



Guide to Writing Resumes and Cover Letters

Swarthmore College

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RESUME vs. CV: WHAT IS THE DIFFERENCE?

A **resume** is an advertisement of who you are in terms of your competencies, accomplishments, and future capabilities. The purpose of a resume is to motivate an employer to interview you. It should work in unison with a cover letter to emphasize your strengths and document your skills.

Resumes are appropriate to submit for most positions in fields like business and public service. A resume must have a clean, concise, organized, and professional appearance. It should be easy to scan and key information should stand out. A resume should be **one page** in most cases. A general rule to follow is no more than one page for every ten years of experience.

In the U.S., a **curriculum vitae (or CV, vita, vitae)** is a summary of the relevant information from your educational and work experience and is usually required for positions within an academic setting (i.e., research, teaching assistant, lab manager). The CV has a similar format to a resume but includes additional categories which reflect academic experiences related to the position. CVs tend to be longer than resumes since they can include categories such as publications, lectures, and more. You should organize the format of your CV by placing the most relevant categories first.

In other countries, a CV is very similar to a traditional resume and companies from various fields request them. International CVs tend to list information that U.S. employers are legally not allowed to ask candidates, such as marital status, date of birth, ethnic background, and more. International CVs also tend to be a few pages rather than the standard 1 page U.S. resume.

CREATING A RESUME: WHERE TO BEGIN

Start by brainstorming.

- List all of your work-related experiences
- Consider summer work and volunteer work.
- Include activities such as athletics, clubs, organizations and leadership roles.

Think about the job or field in which you want to work.

- What qualifications are necessary to succeed in this field?
- What can I contribute to this field?
- What skills have I demonstrated related to this field?

Describe what you did in each work experience.

Consider the P-A-R approach:

- State the PROBLEM
- Explain your ACTION
- State the RESULT

Formats:

Chronological: Experience is normally listed on a resume in a reverse chronological format, listing experiences beginning with the most recent to the least recent.

Functional: lists individual accomplishments and experience under general skill headings by order of importance.

Combination: If your most recent experience is not related to the position, and another experience is, you might consider using the functional form, or a **combination chronological/functional** format, emphasizing experience most appropriate for the specific position.

THE CONTENT OF YOUR RESUME: CATEGORIES TO CONSIDER

USUAL CATEGORIES

Identification: Begin your resume with your name, address, telephone number and email address. Most students include a college address and a permanent address. Area codes and zip codes should also be included. Make sure you include a telephone number where you can be reached or where voice mail messages can be left. If you are listing a cell phone number, you should indicate it (for example, cell # - 323-212-2222). You should have a professional-sounding voicemail greeting rather than a humorous or potentially inappropriate one.

Education: (As your education may be your biggest accomplishment thus far, it belongs at the top) You may also include scholarships, honors, or awards related to your education.

- **GPA** – Listing your GPA is optional. The registrar’s official policy is not to provide GPA or class rank to people outside of the college but in many cases, you will be asked to provide it on an application. You may calculate your GPA on your own and list it on your resume. A general rule is if you have a 3.0 or higher, you may want to include it. For more information about GPA and to compute your GPA using a special calculator, visit the Registrar’s website.
- **Honors** – Swarthmore does not award Latin honors (e.g. “cum laude”) so don’t include these on your resume. Our designations are highest honors, high honors or honors.
- **Courses** – In your Education section, you can choose to include a list of some of the courses you have taken. The courses you choose to list should be tailored to the type of position you are applying for. If you prefer, “Relevant Coursework” can be listed as a separate section.
- **High School: To list or not to list?** – If the inclusion of high school shows a geographic familiarity that may be important to the employer, significant honors or strengthens the representation of yourself, you may wish to include it. For many first-years and sophomores, it is appropriate to include high school and to list activities and awards received during that time. Only include data that is relevant.

Experience: **Any of the work that you have done**, including full-time, part-time, paid, volunteer, on-campus, off-campus, summer jobs, internships, externships, college projects, independent research, or anything else that may have required time, effort, or skill.

- **Consider the transferable skills.** They may indirectly relate to the job you presently seek through the skills you used or the content of the work you performed.

- **Not all of your experience needs to be included on your resume.** Communicate experiences that are relevant to your goal but make sure not to have unexplained gaps in time between positions.

OPTIONAL CATEGORIES

Professional Affiliations: If you belong to professional organizations (either as a student or regular member) or hold professional certificates or licenses, a section on professional affiliations may be useful. Include membership, offices held, and work done for the organization.

Publications: If you have published any articles or books, particularly if they relate to the work you are seeking, include a section on publications. Use a standard citation format. Pending publications may also be included. This is a category that is appropriate in a CV.

Interests, Skills, Activities: These sections can highlight particular skills, show a breadth of interests, show your personal characteristics, act as an icebreaker in an interview, and provide common ground between you and the interviewer. These sections will be different for every person, depending on background.

Skills: Special skills such as knowledge of languages, computers, public speaking, artistic ability, and any "extras" that may enhance your qualifications for a position

Activities: Usually groups with which you may be involved, leadership roles, and volunteer positions, either in or out of college

Interests: Usually individual longer-term interests such as miniature golf, horseback riding, chess, train travel, reading 18th century novels

Before adding any of the above optional categories, ask yourself what value the content will add.

REFERENCES

Type your references on a **separate sheet of paper** with your resume header (name and contact information) at the top. **You will present the reference when asked but you need not note this on the resume.** Speak to someone in Career Services about setting up a credentials file to manage your reference letters. See the end of this handout for an example of a reference list.

CATEGORIES TO AVOID

Location Preferences and Availability Dates: These issues are best addressed during the interviewing process. If an employer requests this information as part of an application packet, you should discuss these issues in your cover letter (not in your resume).

Salary Requirements: Discussing salary in a job application is unwise. One way to address salary requirements is to add a line to your cover letter such as "My salary requirement are negotiable." If the employer will not accept applications without a stated salary requirement, talk to a Career Services staff member. We can help you find the median salary for the type of position and suggest an appropriate range to list.

Personal Information: Use good judgment in supplying personal data. Unless the requested information meets bona fide occupational requirements, is relevant to your objectives, or will otherwise help you in obtaining a job, you are not required to include it, by law. However, if you are applying for positions outside the U.S., this information may be an expected and accepted practice in job recruitment.

<h2>PUTTING IT ALL TOGETHER</h2>

Four main considerations in developing a resume are content (what you include), order (how you arrange your information), and the layout (the way your information appears on the page).

Content: In determining content, assess your interests, skills, competencies, and experiences in light of the career field you seek to enter. In doing this you will make decisions as to what to include and what not to include.

Order: The format you choose makes a statement about the importance and relevance of your experiences in light of the desired position(s). Resume entries that appear first and/or take up significant space may be perceived as more important than other entries. This should influence the arrangement of the items you wish to include.

Layout: The appearance of a resume is important. You want your resume to be well laid out, understandable, clear, organized, and above all, inviting to read. As mentioned before, most employers look over resumes quickly. Therefore, you want your qualifications to jump off the page. Your goal is to organize the resume to maximize its clarity, focus, and impact.

- Use a 10-12 point font in style like Arial, Garamond, Helvetica, or Times New Roman.
- Margins – Try to keep about 1” on all sides of the document.

Category Titles: When listing your experience, select a category title that matches the type of job you are applying for. For example, someone interested in teaching could have a “Related Experience” or “Teaching Experience” section that would include teaching and tutoring experience and an “Additional Experience” section that would include all other experiences (work, activities, etc.).

Some examples of general category titles include: Experience, Work Experience, Relevant Experience, Related Experience, and Additional Experience. Some examples of specific category titles include:

Communication
Design

Editorial
Engineering

Leadership
Marketing

Public Policy
Research

WRITING STYLE

Resume language does not follow all the rules of English grammar. Do not write in complete sentences and do not use pronouns, as the subject of your resume is you. Write short, concise, positive, and descriptive phrases about your experiences. Make sure that every item on your resume is presented in the same order and you are consistent in your use of tenses, punctuation, and grammar.

