

A GUIDE TO

Writing a Résumé and Cover Letter



*"Bridging your liberal arts education
with your career journey"*

CAREER PLANNING

(330) 263-2496 • FAX: (330) 263-2072

www.wooster.edu/offices/career

RESUME WRITING

HOW TO PREPARE AN EFFECTIVE RESUME

****NOTE: The average employer spends approximately 30 seconds reviewing a resume. Make it count!**

I. Resume Essentials

Before you write, take time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience, co-curricular, and volunteer activities. This will make it easier to prepare a thorough resume.

II. The Content of Your Resume

Name, Address, Telephone, E-mail Address, Web Site Address

All your contact information should go at the top of your resume.

- Avoid nicknames.
- Use a permanent address. Use your parents' address, a friend's address, or the address you plan to use after graduation.
- Use a permanent telephone number and include the area code. Be sure to record a neutral greeting on your voice mail.
- Add your e-mail address. Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.)
- Include your web site address only if the web page reflects your professional ambitions.

Skill Summary (OPTIONAL)

A skill summary concisely tells a potential employer how the candidate is uniquely qualified for the job.

- Tailor to specific job description.
- Read what they are looking for and reflect on your own experiences that demonstrate those skills.

Examples:

- A skilled communicator able to synthesize and deliver complex information to diverse audiences.
- Exemplary problem-solving skills: able to identify problems and implement corrective measures.
- Computer skills – include MS Suite, Photoshop, Dreamweaver

Education

New graduates without a lot of work experience should list their educational information first.

- Your most recent educational information is listed first.
- Include your degree (B.A., etc.), institution attended, major, minor/concentration.
- Add your grade point average (GPA) if it is higher than 3.0.
- Mention academic honors.
- List relevant coursework.
- Describe your Independent Study.
- If you studied away from campus, add it to this section.

Experience

Briefly give the employer an overview of work and any other experiences (volunteer, committee membership, etc.) that has taught you skills. Use action words to describe what you did. Include your experience in reverse chronological order—that is, put your last experience first and work backward to your first, relevant job. Include:

- Title of position.
- Name of organization.
- Location of work (town, state.)
- Dates of employment (month/year – month/year, e.g. January 2020 – May 2020)
- Describe your responsibilities with emphasis on specific skills and achievements.

Other Sections

A staff member in Career Planning can advise you on other information to add to your resume. You may want to add:

- Key or special skills or competencies.
- Leadership experience in volunteer organizations.
- Participation in sports.
- APEX Fellowships, Health Coach, RA

References

Ask people if they are willing to serve as a positive reference before you give their names to a potential employer. Do not include your reference information on your resume.

III. Resume Checkup

You've written your resume. It's time to have it reviewed and critiqued by a career advisor. You can also take the following steps to ensure quality:

Content

- Run a spell check on your computer before anyone sees your resume.
- Get a friend (an English major would do nicely) to do a grammar review.
- Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected).

Design

These tips will make your resume easier to read and/or scan:

- Use white or off-white paper.
- Use 8-1/2- x 11-inch paper.
- Print on one side of the paper.
- Use a font size of 10 to 12 point.
- Margins: .5 – 1" all around.
- Use non-decorative typefaces.
- Choose one typeface and stick to it.
- Avoid italics, script, and underlined words.
- Do not use horizontal or vertical lines, graphics, or shading.
- Do not fold or staple your resume.

SKILLS EMPLOYERS LOOK FOR IN RECENT COLLEGE GRADUATES

Employers place the greatest value on **demonstrated proficiency** in skills that cut across all majors.

Intellectual and Practical Skills:

- Oral communication
- Teamwork skills with diverse groups
- Written communication
- Critical thinking and analytic reasoning
- Complex problem solving
- Information literacy
- Innovation and creativity
- Technological skills
- Quantitative reasoning

Personal and Social Responsibility:

- Ethical judgment and decision making
- Work independently – set priorities, manage time/deadlines
- Self-motivated – ability to take initiative and be proactive

Employers are more likely to hire graduates with these experiences:

- Internship/apprenticeship with a company/organization
- Project in community with people from diverse backgrounds
- Multiple courses requiring significant writing assignments
- Research project done collaboratively with peers
- Advanced, comprehensive senior project/thesis
- Service-learning project with community organization
- Study abroad program

POWER WORDS FOR YOUR RESUME

Use powerful action words to describe your experience and accomplishments

accelerated	designed	inspired	provided
accomplished	detailed	innovated	purchased
achieved	devised	installed	recommended
acquired	directed	insured	reconciled
adapted	discovered	integrated	recorded
addressed	doubled	interpreted	recruited
administered	drafted	interviewed	reduced
advanced to*	earned*	invented	reinforced
advertised	edited	investigated	related
analyzed	educated	justified	reorganized
anticipated	effected**	keynoted	reported
approved	eliminated	launched	researched
arranged	engineered	led	resolved
assembled	enforced	licensed	reviewed
assisted	established	maintained	revised
audited	estimated	managed	scheduled
budgeted	evaluated	manipulated	selected
built	examined	marketed	separated
calculated	executed	mastered	served
centralized	expanded	minimized	set up
changed	expedited	modified	simplified
collaborated	explained	monitored	solved
collected	facilitated	motivated	sparked
compiled	financed	negotiated	specified
completed	forecasted	obtained	staffed
conceived	formed	operated	stimulated
conceptualized	formulated	organized	strengthened
composed	founded	originated	structured
condensed	generated	overcame	supervised
conducted	governed	oversaw	surveyed
constructed	graduated	participated	synthesized
contracted	guided	performed	taught
consulted	halved	persuaded	tested
controlled	headed	pioneered	trained
converted	hired	planned	transformed
coordinated	identified	prevented	transmitted
correlated	illustrated	prepared	tripled
created	implemented	presented	unified
cultivated	improved	processed	used
defined	increased	produced	verified
delegated	influenced	programmed	won
demonstrated	informed	promoted to*	wrote
developed	initiated	proposed	

*Advanced to rather than promoted to and earned rather than was given indicate a person who does things rather than receives them. ** Do not confuse with affected.

Name

Email
Phone

Home Address

1234 Wooster Rd
Wooster, OH 44691

Campus Address

1189 Beall Ave,
Wooster, OH 44691

Education

The College of Wooster, Wooster, OH

Expected Graduation: May 2021

Degree: Bachelor of Arts

Projected Major: Music Education

Honors: Dean's Scholarship

Paramus High School, Paramus, NJ

Graduation Date: June 2017

Honors: Tri-M Music Honor Society

Experience

The College of Wooster Music Department Wooster, OH
Usher

September 2017-Present

- Regulated entry and exit from a performance venue
- Maintained a respectful and appropriate environment for performers
- Distributed tickets and programs to patrons

Paramus Public Library Paramus, NJ

Summer 2017-Present

Summer Reading Program Assistant

- Guided K-5 students in individual reading programs
- Recorded students' reading habits using Beanstalk software
- Assisted parents in motivating children to read

New York Renaissance Faire Tuxedo Park, NY

Summer 2016-Present

House Band; Performing Arts

- Interacted with patrons through improvisational acting
- Accompanied cast performances with violin music
- Provided other cast members with transcribed sheet music

Leadership / Activities

Wooster Symphony Orchestra Wooster, OH

August 2017-Present

Assistant Principal Chair - 2nd Violins

Interfaith Scholars Wooster, OH

October 2017-Present

- Selected to meet weekly with other College of Wooster students to discuss topics regarding faith and religion

A Round of Monkeys (Acappella Singing Group)

September 2017-Present

Music Director 2018-2019

- Select and arrange new music; teach parts to members of the group

Skills

Language: English as first language, basic Korean and German, proficiency in Hangul handwriting

Technical: Competent with Microsoft Word, PowerPoint, Google Docs, MuseScore; familiar with Microsoft Excel

Communication: Strong written and oral skills acquired from writing assignments and speaking to groups of all ages

NAME

Cell: **Email:** **Address:** 1189 Beall Avenue, Wooster, OH 44691

EDUCATION

The College of Wooster, Wooster, OH **Expected Graduation:** May 2018

Degree: Bachelor of Arts **Major:** Neurobiology **Cumulative GPA:** 3.7

Honors and Awards: Tri-Beta, Nu Rho Psi, Dean's List

RESEARCH AND LABORATORY EXPERIENCE

Northwestern Feinberg School of Medicine, Chicago, IL Research Assistant June—August 2017

- Worked in the Ridge lab of the Pulmonary and Critical Care Division
- Explored a gene of interest and its possible role in the protection of vimentin knockout mice against the flu virus

The College of Wooster, Wooster, OH

Senior Independent Study Thesis January 2017-present

- Exploring the interplay between early and later life nutritional conditions on learning and memory
- Created a study that simultaneously tests the match-mismatch hypothesis and the cumulative stress hypothesis
- A three-semester research project that will result in a 60+ page thesis and an oral defense

