

# *Quick Reference Guide*

**RESUMES  
CURRICULA VITAE  
COVER LETTERS  
THANK YOU LETTERS  
REFERENCES**

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Additional Resume Samples

<http://tinyurl.com/additionalBCinfo>

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## Resume Disclaimer

Please note that the creation of a resume is not an exact science – meaning that there are a multitude of ways or formats you can use to construct a resume. The resumes enclosed are to be used as guides and not copied word for word. Ideally, you want to review the job description carefully as well as research the company and industry prior to crafting your resume so it can be as targeted and relevant as possible.

Career Coaches at the Magner Center will provide you with guidance and feedback; however remember that it is up to **YOU** to make a final informed decision. In addition to seeking support from Coaches, it is strongly advised to ask trusted professionals from your industry of interest to give you feedback as well. You may notice that you'll receive different advice from a variety of individuals, which may feel frustrating at times. It is best to absorb all of this information and ultimately make your own decisions on how to craft a unique resume based on YOUR specific skills and talents.

In order to keep this guidebook as concise as possible, we limited the number of samples included. If you are interested in viewing additional samples that represent a wide variety of majors and industries, go here: <http://tinyurl.com/additionalBCinfo>. Remember that you can choose any one of the samples provided, regardless of the major and industry represented. Use your best judgment and choose a style that best represents your unique skills and qualifications. Your resume does not need to follow a specific template.

We highly encourage you to attend resume workshops and other events hosted by employers on campus. During these events, you will learn important industry-specific information including tips on how to craft your resume/cover letter and overall recruiting strategies.

Check the “career” section of [portal.brooklyn.cuny.edu](http://portal.brooklyn.cuny.edu) for a list of events/workshops.

## Resume Overview/Checklist

### KEY SECTIONS

#### Contact Information/ Header

- First and last name (It is recommended that your name be the largest words on the page)
- Phone number, email: do not “label” your phone number or email address
- Optional: City, state and zip code
- Optional: Customized LinkedIn URL, website (demonstrates your skill set) or Skype Name (if abroad/applying to programs abroad) (Including social media and your website/portfolio is highly recommended if you are pursuing a position in communications/media and/or computer science.

#### Summary or Profile or Career Profile *(optional)* *(Any of these titles are appropriate)*

- Can be 3-5 concise sentences and is the first section listed on a resume under your contact information.
- Include your most related experience and qualifications for the position in which you are applying
- Use the job description to help identify your related experiences
- **Do not** use personal pronouns, or possessives “I” “My” “Mine”
- For more information, see page 8-9. For samples, see pages 13, 16, 17 and 18.

#### Education

- Institution name, Location (city, state), Degree (B.A., B.S., M.A., M.S. etc.)
- Graduation month and year (if it is a future graduation date include the word “expected” or “anticipated”)
- Include your major(s) and minor(s), and GPA if 3.0 or above
- A separate heading for honors/ awards or study abroad experiences may also be included

#### Course Work *(optional)*

- Can be listed under “Education” header; choose the most relevant courses to the position(s) you are applying to.
- This section can also be titled “Relevant Courses”
- This can also be a helpful section to include if you don’t have much experience in the industry that you wish to enter. Showcasing to employers that you have completed relevant course work and have foundational knowledge in this area can be beneficial.
- For a sample, see page 13

#### Certification *(optional)*

- Can be listed under “Education” header or as a separate “Certification” header
- Name the type of Certification and/or Licensure, Specialization (if appropriate), Month, Year

### **Project Work** *(optional)*

- Can be listed under “Education” header as a sub-header if academic related or as a separate “Project Work” header.
- Focus on projects that you initiated and that are relevant to the position(s) you are applying to. This is an excellent way to showcase your relevant experience in lieu of not having formal work experience.
- See resume on page 13 for sample of “Project Work”

### **Volunteer Work** *(optional)*

- When including relevant unpaid work on your resume, you can either create a separate section called “Volunteer Experience” or “Volunteer Work” OR include it with your paid jobs under a heading simply titled “Experience.” Experience developed outside your field may demonstrate commitment and character.

### **Activities** *(optional)*

- Depending upon how much space you have on your resume, including an “Activities” section may showcase your leadership skills and commitment to a particular interest or hobby. Employers value leadership and extracurricular activities

### **Experience**

(Include **relevant** experience (both full and part-time), internships, volunteer work, military service, and academic projects. Remember that it is not necessary to include a comprehensive list of every experience. Make a strategic decision as to which experiences market you best and what is most relevant to the position

- List employer/organization, Location (city and state only), Job title
- Dates of employment (Month Year – Month Year) or (Year- Year). Be consistent with dates
- Choose section headers that highlight your experience or skills in the particular area you seek to enter. Possible section headers include: Related or Relevant Experience, Leadership Experience, Volunteer Experience, Teaching, Film, Nursing Experience (these are just sample industries). This is especially helpful if you already have experience in your desired industry of interest!)

### **SKILLS** *(optional):*

- Include all computer, language, and technical skills
- **Note:** If choosing to include a “summary” heading and it includes your skills, you do not need to create a “skills” heading as it will be repetitive

## **FORMATTING & SPELLING/GRAMMAR**

- A Resume is no more than one page unless you have at least 10-15 years of experience and even in these cases, many employers still prefer a one page resume
- Margins are within a reasonable range (.5'.8" all around)
- Standard font (Calibri, Candara, Century Gothic, Arial, Sans Serif, Trebuchet Ms, Verdana etc.) Note that some fonts are larger than others, and the font size you use will need to be adjusted accordingly, to make your resume fit onto one page.
- Appropriate font size 10-12 (your name can be larger); section headings can be bolded, all caps or small caps
- Proper use of tenses – current jobs/present tense, past jobs/past tense
- Dates are in reverse chronological order (most recent to least recent) under each section
- Format is clean and consistent, easy to read and all information can be easily found at a glance
- No overuse of lines, boxes, borders
- Remove “References available upon request” It is assumed that an employer will ask for references
- No errors, proofread thoroughly!
- Alignment must be perfect and consistent (i.e., dates and city, state)

## **DESCRIPTION OF EXPERIENCES, SKILLS, HONORS, ACTIVITIES**

- Use action + result statements that answer the questions, “What did I do? Why did I do it? What was the result? What value did I add?”
- Be detail oriented. Example: “Provide customer information over phone” versus “answer phones”
- Quantify your information – use numbers and dollars when appropriate: See page 10, “The Importance of Quantifying What You Did” section for examples
- Highlight skills that relate to the position of interest
- Use terms, keywords/industry jargon that relates to the job or field of choice. You can often find this within the job description.
- Use a variety of action verbs to begin each sentence (see list of action verbs on page 11)

## **GENERAL PRESENTATION OF INFORMATION**

- Avoid abbreviations, or acronyms
- No picture or personal information on the resume
- Do not use clichés on your resume
- Note: International students indicate your J1-Visa on your resume. Can be at top of resume within contact information

## What NOT TO DO on a Resume

*Clair Richardson*

2900 Bedford Ave, Brooklyn, NY 11210  
718-951-5696 • hottie69@hotmail.com

### EDUCATION:

Brooklyn College, Brooklyn, NY

MS in Business Intelligence and Data Analysis (I expect to graduate in June of 2016)

Course Works: Economic Analysis, Strategic Management & Business Policy, Econometrics, Applied Data Analysis, Money and Capital Markets

City College, New York, NY

BA in Business Management and Finance, June 2014

CIEE Study Abroad, Rio de Janeiro, Brazil

Business, Economics & Culture Summer Program, July-August 2010

### Professional Experience

Morgan Stanley UK Ltd, London, UK, Summer 2014

Intern, Credit Derivative Operations Support

- Liaised with colleagues in other departments
- Responsible for prioritizing client requirement
- Responsible for obtaining structured product training
- Responsible for preparing trade confirmation for various types of Credit Derivatives

IFC International Finance Corporation, Rio de Janeiro, Brazil, Summer 2013

Intern, Financial Controlling Support

- Prepared balance sheets and P&L reporting; enhanced the efficiency of the division
- Prepared presentation materials for senior management
- Assisted team on various projects

Polo Capital Management Ltd., Rio de Janeiro, Brazil, JUNE-AUG 2011

Summer Intern, Product Development and Operations Support

- Collaborate with Product Development, Operations and IT teams to update database System
- Implement database system for Product development and Operations departments

DC Logistics Brazil, São Paulo, Brazil, May-Aug 2012

Intern, Accounting & Finance, Logistic Management Support

- Provided consistent support for daily logistics process
- Worked proactively to follow up on issues for the departments; contributed to the productivity of the team

### Skills

Fluent in English, Portuguese and written Spanish.

