering my education through graduate or law school before beginning a career in government. I make up for what I lack in relevant experience in city politics with **motivation and a passion for learning**. In addition, I have a **proven track record as a hard worker. In addition to being a full-time student and maintaining a 3.75 GPA**, I have also **worked a twenty-hour-a-week job as a Research Assistant with the Historical Society of Saratoga Springs.**

Furthermore, I have worked since I was fifteen, and every job I have ever held has given me increased responsibilities based on my hard work and positive performance. My previous employment in **customer service** has helped me hone my excellent **communication and interpersonal skills**. In contrast, my academic achievements and intensive coursework have helped me develop **excellent research and writing skills**. I am confident that my skills, motivation, and desire to learn would make me an asset to The Alliance to Save Energy. I can begin working on May 22 and can work through August. I am willing to work as many hours and days as are necessary for the position.

Thank you for your consideration. I will be in the next week to ensure receipt of my application materials. I would be happy to supply any additional information you need and would be very interested in traveling to New York City for an interview.

Sincerely yours,  
**Ambimbola Kim**  
Ambimbola Kim

Hiring through employee referrals or mutual contacts results in faster, cheaper, and more effective hiring than relying on job sites.

List relevant coursework and qualifications.

Demonstrates strong work ethic, commitment, previous relevant experience while maintaining a high GPA.

Always include the relevant skills you possess.

## Sample Job Posting #3:



TLC Marketing Worldwide is a global marketing agency. We are a unique fusion of experienced marketers and innovative deal makers whose skills combine to create, manage and deliver magical marketing & incentives campaigns to help our clients achieve their business goals.

### Job purpose

To assist in the planning, project management, and execution of all **social media marketing campaigns**. **Identify target prospects**, develop compelling ways to reach them, and execute and analyze success. TLC has offices in Tribeca and Jersey City; applicants must be able to work out of both locations.

### Duties & responsibilities

- Understand the campaign terms and ensure these are adhered to when communicating with customers
- Answer incoming phone calls and respond to email queries across all TLC Campaigns. Ensure that all SLAs are met with regard to response times and resolution.
- Work with the Fulfillment Manager to ensure customer rewards are delivered in accordance with SLA, and the customer service team serves as a backup for fulfillment as needed
- Work with the Partnerships manager to coordinate quality control calls to TLC partners

### Skills & Knowledge\*

- At least one-year customer service experience, preferably in a call center environment
- Excellent **communication and interpersonal skills, good telephone manner, ability to communicate effectively via email, ability to multitask and manage time effectively**
- Familiar with Microsoft Office applications, including **Outlook, Word, Excel, and PowerPoint**
- Experience **creating and executing social media strategies** using **Twitter, Facebook, and Instagram**
- **Bi-Lingual** candidates must be **fluent in French or Spanish (written and oral)**

Notice the skills sets that the position requires. Key terms are bolded and italicized.

### Attitudes

- **Highly motivated, keen to learn, enthusiastic, and has a positive attitude to work**
- **Dependable** must be able to adhere to scheduled shifts
- **Proactive** and always **willing to offer new suggestions and ideas**
- **Adaptable** and comfortable with change
- **Team player**
- **Good attention to detail**
- **Professional at all times**

Identify personal attributes that you possess.

Job Type: Full-time

### Experience:

- **Customer service: 1 year** (Preferred) (Note: Preferred experience, **not required**.)

### Language:

(Note: Preferred skills, **not required**.)

- **French (Preferred)**
- **Spanish (Preferred)**

Skidmore College  
Saratoga Springs, NY 12866  
Phone: (518) 580-5000 / [mblye@skidmore.edu](mailto:mblye@skidmore.edu)

1423 Elle Rancero Blvd.  
Oakland, CA 94606  
(657) 323 - 4765

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**Objective (optional):**

Seeking to apply my substantial knowledge and proven track record of effective SEO techniques and community engagement strategies to the role of Marketing Intern at TLC Marketing Worldwide.