Tenses: Be consistent in the tense you use to describe your work. Usually jobs are described in the past tense, active voice (for example, “Coordinated campus event on social justice”). If you are currently working in a position, it is appropriate to use the present tense in describing your responsibilities.

Punctuation: Some people follow their job titles with a comma and then the place of employment, while others use a period or a dash. Whatever you use, follow the same form throughout your resume.

Skill language: Using action words (e.g., active verbs, adverbs, numbers, statistics, and results) when describing your experiences will aid you in maximizing the impact of your descriptions and creating an active, positive representation of your experience.

Use this and the following page to help generate ways to list your experiences on your resume.

The underlined words are good for pointing out accomplishments.

Management Skills...

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Financial Skills...

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

Technical Skills...

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Clerical/Detail Skills...

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

Research Skills...

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

More verbs for accomplishments

...
achieved
expanded
improved
pioneered
reduced (losses)
resolved
(problems)
restored
spearheaded
transformed

Creative Skills...

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Teaching Skills...

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Communication Skills...

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
spoke
translated
wrote

Helping Skills...

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

Action Verbs

Original list from "The Damn Good Resume Guide"

LIBERAL ARTS AND THE WORKING WORLD: DO THEY MIX?

Understanding the relationship between a liberal arts education and the world of work may provide you with valuable insight as you consider the purpose and focus of your resume. Mary J. Hicks, Stephen Koller, and Nancy Tellett-Royce, in *Liberal Arts Students and Their Skills*, list the following skills that liberal arts students may develop as a result of personal experience and a liberal arts education.

Design and Planning

- Initiating projects or ideas
- Identifying problems and needs
- Making and keeping schedules
- Identifying priorities, parameters, and alternative courses of action
- Setting realistic goals
- Implementing ideas
- Visualizing spatial relationships
- Illustrating, displaying, and creating two- and three- dimensional images
- Following through with a plan or decision
- Managing time, energy, and resources effectively
- Predicting and evaluating future trends and patterns

Management/Leadership

- Using tact, diplomacy, and discretion
- Interacting effectively with others
- Motivating and leading others
- Accepting and learning from negative feedback
- Maintaining group cooperation
- Organizing people and tasks to achieve specific goals
- Identifying critical issues and making decisions quickly and accurately
- Identifying people who can contribute to a task or the solution of a problem
- Analyzing the behavior of self and others
- Making commitments and following through
- Keeping a group on track and moving toward a common goal

Information Management

- Sorting data and objects; Cataloging information
- Compiling and selecting information
- Manipulating information using expertise in a specific body of knowledge
- Understanding and using organizing principles
- Evaluating information against appropriate standards

Research and Investigation

- Mediating, negotiating, and taking risks
- Using a variety of sources of information
- Applying appropriate methods to test the validity of data
- Designing an experiment, plan, or model that systematically defines a problem
- Identifying information sources appropriate to special needs or problems
- Formulating questions to clarify a particular problem or issue
- Analyzing the interrelationship of events and ideas from several perspectives
- Using systems-analysis and lab techniques

Interpersonal/Communication

- Speaking effectively to individuals and groups
- Using media formats to present ideas creatively and effectively
- Using argumentation techniques to persuade
- Teaching a skill, concept, or principle to others
- Describing objects or events factually
- Demonstrating premises and reasoning to their conclusions
- Interviewing
- Coordinating or directing others in a group presentation or performance
- Writing factual material clearly and concisely
- Translating written materials
- Critiquing, editing, and proofreading
- Using creative writing techniques

Human Relations

- Listening objectively
- Expressing needs, wants, opinions, and feelings without violating others' rights
- Communicating value judgments effectively
- Understanding the feelings of others

CREATING A CURRICULUM VITAE

If you are applying to graduate school or for an academic position (for example, a research assistant), a CV may be a more appropriate document than a resume. Even if a graduate school does not specifically ask for a CV, you can submit one with your other application materials. As noted earlier, a CV lists more academic information and tends to be more than 1 page long.

Category Titles: In addition to traditional categories like Identification and Education, CVs can contain numerous other categories so make sure to choose ones that best highlight your work. Here are some examples of CV categories:

Publications	Presentations & Lectures	Committee Appointments
Honors & Awards	Professional Associations	Research Interests
Teaching Experience	Community Service	Foreign Study
Research Experience	Licensure	Grants

For detailed information on developing a CV, visit the career library and check out *How to Prepare Your Curriculum Vitae* by Acy L. Jackson.

COVER LETTERS

WHAT IS A COVER LETTER?

A cover letter is a tool that is used to introduce yourself and your resume to potential employers. A well-written cover letter connects your qualifications to a specific job with a prospective employer. Keep in mind that your cover letters will be looked upon as a sample of the quality of your work.

There are certain characteristics that are common to all types of cover letters. Each effective cover letter:

- 1) is personalized and written to serve a specific purpose.
- 2) directs the reader's attention to the depth of your career interests as they relate to the organization and the job at hand.
- 3) opens lines of communication between the writer and the recipient.
- 4) has a positive tone.

Form: They should be concise, fitting on one page, with relatively short paragraphs. In a friendly manner, get to the point; stating who you are, why you are writing, what you want, and how further contact will be made. Use the standard business form (see attached samples).

Letters should be addressed to an individual using the correct title or full name: Dear Senator Gray, Dear Judge Black, Dear Ms./Mr. White, or Dear Amber Green.

(Your address followed by the date)

Ms. Amber Green, District Attorney
District Attorney's Office
City of Philadelphia
Philadelphia, PA 19013

Dear Ms. Green:

(Your address followed by the date)

Mr. John Black, Vice President of Marketing
DLJ Marketing Consultants
One Plaza Place
New York, NY 10090

Dear John Black:

WHAT IS A COVER LETTER? (cont.)

Writing Style and Focus: Effective cover letters utilize business language, the hallmarks of which are concreteness, clarity, and conciseness. Some specific points to remember are:

- 1) **Demonstrate your interest in their organization.** Rather than saying "I am interested in the legal field because I think it is intellectually stimulating," explain why you want to work **specifically** for that organization. Here is an example:

I am interested in working for Brookings, Peterson LLC because I share your firm's passionate commitment to social justice.

A good place to find recent facts and details about an organization is on the "News & Information" or "Press Releases" section of their website. Including some of this information strengthens your cover letter and demonstrates your interest in the organization.

- 2) **Keep your sentences short.** "I know that any information you could share with me would be very useful," is better than, "I know that you must have many years of experience in advertising resulting in a great body of knowledge concerning the field and I would greatly appreciate the opportunity to talk with you concerning your expertise."
- 3) **Use the active voice.** "I am very interested in this position" rather than "This position sounds interesting."
- 4) **Use descriptive and strong words.** "As a consultant intern with -----, I developed effective research and analytical skills as well as the ability to meet deadlines under pressure," rather than, "I am a hard worker with many useful and appropriate skills."
- 5) **Use short paragraphs,** especially at the beginning and end of the letters. Generally a cover letter will have no more than three or four paragraphs with three to seven sentences in each. Usually the first and last paragraphs are shorter than those in the middle.
- 6) **Give specific, concrete examples.** Compare the following two paragraphs:

I have had a long-standing interest in creative writing, and have written several plays that have been produced by theater groups here at Swarthmore. I am both proud and pleased that they received rave reviews from the campus newspaper. One play, "Swarthmore Vice," was deemed the most innovative, irreverent review of campus life this decade! In addition, I have gained broad exposure to film-making from working as a Production Assistant for PennVisions, a local company that produces promotional videos for area businesses.

As opposed to:

I have been interested in creative writing for a long time, and have written some plays that have been produced at Swarthmore College. The college paper gave my plays good reviews. In addition, I worked at PennVision where they make videos for businesses.

- 7) **Focus on what you have to offer** rather than on what the prospective employer has to offer you. This can be achieved by writing about your relevant qualifications in a way that encourages readers to perceive you as an asset to their organization. Your cover letters should make this kind of statement.

