

## **Before and After Samples**

How to really customize your resume to fit the position you are applying to.

## Angela Njari

10 Purple Lane  
 Countryside, CT 01234  
 Email: anjari@gmail.com

### Experience

- **Research Assistant with Prof. Wonderful, Williams College** – Jan. 2012
  - Will be mathematically modeling a mutualistic biological system
- **Campus Monitor and Switchboard Operator at Williams College** - Sept. 2011 to present
  - Operate the college switchboard and check campus emergency phones/escort students
- **Minority Coalition Representative for the Black Students Association** - Sept. 2011 to present
  - Served as a liaison between the club and the college minority coalition, allowing coordination and solidarity between the different minority clubs on campus
- **Server at Thai Palace Restaurant** – May 2012 to August 2012 (summer job)
  - Performed various duties when the restaurant hosted parties
- **Assistant Instructor at International Black Karate School** – 2007 to 2011
  - Aided the instructor in correcting the form and technique of younger students
- **Researcher/Student at the Connecticut Science High School**, July 2011
  - Studied and created artificial neural networks using MATLAB

### Education

- **Regional High School, Norwalk CT USA – 2007-11**
  - With Introduction to Number Theory taken at Yale University
  - AP Courses:
    - Calculus BC; Statistics; Biology; Chemistry; Physics C; Computer Science; Micro and Macroeconomics; World History; US History; German; English Language and English Literature
- **Williams College, Williamstown, MA, USA – fall 2011 onward**
  - Coursework
    - Fall 2012 - Multivariable Calculus; Data Structures and Adv. Programming; Genetics; Inequality and Development in a Globalizing World
    - Spring 2013 - Differential Equations; Computational Biology; Modern Physics; Price and Allocation Theory; Drawing

### Skills

- Fluent in **English** and **Swahili**; understand **Hindi** and **German**
- Experienced with **Java**, **C++**; working knowledge in **Python**, **MATLAB**, and **Mathematica**
- Varsity athlete - **Cross country**, **track and field**
  - Captained Cross Country, and two seasons of track in high school senior year
- Third degree **black belt** and **assistant instructor** in **karate**

### Awards

- **National AP Scholar** and **AP Scholar with Distinction**
- **National Merit Scholar**
- **Hightstown High School Fall Scholar Athlete Award**

**Angela Njari**

10 Purple Lane  
 Countryside, CT 01234  
 Email: anjari@gmail.com

**EDUCATION**

**Williams College, Williamstown, MA** B.A. Expected 2015

Relevant Coursework: *Data Structures and Advanced Programming, Computational Biology, Multivariable Calculus, Differential Equations, Modern Physics*

**Regional High School, CT** Graduated 2011

Relevant AP Coursework: *Computer Science, Physics: Mechanics, Calculus, Statistics, Chemistry, Biology*

Awards

- Ranked 3<sup>rd</sup> in a class of 336 students
- National AP Scholar and AP Scholar with Distinction
- National Merit Scholar
- Regional High School Fall Scholar Athlete Award

**PROGRAMMING AND LANGUAGE SKILLS**

- Experienced with Java, C++; working knowledge in Python, MATLAB, and Mathematica
- Fluent in English and Swahili; understand Wolof and German

**RESEARCH EXPERIENCE**

*Research Assistant* with Prof. Wonderful, Williams College Jan. 2013

- Mathematically modeled the effects of perturbations in a mutualistic biological system using concepts of chemical kinetics and the modeling power of *Mathematica*

*Researcher/Student* at the Connecticut Governor's School in the Sciences July 2011

- Created artificial neural networks using MATLAB capable of "memorizing" and "recalling" images using a Hopfield Network implemented Hebbian Learning

**LEADERSHIP EXPERIENCE**

*Minority Coalition Representative*, Black Students Union, Williams College 2011-present

- Served as a liaison between the club and the other campus minority groups

*Assistant Instructor*, International School of Karate, Suburbia, CT 2007 to 2011

*Captain*, Regional High School Cross Country, Winter and Spring Track teams 2010-2011

Be  
Consistent!

**EXPERIENCE IN SERVICE INDUSTRIES**

*Campus Monitor and Switchboard Operator*, Williams College September 2012

- Operated the college switchboard and checked campus emergency phones

*Waiter*, Thai Palace Restaurant, Suburbia CT Summer 2012

**ATHLETIC ACCOMPLISHMENTS**

*Four year varsity letters* in high school cross country, winter track, and spring track 2008-2011

*Third degree black belt* in Karate

ORIGINAL

**Carol C. Westonhall**

ccw1@williams.edu  
(555)555-0251

1544 Paresky  
Williamstown, MA 01267

87 Spruce Lane  
Simsburg, CT 06589

Education

**Williams College**, Williamstown, MA  
Bachelor of Arts in Political Economy, expected June 2014  
GPA: 3.8

**Kingswood-Oxford School**, West Hartford, CT  
Graduated Cum Laude, May 2011 SAT: Verbal (790), Math (800)  
Choate Summer Studies Program, Paris, France, Summer of 2010

Honors

Dean's List: Williams College Fall 2011  
AP Scholar with Distinction  
Cum Laude Society: Kingswood-Oxford School  
Awarded top Kingswood-Oxford junior and senior prizes for citizenship, French, English

Activities

**Leadership**

- *Member* of the 2011 Junior Advisor Selection Committee at Williams; interviewed and selected a group of juniors to live with and mentor freshmen.
- *Prefect* at Kingswood-Oxford; served as a link between freshmen and faculty, mentored and advised a group of freshman students.
- *Vice President* of Forensic Union, Kingswood-Oxford's public speech and debate club; participated in debate and speech tournaments in New England and Canada and served as teacher and mentor to younger students.

