

Resumes & Cover Letters

MARKETING YOUR EXPERIENCE

In high school, you used an activities list to show your involvement and accomplishments, and many of the jobs you held required an application. At the collegiate level, the process looks different. Most internships, research opportunities, and full-time jobs require you to submit a resume and cover letter as part of your application. These documents introduce you and your experiences in a professional, succinct format to a potential employer or reference. Their purpose is to market you as an excellent fit for the position.

As a freshman or sophomore, your resume will be broad in scope; it's okay to have leadership roles and experiences from high school. Over the years you will become more focused on your professional interests and goals, and your materials will be more tailored to the needs of each position – highlighting the experiences that best represent the required skills.

RESUME TIPS

What Your Resume Says About You

Your resume is a visual tool that markets who you are and what you have to offer to employers. The content and format represent your personal brand. A document that is error free, easy to follow, and visually clean indicates your attention to detail and clear communication skills. Strive to include and describe experiences in the way that is most meaningful to your audience.

RESUME 101

There is no one perfect resume format. However, whether you are an English major seeking an internship in politics or an engineering senior bound for a biotech start-up, the best resumes are focused, concise, visually appealing, and speak to the employer's needs. Every resume will include several standard sections (see samples at careercenter.wustl.edu/resumesamples). You can customize your section headings based on your background and desired position.

NEED HELP WITH YOUR RESUME AND COVER LETTER?

Stop by Quick Questions drop-in hours (**Monday-Friday, 10 a.m. - 5 p.m. in DUC 110**). No appointment needed. A Career Peer can review your application and provide you with edits and suggestions.

Engineers – Take advantage of Quick Advising Hours. Meet with an advisor for 15 minutes. Daily sign-up sheets are available outside **Lopata Hall, Room 303: Monday - Thursday, 1:30 - 4:00 p.m.**

All students can schedule a one-on-one career advising appointment for help by calling (314) 935-5930.

RESUME TIPS (CONTINUED)

What To Include

Most resumes include several standard sections. The samples in this handout and at careercenter.wustl.edu show examples of these common sections and options for formatting. The following guidelines will help you make smart decisions as you build a document to highlight your professional value:

Permanent address: Listing an address is still generally expected and common, but giving a permanent address (where your parents live) in addition to your current address might not be necessary. Include it if you are looking for an opportunity in the same city to show that you can be readily available.

Blog, portfolio, LinkedIn address, website: If you have these, include links to show examples of your abilities, but be sure to edit and manage your online brand. Everything you put online says something about you. Control the message.

Objective statement: Most college students can skip this and instead use a cover letter to describe the fit between the employer's needs and what you have to offer. However, a summary is highly recommended for technical resumes (in which case, it may serve the purpose of the cover letter) and for resumes of highly experienced people. A good summary statement focuses on specific accomplishments and skills related to the position you're seeking.

Education: List institution, degree, major(s) and minor(s), graduation date, and location. Include additional degrees, coursework, or special programs in reverse chronological order. Transfer students with significant

experience at another school can also list that institution; however, it's not necessary if the bulk of your degree was completed at WUSTL. Dual degree students should list both institutions. Study abroad can also go in this section.

GPA: List your GPA in the Education section if you are proud of it or if the employer asks for it. You can list your cumulative GPA, major GPA, or science GPA depending on your goals. This information is more important in some fields than others. Ask advisors if you're unsure.

High school experiences: It is okay to list your high school and related activities as a freshman or sophomore. The closer you get to graduation, the more important it becomes to replace this information with more recent experience. You want employers to see you as a young professional.

Relevant coursework: Avoid long lists of typical classes. Include this section only if you wish to highlight a few specific advanced, technical, or elective courses that directly relate to the position you're seeking.

Job experience: Restaurants, retail, camps, and work study all give you transferable skills sets including valuable experience managing information and relationships.

Internships, research, co-ops, leadership, service, shadowing: Paid or unpaid, these are excellent ways to build your Experience section. Describe them in terms of your accomplishments. As your resume becomes more robust, you may want to break these into more tailored sections (Teaching Experience, Research Experience).

Student groups: Whether you list as an experience, complete with description, or as an activity depends on your level of leadership and involvement. If you gained significant skills or affected change, list as you would an internship.

Honors, awards, publications, professional memberships, exhibitions, presentations: These are excellent things to include, particularly if they are from your college years. Be sure to give dates and, when necessary, brief descriptions to give context. Where you list these depends on how many you have. A career advisor, career peer or mentor can help you strategize.

Hobbies, interests, personal travel: Most often, these are not worth the valuable space they take to include, unless you know they'll help you connect with your audience. Exceptions include significant personal projects with defined skill sets (building robots, designing web sites)- these should be listed as experiences and described with bullets.