Department of Chemistry Peterson Lab, Research Assistant September-December 2016

- Worked towards the goal of optimizing chemical ligation of peptide sequences
- Modified existing procedures to increase the scale and yield of previously determined functional intermediates

Department of Chemistry, Teaching Assistant January - May 2015

- Selected by professor and worked as a teaching assistant for a Chemistry 112 Laboratory course
- Assisted students with laboratory experiments and graded lab reports weekly

HEALTHCARE EXPERIENCE

Wooster Community Hospital, Wooster, OH Health Coach September 2015- present

- Completed semester course taught by Wooster Community Hospital healthcare professionals
- Trained in taking vital signs and CPR; assigned two patients to meet with regularly
- Met weekly with patients and assisted with medication management
- Encouraged individual patients and provided support to achieve desired health goals
- Provided feedback on patient's progress at biweekly team meetings with nurses, doctors, social workers and fellow health coaches

Pediatric Center of Excellence, Lusaka, Zambia Intern May - July 2016

- Provided assistance in the Pediatric electroencephalography (EEG) laboratory and the Early Infant Diagnosis lab for HIV (EID)
- Shadowed different healthcare professionals including: pediatric neurologists, occupational therapists, speech therapists, physiotherapists, EEG technicians, research assistants and molecular biologists
- Assisted EEG technician with running tests on children with a variety of seizure disorders

The College of Wooster, Wooster, OH Assistant Athletic Trainer October 2014- present

- Assisted the athletic trainers with the care and management of college athletes
- Provided first aid treatment during practices and matches

CAMPUS LEADERSHIP EXPERIENCE

Pre-Health Club, Co-President April 2016- present

- Worked with co-president to arrange visiting speakers and community service activities

Office of Admissions, Senior Admissions Intern February 2017-present

- Interviewed prospective students, interacted with families, and represented the College at college fairs

International Students & Scholars Services, Zambia's Student Ambassador August 2015- May 2016

- Awarded a grant to travel to Zambia to conduct research on Zambian culture, history and socioeconomic matters. Gave presentations about Zambia to audiences in the Wooster community and on campus

NAME

Campus Address: 189 Beall Avenue, Wooster, OH 44691

Email:

Cell:

EDUCATION

The College of Wooster, Wooster, OH **Degree:** Bachelor of Arts Expected Graduation May 2018
Major: Women's Gender & Sexuality Studies **GPA:** 3.5 **Honors:** Dean's Scholarship, Dean's List

DIS Stockholm, Sweden Fall 2016
 Program: Gender & Sexuality, Human Trafficking, and week-long trips to Berlin, Germany and Uppsala, Sweden

INTERNSHIPS

9to5 National Association of Working Women, Atlanta, GA Summer 2016
Lesbian Gay Bisexual Transgender Community Center, Cleveland, OH Summer 2017

APEX Fellow

- Applied through a competitive process and awarded funding to complete two 8-week internships
- Assisted director with planning meetings and coordinating events
- Created brochures about LGBTQ issues
- Attended outreach programs within the community
- As an APEX Fellow, required to present internship experience at campus events

CAMPUS LEADERSHIP EXPERIENCE

The Women of Images September 2014 – Present

Co-President (February 2016 – Present); **Treasurer** (February 2015-2016)

- Ensure that an agenda is planned for board and general assembly meetings
- Coordinate all events and activities for the organization
- Work with executive board to make sure all assigned tasks are completed

The Black Student's Association September 2014 – Present

Secretary (February 2015 – May 2017)

- Take minutes of each board and general assembly meeting
- Keep a record of the organization's events and activities
- Receive agenda items from committee members

Black Women's Organization January 2016 – Present

- Attend all bi-weekly meetings and engage in events and activities

Scot's Watch January 2015 – Present

- Learn about race, gender, and cultural differences on a college campus
- Educate others on cultural competency

Teaching Assistant for Writing Workshop August 2015 – December 2015

- Assisted students on writing assignments and peer review papers

CAMPUS EMPLOYMENT

Writing Center January 2017- Present

Receptionist

- Greet and assist students with weekly appointments

Scot Center September 2014 – Present

Public Relation Officer

- Record the volleyball and basketball statistics for games and update scores for online viewers
- Post game information on social media sites

Scot Lanes

Operations Associate January 2017-Present

- Assist students with equipment
- Take care of the maintenance of the bowling alley

Name

Email | Phone

Campus Address: 1189 Beall Ave, Wooster, OH 44691

Permanent Address: 1234 Wooster Rd, OH 44691

EDUCATION

The College of Wooster, Wooster, OH

Expected Graduation: May 2021

Degree: Bachelor of Arts

Major: Business Economics

Minor: Spanish

Honors: The Posse Foundation Full Tuition Leadership Scholarship (2017-2021)

EXPERIENCE

The Posse Foundation Atlanta, GA

June – August 2019

Summer Intern

- Research grant proposals while investigating donor prospects
- Manage logistics for career workshops and events, including data, marketing, and moderating panels
- Wrote scholar articles for the Posse local and national newsletters

Tracy Wyatt Recreation Center College Park, GA

June 2018 – August 2019

Head Camp Counselor

- Facilitated daily discussions of social concepts with camp youth
- Pioneered a creative strategy to ensure the safety of campers

Akron's Children's Hospital – The Commons Pilot Program Akron, OH

March – April 2019

Consulting Team Leader

- Developed an application for simplifying the healthcare process for adolescent teens and parents
- Collaborated with professional leaders and consultants to develop business outline and minimal viable products

The Sovereign Order of Malta Pécs, Hungary

June – July 2018

Consulting Team Leader

- Increased cultural influence and communication while persevering through language and cultural barriers
- Led a group of culturally diverse scholars and orchestrated charitable program for marginalized communities
- Created a social entrepreneurial program that provided transportation for impoverished communities

LEADERSHIP

Tartan Talk Committee Wooster, OH

October 2018 – Present

- Selected to meet biweekly with APEX staff to plan inspirational talks intended to positively impact students
- Assisted with marketing by developing unique strategies to appeal to students from all backgrounds

Posse PLUS SUMMIT Deloitte Leadership Center Houston, Texas

January 2016 - Present

Student Representative for The College of Wooster

- Elected to represent Wooster Posse to discuss the state of our union along with 150 Nationwide Scholars
- Presented groundbreaking ideas and strategies to diminish social inequality on national TV via Telemundo

1st Place International Video Pitch Competition Wooster, OH

March – April 2019

- Developed business proposal for innovative digital application aimed at promoting balance between smartphone usage and healthy lifestyles through a shared economy
- Facilitated group discussions with diverse populations
- Designed, produced, and presented two-minute video pitch for the application

SKILLS & INTERESTS

Technology: Final Cut Pro, iMovie, Adobe Premiere Pro, Adobe Light Room, After Effects, Canva, Microsoft Office

Language: Proficient in Spanish

Professional/Communication: Presentations, Strategic Planning, Teambuilding, Time Management

Interests: Barbering, Fishing, Paintball, Piano, Videography

Certification: CPR-Certified, QPR-Certified

NAME

1234 Wooster Rd, Wooster, OH 44691 ▪ Phone ▪ Email

EDUCATION

The College of Wooster, Wooster, OH

Bachelor of Arts, May 2019 **Double Major:** Political Science and Religious Studies

Honors: Dean's Scholarship

Study Abroad: The University of Edinburgh, Edinburgh, Scotland, Fall 2017

RESEARCH

Senior Independent Thesis: *"How Inclusive Nationalism Implemented by the State can Prevent an Increase in Religious Polarization."*

- A year-long research project which culminates in a 130+-page research paper with an oral defense and two oral presentations.

Political Science Junior Independent Study: *"The State's Use of Religious Symbols in Creating Discriminatory Policies"*

- A semester long research project devising a research plan and analyzing research methodologies Fall 2017

Religious Studies Junior Independent Study: *"Religious Signs, Myths and Narratives and Political Leaders"* Spring 2018

- A semester long research project that culminated in a 25-page research paper

EXPERIENCE

Visalia United Methodist Church

Visalia, CA

Intern, Summer 2018

- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Maintained appropriate filing of personal and professional documentation.
- Wrote reports, executive summaries and newsletters.
- Filed paperwork and organized computer-based information.

The Lunchbox

Visalia, CA

Caterer, May 2015-January 2019

- Answered telephone calls and responded to inquiries.
- Trained kitchen staff on proper use of equipment, food handling, and portion sizing.
- Managed food delivery for 200+ guests for special events.
- Helped with preparation, set-up, and service for catering events.

The College of Wooster Theater Department

Wooster, OH

Assistant, August 2015-Present

- Worked with technical design and product management to ensure design packages were accurate and complete.
- Let out and took in seams in suits and other garments to improve fit. Repaired and replaced defective garments.