Proficient in MS Office (Word, Excel, Outlook, Access, Power Point, Stata, Visual Basics)

### Activities

Volunteer, Cultural Hour Event (two hundred member audience at International House), New York, 2014; Trainee, New Jersey Marathon for April 2014.

\*\*\*References: Available when requested

**Fonts:** Avoid "fancy" fonts. Use same font throughout the resume. There should be no period after the name and zip code

**Email:** Use a professional email

**Spacing:** Avoid extra spacing

**Pronouns:** Do NOT use first person pronouns, such as "I" and "we"

**Font Size:** Keep font size and font type consistent throughout resume. "Coursework" should be singular

**Consistency:** This is imperative. Do not indent one line where you have not indented others with the same information. Capitalize "Professional Experience"

**Spelling:** Mistakes are inexcusable

**Descriptions:** Avoid using the same passive phrase "responsible for" repeatedly. Instead, use action-oriented verbs to begin phrases. Be more descriptive and specific with tasks.

**Dates:** Be consistent in displaying dates. Seasons can be appropriate for seasonal positions. If abbreviating months, use same format for all. Years are acceptable.

**Titles/Bullets:** Titles should be consistent; if you use italics for one title, use italics for all. Bullets must be aligned throughout.

**Languages:** If applying for positions in the US, do not include fluency in English as it is assumed. If applying abroad, it can be appropriate.

**Software:** PowerPoint is one word, with no space.

**References:** Do not list references on the resume. It takes up coveted space and employers assume references are available.

# What TO DO on a Resume

## **RUBY DIAMOND**

New York, NY 10001 • 212-555-9846  
gdiamond@brooklyn.cuny.edu • linked.com/in/rubydiamond

### **EDUCATION:**

**Brooklyn College**, Brooklyn, NY

Bachelor of Arts in English expected May 2017

Dean's List (Fall 2013-Present), Lyons Scholarship (2014)

GPA: 3.7/4.0

**Honors:** Include Dean's List, and list the year the honor was awarded

**GPA:** May include if over 3.0, and do not roundup. It must match your transcript

### **RELEVANT EXPERIENCE:**

**Hachette**, New York, NY

Publishing Intern

02/2015-08/2015

- Fact-checked and proofread manuscripts for the entertainment books list prior to publication production.
- Worked directly with 5 editors and authors on various projects including book launches and publicity events.
- Attended editorial meetings and internship program development training sessions.
- Maintained manuscript databases and filing system using Microsoft Access.

**Headings:** Use different experience headings to highlight most relevant experience from additional positions

**Experience:** List location and dates at each organization

**Excelsior**, Brooklyn, NY

News Editor

10/2014-06/2015

- Edited copy prior to publication and assisted with layout and production for a college newspaper with a circulation of 8,000.
- Gathered daily news events within the university community by interviewing students, faculty, and administrators.
- Researched current social and political issues through contact with local community organizations.

**Action Verbs:** Use action verbs to start each phrase; see page 11 for examples

### **ADDITIONAL EXPERIENCE:**

**Magner Career Center**, Brooklyn, NY

Office Assistant

09/2014-05/2015

- Updated print and online career-related resources by conducting internet research.
- Contributed to the dissemination of information to students by maintaining current mailing lists and updating e-mail addresses with the creation of an Excel database.

**Activities:** May include volunteer work, athletics, clubs, and other extracurricular involvement. The name of the activity can either be listed along with title OR can be described in more detail, using bullet points shown to the left. This is recommended if the activity is relevant to the position you are applying to.

### **ACTIVITIES:**

**Andries Hudde High School**, Brooklyn, NY

Tutor

01/2015-Present

- Teach Mathematics problem solving skills and English writing to 10 junior high school students on a one-on-one basis in an after-school program.
- Design worksheets and assignments to improve grammar and expository writing.

**Brooklyn College Chinese Language & Culture Club**, Brooklyn, NY

09/2014-05/2016

Treasurer and Member

- Managed annual budget of \$3,000 and collected annual membership dues.
- Supervised several fundraising efforts and raised over \$5,000 for club activities.

### **SKILLS:**

**Language:** Spanish (fluent); Mandarin (basic); French (intermediate)

**Computer:** Fluent in MS Word, Excel, Access, WordPerfect, Lexis-Nexis

**Language Skills:** Always be honest about your level for language skills.



## Summary/Profile Statement Overview

A career summary or profile may be helpful to include on your resume, particularly if you have an eclectic background, have several years of experience, or are in the process of changing careers (note that a summary may not be necessary if you are an undergraduate student or recent graduate with a background that directly matches your target industry). This brief statement at the top of your resume is essentially a summary or snapshot of your skills, experience, accomplishments, knowledge, and education that is relevant to a particular job. Including a summary gives you a chance to show employers exactly how your background fits with the position to which you are applying.

There are a few general guidelines to follow when creating a summary statement for your resume. First, a summary should be short, approximately two to five phrases, and can be written in paragraph or bulleted form. The title of your summary statement can be one of many headlines, including: Summary of Qualifications, Career Profile, Career Highlights, Professional Summary, or just Summary or Profile.

In general, the summary statement highlights:

- The professional role that you claim (not job title)
- The specific skills you possess related to that role
- Your experience, knowledge, and education (again, related to the role)

### Activity:

To help determine which professional aspects to highlight in your summary, be sure to review the requirements listed for the positions in which you are interested, just as you would when writing a cover letter, crafting your resume, and preparing for a job interview. Then select the skills, experience, accomplishments, knowledge, and education that you would like to showcase in your statement and write them below. Remember that it is best to keep your profile concise; thus you may need to prioritize the points that appear to be most important to each employer.

### Skills/Experience/Accomplishments/Knowledge/Education to Include in Summary Statement

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Next, draft a few phrases that incorporate and summarize the items you listed above, perhaps starting with some of the following phrases:**

- Strengths include...
- Proven track record for...
- Recognized for...
- Key skills include...
- Experienced in...
- Demonstrated achievement in...
- Ability to

**Now write a sentence describing your “professional role,” which will be the opening line in your profile. Some examples are:**

- Successful communications professional with experience in...(substitute ‘communications’ with your own field)
- Accomplished Marketing Executive...
- Experienced professional completing a Master of Arts degree in...

**Finally, put all the sentences together and edit for a clean, concise, and compelling summary/profile statement. See examples below and resume samples with summaries on page 15.**

### **Examples:**

#### **Career Profile (*An alumnae with 5+ years of experience in field*)**

Successful professional with corporate marketing and training experience seeking position in nonprofit organization leveraging fundraising and program development skills. Strengths include leadership, marketing, project management, and public speaking. Recognized for ability to develop strong relationships and plan strategically.