**Writing**

- *Writing Fellow* at Williams; tutored peers for several different courses
- *Editor-in-Chief* of *Epic*, Kingswood-Oxford's literary and arts magazine; appraised, compiled, and published a wide range of student writing and visual art.
- *Arts Section Editor* of *K-O News*, the high school newspaper

**Arts**

- *Director* of Frosh Revue at Williams; auditioned, selected, and led ten freshmen to put together sketch comedy variety show based on Williams student life performed on Parents' Weekend; wrote skits and songs, choreographed dances, designed sound, and publicized, while serving as mentor to freshmen.
- *Member* of the Accidentals, an all-female a cappella group, at Williams

**Human Rights**

- *Member* of Amnesty International Club at Williams College; researched current human rights issues, developed and led campaigns at Williams and in the community.
- *Organizer* of "Dance for Darfur," a community fundraiser for Doctors Without Borders in 2010.
- *Organizer* of "Focus the Nation," a day of climate change activism at Williams College in 2010; arranged a political action center in the student center and coordinated musical performances.

Employment

**Williams College**, *Alumni Reunion Ranger*, Williamstown, MA (June 2011)  
**Chubb Specialty Insurance**, *Marketing Intern*, Simsbury, CT (Summer 2010)  
**Hill-Stead Museum**, *Curatorial Intern*, Farmington, CT (Summer 2009)  
**Front Street Sweets**, *Counterperson*, West Hartford, CT (Summer 2008)  
**Winding Trails Camp**, *Counselor-in-Training*, Farmington, CT (Summer 2007)

Personal

Highly proficient in French language/literature. Interests include singing, travel, politics, cooking

## Carol C. Westonhall

1544 Paresky  
Williamstown, MA 01267

[ccw1@williams.edu](mailto:ccw1@williams.edu)  
(555) 555-0251

### EDUCATION

#### **Williams College, Williamstown, MA**

Major: Political Economy  
Dean's List: Williams College Fall 2011

*B.A. expected June 2014*  
GPA: 3.8

#### **Kingswood-Oxford School, West Hartford, CT**

AP Scholar with Distinction  
Awarded junior and senior prizes for citizenship, French, English

*Graduated Cum Laude May 2011*  
SAT: Verbal (790), Math (800)

#### **Choate Summer Studies Program, Paris, France (Summer 2010)**

### EXPERIENCE

#### **Events Management, Marketing and Sales**

*Alumni Reunion Ranger* -events assistant, Williams College (June 2012)

- Registered alumni, directed children's activities, led campus tours.

*Organizer*, "Dance for Darfur," a community fundraiser, Doctors Without Borders (Spring 2011)

*Organizer*, "Focus the Nation," a day of climate change activism, Williams College (Spring 2010)

- Arranged a political action center in student center; coordinated musical performances.

*Marketing Intern*, Chubb Specialty Insurance (Summer 2010)

- Developed print and website materials to highlight range of services

*Counterperson*, Front Street Sweets (Summer 2008)

#### **Leadership/Mentoring**

*Junior Advisor Selection Committee Member*, Williams College (2012)

- interviewed and selected a group of juniors to live with and mentor freshmen.

*Amnesty International Club Member*, Williams College (2011)

- researched human rights issues; developed and led campaigns at Williams

*Prefect*, Kingswood-Oxford (2010)

- served as a link between freshmen and faculty; mentored and advised freshman.

*Vice President*, Forensic Union, Kingswood-Oxford's public speech and debate club (2009)

- participated in debate and speech tournaments in New England and Canada; taught and mentored younger students.

*Counselor-in-Training*, Winding Trails Camp (Summer 2007)

#### **Writing and Editing**

*Writing Fellow*, Williams Writing Workshop (2012-present)

- tutored peers for several different courses.

*Editor-in-Chief*, *Epic*, Kingswood-Oxford's literary and arts magazine (2010-11)

- appraised, compiled, and published a wide range of student writing and visual art.

*Arts Section Editor*, *K-O News*, Kingswood-Oxford's newspaper (2010)

#### **Arts and Museum Work**

*Director*, Frosh Revue, Williams College (Fall 2012)

- auditioned and directed freshmen in sketch comedy show based on Williams student life;
- wrote skits and songs, choreographed dances, managed sound and publicity

*Member*, Williams Accidentals, all-female a cappella group (2010-2011)

*Curatorial Intern*, Hill-Stead Museum (Summer 2009)

### SKILLS AND INTERESTS

Highly proficient in French language/literature. Interests include singing, travel, politics, cooking

**Don't Use a Template like this**

TRY NOT TO USE THIS KIND OF TEMPLATE!