LEADERSHIP & ACTIVITIES

Religious Studies Club 2016-2018

Political Science Club 2016-2018

Inter-Greek Council- Treasurer 2016-2017

Alpha Gamma Phi- Alumni Chair, Special Event Coordinator, Inter-Greek Council representative 2016-2019

One Act Play: Acting, Directing, Designing- 3 years 2016-2019

COMMUNITY SERVICE EXPERIENCE

Wooster Community- College Relations Community Service

Relay for Life- 2015-2019

EF Tours Greece, Italy, Turkey, France, England, Vatican City 2015

Student Ambassador People to People International France, Germany, Switzerland, Spain 2014

Name

1234 Wooster Rd, Wooster, OH 44691 ▪ Phone ▪ Email

EDUCATION

The College of Wooster, Wooster, OH

Degree: Bachelor of Arts

Major: Biochemistry and Molecular Biology

Graduation date: May 2020

GPA: 3.4

Honors: College Scholar Award, Dean's List

Junior Independent Study Thesis: *Chemotaxis and Inducible Antibiotic Resistance in Escherichia Coli*. Devised a plan and research goals for Senior Independent Study Thesis

Relevant Coursework: Organic Chemistry, Biochemistry, Techniques in Biochemistry and Molecular Biology, Molecular and Cellular Biology, Evolution, Neurobiology, Human Physiology, Statistics & Experimental Design, Human Neuropsychology, Foundations of Physics

RESEARCH EXPERIENCE

Senior Independent Study Thesis, The College of Wooster, Wooster, OH

May 2019 -Present

- Explored the link between Chemotaxis and inducible antibiotic resistance using E. Coli
- Knocked out genes in bacteria via transduction
- Exposed genes to chemoattractants and chemorepellents to determine levels of resistance
- Will result in a 70+ page thesis, an oral defense and presentation at I.S. Symposium

The Ohio State University, Columbus, OH, *Dr. Teresa Morishita Lab*

Summer 2019

- Performed antimicrobial susceptibility tests
- Practiced taking blood samples from chickens and completed necropsies of pheasants
- Identified bacteria colonies using identification test, such as TSI, SIM, Gram Stains, and different media
- Research currently in process of being published

The Ohio Agricultural Research and Development Center, Wooster, OH, *Dr. Qijing Zhang Lab*

Summer 2018

- Investigated *Campylobacter* in poultry
- Plated samples, performed ELISAs, ran PCRs, executed electrophoresis gels
- Research published in **Journal of Applied Microbiology**

LABORATORY & TECHNICAL SKILLS

Laboratory: Thin Layer Chromatography (TLC)

Affinity Column Chromatography

Antimicrobial Susceptibility Testing

Infrared Spectroscopy (IR)

DNA and Protein Electrophoresis

Polymerase Chain Reaction (PCR)

Enzyme-Linked Immunosorbent Assay (ELISA)

Technical: Microsoft Excel, PowerPoint, Word, Chem Draw and SPSS

COLLEGE WORK EXPERIENCE

Office of Residence Life

Aug 2017-Present

Resident Assistant

- Trained in conflict management and mediation
- Served 44 students in first-year hall; currently serving 27 students in upperclassman houses
- Planned and implemented reflective and dynamic programming

Department of Chemistry

2017-2018

Chemistry Lab Grader

- Met with student graders and laboratory professor to communicate expectations for laboratory reports to ensure universal grading standards
- Evaluated student laboratory reports including written work, graphs, tables and assigned a fair grade

LEADERSHIP & EXTRACURRICULARS

Wooster Volunteer Network, Executive Board 2018-Present

Chemistry Club, 2017-Present

First Year Program Council, 2017-2018

Peace By Peace, 2018-2019

Name

Email Phone:

1234 Wooster Rd, Wooster, OH 44691

Education and Honors

The College of Wooster, Wooster, OH **Degree:** Bachelor of Arts **GPA:** 3.5 **Graduation:** May 2017

Major: History **Minor:** Theater

Honors: Departmental Honors, cum laude, Deans List, NCAC Academic Honor Roll, Dean's Scholarship, OFIC Scholarship

Senior Independent Study Thesis, *Reforming the Victorian Woman: Femininity and Fashion in Victorian America 1850-1900*, a year-long research project, resulted in a 126 page thesis, oral defense, and IS Symposium Presentation April, 2017

Junior Independent Study Thesis, *Halston and Diane von Furstenberg: Fashioning the "New Woman" in 1970s America*, a semester-long research project, resulted in a 67-page paper

Study Abroad: Wooster Summer in Tuscany, completed two courses in medieval history Summer 2015

Related Experience

The Ohio Light Opera Wooster, OH *Run Crew* Summer 2017

- Professional non-profit light opera company staging seven theatrical productions in three months, worked between technical shops (scenic, props, costumes, and wardrobe) and as run crew for five of the seven shows.

Wooster's Promise Live! Wooster, OH *Performer* March, 2017

- Collaborated with a professor, production manager, and alumni to create and present a script for the Wooster Promise marketing campaign that successfully improved Wooster's endowment.

The College of Wooster Theater Department Wooster, OH *Costume Shop Assistant* 2013- 2017

- Assisted the Costume Manager in altering, constructing, and fitting costumes for two theater productions and two dance concerts yearly.
- Created spreadsheets and entered data in Microsoft Excel, filed patterns, copied documents, printed shipping labels, recorded inventory, organized stock, and sorted large donations of 4+ bags.

Alice Noble Ice Arena Wooster, OH *Learn to Skate Instructor* 2013- 2017

- Created weekly lesson plans and taught children ages 3-10 and adults the fundamentals of figure skating.

Skills

Computer: Proficient with Microsoft Office (Word, Excel, Power Point, Publisher) and Google Docs to produce documents, spreadsheets, and presentations for courses or employers.

Scheduling/ Organizational/Time Management: Demonstrated ability by juggling academics, athletics, extracurricular activities, and two jobs at college while maintaining a 3.5 GPA and meeting all assignment deadlines.

Note Taking: Took detailed notes for college courses and created Google Docs pages for 5+ team presentations per semester, which allowed members to easily exchange notes and ideas.

Communication: Excellent verbal skills acquired from interacting with customers, patrons, employers, and students. Exceptional written skills completing 3-5 papers per course and Independent Studies theses.

Troubleshooting skills: Acted immediately to the abrupt departure of a props artisan on show day, trained incoming artisan and continued staging the show.

Creativity: Designed costumes for five shows through a costume design course. Exhibited creative problem solving skills as a costume shop assistant when issues arose with costumes or props.

Employment

Kohls Columbus, OH *Kohls Associate (Point of Sale)* 2016- 2017

Jersey Mike's Subs Columbus, OH *Associate* Summer 2016

Mozart's Café and Bakery Columbus, OH *Front Counter Manager/Hostess* Summer 2014

Leadership & Activities

Wooster Varsity Women's Tennis, Team Member/Player Coach 2014- 2017

Ballroom Dance Club, Secretary/Historian, 2015- 2017

Common Grounds Coffee Shop, 2015- 2017

Blackbirds Irish Dance, 2015- 2017

Name

Home Address

1234 Wooster Rd,
Wooster, OH 44691

Email

Phone

Campus Address

189 Beall Ave,
Wooster, Ohio 44691

Education

The College of Wooster, Wooster OH

Degree: Bachelor of Arts, May 2019

Major: Art History **GPA:** 3.889

Honors: Dean's List, Dean's Scholarship

Senior Independent Study Thesis: *A Masquerade of Gender: The Study of the Power and Influence of the Female Gender Through the Visual Culture of Sande Masks and Masquerades.* A year-long research project which culminated in a 96-page research paper, oral defense, and presentation at Independent Study Symposium, Ebert Art Gallery, The College of Wooster, April 2019

Junior Independent Study Thesis: *Royal Animal Imagery on Akan Linguist Staff Finials and their Political Statements of Power and Kingship: Lions, Elephants, and Leopards in the Royal Arts of the Akan.* A semester-long research project, which resulted in a 23-page research paper.

Significant Art and Art History Coursework**Museum Studies**

Spring 2019

- Wrote a thorough research paper and provided an extended object label on Lega Bwami hats for the spring gallery exhibition at The College of Wooster Art Museum.
- Collaborated with three other students to research High Museum of Art, Georgia and wrote the section of Collections and Exhibitions for the research paper. Presented a PowerPoint presentation to the class.

African Art

Spring 2018

- Wrote a semester-long research paper on Sande masks that prompted further research for Senior Independent Study on Sande masks and masquerades.

Introduction to Drawing

Fall 2018

- Researched Marisol Escobar and presented biography to the class.
- Built a large portfolio of a range of different works completed throughout the semester.

Work Experience

Patricia Haney, Flourtown, PA **Childcare Provider**

June - August 2016, 2017, 2018

- Provided childcare for one girl and one boy, ages 3 and 5 years at beginning of employment.
- Fed, disciplined, transported, scheduled, taught basic science, and provided all necessary care.

