

SAMPLE RESUMES, COVER LETTERS, AND POSITION DESCRIPTIONS

A resume and cover letter should always work together as a team to respond to the **specific** skills and qualifications sought in the position description.

For this reason, each sample resume-cover letter pair that follows is preceded by the corresponding job or internship description.

We suggest you:

- Review the descriptions and identify the keywords and field-specific terms in each.
- Notice how each cover letter cites **specific** examples from the partner resume that show where the match is between the applicant and the position, focusing on results and accomplishments.
- Consider how the information on each resume, the categories chosen, and the language style used respond to the **specific** wording of the companion description.

Feel free to get help from the CDO as often as you like with your resume, cover letters, or any aspect of your search.

Harlem RBI REAL Kids Summer Program Internship

Harlem RBI (Reviving Baseball in Inner Cities) seeks dynamic, motivated individuals to serve as interns in an innovative program for 9-12 year-old youth in East Harlem, New York City. Our REAL Kids (Reading and Enrichment Academy for Learning) program provides youth with a full day of educational, enrichment, and baseball activities designed to foster a positive and supportive learning environment.

Interns work directly with inner city youth and work independently to create and initiate new activities. Tasks can include:

- Serving as an assistant teacher in an innovative, literacy-based enrichment program
- Coaching and organizing baseball and softball teams for 9-12 year olds
- Collaborating with a co-coach and head teacher to design and document lesson plans and practice sessions
- Leading recreational activities and off-site enrichment field trips

Ideal candidates:

- Have experience working with children
- Are interested in and motivated to work with inner city youth
- Have the ability to take initiative and maintain flexibility
- Enjoy working independently as well as collaborating with others in a team environment
- Have a desire to do good and do it well
- NOTE: Knowledge of baseball/softball is helpful but not required

Mission Statement:

Harlem RBI is a private, non-profit organization located in East Harlem, New York. Its mission is to use baseball, softball, and the power of teams to provide inner city youth with opportunities to play, to learn, and to grow, inspiring them to recognize their potential and realize their dreams.

Interested applicants should send a resume and cover letter addressing why the applicant is interested in working with Harlem RBI, as well as the skills and prior experiences that the applicant will contribute to a successful summer program. Mail to:

REAL Kids/Harlem RBI
333 East 100th Street
New York, NY 10029
NO PHONE CALLS PLEASE.

For more information, visit us at www.harlemrbi.org.

EMILIA RENZI

Smith College Box 1234, Northampton, MA 01063 (413) 585-1234 erenzi@smith.edu
3478 Mango Ridge Road, Ocala, FL 34471 (352) 334-7894

December 8, 2009

Cat Goddard
Assistant Director
REAL Kids/Harlem RBI
333 East 100th Street
New York, NY 10029

Dear Ms. Goddard:

I am pleased to submit my application to be a teacher/coach with the 2010 REAL Kids/Harlem RBI summer program. A first year student at Smith College, I was immediately drawn to this position as an opportunity to make a positive difference in the lives of inner city youth.

As my resume shows, I have extensive experience working with children. As Assistant Coach of the Marion County Youth Softball League, I co-coached a team of beginning softball players, girls ages 10 and under. By designing fun, non-competitive practice sessions I motivated the team members to strive for their personal best. As the girls' skill level increased, so did their self-esteem and understanding of teamwork. Some later reported greater success working on group projects in school as a result.

Previously, as Arts Leader for Fine Arts for Kids in Miami, I taught arts and crafts to Hispanic youth, many whose schools had eliminated arts courses due to city budgetary constraints. Working with limited resources, I developed activities to enrich the children's appreciation of art, such as creating hands-on projects with household recyclables and initiating cost-free field trips to local arts organizations. Helping such a high-energy group of children focus their attention is a whole new way was an accomplishment that sparked my interest in working with youth as a career.

As a teacher/coach with REAL Kids/Harlem RBI I hope to share with my students the important lessons about teamwork, leadership, and motivation I have learned from softball. I owe my academic success in large part to the committed coaches I have had since joining my first softball team at age six. I am excited by the prospect of similarly inspiring your students to play, learn, and grow this summer.

