

RESUMES/COVER LETTERS

RESUMES

A resume is a brief summary of your qualifications, education, and experiences relevant to your job search objective. The purpose of a resume is to obtain an interview. Employers will spend less than 30 seconds reviewing your resume; therefore, the information must be conveyed in a clear, well-organized style. The sections of a resume are listed below.

Your Name
Email address
Phone number

Current Address
Web page and/or LinkedIn address (if pertinent)

Permanent Address (optional)

Objective

This section is optional. The objective can include the specific position you are seeking, skills you wish to use on the job, field or organization type by which you wish to be employed, or a combination of all of the above.

Education

This section should include:

- Name of the degree-granting institutions; List most recent first.
- Degree received and major
- Graduation date or projected graduation date, or dates of attendance if a degree was not completed
- Overseas academic experience

Optional:

- Any minors, specialization or focus areas
- Courses relevant to the position for which you are applying
- Honors and GPA (if they are a strong selling point). Indicate GPA based on a 4.0 scale.
- Senior research/honors thesis title and brief description
- Freshmen and sophomores can include high school

Experience

List most recent experience first. You should include:

- Title of the position
- Name of the organization and location (city and state)
- Dates, including month and year
- Descriptions of responsibilities beginning with action verbs (avoid phrases such as “duties included”)
- Believable, verifiable accomplishments
- Paid jobs, internships, volunteer community service, academic/extracurricular projects involving teamwork or leadership, special academic research or honors projects
- You may choose to divide your experience into two or more sections. Possible section headers might include Research Experience, Teaching Experience, Leadership Experience or Volunteer Experience

Additional Information

This section could include computer skills, languages, volunteer work, sports, and interests. If one of these areas is relevant to the job, however, you may choose to put it in the “Experience” section. You may also choose to use more specific section headers such as:

- Skills
- Activities
- Interests
- Honors and Awards

Sample Objectives

- *A position as an editorial assistant.*
- *Electrical engineering internship.*
- *To obtain a position in finance.*
- *A program coordinator position in a community organization working with youth.*
- *Seeking a position in museum administration requiring strong writing skills and a background in art history.*
- *To apply decision and systems analysis to strategic planning in the telecommunications industry.*

TIPS FOR CREATING A SUCCESSFUL RESUME

Do's

- Do design your descriptions to focus on your accomplishments, using action verbs to clearly indicate the skills you've used. See Sample Action Verb list on the next page.
- Do try quantifying results in your descriptions, such as "Created marketing campaign that increased club membership by 25%."
- Do keep your resume brief enough to fit on one page (or two pages if your experience is extensive).
- Do print your resume on good quality bond paper, either white or conservative tones. If printed on plain computer paper, copy onto good quality bond paper.
- Do accompany your resume with a cover letter in most cases.
- Do have others look over your resume for content and grammar. Career Counselors are available at the career center to critique your resume.

Don'ts

- Don't make your margins and font size too small: margins no smaller than one inch and font size no smaller than 10 point.
- Don't include personal pronouns (e.g. I, me, we).
- Don't include personal information, physical characteristics, or photographs on your resume. However, individuals from other countries may include these on their resumes.
- Don't include the last line: "References available upon request" (see Sample Reference List on page 45).

Other Tips

- It is more appropriate for freshmen and sophomores to include high school experiences. However, important high school experiences that have some relevance to your job objective may be appropriate for upper classmen.
- For International Students it is sometimes a disadvantage to include your non-immigrant visa status or permanent address (if outside the U.S.) on your resume. Usually your visa status should be discussed later during the interview. If you have obtained permanent residency or U.S. citizenship, it might be to your advantage to list the information on your resume.

RESUME FORMATS

There is no single way to format your resume. The format you choose should present your strengths clearly. See sample formats and layouts on pages 30 - 43.

Chronological Format

This format is most familiar to employers and most commonly used by Stanford students. This style of resume presents your experience and education in reverse chronological sequence, starting with the most recent. Date, job title, organization's name, location and a description of your activities are listed as part of

the experience section. This format is simple, straightforward, and especially useful for anyone with a history of directly relevant experience.

Functional/Skills Format

This format focuses on areas of skill and can be effective in conveying your strengths to an employer, although many employers are not as familiar with this format as with the chronological or combination format. This style of resume draws attention to accomplishments and highlights your skills by function rather than your work experience and is more commonly used by people with very little formal work experience or are returning to the workplace after being away or otherwise involved.

Combination Format

This format is appropriate when you have relevant work experience for each of several skill areas and combines both the chronological and functional formats. This style allows you to group your experiences or key selling points together by functional areas (such as Research Experience and Teaching Experience), and then list those experiences in reverse chronological order within each section. It is also a familiar format to employers.

SUBMITTING RESUMES VIA EMAIL

Send your resume as an attached file and paste the text into the body of the email. Having your resume in the body of the email as well as an attachment gives the employer the opportunity to see your resume in the event they cannot open your attachment or do not take the time. Use a simple format for the resume you put in the body of the email: left justified, no bold, no italics, no underlines, no tabs. See Sample Electronic Resume on page 44. Don't forget to include a cover letter in the body of the email too. If you have your resume in a PDF file, you can also attach that with your email. The PDF version will allow the employer the opportunity to see your resume in an attractive format, utilizing bold and underlines.

When emailing resume files, name them so the employer can easily identify them as your resume. Last name, followed by first name and the word "resume" is most helpful.

RESOURCES

Titles available in the Career Resource Center:

- *From College to Career: Entry-level Resumes for Any Major*, Asher
- *The Google resume: how to prepare for a career and land a job at Apple, Microsoft, Google, or any top tech company*, McDowell - electronic resource: searchworks.stanford.edu/view/9240697
- *Knock'em Dead Resumes: Smart advice to make your online and paper resumes more productive*, Yate
- *Vault Guide to Resumes, Cover Letters, and Interviewing* cdc.stanford.edu, click on "Career Resource Center/Vault" and select "Vault Careerinsider"

SAMPLE ACTION VERBS LISTED BY FUNCTIONAL SKILL AREA

COMMUNICATION

Aided
Advised
Arbitrated
Clarified
Co-authored
Collaborated
Consulted
Coordinated
Counseled
Defined
Enlisted
Formulated
Influenced
Informed
Inspired
Interpreted
Interviewed
Mediated
Merged
Negotiated
Promoted
Publicized
Recommended
Represented
Resolved
Suggested

CREATIVE

Acted
Abstracted
Adapted
Composed
Conceptualized
Created
Designed
Developed
Directed
Drew
Fashioned
Generated
Illustrated
Imagined
Improvised
Integrated
Innovated
Painted

Performed
Planned
Problem solved
Shaped
Synthesized
Visualized
Wrote

DETAIL ORIENTED

Analyzed
Approved
Arranged
Classified
Collated
Compared
Compiled
Documented
Enforced
Followed through
Met deadlines
Prepared
Processed
Recorded
Retrieved
Set priorities
Systemized
Tabulated

FINANCIAL

Administered
Allocated
Analyzed
Appraised
Audited
Budgeted
Calculated
Computed
Developed
Evaluated
Figured
Maintained
Managed
Performed
Planned
Projected

MANUAL SKILLS

Arranged
Assembled
Bound
Built
Checked
Classified
Constructed
Controlled
Cut
Designed
Developed
Drove
Handled
Installed
Invented
Maintained
Monitored
Prepared
Operated
Repaired
Tested

PROVIDING SERVICE

Advised
Attended
Cared
Coached
Coordinated
Counseled
Delivered
Demonstrated
Explained
Furnished
Generated
Inspected
Installed
Issued
Mentored
Provided
Purchased
Referred
Repaired
Submitted

ORGANIZING

Achieved
Assigned
Consulted
Contracted
Controlled
Coordinated
Decided
Delegated
Developed
Established
Evaluated
Negotiated
Organized
Planned
Prepared
Prioritized
Produced
Recommended
Reported

LEADERSHIP

Administered
Chaired
Convinced
Directed
Examined
Executed
Expanded
Facilitated
Improved
Initiated
Managed
Oversaw
Produced
Recommended
Reviewed
Supervised

RESEARCH/ INVESTIGATION

Calculated
Cataloged
Collected
Computed
Conducted
Correlated
Critiqued
Diagnosed

Discovered
Evaluated
Examined
Experimented
Extrapolated
Gathered
Identified
Inspected
Investigated
Monitored
Proved
Reviewed
Surveyed
Tested

TECHNICAL

Assembled
Built
Calculated
Computed
Designed
Engineered
Fabricated
Maintained
Operated
Programmed
Remodeled
Repaired
Solved