**Education:**

**Skidmore College, Saratoga Springs, NY** **Anticipated Graduation May XXXX**  
Bachelor of Science Candidate; Major: Management and Business (3.34 GPA); Honors Forum  
Cumulative GPA: 3.46

**Business Experience:**

**Intern, Silverado Resort and Spa, Napa, CA** **Summer XXXX**

- Maintained excellent public relations with influential local citizens
- Developed unique marketing strategies designed to appeal to the resort's clientele

**Sports Writer, Bay Area Sports News, <https://www.sfgate.com/sports/>, San Francisco** **Summer XXXX**

- Tracked area sports teams and wrote weekly reports to engage the local community
- Interviewed managers on updated stories on various team members

**Editorial and Marketing Intern, Penguin Random House LLC, Emeryville, CA** **Summer XXXX**

- Researched contacts for e-blasts, pulled assets for media outlets and did book mailings as needed
- Pulled excerpts, updated author spotlight feature
- Promoted new book selections and various authors on a Facebook page, Twitter, and Instagram

**Business and Organizational Management course, Skidmore College** **Fall XXXX**

- Analyzed organizational structure, marketing strategies, and objectives of Tesla
- Created business plan for improvement and expansion of Tesla with four teammates
- Composed financial data; allocated resources for proposed plans; presented to the board of executives

**Member, Debate Team, Berkeley Academy, San Francisco, CA** **Fall XXXX - Spring XXXX**

- Exercised critical thinking skills in defending one side of political issues
- Improved problem solving and situation analysis skills

**Co-Curricular Activities:**

**Varsity Baseball Athlete, Skidmore College** **Fall XXXX - Present**

- Advance work ethic to improve play and athleticism

**Resident Assistant, Kimball Hall, Skidmore College** **Fall XXXX - Spring XXXX**

- Organized meetings, discussions, and events
- Served as liaison between floor members, faculty, and staff advisors
- Ran community volunteer program to build collaboration between Skidmore and Saratoga Springs

**Computer / Language Skills:**

Microsoft Office Suite (Advanced); Fluent in French; Elementary Spanish  
Social media platforms: Facebook, Twitter, Instagram, Tumblr, LinkedIn

Sample Cover Letter #3:

Morgan Blye  
Skidmore College  
815 North Broadway  
Saratoga Springs, NY 12866  
(518) 580-5000

Date

Jennifer Springer  
Internship Coordinator  
TLC Marketing Worldwide  
New York, NY 10002

Identify your key attributes, skills, and accomplishments relevant to the position (highlighted below).



Dear Jennifer Springer,

I am applying for an internship through your partnership with Skidmore College. I was exposed to this program through the Office of Student Academic Services at Skidmore and was immediately intent on applying. My academics and previous work experience make me an excellent candidate for an internship with TLC Marketing Worldwide.

I believe that my **strong leadership** and **critical thinking skills**, drive, and competitive spirit make me an ideal candidate for businesses at all stages, start-ups, mid-level market share, or industry leaders. My participation in the **business strategy presentation** at Skidmore, where a group of four students and myself developed a strategy to achieve a goal for a large company (Tesla), truly demonstrates my **leadership** and **critical thinking skills**. I was required to conduct **extensive research** on business practices and financial statements, as well as develop a creative and innovative way to reach the goal of the target company, which then culminated with a **group presentation** to a board of executives. As a Residence Assistant at Skidmore, I have strengthened my **leadership, problem-solving, organization, interpersonal, and communication skills**. These characteristics, paired with my **competitiveness** developed through **varsity athletics**, allow me to strive for personal success and that of the team and the company.

In addition, during my experience working at Silverado Resort and Spa this past summer, I could compare **macro-level business strategies** and functions with those at a **micro-level**. These experiences helped me develop the **ability to take comprehensive solutions for universal problems and apply them to specific situations** while **analyzing the results**, from **financial management to sales and marketing strategies**. I am **proficient** in using **Microsoft Office Suite** and most **social media platforms**. My goals for the future include leading a business to achieve its objectives through successful public relations, marketing development, and implementation, resulting in increased market share and overall capital. I think this program offers the best possible platform for me to enhance my experience, network, and knowledge about business strategy and management. I know that I will be a contributing member of the team.