SUBMITTING APPLICATION MATERIALS

Email

- Many organizations now request that you submit documents electronically. Make sure the subject line of your email is specific (for example, Applicant for Assistant Editor Position) rather than vague or blank. If the employer specifies a preference about how they would like to receive electronic files, follow their wishes. If an employer does not specify a preference, you can attach your resume or CV as a Word document or PDF.
- When submitting a cover letter, you can either paste it into the body of the email (remove the address/date section at the top and start with Dear Mr./Ms. <name here> or you can attach the cover letter. If you choose to attach the cover letter, write a brief email that describes why you are writing and what's attached. Here is an example:

Dear Ms. Jones:

I am writing to apply for the Assistant Editor position, recently posted on your website. This May, I will graduate from Swarthmore College with a B.A. in English and I have had several editorial internships. I have attached a cover letter and resume that provide more details about my experience. Thank you and I will speak with you soon.

- Organizations often require you to submit an online application form that may ask for a resume. Formatting elements such as bullets and italics will not transfer. You can create a plain text version of your resume or CV by using capital letters for each section heading and dashes or asterisks instead of bullets. This document can then be copied and pasted in to online forms when needed.
- Send a few practice emails to yourself and friends with your resume or CV attached. This allows you to make changes and to ensure that employers view your document exactly as you created it.

Fax

- If an organization lists a fax number, you can submit your resume or CV through this method. Create a cover sheet for your document. Career Services has a fax machine you can use.
- Call to make sure that the organization received your fax.

Mail

- Print your resume or CV on white or cream bond paper (heavier weight, often cotton). Make sure the printer you are using has a full cartridge and prints cleanly without making lines or spots on your document. If you need assistance, stop by Career Services.
- Send the employer(s) your documents in an envelope that matches your resume or in a mailer that keeps your document flat. Try to send the resume to a specific person rather than to a department (for example, Ms. Sally Smith instead of just Human Resources).

THANK-YOU NOTES/LETTERS

Follow-up thank-you letters should be sent to **each** interviewer, thanking him/her for his/her time and consideration. All follow-up thank-you letters should be short, concise, and positive. Use a similar format as a cover letter (person's address, Dear Mr./Ms/ X., etc.). Here is an example of the body of a thank-you letter:

Thank you very much for interviewing me yesterday for the Analyst position. I enjoyed meeting you and learning more about your organization. Our conversation further heightened my interest in the position.

Through my experience and education, I have developed skills that will enable me to make a strong contribution to your organization as an Analyst. Please let me know if you would like me to provide any additional information about my background. Again, thank you for the interview and I look forward to speaking with you soon.

Your thank-you note also provides an opportunity to mention something specific you learned about the organization or something about your background you forgot to share in the interview. Personalizing the letter and demonstrating your enthusiasm and sincere interest in the position will make you stand out as a candidate.

It is best to type a formal thank-you letter on resume paper and mail it to the interviewer within two days of the interview. If necessary, you may send a thank-you note via email. Save hand-written correspondence for a personal or less-formal relationship, with one exception: heads of independent schools are more likely to read a hand-written letter (but it should still be worded formally).

*The following pages contain sample resumes and cover letters.
Please feel free to follow any of these examples in creating your
own personal resume and / or cover letter.*

Dana Willets

College Address • Swarthmore College • 500 College Avenue • Swarthmore, PA 19081 • (610) 980-5674
Permanent Address • 1435 Windstrom Way • Atlanta, GA • dwillet1@swarthmore.edu

Education

Swarthmore College, Swarthmore, PA

Candidate for Bachelor of Arts Honors Program, June 2006. Honors Major in Economics. Honors Minor in Asian Studies. Course minor in Chinese. GPA: 3.71.

Raffles Junior College, Singapore

Graduated 2001. GPA: 4.0. Recipient of Shaw Foundation Scholarship 2000 & 2001. Recipient of Commendation Award. National Youth Science Festival- Gold. SAT I score: Math 800, Verbal 730. President of Chorale.

Work Experience

Summer Analyst, *Credit Suisse First Boston*, Singapore

Jun. to Aug. 2005

- Worked at both Fixed Income Structuring and Investment Banking Divisions.
- Participated in the full process of structuring a deal in the Indonesian oleochemical industry, from initial client conference to research, analysis and documentation.
- Compiled a comprehensive structured credit derivatives products presentation template.
- Researched and prepared company profiles and informational memoranda.

Teaching Assistant, *Economics Department*, Swarthmore College

Jan. 2004 to present

- Conduct walk-in clinics and grade problem sets for Introductory Economics, Intermediate Macroeconomics and Intermediate Microeconomics.

Intern, *AACE Upward Bound*, San Francisco, CA

Jun. to Aug. 2004

- Received Lang Foundation Summer Social Action Award to work for academic mentorship program.
- Assisted in organization of residential program and provided individual tutoring.

Chinese Tutor, *Academic Services*, Swarthmore College

Aug. 2003 to present

- Instruct students on reading, writing and speaking Mandarin.

Intern, *Cutting-Edge Learning Services*, Singapore

May to Aug. 2003

- Co-designed and executed workshop to teach economic literacy to students.
- Managed initial stages of sales and marketing for the company.

Leadership

Resident Advisor, *Office of Residential Life*, Swarthmore College

Aug. 2004 to present

- Counsel and advise 26 students on residence life issues such as roommate conflicts.
- Serve as liaison between students and administration.
- Coordinate residence hall-wide events for community building.

Campus Life Representative, *Student Council*, Swarthmore College

Dec. 2004 to present

- Facilitate student-administration dialogue via meetings with administration to address student concerns.
- Appoint members to campus committees and charter groups.

Public Relations Officer, *International Club*, Swarthmore College

Aug. 2003 to May 2004

- Organized faculty dinner for 180 guests.
- Managed publicity for International Week, formals, social functions and other events.

Member, *Committee for Socially Responsible Investing*, Swarthmore College

Jan. to May 2004

- Appointed to serve on committee which included faculty and administration.
- Conducted research for voting recommendations on shareholder resolution issues and filed shareholder resolutions.
- Networked with other SRI committees from other colleges and assisted in establishing instructional website.

Skills and Interests

- Computer:** Proficient in MS Excel, PowerPoint, and Word; Thompson Database, Factiva and Bloomberg.
- Languages:** Fluent in English and Mandarin. Basic Spanish.
- Activities:** Taekwondo (Brown Belt). 6-year chorus member. Music and Dance groups. International Club. Volunteer Tax Assistant. Student Librarian. Swimming, Ultimate Frisbee, Traveling.

Cameron Clothier

College Address: 500 College Avenue, Swarthmore, PA 19081 (610) 333-4545

Permanent Address: 34 Old Well Road, St. Louis, MO (213) 888-3214

Email: ccloth1@swarthmore.edu

Education

Swarthmore College, Swarthmore, PA

- Bachelor of Science in Engineering, May 2006. Overall: 3.28 GPA. Major: 3.46 GPA.
- *Honors & Scholarships*: Tau Beta Pi Engineering Honor Society; The Society of American Military Engineers H. Chandlee Turner, Jr.; T.H. Dudley Perkins; Vaughan-Berry.
- *Coursework*: Differential Equations, Digital Systems, Control Theory, Digital Signal Processing, Analog Circuits, Electromagnetic Theory, VLSI Design, Communication Systems.

Guilford High School, Rockford, IL

- Graduated Valedictorian, June 2002. 4.00 / 4.00 GPA.
- Varsity Tennis Team Captain. Illinois First-Team All-State Tennis.

Research Experience

Electrical Engineering Research Experience for Undergraduates, The Pennsylvania State University, University Park, PA (Summer 2005)

- Developed iron (III) oxide nanostructures for solar generation of hydrogen by water photolysis.
- Fabricated nanostructures by potentiostatic anodization and thermal annealing of pure iron foils.
- Investigated properties of nanostructures by electron microscopy and photoelectrochemical analysis.
- Authored paper for publication into an annual research journal (The Journal of Nanostructure Anomalies).
- Sponsored by the National Science Foundation.