I am available at your convenience for an in-person or phone interview, and I look forward to hearing from you soon.

Sincerely,

← **NOTE: If postal mailing, skip four spaces and sign in dark ink.
If emailing, double-space between closing and name.**

Emilia Renzi

EMILIA RENZI

Smith College Box 1234, Northampton, MA 01063 (413) 585-1234 erenzi@smith.edu
3478 Mango Ridge Road, Ocala, FL 34471 (352) 334-7894

EDUCATION

Smith College, Northampton, MA

B.A. degree expected May 2013 Intended major: Sociology

Vanguard High School, Ocala, FL

Graduated June 2009

Honors: National Honor Society (inducted as junior); Honor Roll (all 4 years)

Computer Skills: MS Word, Excel, PowerPoint

Languages: Fluent Spanish

RELATED EXPERIENCE AND COMMUNITY SERVICE

Assistant Coach, Marion County Youth Softball League, Ocala, FL (Summers 2008 and 2009)

Helped plan and lead practice sessions to develop beginning level softball skills for 12 girls ages 10 and under twice weekly. Designed sessions with focus on players' self-esteem, motivation, and teamwork skills.

Member, Anchor Service Club, Vanguard High School, Ocala, FL (2005-2009)

Participated in community volunteer projects. Supported and sponsored 2-3 families during holiday time. Assisted at several town events. Wrapped holiday presents at mall. Projects received awards from National Association of Anchor Service Clubs.

President, Spanish Club, Vanguard High School, Ocala, FL (2007-2008)

Conducted meetings for 15 members. Organized activities and fundraisers including candy sale and holiday food and toy drive. Helped plan and implement school-wide Mardi Gras attended by 250 students. Collaborated with faculty advisor. Active member for two years before election as President.

Arts Leader, Fine Arts for Kids, Miami, FL (2006-2007)

Led arts and crafts activities and cost-free field trips for 10 children ages 6-9. Designed projects using items from local recycling center. Maintained and replenished art materials and kept area clean and safe. Discussed children's progress with parents or guardians at drop-off and pick-up times.

Other Activities: Fastpitch Varsity Team; Shocker Park All-Star Travel Softball Team; Slowpitch Varsity Team; JV Soccer Team; Symphony Under the Stars Volunteer.

ADDITIONAL EXPERIENCE

Waitress, Friendly's Restaurant, Ocala, FL (Summers 2007-2009)

Provided polite and attentive customer service during hectic 3-hour lunch and dinner shifts. Covered 5-6 tables totaling 20+ customers. Coordinated birthday parties for 10-15 children ages 6-12. Served as dining room hostess while handling busy ice cream walk-up window. Praised by manager for skillful handling of challenging customers.

The Philadelphia Orchestra Marketing Internship

The Marketing Intern will assist in organizing communications about The Philadelphia Orchestra summer Neighborhood Concerts. The Marketing Intern will help to organize and maintain communication between The Philadelphia Orchestra, members of Campus Classics, and colleges and universities. The Marketing Intern will oversee distribution of Orchestra materials as well as participate in the analysis of campaigns and surveys. The Marketing Intern will also provide concert support when assigned and administrative support to the Marketing Department.

Essential Functions:

- Maintain marketing materials, advertising schedule, and web activity for Campus Classics, The Philadelphia Orchestra's program for college students; maintain communication between the Orchestra, members of Campus Classics, and colleges and universities.
- Participate in the analysis of single ticket campaigns, subscription campaigns, and patron surveys.
- Assist with daily and weekly sales analysis and budget reporting.
- Oversee distribution of The Philadelphia Orchestra materials.
- Provide concert support for The Philadelphia Orchestra concerts, as well as special event concerts and free neighborhood concerts.
- Provide administrative support to the Marketing Department including Group Sales.
- Other duties as assigned.