Skills: Indicate your knowledge of technical, language, research, computer (software, hardware, platforms, programming languages, operating systems, applications), and other specialized skills. Be accurate when describing your level of knowledge or proficiency (basic, proficient, fluent). Or, you can quantify your experience (2 semesters of college-level Spanish).

Soft skills (such as "great communicator"): These proclamations hold no water for employers. Instead, illustrate your skills through the examples in your bullet points and in your cover letter. Don't just say it, prove it.

REFERENCES

Prepare a list of references on a separate page instead of writing “References available upon request.” That way, you will have them ready to go if an employer asks for them. Copy and paste your name and contact information from your resume onto a second page and list the name, title, address, phone, and e-mail of three to four people. Great people to list include professors, employers, student group advisors, and internship supervisors. Contact all references before you list them to ensure that they are comfortable acting as a reference for you. Once you have provided the reference list to an employer, contact each reference and provide him/her with the job title, description, company name, and the name of the person who will be in contact.

TAILORING YOUR RESUME

The position description and/or organizational research will help you identify the employer’s needs and the characteristics they desire in an ideal candidate. Make it easy for them to see how you fit the bill with the following strategies:

Show them where to look: Devote the most real estate on your document to the experience that will resonate the most with the recipient. You probably don’t need 4 bullets to describe your summer experience at Banana Republic, unless you’re gunning for a buyer role there.

Use headings that highlight critical skills: Within each section, you should list experiences in reverse chronological order. However, as you develop more skills and experience, you can design the section headings and intentionally order them in a way that draws attention to the things that you most want the employer to notice. (Theater Design Experience, Project Management Experience)

Use key words: Notice and match the language from the position description and the organization’s web site. This might mean slight tweaks to the way you describe your experience (saying “taught” vs. “coached”, for example), but shows that you understand their goals and culture. You could also work in key words by adding relevant coursework. Some companies use software to cull through applications based on key word recognition.

Be judicious about what you include: In most cases, as a college student, your resume shouldn’t go on for pages. You may have to cut out some things to make it easier for the recipient to focus on the most important things. It can be difficult to be objective about this, so seek opinions from others.

THE DIFFERENCE BETWEEN A RESUME AND A CV

A curriculum vitae (CV) is very similar to a resume in terms of most key formatting. Some countries refer to the CV the same way we refer to a resume. In the US, a CV is distinct from a resume in the sense that it is used primarily in academic and research circles or in medical careers. CVs are more comprehensive than resumes because they can go beyond one page, and therefore do not need to be as tailored. They typically include academic research, publications, and presentations. For some good examples, look for the CVs of some of your professors to see how they’ve represented their body of experience. For most undergraduate students, the difference between a resume and CV is negligible.

WRITING AN EFFECTIVE BULLET

Your goal is to make it easy for a future employer to see your capabilities, based on what you've done in the past. Are you good on the phone? Comfortable fielding questions from the public? Reliable with major projects requiring organization? Experienced at analyzing data on Excel? Employers will only know if you tell them.

- **Say what you actually did:** It does no good to use fancy words if your description is unclear or doesn't make sense. When the employer initially reviews your document, you won't be there to provide explanations or insight. Avoid vague phrasing and state your contributions accurately, simply, and clearly.
- **Give numbers and details, in a concise way:** How much money did you raise? How many people did you manage on the committee? Which major companies were on your client list? How, exactly, did you personally contribute to the project? Don't use a lot of words, but paint a defined picture.

Example Bullet

- Helped plan sorority social

Example Bullet Revised

- Worked as part of a five-member executive team to plan and implement a charitable social event that raised \$5,000 for a local non-profit

- **Focus on accomplishments:** When possible, state the results of your efforts rather than just your responsibilities.
- **Describe your experience through the lens of transferrable skills:** Determine which aspects of your previous work most relate to the employer's needs, and describe your qualifications accordingly. For example, customer service skills your gained in retail could be valuable in other client-based work.

CONDENSING YOUR RESUME TO ONE PAGE AND MAKE IT EASY TO READ

Employers spend just seconds reviewing each resume so it's critical to make your information easy to absorb. Most students should aim for a one page resume. If you have more relevant content, two full pages are preferable to an odd half page.

Margins and typeface: Margins should be even on all sides, but can go as low as .5 inch. With the exception of your name, which should be bigger, your typeface should be 10-11 point font. It's generally smart to use the same professional typeface throughout.

Don't use a template: These lock you into formatting that can be restrictive as your document develops.

Make each line count: You might be able to slim down your name and contact information, or only use one address. Rephrase bullets that have one or two words that run to a second line. Condense words and phrases to make them more concise without losing meaning.

Eliminate old or irrelevant experiences: This is especially important if they can be trumped by more recent, similar ones.

Format: Check for consistency and parallel structure in the way you list key information such as headings, titles, dates, and locations. Also check to make sure your document is visually balanced, meaning you fill the page evenly and leave enough white space.