BioMEMS Summer Institute, New Jersey Institute of Technology, Newark, NJ (Summer 2004)

- Designed blood viscosity MEMS sensor using silicon microcantilevers and piezoelectric crystals.
- Determined dimensional aspects of microcantilevers for effective device sensitivity.
- Gained cleanroom experience with silicon wafer fabrication and photolithography processes.
- Sponsored by the National Institute of Health and National Science Foundation.

Additional Experience

Academic Instructor, Laurus Education Center, Seoul, South Korea (Winter break 2004-05)

- Instructed high school and standardized exam (SAT I, SAT II, AP) related math and physics courses.
- Provided assistance and consulting for students on college/boarding school admissions, applications, and essays.

Student Technical Support Associate, Swarthmore College IT Services (Summer 2003-Present)

- Troubleshoot software and hardware problems for college faculty and staff.
- Assist in the day-to-day support and maintenance of college network.
- Balance a rigorous course load with 10-20 hours of employment per week.

Leadership & Community Service

- Captain of Varsity Tennis Team: #3 singles and #1 doubles for nationally ranked Division III college.
- President and Cofounder of Swarthmore Korean/Korean-American Student Organization: *Han*.
- Radio Rock/Talk Show Host. *Broken Muffler*. Swarthmore College Student Radio 91.5 WSRN.
- Hold free weekly community tennis clinics for children of Chester, PA.
- Volunteer for engineering outreach program for junior high students in Chester, PA.

Skills & Interests

- Operating Systems: Linux, UNIX, Solaris, Mac OS 9+, Win 9.x+.
- C/C++, Java, LISP, Visual Basic, HTML, MATLAB, VHDL, SPICE, Excel, PowerPoint.
- Languages: Proficient in Korean. Four years of Latin.
- Guitarist, Intramural Basketball, Bowling Club, Poker.

Julia Pittenger

College: Swarthmore College • 500 College Avenue • Swarthmore, PA 19081

Permanent: 11 Canal Drive • Key West, Florida 11111

jpitteng1@swarthmore.edu • (610) 328-8352

EDUCATION

- 2004 - 2008 **Swarthmore College** *Swarthmore,*
PA
 Candidate for Bachelor of Arts degree, May 2008. Linguistics major, Japanese minor.
 Recipient of David W. Fraser and Polly & Gerard Fountain Scholarships for Class of 2008.
- 2006 **Kanda University of International Studies** **神田外語大学** *Chiba,*
Japan
 spring-summer Visiting student via IES Tokyo program. Completed coursework, home-stay and internship.

EMPLOYMENT

- 2006 - 2007 **Swarthmore College Office of Student Affairs** *Swarthmore, PA*
 academic year **Co-Director of *Paces Café*.**
 • Hired, trained and supervised 42 student employees at Swarthmore’s oldest student-run café.
 • Reduced annual operational cost by 20% by overhauling procedures, establishing communication between employees, and clarifying the café’s role on campus.
 • Revitalized and cultivated *Paces* brand image by developing advertising campaign.
- 2005 - present **Linguistic Data Consortium** *Philadelphia, PA*
 part time **Linguistic Researcher / Annotator.**
 • Collaborate with team to analyze irregularities in linguistic data for the MetaData (MDE) project.
 • Researched and proposed modifications in treatment of specific irregularities in data; helped company modify annotation conventions and reconfigured the MDE software.
 • Develop standardized data sources for language technology research
- 2006 **Model Language Studio** **モデル・ランガージ・スタジオ** *Tokyo, Japan*
 spring-summer **Intern.**
 • Worked with Business English Consulting Division to restyle corporate Japanese documents for presentation to Western business partners.
 • Adapted portions of Worldwide Honda’s “Power of Dreams” website for English speakers.
 • Modernized study materials for Japanese corporate executives learning Business English.

LEADERSHIP EXPERIENCE

- 2005 – present ***The Pond.*** *Swarthmore, PA*
 academic year **Co-Founder.**
 • Cultivated relationship with Deans of Swarthmore College for permission to launch student-led entrepreneurial venture on campus.
 • Developed and executed business plan for chic new Friday night entertainment spot.
 • Supervise 6 staff members, devise marketing strategy and coordinate purchasing logistics.
- 2004 - 2005 **Swarthmore College Student Council** *Swarthmore, PA*
 academic year **Student Events Advisor.**
 • Advised student groups on more efficient event planning and execution.
 • Served as liaison between event-planning organizations and Student Council.
 • Initiated utilization of centralized online student event planning tool.

SKILLS

Language Conversational Japanese. Basic Spanish.
Computer MS Excel, MS Access, Adobe Photoshop & Illustrator, scripting HTML, CSS, JavaScript
Interests Japanese culture, study of language mechanics, rock climbing, writing

Sample Resume - Teaching

Megan Magill

500 College Avenue, Swarthmore. PA 19081
Phone: (233) 333-4444 H; (678) 999-0808 Cell
Email: mmagill1@gmail.com

Education

Swarthmore College, Swarthmore, PA

GPA 3.33

BA in Sociology/Anthropology and French, May 2005

- Swarthmore Class of 1963 Scholar, W.W. Smith Scholar, Summer of Service grant, A.P. Scholar Award.
- **Graduate Level Course Work:** University of Pennsylvania Graduate School of Education: Human Development and Education in Developing Countries
- **Research Experience:** Examined ICT in Adult Basic Education and Language Policy in South Africa and India. Research conducted with Pprofessor BerniceDaly at the National Center for Adult Literacy.

Université Stendhal, Grenoble, France

Spring Semester 2007

- Emphasis on language acquisition and cultural immersion. All course work completed in French.

Teaching Experience

Dare 2 Soar Program, Chester, PA

January 2002 - present

Tutor (2005), Program Coordinator (Fall 2005), Lead Coordinator (Spring 2006--present) - Tutored elementary school students in literacy and basic math. Managed pay slips, transportation and schedules for 50 tutors at 3 community sites. Oversaw curriculum development for cultural component of daily tutorial. Organized Saturday program and all group large-scale events.

Belmont Charter School, Philadelphia, PA

June - August 2006

Summer School Intern - Taught basic math and reading to k-3rd grade students preparing for assessment tests. Created and instructed urban geography project, arts and crafts and social studies curriculum to 3rd graders.

Higher Ground, Norris Square, Philadelphia, PA

June - August 2005

Mentor - Co-mentored Latino and African American middle school age girls in inner city North Philadelphia. Designed and implemented curriculum for summer mentorship program. Arranged field trips and other activities.

Leadership Experience

Girls Action Initiative GAI, North Kensington, Philadelphia, PA

January 2006 - Present

Advisory Board Member - Aided the transition of Higher Ground from a college run summer program into an independent non-profit organization, GAI. Developed and guided organization's mission of empowering women and girls in North Philadelphia; generated activities to achieve that goal with a team of community and college women.

Swarthmore African Students Association, Swarthmore, PA

August 2004 - present

Large Scale Events Committee and Council of Elders. Public Relations Officer (Fall 2006) - Active in a support group for students of the African Diaspora; organized events and symposia on issues affecting the continent.

Office of the Dean, Swarthmore College, PA

August 2005 - May 2006

Resident Advisor - Counseled residents on personal and academic matters. Coordinated hall activities to enhance the college experience. Communicated college policies; served on housing committee, student life advisory board.

The Phoenix newspaper, Swarthmore College, PA

September - December

2004

National Advertising Manager - Collated and placed advertisements from nationwide companies into the college newspaper. Organized invoices and payment transactions from advertisers.

Other Activities

Essence of Soul co-ed soul/R&B a cappella group; Intercollegiate Women's rugby; Swarthmore African American Student Society; Good Schools PA; Swarthmore student life advisory board; Swarthmore housing committee.