Minimum Qualifications:

- Interest or experience in marketing and statistical analysis a plus.
- Strong communication skills.
- Strong writing skills.
- Proficient in Microsoft Office.
- Project management skills.

This is a full time (35-40 hours per week) internship. Some evening and weekend work required.

Elizabeth M. Page

Smith College, Box 1111 | Northampton, MA 01063 | 413.555.1212 | epage@smith.edu

January 16, 2010

John Smith
The Philadelphia Orchestra Association
260 South Broad Street, 16th Floor
Philadelphia, PA 19102

Dear Mr. Smith:

I am writing to express my interest in the Marketing Intern position available this summer at The Philadelphia Orchestra Association. I am a junior at Smith College with both interest and experience in music and marketing, and I am confident that my background and qualifications are a good fit with your organization's needs.

As my resume indicates, I currently serve as Marketing and Public Relations Manager for the Smith College Smiffenpoofs, the oldest female collegiate a cappella singing group in the nation. Most notably, my efforts resulted in a 10% increase in concert ticket and CD sales last year. I am very familiar with marketing to college campuses and the college-age audience; I believe this knowledge will be an asset to The Philadelphia Orchestra Association.

In addition, I have developed strong analytical and statistics skills through my coursework at Smith. Specifically, I have taken Research Design and Analysis, and Statistical Methods for Undergraduate Research, both of which have honed my skills in data collection, data description, statistical inference, and techniques for analyzing both quantitative and qualitative data.

I have long been an active participant and supporter of the arts. I was first exposed to The Philadelphia Orchestra growing up in upstate New York. Attending summer performances at the Saratoga Performing Arts Center I gained a keen understanding of and appreciation for the breadth and depth of live performance. The Marketing Intern position interests me as an opportunity to contribute my analytical and marketing experience while learning about the business side of the arts.

I welcome the opportunity to talk with you further about my interest in The Philadelphia Orchestra Association. I am available for a phone interview or I can travel to meet in person during my spring break, March 15-19. I will follow up with you next week to see if we can arrange a convenient time to speak.

Sincerely,

Elizabeth M. Page

Elizabeth M. Page

Smith College, Box 1111 | Northampton, MA 01063 | 413.555.1212 | epage@smith.edu

EDUCATION

Smith College, Northampton, MA

BA, Psychology (Expected May 2011)

Related Coursework: Research Design and Analysis; Statistical Methods for Undergraduate Research; Seminar in Latino/a Identity; Social Psychology

RELATED EXPERIENCE

The Smiffenpoofs, Smith College

Marketing and Public Relations Manager

Northampton, MA

2009 - Present

- Oversee all marketing, public relations, and media outreach for oldest female collegiate a cappella singing group in the nation
- Delivered 10% increase from previous year in concert ticket and CD sales through new marketing efforts
- Write and distribute marketing materials, press kits, and press releases; serve as liaison to press contracts and reporters
- Coordinate radio appearances for the group at college radio stations
- Secure in-kind donations for events and CD release parties
- Work closely with treasurer to track and analyze ticket and CD sales from concerts and performances
- Create brochures, flyers, and e-postcards to promote upcoming events and concerts and the Smiffenpoofs; use Adobe Illustrator to create collateral materials

ADDITIONAL EXPERIENCE

Smith College Office of Advancement

Phonathon Caller

Northampton, MA

June 2008

- Cold-called alumnae and parents to update them on current events at Smith and to encourage them to financially support the college and upcoming initiatives

The Scoop

Server

Beverly, MA

Summer 2007

- Maintained high level of customer service in high-traffic beach front ice cream store; served 75+ customers hourly
- Handled cash transactions and oversaw daily bank deposits
- Cleaned and closed store nightly; communicated with store manager regarding supplies and machine maintenance

SKILLS

Macintosh and PC fluency; proficient in Microsoft Word, Excel, and Publisher; Adobe PhotoShop and Illustrator; knowledge of Internet research and LexisNexis

Analyst, Barclays Capital Investment Banking and Debt Capital Markets

Our Analysts fulfill a multitude of roles across the business. To become an Analyst at Barclays Capital you need at least an outstanding undergraduate degree. Work experience gained through internships can also be an advantage. Applicants need to be highly intelligent and numerate, with strong communication skills. Fluency in more than one language is an asset and the ability to work as part of a team is essential.