# Hollins Student

7916 Williamson Road - Roanoke VA 24020 / (540) 362-0000 / student@hollins.edu

## EDUCATION

Hollins University, Roanoke, VA  
Class of 2019  
Study Abroad: Fall 2017, Umbra  
Institute, Perugia, Italy  
GPA: 4.0  
Secular Society Scholar, 2015

## MAJORS

Mathematics with Data Science  
concentration  
Applied Economics  
Candidate for Batten Leadership  
Certificate

## LEADERSHIP & ACTIVITIES

Senior Class Treasurer, 2018  
MBA Peek Weekend, Harvard  
Business School Participant, May  
2017  
Student Helping Achieve  
Rewarding Experiences (SHARE)  
Executive Leader, 2016- present  
Honor, Conduct, Appeal (HCA)  
Board Member, 2016- present  
Reunion Student Staff, 2017  
International Student Orientation  
Program Peer Mentor, 2016-  
2017  
Hollins University Graduation  
Ceremony Student Marshall,  
2015- 2016  
Jamaica Cultural Immersion  
Program, 2016-2017  
Habitat for Humanity Collegiate  
Challenge, 2016  
Association for Rural Social  
Welfare-Nepal Intern, 2014-2015  
Nobel Hospital Intern, 2014  
ICTA International Youth  
Leadership Conference  
Participant, 2013

## SKILLS

MS Word, PowerPoint, Excel  
Java, Python, R, Minitab, Maple  
Fluent In English, Hindi, and  
Nepali

## EXPERIENCE

**STUDENT ASSISTANT** at Career Center, Hollins University  
Roanoke, VA ▪ June 2018- August 2018

- Assisted in database update
- Conducted extensive research to benchmark projects
- Created reports based on surveys and data collections using excel
- Assisted in administrative work and flyer design

**INVESTMENT BANKING INTERN** at Nabil Investment Banking  
Kathmandu, Nepal ▪ January 2018

- Assisted in collection of daily announcements, quarterly reports, Nepal  
Stock Exchange Index and Sectorial Index, daily share price and weekly  
NAV
- Assisted in stock analysis and stock valuation
- Assisted in preparation of weekly newsletter
- Assisted in risk assessment of the client and diversification of portfolio
- Assisted in memo preparation and reconciliation

**QUANTITATIVE REASONING TUTOR** at Hollins University  
Roanoke, VA ▪ September 2016- Present

- Tutor students in their mathematics and quantitative reasoning classes
- Assist professors in classroom and be an additional resource to students
- Q focus: General Mathematics, Calculus I and II, Advanced Mathematics,  
Statistics, Computer Science. Others: Accounting I and II,  
Microeconomics, Macroeconomics, Corporate Finance

**INTERN** at Emerald Creek Capital  
New York, NY ▪ January 2017

- Collected data from different sources to maintain company's database of  
Mortgage Broker Directory and Annual Events Directory
- Created Internal Public Relations Platform
- Conducted review of Quarterly Reporting Fund Statistics
- Worked on deal book revision
- Conducted a ratio analysis of financials of potential borrowers
- Assisted in capital conformations and loan conformations

**OFFICE INTERN** at Helping Hands Community Hospital  
Kathmandu, Nepal ▪ July 2016 - August 2016

- Assisted in book keeping, journal and ledger
- Worked on fiscal projects for Finance Department
- Maintained and updated internal staff information
- Guide to the foreign and national visitors
- Conducted data collection from patients and prepared reports using excel

But if you must, improve it!! → (over)

**But if you have a resume like this here's how to  
update it quickly**



# Hollins Student

7916 Williamson Road - Roanoke VA 24020 / (540) 362-0000 / student@hollins.edu

## EDUCATION

**HOLLINS UNIVERSITY**, Roanoke, VA  
Class of 2019

- GPA: 4.0

MBA Peek Weekend, Harvard  
Business School (May 2017)  
Secular Society Scholar (2015)

## MAJORS

- Mathematics /Data Science
- Applied Economics
- Batten Leadership Certificate

## LEADERSHIP

Senior Class Treasurer (Present)  
Honor Conduct Board (2016- Present)  
Reunion Staff (2017 - 2018)  
Executive Leader, Student Helping  
Achieve Rewarding Experiences -  
SHARE (2016-2018)  
Hollins Graduation Student Marshall  
(2015- 2018)  
Habitat for Humanity Collegiate  
Challenge (2016)

## GLOBAL EXPERIENCE

Hollins Global Ambassador (Present)  
Study Abroad: Umbra Institute,  
Perugia, Italy (2017)  
UNICEF Italia Volunteer (2017)  
International Student Orientation  
Program Peer Mentor (2016- 2017)  
Jamaica Cultural Immersion Program,  
(2016-2017)  
ICTA International Youth Leadership  
Conference Participant (2013)

## SKILLS

### Technology

Proficient in MS Office Suite  
(Word, PowerPoint, Excel)  
Java, Python, R, Minitab, Maple