I am very excited to apply my knowledge to this internship while providing a diverse range of skills gained through my academics and previous work experience. I look forward to hearing from you soon and will call next week to follow up on my application. Thank you for your time and consideration.

Yours sincerely,

*Morgan Blye*

Morgan Blye



New York, NY  
Project Internship

Identify key attributes and skills that make you qualified for the job.

**Organization Description and Position Description:**

CITYarts engages youth and professional artists in creating public art, including murals and mosaics. Through this creative process, CITYarts empowers, educates, and connects youth and children locally and worldwide to become active participants in realizing their potential and transforming communities.

Projects interns must divide their time between **office responsibilities** and **on-site projects**. In the office, they will be involved in running **program-related tasks**. In the field, they will be engaged in hands-on work facilitating the process of **mural making** for volunteers and youth.

**Requirements:**

- Working knowledge of **basic artistic skills** (i.e., painting, drawing)
- Experienced with **Microsoft Word** and **Excel**
- Flexible with transitioning from an office setting to an outdoor mural site, or vice versa
- Energetic and personable
- Previous knowledge of **Salesforce** is a plus
- Previous experience **creating murals** a plus

**Responsibilities:**

- Creating project planning materials
- Inventorying on-site and in office
- Entering names into Salesforce
- Updating company resources
- Transporting supplies and materials to and from work sites
- Assisting artists at worksites in whatever way possible, which may include:
  - Scraping walls
  - Priming walls
  - Painting walls
  - Cleaning up painting supplies
  - Carrying arts materials
  - Interacting with and engaging volunteers and youth at work sites

Review position qualifications. You may not possess all of them, but it's recommended to still go ahead and apply.

**QUALIFICATIONS** – All interns should be familiar with **Microsoft Word, Excel, and Outlook** and **willing to learn Access**. We are looking for interns who are **motivated, flexible, committed**, and have an **interest in the arts or the non-profit industry**. A positive, enthusiastic attitude is a must.

**BENEFITS** – A CITYarts internship offers a comprehensive **introduction to the non-profit art world** and can provide meaningful professional development to a committed and motivated individual. School credit & a stipend will be provided. Please apply online to [projects@cityarts.org](mailto:projects@cityarts.org).

Please indicate a particular area of interest and your weekly availability. Interviews may be scheduled following receipt of a written inquiry.

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## Lethabo Simbabwe

815 N Broadway  
Cell: 567-432 4765

Saratoga Springs, NY 12866  
gsimbawe@skidmore.edu

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### EDUCATION

Skidmore College, Saratoga Springs, NY Anticipated Graduation XXXX  
Bachelor of Arts; Major: Psychology; Minor: Studio Art  
Major GPA: 3.5; Minor GPA: 3.62

### RELEVANT EXPERIENCE

Volunteer, America Reads Project, Saratoga Springs, NY Fall XXXX – Present

- Assist children ages 6 - 8 with the fundamentals of reading
- Read stories aloud, entreating children to address content
- Aid children in the fundamentals of capitalization, punctuation, and printing
- Help with other assignments, including math and art projects

Intern, CITYarts, New York, NY Summer XXXX

- Researched corporate and foundation funding sources, using online resources at Foundation Center
- Drafted preliminary correspondence with potential philanthropists
- Prepared grant applications and supporting materials
- Helped with fundraising events such as benefit auction

Artist Assistant, Museum of Modern Art, New York, NY Summer XXXX

- Supervised young participants in a painting workshop
- Aided children in the creative process by providing support with painting
- Assisted lead artist in all phases of project implementation, from hanging canvases to cleaning workspace

Intern, Arrowmont School of Craft, Gatlinburg, TN Summer XXXX

- Selected as one of 75 students in the competitive Summer Experience Fund Awards Program at Skidmore, out of 200 + applicants
- Taught drawing and painting classes to children ages 7 – 9 years old
- Ran craft program for at-risk youth to help with social anxiety and phobia issues