The Investment Banking and Debt Capital Markets area exists to provide effective global 'multi-product' solutions for clients seeking to raise capital or manage their risk exposure. As a result, Analysts within the team work in close contact with our client groups which are structured by geography and sector. Extensive research, internal briefings, and presentations are involved in the search for a client solution. Once these solutions are approved, models are built that provide the client with accurate projections. This role involves creative thinking, maintaining relationships, and providing the full range of the firm's services to the client – government agencies or corporate clients looking to raise capital.

Generating new business is an important part of the role. It demands an understanding of complex products and their pricing, as well as looking at issues from different angles and creating alternative ideas. Looking at the bigger picture in terms of client needs and wider market issues is also important. As such, you may spend your time developing ideas and solutions to pitch to clients. Following that, you may work on live deals involving products such as bonds, equity and credit derivatives, securitization, loans, foreign exchange, interest rates, and commodities.

Fundamental analysis and research into companies and markets is the starting point in Investment Banking and Debt Capital Markets. This offers an opportunity to work with teams across the firm, delivering more integrated solutions for our clients and across all areas of financing and risk management services. As relationship management skills develop you will be given more responsibility for client relationships.

Training

From the moment you accept a job at Barclays Capital, you are offered the opportunity to participate in the pre-employment Global Campus Training Program. This is web-based training that focuses on product education. It is designed to give you a fundamental knowledge of products prior to joining the Graduate Program including an excellent understanding of the financial markets in which we operate, as well as the products, instruments, and services offered by Barclays Capital. This creates a strong platform on which to build more in-depth specialist expertise relevant to your chosen area. Upon joining the firm you will participate in the Graduate Training program at our London headquarters. The Graduate Program takes learning one step further, incorporating practical applications through a variety of case studies, workshops, and presentations. Once you return to the US, you will participate in many programs including product knowledge sessions, online tutorials, and our mentor program.

Qualifications

- Strong-to-superior verbal, quantitative, and analytical skills
- Resourcefulness, team orientation, enthusiasm, and an entrepreneurial spirit
- Proven leadership qualities, a strong work commitment, and high ethical standards
- Minimum GPA of 3.2
- Knowledge of another language desired

For additional information or to apply for an opportunity, please visit www.barclayscapital.com/campusrecruitment.

MARGOT A. PÉREZ

Smith College, Box 1111, Northampton, MA 01063 ▪ 413.585.1111 ▪ mperez@smith.edu

October 22, 2009

Jane Doe
Hiring Manager
Barclays Capital
Investment Banking Division
200 Park Avenue
New York, NY 10166

Dear Ms. Doe:

I am a senior economics major at Smith College very interested in the investment banking analyst program at Barclays Capital. After researching Barclays and attending the recent on-campus information session, I believe my finance experience combined with my quantitative, teamwork, and communication skills – including foreign language fluency – make me well-suited to this opportunity.

As my resume shows, last summer I interned at Morgan Stanley where I sharpened the research and analytical skills gained during Smith courses such as econometrics and international finance. Preparing pitch books and analyses for client presentations as part of a deal team, I learned how client needs are best met while working under the pressure of time. For example, my analysis of potential investors, buyers, and acquisition targets was highly quantitative, yet our team goal was always to present the information in an accessible, concise format, while being fully prepared to respond to clients' questions during the pitch.

Throughout college, I have balanced rigorous academics with campus jobs and volunteer work with our local Big Brothers/Big Sisters, an organization from which I benefited growing up in New York City. As current treasurer of Smith's Student Government Association, I have proven my ability to maintain a high level of productivity and energy while administering financial transactions for over 120 student organizations and overseeing a \$500,000 budget. I am as proud of the contributions I've made to my community as I am of my 3.7 GPA, making Barclays' commitment to programs such as the Workplace Mentoring Program of Big Brothers/Big Sisters NYC one of many reasons I'd like to join your team.