St. Paul's Nursery School, Glenside, PA **Classroom and Director Assistant**

May 2018 - September 2018

- Assisted classroom and special teachers with basic classroom needs and chores, reinforced rules and overall behavior, led daily lessons and classroom activities such as arts and crafts and spelling, cleaned and set up classrooms.
- Reorganized storage, cleaned, prepared meals, assisted with planning and setting up for events such as Mother's Day brunch and concerts, ran errands, sewed clothes for special events, and provided overall assistance to the Director.

Kathy (Life Coach), North Hills, PA **Cook and Caterer**

July 2017

- Constructed a menu and prepared and delivered four meals each day to a group of women on a strict health diet and workout regimen.

Leadership/Activities

Delta Theta Psi, Historian

2017-Present

Wayne County Humane Society, Volunteer

September 2016-May 2018

Learn N Play of Wooster, Volunteer

September 2016-May 2018

NSLC: National Student Leadership Conference for the Arts and Performance, Fordham University Summer 2018

- Collaborated in a group of thirty students in creating a virtual arts center and presented a PowerPoint presentation to an audience of two hundred other students.
- Contributed to the group by leading marketing and architecture.

Skills

Communication: Excellent verbal/written communication acquired from presentations and writing intensive courses.

Research: Strength in analyzing and synthesizing large amounts of data.

Computer: Experienced with Windows/Macintosh OS, Microsoft Office, and Google Documents.

NAME

Email

Phone

1234 Wooster Rd, Wooster, OH 44691

EDUCATION**The College of Wooster**, Wooster, Ohio**Graduation date:** May 2015**Degree:** Bachelor of Arts **Major:** Mathematics **Minor:** Education **GPA:** 3.35**Honors:** Dean's List, National Science Foundation Scholarship, Dean's Scholarship, Westlake Scholarship**Senior Independent Study Thesis:** To Flip or Not to Flip? A Study of the Effectiveness of the Flipped Classroom Model for Teaching Mathematics: A year-long independent research and writing project which analyzed how the flipped classroom model affected how fourth grade students learn mathematics which resulted in an 84 page thesis and an oral defense.**Licensures:** Early Childhood Education License with 4th and 5th grade endorsement**TEACHING EXPERIENCE****Wooster Township Elementary; First Grade Classroom** (Spring 2015)

- Completed twelve weeks of student teaching; led full day entire classroom instruction for much of the twelve weeks
- Attended various professional development days and parent/teacher conferences

Wooster Township Elementary; Third Grade Classroom (Spring 2014)

- Taught whole class lessons and led small group activities
- Guided students through different reading and math activities in preparation for the Third Grade OAA Test
- Taught a math lesson on fact families and a literacy lesson on comparative and superlative adjectives
~70 hours during semester

The College of Wooster; Nursery School (Fall 2013)

- Observed behavior of three and four year olds while teaching and working within their environment
~20 hours during semester

Parkview Elementary; First Grade Classroom (Spring 2013)

- Taught whole class lessons on geometric shapes and led small group activities ~60 hours during semester

Melrose Elementary; Kindergarten Classroom (Fall 2012)

- Led small group activities for intervention groups
- Taught two lessons on letters and sounds to a small group of students ~60 hours during semester

Cornerstone Elementary; Second Grade Classroom (Spring 2012)

- Taught whole class lessons and led different reading groups ~60 hours during semester

Ida Sue School for Mental Retardation and Developmental Disabilities; Secondary Classroom (Fall 2011)

- Observed and worked within a special needs setting
- Helped alter lesson plans to fit the needs of each student within the classroom
- Implemented intervention plans as stated on IEPs ~18 hours during semester

RELATED WORK EXPERIENCE**Trinity Lutheran School**, Manchester, OH *Summer Camp Lead Teacher*

Summers 2012 & 2014

- Developed and implemented daily lessons and activities based on a weekly theme for a group of boys and girls in first through sixth grades; enforced rules and overall behavior

Norbert Family, Manchester, OH *Tutor*

May-August 2013

- Constructed lessons and implemented a strict behavior plan for a 13-year old boy with severe autism

LEADERSHIP & VOLUNTEER EXPERIENCE**Wooster Varsity Basketball Team**, *One-year Captain, Four-year letter winner*

Fall 2011-2015

Women's Athletic and Recreation Association, *Co-Vice President and Events Coordinator*

Fall 2013-2015

Student Athletic Advisory Committee, *Treasurer*

Fall 2013-2015

Wooster Future Educator's Association, *Secretary*

Fall 2011-2015

Expanding Your Horizons Workshop, encouraging girls to pursue interest in science and math

2012-2015

Women of STEM, Cross-Cultural Connections Program (C3), Wayne County Humane Society**SKILLS****Technical:** Competent with SMART Board technology, proficient in Microsoft Office applications and LaTeX**Management:** Strong organizational skills, with numerous experiences in team building and project management**Communication:** Excellent verbal and written communication acquired from writing intensive courses and thesis**Language:** Conversational Spanish

NAME

1189 Beall Avenue, Wooster, OH 44691

PHONE:

EMAIL:

EDUCATION

The College of Wooster, Wooster, OH **Degree:** Bachelor of Arts **Graduation May 2014**
Double Major: Chemistry and Computer Science **Minor:** Mathematics **GPA:** 3.62
Academic Honors and Awards: Dean's List; Grace Achievement Scholarship; Deans Scholarship; The College of Wooster Inspiration Award; United States Students Achievers Program 2010

TECHNICAL SKILLS

- Proficient in SQL, PHP, HTML, XML, Java, C, C++ , Python, CSS computer programming.
- Experienced in Windows and Mac OS, PC, Microsoft Word, Excel, PowerPoint, Adobe Photoshop , Latex

CAREER RELATED EXPERIENCE**Senior Independent Study: 3-D Ising Model Simulations** **August 2013 - present**

- A self-designed three semester project resulting in a 75+ page paper, a software product and successful oral defense.
- Ising Model is a mathematical simulation of the spontaneous magnetization affecting phase transitions at atomic level.
- Phase transitions have been successfully modeled in 2-D but not in 3-D
- Using java and graphical libraries to develop a graphical user interface software, which allows chemistry instructors and students to study chemical interactions, thermodynamic properties and phase transitions in 3- Dimension.
- Monte-Carlo and Cellular Automata algorithms used to predict phase transitions and setting neighborhood conditions.

COMAP Interdisciplinary Contest in Modeling **31 January - 4 February 2013**

- Represented the College of Wooster's Computer Science department in weekend international programming contest.
- Wrote a java model to predict the future of global health based on past and current environment status and usage.
- Successfully managed to submit a 20-page report about the model within the assigned 4 days of the competition.
- Won Honorable-Mention Award.

APPLIED MATHEMATICS RESEARCH EXPERIENCE (AMRE)

The College of Wooster students in the fields of Mathematics, Computer Science and Economics are competitively selected to work on a specific project from the hiring client company for an 8-week paid summer internship.

Cargill Scholarship, <http://www.wooster.edu/academics/areas/mathematics/amre/projects/2012/molecular> May-July 2012

- Worked on extension of the Molecular playground project, a hardware-software installation that allows the user to rotate 3-D chemical molecules.
- Developed a software dubbed MoleK which links the Kinect with OpeNI software to track hand motion and gestures then send the commands to molecular modeling software called Jmol to manipulate molecules.
- The implementation uses OpeNI framework to watch for Wave and Click gestures and track hand positions.
- MoleK allows instructors to use gestures to demonstrate simple chemical reactions.
- Submitted the software and 30 page paper to the College's chemistry department

Goodyear Company Tire & Rubber Co., http://www3.wooster.edu/amre/amre11.html#GY1_2011 May-July 2011

- Developed a program to compute the relative sorption energies and model the structures of selected rubber chemicals on filler surfaces.
- Met with client throughout the project to modify the objectives based on new information or insufficient data.
- Gave a final presentation to an audience of over 40 scientists and engineers at Goodyear's headquarters in Akron, Ohio.
- Developed a protocol to be used by Goodyear's engineers using Gaussian and Gauss view 09 software.

LEADERSHIP**President of The International Students Association (ISA)** **March 2011-March 2012**

- A multi-cultural campus organization, which bridges the gap between international students and American students.
- Organized campus activities that promoted cultural awareness; insured smooth running of the executive board

Resident Director, The College of Wooster **August 2011-present**

- Provide primary leadership, support, supervision, and evaluation of 45 Resident Assistants.
- Act as a facilitator for the residence hall community, through enhancing social, educational, intellectual, and cultural development of each individual through programming and community development.

Zimbabwe's Ambassador, The College of Wooster **March 2012-present**

- Awarded a grant to travel back to Zimbabwe and research of the country's the social, political and economic status.
- Gave more than 25 presentations to different age groups in and around Wooster community.
- Invited to speak at the College Of Wooster's Convocation 2011, President's Welcome 2011, 2012.