### ADDITIONAL EXPERIENCE

Career Development Assistant, Career Development Center, Skidmore College Fall XXXX – Present

- Assist with student outreach for many career development programs and events
- Provide excellent customer service as the point person for students coming into the office
- Answer phones and offer assistance to employers, alums, parents, and students
- Perform various administrative duties as assigned by career counselors and employer outreach/ strategic communications staff member

### SPECIAL SKILLS / TRAVEL

Microsoft Office Suite (Advanced), Photoshop, research databases (including PsychInfo);  
Travel throughout Europe


Sample Cover Letter #4:

Lethabo Simbabwe  
Skidmore College  
815 N Broadway  
Saratoga Springs, NY 12866

Date

Ms. Pamela Sheridan  
Arts Director  
CITYarts  
New York, NY 10004

*Include key words (coursework, skills, knowledge, previous experience) in the body of your cover letter based on the internship description.*



Dear Ms. Sheridan:

Please accept my application for the project intern position recently posted through Skidmore College's Career Development Center. With my **background in art** and **psychology**, I am confident that I would make a very successful member of your team.

Having worked for **CITYarts** before, I have been exposed to many aspects of the **art world**. My **experience as an artist assistant** at the Museum of Modern Art demonstrates my capability to work **with others** through the **creative process of production** while meeting the daily challenges presented to me. In addition, my psychology studies and projects at Skidmore have allowed me to explore people's motivations and behaviors and have enabled me with good **investigative** and **analytical skills** that will suit your needs for customer assistance. I am also very proficient in using many computer programs, including but not limited to **Microsoft Office Suite**.

I would like the opportunity to make a substantial contribution as part of the staff at your foundation. I welcome the opportunity to meet with you to further discuss my candidacy. I will call next week to see if we might arrange a time to speak. Thank you for your time and consideration.

Sincerely,

*Lethabo Simbabwe*

Lethabo Simbabwe



## Sample Job Posting #5:



### **Nathan Kline Institute**

Clinical Research Internships  
Orangeburg, NY

*Evaluate bolded, italicized words below to assess which position you are most interested and qualified for.*

Applications are being invited for Fall, Spring, and Summer Clinical Research Internships with the **Outpatient Research Department (OPRD)**. The NKI fosters a collaborative environment where interns have the opportunity to gain excellent clinical and research experience. NKI internships are unpaid; however, we are happy to support efforts to secure funding through scholarships at your university and course credits, if applicable.

The OPRD offers four internship tracks with potential placement throughout the Institute: **General Clinical Research, Behavioral Health / Cardiorespiratory Fitness Clinical Research, Neuropsychology Focused Clinical Research**, and **Outreach**. OPRD Research internships are ideally suited to college students pursuing a **B.S. or B.A. in psychology, neuroscience, biology, social work, or related mental health field**.

**General Research:** This internship includes the opportunity to **assist with implementation and data management across several ongoing clinical research studies**. For example, the NKI-Rockland Sample Initiative (NKI-RSI) is a large-scale research program focused on understanding brain maturation, brain health, and mental health relationships across the lifespan by utilizing innovative MRI-based imaging approaches and in-depth clinical research assessments. We also **conduct clinical trials** that examine **therapeutics targeting symptoms** of **autism spectrum disorder (ASD)**, depression, and schizophrenia.

**Behavioral Health / Cardiorespiratory Fitness Research:** This internship is focused on the **administration of a submaximal cardio-respiratory fitness assessment** in the context of a **large-scale research program** that **investigates brain-health-behavior relationships**. This experience is ideally-suited to candidates who are completing **undergraduate degrees with a focus on sports medicine and kinesiology** or who want to **pursue careers in behavioral health, physical therapy, or fitness training**.

**Neuropsychology-Focused Research:** This internship includes the opportunity to assist with **implementation and data management for the NKI-RSI** and to develop a **mentored research project** or **contribute to an ongoing project**. Opportunities to **support research** within the **Design Acquisition** and **Neuromodulation laboratory** are also available.