*Sample Resume –
Research/Technology*

Patrick Parrish

College Address: Swarthmore College, 500 College Avenue, Swarthmore PA 19081

Permanent Address: 325 Spring Road, Cape May, NJ 65785

Email: pparrish1@swarthmore.edu *Phone:* (111) 222-9898

EDUCATION

Swarthmore College, Swarthmore, PA

Expected graduation: 6/2008

Candidate for Bachelor of Arts in Physics with a minor in Biology.

The Pingry School, Martinsville, NJ

9/1995 – 6/2004

Membership in academic honor society. Awards for achievement in science and mathematics.

Harvard University Summer School, Cambridge, MA

6/2003 – 8/2003

Took accelerated two-semester lab course in analog and digital circuit design with final microcomputer and sensor array design project.

RESEARCH EXPERIENCE

Researcher – Rowland Institute at Harvard, Cambridge, MA

6/2006 – 8/2006

- Investigated novel surface plasmon resonance-based sensors in a biofunctional photonics laboratory.
- Gained practical experience with optics, nanofabrication, and some microbiology.
- Achieved successful design and construction of experimental apparatus and image processing software
- Designed and executed several experiments.

Research Assistant - Bell Labs (Lucent), Murray Hill, NJ

6/2005 – 8/2005

- Created a proof-of-concept system in a developing field of low power wireless sensor networks.
- Implemented successful research, design and delivery of prototype.

LEADERSHIP EXPERIENCE

Teacher - The Pingry School, Martinsville, NJ

5/2003 – 6/2004

- Initiated and managed pilot program in computer science; planned courses and graded exams
- Helped three of four students in the class achieve highest score on the AP Computer Science AB examination.

Owner – Source Code Development, Martinsville, NJ

10/2001 – 8/2004

- Founded and ran web design and hosting company for small businesses.
- Performed design work and server administration for more than fifty accounts.
- Responsible for all aspects of business – sales, support, and security.

WORK EXPERIENCE

Intern - Droplets, Inc., New York, NY

6/2004 – 8/2004

- Designed and developed Java-based web services API and integrated application with Droplets technology.
- Assisted in quality engineering for code base; automated maintenance processes for database/backup servers.

Software Developer

10/2003 – present

- Sole developer of the following programs:
Cavendish: 3D n-body gravitation simulator for the Macintosh for sale online with ~30,000 downloads, plus free companion screensaver module.
SophoKeys: free polytonic Greek keyboard layout for the Macintosh following Beta Code, ~3000 downloads.
Structure: free 3D protein structure visualization screensaver for the Macintosh, ~3,000 downloads.
- All programs receive uniformly favorable reviews (4/5 stars or better on versiontracker.com, macupdate.com)

SKILLS AND INTERESTS

Scientific organizations: Associate member, Sigma Xi.

Lab skills: PCB prototyping, machining, SEM and thermal evaporator operation

Computer languages/APIs: Java, Obj-C, C, C++, AWT/Swing, ImageJ, Cocoa

Computer programs/systems: Mathematica, LaTeX, LabView, Photoshop, Dreamweaver

Foreign languages: Latin, Attic Greek.

Sample Resume - General

SERENA SCOTT

Swarthmore College, 500 College Avenue, Swarthmore, PA 19081 610.324.4567

Email: sscott1@swarthmore.edu

EDUCATION

May 2006

Candidate for Bachelor of Arts

Swarthmore College, Swarthmore PA. Major: Economics. Minors: Statistics and Black Studies.

Recipient of Thomas McCabe and Gates Millennium Scholarships, Freshman of the Year Award.

Relevant Coursework: Mathematical Statistics, Data Analysis and Visualization, Advanced Econometrics

WORK EXPERIENCE

Jan. 2006 –
present

Site Coordinator

Franklin Mint Federal Credit Union, Chester, PA.

- Supervised volunteers for the Volunteer Income Tax Assistance (VITA) program.
- Prepared tax returns for families qualified for the Earned Income Tax Credit.

Feb. 2005 –
present

Van Coordinator

Student Council, Swarthmore College.

- Schedule and process all van rentals of four vans as per request by the student body and faculty.
- Issue monthly billing statements for van use to student organizations and academic departments.
- Operate airport shuttle service for students leaving campus for spring and summer breaks.

Aug. 2004 –
present

Public Area Consultant

Information Technology Services, Swarthmore College, PA.

- Assist students, faculty and staff with computer and printer problems by phone and in person.
- Conduct routine maintenance of public area computers and printers (10hrs/wk).

Summer 2005

Event Planning Intern

Massachusetts School-Age Coalition, Dorchester, MA.

- Conducted marketing campaigns and secured sites for statewide conference and 36 school-age trainings.
- Assisted Executive and Conference Directors in maintenance of professional correspondence.

Summer 2004

Everett Public Service Intern, IT/MIS Department.

Facing History and Ourselves, Brookline, MA.

- Maintained web pages for new online interactive exhibit using Lotus Notes.
- Summarized and analyzed evaluations for company workshops, curricula, and educational programs.
- Contributed to board brainstorming sessions for content expansion and enhancement.

RELEVANT ACTIVITIES

May 2006 –
July 2006

Managing Director and Treasurer

Genocide Intervention Fund, Swarthmore, PA.

- Created summer budget and maintained daily, weekly, and monthly finances within \$57,000-budget.
- Coordinated meeting and work schedules for a 15-person staff.
- Supervised staff trainings and inter-office communications.

May 2004 –
May 2005

Vice President

Swarthmore African American Student Society, Swarthmore College, PA.

- Steered campaign to re-establish organization's historical base.
- Oversaw execution and evaluation of organization objectives, community building and cultural growth.

Dec. 2003 –
May 2005

Finance Chair

National Society of Black Engineers, Swarthmore College Chapter, PA.

- Led fundraising efforts to attend annual regional and national conventions.
- Increased chapter membership as well as enhanced chapter collaborations with Philadelphia-area chapters.

OTHER SKILLS

Computer: Lotus Notes 4.6, Microsoft Word, Outlook, Publisher, and Excel, basic HTML, LaTeX, and STATA. HTML, LaTeX, and STATA. C++

Other: Ceramics, hiphop dance, spoken word, basketball, creative writing, and theatre

Sample Resume – Frosh/Soph.

Samantha Pearson

College Address: Swarthmore College • 500 College Avenue • Swarthmore, PA, 19081 • (610) 213-0987
 Permanent Address: 7 Devon Drive • Lake Placid, NY 11023 • cell: (222) 334-0934 • email: jpearson@gmail.com

EDUCATION

Swarthmore College, Swarthmore, PA.
 Candidate for Bachelor of Arts degree, May 2009.
 Anticipated Majors: English and Economics.

Great Neck North High School, Great Neck, NY. Class of 2005

EXPERIENCE

The Phoenix (2006-2007) Swarthmore, PA
Assistant Living and Arts Editor: Assist in copy layout; write weekly articles under tight deadlines; proof copy; attend meetings and other special planning session;

Time Out New York (Summer 2006) New York, NY
Promotions Intern: Assisted Promotions Manager in daily office activities; wrote copy for Offers & Competitions, e-newsletter and “You're Invited” promotions for *TONY* and *TONY Kids*; managed communications (phone, email, fax) between Promotions department and clients

Rockefeller University (Summer 2005) New York, NY
Lab Member, Darnell Lab of Molecular Neuro-Oncology: Performed independent research project; managed process journal with daily entries of protocols and results; assisted other lab members on projects as needed

Guide Post Great Neck, NY
Editor-in-Chief (2004-2005): Coordinated and provided day-to-day management of all aspects of the literary magazine, submitted production calendar for approval; represented the publication at various events; proofed all copy; wrote or assigned editorial

Opinion Editor (2003-2004): Laid out all section copy using Quark; trained section writers; checked all facts; assigned all art and articles

North Star Great Neck, NY
Editor-in-Chief (2003-2005): Planned and oversaw the creation of content for the yearbook; proofed all copy; laid out all copy; distributed final product; determined agenda for all staff meetings; conducted instruction with writers