ACTIVITIES

- Wooster Soccer Team, Wooster Cricket, African Student Association, Wooster Christian Fellowship. Chemistry tutor
- Founding Director of Youth For Change Trust in Zimbabwe, a charity organization focused on youth empowerment.

NAME

Email

1234 Wooster, Wooster, OH 44691

Phone

SKILLS SUMMARY

Computer: Mastery of Microsoft Word, Excel, PowerPoint and Publisher. Experienced with Stata, data analysis and statistical software and social media platforms

Communication: Written and oral skills acquired from writing intensive courses and public speaking engagements directed towards both adults and youth

Language: Fluent in Spanish learned through coursework, study abroad in Spain and travels to South America

EDUCATION

The College of Wooster, Wooster, OH

Degree: Bachelor of Arts, May 2014 **Double Major:** Political Science and Religious Studies

Honors: Dean's Scholarship

University of Cordoba, Cordoba, Spain Fall 2013, Language immersion program

RESEARCH

Senior Independent Thesis: *"How Inclusive Nationalism Implemented by the State can Prevent an Increase in Religious Polarization."*

- A year-long research project which culminates in 100+ page research paper with an oral defense and two oral presentations

Political Science Junior Independent Study: *"The State's Use of Religious Symbols in Creating Discriminatory Policies"*

- A semester long research project devising a research plan and analyzing research methodologies

Religious Studies Junior Independent Study: *"Religious Signs, Myths and Narratives and Political Leaders"*

- A semester long research project that culminated in a 25-page research paper

EXPERIENCE

Ann Arbor United Methodist Church, Ann Arbor, MI, *Intern* Summer 2013

- Planned and coordinated logistics and materials for board, committee meetings and staff events
- Filed paperwork and organized computer-based information
- Maintained appropriate filing of personal and professional documentation
- Wrote reports, executive summaries and newsletters

The Lunchbox, Ann Arbor, MI, *Waiter, Cashier, Food Preparer, Caterer* May 2011-January 2014

- Trained kitchen staff on proper use of equipment, food handling, and portion sizing
- Managed food delivery for 200+ guests for special events
- Helped with preparation, set-up, and service for catering events
- Answered telephone calls and responded to inquiries

The College of Wooster Theater Department, Wooster, OH *Assistant* August 2010-Present

- Worked with technical design and product management to ensure design packages were accurate
- Assisted with garment fittings and repairs

LEADERSHIP & COMMUNITY SERVICE

Religious Studies Club and Political Science Club, 4 years

Inter-Greek Council, Treasurer 2013/ 2014; Alpha Gamma Phi, Alumni Chair & Special Event Coordinator, 3 years

One Act Play: Acting, Directing, Designing, 3 years

Wooster Community and College Relations Committee, 2 years

Relay for Life, 4 years

NAME

1234 Wooster Rd
Wooster, OH 44691

Phone
Email

EDUCATION

The College of Wooster, Wooster, OH

Bachelor of Arts, Global & International Studies May 2019 **Major GPA: 3.33**

Senior Independent Study Thesis: "A Hometown Approach to Homegrown Terrorism? A Comparative Case Study on Countering Violent Extremism Policy"

- A year-long research project culminating in a 125 page thesis and oral defense.

Junior Independent Study Thesis: "The Effectiveness of Economic Aid Sanctions on Repressive States"

- A semester long research project resulting in a 20 page paper.

Relevant Coursework: Comparative Foreign Policy, International Security, International Political Economy, Large-Scale Political Violence, Theories of International Relations, US Foreign Policy, Upper Level Spanish Courses

Universidad de Granada, Granada, Spain

Fall 2017

- Studied at the Universidad de Granada and lived with a host family.
- Completed classes relating to international relations taught in both Spanish and English.

RELATED EXPERIENCE

Lafayette Group, Vienna, VA

Summer 2017

Associate

- Provided support to Department of Homeland Security Office of Emergency Communications.
- Performed research and provided legislative support to the Major City Chiefs Association.

Kroll Advisory Solutions, Reston, VA

Summer 2016

Intern – Transaction Intelligence and Compliance

- Supported senior analysts in the overall research and due diligence process for clients in the financial industry.
- Utilized online databases to provide senior analysts, and the client, with the status, legitimacy, and general background information of a given individual or company.

National Sheriffs' Association, Alexandria, VA

Fall 2016

Legislative Intern

- Worked with the Government Affairs Division to develop the Association's law enforcement and homeland security policy positions.
- Performed research on issues being taken up in Congress and other Federal agencies in order to better inform sheriffs nationwide.

Department of Homeland Security, Washington DC

Summer 2015

Summer Intern

- Worked under the Deputy Counterterrorism Coordinator, and with the Counterterrorism and Countering Violent Extremism (CVE) Working Groups.
- Performed analysis and research on countering violent extremism, homegrown terrorism, community policing, and international cooperation from think tank reports and past policies.
- Developed briefing memos, meeting agendas, and summaries for senior advisors.

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, PC and Mac.

Language: Intermediate Spanish skills in reading and writing, and conversational speaking.

Research: Strong research and analytical skills in the fields of political science, economics, and international relations.

Leadership: Held leadership positions in both academic and nonacademic settings; Able to lead or work in teams

Communication: Strong written and oral skills acquired from writing intensive courses and presentations

NAME

1234 Wooster Rd • Wooster, OH 44691

Phone • Email

EDUCATION**The College of Wooster, Wooster, OH****Graduation- May 2018*****Human-Environmental Interaction***

Created and petitioned for a self-designed major, blending social and natural sciences focused on the environment.

Designed and carried out an independent thesis on factors influencing the long-term sustainability of water projects.

Ashesi University College, Accra, Ghana**Spring 2015*****Exchange Student***

Inaugural student in an exchange program. Took classes on Ghanaian Popular Culture, and African Philosophical

Thought. Completed a semester-long service learning project with a non-governmental organization serving street kids.

PROFESSIONAL EXPERIENCE**Off-Campus Study Department, The College of Wooster, Wooster, OH****August 2016-Present*****Global Envoy***

Advise students looking to study off campus. Create and promote events surrounding off-campus study, such as the Off-Campus Study Fair in the student center. Present to First-Year Seminars about the department and overall process of studying off campus.

Key Accomplishments

- Researched and compiled all programs in Africa and Middle East to make information more accessible to other Global Envoys.
- Presented personal abroad experience at Black and Gold weekend and pre-departure orientations.
- Updated the website to increase resource availability and aid in program selection.

Drink Local, Drink Tap., Cleveland, OH**May 2017-August 2017*****Project Intern***

Synthesized information on rural water supply in Uganda and other sub-Saharan African countries. Worked independently and held weekly progress meetings with Board of Directors or Executive Director. Coordinated beach clean-ups, including advertising, sponsors recruitment, following safety protocol and tracking trash diverted. Represented DLDT at local events.

Key Accomplishments

- Created handbook for board members and donors who visit Uganda project sites
- Drafted Fee for Service pricing for donors looking to sponsor projects
- Attended Best of Cleveland and made a record amount of sales

U.S. House of Representatives, Congressman Jim Renacci, Washington D.C.**May 2016- August 2016*****Legislative Intern***

Researched proposed legislation and presented results to senior staff members. Attended briefings and hearings on topics relevant to the district. Wrote letters to constituents, weekly columns, hearing summaries and legislation summaries. Cultivated relationships with staffers, other interns and lobbyists to build a professional network.

Key Accomplishments

- Wrote and presented a mock tax policy to Tax Counsels and Chief of Staff.
- Designed a new training system for future interns, which was implemented upon my exit.
- Wrote speaking points for the congressman to be used on radio/TV broadcasts.
- Presented experience at Black and Gold weekend, the Experiential Learning Symposium, and several Admission's events.
- Created a vote-predictor model for legislation in the House of Representatives with another intern.

Camp Mowana, Mansfield, Ohio

May 2014- July 2015

Camp Counselor, Challenge Course Facilitator

Worked with a team of 30 staff members to create a fun, safe and stimulating summer camp experience. Mentored campers aged 8 to 14. Operated rock wall and zipline, trained other staff members to lead campers on challenge course and low ropes. Increased participation in recycling and composting by staff and campers.

Key Accomplishments:

- Certified instructor for challenge course and low ropes.
- Trained other staff members to lead campers on challenge course and low ropes.
- Designed and implemented new recycling and compost systems.

COLLEGE LEADERSHIP AND SERVICE ACTIVITIES

GreenHouse

August 2016-Present

President

- Find student and corporate vendors for annual Earth Fair event.
- Design and present initiatives to administration such as obtaining microfiber towels in fitness center, and adding of vermicomposting into the life science building.
- Facilitate weekly meetings of 20 students.
- Mentor committee chairs to development and promote new ideas and events to campus.