I'm attracted to the firm's practice of bringing together a flat hierarchy of diverse team members, each with the opportunity to make a difference through creative problem solving, as this is how I've discovered I work best. The firm's "client is first" philosophy, team-based problem solving approach, and global market position coupled with its strong earnings report since last year's purchase of Lehman's North American investment banking assets makes Barclays Capital an exciting place to build my career.

I would welcome the opportunity to talk with you further about my qualifications, experience, and interest in the analyst program at Barclays Capital. Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Margot A. Pérez

MARGOT A. PÉREZ

Smith College, Box 1111, Northampton, MA 01063 ▪ 413.585.1111 ▪ mperez@smith.edu

EDUCATION

Smith College, Northampton, MA

Bachelor of Arts, expected May 2010; Major: Economics; GPA: 3.7

Related Coursework: Econometrics, Statistics, Money and Banking, Financial Accounting, International Finance, Game Theory, International Trade and Commercial Policies

Université de Genève, Geneva, Switzerland; Smith College Junior Year Abroad Program (2008– 2009)

EXPERIENCE

June – August 2009

Morgan Stanley, New York, NY

Investment Banking Intern

- Helped prepare pitch books for client presentations, including shareholder information, earnings vs. expectations charts, and indexed stock pricing graphs
- Built financial models for leveraged buyouts and credit review
- Researched potential investors, buyers, and acquisition targets
- Used Bloomberg to prepare graphs on daily market performance and earnings estimates

June – August 2008

New York City Economic Development Corporation, New York, NY

Internal Audit Intern

- Reviewed and analyzed legal documents to synchronize fiscal information among departmental databases
- Prepared audit information to be sent to independent auditors at close of fiscal year

LEADERSHIP

2009 – Present

Smith College Student Government Association (SGA)

Treasurer

- Write SGA budget for fiscal year; successfully manage all accounting transactions
- Oversee application and allocation process of three SGA Cabinet funds for student body at large; assist organizations with fiscal needs

2007 – 2008

Student Finance Committee

- Allocated \$500,000 student activities budget for college's student organizations

2007 – 2008

Bangs Community Center, Amherst, MA

Big Brother/Big Sister Volunteer

- Created and implemented programs and activities for 5 children in kindergarten through 5th grade

ADDITIONAL EXPERIENCE

2008 – Present

Career Development Office, Smith College

Student Worker/Receptionist

- Answer phones and greet clients in busy, high-traffic student services office

COMPUTER AND LANGUAGE SKILLS

Bloomberg, Mathematica, SPSS, Microsoft Word, Excel, PowerPoint

Fluent French and Spanish

Communications Assistant, the CAIA Association

The CAIA Association is a global non-profit in the area of professional credentialing for finance practitioners.

Location:

Amherst, Massachusetts

Position Overview:

This position will support the strategic objective of promoting the organization and providing a high quality of service for its membership by implementing and executing communications programs and development activities. These activities shall include, but not be limited to, media partnership development, marketing management assistance, membership chapter support services, conference and event strategies, and copywriting of all types of communications.

Responsibilities:

Under the direction of the Directors of Marketing, Member Services and Global Events, the Communications Assistant is responsible for:

- Creating, copywriting and updating Association newsletters and updates; Annual Report, presentations, and other communications and collateral. Drafting and oversight of collateral design.
- Copywriting and updating website content.
- Establishing and implementing corporate communications and media partnership tracking systems and managing communications calendar. Providing email and telephone support for inquiries from membership and the public
- Developing and managing event itineraries, registrations and travel arrangements; off-site collateral placement; and follow-up communications and tracking.

The ideal candidate will possess the following skills:

- Excellent written and oral communications skills
- Experience working in all Microsoft Office programs (Access optional but preferred)
- Must show initiative and have experience working in a team environment
- Must be comfortable learning new technology systems
- Basic HTML and wiki experience preferred

Competitive salary, full benefits.