#### **Summary (*An alumnae with 2 years of student teaching experience & 3 years of teaching experience*)**

Kindergarten Teacher who has earned trust and respect of students, colleagues, and administrators for over 3 years. Fully credentialed by state of New York. Experience in creating developmentally appropriate lesson plans. Clear communicator who partners with parents to help children succeed. Collaborative team player who contributes to school- wide success. Hold CPR certification and multiple subject teaching credential, New York.

#### **Profile (*Undergraduate who completed two internships and several part-time work experiences*)**

Aspiring Editor with proven writing and speaking abilities, and high level of emotional intelligence. Passionate about women’s issues and active participant in leadership skills building. Experienced in editing manuscripts, completing grant letters, and delivering excellent customer service via phone, email and in person. Work exceptionally well with colleagues and clients from highly diverse backgrounds. Innovator, who can generate quick, workable solutions. Proficient in MS Word, Excel and PowerPoint.

## The Importance of Quantifying What You Did

Your resume must not only highlight your skills and abilities, it must also present them in a way that will encourage employers to want to meet you. You need to demonstrate the RESULTS of your actions!

A result is a “tangible, measureable final product, achievement, accomplishment or outcome that you have created or produced out of your involvement or participation in a particular activity or job.”

Ultimately, you want to show potential employers what you will be capable of producing as a member of their team. **Ask yourself "HOW MANY?" "HOW MUCH?" "HOW OFTEN?" "HOW DID YOU ADD VALUE?" "WHO DID YOU REPORT TO?" "HOW WAS YOUR WORK IMPORTANT TO THE COMPANY?"**

Consider the following examples:

### Samples of Quantifying What You Did

**Edie’s Edibles, Brooklyn, NY**

Summer 2018

#### **Delivery and Stock Person**

- Averaged 15 deliveries during each 5-hour shift, while stocking shelves and taking inventory.
- Handled approximately \$500 in cash transactions daily.

**Harmony High, Brooklyn, NY**

2016 – 2017

#### **Senior Class Representative**

- Planned 10 social and cultural events for 300 students.
- Increased attendance by 10% at annual semi-formal event by changing location and negotiating lower costs.
- Edited weekly 4-page newsletter with circulation of 500.

**Seashell Lake Summer Camp, Far Rockaway, NY**

Summer 2015

#### **Lifeguard**

- Monitored 250 campers, between ages 5 and 16, to ensure safety and enforce regulations.
- Saved two campers from drowning in 8-week period.
- Certified in CPR.
- Trained 4 assistant lifeguards and prepared weekly schedules.

**Bonita Boutique, New York, NY**

2014 – 2015

#### **Sales Associate**

- Personally assisted 30-50 customers during each 6-hour shift.
- Handled more than \$3,000 in daily cash and credit card transactions.
- Hired, trained and supervised 8 new employees in use of cash register, customer relations, and how to close sales.
- Performed monthly inventory on merchandise valued at \$200,000.
- Successfully met monthly sales goals of \$50,000.
- Won “Employee of the Month” award for alerting security to shoplifting customer.

For the complete article by Claire Bradley, go to [www.investopedia.com](http://www.investopedia.com).

## ACTION VERBS

### Administrative Skills

approved	collected	generated	operated	purchased	Specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	Inspected	prepared	retrieved	Tabulated
classified	executed	monitored	processed	screened	Validated

### Communication Skills

addressed	corresponded	Enlisted	interviewed	negotiated	Recruited
arbitrated	developed	Facilitated	lectured	persuaded	Spoke
arranged	directed	formulated	mediated	promoted	Taught
authored	drafted	Influenced	moderated	publicized	Translated
clarified	edited	interpreted	motivated	reconciled	Wrote

### Creative Skills

acted	crafted	Directed	founded	integrated	performed
composed	created	Drew	Illustrated	introduced	Planned
conceptualized	designed	established	innovated	invented	revitalized
conducted	developed	fashioned	instituted	originated	Sculpted

### Financial Skills

administered	appraised	budgeted	developed	marketed	researched
allocated	audited	calculated	forecasted	planned	Saved
analyzed	balanced	computed	managed	projected	

### Helping Skills

aided	clarified	demonstrated	encouraged	familiarized	rehabilitated
assessed	coached	diagnosed	expedited	guided	represented
assisted	counseled	educated	facilitated	referred	

### Management Skills

administered	conducted	developed	improved	Planned	Saved
analyzed	consolidated	directed	increased	Prioritized	Scheduled
assigned	contracted	evaluated	managed	Produced	spearheaded
attained	coordinated	executed	organized	Recommended	strengthened
chaired	delegated	handled	oversaw	Reviewed	supervised

### Research Skills

clarified	diagnosed	extracted	interpreted	organized	summarized
collected	evaluated	identified	interviewed	researched	Surveyed
critiqued	examined	inspected	investigated	reviewed	systematized

### Teaching Skills

adapted	communicated	encouraged	guided	instructed	set goals
advised	coordinated	evaluated	influenced	Led	stimulated
clarified	developed	explained	informed	motivated	Taught
coached	enabled	facilitated	initiated	persuaded	Trained

### Technical Skills

architected	calculated	devised	maintained	programmed	Solved
assembled	computed	engineered	operated	remodeled	Upgraded
built	designed	fabricated	overhauled	repaired	Trained

## Sophia Smith

New York, New York 10012

917.234-5342 • ssmith@brooklyn.cuny.edu • www.linkedin.com/in/sophiasmith

<b>EDUCATION:</b>	<b>Brooklyn College</b> , City University of New York Bachelor of Arts Anticipated Major: English	Expected May 2020
<b>EXPERIENCE:</b>	<b>Rock Climbing Leader</b> Brooklyn College Intramurals <ul style="list-style-type: none"> <li>• Motivate, coach, and provide detailed instruction-based climber goals to over 20 teammates</li> <li>• Lead rock climbing lessons for 25 students and adolescents per class with the ultimate goal of building self-esteem and self-reliance</li> <li>• Train three junior co-leaders: developed team-building and leadership activities included in program's first staff training manual</li> <li>• Provide individual feedback to teammates to enhance technique and skill</li> </ul>	Aug 2018-present Brooklyn, New York
	<b>Team Captain</b> Forth Hamilton Soccer Team <ul style="list-style-type: none"> <li>• Achieved 100% attendance at practices and games for three consecutive years</li> <li>• Liaised with coaching staff on an on-going basis to address issues regarding team cohesiveness</li> <li>• Scouted high school talent; provided over 15 tours, during course of year, of campus and athletic facilities to groups of prospective student-athletes and parents</li> <li>• Facilitated coaches teammates' stretching, conditioning, and nutrition guidance along with head coach</li> <li>• Learned and executed the policies and procedures governed by the NCAA</li> </ul>	Aug 2016- May 2018 Brooklyn, New York
<b>SKILLS:</b>	Computer: Microsoft Word, Excel, PowerPoint Language: German (Beginner)	
<b>INTERESTS:</b>	Travel, (Italy, Germany, Korea) Singing (Auditioned for American Idol)	

**\*TIP: This is a recommended format for individuals with limited experience. Using this format with headings on left hand side fills up the page nicely using less content.**

**\*As you gain more experience, remove the dates and less relevant information**

## LISA SANDERS

Long Island City, New York, 12305

sanders.lisa@gmail.com | 347-895-5696 | www.sandersinvestment.com

### PROFILE

- Analyze, study and process complex data, statistic, finances and reports.
- Assess situations, evaluate risk and draw analysis to make profitable decisions.
- Interact effectively with ranges of individuals; articulate and communicate ideas accordingly.
- Perform equity analysis, calculate odds and probability and make decisions under pressure.