**Outreach:** This internship includes the opportunity to **assist with outreach and recruitment activities for research studies** throughout NKI, such as identifying ways **to increase the community's awareness of research initiatives** and **public educational programming** and **developing and implementing outreach strategies** for the **recruitment of community participants in research**. Some **graphic design experience** is helpful.

To apply, choose one of the four internships and send a resume and a statement describing how your experience and career goals are a good match for the internship. Please also include preferred start and end dates and days and hours per week available for the internship.

## Jamie Lynn Plain

Summerfield, CT 12056  
[www.Linkedin.com/in/jamie\\_lynn](http://www.Linkedin.com/in/jamie_lynn)

Email: [jplain@skidmore.edu](mailto:jplain@skidmore.edu) / Mobile: (913) 444-9087

### Education

**Skidmore College, Saratoga Springs, NY** **Expected Graduation Date: May XXXX**  
Bachelor of Arts in Psychology; GPA: 3.91, Honors Forum (academic excellence), Dean's List (XXXX – XXXX)

**Study Abroad, Skidmore in London, UK** **Fall XXXX**  
Intensive immersion program focusing on philosophy, history, and culture

### Professional Experience

**Positive Psychology Lab Manager, Skidmore College** **Fall XXXX - Present**

- Lead a team of student researchers to recruit participants, run a gratitude intervention, and collect data from start to finish
- Collaborate with Psychology Department Chair to execute experiments, discuss results
- Assist Department Chair with teaching and departmental-related tasks

**Head Peer Health Educator for Safety Education on Alcohol Responsibility and Choices Committee, Skidmore College** **XXXX - Present**

- Lead weekly committee meetings and coordinate health education events
- Develop monthly activities for Skidmore's Social Norms Campaign for freshman and sophomore students
- Teach Alcohol and Other Drugs program to educate students about safe drinking and healthy choices

### Research Experience

**Senior Honors Thesis, Psychology Department, Skidmore College** **Summer XXXX- Present**

- Received a Faculty Research Initiative Grant to research college freshmen mental health concerns
- Develop and carry out focus groups from start to finish, including writing an empirical article to be submitted for publication
- Recruit participants, lead a 5-week intervention program, and collect and analyze data
- Train and lead a team of researchers to assist in carrying out the 5-week intervention program

**Faculty-Student Summer Research Collaborative, Skidmore College** **Summer XXXX**

- Developed an IRB proposal, which formed the basis for a senior honors thesis project
- Designed advertisements, planned recruitment and compensation strategies, selected study measures and developed a five-week intervention program

**Diversity in Groups and Self (DIGS) Social Psychology Lab Research Assistant, Skidmore College** **Spring XXXX**

- Conducted research on the socio-contextual factors that impede and facilitate diversity
- Utilized Amazon Mechanical Turk, SPSS, and Qualtrics to collect and analyze data

**Cognitive Development Lab Research Assistant, Columbia University, New York, NY** **Summer XXXX**

- Conducted research on Moral Cognition and Theory of Mind in infants and preschool-aged children
- Developed stimuli for experiments and analyzed results by coding research data

**Positive Psychology Lab Research Assistant, Skidmore College** **Spring XXXX**

- Conducted research on various human aspects; developed an IRB proposal, and completed a pilot study
- Recruited divorced participants for a focused study

### Leadership Experience

**Psychology Department Student Representative, Skidmore College** **Fall XXXX - Present**

- Represent students at Psychology Department meetings

### Skills & Achievements

**Spanish:** Fluent

**Training:** SPSS, Qualtrics, Amazon Mechanical Turk, Collaborative Institutional Training Initiative (CITI)

## Jamie Lynn Plain

Summerfield, CT 12056  
[www.Linkedin.com/in/jamie\\_lynn](http://www.Linkedin.com/in/jamie_lynn)

Email: [jlplain@skidmore.edu](mailto:jlplain@skidmore.edu) / Mobile: (913) 444-9087