Student Government

February 2107-Present

Student Services Committee Chair

- Provide services such as airport shuttle or summer storage.
- Work to find a more efficient recycling system for on-campus houses.
- Plan and pitch new services for the campus community such as recreation rentals.

4 Paws for Ability

August 2015-Present

University Foster

- Work with a team of four others to socialize a future service dog.
- Educate campus and community about the use of service animals and proper service dog protocol through events, social media and a website.
- Act as a liaison between student fostering groups and campus administration.
- Recruit and interview prospective puppy sitters and fosters.

Senior Class Committee

August 2017-Present

Member

- Organize social events to bring senior class together.
- Meet with alumni board when convened on campus.
- Work with Development Office to educate peers about the Wooster Fund and solicit gifts.

Equestrian Club

August 2014-Present

Vice-President

- Facilitate transport and lodging for the team at shows
- Organize social events, such as trips to tack shops or team workouts
- Assist with budget, roster, and team morale as necessary

APEX Fellowships

Summer 2016, 2017

Andrew Award

- Applied through competitive process and was awarded funding for two separate summer internships
- Worked with faculty mentors to develop professional skills
- Presented to campus and community members about the internship experiences
- Participated in reflection process regarding both internships

**COVER
LETTER
WRITING**

How to Write Cover Letters

The preliminary application for a professional position generally consists of two documents: a cover letter and a resume. The cover letter allows you to tailor your application to each specific job and introduces your resume. Your resume gives more complete details about your education and experiences. Effective cover letters are constructed with close attention to: **Purpose, Audience, Content, and Format.**

Purpose

Your cover letter and resume usually provide all the information which a prospective employer will use to decide whether or not you will reach the next phase in the application process: the interview. While your goal is an interview and, ultimately, a job offer, the more immediate purpose of your cover letter, in some cases, may simply be to gain an attentive audience for your resume.

Audience

A cover letter provides, in a very real sense, an opportunity to let your prospective employer hear your voice. It reflects your personality, your attention to detail, your communication skills, your enthusiasm, your intellect, and your specific interest in the company to which you are sending the letter.

Therefore, cover letters should be tailored to each specific company to which you are applying. You should conduct enough research to know the interests, needs, values, and goals of each company, and your letters should reflect that knowledge.

Content

A cover letter should be addressed to the specific company and the specific individual who will process your application. You can usually find this through research or simply by calling the company to find out to whom you should address your letter.

The letter should name the position for which you are applying and also make specific references to the company. Indicate your knowledge of and interest in the work the company is currently doing, and your qualifications for the position. You want the reader to know:

- why you want to work at that specific company
- why you fit with that company
- how you qualify for the position

In addition to tailoring your application to a specific job with a specific company, the cover letter should also:

- highlight the most important accomplishments, skills, and experiences listed in your resume that are relevant to the job description.
- not simply list everything that is in your resume; expand and demonstrate your skills.
- request specific follow up, such as an interview.

Format

A cover letter should be in paragraph form (save bulleted lists for your resume) with a conversational, though formal, tone.

Introduction Paragraph:

The first paragraph should be brief, perhaps two or three sentences, stating:

- the job you are applying for and how you learned about it.
- any personal contacts you have in or with the company.
- your general qualifications for the job – list three qualities/skills that qualify you for the position.
- what makes you unique/grab the reader's interest.

Body – 1-3 Paragraphs

The body of your letter should consist of paragraphs in which you expand upon your qualifications for the position.

- Pick out the most relevant qualifications listed in your resume and discuss them in detail.
- Demonstrate how your background and experience qualify you for the job.
- Give an example or two where you have demonstrated the skills/qualities you referenced in your opening paragraph.

Concluding Paragraph

The concluding paragraph of your letter should request an interview (or some other response, as appropriate).

- State where and when you can be reached.
- Express your willingness to come to an interview or supply further information.
- Close by thanking your reader for his or her time and consideration.

Internship Inquiry E-mail

From: Name, Email
To: Patricia Meyer, pmeyer@ccc.org
Date: February 14, 2020
Subject: Internship Inquiry

Dear Ms. Meyer:

I am a sophomore Communication Studies major at The College of Wooster and am very interested in the field of public relations, particularly in the nonprofit sector. I am looking to gain experience in this field and a summer internship with Capital Children's Center, an agency that works to enhance the welfare of children, would be directly related to my career goals.

I have served as the public relations chair for our campus organization, Wooster Activities Crew. In this role I have created posters, flyers, table tents, banners and electronic messages to promote the numerous events the organization sponsors. I have some experience with PageMaker and Print Shop and have written press releases and newspaper advertisements as part of my class assignments. I am eager to build on this experience to help your agency promote its events and services to the public.

I am available to begin as early as May 15, 2020 and could continue until the middle of August. I will be home in Albany, NY for spring break from March 16 to the 23rd and would enjoy meeting with you to discuss the possibility of a summer internship. I appreciate your time and consideration and look forward to hearing from you. I can be reached at XXX-XXX-XXXX or by email (Email Address).

Sincerely,
Name

Non-Specific Internship Application Letter

1189 Beall Avenue
Wooster, OH 44691
January 17, 2019

Rockefeller Archive Center
15 Dayton Avenue
Sleepy Hollow, NY 10591

Dear Ms. Antos:

As a history major, I am very interested in researching different aspects of the past and learning how they've converged and created the situations we are in today. By attending a school based around a liberal arts curriculum, I have a substantive academic workload that requires me to use multiple research and learning techniques to broaden my topics of study. Allowing me to apply my education and personal skills to an agency that works to educate the community would be a valuable experience that is directly related to my career goals.

You will see from the enclosed resume that I have research and working experience. My research experience includes evaluating museum visitor tendencies and interactions, as well as participating in a research project concerning glacial ice melting. Currently, I work as a student technician with the IT/Media Services department for The College of Wooster. In this role I assist in preparing events, instructing speakers, and operating various types of audio/visual equipment for events around campus, and I have developed great organizational and communication skills as a result. I am experienced with Microsoft Office applications for both Macintosh and PC and I am eager to build upon my experiences to help the center promote its services to the public.

I am available to start as early as May 14, 2019 and could continue until the middle of August. I will be home for spring break from March 10 through 22 and would enjoy meeting with you to discuss the possibility at that time.

I look forward to hearing from you concerning any capacity in which I might be a part of The Rockefeller Archive Center. You can reach me by e-mail at (Email Address) or contact me by phone at (XXX)-XXX-XXXX.

Sincerely,

Name

Internship Application Letter

1189 Beall Ave,
Wooster, OH 44691
March 18, 2019

Mr. Gerald LeMelle
Director of Education
The Henderson Crawley Art Museum
1634 Eye Street
Boston, MA 02107

Dear Mr. LeMelle:

I am a junior Art History major at the College of Wooster, and I am very interested in the summer curatorial internship with the Henderson Crawley Art Museum. I learned of this opportunity through my college's Career Planning office.

As my resume states, last summer I gained curatorial experience by working as a volunteer for the Ingersoll Art Museum in Pittsburgh, PA. In that position I had an opportunity to assist with the installation of a photography show and to observe the decision making process for the placement of each photograph. I helped to publicize the exhibition through social media, assisted with the opening reception, and responded to inquiries from the public about the exhibit. These experiences confirmed my interest in the museum field, and an internship at your museum would help me to finalize this career decision.

I have a passion for art and have always loved to visit museums. I have strong interpersonal skills, excellent writing skills and the ability to handle multiple tasks. I would love to apply these and other skills to an internship with the Henderson Crawley Art Museum.

I look forward to hearing from you regarding the curatorial internship and how I might contribute to the work at your museum. I can be reached by phone at XXX-XXX-XXXX or by email (Email Address). Thank you for your consideration.

Sincerely,

Name

Summer Internship Application Letter

1189 Beall Avenue
Wooster, OH 44691
March 12, 2019

Ms. Laura Neill
Company Manager
The Ohio Light Opera
Wooster, OH 44691

Dear Ms. Neill:

I am writing to express my interest in a technical position at the Ohio Light Opera this season. Specifically, I would like to be considered for a position as properties manager or assistant state manager. As a sophomore theatre major at the College of Wooster and an employee of the College's scene shop, I feel I am highly qualified for either of these positions.

I have been involved in theatre on some level since middle school. As you can see on my attached resume, I have assisted with not only school productions but a number of community theatre shows. Most of my technical experience has come since my time here at Wooster, and I feel the strong caliber of the faculty and educational opportunities here have left me with a strong knowledge base and a thorough grounding in many of the skills related to theatre. I have taken two relevant classes at the College, Theatre Technology and Introduction to Scenic Design, which I feel have imparted critical knowledge about scenic and lighting design and implementation.

This semester I have been working in the scene shop assisting with the construction and painting of sets as well as hanging and focusing lighting instruments for the College's production of *Cabaret*. During this time I have begun to master a number of crucial skills necessary for scenic construction and painting. I have also served as assistant stage manager for two productions, and this spring I will be serving as assistant prop master for the production of *The Good Woman of Setzuan*, in addition to appearing in the show.