TEACHING SKILLS

Adapted
Advised
Clarified
Coached
Developed
Encouraged
Evaluated
Informed
Inspired
Motivated
Participated
Provided
Represented
Supported
Taught
Trained
Verified

SAMPLE CHRONOLOGICAL RESUME

JANETTE POWELL

P.O. Box 2738 • Stanford, CA 94309 • jan@stanford.edu • linkedin.com/in/janettecampbell • (650) 555-1234

EDUCATION:

9/XX-present

Stanford University, Stanford, CA

- Pursuing a Bachelor of Arts degree in International Relations, to be conferred 6/XX
- Course work includes economics, organizational behavior, computer science, and statistics
- GPA - 3.8/4.0

6/XX-9/XX

Oxford University, Stanford-in-Oxford, Oxford, England

- Studied Comparative Anglo-American Judicial System

EXPERIENCE:

9/XX-present

Resident Assistant, Madera House, Stanford University, Stanford, CA

- Work with a staff of four resident assistants in an 88-student, freshman dormitory
- Create, plan and implement academic, cultural and social activities with the students
- Encourage and facilitate discussion of social, political and ethical questions among the students
- Build community spirit and guide residents in assuming responsibility
- Coordinator for “Madera Makes Music,” a weekly educational program during winter quarter
- Schedule performances, organize the budget and create publicity

10/XX-6/XX

Visual Display Artist/Salesperson, The Gap, Palo Alto, CA

- Designed and assembled window and floor displays
- Assisted customers with selection and purchase of merchandise

1/XX-1/XX

Vice President, Delta Gamma Sorority, Stanford University, Stanford, CA

- Directed planning and implementation of activities for 95 chapter members
- Supervised and approved officer budgets
- Increased member participation through innovative motivational techniques
- Created prototype for annual chapter retreat and member recognition program
- Organized rush activities

6/XX-6/XX

Entrepreneur, The Sewing Studio, Durham, CA

- Created business offering fashion design and clothing construction courses to home-sewers
- Developed advertising strategies, coordinated class schedules, and taught classes
- Expanded into a business with \$200,000 in annual gross sales of merchandise and services

7/XX-9/XX

Administrative Intern, U.S. Congressman Eugene Chappie, Chico, CA

- Developed computer cataloging system for constituent request files
- Researched local, state, and national issues for congressional use

ADDITIONAL INFORMATION:

- Division I Varsity Athlete, Women’s Water Polo, Stanford University
- Familiar with Mac and PC software applications including Excel and PowerPoint
- Proficient in Spanish, basic skills in French
- Have travelled extensively throughout Europe

SAMPLE FUNCTIONAL RESUME

BEN PIERCE
pierce@stanford.edu

Present Address:
6756 Ventura, #36
Palo Alto, CA 94306
(650) 555-2190

Permanent Address:
13 Moss Lane
Crabapple Cove, WI 55555
(612) 555-3520

OBJECTIVE: To obtain a position as a paralegal with a corporate law firm.

EDUCATION: **Stanford University**, Stanford, CA. BA degree in Psychology.
Course work has included criminal law, economics, political science, and sociology (9/XX-6/XX).

EXPERIENCE: **RESEARCHING/WRITING**

- Researched language development in infants utilizing both library resources and experimental data.
- Generated written report of research project results.

ORGANIZING/SUPERVISING

- As one of four class presidents, planned events and activities for the Stanford senior class. Contacted businesses targeted for participation in these events.
- Organized and supervised committees to assist in publicizing, promoting and raising funds for various senior class functions.
- Set goals and guidelines for committee meetings.

PUBLIC SPEAKING/COMMUNICATING

- Acted as senior class liaison to University officials. Informed them of senior class activities and enlisted their support and approval.
- Discussed campaign platform and issues at residence halls while running for class office.
- Participated in public relations events to publicize the Varsity Football program to the surrounding community.
- Conducted impromptu interviews with various media representatives.

FINANCIAL PLANNING/BUDGETING

- Coordinated a budget of \$9,000 for senior class events.
- Estimated and quoted prices for a variety of construction projects.

EMPLOYMENT HISTORY:

Crew Member, Pierce's Asphalt and Seal Coating Service, Crabapple Cove, WI (6/XX-9/XX, summers).

ADDITIONAL INFORMATION:

President, Senior Class, Stanford University, Stanford, CA.
Running Back, Stanford Varsity Football Team.

SAMPLE COMBINATION RESUME

PATRICIA DIXON
pat@stanford.edu

Present Address:

P.O. Box 1234
Stanford, CA 94309
(650) 555-0000

Permanent Address:

123 Park Court
San Carlos, CA 94070
(650) 555-5555

SKILLS

SUMMARY:

- Extensive program development and motivational skills.
- Proficient with MS Word, Excel, FileMaker Pro, and PageMaker.
- Experienced lab technician executing DNA sequencing and gene analysis.

EDUCATION:

9/XX-6/XX

Stanford University, Stanford, CA.

Bachelor of Arts degree in Psychology with Honors. Course work includes biology, calculus, chemistry, and statistics. GPA - 3.7/4.0

EXPERIENCE:

9/XX-6/XX

RESEARCH/WRITING

Public Relations Intern, Hoover Institute Public Affairs Office, Stanford, CA

Compiled Hoover Fellow articles from an array of journals, magazines and newspapers. Used PageMaker to create mastheads and retype opinion editorials. Developed efficient proofreading methods and an innovative talent for pasting up difficult articles.

6/XX-9/XX

Research Assistant, University of Illinois at Chicago Cancer Center, Chicago, IL
Quickly learned complicated laboratory procedures. Successfully executed molecular biology experiments involving DNA sequencing and gene analysis. Maintained detailed records for procedural and statistical purposes. Gained significant independent research and writing experience.

9/XX-6/XX

Feature Writer, The Stanford Daily, Stanford, CA

Developed journalistic writing style and interviewing skills. Successfully met all deadlines and consistently published front page articles.

10/XX-present

TEACHING/COUNSELING

Math/English Tutor, Self-initiated and directed, Palo Alto, CA

Tutor two seventh grade students 2-3 hours per week. Employ the Socratic method to help develop their analytical skills and help them with their homework. Design tests to chart their progress. Create interactive games to increase their understanding of math and grammar. Plan quarterly outings.

9/XX-6/XX

Focus Assistant, Stanford's Environmental Theme House, Stanford, CA

Participated on a team of five to develop well organized, thought provoking, and social programs to familiarize residents with the environmental theme.

9/XX-6/XX

LEADERSHIP/MANAGEMENT

Officer's Core Member, Black Student Union, Stanford University, Stanford, CA

Worked with a team to plan, organize, and publicize a variety of activities and programs designed to motivate and educate Stanford's African-American community. Chaired a committee to rejuvenate The Real News, an African-American news publication.

INTERESTS:

Writing short stories • developing culinary skills in African-American cuisine • jazz

SAMPLE SUMMER RESUME

JOE FROSH

frosh@stanford.edu • (213) 555-5555

Present Address:

P.O. Box 123
Stanford, CA 94309

Permanent Address:

345 Summer Job Lane
Hometown, IL 11111

EDUCATION:

9/XX-present

Stanford University, Stanford, CA

- Pursuing BA degree, to be conferred 6/XX
- Coursework includes communication, English, and psychology

9/XX-6/XX

ABC High School, Hometown, IL

- Advanced placement coursework included calculus, biology, and English
- Salutatorian

HONORS/AWARDS:

- National Achievement Scholar
- National Honor Roll
- AP Scholar
- Gates Millennium Scholar Finalist

EXPERIENCE:

9/XX-present

Administrative Assistant, Career Development Center, Stanford University, Stanford, CA

- Answer daily inquiries from students and employers
- Greet employers visiting Stanford for on-campus recruiting
- Provide assistance to students using the jobs/internships database

9/XX-6/XX

Yearbook Editor, ABC High School, Hometown, IL

- Supervised a staff of 18
- Set timelines for project completion, divided and assigned tasks, and managed all aspects of publication's production
- Served as liaison between yearbook staff and school administration
- Assisted in soliciting over \$5000 in funding for publication
- Conceptualized new layout and design format for yearbook

6/XX-9/XX

Head Lifeguard, Sink Like a Rock Pool, Hometown, IL

- Oversaw the safety of 100+ swimmers daily
- Assisted in the hiring, training and supervision of new lifeguards
- Organized pool competitions and special events
- Developed flyers to publicize events to the community
- Promoted from position of lifeguard 6/XX

SKILLS:

- Computer: Familiar with Microsoft Office Suite including MS Word, PowerPoint, and Excel
- Languages: Fluent in Portuguese; working knowledge of basic French

ADDITIONAL INFORMATION:

- Certified American Red Cross CPR and First Aid Instructor
- Eagle Scout
- Member, ABC High School Varsity Baseball team
- Traveled throughout the United States and Mexico
- Interests include jazz, basketball, and baseball card collecting

SAMPLE BUSINESS RESUME

JOE STUDENT

P.O. Box 1234 • Stanford, CA 94309 • (650) 555-1212 • jstudent@stanford.edu

EDUCATION

9/XX-12/XX **Stanford University**, Stanford, CA
BA in Economics; Honors Candidate in Economics. GPA: Major: 3.86/4.00, Cumulative: 3.78/4.00
Relevant Coursework: Econometrics, Multi-Variable Calculus, Micro and Macro Economic Analysis, Economics and Public Policy, Imperfect Competition, Financial Economics, International Economics.