### EDUCATION & TRAINING

**City University of New York, Brooklyn College**

**Bachelor of Science in Public Accounting, Finance and Business** (CPA qualify 150 credits)

June 2019

#### Relevant Courses

Global Financial Management | Behavioral Finance and Economics | Investment Science | Accounting

#### Professional Development

The Wharton Certification of Professional development in Finance

2018

PwC's Professional Development Program (PDP)

2017

### ACADEMIC PROJECT HIGHLIGHTS

#### Business Statistics

- Analyzed payroll data in the sports industry to determine Soccer salary norms; applied statistical analysis tools, concluding Soccer players earned 54% less than Football players.
- Presented research to an audience of 150.

#### Investment Science

- Monitored economic, industrial and corporate developments by analyzing information from financial publication and services, investment banking firms and trade publications.
- Interpret Amazon's data on price, yield, stability, future investment- risk trends, economic influences and other factors affecting investment programs.

### WORK EXPERIENCE

**Macy's**, New York, NY

2017-Present

#### Sales Associate

- Address customers' questions about products, prices, availability and credit terms.
- Visit other Macy's stores to evaluate needs and promote products.

**Armani Exchange**, New York, NY

2016-2017

#### Sales Representative

- Worked collectively as a team to create a shopping experience that exceeded the client's expectations.
- Educated 100-200 clients on product knowledge (fit, styling, trends and fabrication).

**Carrefour**, Paris France

2015

#### Crewmember

- Independently processed \$500 cash and \$1,000 credit card transactions daily.

## Valerie Sainvil

Brooklyn, NY 11210

valerie@gmail.com • 917-547-6870 • LinkedIn.com/in/valeriesainvil

### EDUCATION

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**Brooklyn College, City University of New York**, Brooklyn, NY

**Bachelor of Arts in Childhood Education and Children Youth Studies**, May 2018

- **GPA:** 3.8/4.0; Recipient of the Rose Goldstein Scholarship

### CERTIFICATION

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New York State Certification in English 7-12, June 2018

### TEACHING EXPERIENCE

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**Saint Jerome School**, Brooklyn, NY

2018- Present

**Teacher, 5<sup>th</sup> Grade**

- Teach English using interactive approach to ensure greater learning experiences.
- Incorporate technology into lessons plans to provide 30 students with interactive learning tools.
- Introduce multicultural lessons using art, music, folklore dance to increase intercultural competence.
- Differentiate instruction using small group lessons to meet individual needs of students.
- Establish and enforce rules for behavior and procedures for maintaining order among students.
- Created first parent and staff luncheon to build school community.

**Success Academy**, New York, NY

Spring 2017

**Student Teacher, 2<sup>nd</sup> grade**

- Involved students in displaying their creative work on bulletin boards to inspire creativity and self-esteem.
- Discussed student's progress during parent/ teacher conferences to link home and school experiences as well as promote parental involvement.
- Organized student plays to build relationships within the school community.
- Aided in the revision of curriculum to incorporate awareness of the state of the planet and global dynamics.

**PS 369**, Brooklyn, NY

2015-2017

**Teacher Assistant**

- Taught students individually or in small groups to help master assignments and to reinforce learning concepts presented by teachers.
- Collaborated with lead teacher to design lesson plans.
- Tutored students with special needs, such as physical and mental disabilities.

### OTHER EXPERIENCE

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**826NYC**, New York, NY

2014-2015

**Tutor**

- Developed new methods of analysis to examine and identify struggling students, in collaboration with two colleagues.
- Introduce changes in lesson plans by introducing media into presentations
- Met with parents to discuss students' progress, and explained resources to improve students' skills.

### SKILLS

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Proficient in Microsoft Office, SESIS, Interactive Whiteboards

### INTERESTS

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Painting, Poetry, Creative Writing, and Costume Design

# Matthew Cuning

Brooklyn, NY 11210 • 718-951-5696 • MC @gmail.com

## EDUCATION

**Bachelor of Business Administration, Brooklyn, NY**

**Expected December 2019**

**Finance and Investments; GPA 3.5**

Brooklyn College, City University of New York

Honors: Dean's List (Spring 2015)

## EXPERIENCE

**Goldman Sachs, Risk Management Intern, New York, NY**

**September 2018 - Present**

- Executed 88% of the trades for the 1 million dollar hedge fund under supervision.
- Applied pricing and reference data to analyze bonds, bills, currencies, and commodity prices; used Bloomberg Terminal to compare rates and implement changes to company data when differences were found.
- Oversaw portfolio performance and regulated potential risk that was being taken
- Received 4% return of the portfolio within the first month, by implementing long, short and various options strategies.
- Analyzed different equities to determine fair market value for possible undervalued equities, resulting in 20% of possible unrealized profits in technology, communications and energy sectors.

**Armani Exchange, Business Operations Manager, Brooklyn, NY**

**January 2018 - August 2018**

- Consistently achieved top sales throughout the first two years of operation accumulating over \$20,000 by analyzing various consumer product consumption data and better developing better marketing services.
- Developed forecast revenue, expenditure and profit that led to sound business decisions and consistent profits that made the business \$50,000 within three years of operation.
- Managed performance, sales and training of three commissioned employees who were promoted the very next year.

**Federal Reserve Bank, Financial Analyst Intern, New York, NY**

**September 2017 - December 2017**

- Funded personal trading account with \$10,000 with prior experience of three years.
- Formed risk probability calculations through Excel to maximize potential returns on investments, calculating total cost basis, rate increase, and networking days for options and long-term positions.
- Attained Level Three options trading access with three years of experience trading the market, which allow the user to trade uncovered selling or naked shorting with sufficient funds to cover the equity and margin access.
- Analyzed financial statements to pin point areas with potential to realize a greater cash flow.
- Collected and read multiple press sources each day to determine potential stock fluctuations long term.
- Accomplished a 15% return within the first 2 months in the portfolio.

**JP Morgan Chase, Computer System Analyst Intern, New York, NY**

**February 2016 - August 2017**

- Developed, executed, and analyzed daily reports on user traffic to be distributed to the business, and production departments creating a more efficient environment.
- Initiated network enhancements that reduced network downtime from 30% to nearly 0%.
- Addressed permanent solutions to recurring issues with Hardware and Software Engineers to enhance running time and work efficiency for over 50 people working in the department.
- Diagnosed software issues, installed updates or new software, and removed malicious programs for over 30 stations.

## LEADERSHIP

**Mentoring Project, Mentor, New York, NY**

**December 2013 - November 2015**

- Recruited five students to the youth development program, three of which stayed in the program for the next two years.
- Developed exceptional communication skills aimed at conflict management that helped manage events with over 40 people.
- Mentored two team members, helping them to solve problems and make marketing decisions with the brand Stoked.
- Organized snowboarding, surfing and skateboarding events.

## SKILLS

Microsoft (Excel and PowerPoint) • Bloomberg Terminal, real world experience in trading options and equities, Risk Management, Portfolio Management, Analytical/ Research Skills • Fluent in Spanish (Experienced in translation)



# PAUL SALAMI

NEW YORK, NEW YORK 10012

PAULSALAMI23@YAHOO.COM ♦ (917) 211 - 7689 ♦ LINKEDIN.COM/PAULIESALAMI

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## SUMMARY

**Mental Health Counselor**, eager to apply contemporary approaches to practice, assessment and treatment. Well-versed in talk therapy and role play techniques. Experienced in providing crisis counseling services to individuals and families. Culturally and linguistically competent with diverse groups. Assessed and referred clients to mental health and substance abuse programs. Excellent working knowledge of MS Office and IBM SPSS. Speak and write Spanish fluently.