### Language:

Fluent in English, Hindi, Nepali

## BUSINESS/ANALYTICS EXPERIENCE

**INVESTMENT BANKING INTERN** at Nabil Investment Banking  
*Kathmandu, Nepal* ▪ *January 2018*

- Collected daily announcements, quarterly reports, Nepal Stock Exchange Index and Sectorial Index, daily share price and weekly NAV
- Assisted in stock analysis and stock valuation
- Helped with risk assessment and portfolio diversification
- Prepared memos and reconciliation along with weekly newsletter

**QUANTITATIVE REASONING TUTOR** at Hollins University ▪  
*September 2016- Present*

- Tutor students in mathematics and quantitative reasoning classes: General Mathematics, Calculus I and II, Advanced Mathematics, Statistics, Computer Science. Others: Accounting I and II, Microeconomics, Macroeconomics, Corporate Finance

**INTERN** at Emerald Creek Capital, New York ▪ *January 2017*

- Maintained databases of Mortgage Broker and Annual Events directories
- Created Internal Public Relations Platform
- Conducted review of Quarterly Reporting Fund Statistics
- Worked on deal book revision
- Conducted a ratio analysis of financials of potential borrowers
- Assisted in capital conformations and loan conformations

**FINANCE/OFFICE INTERN** at Helping Hands Community Hospital  
*Kathmandu, Nepal* ▪ *July 2016 - August 2016*

- Assisted in book keeping, journal, and ledger
- Worked on fiscal projects for Finance Department
- Maintained and updated internal staff information
- Guide to the foreign and national visitors
- Conducted data collection from patients and prepared reports using Excel

## ADDITIONAL/ADMINISTRATIVE EXPERIENCE

**CAREER CENTER ASSISTANT**, Hollins University June - August 2018

- Updated database and conducted research to benchmark projects
- Created reports based on surveys and data collections using Excel
- Designed publicity flyers and engaged in other administrative work

**INTERN** at ARSOW-NEPAL, September - December 2014

- Led awareness programs on drug abuse, HIV/AIDS, women's empowerment
- Updated database and created weekly progress report using Excel

**INTERN** at Nobel Hospital, Kathmandu, Nepal August 2014

- Facilitated general health camps, blood donation program, and education personal hygiene and sanitation activities
- Engaged in administrative and secretarial work
- Updated social media and hospital website in regular basis

# **Hollins Templates to Follow**

# Holly Collins

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Address  
City, ST 00123

[hc@hollins.edu](mailto:hc@hollins.edu)  
(000) 123-1098

## EDUCATION

**B.A. Hollins University, Roanoke, VA** May 2018

- Major: Business/Marketing
- Minor: Communications
- Certificate: Batten Leadership Studies

Relevant Coursework: Accounting, Marketing, Organization Communication, Public Relations, Leadership Skills, E-Commerce, Marketing, Ethical Leadership, Organizational Behavior

## LEADERSHIP AND MARKETING EXPERIENCE

**Resident Assistant, Housing and Residence Life (HRL), VA** August 2015 - May 2018

- Completed three years of Diversity & Inclusivity training.
- Managed a residence hall/floor of 23 ethnically diverse undergraduate students.
- Planned and implemented creative residential programs twice a month.
- Counseled and advised undergraduate students on various personal and academic issues.
- Successfully met deadlines for all paperwork, bulletin boards, and monthly floor meetings.
- Provided campus-wide assistance for professional staff on call twice a month.
- Assisted with HRL campus wide programs and events (orientation, housing lottery, and etc.)

**President, Campus Club, Hollins University** February 2016 - May 2018

- Served as club representative to Director of Student Activities, the Activity Board, and Senate.
- Delegated weekly responsibilities to student position holders and general members.
- Executed creative and energetic campus wide programs and fundraisers monthly.
- Collaborated with other clubs and campus staff to host programs and fundraisers.
- Designed marketing materials and developed content for the club's Instagram and Facebook.

**Media/Fashion Intern, Women's Magazine, MD** January Term 2017 & 2018

- Achieved top trending post with multiple web articles during internship.
- Assisted sponsors at annual Back-to-School Fashion Bash event.
- Maintain deadlines for written web post and writing assignments from clients and staff.
- Created original marketing material for Chloe Luskasiak's book release and book club.
- Cataloged and was accountable for all fashion samples received and leaving the closet.
- Assisted CEO, professional staff, and models during onsite fashion shoot.

**BigLink Mentor, HollinsLinks Program, VA** September 2014 - May 2016

- Mentored first year student through college transition.

**Camp Counselor, City, MD** September 2013 & 2014

- Organized and facilitated leadership workshops for middle and high school campers.
- Oversaw the well-being of 12 to 15 diverse school age female campers.
- Acted as liaison for professional staff with updates on campers, programs, and more.

## ADDITIONAL SKILLS

Technical: Final Cut Pro, Microsoft Office Suite, Audacity, GarageBand

Social Media: Facebook, Twitter, Instagram, YouTube, Pinterest, Snapchat

## Holly Collins

Address  
City, ST 00123

[hc@hollins.edu](mailto:hc@hollins.edu)  
(000) 123-1098

August 10, 2018

Dear Hiring **Manager**,

I recently earned a B.A. in business/marketing with a minor in communications and a certificate in leadership studies from Hollins University, a nationally ranked liberal arts institution in Virginia. In addition to the skills gained from my academic training, my collaborative and innovative outlook make me an ideal fit for State College's new program coordinator **position**. From my prior work in student affairs, I understand how community programming enriches the student experience and I thrive in creative environments that enable me to support others.

I'm well-suited to manage the Gopher Hole and supervise students in implementing its offerings and programs. As a Resident Assistant for three years, I planned programs for diverse resident halls and saw the positive impact they have had on the community. I served as a liaison to student affairs staff by providing updates on residents, programs, and maintenance issues. I also implemented two hall programs each month and maintained my hall's annual budget. In addition, I bring years of experience as a camp counselor and student mentor.

With my background in campus activities, I am also prepared to co-advise the Student Engagement Team in planning activities. One of my most significant accomplishments was founding a Hollins University club that focuses on health and wellness in all forms. As club president, I worked closely with Hollins Activity Board members and the Director of Student Activities to get programs and fundraisers approved while advising club members, creating marketing material, and collaborating with other campus clubs. I also have additional events management experience. As an intern at X Magazine, I organized their annual Back-to-School Fashion Bash, including serving as a liaison to Aéropostale sponsors and supervising the models. On shoots, I supported photographers, makeup artists, stylist, hairdressers, models, and the Editor-in-Chief, showing my ability to think outside of the box and handle complex situations efficiently.

I have also learned for to foster inclusive communities, which means the way I provide support and plan programs changes based on different needs. My *alma mater* Hollins is a diverse institution with almost 40% women of color including international and commuter students. I appreciate the challenge of commuting students who need to find a "home away from home" on campus and would work to find new ways to support that population. I respect the varied perspectives that strengthen the liberal arts environment and would make sure that OSE programming at State College reflects that rich diversity.

Growing up in the area with a proud State alum for a grandmother, I heard plenty of inspiring stories about her days on campus. I am enthusiastic about the possibility of joining your community and my salary requirements are negotiable. Thank you for your time and consideration; I welcome the chance to talk further about what seems like a great mutual fit.

Sincerely,

Holly Collins

**Commented [KMC1]:** Find a name if you can, otherwise this is ok and better than outdated salutations like "Dear Sir/Madam" or "To Whom it May Concern"

**Commented [KMC2]:** NOTICE HOW THE LETTER RESPONDS DIRECTLY TO CUES FROM THE J.D.

**collaborative, innovative, and dynamic** candidates for the position of program coordinator to help manage community programming efforts for the Office of Student Engagement (OSE). This is a 10-month position. This position reports to the director of student engagement and is an integral part of the OSE team.

The program coordinator will **manage and supervise the Gopher Hole, a student-inspired, student-run late night snack bar and programming space open during the week and on weekends.**

The incumbent will partner with the assistant director to plan and implement OSE sponsored programming and **co-advise the Student Engagement Team (SET), the campus activity board.**

**The incumbent will also be responsible for liaising with the commuter student population to offer support and programming specific to this community; and supporting OSE events in varied capacities.**

The successful candidate will **collaborate with a diverse constituency to co-manage marketing and assessment for OSE sponsored events; and help to provide administrative support as needed for the department**

# Hollins Student

1234 Anywhere Way • Roanoke, VA 24019  
(540) 123-4567 • [student@hollins.edu](mailto:student@hollins.edu)

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## EDUCATION

### Hollins University, Roanoke, Virginia, May 2020

Bachelor of Arts in Gender and Women's Studies Minor in Business

Honors Thesis: Supplemental Nutrition Assistance and Public Health Outcomes in America

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## WORK EXPERIENCE

### Office of Virginia Senator, Richmond, VA

*Policy Research Assistant*

February-May 2019

- Drafted correspondence to constituents, performed daily office duties, wrote speeches to be delivered by the Senator, staffed events and fundraisers, attended and maintained notes during meetings, researched and compiled data into a comprehensive health guide for members of the constituency, and performed election canvassing and campaigning for the Senator.

### National Bar Association, Washington, D.C.

*Parole Justice Project Intern*

January 2019

- Drafted a 50-state survey of expungement, record sealing, and rehabilitation certification laws, researched legislative news and policy changes, created training materials for attorneys and conference presentations, and assisted in legal research and data collection at the national office.

### The Office Circuit Court Clerk, Roanoke, VA

*Health Policy Intern*

January 2018

- Supported staff in daily office and administrative duties by scheduling requests, answering phones, checking voicemails, and sorting mail, drafted correspondence to plaintiffs and defendants, researched legislation and provided Court tours to visitors.

### Healthy Food for Healthy Homes

*Organization Cofounder*

*Treasurer*

January 2018-Present

- Responsible for researching and applying for grant funding, creating and presenting budgets and other financial documents, managing donation services, overseeing financial affairs, and delegating tasks to staff members as a member of the Board of Directors.

*Volunteer Coordinator*

July 2013-January 2018

- Analyzed incoming applications and oriented new volunteers, lead recruitment of members, created and enforced conduct standards within the physical and digital workplace, organized secure documents, and oversaw performance reviews of employees.
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## CO-CURRICULAR ACTIVITIES

Black Student Alliance

2018-Present

Model United Nations

2018-Present

Honor, Conduct, and Appeal Board

2017-2019

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## ADDITIONAL SKILLS

*Digital:* Microsoft Office, Google Suite, Social Media (Facebook, Instagram, Twitter), HootSuite

*Nonprofit:* Raiser's Edge, Constant Contact, Quickbooks

# Hollins Student

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1234 Anywhere Way  
Roanoke, VA 24019

student@hollins.edu  
(540) 123-4567

First Lastname  
Senior Director for Government Relations  
Major Health Care Association  
1201 L St NW Washington, DC 20005

October 3, 2019

Dear Mr. Lastname:

I am applying enthusiastically for the January Term internship at The Major Health Care Association. I am currently a junior at Hollins University studying gender & women's studies and business and am an honors thesis candidate. My thesis topic is an analysis of the Supplemental Nutrition Assistance Program (SNAP) in the United States. For this project I will be researching and analyzing food-resiliency policy in the United States, comparing our current system to those in England and Canada, and discussing the future of American public health and the potential for an expanded public assistance program here in the United States. As a diabetic, access to food and healthy food options are very important issues to me and are of great interest to me. After Hollins, I plan on pursuing a Master of Public Health degree and then a law degree, so this internship aligns very well with my career goals.

I have had experience in political offices on national and international levels as well as nonprofit work. As a health policy intern in a Virginia Senator's office during January of 2019, I researched legislation, attended committee briefings and hearings, and prepared memos and documents for the relevant legislative aides in the office. As a policy research assistant at the National Bar Association, I attended and staffed events, took notes during meetings, and prepared an informational booklet on SNAP and WIC eligibility and local health resources to be published and distributed nationwide in public health offices. As an intern with the Office of the Circuit Court and a cofounder of my own nonprofit organization, I am experienced in nonprofit work and management. In my nonprofit, Healthy Food For Healthy Homes, I serve on the Board of Directors, and our organization has planned and sponsored events such as the national benefit signup drive that occurred in June of 2018.

In conclusion, I am a highly motivated, experienced, and passionate individual with interests in healthcare policy, criminal justice reform, and law. I would bring a unique perspective to the American College Health Association as a diabetic who is often directly impacted by changes in food accessibility. I am eager to learn more about the inner workings of The American College Health Association and welcome the chance to apply my strong writing, research, and communication skills in working for you.

Thank you for your consideration of my application and I look forward to hearing from you soon. I can be reached at the above contact information should you require any more information from me.

Sincerely,

Hollins Student

## **Dovetailing Resume/Letter**

These samples show you have to go into more detail in your cover letter to explain your resume.

# Johan Pinto

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Address  
Smalltown, MA, 01234

[address@gmail.com](mailto:address@gmail.com)  
(999) 000-5103

## EDUCATION

**Syracuse University**, Syracuse, NY B.A. Expected May 2021

*Sport Management Major*, David Falk College of Sport and Human Dynamics

Activities: Baseball Sabermetrics Club, Basketball Analytics Club

Relevant Courses: Managing the Sport Organization, Basics of Economics

**Amherst Regional High School**, Amherst, MA H.S. Diploma June 2017

Activities: Honor Roll; Yearbook Production

## SPORTS-RELATED EXPERIENCE

*Counselor*, Hillside School Summer Camp, Marlborough, MA Summer 2017

- Served as residential camp counselor for children ages 8-12
- Planned activities and coached campers in various sporting events
- Mentored and supervised campers in academic programs

*Varsity Baseball*, Amherst Regional High School (ARHS) Spring 2016-17

*Little League Umpire*, Amherst Baseball League Summer 2016, 2017

*Intramural Basketball (Most Valuable Player)*, ARHS 2013-17

## ADDITIONAL WORK EXPERIENCE

*Office Assistant*, Fierst, Kane & Bloomberg LLP, Northampton, MA Summer 2016

- Maintained database of client information; compiled data and reports for projects
- Planned and implemented cold-case storage

*Sandwich Artist*, Subway, Amherst, MA July 2015 - March 2016

- Prepared meals in fast-paced environment
- Handled register sales in busy, high-volume establishment

## SKILLS AND INTERESTS

Technology: Social Media, Microsoft Office suite, including Excel

Activities: Fantasy sports leagues; sports writing



## Johan Pinto

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Address  
Smalltown, MA, 01234

[address@gmail.com](mailto:address@gmail.com)  
(999) 000-5103

January 18, 2018

Ryan Shelton, General Manager  
Salem Red Sox  
Salem, VA 24018

Dear Mr. Shelton,

I am currently a student in the David Falk college of Sports Management at Syracuse University and I am eager to contribute to the Salem Red Sox as a 2018 summer intern. As a native of Amherst, MA and a lifelong Red Sox fan, I keep tabs on many of the Red Sox draft picks through the minor leagues. I would be thrilled to work for the Salem Red Sox after my semester ends in late May. My mother just started a new job as Executive Director of Career Development at Hollins University in Roanoke and one of her contacts, Brad Bankston, recommended the Sox as a great organization. Since I now have housing near Salem, this internship would be an ideal chance to gain experience in minor league baseball while spending time with family in southwest Virginia.

I am a highly motivated individual and team player with plenty of experience on the field as a varsity first baseman. In addition, I constantly analyze the game as a member of the Baseball Sabermetrics and Analytics Club at Syracuse. Within my social circles I have long been a leader who organizes annual fantasy leagues, drafts and more for various groups. In addition, I have sought out prominent mentors at both Syracuse and UMass (e.g. Dr. Lisa Masteralexis) who affirm that with my background knowledge, steady character and pragmatic strengths, I am a good fit for sports management. I offer the analytic, organizational, event management and technical skills to work in a variety of roles within your organization and assist the team wherever it is needed, whether in the baseball operations area, the marketing and public relations field, or anywhere else. I'm flexible and willing to do whatever it takes to make the Sox (both Salem and Boston!) an even greater success. Most of all I am a hard and diligent worker, even when the tasks are not exactly inspiring: for example, I was a "sandwich artist" at Subway for a year while juggling school and baseball—I never missed, or was late for, a shift.

I appreciate your time and consideration, and attach my resume for your information. If there is someone else in the front office to whom I should direct this inquiry, please let me know. Otherwise, you can contact me by phone or email as indicated above. I'm look forward to hearing from you and finding out how I can help further the goals and mission of the Salem Sox.

Sincerely,

Johan Pinto

## Desmond Cardana

10 Spanish Terrace  
Boston, MA, 01234

[desmond@gmail.com](mailto:desmond@gmail.com)  
(617) 000-9996

### EDUCATION

**Northeastern University**, Boston, MA *B.A. in Communications and Media/Screen Studies* May 2018

Relevant courses: Sports and Media; Screenwriting; TV Field Production; Producing for the Entertainment Industry; Business of Entertainment; Media and Identity; Gender and Film

**Trinity College**, Hartford CT 2013-2014

Relevant courses: Elvis, Tupac, & Billie; Doing Culture; Film Analysis; Basic Filmmaking

### MEDIA AND WRITING EXPERIENCE

**Media Intern**, City of Cambridge, MA July-December 2017

- Boost engagement with the City's social media content
- Assemble weekly internal newsletter for City employees
- Write and edit informational content on City developments and news

**Sports Writer**, *Boston.com* July-December 2016

- Contributed over 100 short online pieces about Boston sports
- Researched historical information on athletes and sports industry
- Wrote and published weekly article analyzing strengths of New England Patriots' opponents
- Managed and updated the site's social media accounts, used Slack and other tools

**Staff Writer/Editor**, *Onyx Informer*, Northeastern University 2015-2016

- Developed campus magazine covering cultural issues relevant to ethnic groups
- Wrote hip-hop reviews and edited other contributions
- Planned promotional events and marketed the site

**Independent Media Work** 2012-present

- Blogger, [www.perkinscalling.wordpress.com](http://www.perkinscalling.wordpress.com)
- Produced and edited documentaries, music videos, and short films
- Documentary Sample, "Save the Cave": <http://youtu.be/4eRcb-QdpWI>
- Operate cameras and equipment; set up stages and lighting

### RELEVANT SKILLS

Technical: Proficient in Avid, Final Cut Pro, Microsoft Word, Excel, PowerPoint

Social Media: Facebook, Twitter, Instagram, Slack

Language: Proficiency in written and spoken Spanish

### ADDITIONAL WORK EXPERIENCE

**Office Assistant**, Fierst, Kane & Bloomberg, LLP, Northampton, MA Summers 2013, 2014, 2015

- Compiled data and reports for projects; updated client and company information in database

**Teaching Assistant**, Fort River Elementary School, Amherst, MA Summer 2015

- Mentored and supervised student on an individualized education plan (IEP)

**Strive Mentoring Program**, Amherst MA 2012-2013

- Mentored middle school students of color in academic and social skills

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11/10/2017

Dear Internship Manager:

I'm applying enthusiastically for your media internship with a very particular set of skills. While many are useless—I can give you a current MLB equivalent to each Backyard Baseball character and tell you who had the best verse on any Migos song from memory—others are extremely useful: I am tech savvy and a meticulous researcher; I can think critically and write creatively on sports and pop culture and I can get into tough issues (e.g. racial politics) while maintaining a whimsical side. I'm a ringer for *The Ringer*.

*The Ringer* can be summed up simply: it's a site for people who care by people who care, and care possibly far too much. Serious, provocative content lives alongside pieces that are downright silly, because that's what the worlds of sports and pop culture call for. I operate in the same way. As a sports intern at Boston.com, I elevated the site through my research, eye for detail, and willingness to help in any way possible. Yet my presence in the newsroom went beyond fact checking, data analysis, and photo gathering. One slow news day, I put together a 64-slot bracket to determine the greatest Harry Potter character and embroiled the entire staff in a heated debate over each matchup. When my internship ended, they referenced that day as much as my writing, A-V editing and social media skills.