ADDITIONAL INFORMATION

- *Computers:* Proficient in Word, InCopy, Quark, PageMaker, SPSS, Excel, PowerPoint
- *Languages:* Latin and conversational Hebrew
- *Extracurricular Activities:* Pre-Law Group (Swarthmore, PA; Member 2006-2007)
 Sticks and Stones (Swarthmore, PA; Member 2005-2006)
 Select Singers (Great Neck, NY; President 2004-2005)
 Debate Club (Great Neck, NY; President 2004-2005)
- *Interests:* Large-Scale Event Planning (Organized trip for 60 people to Disney Magic Music Days)

HONORS AND AWARDS

- Presidential Scholar Nominee, 2005

- National AP Scholar Award, 2005
- Finalist, National Merit Scholarship, 2005
- Lee Karlin Award by the Great Neck North High School (for journalism), 2005
- Middlebury Book Award for overall academic excellence, 2004

Sample Curriculum Vitae

BRITTE BEARDSLEY

500 College Avenue • Swarthmore, PA 19081 • (610) 222-3333 • britte@gmail.com

EDUCATION:

- SWARTHMORE COLLEGE**, *Bachelor of Arts (5/06), Honors Major Political Science-Education Policy, 2nd major Sociology*
- GPA: 3.85/4.0, Honors Thesis: “Universalized Policies: Changes to the Federal Pell Grant” *Swarthmore, PA*
 - Sociology Senior Thesis: “Access to Elite Liberal Arts Colleges for Low-Income Students” *9/02-Present*
- UNIVERSITY OF CALIFORNIA-BERKELEY, GOLDMAN SCHOOL OF PUBLIC POLICY** *Berkeley, CA*
- GPA: 4.0/4.0, Courses: Intermediate Microeconomics, Statistical Analysis, Policy Analysis *6/05-8/05*
 - One of 30 students selected from 530 applicants nationwide
- CENTRO UNIVERSITARIO DE ESTÚDIOS HISPÁNICOS: UNIVERSIDAD DE SAN PABLO** *Madrid, Spain*
- GPA: 3.81/4.0, Complete Spanish immersion program with Hamilton College *9/04-12/04*
 - Classes in Spanish politics and literature
- MARATHI LANGUAGE PROGRAM: FERGUSON COLLEGE** *Pune, India*
- Granted language certification in written and spoken Marathi through Carleton College/ACM *6/01-8/01*
-

WORK EXPERIENCE:

- Senior Fellow, Admissions Intern, Tour Guide, SWARTHMORE COLLEGE ADMISSIONS OFFICE** *Swarthmore, PA*
- Conducted 150 Admissions interviews and helped evaluate applicants for Class of 2010 *9/02-Present*
 - Organized Discovery Weekend '02 & '03, which brought 300 prospective students of color to Swarthmore College
 - Headed recruitment of South Asian and multi-racial students, resulting in 20% increase in South-Asian student body
- Vote, Run, Lead Initiatives and Marketing Intern, THE WHITE HOUSE PROJECT** *New York, NY*
- Trained over 400 college students in voter mobilizing in partnership with *The New York Times* *5/04-8/04*
 - Organized 4 events at '04 Democratic National Conventions, attended by U.S. Congressmen and 500 business people
 - Conducted Congressional elections 2004 research, wrote and presented over 40 executive summaries
- American Diversity Programs (ADP) Office Intern, PEACE CORPS HEADQUARTERS** *Washington, D.C.*
- Founded ADP internship position, awarded the Director’s Peace Corps Service Award for leadership *5/03-6/03*
 - Facilitated ‘Dialogues on Diversity in the Workplace’ trainings for senior staff to strengthen diversity initiatives
- College Ambassador & Swarthmore College Liaison, IDEALIST.ORG/ACTION WITHOUT BORDERS** *Philadelphia, PA*
- Organized non-profit fairs and panels to recruit Philadelphia-area college students into non-profit sector *9/03-Present*
 - Increased the number of Swarthmore students with registered profiles on Idealist.org by 200%
- Sociology Instructor & Resident Assistant, EXPLORATION SUMMER ACADEMIC PROGRAMS** *Boston, MA*
- Taught introductory sociology and Body Art courses to 4-7th grade students in a residential camp setting *7/03-8/03*
- Private Piano Instructor, SWARTHMORE COLLEGE** *Swarthmore, PA*
- Taught private piano lessons to six students aged 8-adult *10/02-Present*
- Personal Care Assistant, ALLIANCE HEALTH CARE, INC.** *Burnsville, MN*
- Mentored, improved communication skills of students with cerebral palsy, autism & physical disabilities *5/00-8/02*
-

LEADERSHIP AND PUBLIC SERVICE:

- Chair, 10th ANNUAL NATIONAL BEYOND THE BOX CONFERENCE, SWARTHMORE COLLEGE** *5/05-Present*
- Head organizer of 4-day conference entitled “Retooling for the Revolution: Race, class and activism in higher education”
 - Coordinated 12 Conference subcommittees, headed recruitment of 300 student-participants from around the U.S.
- Writing Associate, WRITING ASSOCIATES PROGRAM** *1/03-Present*
- Edited 60 academic papers a semester, led peer writing conferences with students
 - Conducted campus-wide research to increase efficiency, effectiveness and outreach of Writing Center

- President ('03-'04) & Advisor ('02-'05), DESHI: SOUTH ASIAN CULTURAL ORGANIZATION** 9/02-Present
- Fundraised over \$5000, oversaw organizing of 14 campus-wide social awareness events
 - Conducted campus-wide outreach: planned bi-monthly cultural events, alumni panels, networking sessions, career panels
- Resident Assistant, SWARTHMORE COLLEGE DEAN'S OFFICE** 8/05-Present
- Provided social, personal and academic guidance for 35 residents, organized dorm-wide community awareness events
- Student Liaison & Committee Member, SWARTHMORE FOUNDATION GRANTS SELECTION BOARD** 9/03-Present
- Annually awarded 50 social service grants to Swarthmore faculty and students
 - Served as one of three students on selection committee
- Ambassador for Class of 2006, ADVICE: EDUCATION POLICY COUNCIL** 9/02-Present
- Co-chaired committee on education policy to student government
 - Helped hire three new female faculty of color, tenure two additional faculty of color
- High-school Tutor and Mentor, UPWARD BOUND AND DARE TO SOAR** 9/02-5/04
- Instructed writing, history, and mathematics courses for underprivileged students in Philadelphia and Chester, PA
- TRI-COLLEGE Ambassador, TRI-COLLEGE INSTITUTE: SEMINARS ON RACE, CLASS, AND GENDER** 8/02
- Selected as one of fifteen student-participants in a week-long discourse on diversity-politics on college campuses

AWARDS/PUBLICATIONS/SKILLS:

Awards:

Mellon Mays Undergraduate Fellowship (4/05, Andrew Mellon Foundation)

Rhodes Scholarship Regional Finalist (11/05, Rhodes Trust)

Public Policy and International Affairs Fellowship (5/05, Public Policy and International Affairs Institute, Goldman School of Public Policy, UC-Berkeley—formerly Woodrow Wilson Fellows, Sloan Foundation Fellows)

Joel M. Dean Thesis Grant for the Social Sciences (5/05, Swarthmore College)

Truman Scholarship Finalist (4/05, Truman Foundation)

Peace Corps Service Award (7/03, Peace Corps Headquarters, Washington, D.C.)