9/XX-12/XX **Oxford University**, Oxford, England
Completed tutorial on the Political Economy of Trade and Trade Agreements.

Sophomore College: Participated in intensive seminar entitled "Economic Thoughts of Plato and Aristotle." Academic work focused on economic ideas among major Greek philosophers, and also on assumptions behind modern economic theory. Culminated in a paper critiquing rational choice and preference ranking.

EXPERIENCE

6/XX-8/XX **Research Assistant**, National Economic Research Associates (NERA), White Plains, NY
Worked with a team of four other researchers on cases relating to antitrust, intellectual property and labor economics. Conducted quantitative and qualitative research, collected and analyzed data, created and managed spreadsheets.

6/XX-8/XX **Summer Analyst**, Galleon Group, New York, NY
Assigned to track a group of technology companies for the New York based hedge fund, Galleon Group. Worked with three other analysts in collecting and analyzing relevant financial statistics. Performed qualitative research to form an assessment of the current status of the companies.

5/XX-6/XX **Economics Tutor**, Undergraduate Advising and Research, Stanford University, Stanford, CA
Assisted students with understanding concepts and solving problems in micro and macro economics, econometrics and statistics. Organized review sessions and prepared practice problems for upcoming exams.

7/XX-9/XX **Business Intern**, American International Group (AIG), New York, NY
Developed a business analysis on a foreign company, located in Sri Lanka, with which AIG had recently formed a joint venture. Wrote a report on Sri Lanka's insurance sector, focusing on privatization of insurance companies and on a recent merger between two insurance companies.

LEADERSHIP

4/XX-present **Staff Editor**, Undergraduate Journal of International Relations, Stanford, CA
Review and edit articles relating to capital inflows and international trade in emerging economies. Help with distributing the journal to think tanks, academic institutions, and faculty and students at Stanford.

5/XX-present **Program Director**, SAT Success, Haas Center for Public Service, Stanford, CA
Coordinate all aspects of the tutoring program including recruitment of tutors and tutees. Organize events to introduce high school students to SAT preparation and the college application process. Conduct training sessions on tutoring the math and verbal sections of the SAT.

1/XX-6/XX **Staff Editor**, Undergraduate Journal of Philosophy, Stanford, CA
Evaluated, edited and helped select and compile papers for Stanford's undergraduate philosophy journal, The Dualist. Focused on reviewing papers on political philosophy and ethics.

SKILLS

Computer: Proficient in Excel, PowerPoint, and FileMaker.
Language: Proficient in speaking and writing French

SAMPLE ARTS ADMINISTRATION RESUME

Kenya Rios

PO Box 12345 • Stanford, CA 94309 • 650.123.4567 • student@stanford.edu

EDUCATION:

Stanford University—Stanford, CA 9/XX-present
B.A. in American Studies with Mass Media & Consumer Culture focus, expected 6/XX - GPA: 3.7

Stanford Bing Overseas Study Program—Paris, France 9/XX-12/XX
Language, literature and theater/cinema courses taken

RELATED EXPERIENCE:

Stanford Concert Network—Stanford, CA—*Chief of Staff / Publicity Manager* 4/XX-present

- Liaison between Executive Board and general staff
- Lead meetings and planning of concert events
- Manage print and media relations, marketing and external promotions

Inphanyte Records—Stanford, CA—*Executive Cabinet Member and Recording Artist* 11/XX-present

- Coordinate campus events to promote records and artists
- Write lyrics and work in studio recording and editing

Culture Pub (French television syndicated series)—Paris, France—*Research Intern* 10/XX-12/XX

- Devised new system to catalogue and retrieve film stock
- Performed internet and archive research for upcoming specials

Fender Center for the Performing Arts—Corona, CA—*Programs Development Intern* 6/XX-8/XX

- Selected to be Arts for Youth Fellow by Stanford's Haas Center for Public Service
- Implemented three month marketing plan resulting in increase of center recognition and concert attendance
- Developed and designed music camp program for summer 20XX
- Produced and directed promotional video as part of Capital Expansion Campaign

Student Organizing Committee for the Arts—Stanford, CA—*Selection Team Member* 1/XX-4/XX

- Chose artists and track listings for Stanford Soundtrack, Vol. 3 and developed record image

Stanford Student Enterprises—Stanford, CA—*Account Executive, Advertising* 6/XX-9/XX

- Met and frequently exceeded weekly sales goals; twice chosen as employee of the term
- Designed several advertisements for clients and managed the accounts
- Identified leads and used persuasive communication skills to generate advertising prospects

OTHER LEADERSHIP EXPERIENCE AND ACTIVITIES:

Vice President / Philanthropy Chair—Kappa Kappa Gamma Sorority, Stanford University

Production Intern—Stanford Film Society short film: "Sold America"

Course Instructor—Modern French Cinema, Stanford University

Peer Academic Advisor—Stanford University

Volunteer Dance Instructor—Bay Area Boys and Girls Club

Writer—contribute to *Womenspeak* and *Black Arts Quarterly* publications, Stanford University

SKILLS:

Technical: Drupal web design, Photoshop, Illustrator, and InDesign

Language: Proficient in French

SAMPLE RESEARCH RESUME

PATTY SHRUCÉ

pattys@stanford.edu (555) 555-1115
12124 Jensen Ct., Owings Mills, MD 21117

- OBJECTIVE** A position in education research, utilizing research skills and knowledge of underserved populations
- EDUCATION** **Stanford University**, Stanford, CA
6/XX **MA Sociology**, GPA 3.8/4.0; **BA Urban Studies with Honors**, GPA 3.9/4.0
Coursework: Advanced Models for Discrete Outcomes, Statistical Analysis in Education: Regression, Data Management Analysis in Social Science
4/XX-6/XX **Bing Stanford in Washington DC Program**
- RELEVANT COURSE PAPERS**
“School Failure and Juvenile Delinquency”
“High School Dropouts and Making School Relevant”
“Money Matters: A Critique of Evidence Supporting the Privatization of Education”
“Urban Public Policy Memo: Incorporating Teachers into Federal Education Policies”
- RESEARCH EXPERIENCE**
5/XX-5/XX **Independent Researcher**, Stanford University Senior Honors Thesis, Stanford, CA
• Conducted quantitative analysis of national data set on family income and child cognitive development
• Presented clear and compelling research at Stanford University Research and Public Service Symposium
4/XX-7/XX **Research Assistant**, Urban Institute, Education Policy Center; Housing Policy Center, Washington, DC
• Synthesized array of research on vocational education; wrote research brief for grant submission
• Designed maps from data on subprime mortgage loans and foreclosures for presentation on housing crisis
- TEACHING EXPERIENCE**
9/XX-12/XX **Hebrew Language and Judaic Studies Teacher**, Palo Alto School for Jewish Education, Palo Alto, CA
• Responsible for 10 to 12 students in grades 2 and 6 including students with learning disabilities
• Challenged students to think critically/openly about Jewish identities, Bible stories, relationship with Israel
9/XX-3/XX **Tutor**, Stanford University Ravenswood Reads Program, Palo Alto, CA
• Prepared lessons, tutored, and mentored second grader in reading, phonics, and vocabulary
• Strengthened ability to connect/engage with low-income, minority students to strengthen academic skills
6/XX-8/XX **First Grade Teacher**, Johns Hopkins University, Center for Summer Learning, Baltimore City, MD
• Flexibly adapted detailed reading and math lesson plans to range of student learning styles and levels
• Enhanced cultural competence through teaching in a poverty-stricken urban area
6/XX-7/XX **Camp Counselor**, Summer Stock Performing Arts Camp, Hunt Valley, MD
4/XX-5/XX **Intern**, Campfield Early Childhood Learning/Developing Center, Pikesville, MD
- LEADERSHIP ACTIVITIES**
8/XX-6/XX **Program Creator and Instructor**, Arab-Jewish Community Center, Jaffa, Israel
• Pioneered program to empower and foster mutual respect/ understanding between Jewish and Arab youth
• Developed, choreographed, and taught after-school Hip-Hop Dance Club classes
3/XX-4/XX **Student Ambassador**, Stanford University Alternative Spring Break Program, Sacramento, CA
• Engaged with state policymakers, Superintendent of public schools, and leaders of education non-profits
• Discussed challenge of narrowing achievement gaps with fiscal crisis/ reduction of education budget
3/XX-3/XX **President**, Stanford Jewish Student Association, Stanford University, CA
• Spearheaded directional shift to community building: results include revolutionizing image from religious to cultural group, increasing budget seven-fold, expanding and restructuring student board
- HONORS AND AWARDS**
5/XX • School of Education Award: Best Written Honors Thesis
• Department of Urban Studies Award: Excellence in Honors Thesis Presentation
5/XX • Haas Center for Public Service Urban Summer Fellowship
- TECHNICAL SKILLS:** STATA; R, ArcGIS Mapping Software; PowerPoint

SAMPLE POLICY RESUME

FREDA RACHELLE

freda@stanford.edu
(555) 213-8866
20214 NE 39th Street
Seattle, WA 98074

OBJECTIVE: A position in environmental policy.

