

OFFICE OF CAREER DEVELOPMENT
www.smcvt.edu/career

INTRODUCTION

This booklet is designed to introduce you to specific skills which will be critical to you in your career development: writing your resumé and preparing professional letters.

If you do not think you are ready to do these things, think again! The earlier you begin, the more time you will have to fine-tune these skills. It does not take a huge time investment, and most students are surprised at how well they can present themselves on paper and in person when they have finished.

No idea what you are looking for? That is fine, too. The Office of Career Development offers a range of services to help you figure out your career direction and take steps to achieve your goals. We can provide expert help in all of these areas, but it is up to you to get involved.

This booklet focuses on resumés, cover letters, and other forms of professional correspondence. The career development staff, located in the Office of Career Development in Klein, offer a much wider range of services to students at all stages in their career development, including:

- Individual career advising
- Computerized career guidance programs
- Graduate school advising
- Career Advisory Network-informational interviewing with alumni/ae
- On-campus recruiting
- Presentations on specific companies, organizations, and career fields
- Workshops on job-search strategies, interviewing skills, and business etiquette
- Practice interviews
- Maintenance of reference files

OFFICE HOURS

Main Office (802) 654-2547

Monday – Friday 8:00 am to 12:00 noon
 1:00 pm to 4:30 pm

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WRITING A RESUMÉ

One of the first steps in a successful job search is to develop your resumé. A resumé is a short, easy-to-understand formal summary of your background; it is not an autobiography. It is important because it may be the only exposure that an employer has to you. A resumé will not get you a job, but it may get you an interview. Considering that employers may only spend 15-20 seconds scanning your resumé, the importance of an attractive resumé cannot be overemphasized.

At the Office of Career Development we can assist you with your resumé from initial draft to final printing. Included in this booklet are sample formats and examples of resúmes written by former Saint Michael's students. Different formats can help you to change the way in which you highlight your experience, depending on the type of position you are seeking. Preparing several versions of your resumé is a good idea, especially if you are interested in more than one career area. Whichever format you do choose, you should attend a resumé workshop first to learn how to begin. Also, be sure to have a career counselor critique your drafts before you have your resumé printed.

TYPES OF RESUMÉS

A. Chronological

This type is easiest to write and the most commonly used. Jobs and other experiences are listed in reverse chronological order, i.e., most recent first. Employment dates can be at the beginning or end of your descriptions. This method is often used by college students and graduating seniors since they may have limited professional job experience.

B. Functional

This format is designed to emphasize the qualifications, skills, and related accomplishments of the applicant, with less emphasis on employment dates or titles. The skills that you have acquired through all of your experiences are highlighted under special headings of your choice (i.e. management, communications, training, administration, personal skills), rather than described for each individual job. Functional resúmes can be more effective for people with considerable experience or those changing careers.

C. Combination

This format combines both the chronological and functional. It allows you to stress skills and competencies, while providing the employer with information on specific jobs in your work history.

A STEP-BY-STEP APPROACH

When you sit down to write your resumé, remember that this is your opportunity to make the best possible impression on your prospective employer. It is helpful to go through the process step by step. Here are seven logical steps to assist you in designing a resumé that will show your experience and skills in the best light.

1. **Analyze your accomplishments and discover your skills.** Review everything from your educational and work history to your personal strengths, skills, interests, awards, and honors. What have you done and what do you do best?
2. **Plan layout.** Your resumé should be attractive and easy to read. Entries should be listed in reverse chronological order with specific headings. Your skills, accomplishments, and relevant experience should catch an employer's attention.
3. **Prepare the first draft.** Get it all down on paper even if the final draft is a long way off. Type it out and bring the rough first draft to the Office of Career Development for review.
4. **Critique and edit.** Have other people look at your draft. Consult with someone who has knowledge of hiring practices, resumé writing, or your career field. Get some reactions and revise your resumé based on the critique and your common sense. Be honest about your experiences and be thorough in proofreading. Accuracy in content, grammar, and spelling is essential in a resumé.
5. **Your resumé should be printed on quality bond paper with letter quality print.** Try out different fonts to find your own personal style. Be consistent; don't use too many different typefaces or forms of emphasis.
6. **Prepare a cover letter for each employer you contact.** This is a brief business letter of introduction that states your desire to seek employment with that employer and highlights some of your qualifications. There is more information about cover letters later in this booklet.
7. **Remember the resumé is your document.** You need to feel comfortable with what is written about you so that you will enter the interview with confidence and ease. Your preferences about the format and presentation should be considered first and foremost.

DESIGNING YOUR RESUMÉ

Generally, the following items are considered to be of value in a resum .

1. **Identifying Data:** Name, address, telephone number and e-mail address.
2. **Career Objective:** Statement of career aspirations or professional objectives. This is optional.
3. **Educational Background:** Degrees received or pending, majors, minors, grade point average, academic accomplishments, honors, scholarships, assistantships, study abroad, related course work, or continuing education. May also include licensures, certifications, language fluency, computer skills, and laboratory skills where applicable.
4. **Professional Experiences:** Internships and work in your field of interest, whether paid or volunteer. These should demonstrate skills, abilities, accomplishments, and responsibilities related to professional goals.
5. **General Work Experience:** Full-time or part-time employment positions that are not directly related to your professional goals, but demonstrate skills, responsibility, and work history that might interest a prospective employer.
6. **Additional Information:** Collegiate, community, or professional memberships and activities, hobbies, interests, travel, or military service.

Using Action Words

Here are some suggestions for selecting words and phrases.

1. Use action words in short, clearly written phrases.
2. Use the minimum number of words necessary to convey accurately what you wish to say.
3. Select words that will mean something to the person who will read your resum . If possible, use the jargon of your chosen field where appropriate.
4. Avoid introductory phrases such as "my duties included" or "I was in charge of."
5. List accomplishments and outcomes whenever possible to complement the description of duties.
6. Always keep the needs of the employer in mind. In the initial stages of review and discussion, employers want to know what you can do for them. Keep that in mind as you present yourself on paper and in person.

Here are some examples for using action words in phrases.

1. Planned and implemented learning center activities for grades 6 to 8.
2. Researched and evaluated program proposals, resulting in greater cost effectiveness for company.
3. Trained and supervised new employees.

ACTION VERB LIST

(helpful in writing resumés)

accelerated
accomplished
achieved
adapted
administered
aided
allocated
amplified
analyzed
answered
appointed
approved
arbitrated
arranged
assisted
assumed
awarded
began
broadened
built
calculated
catalogued
chaired
compiled
completed
conceived
conducted
constructed
consulted
contracted
contrived
controlled
cooperated
coordinated
counseled
created
delegated
demonstrated
designed
determined
developed
devised
devoted
diagrammed
directed
displayed
distributed
documented
edited

effected
eliminated
employed
established
evaluated
examined
expanded
expedited
extended
fabricated
focused
fortified
founded
generated
guided
handled
harmonized
headed
implemented
improved
incorporated
increased
influenced
initiated
installed
instituted
instructed
interpreted
introduced
launched
led
lectured
listed
maintained
managed
modified
monitored
motivated
negotiated
observed
operated
organized
oriented
originated
overhauled
participated
performed
planned
pinpointed

prepared
presented
preserved
processed
produced
programmed
proposed
provided
received
recommended
recorded
recruited
rectified
reduced
reestablished
regulated
rehearsed
reinforced
reorganized
researched
reshaped
restituted
restored
revamped
reviewed
revised
scheduled
selected
set up
simplified
solved
specialized
streamlined
structured
substituted
suggested
supervised
supported
systematized
taught
trained
tutored
unified
used
utilized
volunteered
widened
worked
wrote

Mary Skillsetti

School Address

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Home Address

411 Candoo Road
Pelham, NY 10803
(914) 738-0000
ms25@aol.com

EDUCATION

Saint Michael's College, Colchester, VT
Bachelor of Arts in History, May 2010
Saint Michael's College Scholarship, 2006-2010

BUSINESS COURSES

Foundations of Business
Marketing
International Marketing
Management and Organizational Behavior
Management Information Systems

SKILLS

Computer experience with Microsoft Office XP: Access, Excel, PowerPoint, Publisher, Word, & Outlook, Adobe Dreamweaver, and Photoshop

BUSINESS EXPERIENCE

Marketing Administrative Assistant, Blodgett Corporation, Burlington, VT
Re-created oven spec sheets, answered information requests online, created promotional coupons, organized trade show information. Performed Internet research, data entry, and clerical work. Summer 2009

Sales Assistant, JoAnn Fabrics, South Burlington, VT Cut, organized, and reshelved fabric; assisted and advised customers on choices of fabric, pattern, and design. February to May 2009

OTHER EXPERIENCE

Waitress, Papa Franks Restaurant, Winooski, VT Set up restaurant, work the register, seat people, take orders, and deliver food. Strive to make people's dining experience enjoyable. May 2007 to present

Library Administrative Staff, Saint Michael's College Library Provided administrative support for Assistant to the Director. Opened and sorted mail, prepared and updated spreadsheets, answered phones. Faxed and filed paperwork. Academic years 2006-2010

ACTIVITIES/ INTERESTS

Volunteered for World AIDS Day, December 2010
Varsity Field Hockey, 2006-2007
Running, sewing, and jewelry making

References available upon request

RITA FUNRUN

rfunrun@smcvt.edu

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Richford, VT 05476
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Current Address
Saint Michael's College
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Colchester, VT 05439
Phone: (802) 654-0000

- OBJECTIVE** To obtain a management/marketing position in the sports industry.
- EDUCATION** Saint Michael's College, Colchester, VT
Bachelor of Science in Business Administration, December 2010
- Franklin Pierce College, Rindge, NH
September 2006 – May 2007
- EXPERIENCE** Operations Manager, Vermont Voltage Semi-Professional Soccer Club, St. Albans, VT; United Soccer Leagues, Tampa, FL
Summers 2009 – 2010
Worked as the head of all off-field operations, including player registration, game day operations, public relations, team marketing and sponsorship packages, visiting team travel arrangements, merchandise management, and staff supervision.
- Self-employed Exterior/Interior House Painter, Franklin County, VT
Summers 2005 – 2008
Self-employed for four summers as a house painter performing all prep and finish tasks of exterior and interior house painting. Promoted business, negotiated contracts, ordered supplies, and performed work on site.
- Administrative Assistant, Student Life Office, Saint Michael's College
Fall Semester 2008 – Fall Semester 2010
Set up appointments for students, answered questions on housing and College policies, and helped coordinate drug and alcohol education.
- ACTIVITIES AND AWARDS** United Soccer Leagues' 2009 Progress Award (out of 90 teams)
Mobilization of Volunteer Efforts Little Brother/ Little Sister, 2007-2009
Volunteer, KeyBank Vermont Marathon, 2008-2009
Dean's List, Franklin Pierce College, Fall 2006
- SKILLS** Language: working knowledge of Spanish
Computers: experience with Microsoft Word, PowerPoint, Excel, Access, Outlook, and Internet
- INTERESTS** Playing guitar, traveling, and physical fitness.
- REFERENCES** Available upon request.