The Century Foundation Summer Fellowship Program (5/04, The Century Foundation)

Lang Grant for Social Justice (5/04, Eugene M. Lang Foundation)

Summer of Service Internship Grant (4/04, Swarthmore Foundation)

Swarthmore Foundation Grant for Peace Corps Internship (5/03, Swarthmore College)

Swarthmore Foundation Scholar for Public Service (6/02, Swarthmore College)

Languages:

Fluent in Spanish and Marathi (dialect of Hindi, native language)

Publications:

“Dismantling the Master’s House: Creating Equitable Access to Higher Education,” *Mellon Mays Undergraduate Fellowship Journal* (4/06)

“The Declining Significance of the Federal Pell Grant in Creating Access to Higher Education for Low-Income Americans”, *Journal for Policy Research* (pending)

“The Role of the Federal Government in Creating Intellectual Capital to Break the Cycle of Poverty,” *Children and Poverty Journal* (pending)

“Homeopathy in Life and Family,” *Minnesota Homeopathic Journal* (6/02)

“Race and Class in Higher-Education,” *Vibrations Re-Evaluation Co-Counseling Journal* (6/03)

Skills:

SPSS, MiniTab & Stata statistical software, Microsoft Word, Excel, PowerPoint

Athletics:

Multiple 13-mile, 5-mile and 5-kilometer independent-runner races in Philadelphia, Minneapolis and Berkeley (2nd place of 200 runners in 2005 Inglis Foundation Annual 5-mile Race, April 16, 2005, Philadelphia), Iyengar Yoga Institute Certificate in Hatha-yoga (Pune, India), intra-mural volleyball, softball, badminton

Sarah Tarble

College Address: *Swarthmore College • 500 College Avenue • Swarthmore • PA 19081 • (610) 957-6450*
Permanent Address: *1234 Parke Drive • Denver • CO 80537 • (555) 555-5555 • Email: starble1@swarthmore.edu*

September 17, 2006

Ms. Mary Jones
Director
Center for Inspired Teaching
1421 22nd Street, NW
Washington, D.C. 20037

Dear Ms. Jones:

Please find my attached resume in application for the position of Assistant to the Executive Director. I learned of this opportunity through a posting on Idealist.org. This position excites me because of the chance it provides to build on my experience working with the non-profit Girls' Action Initiative (GAI) to bring about social change by empowering youth. As the attached resume demonstrates, I am well qualified for this role.

My meticulous organizational skills, outstanding research ability, and tremendous work ethic would be an asset to your organization. My ability to manage details has been proven in multiple capacities, including maintaining files for the Department of Energy, designing and carrying out a survey of past volunteers for GAI, and organizing citations for a 200-page thesis. I further refined the research skills I developed through my coursework while serving as a Reference Desk consultant at McCabe Library, a duty generally fulfilled by professional librarians.

I also have the superior communication skills this position requires. As an Honors History major and Environmental Studies minor at Swarthmore College, I spent the past four years analyzing complex issues and producing high caliber written academic work. This work included an honors history thesis about conceptions of wilderness as well as a policy thesis about the linkage between environmental quality and food security, both of which were enthusiastically received by outside examiners. Serving on the Advisory Board for the non-profit Girls' Action Initiative (GAI) similarly required precise and persuasive writing for grant applications and donor recruitment materials.

I am a cheerful, flexible, and energetic team player, who has successfully built community support for a new youth program, been responsible for campers 24 hours a day, and played intercollegiate sports. I am enthusiastic about bringing my energy and willingness to learn to the Center for Inspired Teaching.

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

Sincerely,

Sarah Tarble

Sarah Tarble

Swarthmore College
500 College Avenue
Swarthmore, PA 19081

*Sample Cover Letter –
Business/Management*

September 27, 2006

Jim Jacobs, Manager of Human Resources
McMaster-Carr
333 Dawn Industrial Parkway
Lancaster, PA 44202

Dear Mr. Jacobs:

I am writing to apply for the General Management position at McMaster-Carr. I learned of this position through the Fall Recruiting Consortium at Swarthmore College. I am particularly interested in McMaster-Carr because the multifaceted nature of your company's management positions requires a familiar versatility and resourcefulness which I find invigorating in my current management position. I am excited to explore the fields of management at a supply-oriented company, from distribution to sales, and all related domains.

As a college-appointed Co-Director of *Paces*, Swarthmore's oldest student-run café, I am responsible for overseeing the café's operation and managing the abilities of 42 student employees. By its nature, the Co-Directorship has further developed my ability to take a team-oriented approach to problem solving and management. Successfully balancing my student responsibilities necessitates that I work closely with my Co-Director and recognize employee strengths for the effective delegation of tasks which can be completed well by others.

My organizational skills and ability to identify problems have proven to be professional assets. In my first year as Co-Director ('03-'04), I reduced *Paces*'s yearly operational cost by almost 20% by restructuring the café's operational requirements, establishing effective communication between different nightshift employees and clarifying the café's role on campus. Based on *Paces*'s many improvements and positive feedback from college administrators and student employees, the College re-appointed me to the position for a second year, 2004 - 2005. Despite college-wide budget cuts and an increased minimum campus wage in 2004 - 2005, I was able to increase the efficiency and appeal of *Paces* by reorganizing and redefining basic operational tasks, resulting in a noticeable increase of patronage and the "street credit" of offering the most sought-after campus job available—to work as a *Paces* nightstaff crewmember.

In Spring of 2005, the college appointed me to a third consecutive year as Co-Director, recognizing the previously unrealized potential of *Paces* made apparent under my stewardship. In my third year and final year as Co-Director, I am making necessary arrangements for the continuation of *Paces* by building its institutional memory and training competent staff for its future safekeeping. I feel that this step is crucial to the management process—ensuring that one's charge will continue to prosper despite a parting of ways.

Thank you for your consideration. I am enthusiastic about this opportunity to work with McMaster-Carr and look forward to hearing from you.

Sincerely,

Ellie Wharton

Ellie Wharton

Daniel Trotter
500 College Avenue
Swarthmore, PA 19081

September 20, 2006

Ms. Leah Jewel, Recruiter
McKinsey & Company
1515 Whitney Avenue
Chicago, IL 60603

Dear Ms. Jewel:

As a graduating senior at Swarthmore College double majoring in Political Science and Middle Eastern Studies, I am extremely interested in working for McKinsey as a general Business Analyst. Swarthmore's rigorous liberal arts education has equipped me with analytical skills well suited to consulting, and I have actively supplemented my humanities and social science studies with courses providing a solid quantitative foundation: Biology, Calculus, Chemistry, Economics, and Statistics.

I also have unique qualitative analytic skills. I have interned with organizations as diverse as Human Rights Watch, the UN High Commission on Refugees, and the American Civil Liberties Union, all of whom recognized my potential by offering me internships normally available only to graduate students.

In addition to this work experience, I have developed my leadership skills on and off campus through founding and directing student groups as well as a nonprofit organization in the Philadelphia area. While continuing to polish my communication skills through researching, writing, translating, and oral presentations, I am also skilled at balancing budgets and arranging logistics for huge projects with budgets up to \$22,000; all tasks requiring significant amounts of time and commitment. It is the cooperation that I have received from my team members that has allowed my groups to take on these projects unusual in scope for undergraduates and carry them out until our objectives are met. This is why I sincerely look forward to the opportunity to work at McKinsey where teamwork is genuinely valued as a company ethic.

At very few places other than McKinsey would I be able to significantly contribute to the decision making process for exciting projects and important clients in an entry-level position. At even fewer places would my company be committed to assisting me in sharpening my thinking skills, developing my interests, and excelling even further in my professional life.

As a U.S. citizen having grown up in the Middle East, this experience, along with my junior year study abroad in Egypt and Lebanon, provided me with a proficiency in Arabic and understanding of the region that would assist me immensely if I were to work in this area of the world. My office preference is a location in the Middle East, preferably Casablanca or Dubai, but San Francisco and other offices would also be very appealing. I believe that my academic focus on this strategic area of the world, fluency in Arabic, and life experiences have provided me with a strong foundation useful to McKinsey in your consulting work focused on this region.

I look forward to hearing from you soon and welcome the opportunity for an interview. Please do not hesitate to contact me if anything is needed in the meanwhile. Thank you so much for your time and consideration.