## EDUCATION

**MA, Psychology-Mental Health Counseling**, Brooklyn College, CUNY Degree expected **June 2019**

- GPA: 3.67

**BA, Psychology** (minor in Marketing), Brooklyn College, CUNY **June 2015**

- GPA: Cumulative 3.80; Dean's List: Fall 2013, Spring 2014, Fall 2014
- Sheldon J. Korchin Memorial Scholarship

## AREAS OF RELEVANT KNOWLEDGE

- Human Development
- Cognitive-Behavioral Counseling
- Counseling Theory
- Research Methods
- Psychopathology
- Experiential and Humanistic Counseling

## EXPERIENCE

**Magner Center for Career Development and Internships**, Brooklyn, NY **2017 – Present**  
**Career Counseling Intern**

Planned, prepared and conducted presentation on original idea for career workshop.

- Praised for excellent presentation and selected for highly competitive career counseling internship at Brooklyn College's Magner Center.
- Collected relevant information pertaining to resume trends and majors. Extracted details for inclusion in presentation.
- Prepared presentation slides on MS PowerPoint.

Assessed Brooklyn College students' career development needs.

- Administered Myers-Briggs Type Indicator and Strong Interest Inventory assessments.
- Provided information to students to enhance knowledge of self-exploration processes.
- Used MyPlan Assessment online tool during counseling sessions to discuss and identify career research options.

**Lutheran Family Health Centers**, Brooklyn, NY **2015 –2017**  
**Crisis Counselor, NYC Project Hope**

Provided free crisis counseling services to individuals and families as part of federal/state/city initiative, Project Hope.

- Successfully completed Crisis Counseling Assistance and Training Program.
- Conducted outreach, counseling and education in communities affected by Hurricane Sandy.
- Provided survivors with information regarding typical reactions to natural disasters, helpful coping strategies, and available disaster-related resources.

# Regina S. Kurn

Rockaway Park, NY 11693

Kurn\_regina@aol.com • (646) 698 -7445 • linkedin.com/in/reginakurn

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## Summary

Future **Human Resources professional**, currently majoring in Sociology at Brooklyn College. Establish rapport quickly, inspire others, and build effective and loyal teams by respecting different points of view. High level of emotional intelligence. Flexible, accommodating, and embrace change. Skilled at networking and building bridges. Possess excellent writing, editing and presentation abilities. Knowledge of bookkeeping and payroll. Basic working knowledge of computer application programs including MS Word, Excel, PowerPoint and Access. Fluent in Mandarin Chinese.

## Education

**BA, Sociology**, Brooklyn College/CUNY

**Graduated May 2018**

- **GPA: 3.65 / 4.0**

**AS, Liberal Arts**, Kingsborough Community College/CUNY

**Graduated Spring 2015**

- **GPA: 3.27 / 4.0**

## Related Experience

**Mount Sinai Hospital**, New York, NY

**Summer 2017**

***Summer Intern at Environmental Services Department***

- Collected surveys and input data into computer. Organized employees' files and schedules. Analyzed payroll and took employee attendance.
- Reduced research time by reorganizing employees' files alphabetically by department, using color-coding of labels to ensure folders were more easily returned to correct drawers.

**Allstate Insurance Company**, New York, NY

**Spring 2016**

***Human Resources Intern***

- Engaged in administrative duties including answering phones, filing, and faxing.
- Received supplies and posted work orders into system. Answered phone and performed other administrative and clerical duties as requested.

**Insurance Brokerage**, New York, NY

**Spring 2015**

***Administrative Intern***

- Organized files according to types of insurance. Entered and screened computer data, and verified documentation. Answered phones and assisted customers with payments.
- Provided translation from English to Mandarin and Mandarin to English for non-English-speaking clients. Assisted with completing forms, obtaining information, and explaining policies.

## Additional Experience

**Abraham's Deli**, Brooklyn, NY

**2015 to Present**

***Cashier / Stock Clerk***

- Managed all cashier transactions in busy retail business. Ensure that shelves are properly stocked, and orders placed with vendors. Operate computerized cash register. Count cash, collect, perform ledger entries and bank daily receipts of up to \$1,200.
- Interviewed, hired and trained 2 part-time assistant stock clerks in summer of 2010, both of whom are still employed and have been promoted to sales and bookkeeping responsibilities.

# Alaa Kadour

Brooklyn, NY 11228

(347) 516-1259 • alaakadour45@gmail.com • www.linkedin.com/in/alaakadour

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Brooklyn College student preparing for career in **Television, Radio and Film**; graduation expected May 2017. Provided assistance at key events for major entertainment organizations: CBS and HBO (twice). Highly disciplined, energetic and outgoing. Eager to learn, and to assist wherever needed. Excel at “thinking on my feet,” and finding quick, workable solutions to difficulties arising in fast-paced, stressful environments. Highly articulate, with excellent writing skills. Work effectively and well with colleagues and public of widely differing ages, cultures and nationalities.

- Computer Software: Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks
- Languages: Spanish (spoken and written), and Cantonese (spoken)

## EDUCATION

**BA, Television and Radio**, Brooklyn College, CUNY, Brooklyn, NY

**May 2019**

- **GPA: 3.0/4.0**

**AAS, Tourism and Hospitality**, Kingsborough Community College, CUNY, Brooklyn, NY

**May 2016**

- **Concentration in Hospitality; GPA: 3.4/4.0**

## EXPERIENCE

**HBO New York International Latino Film Festival, New York, NY**

**Summer 2018**

***Executive Assistant to Managing Director***

- Scheduled calls and meetings, sent recap e-mails, created timelines and contact sheets and performed other office duties. Managed social media sites (Facebook, Twitter) with daily updates, photo posts, responses to comments and events invitations.
- Given full responsibility to ensure that all social media posts were appropriate to maintain reputation of Festival, and that all uploaded photos were highly professional and flattering to subjects.
- Executed online marketing strategy by establishing new relationships with other online sites through mutually beneficial barter.

**CBS Television Distribution, New York, NY**

**Fall 2017**

***Audience and Production Intern at the Rachael Ray Show***

- Researched and gathered information on show segments and guests. Directed celebrities and audience members in and out of recording sessions. Performed wide range of tasks at all stages before, during and after filming.

**HBO New York International Latino Film Festival, New York, NY**

**Summer 2016**

***Filmmaker Liaison and Creative Services Assistant (Internship)***

- Arranged event RSVP guest list, Q&A sessions, theater show-times and website content. Served as main contact, guide and translator for filmmakers prior and during festival event. Coordinated content and delivery of items such as brochures and catalogues.
- Selected by management to act as personal assistant to celebrity guests visiting festival, ensuring guests' comfort and privacy.

**Mila International, Inc., New York, NY**

**2015 – 2016**

***Office Assistant and Sales Associate***

- Managed emails, calendar, sales, bookkeeping, telephone lines and inventory. Prepared purchase orders, invoices, sales training materials, and international and domestic shipments. Liaised and followed up with sales representatives, dealers, clients and vendors.

## Types of Curricula Vitae

**In the United States:** A curriculum vitae (CV) most often refers to a scholarly resume used when applying for jobs in academia or the sciences. It details the applicant's research experience, teaching, and publications. CVs tend to be longer than a traditional resume: two pages may be sufficient for a current undergraduate or recent graduate's CV, while an experienced professor and researcher may have a 15+ page CV. Many professors and instructors make their CVs available on their department's faculty biography pages, and these can illustrate varying approaches to style and organization.

Academic CVs may be appropriate in the following circumstances:

- Applications to graduate or professional school, assistantships, or scholarships
- Teaching, research, and upper-level administrative positions in higher education
- Academic departmental and tenure reviews
- Professional association leadership positions
- Research and consulting positions
- School administrative positions such as superintendent, principal, or department chair

**Outside the United States:** The curriculum vitae typically refers to a one- or two-page summary of education, experiences, and skills relevant to a particular professional opportunity. The CV is used across professional fields, and is more like a U.S.-style resume than the scholarly CV described above. Details such as paper size may differ (e.g. A4 instead of U.S.-standard 8.5" x 11"), and content preferences vary by country. In some countries employers may expect a CV to include a picture of the applicant and personal details such as birthdate, nationality/citizenship, and even marital status. For example, see [Europass > Curriculum Vitae](#) for CV samples and standards in various European countries.

**For all audiences:** Correct spelling, consistent formatting, readable font style and size (11 pt. is common), clear phrasing, and accurate content are essential when creating an effective CV.

## Information to include in a Scholarly CV

Appropriate categories will vary depending upon a person's experience, though CVs often include many of the following content sections:

- Personal/Contact Information: name, address, phone number, email, websites
- Education: post-graduate work; graduate degree, thesis/dissertation title, honors; undergraduate degree, major, minor, honors
- Academic Awards/Scholarships/Fellowships
- Professional Licenses/Certifications
- Academic/Teaching Experience: courses taught
- Research/Scholarly Activities such as publications (articles, chapters, books), conference presentations, work currently under submission, and work in progress
- Consulting experience
- Grants received
- Committee leadership or membership
- Affiliations/Memberships
- Foreign language skills

**CHRIS J. SMITH**

424 Elm Avenue, Roanoke VA 01234  
631-565-8954 | cjsmith@gmail.com

**EDUCATION**

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Brooklyn College, Brooklyn, NY  
Bachelor of Arts, May 2018  
Major: Physics  
Minor: Philosophy

University of St Andrews, St Andrews, Scotland  
Junior Year Abroad, 2015 – 2016

Relevant Astronomy coursework: Telescopes and Techniques, Introduction to Astronomy, Dark Matter, Nebulae, Extrasolar Planetary Science, Complex Analysis, Nuclei and Particles.

**GRANTS AND AWARDS**

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Dean's List, 2015 – 2017  
Fulbright ETA Grant, South Korea, 2016 Finalist  
National Science Foundation Award PHY-0242555, research grant, 2017  
Howard Hughes Medical Institution Research Grant (for undergraduate research in the physical sciences), 2016

**RESEARCH AND TEACHING EXPERIENCE**

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*Research Intern*, University of St Andrews, St Andrews, Scotland, June – August 2017

Developed optimal process for particle clearing and trapping using optically-mediated Airy beams. Wrote a LabVIEW program with a user-interface that controlled experimental parameters. Conducted experiments using program and analyzed data with MATLAB. Results showed that Airy beams successfully manipulated micro-particles. Procedure will be applied to research involving optical sorting of animal cells and other biological material.

*Research Intern*, University of Rochester REU Program, Rochester, NY, June – August 2016

Researched adaptive optics and orbital angular momentum (OAM) states of light. Set up and performed several experiments to characterize propagation of OAM states through turbulent media. Wrote LabVIEW and MATLAB programs for data collection and analysis. Data suggested that OAM states are good candidates for quantum cryptography.

*Teaching Assistant*, Smith College Astronomy Department, Northampton, MA, January 2014 – May 2015

Held evening lab hours weekly to assist in teaching laboratory material in introductory astronomy courses. Assisted in solar and night-time telescope observations for Smith faculty, students, and guests.

*Teaching Assistant*, Smith College Physics Department, Northampton, MA, January 2013 – May 2015

Tutored students weekly in third-year physics course Thermal Physics. Helped students prepare for exams and homework assignments by reviewing concepts in thermal physics, statistical mechanics, and introductory physics. Graded problem sets for General Physics I and II and Modern Physics.

*Research Assistant to Dr. Donatella Cassetari*, University of St Andrews, Scotland, October 2013 – May 2014

Participated in year-long research project that worked towards a future experiment pertaining to magneto-optical trapping of a Lithium-Rubidium species. Wrote Mathematica program to find spontaneous emission rates of a Bose-Einstein condensate system and determined physical parameters for experiment.

*Research Assistant to Dr. Doreen Weinberger, Smith College REU Program, Northampton, MA, May – August 2012*

Studied laser diode spectroscopy and saturated absorption spectroscopy of rubidium isotopes. Assembled optical equipment and collected first set of data for use in a future physics laboratory course offered at Smith College.

*Intern, Summer Science & Engineering Program (SSEP), Smith College, Northampton, MA, June – August 2012*

Assisted in teaching fundamentals of physics and engineering to high school girls for Music and Engineering course offered through SSEP. Oversaw group work and machine shop sessions. Guided students in construction of their end-of-program projects, a musical instrument employing applications of physics and engineering. Organized and led recreational activities after class.

## **PUBLICATIONS**

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O’Sullivan-Hale, M. et al. including C.J. Smith. “Propagation of Orbital Angular Momentum States of Light in Turbulent Media.” (To be published).

Baumgartl, J. et al. including C.J. Smith. “Particle Clearing and Trapping using Optically-mediated Airy Beams.” *Optical Express*. (To be published in 2015).

## **PRESENTATIONS**

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“Propagation of Orbital Angular Momentum States of Light in Turbulent Media.”

Symposium on Undergraduate Research DLS Meeting LS-XXIV, Rochester NY, October 2016

## **TECHNICAL SKILLS**

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JavaScript, MATLAB, Mathematica, LabVIEW, LaTeX, Adobe Illustrator, Adobe Photoshop

## **ACTIVITIES**

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*Vice President/Treasurer, Smith College Physics Club, October 2015 – May 2015*

Presented and filed budget forms. Provided guidance and insight to students inquiring about physics degree and physics department. Searched for and advertised physics-related events during the year. Promoted student-faculty camaraderie.

## **VOLUNTEER WORK**

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Habitat for Humanity, Smith College, Northampton, MA, 2012 – 2014

Participated in building houses on several sites in Western Massachusetts

## Cover Letter Overview

### What is it? Why is it important?

- A cover letter is a short (no longer than one page) document that accompanies your resume when applying for any position. The cover letter introduces you to the employer in a personal and professional way and highlights your qualifications for that specific job. Since every organization and job description is different you **cannot** write one general form letter to use for all of your applications. It is critical to write a unique letter for each of your applications.
- The cover letter gives you the opportunity to showcase the skills you possess that allow you to be successful on the job. Here you should show enthusiasm for the field and knowledge of the specific organization. The letter should be genuine, unique, well written, and compelling. Don't forget that the cover letter also serves as a writing sample for the prospective employer and will showcase your writing style and ability. A cover letter should be sent in addition to a resume as part of an application package unless the employer states otherwise.

### Before you write the Cover Letter

- **Research the Employer:** Researching the employer prior to writing the cover letter is vital. This will allow you to write a more targeted letter. You can find information on the employers' website, talk to current or past employees, and also read articles about the company online. Social media sites such as LinkedIn, Twitter, and Google Alerts can help you find information about the company's latest accomplishments and activities.
- **Review the Job Description:** Read the job description carefully and understand exactly what the employer is seeking in terms of qualifications and skill set. Then reflect on your own experiences and articulate, with examples, of how it will translate to the job. The job description states exactly what the employer is looking for in an employee. Use it!
- **Analyze your Background:** Ask yourself why you would be a good fit for this position. Think of your strengths and interests as well as your transferable skills from classes, work experiences, projects, internships, volunteer work and activities that are similar to the job requirements.

### Formatting

- Be concise! No more than 3 • 4 paragraphs and less than one page. Bullet points can be used as well. See cover letter sample #2 on page 19
- Treat the letter as a formal, professional document. Your contact information on the cover letter should match the format used on your resume so the documents appear consistent. Alternatively, your contact information can be listed in the top left or right margin (see examples).
- Whenever possible, your letter should be addressed to the hiring manager, which means the individual who has the ability to hire you. If the job description does not provide the hiring manager's name, do your best to research the organization or call to find out the correct name and spelling along with the person's title. If you cannot get this information or are not 100% sure, you can address the letter to "Dear Hiring Manager" or to the title mentioned in the job description.
- Keep your tone professional and positive and avoid beginning too many sentences with "I."
- As always, make sure that spelling, grammar, and sentence structure are perfect.
- When sending a cover letter and resume via email it is acceptable to write the cover letter in the body of an email or attach it along with your resume with a short email stating the position you are applying for and noting that your application packet is attached.

## Structure

### Introduction paragraph

- Be clear from the first sentence and state why you are writing, the position you are applying for, where you found the posting, and who you are.
- If you have been referred by a connection, it can be helpful to mention the person's name within the first paragraph as this may peak the reader's interest and entice them to continue reading. However, be sure to have the consent of the individual to use her/his name!
- State why you are interested in this job at **this particular company**. Think about the unique qualities of each company. Many hiring managers want to see this emphasis early in the letter. You can also restate your sincere interest in the position and in the company in the conclusion of the letter.

### Body

- Point out your qualifications and experience relevant to the position and to the organization. Use this paragraph to market yourself and your abilities! State how your skills and experience would be valuable to the employer. This is **NOT** the time to apologize or discuss a deficit in your experience or achievements. Highlight your strengths with examples from your work.
- Describe the skills you gained through your experience and how those skills prepare you for this job.
- The body of the cover letter can be one to two paragraphs and should be tailored to the position, organization, and industry.
- Using key words from the job description or jargon that is common in the field is helpful to show that you are familiar with the language and are comfortable using it.
- Let the employer know you are interested in working for them by communicating that you have done your research and that you are not looking for just "any" opportunity.

### Conclusion

- Thank the reader and restate your interest in the position. Reaffirm why you want to work for their organization, demonstrating that you've researched their company and can explain why you would be a good fit. End with confidence and positivity. You do not need to restate your contact information as it will already be in the heading of your letter.

### Tips for a "Create your own Internship" Cover Letter

- If you cannot find the right opportunity, create your own!
- Some companies do not have active internship programs or have never had an intern. It might be possible to convince an employer to create an internship position for you.
- Acknowledge in your cover letter that you are aware that there currently is no formal internship program, and state that you are proposing they create an internship for you based on the skills you offer and the value you could add in return for work experience and training.
- Be clear in explaining the type of work you would like to do.
- Communicate your knowledge and interest in the company. Be convincing and passionate as to why you want to work for them.
- Make use of social media or the company's published information to identify an actual person in the department that interests you and direct your cover letter and resume to that person.
- Follow up in a few days with an email or phone call.



## Cover Letter Sample #1

111 Union Street  
Brooklyn, New York 11215  
[pmiller@gmail.com](mailto:pmiller@gmail.com)

February 2<sup>nd</sup>, 2017

Ms. Patricia Richards, Director  
Girls Who Code  
11 West Orange Street  
Seattle, Washington 10023

Dear Ms. Richards,

I am a sophomore at Brooklyn College pleased to submit my resume for the Girls Who Code Summer Immersion Program Teaching Assistant position in Seattle. With a growing interest in the intersections of society and technology, I am prepared to apply my skills and knowledge to make a difference in the lives of young women within this position.

Going to Brooklyn College, an institution committed to opportunities for women, I've developed a great interest in female empowerment through education. Currently, I am pursuing a double major in sociology and computer science with a focus on how society and technology shape one another. Relevant courses include Introductory Computer Science, Data Structures and Power and Privilege in American Education, which have given me an interdisciplinary perspective on computer science and education.

Working with the Girls on the Run organization as a head coach and office intern, I taught and inspired young girls through the development of social, psychological, and physical skills. Through this experience, I learned how to become a leader and teacher in a fun and interactive environment and was awarded the 2014 Girls on the Run Spirit Scholarship due to my commitment, energy and work ethic. Later working as an office intern with Girls on the Run, I worked successfully in a professional setting, honed my administrative skills, while focusing on the same mission.

As a Brooklyn College Resident Assistant, I am enthusiastic about building relationships with people of different backgrounds and experiences. I frequently act as a liaison between the college and my residents, building a sense of community through connections. I've learned that my ability to easily develop a positive rapport with colleagues is a key component in making an impact within the organization that you work for. I can utilize and build upon this skill at Girls Who Code.

Thank you for your consideration and time. I look forward to hearing from you soon and potentially working with Girls Who Code!

Best Regards,

Phyllis Miller

**\*Note: A cover letter with 3 paragraphs (introduction, body and conclusion) is sufficient and appropriate. It is not mandatory to create a cover letter with 4 paragraphs.**

## Cover Letter Sample #2

100 West 86th Street, Apartment 6D  
New York, NY 11100

Mark Abalos Administration  
Manager Dance Theatre of  
Harlem, Inc.  
466 West 152nd Street  
New York, NY 10031

March 5<sup>th</sup>, 2017

Dear Mr. Abalos:

I am writing to apply for the Marketing Associate position with Dance Theatre of Harlem, Inc. I am currently a senior at Brooklyn College and will receive my Bachelors Degree in Economics in May 2016. My interest in Dance Theatre of Harlem was sparked three years ago, when I volunteered at the Global Literacy Conference at the New York Public Library, in which the Theatre participated. As a former professional ballet dancer with marketing experience in for-and not-for-profit organizations, I believe that my work experience, education, and extensive involvement in the performing arts would enable me to make a valuable contribution to your team.

A committed member of the dance community, I understand the language of the Theatre and can market it effectively to all populations – in print, through social media, and on the web – with impact. At Brooklyn College, I have successfully raised the profile of dance on campus, through my work as the co-founder and Executive Director of The Brooklyn College Ballet Collaborative, which presents contemporary ballet performances by Brooklyn College students throughout the year and also offers free weekly ballet classes. I strategized and implemented a creative print and web based marketing/advertising campaign that tripled the audience size over the course of three years. I also independently coordinated four fundraising events that raised \$3000, handling budgeting, invitation design and distribution, staff management, and follow up for RSVPs.

I strengthened my marketing and teamwork skills as an intern with the EDGE Scotland program, where I consulted for small businesses on market research and advertising strategies with a six-person team, during which time I interacted with high-level executives and developed key messaging used to improve internal and external communications. Furthermore, through my coursework at Brooklyn College, I have developed solid writing and analytical skills.

The Dance Theatre of Harlem inspired me to bring ballet to the Harlem community three years ago, leading me to initiate a series of classes to twenty-five children, and now I look forward to the opportunity to bringing my energy and abilities to your collaborative team of performing arts professionals committed to the community. I will follow up with you next week via email to ensure you received my application and to potentially schedule an interview. I look forward to speaking with you soon.