As a person of color with a mixed-race background, I bring a unique perspective. At Northeastern I helped re-launch the *Onyx Informer*, a student-run publication focused on issues faced by black students and other marginalized groups. As a staff writer and editor, I gained invaluable experience managing strong personalities and the best interests of the magazine when team members differed over the vision for its launch. I drew interest through my writing and promotional activities – e.g. I staged a massive NBA 2K tournament as a magazine fundraiser (and would have won if it weren't for virtual referees conspiring against me). This is the legacy I leave wherever I go: I help keep morale high while ensuring that quality work remains the top priority. For me, a great workplace environment is as much a draw as gaining career experience; I'm eager to connect to others at *The Ringer* who share my sensibilities.

I'm an ambitious creative with interests in screenwriting, comedy, and music journalism as well as the sports and pop culture coverage I'd deliver for you. I'm attaching three writing samples: 1) a weekly column from *Boston.com*, a statistical analysis of the Patriots' upcoming opponent; 2) a review of a Future concert published in *The Onyx* and 3) my personal ranking of the top 40 players in the NBA, which doubles as a satirical takedown of the absurdity of such exercises. These highlight my creativity, knowledge, original voice, and, in the case of the Patriots breakdown, ability to research, deliver on assignment in a fast-paced environment, and work well with an editor.

I hope these materials along with the experiences and skills summarized on my resume suggest why I would fit in seamlessly at *The Ringer*. I'd welcome the chance to discuss this exciting opportunity further in an interview, and I thank you for your time and consideration.

Sincerely,

Desmond Cardana

**Commented [A1]:**

**ACTUAL INTERNSHIP DESCRIPTION**

fact checking, research assistance, data analysis, interview transcribing, photo gathering, story production and other CMS work, and general office help. Interns will chiefly be responsible for supporting the copy desk and assisting the editors and writers.

A/V editing skills and social media know-how are a bonus, and being able to fact check in a fast-paced, time-sensitive environment is imperative. Interns will have the opportunity to write.

**Qualifications**

Interns should have a working knowledge of content management systems, Slack, Trello, Photoshop, and relevant social media platforms, as well as a passion for sports, pop culture, or technology—and ideally all three.

experience at a student newspaper, magazine, or podcast network; at least one prior internship in a professional environment; experience as both a writer and editor; demonstrated experience creating content on the latest social media platforms; and a fundamental ability to make sound editorial judgments and balance conflicting priorities.

Please submit a résumé, three writing samples, and a cover letter outlining why you're the right fit for *The Ringer*.

**Here's an example of what happens if you do not save your  
final version as a PDF**

Always save your final version as a PDF before you send to a  
company.

## Sample Hollins University

(xxx) xxx-xxx

samplehollins@gmail.com 7916 Williamson Rd, Roanoke VA

2015-Present

Hollins University

Major Biology (B.S.)

Expected Date of Graduation: May, 2017

Cumulative GPA: 3.19

Proficiency in Microsoft and Google based word processing software

Basic reading and speaking German

Conversational French

Jan 2016-Aug 2016

4-H Camp

Hollins, VA

Head Counselor

- ❖ Helped to plan and execute a camp
- ❖ Provided a safe place and meal for food insecure children in the Staunton area of the week before public school starts
- ❖ Supervised counselors and children during the week of camp for a variety of activities and service opportunities

Summer 2014-2016

Life Guarding

Hollins, VA

Lifeguard

- ❖ Maintained safety and comfort of deck area
- ❖ Aided in checking proper chemical balance in the water
- ❖ Maintained safe and pleasant atmosphere for all patrons and guests

Jun/Jul, 2015-2016

Camp Compassion

Hollins, VA

Counselor

- ❖ Worked as a camp counselor at a preschool day camp for local children
- ❖ Facilitated cooperative play and development of social skills
- ❖ Oversaw general well-being of campers

### Volunteer Experience:

Sep. 2015-Present

H.A.B

Hollins, VA

Organized and lead several campus-wide events through the group Hollins Activity Board.

Oct. 2014-Present

Compassion Developmental Preschool

Hollins, VA

Worked as an assistant teacher in classrooms of young children from the ages of 2-4 years old in the development of linguistic abilities, motor function, and social skills.

Sep. 2014-Present

Sandusky Service House

Hollins, VA

- ❖ Participated and lead a variety of volunteer events both on campus and in the community at large through the Sandusky Service House.

Aug. 2015, Aug 2016 4-H Camp

Hollins, VA

- ❖ Served as group leader and recreation director for day camp which aimed at providing structure and opportunity for underprivileged children in the area.

Leadership and Awards:

- ❖ Service House President 2016-2017
- ❖ Executive board member of H.A.B. 2016-2017
- ❖ Top 10 of class of 2017
- ❖ Dean's list, academic year 2015-2016, 2016-2017
- ❖ Presidential Scholarship, Hollins University