Sincerely,

Daniel Trotter

Daniel Trotter

Alice Paul

*College Address • Swarthmore College • 500 College Avenue • Swarthmore, PA 19081 • (610) 432-5678
Permanent Address • 114 Dahlia Way • Saratoga Springs, NY • apaul1@swarthmore.edu*

November 3, 2006

Raffaella Sebastian
East Coast Analyst Recruiting Coordinator
Cornerstone Research
750 K Street NW
Suite 800
Washington, DC 20006

Dear Ms. Sebastian:

It is with great excitement that I am applying for the position of an Analyst with Cornerstone Research. I heard of the position through Jacob Wallace, an Analyst in your New York office. As an Honors major in economics at Swarthmore College and a 2006 Summer Analyst for Credit Suisse First Boston, I have acquired the analytical abilities necessary for the consulting field. Moreover, my various leadership positions have equipped me with skills that will allow me to succeed in the challenging work environment.

As a leading finance and economics consulting firm, Cornerstone Research is an excellent place for me to engage in vibrant and stimulating work on an everyday basis. In addition, the training and experiences I will receive as an Analyst at Cornerstone Research will provide me with a solid grasp of the fundamentals necessary in the field of consulting. As requested in the application requirements, my top three geographical preferences are Washington DC, Boston and New York and my salary requirements are negotiable.

My liberal arts education and strong academic background in economics have trained me to research thoroughly, analyze critically and grasp new concepts swiftly. My summer internship at CSFB has further reinforced those skills through the research and analysis of structuring a loan financing deal. Through being an economics teaching assistant and a Chinese tutor, I have honed my ability to communicate important information concisely and successfully. Furthermore, my numerous leadership experiences as a Resident Advisor and Student Council member have especially fostered my ability to work in teams under time constraints, to handle responsibility and to have effective interpersonal skills.

I am positive that my academic background, interests and personality are compatible with Cornerstone Research and would be delighted to further discuss my qualifications with you. Thank you very much for your consideration and I look forward to hearing from you.

Sincerely,

Alice Paul

Alice Paul

Jonathan Ashton

College Address: 500 College Avenue • Swarthmore, PA 19081 • (610) 654-3210 • jashton1@swarthmore.edu
Permanent Address: 1100 Petal Way • Kenton, Harrow • United Kingdom • Cell phone: (333) 546-9087

December 27, 2006

Vikram Urumapthy
Fixed Income, Currency & Commodities
Goldman Sachs
85 Broad Street
New York, NY 10004

Dear Mr. Urumapthy:

I am currently a junior at Swarthmore College and am applying for the Summer Analyst position with the Fixed Income, Currency & Commodities Division at Goldman Sachs. Last May, I visited the Goldman Sachs office in New York as a member of my school's business association. Having the opportunity to network with Swarthmore alumni working at your firm, I was delighted to learn about the supportive, collegial work environment at Goldman Sachs. I am convinced that the culture at Goldman is truly unique and conducive to one's personal and professional growth. A culture emphasizing the value of a team, Goldman encourages its employees to receive constant feedback and support from one's peers, supervisors and mentors. I have every confidence that the opportunity to work within FICC as a summer intern will provide the best training on the Street and significant exposure to what drives the Fixed Income Capital Markets.

My background in economics and mathematics has cultivated my interest in understanding how the Fixed Income Capital Markets operate and has also greatly strengthened my quantitative and analytical skills. My coursework at Swarthmore has exposed me to some of the key concepts and tools used in the industry ranging from theoretical securities valuation to economic factors affecting currency and rates markets. Similarly, I am confident that my experiences at Swarthmore will help prepare me for the demands of a challenging environment at Goldman Sachs. I have grown very accustomed to working under pressure and multitasking having successfully balanced 3 campus jobs (almost 20 hours per week) with extra-curricular activities while maintaining a rigorous, full-time course load.

The Goldman Sachs' *Business Principles* greatly resonate with me -- especially the first principle of placing the clients' interests as paramount. My experience working in the hotel industry and in several service-oriented positions at Swarthmore has truly made me attuned to best serving a client's needs. I have worked in an environment where providing the best quality service possible to retain existing clients and attract new clients is of utmost importance. Having the opportunities to interact with our clients has also substantially honed my interpersonal and communication skills.

I consider myself to be a driven and energetic team player, capable of functioning as both a contributing member as well as a leader. I am very enthusiastic about bringing my energy and my eagerness to learn to Goldman Sachs.

Thank you for your consideration. Should you require any additional information, please do not hesitate to contact me at jashton1@swarthmore.edu. I look forward to hearing from you in the near future.

Sincerely,

Jonathan Ashton

Mary Lyon
500 College Ave.
Swarthmore, PA 19081
mlyon1@swarthmore.edu

*Sample Cover Letter –
Publishing Internship*

February 11, 2007

Condénast Publications
Human Resources
ATTN: Ms. Kristie DiMassi, Internship Coordinator
4 Times Square, 17th Fl.
New York, NY 10036

Dear Ms. DiMassi:

Ms. Cindi Leive sponsored me last month in an externship with *Glamour*, during which I gained experience in several departments of the magazine—namely fashion, health, beauty, public relations and special events. Although I enjoyed choosing contest winners, clipping news articles and arranging fabulous clothes, the highlight of my experience at *Glamour* was the editorial work I did for the upcoming 65th anniversary issue. By researching the archives and attending meetings with Ms. Leive and her top editors, I had the chance to observe real creative talent at work, and I felt that I had found a true calling.

Finally working for a women’s magazine was a dream come true and one for which I had been striving since high school. I left *Glamour* feeling that while I had learned the basic workings of the magazine, I wanted and could offer much more. Thankfully, managing editor Ms. Susan Goodall gave me your phone number and told me to contact you about a summer internship with Condénast Publications. After hearing your machine message for all internship applicants, I decided that a letter and résumé would be a better starting point for introduction.

Kindly consider my résumé, and please contact me at mlyon1@swarthmore.edu or at (333) 252-2183. I’d like to introduce myself as more than ink and paper—and show you that I have the talent, drive and style for a summer position at Condénast.

I look forward to meeting you!

Yours truly,

Mary Lyon

Mary Lyon
Swarthmore College ‘08

Carl Crum

500 College Avenue, Swarthmore • PA 19081 • 610-444-6868 • 234-980-5768 (cell) • ccrum1@swarthmore.edu

Reference

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Keith W. Reeves, Ph.D.

Associate Professor of Political
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kreeves1@swarthmore.edu

Due to various commitments, Dr. Reeves occasionally travels during the semester. In the event that he cannot be reached, please contact Dr. Jeffrey S. Murer, a political science professor at Swarthmore College.

Jeffrey S. Murer, Ph.D.

Assistant Professor of Political
Science
Swarthmore College
500 College Avenue
Swarthmore, PA 19081
Office: (610) 690 6866
jmurer1@swarthmore.edu

Relationship

Supervisor

Ms. Wood supervised my work in Amnesty's submission to the Australia-Senate Select Committee. It was through subsequent conversations with her that I created the position of Research Assistant in 2005.

Supervisor

Mr. Solomon was my supervisor when I held the position of Research Assistant at Amnesty. He is familiar with my work on the military commission process at Guantanamo Bay.

Professor

I completed a political science honors seminar entitled *The Urban Underclass and Public Policy* taught by Dr. Reeves. As director of the Center for Social and Policy Studies, Dr. Reeves chose a research paper I wrote for his seminar to be the flagship article for a journal on urban policy.

Professor

Professor Murer has instructed me in two political science classes. He is well acquainted with my work in an academic setting.

Use the space below to develop a framework for your resume

Swat Education:

Swat Major _____

Minor _____

Honors _____

Grad _____

Year _____

GPA _____

Other Education:

Where _____

Dates _____

Studies _____

Work Experience:

Position _____

Dates: _____

Responsibilities _____

Position _____

Dates: _____

Responsibilities _____

Position _____

Dates: _____

Responsibilities _____

Position _____

Dates: _____

Responsibilities _____

Notes: _____

Leadership/Activities /

Honors:

Name/Role _____

Dates: _____

Responsibilities _____

Name/Role _____

Dates: _____

Responsibilities _____

Name/Role_____

Languages

Dates:

Responsibilities

activities

Skills & Interests:

Computer Skills:

