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**Rockefeller College Office of Career & Alumni Programs  
135 Western Avenue, Milne 105  
Albany, NY 12222  
518.442.5253  
Rockefeller.Careers@albany.edu**

## Résumé, C.V, or both?

When reading through job descriptions, you notice that some jobs require a résumé, while others require a C.V. Often these two terms may be used interchangeably, but there is a distinct difference between the two documents.

### Résumé

A résumé is a brief document that summarizes your education, experience, and qualifications. Typically, a résumé provides a snapshot of your experience and should be contained to one page, though in certain cases, two pages may be acceptable. A résumé is appropriate when you are applying for a job in the private, public, or nonprofit sector. Most students pursuing a master's degree will need a résumé; Ph.D students who are pursuing an internship or job outside of academia should have a résumé.

Résumés come in 2 different formats: reverse chronological and functional.

*Reverse Chronological:* the most widely used, and in most cases, is the most appropriate version. A reverse chronological résumé lists your most recent experience first, and your oldest experience last. This type of résumé highlights the experience you have, which may include internships, jobs, or extracurricular activities. For most students, this will be the most appropriate format to choose.

*Functional:* this type of résumé is not as widely used as it highlights skill sets as opposed to experience. This format is best for career changers or individuals who have extensive experience outside of their desired career field. The functional résumé focuses on transferable skills, such as communication, leadership, or technical, that will be useful in a new career path.

### C.V. – Curriculum Vitae

A curriculum vitae or C.V. is a type of résumé that is used mainly for academic or research based positions; many fellowships or grants may also require a C.V. A C.V. is a more detailed explanation of research, teaching, publications, presentations, and academic related materials. There is more flexibility on the length of a C.V., although you should try to be concise. Typically, a C.V. should be between 2-4 pages.

### Both

At times it may be necessary to have both a résumé and a C.V. If you are applying for an internship or position within local, state, or the federal government, a résumé is appropriate. However, if you are applying for grants or fellowships where academics are emphasized, then a C.V. would be appropriate. If you are unsure about what format to use, consult the Rockefeller College Office of Career & Alumni Programs.

<u>Résumé</u>	<u>C.V.</u>
Used to apply for internships or non-academic jobs	Used to apply for academic jobs or grants
Typically used by Master's students	Typically used by Ph.D students
Limit length to 1 page, 2 maximum	No length limit, though typically between 2-4 pages

# What to Include on a Résumé/C.V.

## **Heading**

Include your current address, e-mail, and phone (home and/or cell); **be sure your voicemail and e-mail addresses are professional**

## **Objective** (optional)

Objectives are usually recommended because they help define what you're seeking. If appropriate, add special interests or skills that you offer, such as communication or technical abilities. Remember that "objective" is another word for goal, so you should briefly state what type of position you are seeking, reflecting what you have to offer, not what you want. Usually an objective is one line. Objectives are particularly helpful if you are attending a career fair or other networking event where recruiters might be speaking with numerous candidates.

## **Professional Profile** (optional)

A profile highlighting specific qualifications and transferable skills can be effective for career changers or students with significant experience – it should not be used for entry level candidates.

## **Education**

School, location, degree, expected date of graduation, major, minor, concentration

Overall GPA if higher than 3.0; include your major GPA if higher than overall GPA

Previous college, degree, dates of attendance or graduation, major, and GPA (if applicable)

## **Honors, Awards and Accomplishments**

Any academic, extracurricular or job-related achievements (can also be listed under Experience)

For example: scholarships, Dean's List, etc.

## **Relevant Courses**

List 4 to 8 courses related to your major and/or objective

## **Special/Related Academic Projects**

Any significant projects (class or outside activities) that relate to your major and/or career objective

## **Computer Skills**

Hardware, software, programs, languages, operating systems, and internet applications

## **Experience/Employment History**

Full-time or part-time jobs, internships, consulting, self-employment, entrepreneurial ventures

Volunteer work (include in this section or list as separate category)

## **Extracurricular Activities/Volunteer/Leadership Activities**

Clubs (indicate role if other than member, e.g. Treasurer) where appropriate describe involvement

Professional Association memberships

Community organizations

Tutoring (include in this section or under "Experience" section)

Fraternity/Sorority or Athletic Groups

## **Interests** (optional)

Any genuine interest, expertise, or unique hobby (do not include general areas such as "reading")

**Language(s)**

Fluency, proficiency, or knowledge of a language(s) other than English

**Military Experience**

Military service or ROTC or Reserves

**Certification(s)/Licensure(s)/Trainings & Workshops**

An entry that could substantiate your professional development.

**Presentations\***

If you have presented at a conference, you should include the name of your presentation, the conference, location, and date.

**Publications\***

If you have been published in a professional journal or magazine (electronic or print), include the details here, in the appropriate MLA or APA format.

**Teaching Experience\***

Most doctoral students have experience teaching as a graduate teaching assistant or as an adjunct faculty member for the department or other institutions. Include the name of the class, the terms you taught, and a brief synopsis of your teaching responsibilities.

**Research Interests\***

If you are interested in going into a research organization, think tank, or academia, include some areas of research interest. In this case, a list will suffice.

**Research Experience\***

Similar to your work experience, you should write a brief summary of any research experience you possess.

**Grants\***

If you have received grants, list the title, amount, term, role, lead institution, funder, and any additional information that might be pertinent.

**Academic Appointments\***

If you have served on an academic committee, or had a graduate assistantship, this might be the appropriate place to list those activities.

\*Indicates information that is appropriate for a C.V. only.