Sample 1 - Reverse Chronological Style (sophomore with high school and college experience)

Include both addresses or choose the one that makes more strategic sense (you're applying for an internship in Pittsburgh and your home address is there.)

One page, visually clean, no typos or spelling errors.

Conservative font (e.g. Times, Arial). 10-12 point.

Spell out names of organizations that go by acronyms.

List GPA if you are proud of it and if it is important to employers in your field. List to 2 decimal points.

Present tense for activities with which you are still involved; past for past.

JENNIFER McLAREN

mclaren@wustl.edu / (412) 555-5555

University Address:

6515 Wydown Boulevard, Campus Box 5555
St. Louis, MO 63105

Permanent Address:

1234 Paragon Street
Pittsburgh, PA 15241

EDUCATION

Washington University in St. Louis

St. Louis, MO

Candidate for Bachelor of Arts, May 2018
Major: Biochemistry Minor: Spanish

Honors:

- Dean's List (Spring 2014)
- Lock and Chain Sophomore Honorary, Member (2010 - present)
- GPA 3.48/4.0

Xavier High School

Pittsburgh, PA

Diploma, May 2014

EXPERIENCE

Alpha Epsilon Delta

St. Louis, MO
April 2015 - present

Member and Chair of the Community Service Committee

- Plan monthly health-related volunteer activities for members of the Washington University pre-health honorary society
- Mentor group of seven pre-health students on course selection and other academic and extracurricular issues
- Lead bi-monthly planning meetings for the community service sub-committee

Uptown Cafe

Pittsburgh, PA
June - August 2014 &
June - August 2015

Assistant Head Waitress

- Trained servers in procedures and customer service skills
- Resolved operational and customer service issues
- Provided excellent customer service
- Earned "Employee of the Month" designation in July 2015

Mano a Mano

Colombia, South America
July 2013

Volunteer

- Participated in cross-cultural youth leadership and service program
- Crafted and delivered presentation to community groups in U.S. upon return

SKILLS

- Proficient in Spanish
- Proficient in Microsoft Word and Adobe Photoshop

Ask several people to review your resume for flow, grammar, and formatting.

Chronological format: experiences listed within sections in reverse chronological order.

Sample 2 - Reverse Chronological style (senior seeking job in student conservation or advocacy)

Top, bottom, and side margins may vary between half-inch and one-inch.

Conservative font (e.g. Arial). 10-12 point.

If you have questions about whether or not to include your GPA, consult with a career advisor.

Check for consistency and parallel structure. Make the info on your resume easy to absorb by listing each of your work, volunteer, and internship experiences in the same format.

Think about how your skills are transferable to a new environment as you write descriptions of your past experiences.

Benjamin Nguyen
 5555 Westgate Avenue, Apartment G, St. Louis, MO 63130
 bnguyen@wustl.edu / (314) 555-1234

EDUCATION

Washington University in St. Louis, MO
 Bachelor of Arts, May 2016
 Major: English Minors: Psychology, Spanish

University of Queensland, Brisbane, Australia
 Spring Semester 2015
 Focus: Environmental Studies and immersion in Australian culture

INTERNSHIP EXPERIENCE

Interdisciplinary Environmental Law Clinic
Student Consultant
 Worked with student attorneys to provide legal and technical assistance on environmental and community health problems to individuals and organizations. St. Louis, MO
 June - August 2015

Christine Campbell's Campaign to the U.S. Senate
Intern
 Gathered information, maintained a database, wrote letters, participated in organizing conferences, and represented the candidate in various situations. Participated in fundraising events and personally raised \$10,000 through telephone pledges and door-knocking activities. Portland, OR
 May - August 2014

LEADERSHIP AND SERVICE EXPERIENCE

Washington University Residential Life
Resident Advisor
 Supervise and advise 60 freshmen residents. Design and implement weekly floor programs intended to educate and develop residents. Completed 100+ hours of training in areas including conflict resolution, diversity awareness and leadership. St. Louis, MO
 May 2015 - Present

Office of Judicial Affairs
Board Member of Conduct Council
 Appointed by the Director of Judicial Affairs and the Dean of Students to participate in four hearings for the resolution of complaints against students. Created and enforced academic and social sanctions against students who violated the Code of Conduct. St. Louis, MO
 October 2013 - May 2014

Boston Visitor's Bureau
Visitor Center Associate
 Assembled, organized and mailed visitors packets to over 500 prospective tourists. Selected "July Associate of the Month" for providing superior customer service. Greeted tourists and promoted merchandise sales. Boston, MA
 May - August 2013

SKILLS

Computer: Proficient in Microsoft Word, Excel, and Dreamweaver.
 Language: Proficient in Spanish. Familiar with French.