James R. Able

Home Address

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School Address

Box 0000
Saint Michael's College
One Winooski Park
Colchester, VT 05439
(802) 654-0000

Objective

A challenging position in business utilizing my economics, finance, and computer background.

Education

Saint Michael's College, Colchester, VT
Bachelor of Arts in Economics, May 2010
Minor in English

Skills

- Excellent leadership skills; team player
- Strong quantitative skills
- Basic conversational ability in Japanese

Relevant Experience

RESEARCH ASSISTANT to Director of Research, Hill Associates, Colchester, VT
Conducted research on a wide variety of subjects in the field of telecommunications. Oversaw the company library; maintained computer files on collections and borrowers. Launched a new library automation system: assessed company needs, researched systems, contacted vendors, and made suggestions regarding system for purchase. Full-time summers, part-time academic year.
April 2008-June 2010

STUDENT ASSISTANT to Director of Special Events, Saint Michael's College
Scheduled, coordinated, and confirmed dates, facilities, and set up for workshops, lectures, and special events for faculty, staff, and students. Served as a resource and host for speakers when needed. Academic years 2008-2010

Additional Employment

ATTENDANT at Bluff Point Golf and Country Club, Plattsburgh, NY Summers 2006 and 2007

Activities and Interests

- Volunteer at homeless shelter
 - Conducted five-month research project culminating in senior thesis: The Effects of a Lack of Affordable Housing on Homelessness in Burlington, Vermont.
- Intramural sports: basketball, indoor soccer, and racquetball
- Reading, playing sports, hiking

References

Available upon request: Office of Career Development, Saint Michael's College, One Winooski Park, Box 264, Colchester, VT 05439 (802) 654-2547

George Gibbs

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ggibbs17@hotmail.com

School Address

Saint Michael's College
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One Winooski Park
Colchester, VT 05439
(802) 654-0000

EDUCATION

Saint Michael's College, Colchester, VT
Bachelor of Arts in Philosophy, May 2010
Minor in Religious Studies
3.0 cumulative G.P.A. 3.1 G.P.A. in major

Study Abroad: Payap University, Chiang Mai, Thailand
Courses in Thai and Southeast Asian studies. Spring 2009

SKILLS

- Proficient in Thai language
- Strong writing, analytical, and organizational skills

WORK HISTORY

Bank Teller, Chase Manhattan Bank, Mystic, CT Summers and school vacations, 2007-present

- Created manual describing teller computer procedures for use of bank employees and auditors
- Assisted customers with various banking transactions; accounted cash drawer daily
- Trained new employees

Retail Assistant, The Photo Garden, South Burlington, VT Ongoing part time, 2008-present

- Assisted customers and handled financial transactions
- Developed and printed photos, operated photographic copying equipment
- Managed store in absence of owner

Sales Associate/Cashier, Sears, Grovers Corners, CT Summers and part-time school year, 2006-2008

- Assisted customers with selection and purchase of merchandise; handled financial transactions
- Prepared store displays and monitored inventory

COLLEGIATE ACTIVITIES

- Volunteer, Little Brother/Little Sister program, 2006-2010
- Intramural soccer, basketball, and floor hockey, 2006-2010
- Volunteer, Extended Service Trip, Hartford, CT, Spring 2008

INTERESTS

- Hiking, biking, golf and sailing

References available upon request

Dinah A. Lott

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Current Address

Saint Michael's College
P.O. Box 1961
Colchester, VT 05439
Phone: (802) 654-0000

Education Saint Michael's College, Colchester, VT
Bachelor of Arts in English, May 2010
G.P.A. overall 3.82 G.P.A. (in major) 3.96

National University of Ireland, Galway
Butler University Study Abroad Program, Spring 2009

Honors Dean's List, 2006-2009
Saint Michael's Honors Program, March 2007-present
Green Mountain Scholarship, 2006-present

Customer Service Experience Server/Hostess, The Tavern, New England Culinary Institute, The Inn at Essex, VT, July 2009-present
Work as a server and hostess in a team-oriented learning environment directly connected to the New England Culinary Institute. Serve with the Institute's students in all capacities to provide a quality dining experience. Manage sections of four to six tables with very diverse clientele.

Cashier/Cocktail Waitress, Nectars, Burlington, VT, May-December 2008
Handled cash transactions, took drink orders for high volume of customers in incredibly fast-paced and high-pressure environment. Maintained professionalism while diffusing tense situations.

Catering Staff, New England Culinary Institute, Montpelier, VT, Summer 2007
Worked as part of a team that traveled to different locations organizing, setting up, serving, and taking down events. Collaborated with paid employees, the chefs, and students of the Institute.

Senior Camp Counselor, Smugglers' Notch Resort, Jeffersonville, VT, Summer 2006
Worked in leadership position for a day camp on a week by week basis with one other counselor and groups of approximately 16-20 children, ages 6-10. Organized, supervised, and participated in daily activities for Adventure Camp incorporating sports and games, lunch, and pool time. Adapted style to accommodate campers from a wide range of cultures and backgrounds.

Teaching and Writing Experience Writing Center Coach, Saint Michael's College, Spring and Fall 2008, Fall 2009
Served as a resource for Saint Michael's community; assisted in all stages of writing from beginning to end, including organization, structure, thesis development, grammar, and spelling.

Editing Assistant, English Department, Saint Michael's College, 2007-2008
Compared various editions of Shakespeare's *Hamlet*, noting and documenting differences and discrepancies among lines and footnotes for the final collaborative project.

Skills

- Excellent interpersonal/customer-service skills.
- Very strong writing skills.
- Accustomed to fast-paced environments.

Activities/Interests

- Attended New England Bartending School, Burlington, VT, May 2009
- Travel, running, reading

Brendan Countwell

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School Address: Saint Michael's College · One Winooski Park, Box 0000 · Colchester, VT 05439
Phone: (802) 782-0000 · E-Mail: bcountwell@smcvt.edu

Objective To obtain a full-time entry-level position in public accounting.

Education Saint Michael's College, Colchester, VT
Bachelor of Science in Accounting *cum laude*, May 2010
Minor in Business Administration
3.546 cumulative G.P.A. 3.75 G.P.A. in Accounting Major

Honors: Dean's List Fall 2006-present

Skills Advanced accounting course background
Excellent skills in communication and problem resolution
Computer experience: MS Word, PowerPoint, Excel, Quickbooks, Tax Pro
Sales and customer service experience

Business Experience Accounting Intern
Nowak & Nowak and the Office of B.H. Zais, Williston, VT

- Organized client information to assist accounting partner in preparing income tax returns.
- Developed control process to ensure accurate completion of client income tax returns.
- Entered client tax information into Lacerte Tax Program.
- Collaborated with other interns to solve difficult problems.
- Spring 2009.

Attendant I—IV
Vermont State Parks, Saint Albans Bay, VT

- Employed at both Kill Kare State Park and Burton Island State Park in 2005.
- Received and processed daily sales and receipts.
- Assisted with customers' needs.
- Maintained grounds and facilities.
- Participated in daily projects with co-workers.
- Summers 2006-2009.

Telephone Sales Representative
Vermont Teddy Bear Company, Shelburne, VT

- Received sales and customer service calls.
- Processed Teddy Bear, Calyx Flowers, and Pajamagram sales orders.
- Resolved customer concerns.
- February/March 2005-2007.

Interests Skiing, camping, and outdoor activities.

References Available upon request.

Oz E. Nelson

81 Easy Street
Wellesley, MA 02481
(781) 235-0000
oenelson@smcvt.edu

Education

Saint Michael's College, Colchester, VT
Bachelor of Science in Business Administration *cum laude*, May 2011
Minor in Finance
G.P.A. overall 3.5 G.P.A. in major 3.5
Dean's List - spring and fall of 2009; fall 2010 and spring 2011

Boston University London Internship Program, London, England Fall 2010
Management, Finance, and Economics Track

Skills

- Computer experience with Microsoft Office XP
- Excellent communication skills
- Effective leader; goal oriented
- Strong team player

Related Courses

- Financial Management
- Essentials of Investments
- European Economic Markets
- Financial Policies of Corporations
- International Finance
- European Economies in Transition

Business Experience

Internship, Deutsche Bank, London, England Fall 2010
Worked in Global Markets Controlling, Global Corporate, and Institutional Departments. Acted as a liaison between central management and traders from various businesses. Gained knowledge about many fixed income and foreign exchange products.

Internship, Bell Wealth Management, South Burlington, VT Summer 2010
Reviewed clients' assets, sat in on client meetings, and observed financial advisors. Attended limited partnership and Nationwide Annuity presentations. Coordinated client functions. Created marketing strategies and wrote a quarterly letter to clients.

Internship, Fidelity Investments, Boston, MA Summer 2009
Worked with Capital Markets Equity Operations, Fidelity Investments Institutional Brokerage Group. Gathered, analyzed, and prepared documentation of equity trade errors by business unit, type of error, and trader responsible. Became more familiar with equity trading desks.

Other Employment

Supervisor, Eddie's, Saint Michael's College Spring 2009-Spring 2010
Supervised student lounge area. Provided equipment, handled problems and questions on use of facility. Volunteered to work for school-sponsored events.

Activities

- Saint Michael's College Class of 2011 Executive Council 2009-2011
- Saint Michael's College Rugby Club 2008-2010
- Saint Michael's College Soccer Team 2007
- Wilderness Club member and certified in Wilderness First Aid 2007

Interests

Being with friends and family, skiing, golf, and exercise.

References

Available upon request.

Clark H. Kent

St. Michael's College ▪ One Winooski Park, Box XXXX ▪ Colchester, Vt. 05439
(802) 654-0000 ▪ ckent@smcvt.edu

Education

St. Michael's College, Colchester, Vt.
Bachelor of Arts in Journalism and Mass Communication, May 2010
Minor in English
Dean's List GPA overall: 3.42 GPA in major: 3.51

Web Site Experience

- Senior Seminar Capstone Project: "Now Loading," St. Michael's College. Created original Web site for capstone journalism class utilizing Adobe Dreamweaver and Flash. Shot and edited video interviews included within the site using Adobe Audition, Premiere, and Photoshop. Spring 2010.
- Internship with Vermont Magazine, Middlebury, Vt. Designed and completed a Web site prototype for *Vermont Magazine*. Worked with the quarterly magazine's editorial staff to conceptualize a new template and navigation/site structure. Summer 2008.

Journalism and Writing Experience

- Staff Writer for the Echo, St. Michael's College weekly online publication. Interviewed on and off-campus sources and wrote original content. Designed marketing strategies, maintained a weekly calendar of local and regional music concerts, and created graphics to illustrate a featured band each week. Co-wrote a weekly travel column; developed story ideas, edited, and revised stories for media writing students; laid out stories and images in Dreamweaver. Fall 2008.
- Staff Writer for The Defender, the award-winning St. Michael's College newspaper. Reported and wrote for news and features sections. September 2007-May 2008.
- Student Reporter for the Boston Globe, Boston, Mass. Researched and co-wrote a compilation piece with other members of media writing course under the supervision of the Vermont correspondent for the *Boston Globe*. Article was published on March 5, 2008. Spring 2008.