EDUCATION:

Stanford University, Stanford, CA

MS Earth Systems; emphasis: conservation communication and stakeholder engagement 1/XX – 6/XX

- *Coursework:* Green Research and Writing; Creating Sustainable Development; Promoting Behavior Change; NAFTA and the Environment; World Food Economy; Sustainable Agriculture; Environmental Education.
- GPA – 3.95/4.0

BS Earth Systems with Honors; emphasis: ecology and conservation biology. 9/XX – 6/XX

- *Coursework:* Conservation Biology; Environmental Economics and Policy; Intro to Earth Systems; Ecological Anthropology; Biology and Global Change; Micro-Economics; Soil Science; Galapagos Islands Field Seminar.
- GPA – 3.9/4.0
- *Phi Beta Kappa; School of Earth Sciences Dean's Award for Undergraduate Academic Achievement.*

Stanford Alternative Spring Break, Stanford, CA & Washington, D.C. 1/XX – 3/XX

- 10-week course on sustainable development and poverty alleviation; 1-week trip to the capitol to meet with non-governmental organizations, government agencies, and legislative representatives.

Stanford Hopkins Marine Station, Monterey, CA 4/XX – 6/XX

- *Coursework:* Biostatistics; Independent Research Project on Invasive Marine Mussels.

Stanford Program in Australia, University of Queensland, Brisbane, Australia 9/XX – 12/XX

- *Coursework:* Coral Reef Ecosystems; Coastal Resource Management; Research on Indigenous Resource Management.

ENVIRONMENTAL/RESEARCH EXPERIENCE:

Environmental Protection Agency Smart Growth, Research Intern, Washington, DC 6/XX – 8/XX

- Researched and compiled smart growth case studies. Updated status of past projects.
- Independent research on affordable housing, green buildings, and smart growth.

Ranomafana National Park, Independent Field Researcher, Madagascar 6/XX – 8/XX

- Conducted six-week research project on lemur eating habits and conservation for honors thesis.
- Independently organized, developed proposals/budget, and received grants for travel & research.

E.N. Huyck Preserve and Biological Research Station, Field Intern, Rensselaerville, NY 6/XX – 8/XX

- Designed and implemented independent research project. Presented results at symposium. Learned field techniques.

Tropical Ecology and Conservation Field Seminar, Veracruz, Mexico 4/XX – 6/XX

- Week of field research in tropical rainforest ecology; 10-week analysis, scientific paper writing, and final presentation.

Cougar Mountain Endangered Species Zoo, Environmental Education Intern, Issaquah, WA 6/XX – 8/XX

- Educated visitors about animals. Created educational literature on endangered species at zoo.

LEADERSHIP:

Stanford University Introduction to Earth Systems, Teaching Assistant, Stanford, CA 9/XX – 12/XX

- Taught weekly discussion section on topics such as biodiversity, ocean circulation, and environmental policy.
- Collaborated with team of eight teaching assistants to design sections and write exams and problem sets.

Stanford University Earth Systems Program, Student Advisor, Stanford, CA 9/XX – 6/XX

- Advised students on planning classes, internships, and jobs. Organized educational and social programs and events.
- Acted as program representative and liaison with faculty advisors of students in major.

Students for a Sustainable Stanford, Stanford, CA 9/XX – 6/XX

- Green Living Council (20XX–20XX). Developed awareness campaigns for sustainable habits.
- Chaired organization of Earth Day events (20XX). Coordinated the dorm environmental representatives (20XX).

Jewish Students Association, Shabbat and Holidays Chair, Stanford, CA 3/XX – 3/XX

ADDITIONAL INFORMATION:

- **Skills:** Proficient in French and familiarity with Spanish; Experience with Microsoft Office and Mac OSX; Basic GIS.
- **Volunteer:** Organic farm in Bologna, Italy (8/XX – 9/XX); involved in planting, harvesting, and attending markets.

SAMPLE PUBLIC SERVICE RESUME

KELLY T. VICTORY

P.O. Box 123456 Stanford, CA 94309 655.456.7890 kvictory@stanford.edu

EDUCATION

June 20XX

Stanford University, Stanford, CA

- B.A. American Studies with a concentration in “Urban Society and Social Change,”
- Coursework includes: political science, urban studies, sociology, psychology, calculus, and Spanish

PUBLIC SERVICE EXPERIENCE

9/XX-present

Resident Assistant, Roble Hall, Stanford University, Stanford, CA

- Design and implement programming regarding mental health, academic resources, diversity, and career preparation, with a team of 5 other staff members
- Oversee the wellbeing of 260 residents

9/XX-present

Peer Counselor, Bridge Peer Counseling Center, Stanford, CA

- Counsel students with regard to their personal and academic concerns

3/XX-4/XX

Co-Chair, 3rd Annual Stanford Dance Marathon, Stanford University, Stanford, CA

- Selected to lead organization, planning, and management of philanthropic event
- Directed a team of 60 undergraduates
- Recruited a record 975 participants (up from 300)
- Raised \$215,000+ (previous year raised \$58,000) for Partners In Health
- Developed and maintained relationships with outside sponsors, such as Apple Inc., Kaplan

9/XX-6/XX

Kitchen Manager, Columbae House, Stanford University Stanford, CA

- Completed weekly grocery runs and managed \$150,000 annual budget
- Reviewed daily with chefs in Spanish regarding menu, supplies, and resident feedback
- Managed residents and planned house activities as a member of the staff

9/XX-4/XX

Selection Officer, Volunteers in Latin America, Stanford, CA

- Designed and implemented the recruiting and application process
- Managed all advertisement, interview, and selection activities

6/XX-9/XX

Volunteer, Volunteers in Latin America, Quito, Ecuador

- Supervised 30 children, ages 9-10, daily at a center for street children
- Created lesson plans, organized field trips and workshops

OTHER EXPERIENCE

9/XX-present

Tour Guide, Visitor Information Services, Stanford University, Stanford, CA

- Lead public and private tours of Stanford University campus with emphasis on history, and student life
- Provide customer service at front desk for Undergraduate Admissions and light accounting work

9/XX-present

Member, Stanford Women in Business Mentoring, Stanford, CA

- Learn about the business world through attending various panels and workshops
- Meet monthly with Stanford Graduate School of Business mentor

6/XX-8/XX

Marketing Intern, SearchRev Inc., Palo Alto, CA

- Worked closely with the Director of marketing to help increase brand awareness and drive revenue of this internet marketing start-up
- Oversaw trade-show planning and preparation
- Managed national ad campaigns

9/XX-11/XX

Registration Team Leader, Stanford Alumni Association, Stanford, CA

- Planned registration system as a member of a 60 person team

AWARDS

4/XX

Dean of Students Outstanding Achievement Award

- Awarded annually to students who have significantly enriched the quality of student life on campus

SKILLS

Computer: Mac and PC platforms; Excel; Powerpoint; HTML; JavaScript
Languages: Proficient in Spanish

SAMPLE HEALTH CAREER RESUME

ADRIANA SMITHFIELD

P.O. Box 121212 • Stanford, CA 94309 | xxx-xxx-xxxx • asmithfield12@stanford.edu

EDUCATION

Stanford University, Stanford CA

B.A. Candidate Human Biology | Global Infectious Disease and Women's Health, Class of 2014 9/xx – Present

Academic interests: Access and utilization of health resources, emerging health technologies, gender disparities in health

Oxford University, Oxford, England 3/xx – 6/xx

Relevant coursework: Tutorial in International Health - studied social deterrents of health, global governance, and behavior change

HEALTH RELATED EXPERIENCE

Intern at Center for Health Research in Women's and Sex Differences in Medicine | Stanford, CA 6/xx– Present

Research ethical challenges to enrolling women in research studies globally. Organize Global Women's Health Conference and presentation for a conference speaker. Created and designed a course investigating the physical, emotional, and mental effects of sexual abuse through the life course and from multiple perspectives. Identified course topics and drafted course syllabus.