Limit your resume to one page

Keep locations (MO vs. Missouri) and dates (May -August 2011 vs. Summer 2011) consistent throughout. Listing actual months (May - August) is preferred to listing the season (Summer).

Sample 3 - Reverse Chronological style (junior seeking internship in business)

Maria Lopez

mlopez@wustl.edu

(314) 555-5555

Campus Address: 555 Delmar Boulevard, Apartment 408, St. Louis, MO 631130

Permanent Address: 5 Grove Drive, Rose, NJ, 07450

EDUCATION

Washington University in St. Louis

Bachelor of Arts Candidate, May 2017

Major: Political Science

Relevant Coursework:

Principles of Financial Accounting Calculus I for Life, Managerial, and Social Sciences
Capital Markets & Financial Management Principles of Marketing

Washington University Praxis Program (August 2014)

Focus on work readiness skills for liberal arts students

HONORS AND ACTIVITIES

Washington University Danforth Scholar (2013-2014)

Intramural Soccer (2013-2014)

Phi Lambda Psi, Women's Health and Wellness Honorary, St. Louis, MO

Secretary (Fall 2013- present)

- Co-direct an AIDS Awareness Initiative on campus and designed flyers and promotional materials for the event.
- Manage communication during meetings and update 30 members about events.

EXPERIENCE

Wells Fargo, Charlotte, NC

Risk Management Intern (May-August 2015)

- Researched compliance issues integral to major U.S. bank operations.
- Documented transportation routes around key hub and its four satellites for an Urban Check-Cashing Plot to allow compliance with the Community Reinvestment Act.
- Completed and anti-money laundering course.
- Assisted with administrative duties, as needed.

American Red Cross, St. Louis Chapter, St. Louis, MO

Intern, Communication and Public Affairs Department (January-May 2014)

- Researched, wrote, and edited articles for quarterly magazine and official magazine.
- Conducted interviews, gathered information, and wrote summaries for monthly volunteer newsletter.

Camp Miniwanca, Shelby, MI

Cabin Leader (June - August 2013)

- Supervised and mentored cabin of seven 11-year old campers.
- Developed outdoor cooking curriculum and taught 40 campers.
- Led morning reflection program to support camp philosophy of balanced living.

SKILLS

Computer: Proficient in MS Word, Excel, Access, PowerPoint, and Adobe Photoshop

Language: Familiar with Italian

Tailor this section with specific coursework relating directly to the opportunity you desire. Include only high-level courses, courses outside your major, or relevant electives - not courses that are typical for your major.

Quantifying your experience gives the hiring manager a concise fact that lends perspective to your accomplishment.

Sample 4 - Pre-Medical Style (senior seeking admittance to medical school)

Top, bottom, and side margins may vary between half-inch and one-inch.

Conservative font (e.g. Arial). 10-12 point.

Dinesh Patel

(813) 555-5555, dpatel@wustl.edu

School:
5555 Tulane Avenue, Apartment G
St. Louis, MO 63130

Home:
2389 Lake Circle
Hoffman Estates, IL 60179

EDUCATION

Washington University in St. Louis

Bachelor of Arts Candidate, May 2016
Major: Biology
GPA: 3.77 / 4.0

RESEARCH & CLINICAL EXPERIENCE

Harvard Medical School

Research Assistant, Marchal Cell Biology and Physiology Lab

Cambridge, MA
May 2013 - August 2015

- Collected, pooled and analyzed data for study of the septin family of proteins in *Saccharomyces cerevisiae*.
- Performed Genomic DNA Preps, PCR, DNA transformations, Western blotting, gel electrophoresis, spectrometry, fluorescence microscopy, and other experimental procedures.
- Maintained detailed lab notes and assisted with lab upkeep.
- Co-authored journal article for national publication.

University of Illinois-Chicago Medical Center

Hospital Lab Technician

Chicago, IL
June - August 2014

- Performed chemical, bacteriological, serological and microscopic procedures on human specimens.
- Interpreted laboratory results and shared findings with physicians and other clinical staff.
- Worked with lab team to identify areas for process improvement such as identification of patients.
- Helped implement new priority identification system to reduce time specimens sit in queue.

TEACHING & LEADERSHIP EXPERIENCE

Emergency Support Team

Medic

St. Louis, MO
September 2012 - Present

- Selected to be the first responder on Washington University campus for medical emergencies.
- Completed thorough training process resulting in licensure by the State of Missouri as an Emergency Medical Technician.
- Provided emergency response coverage six hours per week, including nights and weekends.

Check for consistency and parallel structure. Make the info on your resume easy to absorb by listing each of your work, volunteer, and internship experiences in the same format.

See page 2

For pre-med students
the resume may exceed
more than one page.

Think about how your skills
are transferable to a new
environment as you write
descriptions of your past
experiences.

Patel, page 2

Pre-Med Society

Events Chair

Member

- Planned and executed variety of special events including medical admissions panels and socials.
- Led group that provides advice and education for student support to 200+ pre-med students.
- Organized and steered committee that conducted fall visits to five medical schools across the country. Delegated tasks to committee members, ran meetings, and ensured planning committee met deadlines.

St. Louis, MO
January 2014 - Present
September 2012 - Present

Washington University, Department of Biology

Teaching Assistant

- Served as teaching assistant for Biology 105 course with enrollment of 150 students. Took attendance, graded homework, and wrote exam questions.
- Held weekly office hours to help students better understand course materials and prepare for exams.

St. Louis, MO
January - May 2015

PUBLICATIONS

Marchal, Jennie, Chris Kandy, and Dinesh Patel. "Biochemical and Crystallographic Analyses of a Portal Mutant." *Journal of Biological Chemistry* 12.8 (2009):12-18.

SKILLS

- Proficient in Microsoft Office
- Fluent in Spanish; knowledge of French

Sample 5 - Technical Style (freshman seeking an internship)

Include both addresses or choose the one that makes more strategic sense (you're applying for an internship in Illinois and your home address is there.)

One page, visually clean, no typos or spelling errors.

Conservative font (e.g. Times, Arial). 10-12 point.

Spell out names of organization that go by acronyms.

List GPA if you are proud of it. List to 2 decimal points.

Present tense for activities with which you are still involved; past for past.

Allison Ranard

Current Address:
1515 Wydown Boulevard
St. Louis, MO 63105

atr8@wustl.edu
(412) 555-5555

Permanent Address:
126 Sandy Ave.
Munster, IL 76321

SUMMARY

First-year B.S. biomedical engineering student seeks summer internship to gain experience in the practical application of biomedical engineering in research and medicine. Applicant is motivated, hard-working, and flexible. Key skills include research, problem-solving, and communication. Available June 1 to August 15, 2016.

EDUCATION

Washington University in St. Louis

Bachelor of Science in Biomedical Engineering

Minor: Biophysics, Expected Graduation: May 2019

St. Louis, MO
GPA 3.8 / 4.0

Munster High School

Graduated with an Academic Honors Diploma and Highest Honors May 2015

Munster, IN

ENGINEERING EXPERIENCE

Washington University, Engineering Biomechanics Group

Student Researcher

St. Louis, MO
September 2015 - Present

- Acquired the ability to perform basic Fourier analysis and image analysis with Matlab
- Analyzing MRI data in Matlab in order to contribute to researching the mechanics of brain injury

Shadowing Experiences

- Shadowed Dr. Ericson, pathologist, in gross room and histology lab
- Shadowed Dr. David Jayakar, cardiothoracic surgeon, witnessed minimally invasive surgery
- Shadowed Dr. James Cantora, internist and pediatrician, at wound clinic

Munster, IN
2011
2011
2011

Operation Catapult, Rose-Hulman Institute of Technology

Summer Engineering Program, Participant

Terre-Haute, IN
2011

- Successfully created a "smart car" programmed to follow a white line on a black surface using concepts and equipment within electrical and computer engineering
- Gained ability to problem-solve, write technical reports, and build circuits

TECHNICAL SKILLS

Software: proficient in MS Office and MS Windows, experience in Matlab

Communication: experience in public speaking and technical writing, strong comprehension of Spanish and Hindi

LEADERSHIP EXPERIENCE

Speech and Debate Team, Munster High School

- Served as member of Speech and Debate Council, coached novices
- Achieved Distinction in National Forensic League
- Placed sixth in state of Indiana in Poetry Interpretation

Munster, IN
2011-2012
2008-2012
2012

National Honor Society, Munster High School

- Served as NHS Secretary
- Tutored student in algebra and chemistry, improved grade from D to B

2011-2012
2010-2012

Music, Munster High School

- Percussion Section Leader
- Organized a women's choral group to sing/entertain at nursing homes during holiday

2009-2011
2011

AWARDS AND HONORS

- Dean's List 2012
- Departmental Award for Outstanding Achievement in Science 2012

2012
2012

Ask several people to review your resume for flow, grammar, and formatting.

Chronological format: experiences listed within sections in reverse chronological order.

Sample 6 - Technical Style (senior seeking full-time position)

JENNIFER D. ALGER

jdalger@wustl.edu

3501 Lindell Boulevard, #2A
St. Louis, MO 63110
314.555.5555**SUMMARY**

Motivated, Disciplined B.S. in Mechanical Engineering candidate with technical manufacturing experience. Strong desire to contribute in a manufacturing, design or technical support function utilizing my experience and education. Willing to travel and relocate. Available June 2016.

EDUCATION

Washington University in St. Louis
Bachelor of Science, Mechanical Engineering

Expected Graduation: May 2016
GPA: 3.35/4.0

Advanced Engineering Coursework

Fluid Mechanics	Optimum Design for Engineering	Mechanical Engineering Design
Technical Writing	Modeling, Simulation, and Control	Aerodynamics
Mech. Design and Machine Elements	Engineering Design: CAD	Fracture Mechanics

TECHNICAL SKILLS

Software: AutoCAD, SolidEdge, MATLAB, MS Office, MS Windows
Equipment: CNC rotary turning Lathe and Mill, Resistance Welding Machines, Coordinate Measurement Machines, Heat Treat Ovens, Vibratory Bowls, x-ray Machines
Manufacturing: Hot & Cold Die Casting, Leak Testing, Adhesive Dispensing, Machining, Assembly, Inspection
Methods: Lean Manufacturing, QS9000 and Quality Systems, AS400, Product Launches

ENGINEERING EXPERIENCE**Spartan Light Metal Products**

Sparta, IL and Mexico, MO
May - August 2015

Die Services Technician/ Maintenance Support Technician

- Polished, de-burred and cleaned die inserts
- performed mechanical repairs to production tooling in Aluminum and Magnesium Die-Casting to reduce downtime of production operations
- Removed core pins and stuck castings from die inserts
- Worked on and repaired CNC machines to keep production running

Process Control Technician

Sparta, IL

- Established statistical process control parameters for die casting machines
- Metal fluid flow and heat transfer analysis for mold design to improve castability and part profitability
- Evaluated porosity, non-fill, and crack issues, provided and implemented counter measures to resolve problems for production development

Production Operator

Mexico, MO

- Operated die-cast, heat treatment, machining, and finishing machinery
- Ensured products were manufactured to customer demands and met internal metrics
- Programmed and operated robotic machinery

DESIGN EXPERIENCE- Washington University in St. Louis*Optimization of machine layout on plant floor in manufacturing facility* January - May 2015

- Converted manufacturing facility to GT cell operation using genetic algorithms in MATLAB and AutoCAD
- Successfully decreased the material handling cost and time of production by 20%

Prescription bottle de-labeler

August - December 2014

- Led team of three students to design and construct prescription bottle de-labeling device
- Built prototype and tested for manufacturability
- Demonstrated and presented device to fellow students and faculty

ADDITIONAL EXPERIENCE

Nanny - 25 hours/week for two families while pursuing education

2011 - present

One page, visually clean,
no typos or spelling errors.

List GPA to 2 decimal
points.

Tailor this section with
specific coursework relating
directly to the job you
desire. Include only high-
level courses, courses
outside your major, or
relevant electives - not
courses that are typical for
your major.

Bullets should be specific,
descriptive, paint a picture,
mention specific projects
or clients, and focus on
accomplishments versus
responsibilities. They
should make sense to
someone unfamiliar with the
role, industry, or employer.

Answer the questions -
who, what, when, how, how
many, what purpose, what
was the result, how were
your contributions used?

Other sections to consider:
Shadowing Experience,
Publications, Research,
Leadership, Relevant
Coursework, Affiliations &
Memberships, Volunteer
Experience

JUMP TO THE ACTION

To craft a powerful resume, begin each description with a strong action verb using active voice, which makes you the actor of your statements instead of a passive bystander. Moreover, using active voice prevents excessive wordiness, helping to keep statements brief, clear, and simple. Avoid empty words like “responsibilities included.”

Led a Project	Saved the Company Time or Money	Changed or Improved Something	
Chaired	Conserved	Centralized	Remodeled
Controlled	Consolidated	Clarified	Reorganized
Coordinated	Decreased	Converted	Replaced
Executed	Deducted	Customized	Restructured
Headed	Diagnosed	Influenced	Revamped
Operated	Lessened	Integrated	Revitalized
Orchestrated	Reconciled	Merged	Simplified
Organized	Reduced	Modified	Standardized
Oversaw	Yielded	Overhauled	Streamlined
Planned		Redesigned	Strengthened
Produced		Refined	Updated
Programmed		Refocused	Upgraded
		Rehabilitated	Transformed
Envisioned and Brought to Life a Project		Increased Efficiency, Sales, Revenue, or Customer Satisfaction	
Administered	Formed	Accelerated	Furthered
Built	Formulated	Achieved	Gained
Charted	Implemented	Advanced	Generated
Created	Incorporated	Amplified	Improved
Designed	Initiated	Boosted	Lifted
Developed	Instituted	Capitalized	Maximized
Devised	Introduced	Delivered	Outpaced
Founded	Launched	Enhanced	Stimulated
Engineered	Pioneered	Expanded	Sustained
Established	Spearheaded	Expedited	
Formalized			

MORE ACTION WORDS

Managed a Team Aligned Cultivated Directed Enabled Facilitated Fostered Guided Hired Inspired Mentored Mobilized Motivated Recruited Regulated Shaped Supervised Taught Trained Unified United	Informed Resolved Researched Analyzed Assembled Assessed Audited Calculated Discovered Evaluated Examined Explored Forecasted Identified Interpreted Investigated Mapped Measured Qualified Quantified Surveyed Tested Tracked	Wrote or Communicated Authored Briefed Campaigned Co-authored Composed Conveyed Convinced Corresponded Counseled Critiqued Defined Documented Edited Illustrated Lobbied Persuaded Promoted Publicized Reviewed	Researched Analyzed Assembled Assessed Audited Calculated Discovered Evaluated Examined Explored Forecasted Identified Interpreted Investigated Mapped Measured Qualified Quantified Surveyed Tested Tracked
Supported Customers Advised Advocated Arbitrated Coached Consulted Educated Fielded Informed Resolved	Brought in Partners, Funding, or Resources Acquired Forged Navigated Negotiated Partnered Secured	Achieved Something Attained Awarded Completed Demonstrated Earned Exceeded Outperformed Reached Showcased Succeeded Surpassed Targeted	Oversaw or Regulated Authorized Blocked Delegated Dispatched Enforced Ensured Inspected Itemized Monitored Screened Scrutinized Verified

Original article at <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

By: The Daily Muse Editor

COVER LETTER 101

A cover letter is your introduction to a prospective employer. Your letter should demonstrate your ability to think clearly and write persuasively. An effective cover letter makes you stand out as a candidate. In fact, some employers consider it even more important than your resume.

Your cover letter should create a link between the needs of the organization and your skills and experience related to those needs. Demonstrate your motivation, creativity, and knowledge of the organization. Rather than restating what is on your resume, enhance your qualifications by describing HOW your past experience will benefit the employer. A cover letter should always accompany your resume. Occasionally, in engineering fields, a summary statement replaces a cover letter.

What Your Cover Letter Says About You

Your cover letter answers the employer's question, "How does this candidate meet my needs?" A concise, focused letter of 3-4 short paragraphs demonstrates your ability to clearly and specifically communicate in writing. It also gives you the opportunity to show that you've done your homework. You can state why you want the position, how you fit with the organization's culture and how your passion or goals work to the employer's benefit. As with your resume, it is critical for your letter to be error-free.

What to Look For in a Job Description

In addition to researching the organization, the job description is your key to writing a convincing letter. Begin by underlining the skills, experience, and characteristics the employer wants and then use your letter to prove that you have them. Your letter's format should be organized by 2-3 key things the employer wants, not by the story of your life.

The Difference Between Confidence and Puffery

Avoid using strong words ("I'm a perfect fit") or referring to skill sets ("my excellent analytical skills") without backing them up with specific examples. Here is where you can expand on your resume to describe how a past experience has directly prepared you for something specific that is listed in the job description.

The Importance of Tailoring

It will be blatantly obvious to employers if you try to use a general cover letter with only minor tweaks. Your research, initiative, and knowledge about the position and organization will make you stand out. For example, if you're applying to work in a research lab, read and reference articles about the work in your letter to show that you're following progress in the field. Make the most of referrals and connections by naming the person who referred you or any previous encounters you've made with the recipient or his/her colleagues. The familiar name will grab the reader's attention.

COVER LETTER FORMATTING

Cover Letter Format

Your Full Street Address (no abbreviations)*
City, State, Zip

Month Day, Year

Contact's Name
Contact's Full Title
Organization's Name
Organization's Full Street Address (no abbreviations)
City, State, Zip

Salutation:

* Note: your address, the date, and the contact's address do not need to be added if you are emailing the cover letter.

Opening paragraph: In the first sentence, state why you are writing and/or the position or type of work for which you are applying. State how you heard of the opening or organization, including the name of your reference person, if applicable. The last line should give a brief synopsis of who you are and what you can contribute to the organization or position. The first paragraph should be three to four sentences.

Middle paragraph(s): Explain why you are interested in working for the employer by demonstrating your knowledge of the organization, and tell the employer how you will perform in your desired position based on concrete references to your previous accomplishments. Think from the employer's point of view as you write. How are you a good fit for the organization? Enhance your resume by connecting the dots between what the employer wants and how your past experience will enable you to fill his/her needs. When appropriate, talk about the results of your past responsibilities. Write with concise, confident statements. Remember that this letter will serve as a writing sample. If this paragraph starts to get long, split it into two short paragraphs to make them easier to absorb.

Closing paragraph: Indicate that you would like to talk with the employer in person to further discuss the opportunity. Give your phone number and email address in case they would like to contact you for further information. State your planned next steps, such as calling to ensure your application materials have been received. Close by thanking the person for his/her time and consideration.

Sincerely,

(Leave room to sign your name in black ink if you are mailing or hand-delivering the letter)

Type your name

Enclosure (This indicates your resume is enclosed in the envelope; you do not need to add this when emailing your resume.)