Interested candidates should mail resumes to:

Search Committee: Communications Assistant
The CAIA Association
29 South Pleasant Street
Amherst, MA 01002

Resumes can also be sent to marketing@caia.org.

February 3, 2010

Suzan Smith
742 Evergreen Terrace
Springfield, MA 01103
(413) 387-4321

Search Committee: Communications Assistant
The CAIA Association
29 South Pleasant Street
Amherst, MA 01002

To the Search Committee:

I am a Smith College senior writing to express my interest in the Communications Assistant position posted in our Career Development Office job database. A go-getter with strong communication and technology skills, I'm confident I could make an immediate contribution to the CAIA team.

As my resume demonstrates, I have solid experience developing communications and publicity strategies that produce results. In spring 2008 for example, I assisted with promotion and planning for a two-day business leadership conference for women in New England. I communicated with regional businesses and colleges and created a website and publicity materials using Dreamweaver. My talent for managing logistics helped the conference go off without a hitch while my creative efforts increased visibility and attendance (by 15%) from previous years. Similarly, as an intern for Smith's Poetry Center I initiated and maintained new promotional contacts that built exposure for our upcoming events.

CAIA's team-oriented focus and the value placed on taking initiative greatly appeal to me. This environment sounds identical to the newsroom at CNN where I gained writing and editing experience as an intern last summer researching, creating, and updating web content including CNN's entry on Wikipedia. Along with my creative skills I offer CAIA administrative and technology skills gained as an office assistant on campus.

I am very excited about contributing my creativity and communication skills to CAIA's goals of expanding promotional efforts while providing exceptional customer service. I look forward to speaking with you soon about my interest in the Communications Assistant position at CAIA.

Sincerely,

Suzan Smith

Note #1: A non-personalized greeting – ex: “To the Search Committee” – should only be used if you cannot get an actual name by emailing or phoning the organization.

Note #2: Certain wording in this letter – ex: “go getter” and “without a hitch” – is appropriate for more creative fields such as marketing, PR, or advertising. This language style should not be used for more conservative industries such as finance. Always gear the tone of your letter to your reader.

SUZAN SMITH

742 Evergreen Terrace, Springfield, MA 01103
(413) 387-4321 ssmith@smith.edu

EDUCATION

Smith College, Northampton, MA
Bachelor of Arts degree expected May 2010
Major: The Study of Women and Gender; GPA 3.6

COMMUNICATIONS EXPERIENCE

News Intern, June - August 2009
CNN, New York, NY

- Collaborated with production and reporting teams to create and update website content
- Researched, wrote, and posted company data on Wikipedia
- Contributed to story research for finance and business reports
- Researched and documented stock footage; entered information into database

Intern, September 2008 - May 2009
Poetry Center at Smith College, Northampton, MA

- Designed, wrote, and edited publicity materials for visiting poets
- Publicized readings, researched alumnae poets and poetry centers nationwide; attended Poetry Center Committee meetings with director and other faculty members

Assistant to Event and Volunteer Coordinator, February - May 2008
Women in Business Leadership Conference, Northampton, MA

- Planned and executed publicity campaign for 200+ colleges and media organizations throughout New England; strategies increased attendance 15% from previous years
- Created dynamic website using Dreamweaver (<http://www.smith.edu/Women/conference/>)
- Assisted in planning conference events and schedules
- Coordinated panelists' hotel and travel; managed schedule for 50 panelists and participants

SUPPORTING EXPERIENCE

Board Member, September 2008 - May 2009
Smith College Judicial Board, Northampton, MA

- Evaluated and ruled upon alleged cases of ethics and code violations

Office Assistant, September - December 2007
Smith College Student Affairs Office, Northampton, MA

- Supported office scheduling and assisted with management of staff itineraries
- Actively responded to phone and email inquiries
- Used MS Excel for office database management

COMPUTER SKILLS

MS Word, Excel, Access, Publisher, PowerPoint; Dreamweaver; HTML