Professional Experience

- Co-Director and Producer of The Ripple Effect: A Benefit Concert for the Lake Champlain Land Trust, Burlington, Vt. Developed proposal and budget; solicited foundation and business donations. Booked jazz band, identified local venue, and negotiated with owners to donate facilities. Publicized event to local media and raised more than \$1,000. Spring 2009.

Skills

- Mastery of Microsoft Word, Adobe Dreamweaver, and Photoshop
- Proficient with Adobe Premiere, Audition, and Flash
- Skilled with digital photography and manipulation, video pre and post-production skills
- Working knowledge of French

Previous Employment

- Nursery Assistant, Lang Farm Nursery, Essex Jct., Vt. Assisted customers, maintained nursery stock, and performed landscaping tasks. Summers 2008 and 2009.
- Mobile Disk Jockey, American Productions, Branford, Ct. Provided music for weddings, anniversaries, birthdays, and special events. Part time 2007-2009.
- Customer Service, VanWilgen's Nursery, North Branford, Ct. Conducted sales and provided customer assistance. Summers 2006 and 2007.

Activities/Interests

- Radio DJ at St. Michael's College station WWPV 88.7 FM
- Travel to Jamaica, Montreal, Utah, mid-Atlantic coastline states, New England, and NYC

Reference, writing samples, and CD available upon request.

Paul Promo

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Home Address:

10 Home Avenue
Yarmouth Port, MA 02675
(508) 375-0000
Cell: (508) 220-0000

EDUCATION

2007 - 2011

Saint Michael's College, Colchester, VT

Bachelor of Science in Business Administration, May 2011

Overall GPA: 3.77 Dean's List Phi Beta Kappa

Spring 2010

Richmond, The American International University, London, England

Study Abroad/International Internship Programme, Spring 2010

MARKETING AND PUBLIC RELATIONS EXPERIENCE

Academic Years

Office of Admission, Saint Michael's College

2009-2011

Student Ambassador and Tour Guide

Selected to serve as ambassador of the College for prospective students and families. Gave campus tours, spoke at open houses, and phoned prospective seniors in high school to provide information about the College. Hosted overnight visits.

Fall 2010

Stowe Mountain Resort, Stowe, VT

Marketing Representative

Sold season passes at off-site locations, helped to design advertisements for the mountain, attended weekly meetings with management, kept accurate sales records that were used in accounting department.

Spring 2010

Ketchum, London, England

Account Executive

Wrote press releases, compiled press booklets, designed press boards, attended department meetings/brainstorms, and attended product releases for one of the top ten public relations firms in the world.

WORK EXPERIENCE

Summers

Clancy's Restaurant, Dennis, MA

2009 and 2010

Server

Took meal orders and entered patrons' meal and beverage selections into the restaurant's computer system. Served entrees and attended to customers' needs. Resolved issues and provided excellent customer service.

Summers

Dennis Beaches and Recreation, Dennis, MA

2006, 2007, 2008

Gate Attendant Supervisor

Promoted from previous position as Attendant. Trained, supervised, and evaluated staff; provided support and resolved conflicts as needed. Handled financial transactions.

SKILLS

Computer: Proficient in MS Word, Excel, PowerPoint, Publisher, and Adobe Photoshop

Language: Working knowledge of German

INTERESTS

Downhill skiing, hiking, swimming, running, travel (USA and Europe), being with friends.

References available upon request

Benson K. Burner
bburner@smcvt.edu

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(802) 862-1111

Current Address

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Colchester, VT 05439
(802) 654-0000

OBJECTIVE An entry-level position using my research and scientific skills in a lab setting.

EDUCATION Saint Michael's College, Colchester, VT
B.S. in Biology, May 2011 G.P.A. 3.349
Minor in Chemistry

HONORS

- Dean's List Honors, Saint Michael's College, 2007-2011
- Saint Michael's College Scholarship, 2007-2011

SKILLS

- Lab Skills: NMR, UV spectroscopy, IR spectroscopy, mass spectroscopy, Rotovap, Dessicator, gel electrophoresis (PAGE-SD), PCR. Staining, plating, Western blotting, light microscopy, sterile technique, dissection, ECG, DNA Sequencing, DNA fingerprinting in human, DNA Recombinant (or cDNA), identification of bacterial organisms (gram positive and negative).

- Computer experience: Microsoft Office, Maple VI
- Languages: Proficient in Spanish
- Strong writing, analytical, and math skills

RELEVANT EXPERIENCE Senior Research, Biology Dept., Saint Michael's College
Conducted literature review of primary and secondary sources on genetics counseling for genetic diseases. Prepared poster presentation of results. Spring 2011

Senior Seminar Research, Biology Dept., Saint Michael's College
Conducted experiment on crayfish, collected data, and reported results and conclusions using literature review of primary and secondary sources. Fall 2010

Research Project, Dr. Malcolm Lippert, Saint Michael's College
Collected and cultivated specimens to identify bacterial organism using differential staining and Bergey's Manual of Determinative Bacteriology. Fall 2008

EMPLOYMENT Pharmacy Technician, Rite Aid Pharmacy, Winooski, VT
Received shipments of pharmaceuticals, entered prescriptions into databases, assisted with prescription orders, identified brands and generics, handled the register. July 2009-present

Student Assistant, Multicultural Student Affairs Office, Saint Michael's College
Worked with students of diverse backgrounds and helped to educate campus on multicultural issues. Performed assorted office tasks and answered phones. 2007-2011

Clerk, Champlain Farms Convenience Store, Winooski, VT Summers 2005-2007

ACTIVITIES

- MOVE Volunteer, member of student organization performing community service in Burlington, VT area, 2007-2011
- Saint Michael's College Chorale and Jazz Ensemble, 2007-2011
- Participated in Student Global AIDS Campaign (SGAC) promoting HIV/AIDS awareness, 2007-2011

References available upon request

Martha Modem

987 Megabyte Road
Pleasantville, NY 10570
914.473.0000
mmodem@smcvt.edu

ACADEMIC EXPERIENCE

Saint Michael's College

Colchester, VT

Bachelor of Science Degree in Computer Science

May 2010

Minor in Mathematics

GPA in Major: 3.5

GPA overall: 3.2

Honors: Pi Mu Epsilon National Honor Society in Mathematics; National Science Foundation Computer Science, Engineering and Mathematics Scholarship; Saint Michael's Academic Scholarship, and Dean's List

Activities: Teacher's Assistant for Introduction to Computer Science class: conduct help sessions for computer science students, Cheerleading Captain, International Coffee Hour participant, Student Association Club Representative, MOVE (Mobilization of Volunteer Efforts) volunteer

Study Abroad: AIFS (American Institute for Foreign Study)

Salamanca, Spain

Courses in Spanish language and culture

Spring 2009

COMPUTER EXPERIENCE

Programming Languages: C, C++, Java (using JBuilder), PHP, ASP; exposure to COBOL, Scheme, and SQL

Operating Systems: Windows and Linux

Software: Dreamweaver, Content Manager, FrontPage, MS Word, Access, Excel, PowerPoint, and Publisher

PROFESSIONAL EXPERIENCE

Saint Michael's College Information Technology

IT Assistant

September 2008-May 2010

- Monitored, updated, and corrected files using Datatel and UniBASIC
- Answered and resolved user-support calls concerning network problems

Saint Michael's College Bookstore

Office Assistant (Work-Study)

September 2007-May 2009

- Augmented the bookstore's main web page, resulting in accelerated online sales
- Developed new targeted marketing campaigns to increase specific department sales
- Provided friendly customer service to consumers by answering questions and processing sales transactions
- Endorsed the design and ordering of new products to increase appeal to college students

Alvin's Pharmacy, Inc.

Teaneck, NJ

Point of Sale (POS) Specialist/Staff Manager

Summers 2007-2009

- Implemented a POS database system as a means to increase operational efficiency
- Served as primary person responsible for trouble shooting all problems related to POS system
- Trained an average of five new sales and POS employees each month, resulting in amplified counter and sales productivity along with streamlined employee transitions
- Coordinated and implemented monthly sales promotions that resulted in increased revenues
- Maintained all patient and inventory files in the database to ensure accuracy

INTERESTS

Baseball, films, European travel, puzzles, roller coasters, skiing, and video games

REFERENCES

Furnished upon request: Office of Career Development, Saint Michael's College, 1 Winooski Park, Colchester, VT 05439 802.654.2547

Sample 2-page resumé

ELLA EDUKATOR

8 Blackboard Lane
Seaside, MA 02664
(508) 394-0000
ee@aol.com

OBJECTIVE

A position as a classroom teacher or teaching assistant at the elementary level.

EDUCATION

Saint Michael's College, Colchester, VT
Bachelor of Arts in Psychology and Elementary Education, May 2011
G.P.A. overall 3.45 G.P.A. in Psychology 3.5 G.P.A. in Education 3.85
Vermont Elementary Licensure pending graduation

Honors:

Dean's List 2009-2011
Kappa Delta Pi International Honor Society for Education 2011
Psi Chi National Psychology Honor Society 2011
Saint Michael's College Honors Scholarship 2007-2011

PRACTICA

Internship II, Frederick B. Tuttle Middle School, South Burlington, VT. Worked independently in the "Enterprise Room," a resource room for students of varying abilities and/or with special learning needs (ESL, LD/ADD). Tutored individuals and facilitated small groups in guided homework, study, and class projects. Designed creative writing project and reader response to literature for students. Spring 2011

Student Teaching, Malletts Bay Elementary School, Colchester, VT. Planned and taught Vermont Standards-based lessons in all content areas in a self-contained fifth grade classroom during a fifteen-week internship. Developed original active learning unit, "The Human Body," incorporating the multiple intelligences. Presented concepts of fractions, decimals, percents, and measurement with the *Bridges in Mathematics* program; team-taught two-dimensional geometry through direct and indirect instruction using computers and manipulatives. Taught reading through chapter books, phonics, and creative writing. Worked with learning specialists to monitor IEP's; accommodated teaching methods for children with special needs. Fall 2010

RELEVANT EXPERIENCE

Substitute Teacher, Frederick B. Tuttle Middle School, South Burlington, VT; Malletts Bay Elementary School, Colchester, VT; Seaside School District, Seaside, MA. Taught in grades K-6, art, and physical education. 2009-2011

Playground Counselor, Seaside Recreation Department, Seaside, MA. Collaborated with other counselors and volunteers to plan and implement sports and arts and crafts activities for ninety children. Supervised children on field trips and during special events. Developed behavior plans with program supervisor for several behaviorally challenged children. Conferred with parents. Summers 2009-2011

M.O.V.E. Volunteer, Winooski Recreation Program, Winooski, VT. Member of Saint Michael's College student-run volunteer program (M.O.V.E.). Supervised local children, ages 6-12, in afterschool activities. Assisted with homework and served as a positive role model. Academic years 2008-2011

Youth Soccer Coach, Seaside Recreation Department. Taught basic skills and game strategies to girls, ages 8-16, in a summer sports program. Helped players to develop individual skills; coached and provided motivation during games. Encouraged team work and fair play. Summers 2008-2009

**ADDITIONAL
EXPERIENCE**

Captain, Women's Varsity Soccer, Saint Michael's College. Assisted coaches with conditioning and practices; provided input on selection of new players. Worked closely with younger players on skill development and game strategies; provided leadership and motivation to team. Oversaw team-building activities such as team dinners and community service events; directed fund-raising efforts. Served as a liaison between players and coaches. Academic year 2010-2011

Resident Assistant, Office of Residence Life, Saint Michael's College. Supervised 25 first-year women students in a residence hall. Planned and presented social and educational programs to meet the developmental needs of residents; counseled students and made professional referrals. Enforced College policies on alcohol and drugs; worked closely with residents to establish and maintain a safe and supportive living environment. Acted as liaison between students and administration. Academic years 2008-2010

Tour Guide, Admission Office, Saint Michael's College. Promoted the College to prospective students and their families through campus tours, overnight visits, and correspondence. Selected as a panel member for Open House weekends for accepted students. Provided input to professional staff on brochures, video, and Web site designed to promote the College. Academic years 2008-2010

**ACTIVITIES
AND
INTERESTS**

Psychology Club
Varsity Women's Soccer for four years
LEAP spiritual community
Reading, exercise, music, and travel

REFERENCES

Enclosed

Gabriel Kotter
Saint Michael's College Box 0000 ♦ 1 Winooski Park ♦ Colchester, VT 05439
(802) 654-0000 gkotter@smcvt.edu

OBJECTIVE

A Social Studies teaching position at the secondary level.

EDUCATION

Saint Michael's College, Colchester, VT

- Bachelor of Arts in History, May 2010 Current G.P.A. : 3.1
- Vermont Secondary Education Teaching Licensure (7-12) pending graduation

TEACHING PRACTICA

Student Teacher, Burlington High School, Burlington, VT

Assumed full responsibility for three sections of ninth grade World Civilization classes, including development and teaching of a comprehensive five-week unit on Medieval Asian History. Adapted unit and lessons for mid-level and accelerated students. Developed, planned, and taught ninety-minute lessons for section of tenth grade World/U.S. History, 1500-1800. Incorporated research methods, literature, journal writing, archeology, art, technology, and cooperative groups to facilitate and assess learning. Made accommodations for IEP and 504 students. Spring 2010

Tutor, Colchester Middle School, Colchester, VT

Provided one-on-one instruction to a learning-disabled student for ninety minutes/week with focus on reading and writing skills using a variety of resources. Conducted informal assessments, developed appropriate strategies, and monitored IEP. Fall 2009

Small Group Teacher, Colchester High School, Colchester, VT

Co-taught small groups of ninth grade students. Developed lesson plans with a focus on writing and organizational skills. Facilitated group discussions on current events. Spring 2009

LEADERSHIP EXPERIENCE

Student Ambassador, Saint Michael's College

Represented the College for the Admission Office through serving as a tour guide, panelist, and host for prospective students and their families. 2007-2009

Secretary of Academics, Student Association, Saint Michael's College

Served as liaison to Provost, Vice-President for Academic Affairs, and Dean of the College. Facilitated communication between students and faculty on academic issues and curriculum. 2008-2009

RELEVANT WORK EXPERIENCE

Staff Assistant, Edmundite Center for Peace and Justice, Saint Michael's College

Researched Peace Studies curricula and assisted in development of Peace and Justice Program. Coordinated publicity and logistics for 2007-2008 Peace and Justice Lecture Series. 2006-2008

ACTIVITIES/ INTERESTS

- Amnesty International, Green Up SMC (environmental activism), reading, and skiing.

REFERENCES ATTACHED

Donna Dogood

123 Kindly Lane
Burlington, VT 05401
Cell: (802)111-2222

Email: ddogood@smcvt.edu

EDUCATION

Saint Michael's College, Colchester, VT
B.A. in Psychology, May 2010
Minor in Spanish
G.P.A. in major 3.4 G.P.A. overall 3.25
Conversational ability in Spanish

University of Salamanca, Spain
Study Abroad, fall 2008
Courses in Spanish language and culture

HONORS

Psi Chi, National Psychology Honor Society, inducted 2009
Dean's List 5 out of 8 semesters
Saint Michael's Academic Scholarship for four years

HUMAN SERVICES EXPERIENCE

Practicum, State of Vermont Department for Children and Families, St. Albans, VT
Acquired experience in procedures and protocols for providing services to children and youth in state custody. Met with social workers and case workers to evaluate clients' history and needs; conferred with clients to develop appropriate plans to meet educational, behavioral, career, and daily living goals. Encouraged development of life skills and self confidence. Attended trainings on reporting sexual abuse and procedures used in drug testing. September 2009-May 2010

Camp Co-Director, Camp Ondawa, Sunderland, VT
Hired and managed staff of 15; supervised nightly activities. Increased enrollment and handled all registration processes. Allocated budget to existing programs and implemented new ones. Created a positive environment for campers and staff. Summers 2008 and 2009

Staff Attendant, Baird Center for Families and Children, Burlington, VT
Oversaw children ages 6-15 in a highly structured residential program for children with behavioral challenges. Facilitated afterschool activities, mentored individuals, and served as a role model on social and academic issues. Spring 2009

Volunteer, Aldea Infantil, San Miguel, El Salvador
Worked in an orphanage as part of student volunteer program. Delivered clothing, medical, and school supplies. Taught basic English and gave emotional support to children ages infant-18 years. Facilitated small group discussions on issues of concern to young girls. May 2008

Mentor, Compeer Program, Kent County Mental Health, Warwick, RI
Served as a companion and role model for 14 year old disadvantaged girl; planned social activities; provided advice on educational and career concerns. Spring 2007

EMPLOYMENT

Fitness Attendant/Lifeguard, Saint Michael's College. 2006-2009

ACTIVITIES

MOVE (Mobilization of Volunteer Efforts) Core Team, Saint Michael's College
Planned various week-long service trips and participated in interviewing, selecting, and preparing students for these trips. Led Habitat for Humanity Trip to Immokolee, FL; traveled with program to Hartford, CT and Selma, AL. Participated in Little Brother/Little Sister Program, Outdoor Volunteer Efforts, and Special Events. 2008-2010

References available upon request.

HOLLY GOLIGHTLY

12 Moon River Road

Marlborough, NH 03455

(603) 012-3456

hgolightly@smcvt.edu

Education

Saint Michael's College, Colchester, VT
Bachelor of Arts in American Studies; May 2010 G.P.A. 3.6

Skills

Proficient in French
Strong interpersonal skills; effective energetic leader

Honors

- Who's Who Among American College Students
 - Alpha Epsilon Nu, International Honor Society in History
 - Dean's List
 - Saint Michael's Scholarship
-

Student Affairs Experience

Residence Life, Saint Michael's College

Apartment Community Advisor - Oversaw the well-being of 95-100 upper-class students in a townhouse apartment complex; planned and facilitated educational and social programs to develop and maintain a safe, respectful community. Assisted with transitional issues from college to workplace. Enforced college policies. **2009-2010**

Resident Assistant - Supervised 22-26 first and second-year students in a residence hall; planned and facilitated educational and social programs to meet developmental needs; counseled students and made professional referrals as needed. Attended monthly in-services and weekly staff meetings; acted as a mentor to students and liaison with administration. **2007-2009**

Student Association, Saint Michael's College

Secretary of Programming - Oversaw and advised student leaders on campus by helping to develop programs and activities intended to nurture a healthy learning environment for 2000 students. Organized a free transportation shuttle to various Burlington destinations. Served as an ex-officio member of Programming sub-committees, and student liaison to the Board of Trustees. **2009-2010**

Secretary of Communications - Disseminated information to members of student body; promoted student events on campus; maintained historical records of pertinent information about the Student Association; acted as student liaison to the Board of Trustees. **2008-2009**

Class Gift Committee, Saint Michael's College

Fundraiser - Promoted participation in giving to the senior class gift. Worked with a small team of dedicated class members to leave a lasting legacy. Developed strategies for promoting participation and spoke one-on-one with class members to explain the gift and options for giving. **2009-2010**

LEAP Secretariat, Saint Michael's College

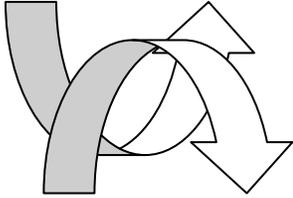
Retreat Team - Participated in Saint Michael's spiritual community through the LEAP retreat as a candidate, a team member, and as part of the Secretariat governing body. Assisted in selection of rectors and provided ideas for continual betterment of the LEAP community. Shared personal spiritual journey through the "faith" talk. **2007-2010**

Additional Experience

Upward Bound Program Counselor and Tutor, Keene State College, Keene, NH

Served as summer resident assistant and counselor for 100 college-bound high school students with financial disadvantages. Focused on empowerment as a tool for success. Taught crafts and organized events. Evaluated students and provided constructive feedback. **Summers 2007-2009**

References Available Upon Request



Original Sketches &
other Art Work

Web Design Principles

Page Setup

Document Layout

Image Optimization

Text & Font
Management

Scanning & Photo
Manipulation

REFERENCES

Carmela Soprano
Tortellini Productions
3400 Roma Plaza
Paramus, NJ 07652
(201) 445-0000
tprod@yahoo.com

Francis Fonzarelli
FF Promotions
111 Rock Avenue
Roseland, NJ 07068
(973) 618-0000
FFservices@aol.com

Caroline Creatif

3 Old Town Road • Fairfield, NJ 07004 • (973) 575-0000 • ccr11@aol.com

Computer Graphics / Web Designer

Highly self-motivated and goal oriented; committed to pursuing a long-term career in computer graphics and Web design. Offer a track record demonstrating strong analytical and problem-solving skills, computer proficiency, and ability to follow through with projects from inception to completion.

Qualifications Summary

- In-depth experience applying graphic design principles to produce innovative and tastefully created digital and print documents and Web sites.
- Intrinsic creative talent and lifelong interest in photography offer a keen eye for quality design and document/Web site layout.
- Fluent in MAC & MS Windows operating environments. Proven ability to quickly learn and apply new technologies.
- Completed graphic and Web design projects including video, digital animation, newsletters, logos, CD covers, stationery, and a personal Web site (www.creatif@earthlink.com)
- Training and experience in the application of Adobe PhotoShop, Illustrator, After Effects, Dreamweaver, and Macromedia Flash; Apple Final Cut Pro.
- Exceptionally well organized; strong work ethic and willingness to work hard to achieve employer objectives.

Education

B. A. in Fine Arts (Art), May 2010 Saint Michael's College, Colchester, VT
Certificate in Graphic Design, May 2009 Champlain College, Burlington, VT

Experience

Photography Exhibit, Sloane Art Center, Saint Michael's College, November 2009. Designed, shot, and mounted one-person show, incorporating black and white photography.