COVER LETTER EXAMPLE AND WRITING TIPS

Job Application Letter: Applying for a full-time research consulting position

Write a custom cover letter for each position. Use the same font and print it out on the same paper as your resume so your materials look like a package.

Address your letter to a specific person. If you do not have a name, call the organization and ask for the name and title of the person who should receive your letter. As a last resort, you may use "Hiring Manager."

Focus on the reader's needs, not yours. Make your qualifications clear and emphasize how you can help the organization.

Research the organization, study the position description, and tailor your letter accordingly.

Sign your name on hardcopy or leave blank if e-mailing.

Indicates your resume is enclosed in the envelope; you do not need to add for e-mailed documents.

5555 Delmar Boulevard, Apt. 5
St. Louis, MO 63130

Your address, the date and the contact's address do not need to be added if you are e-mailing the letter.

January 10, 2016

Jennifer Stonebraker
Director of Talent Sourcing
301 South 68th Street Place
Lincoln, NE 68510

Dear Ms. Stonebraker:

Please accept my application materials to join the Emerging Leader Associate Consultant program with the Gallup Organization in Washington, D.C. I learned about this opportunity from the Washington University Career Center website. My strong strategic conceptualization skills, ability to establish and maintain long-term working alliances, and desire to be a life-long learner would allow me to support Gallup's goal of providing cutting-edge employee and organizational performance development.

Gallup's focus on strengthening employee and customer engagement strategies is exciting. As an intern with the American Civil Liberties Union, I learned the importance of responding quickly to clients' needs, as well as how to develop a positive working relationship with a diverse clientele. While serving as the vice president of my sorority, I managed the process of identifying and coordinating a new philanthropy effort for our chapter. As the leader of this process, I discovered how to strategically consider an issue, identify different possible solutions to the problem, and gain support from different constituencies. My experiences demonstrate my ability to contribute and produce as a team-player, qualities that would enable me to add value to the Emerging Leader Associate Consultant program.

It would be a pleasure to discuss with you further your desired qualities for this position. Please contact me at (314) 555-5555 or at ashaw@wustl.edu, if I may answer any additional questions for you. I will be in Washington D.C. March 15-18. If it works for your schedule, I would love to meet with you then to further discuss the position. I will follow-up with you via phone in the near future to discuss the opportunity. In the meantime, thank you for your consideration. I look forward to talking with you.

Sincerely,

Allison Shaw

Allison Shaw

Enclosure

Suggest the next course of action (e.g., you will follow up with a phone call).

SUBMITTING YOUR APPLICATION MATERIALS

Pay close attention to what the position description says about submitting your materials.

Hard Copy

If you will be handing someone your resume and cover letter in person, or mailing hard copies, be sure to print them on quality 24 lb. white or off-white paper rather than regular copy paper.

Email

It is extremely important to exercise professionalism when corresponding with employers through email. Be sure to use a concise, business-like style and check for spelling, punctuation and grammar. Choose an appropriate subject line. When applying for a job, an example of an appropriate subject is "Tom Lauer, Public Relations Assistant application."

When you send your cover letter and resume via email, we generally recommend that you send it as a .pdf attachment so it will print out as nicely as if you had mailed it. In a professional manner, introduce your attachments with a brief three to four sentence note in the body of the email. Your note must reference the position to which you are applying. Be sure to include your contact information.

If you choose to make your cover letter the body of the email, we suggest you draft it in a Word document first to ensure thoughtfulness and professionalism.

Online Application Forms

Some employers require applicants to paste resume information into online application fields. In this case, you may want to remove your resume formatting so that the information is organized and easy to read in electronic form. If an application requires you to list your skills, carefully consider those you wish to include and provide a comprehensive list. Applicants are often sorted by the skills and experiences provided on the application.

Most electronic resumes are sent in Microsoft Word (.doc) or Adobe Acrobat Reader (.pdf). However, some guidelines might ask you to submit your resume as text-based or ASCII format. A text-based resume will eliminate most of the formatting such as bold, italics, bullet points and underlining. Review your text-based resume before you submit it to the employer. Be sure to check spacing and page alignment if you are pasting it from a Microsoft Word document.

Employers in some industries are investing in computer systems that use OCR (Optical Character Recognition) technology to scan and screen resumes. You may want to work with someone at the Career Center if you have questions about preparing a scannable resume. Electronic and scannable resumes are only to be used at the employer's request.

NEED HELP WITH YOUR RESUME AND COVER LETTER?

Stop by Quick Questions drop-in hours, Monday-Friday, 10 a.m. - 5 p.m. in DUC 110. No appointment needed. A Career Peer can review your application and provide you with edits and suggestions.

All students can schedule a one-on-one career advising appointment for help by calling (314) 935-5930.