Date

Ms. Snyder, Head of Psychological Research  
Nathan Kline Institute  
Orangeburg, NY

*Focus on highlighting research, computer skills, and managing large amounts of data; in addition to, coursework or previous experience in psychology, neuroscience, biology, social work or related mental health field.*

Dear Ms. Snyder:

I would like to express my sincere interest in the **Neuropsychology Focused Clinical Research** position in the Outpatient Research Department that you currently have available. As a **detail-oriented** and **analytical** individual pursuing a **Bachelor of Arts in Psychology** at Skidmore College, coupled with solid experience in **test administration, data collection/interpretation**, and **administrative support**, I have the knowledge and skill set to allow me to contribute toward the success of your research team.

Through my experience and educational background, I have become well versed in **conducting psychological research** and **analyzing** and **coding data** in a **detailed** and **scientific manner**. I specialize in student development and have **facilitated the success of numerous related tests, studies, and publications**. Additionally, I have gained the ability to integrate **superior organization** and **communication skills** across all levels of research, enabling me to excel in **independent** and **team-oriented environments**.

The following achievements demonstrate my qualification for this position:

- Excelling as a Research Assistant for the Psychology Department at Skidmore College, **administering evaluative tests** with college students to **assess the development of the theory of mind, scheduling tests, recording and coding study data**, and **organizing assessment tools and materials for optimal efficiency**.
- Directly assisting Professor Jamie Smith, Ph.D., on multiple student development studies and as a **coauthor on two research papers published in top-tier academic journals**.
- Creating and continually **updating a database** and **spreadsheet** of student contact information for future testing purposes.
- **Collaborating** effectively and personably with **fellow research assistants** throughout studies; **leading weekly discussions** on current and past research with significant psychological value regarding student development.
- Possessing essential experience in **organizing, analyzing, and managing large data sets** to drive research project success.
- Providing overarching **administrative and operational support**, including **data entry, correspondence, process improvement, and test scoring**.

My keen **attention to detail and my proven track record of success supporting complex psychological research projects** will translate into both dedication and diligence for the research work performed for your team.

Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

*Jamie Lynn Plain*

Jamie Lynn Plain

## Sample Job Description #6:

### Graphic Communications Internships, Summer XXXX – New York, NY NBCUniversal

#### Graphic Design Internships exist within the following business areas:

- NBC Owned Stations and Affiliates
- Cable Entertainment
- NBC News & MSNBC
- NBC Entertainment

#### Internships may include (but are not limited to): (Take note of key words and include your knowledge, skills, and attributes in your cover letter.)

- Creative Studio
- Internal and External Graphics
- Web & Digital Design
- 3D Design & Animation
- UI/UX design
- 3D Design & Animation
- UI/UX design

#### Daily responsibilities and projects may include (but are not limited to):

- **Create internal and external media graphic materials**
- **Collaborate with designers and copywriters** to expedite creative timelines
- Work with Product Managers and Design Director to understand a project's scope
- **Create functional prototypes** with higher fidelity designs to test with users
- **Develop premium quality original artwork and marketing designs** using **Photoshop** and **Illustrator**
- **Communicate** and present design concepts to Digital Art Director and project teams
- **Deliver engaging and high-quality creative assets** for assigned projects for all digital platforms

#### Qualifications/Requirements

- In pursuit of a Bachelor's degree at an accredited institution and be able to provide documentation to confirm your degree progress
- Current class standing of sophomore or above (30 credits).
- Cumulative GPA of 3.0 or above
- Needs to be able to work on-site in New York, NY
- Must be 18 years of age or older
- Internships at NBC Universal are paid and do not require course credit
- Online portfolio required
- Available for summer program dates: June 15, XXXX to August 15 XXXX

#### Desired Characteristics

- **Adobe Creative Suite** (Photoshop, Illustrator, After Effects, etc.)
- **InDesign**
- **Typography & Logo Design**

← (Desired skills)

#### About Us

- The NBCUniversal Internship Program is an experience like no other. We offer diverse opportunities with unique internships across our iconic portfolio of brands. Through unparalleled access to the best in the business, hands-on training & one-of-a-kind networking events, our interns have the chance to influence change. Our interns are ambitious, innovative, and savvy; they shape how we do things. Here you can contribute as content creators, problem solvers & innovators. Here you can learn the power and possibilities of media and technology. Here you can go far.