Portfolio available upon request

OPHELIA A. THESPIA
ot@stratforduponavon.com

52 West Center Street
Somewhere, MA 12345
(413) 784-0000

5'6" 130 lbs.
BrownHair/Blue Eyes
Alto

PERFORMING EXPERIENCE

Summer Stock (Equity):

SCAPINO!	Waitress
OKLAHOMA	Common Woman
ANNIE	Duffy

Saint Michael's Playhouse, VT
Weathervane Theatre, NH
Weathervane Theatre, NH

Mainstage Productions at Saint Michael's College, Colchester, VT:

COMPANY
THE GOOD WOMAN OF SETZUAN
EXECUTION OF JUSTICE
THE LOVE OF THE NIGHTINGALE
THE CONFERENCE OF THE BIRDS
NIGHT OF JANUARY SIXTEENTH

Sarah
Mrs. Yang
Joanna Lu (Joan MacIntosh)
June
Princess
Flint's Secretary

Studio Productions at Saint Michael's College:

THE HOUSE OF BLUE LEAVES
BLUE WINDOW
INTO MY OWN
PLACES I REMEMBER
THE LOVER
CAGEBIRDS
THE REAL INSPECTOR HOUND

Bananas
Alice
Monologues, Dance, Slides
Showcase of Monologues
Sarah
Twitting
Felicity

Children's Theatre at Saint Michael's College:

PUSS IN BOOTS

Mother Cat

PRODUCTION EXPERIENCE

Summer Stock (Equity) at Saint Michael's College:

I HATE HAMLET
SCAPINO!
PRELUDE TO A KISS

Costumes
Props
Construction/House Manager

Education and Awards:

Bachelor of Arts in Fine Arts (Drama)
Saint Michael's College – May 2011
G.P.A.: 3.1; in major: 3.8, Minor in Art
Irene Ryan Competition Partner

Training:

Acting: (4 years) Catherine Hurst
Dance: (8 years) ballet/jazz
Alexander Nagiba, Vermont
Ballet Theatre
Singing: (6 years) Choir work

SPECIAL SKILLS

Southern and British Accents, Play Piano and Guitar, Swimming, Skiing, Photography, Painting,
Working knowledge of French, Driver's License (standard or automatic).

1ST & 2ND Year Student Resumés

What is a resumé?

A resumé is a summary of your experience, education, and skills. Its main purpose is to convince a potential employer to hire you. Resumés are used to screen applicants for interviews and determine which candidates have the background that most closely matches what the employer is seeking.

How do I begin? I don't have enough experience.

Sure you do! Before you start writing, you must take a look at your skills and experience. Attend a Resumé Workshop for specific guidance, but in general, think about all of your experiences past and present including internships, summer jobs, volunteer, and extracurricular activities to identify what you have to offer employers. Do not short-change yourself by only listing experiences that came with a salary. Employers are interested in skills and education you may have gained in a variety of settings. Assess the skills you gained from academic, community, and volunteer projects along with hobbies and interests. Prioritize the information in order to highlight what is most significant and relevant in relation to current employment objectives and goals.

What should my resumé look like?

A one page resumé is preferable for most fields; two page resumés are typically appropriate only for those with extensive work experience. Make sure to use clean, light colored (white or ivory) bond paper. Remember that a resumé is a first impression. If mailing, use matching paper for your cover letters and envelopes and plain white paper for faxing. In terms of format, use reverse chronological order.

Reverse chronological resumés describe experience and education from the present to the past. Begin by listing most recent experiences first and then work backwards. While there are several different formats, this is the recommended format for recent graduates and students without significant full-time work experience. It also allows you to divide your resumé into categories as described in the next section.

What could my resumé include?

Name, address, email, and phone number:

Both local and permanent.

Objective: Optional category; generally not effective when it is too general or too specific.

Education: Includes school, location, degree, date of graduation, major, minor, and GPA (if over 3.0). It is also appropriate to include high school at this point.

Honors: List any honors or scholarships you have received, both high school and SMC.

Relevant course work (optional):

List any courses directly related to the job you are seeking.

Experience: Include paid and unpaid work, internships, and volunteer work. List organizations, locations, dates, your position title, and a brief description of your accomplishments and duties. Activities where you held leadership roles can be listed under experience as opposed to activities.

Activities: Include clubs, athletics, and community organizations, both high school and SMC.

Skills: Include computer knowledge, foreign languages, technical skills, as well any lab skills learned in science courses.

Interests: Hobbies and interests you pursue in your spare time. If you want to add this personal element to your resumé, make sure to be specific.

Action Verbs: To begin each description, emphasize the positive and sell your strengths.

What should NOT be included?

Personal information such as age or marital status. Repetition of words such as “responsibilities” and “duties included” before description. Use of the first person “I” or extensive narrative. List of references.

Additional Assistance in the Office of Career Development

There are many correct ways to structure your resumé. We encourage you to discuss your options with a career counselor to decide on the resumé form and content that shows you at your best.

Isabel Wannajob

iwannajob@smcvt.edu

Permanent Address:

115 Riverside Street
New York, NY 11567
(212) 555-5555

Current Address:

Saint Michael's College
Box 0000 1 Winooski Park
Colchester, VT 05439
(802) 555-5555

EDUCATION: **SAINT MICHAEL'S COLLEGE**, Colchester, VT
Bachelor of Arts, Psychology
Anticipated graduation, May 2012

Concord Academy, Concord, MA
Graduated, May 2008

HONORS: Dean's List (Fall 2008)
National Honor Society (2007-2008)
Harvard Book Award (2008)

ACTIVITIES: **SAINT MICHAEL'S COLLEGE PSYCHOLOGY CLUB**
2008-Present *Member*
Participate in meetings on current issues in psychology and career preparation.

2007-2008 **CONCORD ACADEMY STUDENT COUNCIL**, Concord, MA
Senior Class President
Attended student council meetings. Organized class events including dances, fundraisers, and trips. Generated over \$1500 for the senior prom.

2007-2008 **THE ACADEMY PAPER**, Concord, MA
Editor-in-Chief
Identified potential news and feature stories for high school. Assigned writers and edited first drafts of stories. Designed layout. Sold advertisements and solicited new sponsors. Wrote various feature articles. Led staff meetings.

2004-2008 **CONCORD ACADEMY VARSITY SOCCER TEAM**, Concord, MA
Team Player

EXPERIENCE: **SAINT MICHAEL'S COLLEGE**
September 2008-
Present *General Office Assistant, Office of Career Development*
Provide students and employers with information about internships, upcoming events, and office policies. Schedule appointments, answer phones, and perform general administrative tasks.

Summers 2006-
Present **THE JONES FAMILY**, Concord, MA
Nanny
Care for three young children, currently ages 3, 5, and 7. Prepare meals, organize activities, and stay with children overnight when parents are away.

SKILLS: Microsoft Office, Internet. working knowledge of Spanish

INTERESTS: Writing, rollerblading, ultimate frisbee, and soccer

MICHAEL CANWORK

Saint Michael's College
One Winooski Park Box 0001 · Colchester, VT 05439
(802) 555-5555 · mcanwork@smcvt.edu

Education: **Saint Michael's College**, Colchester, VT
B.S. in Chemistry, expected May 2011

Stuyvesant High School, New York, NY
Graduated, June 2007
AP Courses: Chemistry

Related Course Work:

- Calculus
- Economics
- Mechanics
- Thermodynamics

Experience: **Tower Records**, New York, NY
Summers
2006, 2007
Customer Service
Checked and maintained inventory of records, tapes, videos, and other music supplies.
Assisted customers in purchasing selections.

2006 - 2007
Stuyvesant Internet Society, Stuyvesant High School, New York, NY
President
Developed and launched Web site for the school.
Organized meetings with staff and faculty advisors.
Trained new student club members, and faculty to use Internet browsers, plug-ins, databases, client/server technology, and other applications used for the maintenance of the site.

Skills:

- Familiar with client/server technologies
- Programming languages:
 - HTML
 - Pascal
 - Perl
 - Database applications
- Working knowledge of Japanese

Activities: Student Council Member, 2003 - 2007
Chemistry Club, 2005 - 2007

Interests: Graphic novels and rollerblading.

References available upon request

Curriculum Vitae

Writing a Curriculum Vitae

A curriculum vitae, also called a vita or CV, is similar to a resumé and provides key information about your skills, education, and experience to a potential employer. A CV is typically used to apply for academic and research positions and for some graduate programs. It is longer than a resumé and displays academic credentials and accomplishments in greater detail. It is usually 2-3 pages long for college students but may be 7-8 pages or even longer for experienced professionals. As with a resumé, your CV should be well organized and easy to read.

Components of a Curriculum Vitae

Contact Information

Begin with identifying information including name, address, phone, and email.

Education

Beginning with your most recent degree, list the institutions you attended, your major area of study, and the graduation date. Remember to include special programs such as a concentration or study abroad. Your thesis or research title may be listed here or in another category such as Research Experience, Papers, or Publications.

List any awards or distinctions you received, including scholarships, Dean's List, or academic honors. Briefly describe any that are not self explanatory.

Professional Experience

The next several categories will vary depending on your background, experience, and the position you are seeking. Possible category titles include:

- Professional Experience
- Teaching Experience
- Research Experience
- International Experience
- Consulting Experience
- Related Experience

Beginning with your most recent position, list the places where you have worked, your job title, the location of the organization, and the dates of your employment. Below these, give a brief description of the tasks, accomplishments, and key responsibilities of the position. Use phrases rather than complete sentences, beginning each with an action verb. Internships and volunteer work may be included in this section or can go under Additional Experience, Related Experience, or Community Service.

Publications/Papers

List papers and presentations that relate to your career goal.

Other Categories

A CV can include a variety of categories depending upon your specific background. Possible headings include:

- Teaching Interests
- Grants Received
- Licensure/Certification
- Community Service
- Special Training
- Skills: List language, computer, other technical, and/or science skills
- Research Interests
- Professional Memberships
- Travel Experience
- Relevant Coursework
- Leadership Experience

Summary of Skills (or Professional Expertise or Qualifications)

A short statement or bulleted list highlighting your strongest skills and areas of professional expertise, while optional, can be an effective way to target your CV, especially if you have a mix of experiences in your career history. This should come at the top of your CV right after your heading if you choose to include it.

What Not to Include: Do not include your height, weight, or any other personal characteristics; your age, marital status, racial or ethnic identity; political or religious affiliations; place of birth, or any other information not related to your qualifications for the position. Do not attach a photograph.

Colleen Query Curriculum Vitae

St. Michael's College
Box 0000 1 Winooski Park
Colchester, VT 05439
(802) 654-0000
cquery@smcvt.edu

1 Main Street
Northwood, NH 03261
(603) 491-0000

EDUCATION

May 2010 St. Michael's College, Colchester, VT
Bachelor of Arts in Psychology *cum laude*
Minor in Spanish G.P.A. 3.6

ACADEMIC HONORS

2006-2010 Honors Program, St. Michael's College
2006-2010 Dean's List, St. Michael's College
2009-2010 Delta Epsilon Sigma National Catholic Honor Society
2008-2010 Psi Chi, the National Honor Society in Psychology
2006-2010 Granite State Scholarship
2006-2010 St. Michael's Scholarship
2006 Ann D. Strout Community Service Award, Coe Brown Northwood Academy
2006 United States Army Reserve Scholar Athlete Award, Coe Brown Northwood Academy

CLINICAL EXPERIENCE

2009-2010 *Practicum Placement at the Women's Rape Crisis Center, Burlington, VT*
Supervisor: Jane Doe, M.S.W.