Sincerely,  
Emily Warren

## Cover Letter Sample #3

**Michael Walker**

LONG ISLAND CITY, NEW YORK 10356

REMJEN@EMAIL.COM ♦ 347-712-1234 ♦ WWW.LINKEDIN.COM/IN/PUNITRENJEN

January 15, 2017  
Ms. Joan Kendall  
Director, Human Resources  
Campus Critters, Inc.  
123 N. Marcy Avenue  
New York, NY 10030

Re: Accounting Representative position, Job #677352

Dear Ms. Kendall: (either Dear Recruiter or Dear Hiring Manager, if no specific name/title is provided),

Please consider this my application for the Accounting Representative position that is currently being listed on Brooklyn College's job site. I've been a follower of Campus Critters on LinkedIn for the past year. It's because of Campus Critters' dedication to sustainability, and to providing services to communities that are generally underserved, that I would like to join your team and contribute to your success.

My qualifications strongly match the job's requirements as stated in your job posting:

*One to three years of accounting experience:*

- Two summers assisting the accountant of a small fashion retail company, where I reduced cost and improved inventory control by designing an Excel spreadsheet to track expenses and inventory.
- Three years' experience as sole bookkeeper working with payroll, accounts payable, accounts receivable, data entry and office administration for a \$20 million mattress company.

*Strong communication skills:*

- Worked on teams and committees with classmates, which required the ability to listen, contribute and negotiate outcomes.
- Produced 2% annual savings by negotiating discounts with vendors.

*Knowledge of accounting systems:*

- Created 1099s and reports for external accountants to review.
- Updated the existing accounting system in my most recent job to provide greater operational flexibility, reducing report production time by 50%.
- Highly proficient in Excel, QuickBooks, and Peachtree.

I very much look forward to meeting you, and to discussing the many ways in which my qualifications, experience and education can contribute to the success of Campus Critters. My resume is attached for your consideration.

Sincerely,

Michael Walker

## References Overview

It is standard practice for employers to ask for a list of individuals they can contact to learn more about you and your work or academic experience. An employer may ask for references at any point in the application process, but most often you will be asked *AFTER* an interview and when the employer is ready to make you an offer. Your best bet is to prepare in advance!

### Define and Manage Your References

#### Whom should I list?

- **Find three or more.** Employers typically ask for three references. You may want to have a few others on hand in case one is unavailable or an employer seeks more. Do not list family members or friends.
- **Recent grad?** One or more of your references may be your academic advisor or professors; however if you are interviewing for a professional job, employers will likely want to speak with individuals that have supervised you.
- **In the field?** Most references will be professional. Again, anyone who has supervised your work is a candidate.

#### How do I Make Sure the References will be Good?

- **Ask permission.** Always ask potential references if you may list them.
- **Provide background.** Give a sense of what you are applying for and the required skill set.
- **Send your resume.** Provide an updated resume to familiarize them with your other experiences.
- **Target requests.** Select people appropriate to the job. If the position is research-based, ask professors who advised research projects.
- **Be strategic.** Make sure references will speak highly of you. Not sure? Ask. You may want to discuss your choices with a career counselor.

### Format and Share Your Document

- **Don't be dated.** Do not list your references on your resume. You should create a separate reference page. Employers assume that you will be able to provide references and it's not necessary to list "references available on request" at the bottom of your resume.
- **Use a separate page.** List 3-5 people with their exact title, organization, work address (city, state and zip code), phone number and email.
- **Lend context.** Describe their relationship to you, especially if it is unclear. (This is not mandatory)
- **Use quality paper.** If printing, the contact information section on your cover letter should be consistent with the formatting on your resume.

### Landed a Job?

- Stay in touch with your references. Share your successes by sending a thank-you. Proper etiquette aside, it will help keep your contacts current.

## References Sample

### First Name Last Name

City, State Zip code (optional)

Phone number, Email Address

*(Be consistent and use the same format above from your contact information section on your resume)*

#### **Mr. David Samuel, CPA**

Vice President of Mutual Fund Accounting

The Keystone Group

New York, NY 10113

212.235.1976

dsamuel@keystonegroup.com

*As Fund Tax Manager, David hired and helped train me as a staff audit representative. He also became an accounting mentor and role model.*

#### **Professor Diana Gallagher**

Finance Department

Brooklyn College, Department of Business Administration

Brooklyn, NY 11214

718.817.1111

diana.gallagher@brooklyn.cuny.edu

*I was a student in two of Professor Gallagher's classes. I developed an independent course with Professor Gallagher which examined the financial and tax considerations of international mutual fund management.*

#### **Marc Banks**

Brooklyn College Resident Director

Brooklyn, NY 11214

718.225.7878

marc.banks@brooklyn.cuny.edu

*Marc hired and trained me as a Resident Assistant for the Brooklyn College Office of Residential Life. I have worked closely with him for the past two years in developing successful programming for resident students.*

**\*Note:** It is not mandatory to provide the context of your relationship with the person you're using as a reference (see italics above). Name, title, telephone number and email address will suffice. It is up to you whether you want to provide additional information.

# Thank you Letter Overview

## When Are Thank-You Letters Appropriate?

- After every job interview (this includes in-person interviews and phone interviews).
- After every informational interview or networking meeting.
- After someone has helped you with your job search process (e.g., referred your resume to someone else, offered you contact information, etc.).

## Why Should You Send a Thank-You Letter?

- To reaffirm your interest in the company, employer, or industry.
- To jog the interviewer's memory and to remind him/her of your interview.
- To mention something that you may have omitted during the interview.
- To illustrate that you are courteous and professional.

## What Is the Purpose of the Letter, and What Should It Include?

- Express gratitude for the opportunity to interview or for job search assistance.
- Mention aspects of the interview that were of particular interest to you.
- Provide an opportunity to add something relevant that you may not have mentioned during the interview.
- Be short, concise, and to the point.

## How Should a Thank-You Letter Be Sent?

- You should judge how to send a thank-you letter (e.g., email or mail) by your previous communications with the employer. For example, if the employer has contacted you via email, feel free to send your thank-you note the same way. If you expect to receive the job decision quickly, you should send your thank you-note immediately. Ideally, your thank-you note should be sent within 24 hours of your interview. Whether you send a handwritten or emailed thank-you note, it should professional and express your sincere interest in the position and company!

## Thank you Letter Sample

42 East 25<sup>rd</sup> Street  
New York, NY 10005  
212.555.1234  
[Mhamilton@gmail.com](mailto:Mhamilton@gmail.com)

Mr. Alex Wayne  
Apfel Incorporated  
222 Park Avenue  
New York, NY 10022

June 14<sup>th</sup>, 2018

Dear Mr. Wayne,

It was a pleasure meeting with you yesterday. Thank you for giving me the opportunity to learn more about the Marketing Analyst position at Apfel Incorporated. Apfel's focus on using the most advanced analytical tools in the industry is something that is compelling and very exciting to me. I am familiar with most of the technology you are using and can make an impact immediately. You discussed seeking someone who thinks outside of the box, has a strong work ethic and is committed to the mission of providing cutting-edge analysis. These are all qualities I demonstrated while interning at American Marketing Company and can bring with me to this position. Developing new business presentations for sports initiatives was my greatest accomplishment at American Marketing Company, and is similar in nature to the work that I would be doing at your company. For all these reasons, I am confident I could make an immediate contribution to Apfel.

Thank you again for your time and consideration. If you require any additional information, please do not hesitate to contact me at 212.555.1234. I look forward to hearing from you.

Sincerely,

May Williams