

Resume and Cover Letter

Writing for Internships

Career Document Series

Basic Information

- Your name as you want to be referred to professionally (Jon Baker, Jonathon Baker, Jon E. Baker).
- Current address and phone number with area code (where you can be reached now!).
- Permanent address and phone number with area code (if you will be in different locations during your search, an address of someone who will always know how to reach you. This could be a family address).

Objective

A clear objective is critical to resume development because it helps focus and select information. Although you may wish to make your objective broad, do not make it so broad that it says nothing. If you are pursuing employment in more than one field, simply create different objectives for each field. Your career objective should answer this question, “What do I want to do?” Is it for graduate school, a part-time job, an internship, a professional position after graduation, a scholarship? Make sure your objective makes this clear.

Some sample objectives are:

- Acceptance to College Student Personnel Administration graduate program
- Internship position to explore career options in the health field
- Summer job in the field of physical therapy

Educational Background (for each degree-conferring institution)

Institution	Any areas of Concentration
City, State	GPA (if proud of it)
Graduation date	Additional certification or licensure
Degree or certification obtained	Relevant coursework
Major/Minor/ emphasis area	Specialized instruction

Experience

This part of your resume may include several sections such as work experience, volunteer experience (internships, community service, and student teaching), campus leadership, and any area in which you may have significant experience, such as publications/ presentations or knowledge. You may divide this between Career Related Experience and Other Work Experience.

Briefly describe for each position:

- Job title, dates, organization name, location
- List your responsibilities for each position using a variety of ACTION WORDS to describe situations and achievements
- Unless necessary, avoid little words in description such as “a”, “an”, “the.”
- Include scope of responsibility such as: *Trained eight student workers*
- Concretely outline any outstanding results such as: *Developed new computerized customer listing using MS Access software to improve output by ten percent*

Honors/Activities/Leadership/Special Skills

Front load these with those most important or most pertinent to your objective (career goal). You may want to use specific headings such as professional organizations, computer skills, and leadership positions. Include any honors, scholarships or recognition awards that you have received. If you were actively involved in any clubs, teams or committees while in college, those may be included also. The key to this section is keeping it brief.

Interests

The trend is to keep away from any extraneous information that does not clearly connect to your career goal. However, if you are applying for a position in which you have experience through a hobby or leisure activity, you may want to consider adding it to your resume. For example, if you are applying for a forest ranger position and you enjoy hiking in the wilderness, include it by stating: Skilled in all-terrain hiking, camping and navigating. What you need to ask yourself is, “Will this information help

the potential employer learn more about how well I can do the job?" If your answer is yes, then be sure to include the information.

Polishing It Up

After you get all your information down on paper, go through and decide which experiences are directly related to your objectives, which are definitely not related, and which are questionable. The questionable information can be used only if there is room. Otherwise stick with the directly related experiences.

Cover Letters

The key to a successful job or graduate school search is to communicate with the person who has the ability to hire or admit. Therefore, your cover letter is extremely important. Effective cover letters convey a sense of purpose, project enthusiasm for the position or program, and demonstrate your knowledge of the employer or graduate program's goals and needs.

Many times individuals will spend hours writing a "perfect" resume and very little time writing a quality cover letter. Remember that your cover letter not only accompanies your resume, it is usually on top of your resume when the envelope is opened. A positive first impression requires that your cover letter be neat and concise, containing no errors in spelling or grammar. Each cover letter should be customized to fit the position for which you are applying.

You will want to customize your cover letter depending on its purpose. Some reasons for sending a cover letter may be:

- ~ A result of a direct search
- ~ A response to an advertisement
- ~ A follow up on a contact made through networking

No matter what your reason for sending a cover letter, be sure it contains the following information:

- ~ Return address with the date
- ~ Name, title, organization, and address of the person you are writing

First Paragraph

- ~ State purpose of letter
- ~ Catch attention
- ~ Indicate your interest in the position or company
- ~ Flatter your audience by using company/ program information found through research

Second Paragraph

- ~ Explain how your background makes you a qualified candidate
- ~ Give an example, talk about a specific project, accomplishment, or service
- ~ Highlight information found in the resume

Third Paragraph

- ~ Refer the reader to your enclosures (resume, reference, examples of work)

Final Paragraph

- ~ Indicate your intentions for follow-up
- ~ Repeat a number where you may be reached

Closing

- ~ Salutation
- ~ Signature

FirstName MiddleInitial LastName

FirstName LastName

Street Address ▪ City, ST ▪ phone number ▪ e-mail address

OBJECTIVE Seeking a position as a <position title> at <Company Name> utilizing skills in <skill #1>, <skill #2>, and <skill #3>.