I have been a fan of Gilbert and Sullivan since my father took me to an OLO production of *The Gondoliers* when I was in high school and two additional shows in subsequent summers. I have always admired the professional quality of OLO's performances. In fact, the presence of OLO was a strong factor in my decision to attend the College of Wooster over other schools. I am sure that being involved with these productions, on any level, would be an excellent learning experience.

I look forward to hearing from you concerning how I might be a part of the great tradition of the Ohio Light Opera this season. You can reach me by email at (Email Address) or by phone at XXX-XXX-XXXX. Thank you for your consideration.

Sincerely,

Name

Research Internship Application Letter

1189 Beall Avenue
Wooster, OH 44691
January 27, 2020

Ms. Susana Velazquez
Administrative Coordinator
SURE Ohio 5
Columbus, OH 46671

Dear Ms. Velazquez:

I am writing to express my interest for the Ohio 5-OSU Summer Undergraduate Research Experience program, which I learned from my college's Career Planning office. As a junior majoring in Biochemistry and Molecular Biology, I believe my critical thinking and research skills makes me a strong candidate for the SURE program.

I aspire to study challenging diseases from a molecular biology and microbiology perspective. That's why I selected Dr. Karin Musier-Forsyth's projects focusing on HIV protein-RNA interaction; Dr. Dehua Pei's project on developing cell penetrating molecules; Dr. Thomas Magliery's research on applied protein engineering; Dr. Jane Jackman's research on tRNA enzyme; and Dr. Daniel Wozniak's research on genetic-function relationship of virulence factors. I see the selected projects as a forward step towards my senior research thesis, PhD program exploration, and future career as a biomedical scientist. I also appreciate SURE program's goal of developing scientific communication, believing it is critical to build connections between scientific and non-scientific communities.

As my CV states, I have been involved in several research experiences. These experiences taught me that it is normal to meet obstacles in scientific research and that it is beneficial to often reevaluate my approach to solving problems by talking to colleagues and professors. From these experiences, my writing skills were enhanced, especially writing research proposals and comprehensive lab reports. I also strengthened my skills in performing laboratory techniques such as PCR, DNA recombinant in prokaryotic model organism, protein overexpression and purification. I believe my research background makes me a good candidate for the selected projects.

By the end of 2019-2020 academic year, I will complete Techniques in Biochemistry, Principles in Biochemistry, Immunology, Chemical Biology, Computational Biology, Data Visualization, Data Reproducibility, and Imperative Problem Solving (C programming). Equipped with the knowledge from the courses and techniques from previous research experiences, I feel qualified for any of these prospective research opportunities.

I look forward to hearing from you. You can reach me at xxx-xxx-xxxx or by email xxx@wooster.edu. Thank you for your consideration.

Sincerely,

First and Last Name

On-Campus Job Application Letter

1189 Beall Ave.,
Wooster, OH 44691
March 25, 2019

Marylou LaLonde
Career Planning
The College of Wooster
Wooster, OH 44691

Dear Ms. LaLonde:

I am writing to apply for the Peer Advisor position in APEX for the 2019-2020 school year. I am currently a junior Communication Studies and Philosophy double major. I believe I exhibit important traits necessary for this position such as organization and openness, as well as communication and editing skills.

As I have displayed in my résumé, I have implemented the aforementioned traits in many activities, both past and present. For example, within my work with Admissions over the past three years I have learned how to be open and approachable to the prospective students and their families who are in unfamiliar territory. With these students and their families, I have to be friendly and relatable while also making sure I get my message about Wooster across. For many college students, writing a cover letter and résumé can be just as unfamiliar of territory. Having a Peer Advisor who is accessible rather than intimidating is very important in completing what may seem to students as a daunting task.

Additionally, as a Communication Studies major I am familiar with persuasive writing in many capacities. In one of my classes, Public Policy, we took the time to learn how to best sell oneself to an employer and had to create a polished résumé and cover letter. The communication and editing skills I have gained from my major will allow me to help other students with their own writing. Furthermore, being a double major means that I must organize my time well so that I am able to be successful in the classroom. I take the time to list all of the course requirements and lay out a clear schedule I must follow in order to graduate. This attention to detail will also help me to be prepared as a Peer Advisor so I can best help the students as well as other APEX staff.

I can be reached by email at (Email Address) or cell at (XXX) XXX-XXXX anytime between 12 pm and 5 pm EST on weekdays. I am more than willing to partake in an interview either in-person or over the phone. I appreciate the time you have taken to read and consider my resume and hope to hear from you promptly.

Sincerely,

Name

Job Application Cover Letter

Name

Email • Cell • Home Address 1234 Wooster Rd, Wooster, OH 44691

April 16, 2018

Milwaukee Humane Society
4500 West Wisconsin Avenue
Milwaukee, WI 53208

Dear Milwaukee Humane Society Hiring Manager:

I am very interested and applying for the position of Community Outreach Organizer. To me, the Humane Society has always stood as an organization of compassion and comradery. It is thanks to the Cleveland Humane Society that I was able to adopt my best friend, a boxer I've named Rufus. He has provided me unconditional love and support and inspired me to both help others experience one of life's greatest joys and to assist in the journey of finding forever homes for the animals of my community.

My experience as a Communication Studies major at a liberal arts college has prepared me greatly for a position such as this, and I believe I would be a strong asset to your team. As a soon-to-be graduate of the College of Wooster, I have completed my Independent Study—a three semester research project in which I conducted and analyzed interviews for my 100+ page thesis, followed by my oral defense and a symposium presentation of my findings. My study focused on the perceptual differences regarding cultural appropriation in Hiphop music along lines of gender and race, as a lot of my scholastic career has concentrated on analyzing social inequality. This expertise is invaluable in the realm of community outreach due to the relevance social inequality has in the ability for community members to adopt and maintain happy and healthy pets. Issues of social justice have always been important to me and would be at the forefront of the work I would be doing for the Humane Society. The interviews I conducted for both my Independent Study and my summer position for the Applied Mathematics and Research Experience program have strengthened my skills in outreach to recruit interviewees, as well as my skills in general communication to volley significant conversation, questions, and feedback.

I believe I am a strong candidate for this position, not only for my effective communication skills and knowledge of systematic inequality, but for my general leadership and networking abilities. As a camp counselor and a Summer Food Service Program Director, I have had to organize and direct both children as young as age 5 and employees of the program, log important program documents, communicate with contracted food providers, and plan for meal service sites as well as summer camp events and activities. I have been told I have a democratic leadership style that is fair while still being efficient and effective. I have also created and run a social media page for my costuming creations that has over 30,000 followers and counting. This has taught me skills in advertisement, familiarized me with algorithms of social media platforms including Instagram, Facebook, and Tumblr, as well as how to maximize the reach of posts while engaging audiences.

I look forward to hearing from you and would like to discuss the possibility of joining your team in the near future. Please feel free to reach me at any time through my contact information above. Thank you for your time and consideration.

Sincerely,

Name

Job Application Cover Letter

June 21, 2020

Mr. Austin Morton
Assistant Editor, *Austin Monthly*
11612 Bee Caves Road, Suite 2-125
Austin, TX 78738

Dear Mr. Morton:

I am writing to apply for the Editorial Assistant position posted on your website. As a recent graduate of the College of Wooster with a B.A. in International Relations, I feel I have developed the strong writing, research, and communication skills you require. I have always dreamed of working for a magazine, and *Austin Monthly* would be a perfect fit.

As my resume illustrates, I have a wide-ranging, creative mind and am continually seeking new opportunities and experiences. I have traveled to South Africa and Mali for study and research, and flew to Baku, Azerbaijan with the World Network of Election Monitors as an international observer for the 2018 presidential elections there. As a sophomore, I presented psychological research with Dr. Virginia Wickline on cultural adjustment in international students at a conference in Las Vegas. I was also one of four Wooster students awarded a fellowship to attend the Chicago Humanities Festival in November 2018, where I enjoyed lectures and forums on globalization, urban planning, ethics, and literature.

My independent research skills are top-notch; I recently completed a 101-page senior thesis that investigated how right-wing movements have created and reacted to various forms of media, from the nativist press of the nineteenth century to online media today. For this project I attended rallies and conducted field research in Ohio, Pennsylvania, and Orlando, Florida. As a junior I completed a semester-long thesis project that contrasted the Western reading of Robert Mugabe's land redistribution program with Mugabe's own interpretation. I completed these research projects while juggling a full class load, writing assignments, volunteering, work, leadership activities, and other responsibilities, and never once missed a deadline.

I also spent a semester abroad in Bamako, Mali, where I became fascinated with the urban gardeners who grew fruits and vegetables along the banks of the Niger River and by the smaller streams and water holes that crisscrossed the city. I translated this interest into another research project, which I have attached as one of my writing samples.

I would love the opportunity to become involved in *Austin Monthly's* community of writers. I believe my commitment to excellence in research and writing make me well-suited for the Editorial Assistant position. I look forward to hearing from you at XXXX@gmail.com or XXX-XXX-XXXX.

Sincerely,

N A M E

Job Application Cover Letter

February 7, 2020

Center for American Progress
1333 H Street, NW, 10th Floor
Washington, D.C. 20005

To the Director, Middle-Out Project:

I am applying for the Middle-Out Research Assistant position. The Middle-Out Project is of interest to me because I agree that supply-side, trickle-down economics only serves to increase inequality and weaken the middle class. As an economics major, I have examined and critically assessed the supply-side models and theories that dominate economic policy in the United States. This analysis has convinced me that supply-side policies are fundamentally flawed and must be replaced with more effective alternatives if America is to rebuild its critically important middle class. It would be an honor to join the ranks of such a well-respected organization as the Center for American Progress to help bring about this change as a member of the Middle-Out Project.

My academic background in economics, together with my research and writing experience, makes me a strong candidate for the Research Assistant position. Currently, I am completing my Senior Independent Study Thesis examining the finance system for K12 public education in Ohio. Through this study, I have expanded my research skills as well as the ability to see a project through from start to finish over an extended period of time. My thesis includes a literature review, synthesis of relevant economic theory, and statistical analysis using STATA software – all culminating in a 90-page report. I also strengthened my research skills as a consultant with the Applied Mathematics Research Experience (AMRE) at Wooster in the summer following my sophomore year. Consulting for AMRE taught me how to collaborate effectively in a small team to produce tangible results. My three-student team researched and monitored best practices at other institutions, interviewed practitioners in the field, and presented weekly updates to our clients – the Dean for Curriculum & Academic Engagement and the Dean for Experiential Learning – in order to create the framework for Wooster's new Experiential Learning office.

I also have developed skills through my work experience and extracurricular activities that I will use as a Research Assistant. As a Lead Tour Guide in the Office of Admissions the past two years, I have strengthened my skills as an organizer and coordinator. In addition to giving campus tours, I also have the responsibility of planning events like tour guide meetings, overnight visits for prospective students and their families, and Admissions Open Houses. While working ten to fifteen hours per week as a Lead Guide, I have excelled academically – including being inducted into Phi Beta Kappa and Omicron Delta Epsilon during my junior year – and have continued to participate in meaningful extracurricular activities. As captain of Wooster's moot court team this academic year, I served as a mentor for my teammates and also planned trips to regional and national competitions. As Vice President of the College Democrats, I worked extensively during the 2018 election cycle to register voters and organize canvassing and phone banking events. Last summer, I further developed these campaign and outreach skills as an intern with the National Lawyers Guild in San Francisco. My time with the Lawyers Guild gave me valuable experience thinking on my feet in a fast-changing environment to develop coalitions and generate support for advocacy campaigns within the community.

I would be glad to provide a list of references, a writing sample, or any additional information you may require. I look forward to discussing the Research Assistant position with you in greater detail. I can be reached at xxx-xxx-xxxx or xxxxxx@gmail.com. Thank you for your consideration.

Sincerely,

Eric Petry

Info Interview Email

From:
To: Michael Milner,
Date: mmilner@osu.edu April 14, 2020
Subject: Information Interview Request

Dear Mr. Milner:

Dr. Allen Horst, my English professor at The College of Wooster, suggested I contact you in regard to gathering additional insight into the field of publishing. I understand that you and he worked together on various projects in graduate school. I have been conducting research for Dr. Horst this year, which has allowed me to develop my writing and editing skills. The result of our work will be the publication of an extensive directory of Steinbeck's characters. Dr. Horst indicated that the skills I have developed relate directly to the type of entry-level positions publishing houses may offer.

Last summer I completed an internship at High Flight Press, a regional publisher which produces books on antiques, country living and sustainable farming. Under the direction of a senior editor, I was involved with copyreading, book design, working with printers, and editorial work. In addition to this internship, I have written news and feature articles for the college newspaper during the past two years and have submitted several articles to commercial publications.

I would very much like to meet with you to discuss publishing in greater detail, as well as learn more about what you do. If you would like additional information, I can be reached at (Email Address) or XXX-XXX-XXXX. I look forward to hearing from you.

Sincerely,

Name

***If you do meet with the individual, be sure to send a thank you immediately afterward.**

****It is generally unwise to send a resume with an informational interviewing letter.**

E-mail Cover Letter

From:
To: <Richard Fox>rfox@foxfinancial.com
Date: 4/14/20 1:23 PM
Subject: Application for Account Executive Position
Attachments: NAME Cover Letter; NAME Resume

Dear Mr. Fox:

Please consider this e-mail an application for the position of Account Executive with Fox Financial, Inc.

Last summer as a brokerage intern with Capital Securities, I researched companies to assist the retail brokers with their investment decisions. Through cold-calling I have built a strong client list for the brokers and helped the firm reach its annual goal. These experiences have provided me with an understanding of the investment industry and enhanced my desire to obtain a position with Fox Financial, Inc. as an Account Executive upon my graduation from The College of Wooster in May, 2021.

I believe that my education, experience, and skills make me a suitable candidate for your organization. I have attached my resume and cover letter for your review, and hope to hear from you regarding the Account Executive position. I can be reached at XXX-XXX-XXXX or (Email Address). Thank you for your time and consideration.

Sincerely,
Name

Thank You Letter/Email

1189 Beall Avenue
Wooster, OH 44691
April 18, 2020

Ms. Roberta Kramer
Executive Director
Albany Park Community Center
1151 Academy Street
Chicago, IL 60633

Dear Ms. Kramer:

Thank you for meeting with me yesterday and discussing the position of Youth Outreach Coordinator at Albany Park Community Center. I appreciated the time and interest extended to me by you and your staff. It offered me the chance to learn a great deal about the many programs your organization offers and what it takes to successfully work with inner city youth.

As I mentioned in the interview, I am excited about being able to promote the various opportunities your organization makes available to young people in the community. I am particularly eager to work directly with teenagers, a population I have enjoyed working with in the past. I feel confident I am up to the task.

I look forward to hearing from you as you finalize your hiring decision. If you need any additional information, please do not hesitate to contact me at XXX-XXX-XXXX or (Email Address). Thank you again for your time and consideration.

Sincerely,

Name

**PROFESSIONAL
REFERENCES
PAGE**

How to Prepare a Professional References Page

Be prepared with a team of people who can sing you praises. Show you are a well rounded candidate. Be sure to get the person's permission before you use him or her as a reference. Ask if they would be willing to serve as a **positive** reference. For college students: Ask two professors who can speak of your classroom abilities, work ethic, and interaction with other students. Ask at least one employer or advisor from a leadership position you may have held in a club or extracurricular activity.

Pay attention to the details. Get your references correct contact information, including full names (verify spelling), addresses, phone numbers, e-mail addresses, and job titles. If you supply incorrect information, the employer may think you made up the reference and are untrustworthy or that you're careless and disorganized. Both impressions could ruin your chances of being hired.

Give your reference person a copy of your resume and any background information about what it is you are applying for. A job description would be helpful that also lists the skills the company is seeking.

Your reference page should be neat and match the style of your resume.

Samples are included on the following pages.

When you sit down to write a thank-you note to the job interviewer (s), **take a few extra minutes to write thank you notes to your references too.** They've given some of their valuable time to speak on your behalf, so be sure to show your appreciation. They'll remember it next time!

Here's a few questions a potential employer might ask your references:

How do you know this person, and for how long have you known him/her?

Does he/she work well in a team?

What are some of his/her strengths and weaknesses?

Would you hire this person for this position?

Is there anything else you would like to share to help us in our hiring decision?

	Name Email	
Campus Address 1189 Beall Ave, Wooster, OH 44691 Phone		Permanent Address 1234 Wooster Rd Wooster, OH 44691 Phone

REFERENCES

Name
Title
The College of Wooster
Wooster, OH 44691
Phone
Email

Name
Title
The College of Wooster
Wooster, OH 44691
Phone
Email

Name
Title
Employer
1234 Wooster Rd
Wooster, OH 446911
Phone
Email

Name
Title
The City of Wooster
125 N. Market Street
Wooster, OH 44691
Phone
Email

Name

Home Phone

Email

Cell Phone

Home Address

1234 Wooster Rd
Wooster, OH 44691

Campus Address

1189 Beall Ave,
Wooster, OH 44691

REFERENCES

Name

Title

The College of Wooster

1189 Beall Avenue

Wooster, OH 44691

Phone

Email

Name

Title

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1189 Beall Avenue

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Phone

Email

Name

Title

The College of Wooster

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Email

Name

Title

Employer

1234 Wooster Rd

Wooster, OH 44691

Phone

Email