- Participated in extensive training in crisis intervention in rape cases.
- Provided crisis intervention to survivors of rape on a 24-hour hotline.
- Attended team support meetings for hotline staff.
- Assisted in community education and fund raising for the Center.

2006-present *Mentor to a child with Asperger's Syndrome, Winooski, VT*

- Provide support and stability through weekly meetings.
- Plan and participate in activities that help to harness the child's skills and abilities and develop in him a greater ability to interact socially.

RESEARCH EXPERIENCE

Summer 2009 *Research Assistant work study position, Psychology Department, St. Michael's College*
Supervisor: Carolyn Whitney, Ph.D.

- Organization, filing, and management of literature for four current studies.
- Quantitative data entry and analysis on SPSS.
- Designed possible future studies to advance research possibilities within topics.

Fall 2007 *Research Methods Project, Psychology Department, St. Michael's College*
Supervisor: Carolyn Whitney, Ph.D.

- Proposed and conducted project entitled: Religiosity, Sexual Behavior, and Sexual Attitudes among College Students.
- Combined validated measure of religiosity and sexual attitudes as well as original questions regarding sexual behavior to create a survey.
- Recruited participants, administered surveys, and scored self-report surveys.
- Data input and analysis using SPSS.
- Wrote APA style report and presented a poster within the classroom.

CURRENT RESEARCH

2009-present *Honors Independent Research*, Department of Psychology, St. Michael's College
Supervisor: Ari P. Kirshenbaum, Ph.D.

- Proposed and conducted original project entitled: Psychophysiological Measurement of Human Sexual Attraction Based on Fertility Status Detected through Olfactory Changes across Age.
- Utilized Biopack to measure EDA as a physiological reaction to sexual attraction.
- Responsible for IRB approval, subjective recruiting, administering testing, and scoring self-report questionnaires.
- Data input and analysis using SPSS.
- Wrote APA thesis and give oral defense at the Psychology Department Symposium.

SKILLS

SPSS quantitative data analysis
Psych Info literature review
RefWorks reference management
FrontPage web design software

ADDITIONAL ACTIVITIES AND LEADERSHIP EXPERIENCE

2006-present *Psychology Club*, St. Michael's College

2006-present *Work Study at the Offices of Personal Counseling and Career Development*, St. Michael's College

Supervisor: Jody Kittle, Administrative Assistant

- Work with personal and career counselors, schedule appointments, and advertise the Center's programming.
- Entrusted with confidential information.
- Assist in creating safe office environment for faculty, staff, and students.
- Answer phones, respond to inquiries, and provide general office support.

2006-present *Core Team Leader with M.O.V.E. (Mobilization of Volunteer Efforts)*, St. Michael's College

- Attend weekly meetings to plan upcoming service trips and activities.
- Recruit and train volunteers; coordinate and provide transportation.
- Lead weekly trips to play BINGO and chat with senior citizens at Ethan Allen Residence.
- Assist with large group service events on campus.

2009 *Webpage Design and Development*

- Updated and added new pages to the St. Michael's College Psychology Department webpage, created links to on-campus and Internet resources for students in the field of Psychology.

2007-2009 *Retreat Leader*, St. Michael's College

- Planned and facilitated meetings with retreat team members to plan retreat weekend.
- Wrote talks according to specific retreat guidelines.
- Ran and facilitated the scheduled weekend retreat.

REFERENCES AVAILABLE UPON REQUEST

COVER LETTERS

A cover letter represents an important opportunity for you. It acts as a personal introduction to the employer. A well-written letter will win you important points towards getting an interview. It is the ideal place to focus on the specific skills you want to emphasize for a particular employer.

Here are some guidelines for writing a good cover letter:

1. Every resumé should be accompanied by an individualized, typed business letter printed on the same type of paper as your resumé. This letter should be addressed specifically to the person -- by name and title -- who will most likely be interviewing you for the job you have in mind. You can generally find out this information by calling the employer's place of business. If you are answering a blind newspaper advertisement in which the employer is not specified, you may address your letter "To whom it may concern," but only under these circumstances. **Remember!** Use the proper business letter form.
2. The cover letter should be neat and contain no misspellings or errors in grammar. An employer judges you on your ability to communicate and to present information. A cover letter gives you the chance to do both.
3. Your cover letter should not be too long or complicated and generally should not be more than one page. Use a clear typeface that is large enough for the employer to read easily. If possible, use the same typeface as your resumé. Avoid script and other exotic fonts.
4. Each cover letter will have a somewhat different slant, emphasizing the skills you have that are important for a particular type of employment. You may refer to information on your resumé that is pertinent to the position to which you are applying, but you do not need to repeat all the details listed on your resumé. Whenever possible, do some research on the organization or company before you write your cover letter. This research, which is an essential part of every job campaign, can be accomplished by studying the company's Web site, reading business periodicals, directories, annual reports or product brochures, or by contacting people in the organization.
5. Always close your cover letter with a request for an interview. If it is appropriate, suggest a specific time or reason such as, "I will be in your area from December 20 until January 10, and I would appreciate an interview with you during that time." Be assertive and follow up with a phone call.
6. Be sure to thank the employer for considering your application. Make a copy of each letter you send out and keep track of the date that you applied to each company.
7. **DON'T FORGET TO SIGN YOUR LETTERS** and type your name beneath your signature. Your address, email and/or telephone number should be included beneath your name.

GENERAL FORMAT FOR COVER LETTERS

Note: There are many ways to write a cover letter. Cover letters vary in length and numbers of paragraphs, but generally should not exceed one page. The following are some suggestions on cover letter structure.

First Paragraph (1 or 2 sentences). In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and indicate from which resource (Web site, college career center, news media, friend, employment service) you learned of the opening.

Second Paragraph (3 to 5 sentences). Tell the employer something about yourself and indicate why you are interested in the position, the company, its products, or its services. Above all, let the employer know what you can do for the company. If you are a recent college graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications. Refer to your resumé, but try not to repeat the information on it.

Third Paragraph (1 or 2 sentences). Refer the reader to the enclosed resumé or completed application. Indicate where the employer can obtain your references (from a placement office or from you), should references be necessary at this time. Be sure to have available a printed list of phone references should an employer prefer to call.

Fourth Paragraph (1 or 2 sentences; this can be combined with the third paragraph). Request a personal interview and be flexible as to the time and place. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview at that time, if this is the case. If this is not appropriate, request an interview at the employer's convenience. You might mention that you will call to see if this is possible. Be sure to follow up with a phone call to be sure that your letter and resumé were received and to demonstrate your interest in the position. Be active, not passive.

Fifth Paragraph (1 or 2 sentences). Finally, close your letter with a thank you and a statement which will encourage a reply, such as “I look forward to your response.”

SAMPLES OF OPENING SENTENCES FOR COVER LETTERS

I am writing to inquire about the possibility of employment in the Art Department of Pro Advertising, Inc.

While researching your company online, I noticed that your Web site contains information on job opportunities in sales and marketing.

I am writing to request an informational meeting with you regarding career opportunities in the field of human services.

It has come to my attention through your advertisement in *Seven Days* that you are considering recent graduates for entry-level positions in writing and editing.

I am very interested in applying for a position in the field of human resources.

I wish to be considered for the management-training program at IBM as advertised on SMC JobLink, the database at Saint Michael's College..

My recent conversation with Jacqueline Penny, a computer programmer with your company, has confirmed my interest in applying for a position at New Technologies, Inc.

Sample Letter (Business Form)

Be sure to center your letter top-to-bottom on the page!

April 23, 20__

- 5 returns

Karen Celluloid
Historic Film Archives
Main Street
Hollywood, ME 04777-1234

- 2 returns

Dear Ms. Celluloid:

- 2 returns

I am very interested in applying for the Assistant to Project Director internship you are offering at the Historic Film Archives.

- 2 returns

I will be graduating from Saint Michael's College in May with a B.A. in Fine Arts-Theatre and a minor in Journalism and Mass Communication. Through class assignments, I have been involved with stage design, lighting, TV and digital news reporting, as well as commercial advertisements. In addition, I have acquired practical experience in research and video production through an internship at The Media Group. This has given me an appreciation of the work involved in shooting and editing videotape. On a personal level, I am an avid reader with a strong interest in learning about and preserving past cultures and time periods. As a result of these experiences, I have developed a real appreciation for the arts and the way in which they enrich our lives. With my background and skills, I believe I can contribute to your organization.

- 2 returns

Enclosed is a copy of my resumé. References are available upon request from the Office of Career Development at Saint Michael's College at (802) 654-2547.

- 2 returns

I would appreciate an interview with you at your convenience. I will call you in the near future to see if this can be arranged.

- 2 returns

Thank you for your consideration.

- 2 returns

Sincerely,

Monica Mello

- 4 returns

Monica Mello
Saint Michael's College
Box 0000, Winooski Park
Colchester, Vermont 05439
(802) 654-0000

- 3 returns

enclosure

November 10, 20_

Polly Tick
Office of Senator Bernie Sanders
1 Church Street
Burlington, VT 05401

Dear Ms. Tick:

I am writing to inquire about applying for an academic internship beginning in January 20_. Public service is an area that I have been concentrating on while preparing for my bachelor's degree and I am very interested in gaining more practical experience.

As a Political Science major at Saint Michael's College, my academic background has shown me the importance of community and political activism. These beliefs have been exercised through my involvement with the Student Global AIDS Campaign and the community service program, MOVE. In my experience with the Saint Michael's student government, I have come to understand the importance of influencing change through understanding the needs of our campus community and implementing meaningful policies. I would appreciate the opportunity to continue serving my community and the people of Vermont by joining your office staff.

The resumé that I have provided will show my qualifications and past experience, but it does not convey adequately the high level of interest and motivation I have for politics. I hope that you will allow me to discuss this matter further in an interview.

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

Sincerely,

Antonia B. Susan

Antonia B. Susan
Saint Michael's College
Box 1234, One Winooski Park
Colchester, VT 05439
asusan@smcvt.edu

enclosure

Shirley A. Holmes

411 Bird's Eye Drive • Colchester, VT 05439 • (802) 878-0000

Saint Michael's College • Box 0000 • Colchester, VT 05439 • (802) 654-0000 • sholmes@smcvt.edu

March 3, 20__

Internship Coordinator
Snoop Marketing Resources, Inc.
13 Hidden Valley Road
Newmarket, NH 03857

To Whom It May Concern:

This letter is an application for the summer internship offered by Snoop Marketing Resources, Inc. I am very interested in applying my broad-based analytical and communication skills in a business environment.

I am currently a junior at Saint Michael's College with a major in Sociology and a minor in Spanish. In reviewing your Web site, I was intrigued by the *Virtual Newsstand*. I can see that this is one of the many tools your company uses in conducting market research that is thorough and accurate. It would be very exciting and instructive to work in an organization that employs such a variety of interesting approaches. I would also welcome the opportunity to utilize my work experience and language skills in such an innovative business environment.

Through my experiences in the workplace, I have demonstrated my ability to work as part of a team as well as independently. While a work-study student in both the Human Resources Office and the Purchasing Office, I was assigned projects ranging from reviewing and condensing the College vendor list to streamlining the ordering, tracking, and reconciliation process for employee airline tickets. I am currently working on an analysis of tuition remission for Saint Michael's employees by researching comparable policies at similar institutions. These projects have greatly enhanced my ability to synthesize data and produce focused reports. I believe that these experiences would enable me to make an effective contribution to your company.

I have attached my resumé along with two references from employers. I would appreciate the opportunity for an interview with you at your convenience. I can be contacted at my school address which is listed above.

Thank you for your consideration. I look forward to hearing from you in the near future.

Sincerely,

Shirley Holmes

Shirley Holmes

attachments

Heidi Happy
Box 0000, Saint Michael's College
One Winooski Park
Colchester, VT 05439
hhappy@smcvt.edu
February 15, 20_

Ms. Flannery Jerrard
Vice President for Enrollment and Marketing
c/o Human Resources Box 265
One Winooski Park
Saint Michael's College
Colchester, VT 05439

Dear Ms. Jerrard:

In response to your posting, I wish to be considered for the position of Admission Counselor at Saint Michael's College. Enclosed are my resumé and transcript for your review.

I believe that my education at Saint Michael's, my past experience working with college-bound students, my interpersonal skills, and my extensive participation in a variety of activities make me an excellent candidate for this position. First and foremost, I believe that I emanate the spirit and enthusiasm for Saint Michael's that would attract students to this institution. Those around me are often remarking on my sociability, my creativity, and my dedication to any task that I set out to accomplish. With these as my strengths, I believe that I can represent Saint Michael's College to a variety of people in a range of settings.

I have been actively involved in every aspect of the Saint Michael's community and have gained many skills that would be of benefit to the position of Admission Counselor. I have headed up the Programming Board as the Secretary of Programming, planned and promoted social and educational events, generated creative ideas, and encouraged people to become more actively involved in our community.

From the rugby field to Board of Trustees meetings, I have gained valuable interpersonal skills. I have worked with a diverse group of people, ranging from eleventh grade United States History students to the many people I have met through the M.O.V.E. (Mobilization of Volunteer Efforts) extended service program. I believe that this versatility and real appreciation for Saint Michael's will contribute greatly to my success as an informed and enthusiastic ambassador for the College.

My areas of study at Saint Michael's have been American Studies and Secondary Education. Through my student-teaching experience and my summer counselor role at "Upward Bound," the program for college-bound teenagers with disadvantages, I have applied my liberal arts background to my dedication for youth. I feel very strongly that every student should have the opportunity to go to college, and I believe that I could greatly assist and encourage students to apply to Saint Michael's as their first choice.

I am highly motivated, responsible, and extremely dedicated to Saint Michael's College. I strongly believe that I am an excellent representative of the school and I am confident in my abilities to perform as an Admission Counselor. I look forward to meeting with you soon and speaking with you further about this position.

Thank you for your time and interest.

Sincerely,

Heidi Happy

Heidi Happy

enclosures

April 27, 20_

Director, Human Resources
Cure-All Laboratories
25 Oak Lane
Rouses Point, NY 12979

Dear Director:

Suzanne Smith, a regional sales manager at Cure-All, suggested I write to you regarding a possible full-time staff position in your sales department. I have heard a great deal about Cure-All over the years and know it is a well-respected and innovative leader in the pharmaceuticals industry. I would welcome the opportunity to begin my professional career with your company.

I am graduating from Saint Michael's College in May with a major in Economics. Through my academic training, I have acquired a firm understanding of business practices and an appreciation for the challenges that face a global industry such as pharmaceuticals. My previous employment has involved extensive retail sales with a focus on exceptional customer service. In addition, for the past two years, I have been employed at Dale Associates in Burlington, Vermont as a research assistant, a position that has made me familiar with a wide variety of resources and research tools related to health care. As a result of these experiences, I have developed the skills necessary to understand technical information and to create meaningful and productive relationships with clients, essential elements for success in a major pharmaceutical company.

I am enclosing my resumé in support of my application and references are available upon request. If my qualifications are of interest to you, I can be available for an interview at your convenience. I can be contacted at the address below until my graduation on May 15 or through my cell phone at any time.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Michael O. MacMoney

Michael O. MacMoney
Saint Michael's College
Box 0000, One Winooski Park
Colchester, VT 05439
(802) 238-0000 cell
mmacmoney@smcvt.edu

enclosure

February 2, 20_

Bill Bonds
Debt and Equity Markets
Super Stocks
Universal Financial Center
250 Easy Street, 2nd Floor
New York, New York 10281

Dear Mr. Bonds:

I am very interested in applying for the Debt and Equity Markets Analyst position. I was made aware of this unique program by visiting your Web site and contacting your company directly in New York City. I am a senior at Saint Michael's College pursuing employment options with a prestigious investment banking firm like Super Stocks. I will graduate with a Bachelor of Science degree in Business Administration and a Minor in Finance.

The finance management program offered by Super Stocks will provide me with the necessary training and exposure to a wide variety of product groups. The Debt and Equity Markets Analyst position in particular would allow me the opportunity to apply the knowledge that I have gained during relevant employment and course work, especially my three internships. Along with my internships at Fidelity Investments and Bellwether, I have also worked for Deutsche Bank in London where I developed an appreciation for the fast-paced life on the trading floor. These experiences have helped me to form a solid understanding of the financial markets and various computer programs relevant to the field. As an analyst at Super Stocks, I can continue to develop my skills in global asset and wealth management while my goal-oriented attitude will benefit your organization.

Enclosed is a copy of my resumé. References are available upon request from the Office of Career Development at Saint Michael's College at (802) 654-2547.

I will call you in the near future to arrange an interview with the appropriate person at his or her convenience. Thank you for your time and consideration.

Sincerely,

Sarah Savvy

Sarah Savvy
Saint Michael's College
Box 0000, Winooski Park
Colchester, Vermont 05439
(802) 654-0000
ssavvy@smcvt.edu

enclosure

March 18, 20_

Ms. Karen Helpme
Director of Public Relations
Big Shoe Corporation
746 Toetapin Drive
Seattle, WA 98109

Dear Ms. Helpme:

I wish to be considered for the Public Relations Assistant position that was posted on your Web site. I believe that the combination of skills and experience I would bring to the Big Shoe Corporation could prove beneficial to you.

I will graduate in May from Saint Michael's College in Vermont with a B.A. in English. My communications experience has involved writing for various purposes, including literary analysis, fiction writing, hard news, features, sports, public relations, and corporate communications. Currently I am writing for both the College's online publication *the Echo* and literary journal *The Onion River Review*.

In addition to my academic experience, I have worked with the public in a variety of employment positions. While serving as a communications intern at The Greenback Group in New York City, I learned how to produce copy for the corporate arena while developing my business skills. With this background, I can make a strong contribution to the Big Shoe Corporation.

Enclosed is a copy of my resumé. A CD containing references, writing clips, and examples of my photographic work is available upon request.

I would appreciate an opportunity to discuss this matter in more detail. I will call you in the near future to see if this can be arranged.

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

Sincerely,

Irene Inkwell

Irene Inkwell
Saint Michael's College
Box 0000, One Winooski Park
Colchester, VT 05439
(802) 654-0000
ii@smcvt.edu

enclosure

April 9, 20_

Nicholas Slick
Ace Communications
100 Fifth Ave.
New York, NY 10011

Dear Mr. Slick:

I am writing to inquire about career opportunities in the fields of marketing and advertising. I am very interested in working at Ace Advertising, specifically in the Art Department.

I will be graduating from Saint Michael's College in May with a major in Art and a minor in International Business. At Saint Michael's, I have developed a very unique educational experience that has combined the financial, theoretical, and practical aspects of a business education with the creativity and design theories of a fine arts education. I have also become proficient with the computer applications prevalent in these fields, particularly Adobe Photoshop, Dreamweaver, Flash, and QuarkXPress. As an intern at XYZ Communications, a major advertising firm in Burlington, Vermont, I was part of a creative team responsible for developing the graphic images illustrating the advertising copy for magazine and billboard promotions. During the previous summer, I studied in Venezuela where I acquired insight into the business and artistic forces affecting marketing and advertising, especially in the Latin American marketplace. As a result of these experiences, I am confident that I will bring both technical skills and a fresh perspective to the creative team at Ace Communications.

I am enclosing my resumé and a list of references. Written references and samples of my work are available upon request.

I would appreciate an interview with you at your convenience. I will be available at my campus address until my graduation on May 14. After that date, I can be reached at the permanent address on my resumé or through my cell phone, (716) 000-0000.

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

Sincerely,

Arthur Palette

Arthur Palette
Saint Michael's College
Box 0000, One Winooski Park
Colchester, VT 05439
(802) 654-0000
apallett@smcvt.edu

enclosure

April 13, 20_

Jennifer Marks
Superintendent, Basics North Supervisory District
10 Apple Lane
Ourtown, VT 01234

Dear Ms. Marks:

I am writing to express my interest in and excitement about a possible elementary teaching position in the Basics North Supervisory District for the 20_ school year. I will have completed all requirements for my Vermont Elementary Teaching Licensure upon my graduation in May.

As a psychology and elementary education double major at Saint Michael's, I have attained a significant understanding of child development and pedagogy. While working in elementary classrooms, I have had the opportunity to observe a variety of teaching styles and to teach in schools with widely varying curricula and philosophies. I have benefited from the advice of teachers, learning specialists, and administrators in very different classroom environments, private and public, urban and rural. Moreover, I have learned how to incorporate a variety of approaches into my teaching: personal reflective and writing time, collaborative group work in brainstorming, researching, and organizing information, class discussions, and animated, teacher-directed learning.

During my student-teaching semester, I worked with students of all ability levels while helping them to meet the Vermont Standards in all content areas. My academic background has given me a high level of confidence in my ability to teach students in various grades and I am comfortable integrating art, music, and technology into a traditional curriculum where appropriate.

Throughout my college career, I have exhibited leadership skills which I fully expect to take with me into any school environment. I have always been a strong advocate of and participant in community service. While at Saint Michael's, I have been part of the M.O.V.E. (Mobilization of Volunteer Efforts) core team and have participated in the Extended Service Program, volunteering in rural Kentucky and Selma, Alabama during spring break. These opportunities have made me knowledgeable and sensitive to the diverse cultural, social, and learning needs of elementary-age children. I have come to recognize and appreciate the value of maintaining a strong home-school relationship and I have worked hard to nurture this among my own students and their families. I firmly believe in being involved in my school community well beyond the classroom so that I may provide a supportive and effective learning environment for each child in my care.

I have submitted a copy of my resumé, an unofficial transcript, and three letters of recommendation on my Schoolspring account. I would appreciate an interview with you at your convenience. I will be returning to my home in New York following my graduation on May 12. However, I can be contacted at my campus address prior to that date.

Thank you for your time and consideration.