Intern at Stanford Health 4 America | Stanford Prevention Center, School of Medicine, Stanford, CA 6/xx – Present

Assist with the launch of an innovative professional certificate program. Develop admission process, fellow handbook, and memorandum of understanding between Stanford Health 4 America and Community Partners. Create promotional animations while working on marketing strategy and outreach.

Undergraduate Research Assistant | Department of Psychiatry and Behavioral Sciences, Stanford, CA 3/xx – 2/xx

Assisted with the development of a clinical trial investigating use of a novel drug in children with autism. Awarded a \$6,000 Bio-X Undergraduate Summer Research Grant from Stanford University, culminating in a presentation at Bio-X symposium. Presented research at the Symposia for Undergraduate Research and Public Service (SURPS).

Southeast Asian Leadership Network (SEALNet) Project Philippines | Cebu City, Philippines 8/xx

Collaborated on a high blood pressure awareness and prevention campaign. Conducted blood pressure screenings within local village and created health fairs for children and adults. Organized and taught leadership workshops addressing team building, public speaking, goal setting, and professional career skills to students. Created a healthy lifestyle guide and leadership handbook for students.

LEADERSHIP EXPERIENCE

Conference Coordinator, Southeast Asia Conference | Stanford, CA 11/xx – 3/xx

Pioneered inaugural Southeast Asia (SEA) Change Conference seeking to spark a dialogue about Southeast Asia and its place in the world. SEA Change aims to address SEA adapting to a shifting global environment, preserving culture and society, and challenges for development. Recruited keynote speakers, scheduled day of events, secured venue, and assisted with marketing and publicity.

SPLASH Underserved Student Recruiter and Teacher | Stanford, CA 4/xx – 11/xx

Communicated with primary contacts at various low-income high schools in the bay area to draw hundreds of students to attend Fall SPLASH 2012. Assisted in the logistical planning as a member of the administration team. Taught classes on the biology and historical context of lactose intolerance to students attending Spring SPLASH 20XX

ThinkMath Instructor, Trainer, and Assistant Team Lead | Stanford, CA 9/xx – 1/xx

Taught elementary school students from a Singaporean math curriculum. Led training sessions for new ThinkMath instructors about lesson planning and teaching techniques. Organized placement results for students and communicated with parents on site.

SKILLS AND ADDITIONAL INFORMATION

Languages: German (proficient); Spanish (conversational)

Computer Skills: MS Office Suite, Macromedia Suite, DreamWeaver, PhotoShop

Other: Alpha Kappa Delta Phi Sorority Vice President of Community Service & Philanthropy, Multicultural Greek Council Representative & Recruitment Chair, Data Intern at Center for Interdisciplinary Brain Science Research, Stanford Immersion in Medicine Physician Shadowing Program

SAMPLE SCIENCE RESUME

STEPHEN OLSTED

P.O. Box 88888 • Stanford, CA 94309 • 415-121-3434 • solsted88@stanford.edu

EDUCATION

Stanford University, Stanford, CA | Class of 20xx

B.A. Candidate in **Biology** | Minor in Mathematics | GPA 3.82 / 4.00

Relevant Coursework: Theory of Probability, Computer Science, Demography, Environmental and Health Policy Analysis, Biomedical Ethics, Modeling Infectious Diseases

WORK AND RESEARCH EXPERIENCE

Health Policy Intern, *The World Bank*, DC

09/xxxx – present

- Research and write global pharmaceutical policy articles for publication
- Assess challenges of adhering to international standards when conducting clinical trials in developing countries

Research Assistant, *Demography, Economics and Health of Aging*, Stanford, CA

06/xxxx – 12/xxxx

- Analyze recent convergence of male and female life expectancy in the U.S.
- Parse large data sets and model trends by age, sex, and cause of death with the statistical computer language of R
- Discovered critical sex disparities in younger age groups not in previous literature.
- Continuing toward honors thesis

Research Assistant, *Lab of Culture and Emotion*, Stanford, CA

01/xxxx – 06/xxxx

- Recruited, scheduled, and ran hundreds of participants in multiple studies of ideal affect.
- Organized materials, coordinated with other research assistants, and met strict deadlines.
- Usage of SPSS statistical software and Excel.
- Synthesized literature review.

HEALTH AND LEADERSHIP EXPERIENCE

Co-President, *FACE AIDS Chapter*, Stanford, CA

09/xxxx – 12/xxxx

- Marketed and directed multiple HIV education events, taught in high school outreach, facilitated HIV research seminars with faculty, organized 500+-person campus speaker event with Paul Farmer, and led multiple fundraising events.
- Managed organization webpage faceaids.wix.com/Stanford

Peer Counselor, *HIV*PACT* and *The Bridge*, Stanford, CA

01/xxxx – 06/xxxx

- *HIV*PACT*: Provided anonymous, confidential HIV testing, counseling, and personalized health education to undergraduate and graduate students
- *The Bridge*: Counseled on a range of topics from emergency crisis, academic, relationship, social, to other mental health issues via phone and in-person conversation

Fundraiser/Advocate/Spokesperson, *National AIDS Awareness Event*

06/xxxx – 08/xxxx

- Biked 4,000 miles in 67 days from San Francisco to Boston to fundraise and educate thousands of people about the complexities of the HIV/AIDS pandemic
- Planned, led, and spoke at multiple broadcast/media engagements, youth group presentations, and fundraising events
- Located, coordinated, and delegated housing each night for 18 riders. Personally raised \$11,500 of the total \$85,000 as a group

SKILLS AND ADDITIONAL INFORMATION

Computer/Technical: R, Java, Microsoft Word, Excel, and PowerPoint, SPSS

Honors: Levison Fellow 20xx, Stanford leadership and service program through a Jewish lens

Interests: Technology Education Connecting Cultures (Stanford, 09/20xx – 6/20xx)

SAMPLE INTERNATIONAL AFFAIRS RESUME

JOSHUA XAVIER

PO Box 90484, Stanford, CA 94309

jxavier@stanford.edu

650.555.3999

EDUCATION

Stanford University, Stanford, CA

9/XX - 6/XX

B.A. International Relations, with Honors. Minor: Languages. GPA 3.5/4.0

Stanford at Sea, Stanford Hopkins Marine Station, Monterey Bay, CA

4/XX - 6/XX

Stanford in Paris Program, Paris, France

9/XX - 3/XX

RESEARCH/ANALYTICAL EXPERIENCE

Honors Thesis Research, Baja California, México, and Stanford, CA

6/XX - present

Assess sustainability vs. development issues in energy production, salt production, and tourism. Compile model on effective strategies in large-scale development proposal and opposition.

Researcher, Médecins Sans Frontières, France, Conakry, Republic of Guinea, and Stanford, CA

1/XX - present

Evaluate decision making and donor/recipient country relations in emergency relief organization. Coordinate fieldwork independently.

Researcher, Stanford/NSF Biocomplexity Project, Baja California Sur, México, and Stanford, CA

6/XX - present

Design research surveys for Mexico's most productive fishing cooperatives. Collaborate with scientists and fishermen to refine interview process for future research.

Researcher, Stanford Hopkins Marine Station, Republic of Kiribati, Palmyra Atoll, Monterey Bay, CA

4/XX - 6/XX

Monitored trophic cascades in reef ecosystems. Identified and size-estimated 25 different species of herbivorous fish. Surveyed over 3,000 square meters of reef from different islands with varying fishing gradients.

Researcher, Stanford Affordable Hearing Project, Stanford, CA

4/XX - 6/XX

Calculated need of hearing aid devices for low-income population in Bay Area. Conducted empathy work and identified gaps in Medicare and Medicaid. Generated business plan presentation to donors.

LEADERSHIP/TEAMWORK EXPERIENCE

Residential Assistant, Yost House (Dorm), Stanford CA

9/XX - present

Manage staff of seven in 60-student dormitory. Plan events aimed at promoting Spanish and Portuguese language and culture.

Tutor, Center for Teaching and Learning, Stanford, CA

9/XX - present

Counsel peers in Spanish Literature and Composition courses and French language.

Policy Assistant, International Chamber of Commerce, Paris, France

1/XX - 3/XX

Assembled data retention agency database and telecom liberalization policy paper. Prepared VoIP technology memorandum in French. Liaison for Latin American National Committees and Paris Secretariat.

Payson-Treat Cross-Cultural Fellow, Volunteers in Asia, Stanford, CA

11/XX - 9/XX

Developed 2 week series of events on American Culture for visiting Japanese students. Traveled to Asia on cultural exchange.

Intern, The Getty Center, Los Angeles, CA

6/XX - 8/XX

Supported logistics operations at Museum and Grounds Department.

Tour Guide, Stanford Visitor Information Services, Stanford, CA

9/XX - 6/XX

Led public and private tours through Stanford University campus with emphasis on history, traditions and student life.

Interpreter/Volunteer, Genesis Expeditions, Ensenada, México

6/XX - 6/XX

Mediated relations between non-profit directors, orphanage officials, and construction managers.

OTHER ACTIVITIES

Bass, Stanford Symphonic Chorus

9/XX - present

Athlete, Stanford Canoe and Kayak Team. Medaled in USACK Collegiate Nationals, Atlanta, GA 05/XX

12/XX - present

SKILLS

Languages: Native Spanish speaker. Fluent in English, French. Conversational Portuguese.

Technical: HTML and JavaScript, MS Office, working knowledge of PhotoShop.

Interests: Extensive travel in Mexico, Asia, Europe and South America. Rock climber, scuba diver (NAUI certified)

SAMPLE INTERNATIONAL STUDENT RESUME

GUI-PING (GWEN) ZHOU

659 Escondido Road, Apt. 16E • Stanford CA 94305 • (650) 555-5555 • istudent@stanford.edu

OBJECTIVE

To obtain a position as Product Manager or New Product Strategist in the solar industry.

EDUCATION

- 9/XX-6/XX **Stanford University**, Stanford, CA
- M.S. Management Science and Engineering
 - Coursework: Strategies in Innovation, New Product Introduction, Technology and Society; Strategic Marketing (Winter Quarter)
 - GPA: 3.6/4.0
- 8/XX-5/XX **Swiss Federal Institute of Technology (ETH)**, Zurich, Switzerland
- Licence (M.S. degree), with Honors, Materials Science and Engineering
- Coursework: Nanofabrication, Semiconductor Devices, MEMS, Renewable Energy
 - GPA: 9.2/10

EXPERIENCE

- 6/XX-8/XX **Technology Intern**, National Solar Technology Institute, Beijing, China
- Translated honors thesis from French to Mandarin.
 - Expanded assessment of technologies to include installation and operating costs specific to China and to meet varied forecasts of China's expanding energy needs.
 - Co-authored report and executive summary for Ministry of Energy officials.
- 8/XX-5/XX **Independent Researcher (Honors Thesis)**, Swiss Federal Institute of Technology, Zurich, Switzerland
- Conducted extensive literature review to assess competing solar energy technologies.
 - Estimated and compared projected efficiency limits and cost per generated kilowatt-hour of photovoltaic and solar-thermal configurations.
- 6/XX-8/XX (summers) **Research Assistant**, Swiss Federal Institute of Technology (ETH), Zurich, Switzerland
- Characterized electrical and optical properties of amorphous and polycrystalline silicon photovoltaic devices.
 - Automated test apparatus, reducing data collection time from 2 hours to 20 minutes.
 - Assisted fabrication of photovoltaic devices with 50-nm dimensions in a Class 10 nano-fabrication facility.
 - Became familiar with ion beam deposition and directional etching.
 - Helped empirically identify and document process parameters for depositing a new type of passivation layer.

LEADERSHIP

- 8/XX-5/XX **Founder/President**, Chinese Students Association, Swiss Federal Institute of Technology (ETH), Zurich, Switzerland
- Founded organization to support Chinese students and to promote cultural awareness.
 - Surveyed students and university officials to assess the need for and to clarify the club's mission.
 - Persuaded Dean of Student Life to allocate seed funding to launch the club.

ADDITIONAL INFORMATION

- **Languages:** fluent in English (TOEFL 273/300) and French; native speaker of Mandarin; basic skills in German
- **Computer:** PC, Word, Excel, Access, Stata 5.0
- **Travel:** Europe, Asia, Central and North America
- **Interests:** Skiing, mountain biking, playing piano, listening to jazz

SAMPLE ENGINEERING RESUME

JULIA ENG-BACHELOR

563 Salvatierra Walk • Stanford, CA 94305 • (650) 723-0000 • SUIId@stanford.edu

OBJECTIVE

To obtain a hands-on position developing and optimizing robots and automated production systems

EDUCATION

Stanford University, Stanford, CA - B.S. in Mechanical Engineering expected 20xx
Major GPA: 3.7/4.0 Cumulative GPA: 3.5/4.0

Stanford in Berlin, Germany – studied German language, history and culture Spring 20xx

RELEVANT COURSEWORK

Robotics	Mechatronics	Control Systems
Machine Vision	Product Design	Machines and Society

COURSE PROJECTS

Integrated Compliant Arm-Wrist Robot 4/xx - 6/xx

- Worked on a team to simulate and program an existing robot with 6 degrees of freedom
- Empirically determined the acceptable gripping pressures for objects of differing shape, weight, and surface texture
- Successfully trained robot to pick up and manipulate a delicate wineglass without damaging it

Throw & Catch Robots 1/xx - 3/xx

- Trained twin robots to repeatedly throw and catch a tennis ball
- Worked on a three-person team to simulate and develop the motion and control algorithms
- Led the team in rendering and fine-tuning the algorithms into C++

EXPERIENCE

Engineering Intern, *Siemens AG, Munich, Germany* 6/xx - 9/xx

- Provided drafting and engineering support at a plant manufacturing drives and motors
- Updated and maintained electro-mechanical drawings and documentation
- Adhered to best-practice protocols for document control
- Observed factory operations employing precision robots and machine vision

ACTIVITIES

Social Chair, *Sigma Delta Tau Sorority* 20xx - present

- Led committee that planned and organized monthly events for all 50 women in the house
- Organized a successful benefit dinner that exceeded fundraising goal (>\$5000)

Tour Guide, *Stanford University* 20xx - present

- Polished public speaking skills while conducting three campus tours per week

SKILLS

Design:	SolidWorks
Programming:	Matlab, C/C++, Java, HTML
Fabrication:	CNC mill, lathe, brazing
Languages:	German (conversational)

PROFESSIONAL AFFILIATIONS

American Society of Mechanical Engineers • Tau Beta Pi Engineering Honor Society •
Society of Women Engineers

SAMPLE ELECTRONIC RESUME

AUDREY CRENSHAW
P.O. Box 12345
Stanford, CA 94309
650.497.1234
student@stanford.edu

OBJECTIVE

Summer intern position focusing on software development

EDUCATION

Stanford University, Stanford, CA
Bachelor of Science, Computer Science, expected June 20XX
Coursework: Java, C, LISP, programming paradigms and algorithms, databases, and artificial intelligence

COMPUTER SKILLS

C, Java, LISP, Perl, VisualBASIC, Oracle, PL/SQL, ODL/OQL, XML, SQL/CLI, PSM, UNIX, Linux, HTML Web page design, Dreamweaver, Fireworks, Flash, Photoshop, GoLive, Illustrator, Acrobat, FileMakerPro, Lotus Notes Databases

EXPERIENCE

Career Development Center, Stanford University, Stanford CA
Computer Technician and Programmer, 10/20XX-present
* Set up and maintain JSP server for connectivity to FileMakerPro databases
* Help design and maintain center website

Adobe Systems, Adobe Solutions Network, San Jose, CA
Database Intern, 6/20XX-9/20XX
* Set up and maintained JSP web pages for connectivity to MySQL databases
* Redesigned and maintained related FileMakerPro, Lotus Notes, and Oracle databases with team of two engineers

City of Orange, Orange, CA
Civil Engineering Intern, Summers 20XX-20XX
* Assisted with organizing road design plans

HONORS/AWARDS

Bausch and Lomb Achievement Award
National Society of Women Engineers Award

VOLUNTEER EXPERIENCE

Youth Science Center, Teacher's Aide
Campaign for Congress, Volunteer
Campaign for City Council, Volunteer

ACTIVITIES and INTERESTS

Society of Women Engineers
Illustration, Writing Poetry

Emailing Resumes

- *Don't forget to include a cover letter in the body of the email.*
- *When emailing resume files, name them so the employer can easily identify it as your resume. Last name, followed by first name and the word "resume" is most helpful.*