# JENNA SMITH

graphic designer

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## CONTACT

860.331.6154

jsmith@gmail.com

3461 West McCalland Drive  
Jackson, WY 83001

## PROFILE

Entry level professional possessing strong skills in graphic design and marketing with an exceptional ability for creative thinking and project design. Skilled multitasker with ability to bring simultaneous graphic design projects to completion with complete efficiency and accuracy.

## EDUCATION

**Skidmore College** May XXXX  
*Saratoga Springs, NY*

Bachelor's of Science  
Major: Management and Business  
Minor: Studio Art

**Parsons School of Design** XXXX - XXXX  
*New York, NY*

## SKILLS

Adobe Photoshop

Adobe InDesign

Social Media

Photography

Outdoor Leadership

## PROFESSIONAL EXPERIENCE

**Graphic Designer** XXXX - Present  
*Skidmore College Career Development Center*

Develop design and content to promote career development events.  
Create logos for Career Development recruitment events.  
Use graphic design to market and brand the Career Center.

**Marketing intern** XXXX - XXXX  
*Taylor Piggott Gallery, Jackson, WY*

Created advertisements to run in local newspaper.  
Assisted with contemporary art and fine jewelry sales.  
Managing social media accounts and constant contact email.  
Photographed new jewelry inventory.

**Stylist**  
*Free People, New York, NY*

Assisted customers with clothing styles and sizes  
Opened new Free People store at Chelsea Market  
Decorated in-store clothing displays.

## PROFESSIONAL DEVELOPMENT

National Outdoor Leadership School(NOLS)  
Wilderness First Aid

RISD Premiere Pro editing course

AIRE Avalanche Course

President, Skidmore Snow Sports Club

**Fashion Intern** XXXX - XXXX  
*Lisa Lawrence Consulting, New York, NY*

Created marketing material to promote fashion brands.  
Planned events for designers and models.  
Assisted with photoshoots for seasonal catalogs.

Sample Cover Letter #6:

Jenna Smith  
64 Chelsea Court  
Needham, MA 12983  
860.331.6154 / jsmith@gmail.com

Date

Mr. Thomas Cleaver  
H.R. Manager  
NBCUniversal

**Re: Graphic Designer**

**(Based on the job description, use key words to highlight the reasons why you are the perfect candidate for the job.)**

Dear Mr. Cleaver,

Please accept my application for the position of Graphic Designer advertised for NBC Universal. I hold a Bachelor of Science in Management and Business and a minor in Studio Art, with one year's experience working in the Career Development Center at Skidmore College as a **graphic designer**. In my recent position, I am responsible for **creating creative design solutions** and **logos** with high visual impact to promote events and programs on campus.

As a graphic designer, I have **developed design briefs** by gathering information and data through research, **thinking creatively to produce new ideas and concepts**, and proofreading to **produce accurate and high-quality work**. In addition, I have always possessed an exceptional creative ability and advanced knowledge of adobe products, especially **Photoshop, Illustrator, and Dreamweaver**.

My **attention to detail** and **excellent design skills** ensures that every graphic project I work on is completed accurately and to the highest possible standard. My **strong verbal** and **written communication skills** and positive attitude make me an **effective communicator** with clients and team members.

I look forward to the opportunity of discussing my application with you further and ways that I can significantly contribute to the ongoing success of NBC Universal. I will contact you in one week to ensure you have received my application materials.

Yours sincerely,

*Jenna Smith*

Jenna Smith

**The Career Development Center offers daily drop-in hours for quick resume and cover letter reviews with our Career Coaches or E-Resume Reviews by sending your resume or cover letter to [careercorps@skidmore.edu](mailto:careercorps@skidmore.edu).**