Sincerely,

Amanda Peach

Amanda Peach
Saint Michael's College Box 0000
Colchester, VT 05439
(802) 654-0000
apeach@smcvt.edu

attachments

June 1, 20_

George Washington
AmeriCorps*VISTA
CEDO-Room 32
City Hall
Burlington, VT 05401

Dear Mr. Washington:

I am very interested in participating in an AmeriCorps*Vista program beginning this August. Please consider me for the following positions: *Development Coordinator*, Boys and Girls Club of Burlington; *Mentoring Coordinator*, Burlington High School; and *Development Coordinator*, Sara Holbrook Community Center.

I recently graduated from Saint Michael's College with a B.A. in Religious Studies and a minor in Philosophy. My academic background in these fields has shown me the importance of being engaged in my community. My involvement in community service has been extensive, including four years with the Saint Michael's College volunteer program M.O.V.E., The DREAM Program, and my work with children since I was in high school. I think it is especially important that we give our youth the support, attention, and outlets for self-expression they need to become healthy well-rounded adults. In working with the aforementioned organizations, I believe I have had a positive impact on the lives of young people and an AmeriCorps*Vista program will allow me to continue to serve my community.

Enclosed are a copy of my resumé, a completed application, and references. I will be living in the Burlington area and continuing my work at the Saint Michael's Early Learning Center. If you wish to contact me, I can be reached through my cell phone number 238-0000.

Thank you for your consideration.

Sincerely,

Don Diego de la Vega

Don Diego de la Vega
10 Granite Court
Burlington, VT 05401
ddvega@hotmail.com

enclosures

July 18, 20--

Ms. Nancy Network
Director of Marketing
Hippo Foods
2 Executive Square
Boston, MA 02127

Dear Ms. Network:

I am writing to request your advice and assistance regarding career opportunities in marketing in the Boston area. I received your name from the Career Advisory Network at Saint Michael's College.

I am completing my junior year at Saint Michael's where I am majoring in Journalism and Mass Communication and minoring in Global Studies. Last fall I studied abroad in London where I acquired greater insight into the economic and political forces affecting American business interests in Europe. Currently, I am interning at the Lake Champlain Regional Chamber of Commerce in Burlington in order to acquire practical experience in marketing research. These experiences have confirmed my interest in pursuing a career in international marketing following my graduation next year.

I would appreciate it if I could arrange an informational meeting with you to learn more about marketing and the steps I might take to better prepare myself for this field. I will call you next week to see if this is possible. I am also enclosing a copy of my resumé to give you a better idea of my background.

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

Sincerely,

William B. Worldly

William B. Worldly
Box 0000
Saint Michael's College
One Winooski Park
Colchester, VT 05439
(802) 654-0000

enclosure

Email format for an informational interview letter

Subject line: Inquiry from Saint Michael's College student

Dear Ms. Network:

I am writing to request your advice and assistance regarding career opportunities in marketing in the Boston area. I received your name from the Career Advisory Network at Saint Michael's College.

I am completing my junior year at Saint Michael's where I am majoring in Political Science and minoring in International Business. Last fall I studied abroad in London where I acquired greater insight into the economic and political forces affecting American business interests in Europe. Currently, I am a market research intern at the Lake Champlain Regional Chamber of Commerce. These experiences have confirmed my interest in pursuing a career in international marketing following my graduation next year.

I would appreciate an informational meeting with you to learn more about marketing and the steps I might take to better prepare myself for this field. I am also enclosing a copy of my resumé to give you a better idea of my background.

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

Sincerely,

William B. Worldly
Box 0000
Saint Michael's College
One Winooski Park
Colchester, VT 05439
(802) 654-0000

attachment

THANK YOU LETTERS

Believe it or not, only 1% of job applicants send a thank-you note to follow up on an interview, according to human resources professionals. Often, these applicants are the ones who end up getting the job because that simple courtesy makes them stand out from all the other job applicants with similar credentials.

Send a thank-you note the same day or the day after the interview. If this was your first interview, you could send a typewritten note, especially if the experience was rather formal. If you are responding after a second interview, if the interview seemed more casual, or if you knew some of the people interviewing you prior to the interview, you might consider sending a handwritten note. While many employers would appreciate an email thank you rather than none at all, there is no substitute for the professional impression you make with an actual letter or card. No matter what form you choose, use the letter to restate any positive points you want to make about yourself or to include any important information you may have forgotten to emphasize. Be sure to include pertinent information about the company or position that you discussed during the interview, and reaffirm your interest in the job.

What exactly should you write? Here's a possible format to follow:

“Dear _____:

I would like to express my thanks and tell you how much I enjoyed our conversation today. The _____ job sounds very interesting. I am even more enthusiastic about it after meeting with you and hearing about _____. I believe my _____ skills and experience make me well qualified for this position.

If you need any further information, I can be contacted at the address below. Thank you, again, for your time and I look forward to hearing from you.

Sincerely,

Your name

Your address

Your email

Example of a thank you letter

June 12, 20_

Second Union Bank
Ms. Gimme A. Dollar
Customer Service Manager
21 Money Drive
Silver City, MA 55555

Dear Ms. Dollar:

I want to thank you for taking time to interview me yesterday. The customer service position open in your bank is exactly what I am looking for and my interest has only increased since our meeting. It was very helpful to me to learn about your training program. I understand that customer service is where I would start to pursue a career in the banking industry and I appreciate that you took the time to lay out a typical career path for someone with my qualifications. The training program at Second Union Bank is the best in the industry and I believe my professional goals are in line with the philosophy of your organization.

I had a chance to read the *New York Times* article you told me about concerning the ways in which electronic banking is expanding with advances in technology. It is amazing to think how many directions the industry could go in with all the changes in global banking regulations and the transactions one can make from a simple home computer. The challenge to stay on top of things is both compelling and exhilarating.

Thank you again for your time. After my interview, I am even more excited about the possibility of starting my career with Second Union Bank. I look forward to hearing from you soon.

Sincerely,

Susie Wants-Ajob

Susie Wants-Ajob
100 Lots'o Loans Drive
Poorsville, MA 00000
(617) 555-5555
swants-ajob@hotmail.com

May 22, 20_

Human Resources International
John Q. Employer
Hiring Manager
37 Staffing Lane
Employment, VT 88888

Dear Mr. Employer:

I want to thank you for your offer of the position of Public Relations Assistant. Human Resources International is a leading staffing organization and I am pleased to accept the position with your company.

I understand your offer is for \$32,000 per year with a five percent guaranteed increase after the successful completion of a six-month training period. I am to receive twenty days paid time off per year, a 401(k) plan, and medical and dental benefits. My start date is June 15, 20_ and I am to report to your Bennington office.

Do you have any housing information you could forward to me? Since I will be new to the area, any help you could provide would be appreciated.

Thank you again for your offer of employment with Human Resources International. I look forward to working with you and starting my career with a leader in the staffing field.

Sincerely,

G. Otto Job

G. Otto Job
1 Payback Loan Parkway
Moneyinthebank, NY 12345
(888) 555-1234
gojob@smcvt.edu

Office of Career Development Reference File

A reference file contains letters of recommendations (also called letters of reference) which you have requested from people who know you well. You will typically need three to five letters in your file. The Office of Career Development maintains files for up to ten years for all students and alumni who have completed the proper forms, which are available at the career office in Klein. As a service to you, we can hold copies of reference letters and send them out to potential employers upon request. There is no charge to undergraduates for this service. Upon graduation, a one-time fee is required if you wish us to continue to maintain your file for the next ten years. Should you choose to take your references with you when you graduate, you are welcome to take the “open” letters, but we are unable to provide you with copies of the “closed” (confidential) ones (see below).

Reference Forms and Open/Closed References

The Office of Career Development has blank reference forms for you to use or your reference writers may write a letter on their own letterhead. You will also need to review and make a choice about the confidentiality of your references as follows:

- Open letter: Choosing this option means you are free to read letters written about you and allows you to take a copy of the letter. Most students choose to keep their letters open.
- Closed (confidential) letter: The reference is confidential and you may not see what has been written about you under any circumstances. If you choose this option, we will not be able to provide you with a copy of the letter.

Letters of Recommendation for Employment

Letters of recommendation written by professors, supervisors, coaches, or past employers can play an important part in improving your chances of getting a job. The people you choose to write letters on your behalf can make the difference in your selection as an employee.

- Think about which people to ask to write letters of reference for you. It is recommended that you choose to have references from people who know you well and who are most likely to write strong letters in favor of your candidacy, including both former/current employers as well as faculty. You should not select personal or character references unless specifically told to do so.
- Before handing out a reference form, make sure to ask the person if (s)he would be willing and able to write you a positive letter of recommendation.
- Plan ahead in asking for references. For faculty, the end of the semester is a very busy time and, in other cases, you may find that your faculty members may be away from campus (sabbatical, conferences, vacations, etc.).
- Provide your reference writers with – a copy of your resumé and a note explaining the types of positions for which you will be applying. Ideally for faculty, give them a list of courses you took with them, specific papers, projects or presentations you completed, the semesters you had those courses, and the grade you received.

- You may also want to ask permission to provide a prospective employer with contact information for your references (phone, email, address) in case an employer would prefer to contact your references directly. This information would then be provided as a list of references (see example on page 52) rather than as reference letters. This list is a document you would maintain and would not be included in your Reference File in the Office of Career Development.

Letters of Recommendation for Graduate School

A good graduate school reference provider knows you well enough to comment fully on your ability to perform graduate level work, firmly believes in your desire to continue your studies, and is familiar with your chosen field of study.

Make a list of potential reference writers – faculty, staff, supervisors, employers, coaches - and refine it as you narrow your search for graduate programs.

Let your reference writers know well in advance of deadlines that you will be applying to graduate school, arrange to meet with them about your program, and ask them if they would be willing to write a letter in support of your application. Be aware that your reference writers may not always be available whenever you need them (sabbatical, conferences, vacations, etc.).

Supply your reference writers with all the information they need to write a strong recommendation:

- Your deadline dates. This does not necessarily mean that the date you give your reference writer is the date the application is due. Give yourself some time to pull your application together and some extra time in case your reference writer just doesn't get to it as promised.
- A description of the program(s).
- The application materials – recommendation forms, envelopes, stamps for mailing if the recommendation is to be mailed separately from the rest of your application.
- Your resumé and a list of qualities you have that would support your application.
- If the reference writer is a faculty member, include a list of classes taken with that faculty member, grades received, major projects/papers/presentations, and a copy of your personal statement.
- How to contact you should they have any questions.

The majority of graduate programs will ask for confidential references. This means that you have waived your right to review the letter of recommendation. Make sure you are comfortable with the people you choose to write your letters and this will not be a problem. If you are hesitant about what someone will write about you, perhaps you should choose another person.

Give each graduate program what they are asking for. Don't send too few recommendations. Make sure the letters are on the forms provided by the school. Don't substitute other information in lieu of a letter of recommendation without checking with the admission committee.

List of References

Some employers prefer to speak to your references directly rather than reading a letter. If this is the case, you'll want to provide those employers with a list of the people who are willing to serve as your references and their contact information. Remember to ask your references if they are willing to be contacted, and where to reach them (office, cell, and/or home). An example of a list of references is given on the next page. This list is a document you would maintain and would not be included in your Reference File in the Office of Career Development.

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