Resume Databases

- *Companies sometimes use applicant tracking systems and resume databases. Resumes are searched for keywords, which indicate skills, education and knowledge areas the employer is seeking.*
- *Every occupation and career field has its own jargon, acronyms and buzz-words—these are helpful keywords to use. In addition, if you are responding to a specific job listing, integrate words from the listing into your resume and cover letter.*

SAMPLE REFERENCE LIST

REFERENCES FOR JOHN AVILA

Dr. Jan Smith
Department of Biological Sciences
Stanford University
Stanford, CA 94305
650-555-3218
jans@stanford.edu
Relationship: professor

Mr. Jerome Titan
Senior Scientist
Genentech
1204 Lloyd St.
South San Francisco, CA 94080
650-555-2222
jtitan@genentech.com
Relationship: past internship supervisor

Ms. Vanessa James
Store Manager
The Gap
1999 Main St.
San Francisco, CA 94105
415-555-3333
Vanessa@thegap.com
Relationship: past supervisor

- *References should be listed on a separate sheet of paper.*
- *Typically, references are requested at the point you are considered a finalist for the position.*
- *It is important to contact your references prior to submitting their names to potential employers.*

COVER LETTERS

The cover letter provides you with an opportunity to introduce yourself and state your objective, personalize your resume, and highlight information that addresses the needs and interests of the employer. Bear in mind that letters you write not only convey your interest and qualifications, but also give the employer an opportunity to observe your attentiveness to detail, spelling, grammar, and the overall quality of your written communication. *Flaws in your letters will often be interpreted as flaws in your qualifications.*

Address

City, ST Zip Code
Date

Name
Title
Company/Organization Name
Address
City, ST Zip Code

Dear Mr./Ms. Last Name:

Opening Paragraph:

What is your intent in writing this letter? What position are you applying for and how did you learn about it?
Briefly introduce yourself, your major, and the degree anticipated. If you are aware of a specific opening, refer to it. If you are not aware of a specific position, state your area of interest. This paragraph can also be used to refer to the individual who recommended that you contact the organization, or other factors that prompted you to write. If possible, convey why you are interested in the organization and anything you know about their product or service.

Second Paragraph:

What are your qualifications? Why do you want to work for this organization? What would you enjoy doing for them? Sell yourself and be brief. Whet the employer's appetite so that he/she will want to read your resume and schedule an interview.

Describe highlights from your background that would be of greatest interest to the organization. Focus on skills, activities, accomplishments, and past experience you can contribute to the organization and its work. If possible, demonstrate that you know something about the organization and industry/field. Use action verbs that describe relevant skills and expertise you can contribute. Mention specific knowledge you may have such as computer applications, foreign languages, lab techniques, writing and editing capabilities. You are attempting to create a match or "notion of fit" between the employer's hiring needs and your interests, experience, and skills.

Third Paragraph:

What is your plan of action? Do you want to follow up with a phone call or do you want them to contact you?

Close your letter by stating that you would like to discuss employment opportunities or other information with the individual and that you will call to follow up on your letter. This demonstrates your initiative and follow-through and will help you maintain some control of your efforts.

Other points that can be made in the last paragraph:

- Express your willingness to provide additional information
- State a specific time when you will follow up by phone or email
- Let them know if and when you are going to visit their area
- Thank the person receiving your letter for their time and interest

Most importantly, remember to address the cover letter to a person. If you do not have a name, call the department or human resources to find out to whom your letter should be addressed. As a last resort, address your letter to the personnel manager, hiring manager, or recruiting representative.

Sincerely,
Your First Name and Last Name

- Resumes are only as good as the letter accompanying them. So make sure that you spend some time on your letter and direct it to the appropriate person.
- What you write and how you write it tells potential employers a great deal about your professionalism, competence, and personality.
- In a job search aimed at business and professional circles, proper procedures and communication etiquette are important.
- A cover letter should entice an employer to want to take action on your resume. It should persuade the employer to invite you for a job interview.

TIPS FOR CREATING AN EFFECTIVE COVER LETTER

- Collect your thoughts. Your ideas may not come out logically or sequentially, but write them down. Don't judge and evaluate, simply collect them.
- Spend time on your letter. As the adage goes, "With part-time effort, you get part-time results."
- Write a draft, let it cool off overnight, and then rewrite if necessary.
- Use a strong close, e.g., "After you have had an opportunity to review this letter, I will call you..." Avoid weak endings such as "I look forward to your reply" or "Please call me at your earliest convenience."
- Limit your letter to one page; a letter is an opportunity to sell, so say something about you, while also focusing on the needs of the employer. Write the way you talk. It should be well-worded, concise, and controlled in the use of the pronoun "I".
- While a general cover letter can be used, best results come from personalizing each letter to fit the specific circumstances, position, or organization.
- Ask for opinions, advice, and feedback from friends, a counselor, or someone in the profession. Check spelling and grammar.
- Avoid cluttered desktop publishing. Business letters should look conservative. If you want to be creative, do so in your choice of words. It should be aesthetically appealing with careful attention to spacing and format. Use letter-quality printer paper or high-quality bond paper. Stick with white, ivory, or off-white.
- Remember to sign it personally and include your telephone number and email address.

- Don't use someone else's letter. If you are using the same letter for several companies, remember to change the name in the body of your letter.
- Devise a system to keep track of the follow-up steps you will take and the responses you receive. Most students have found that binders or file folders for organizing the job search and its correspondence are essential.
- Follow up, follow up. People will call you, but you'll improve your odds dramatically if you follow up your letters with a phone call.
- Don't mark letters "personal and confidential" unless there is a solid reason why a secretary or an administrative assistant can't open them. If your letter is persuasive enough, it will get through.

COVER LETTERS ONLINE

More and more job seekers are asked to send their resumes and cover letters online. These letters are about half the length of a regular cover letter. It is important to mention in your letter how you found out about the position, what you are looking for, and what you have to offer. You might also mention a few key words the organization might want to hear. Most importantly, be succinct. Most experts recommend that you compose your cover letter off-line first before importing it into an outgoing email message.

RESOURCES

Publications available at the Career Resource Center:

- *Cover Letters That Knock 'em Dead*, Yate
- *201 Dynamite Job Search Letters*, Krannich & Krannich
- *Vault Guide to Resumes, Cover Letters & Interviewing*, Leifman, et al. (available via your Vault Career Insider account at studentaffairs.stanford.edu/cdc/services/career-library).



TYPES OF COVER LETTERS

SAMPLE #1 - Letter of Application in Response to a Job Listing (This letter accompanies a completed application form or may be used to respond to a specific job listing that requests a letter and resume, and possibly other documentation.)

P.O. Box 000033
Stanford, CA 94000

October 19, 20XX

Ms. Marian Armstone
Human Resources Manager
LEK Consulting
9999 Oak Street
Palo Alto, CA 9003

Dear Ms. Armstone:

This letter and the attached resume serve as my application for the Associate position at LEK Consulting. After speaking with Jo Kimmer at Stanford's Career Fair on October 9, I believe my skills, academic training, and work experience are a good fit for this position.

I will complete a Master of Science degree in Mechanical Engineering in June 20XX. I have developed strong analytical and quantitative skills through coursework in technical, computer science, and economics courses. In addition, my hands-on experience in various internships and student leadership positions supports my qualifications as an Associate.

As an intern at General Motors this past summer, I developed analytical skills by taking measurements on a development vehicle identifying design problems, offering solutions for improvement, and making recommendations in a written report. I was awarded a General Motors scholarship for my exceptional contributions as a member of the S-10 Crew Cab launch team.

At Stanford, I demonstrated leadership ability by serving as the elected president for a service organization with over one hundred active members. In this effort, I honed my ability to make good decisions, plan and organize my time, work well on a team, and have developed sound interpersonal, oral, and written communications skills. Finally, I bring an entrepreneurial spirit and creativity to this position, as evidenced by my experience designing, patenting, and marketing my own product.

I would enjoy speaking with you further to discuss, in detail, how I am a match for the Associate position. I will follow up in two weeks to see if there is additional information you would like me to provide or answer questions you may have (another option: I am eager to apply my energy, experience, and enthusiasm to the work of LEK and look forward to hearing from you soon.).

Sincerely,

John Duncan

John Duncan

SAMPLE #2 - Letter of Application in Response to an Internship Listing

Andrea Abre

12345 First Street | Palo Alto, CA 94305 | 650.555.1234 | andreaabre@stanford.edu

Jonson Inc.
123 Fifth Avenue
New York, NY 10019

Dear Hiring Manager:

I am writing to apply for your summer intern position posted on JonsonInc.com. I have experience in fashion journalism through my work with the online magazine *One Line to You* and have a background in event planning through my work as a Marketing Intern this past summer. Currently, I am a junior at Stanford University studying Communication and International Relations and I plan to pursue a career in fashion upon graduation. Jonson would be a great springboard in achieving that goal.