EDUCATION MARQUETTE UNIVERSITY, Milwaukee, WI

Bachelor of _____ Degree, May 20xx

Major: _____, Minor: _____
magna cum laude, GPA: x.x/4.0

SCHOOL ATTENDED FOR STUDY ABROAD, City, Country
 <Semester> 20xx

- Statement of skills gained

SKILLS List relevant skills (for example, computer, communication, language)

RELATED COMPANY, City, ST

EXPERIENCE **Position Title**, <Month> 20xx – <Month> 20xx

- Action word statement of skills gained, accomplishments, scope of experience, or quantifiable result
- Action word statement of skills gained, accomplishments, scope of experience, or quantifiable result

COMPANY, City, ST

Position Title, <Month> 20xx – <Month> 20xx

- Action word statement of skills gained, accomplishments, scope of experience, or quantifiable result
- Action word statement of skills gained, accomplishments, scope of experience, or quantifiable result

OTHER **Position Title**, COMPANY, City ST, <Month> 20xx – <Month> 20xx

EXPERIENCE **Position Title**, COMPANY, City ST, <Month> 20xx – <Month> 20xx

LEADERSHIP ORGANIZATION, City, ST

EXPERIENCE **Position Title**, <Month> 20xx – <Month> 20xx

- Action word statement of skills gained, accomplishments, scope of experience, or quantifiable result

ACTIVITIES/ ORGANIZATION, <Month> 20xx – <Month>20xx

VOLUNTEER ORGANIZATION, <Month> 20xx – <Month>20xx

ORGANIZATION, <Month> 20xx – <Month>20xx

HONORS Scholarship, 20xx – 20xx

Dean's List, <Semester> 20xx

Grace J. Goodwin

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February 6, 20XX

Jonathon Saunders
Save Our Children
1212 33rd Street, Suite #1
Bloomington, DE 80080

Dear Mr. Saunders:

I am writing in reference to the Lab Tech Internship position listed recently in the Marquette University Career Services Center. This position appeals to me because of my strong interest in a pharmaceutical laboratory in addition to using the knowledge I've gained through my science classes in college.

I am currently a sophomore at Marquette University in Milwaukee, WI working on my bachelor of science degree in biology. Some strengths of mine include being a self-motivated hard worker. As a biology student, I am often required to work independently on my own laboratory projects requiring me to be accurate and consistent as I work. In addition, I am able to successfully maintain a good grade point average while working part-time to earn money for my college tuition and also remaining involved as a campus leader. These skills, combined with my educational background in biology, make me an ideal candidate for this internship position.

Enclosed please find a current copy of my resume. If you should have any questions regarding how my skills fit with your organization, please give me a call at 414-288-3577. I may also be reached by E-mail at grace.goodwin@marquette.edu. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,

Grace J. Goodwin

Grace J. Goodwin

Action Words

Use these Action Words to describe situations and achievements. Use a mix of the words as to avoid repetitiveness.

accentuated
 accomplished
 achieved
 adhered to
 administered
 adopted
 advanced
 applied
 apprehended
 assimilated
 assisted
 assumed
 attained
 authorized
 built
 carried out
 caused
 charted
 checked
 collaborated
 combined
 commanded
 commissioned
 conducted
 constructed
 continued
 contributed
 controlled
 cooperated
 coordinated
 created
 delegated
 demonstrated
 derived
 designated
 designed
 developed
 devised
 directed
 discharged
 dispatched
 displayed
 earned
 effected

emphasized
 employed
 empowered
 enforced
 engineered
 established
 exceeded
 excelled
 exercised
 exerted
 exhibited
 expedited
 featured
 formed
 fulfilled
 generated
 handled
 helped
 implemented
 indicated
 invested
 made
 maintained
 managed
 mapped
 mastered
 merited
 mobilized
 modeled
 negotiated
 obtained
 operated
 organized
 originated
 outlined
 oversaw
 participated
 performed
 persisted
 planned
 pointed out
 pooled
 practiced
 prepared

prevailed
 produced
 programmed
 progressed
 projected
 promoted
 prompted
 proposed
 pursued
 qualified
 regulated
 remained
 represented
 resisted
 resolved
 restored
 resumed
 revealed
 revived
 schemed
 secured
 seized
 shared
 showed
 specialized
 sponsored
 stressed
 succeeded
 supervised
 supported
 surpassed
 sustained
 synchronized
 synthesized
 transacted
 understood
 undertook
 used
 utilized
 ventured
 verified
 withstood