My passion for fashion and art comes from my grandmother who was a fabric designer in New York during the 1940s and 50s. From her, I learned a great deal about color and design. Since the age of 10, I have been consumed by the industry and have studied *Vogue*, *Harper's Bazaar* and *Elle* magazines. In addition, I analyze and examine the work of designers and follow fashion critics like Suzy Menkes. After beginning to write for the online magazine, *One Line to You*, I had the opportunity to parlay my depth of knowledge into written pieces about various aspects of the fashion world. My expression through this medium also allowed me to further my education of the industry.

I believe the marketing internship at the San Francisco Symphony best prepared me for the responsibilities of an intern at Jonson. In this position I was trusted with a great deal of responsibility. I wrote newsletters, researched artists to compile performance programs, helped with event planning, ran errands, composed press releases and edited and proof-read written material. Through these tasks I learned the importance of being thorough while working in a fast-paced environment. My attention to detail and organization allowed me to thrive in this context and they will do the same at Jonson.

After reviewing Jonson's spring ready-to-wear collection, I feel it would be amazing to work toward the new creative director Heather London's vision. It must be a very exciting time for the Jonson label.

I look forward to hearing from you in the near future and am available for an interview at your convenience. Please contact me with any questions you may have. Thank you for your time and consideration.

Sincerely,

Andrea Abre

Andrea Abre

SAMPLE #3 - Letter Accompanying a Resume for an On-Campus Interview (While not always required, resumes submitted for campus interviews are often accompanied by cover letters. This letter provides you with an opportunity to demonstrate your knowledge of the organization, indicates why you are interested in the position, and highlights your background and experience as it applies to the position.)

2468 College Avenue
Palo Alto, CA 94306

January 10, 20XX

Mr. John Boulton (or if name is not known, "Recruiting Staff")
Director, Technical Administration
Hillview Laboratories
22244 Stevens Creek Blvd.
San Jose, CA 94000

Dear Mr. Boulton:

I appreciate the opportunity to meet with you this coming Thursday to discuss employment opportunities at Hillview Laboratories and to expand on my qualifications for the (title of position). I reviewed your website and literature at the Career Development Center (or Business School Library) and also spoke with Janet Morris, who works at Hillview. Her comments have given me a clearer idea of your R & D efforts and the work with which I might be involved. In particular, I am impressed by your state-of-the-art laboratories and how Hillview has effectively integrated a participatory management style in its total operation.

As my resume reflects, I have previous research experience in the area of... where I... (explain what you did). You will note my graduate work also directly relates to the type of work currently being done at Hillview (Or highlight previous summer experience, coursework, thesis topic, or special skills that may be relevant to this employer. DO highlight or expand on a relevant entry from your resume, but DO NOT simply repeat what is already on your resume.).

Thank you for your interest in my application and your willingness to come to Stanford University for interviews. I look forward to meeting you and discussing how my background and experience can contribute to your work.

Sincerely,

Jason E. Jefferson

Jason E. Jefferson

SAMPLE #4 - Letter as the Result of a Phone Conversation

P.O. Box 11335
Stanford, CA 94309

February 2, 20XX

Mr. Scott Campbell, Managing Editor
Corpus Christi Caller-Times
P.O. Box 9136
Corpus Christi, TX 78469-9136

Dear Mr. Campbell:

As a result of our phone conversation on January 31, I am sending you my resume as you requested. I have also taken the liberty of attaching a sample of my writing. I was encouraged to contact you after speaking with my high school journalism teacher, Mr. Bill Jenkins, who has ties with Ms. Sally Smith of your organization. As I mentioned in our discussion, I am currently a student at Stanford University and am very interested in journalism, advertising, and graphic design. I am seeking an opportunity to develop and utilize my skills and qualifications in a paid summer internship, doing whatever work possible. Growing up in Corpus Christi, the *Caller-Times* has always been part of my life. Now that I am older I have come to respect it as a professional service vital to our community, and am now eager to enlist and gain insight into the career I dream of holding.

My passion for journalism has only grown with time. As a Managing Editor of *Hoofbeat*, my high school's national award-winning newspaper, I collaborated with fellow editors and managed a staff of nearly 30 younger writers as part of the overall process of overseeing production of the newspaper from conception to publication. As my resume indicates, I have demonstrated strong leadership and undergone extensive training through active participation in academic and professional organizations. In my effort to fully develop these important skills, I will continue to serve as a Layout Designer for *The Stanford Scientific*, the only full-color publication on campus for the duration of this academic year. I hope to gain the position of Head of Production in the years ahead.

In addition to my experience in journalism, my instruction includes coursework in statistics, psychology, and persuasive writing, and experience fielding phone calls and collecting data. My education has honed the writing, planning, organization, and presentation skills that I believe are essential to working in communications.

I am excited about the many aspects of the journalism world and welcome the prospect of discussing opportunities to explore them in your company. I will follow up in a week to answer questions you may have or provide additional information. In the meantime, should you have questions, I can be reached at 650-555-5555 or sjohnson@stanford.edu.

Thank you for your time and I look forward to hearing from you soon.

Sincerely,

Sarah Johnson

Sarah Johnson

SAMPLE #5 - Unsolicited or Broadcast Letter (Mailing unsolicited letters is another way to tap into the hidden job market. While the “letter campaign” is not the most effective strategy for every job seeker, unsolicited letters may work well for applicants with unique expertise in a given area or special technical skills, or for those who wish to work for small organizations in a specific capacity.)

P.O. Box 22445
Stanford, CA 94309

August 7, 20XX

Dr. John Allen, Associate Director
INT Consulting Company
12396 Park Blvd.
Los Angeles, CA 93032

Dear Dr. Allen:

Currently I am a student at Stanford University pursuing a BA degree in economics. I am very interested in business-related careers and am seeking opportunities to develop and utilize my skills and qualifications. I have researched your company and believe that your commitment to excellence and service is in alignment with my career goals and beliefs.

In addition to economics, my academic training includes extensive coursework in the sciences where I’ve developed very strong analytical, quantitative, and technical skills. Through my research, I have cultivated strong planning, organization, and presentation skills that I believe will be an asset in a business environment.

As an Investment Banker Summer Intern at Morgan Stanley, I collaborated with brokers to market online investing, consulted with prospective clients and networked through the internet and other computer software. As my resume indicates, I have demonstrated strong leadership and decision-making skills through active participation in campus organizations. In my effort to continue to develop these important skills, I will serve as a Head Academic Advisor this coming year, teaming with resident assistants and faculty members to plan educational and social programs for freshmen to help them plan their academics and adjust to campus life.

I am excited about the many facets of the business world and welcome the opportunity to discuss opportunities to explore in your company. I will follow up in a week to answer questions you may have or provide additional information. In the meantime, should you have questions, I can be reached at 650-600-0000 or mjohnson@stanford.edu.

Thank you for your time and I look forward to hearing from you soon.

Sincerely,

Maria Johnson

Maria Johnson

SAMPLE #6 - Approach Letter or Networking Letter (Approach letters request information about an organization or industry. They are generally sent to specific contacts you may have obtained from a friend, the Stanford Alumni Network, a career fair representative or faculty member. Depending on your purpose, you may or may not want to send a resume with this type of letter.

P.O. Box 12345
Stanford, CA 94309
650-999-1212

February 10, 20XX

Ms. Laura Valencia
Manager
Creative Services Department
Putnam, Blair and Associates
12 Front Street
San Francisco, CA 94108

Dear Ms. Valencia:

This June, I will graduate with a B.A. degree in English from Stanford University. I have a strong interest in advertising and will soon seek a position as a Junior or Assistant Copywriter. Robert Blum encouraged me to contact you, suggesting that you might be willing to meet with me and provide an insider's view of how I can best identify employment opportunities in this field.

It may be helpful for you to know that I completed a summer internship in the Marketing Department of a small high-tech company and have worked as the Advertising Manager at the *Stanford Daily*. I believe that both experiences are relevant to future work in advertising. I have strong writing and communication skills and enjoy working in a fast-paced environment. In addition, working throughout my Stanford career to finance a substantial portion of my education has strengthened my time management skills and determination to pursue and achieve my goals. These skills, together with my passion for photography, fascination with the consumer market, and personal interest in the creative side of advertising lead to my strong interest in this field.

I will be in touch with you by phone this week. At your convenience, I would like to set up a short 20-30 minute meeting with you at your worksite. Any advice or suggestions for my job search are welcomed.

I understand you are busy, and I appreciate your time.

Sincerely,

Amy Chen

Amy Chen