## General Résumé/C.V. Guidelines

- Font should be in a readable, professional format between 10-12 point size, the heading may be larger
- Margins should be between 0.5-1.0 inches all around
- Use **bold**, *italics*, underlining, and CAPITALS to highlight important information
- Be consistent!
- Avoid abbreviations, unless it is a universally known abbreviation, such as the NAACP. If an abbreviation is necessary, write out the phrase once, and the abbreviation in parentheses after. For example: New York State (NYS)
- Do not include references on your résumé or C.V.; they should be included on a separate page
- Sell yourself by highlighting the skills/experiences most relevant to the job you are seeking
- Every sentence should start with an action verb; do not use “responsible for” or “duties included”
- Verbs should be in the correct tense according to when you performed the work – if you are still working for the company, your verbs should be in the present tense; if you finished the job, your verbs should be in the past tense
- Use the question words: who, what, where, when, why, how, and how many to expand upon your job descriptions – emphasize your accomplishments and actions
- Do not use any personal pronouns, such as I, me, or my
- Do not include any personal information, such as age, race, marital status, religion, etc.
- Do NOT lie or exaggerate
- Use jargon and language appropriate for the job to which you are applying
- Avoid too much white space on your résumé – fill up the spaces, but don’t overcrowd your résumé
- Proofread your document for errors, typos, and grammatical mistakes. All documents MUST be approved before students can start to apply for internships and jobs
- References should be included on a separate page. Ask potential recommenders that they will provide you with a positive reference before listing them

## ACTION VERBS

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You should always begin your bullet points with action verbs, never with “I.” Below is a list of verbs that may be useful in describing the duties, skills and special projects of previous jobs.

Acted	Classified	Drafted	Improved	Operated	Repaired
Adapted	Coached	Edited	Increased	Organized	Represented
Addressed	Collaborated	Educated	Influenced	Originated	Researched
Administered	Collected	Enabled	Informed	Overhauled	Retrieved
Advised	Communicated	Encouraged	Initiated	Oversaw	Reviewed
Allocated	Compiled	Engineered	Inspected	Performed	Revitalized
Analyzed	Computed	Enlisted	Instituted	Persuaded	Scheduled
Appraised	Conceptualized	Established	Instructed	Planned	Screened
Approved	Consolidated	Evaluated	Integrated	Prepared	Shaped
Arbitrated	Contracted	Examined	Interpreted	Prioritized	Solved
Arranged	Coordinated	Executed	Interviewed	Processed	Specified
Assembled	Corresponded	Expedited	Introduced	Produced	Spoke
Assessed	Counseled	Explained	Invented	Programmed	Stimulated
Assigned	Created	Extracted	Investigated	Projected	Strengthened
Attained	Critiqued	Facilitated	Lectured	Promoted	Summarized
Audited	Customized	Fashioned	Maintained	Publicized	Supervised
Authored	Delegated	Forecasted	Managed	Purchased	Surveyed
Balanced	Demonstrated	Formulated	Marketed	Recommended	Systematized
Budgeted	Designed	Founded	Mediated	Reconciled	Tabulated
Built	Developed	Generated	Moderated	Recorded	Trained
Calculated	Devised	Guided	Monitored	Recruited	Translated
Catalogued	Diagnosed	Identified	Motivated	Referred	Upgraded
Chaired	Directed	Illustrated	Negotiated	Rehabilitated	Validated
Clarified	Dispatched	Implemented	Operated	Remodeled	Wrote

# SAMPLE RÉSUMÉS

## Sara Smith

135 Western Avenue • Albany, NY 12203 • (518) 442-5253 • SaraSmith@albany.edu

### Education

**Rockefeller College of Public Affairs and Policy, University at Albany, Albany, NY**

*Master of Public Administration, expected May 20xx*

Concentration: Local Government

GPA: 3.94 • Honors: Received partial tuition scholarship

**Pace University, New York, NY**

*Bachelor of Arts in Communication, June 2010*

GPA: 3.46 • Honors: Member of Pforzheimer Honors College, Dean's List

### Experience

**Office of Mayor Michael Bloomberg, New York, NY**

*Intern for Mayor Michael Bloomberg, September 20xx-December 20xx*

- Promoted special events, such as town hall meetings, as part of the public relations team
- Facilitated communication by translating for Spanish speaking constituents
- Oversaw office operations in absence of head secretary

**Greg Seabury, State Representative Campaign, Danbury, CT**

*Assistant to Campaign Manager, September 20xx-November 20xx*

- Aided with creation of campaign slogan and publicity materials
- Translated campaign messages into Portuguese and Spanish
- Assisted in production and made guest appearance on local TV show, "Celebrating Danbury"

### Additional Experience

**Banana Republic Inc., Albany, NY**

*Sales Representative, February 20xx-Present*

- Assist customers with clothing selection and merchandise returns
- Perform as one of the top merchandise sellers with sales reaching \$2000 per day

### Skills

**Computers:** MS (Word, Excel and PowerPoint); completed course in *Information Systems*

**Languages:** Fluent in Portuguese, proficient in Spanish and French, knowledge of Italian

### Activities

**University at Albany Public Affairs Student Association (PASA), Albany, NY**

*Vice President, January 20xx-Present*

- Coordinate activities for graduate students in the Public Administration program
- Invite guest speakers to meetings to discuss issues relevant to state and local government, nonprofit management, and the private sector
- Organized members to participate in community service in celebration of Earth Day

# DANE ROCKEFELLER

1400 Washington Avenue, Albany, NY 12203

Cell: (518) 442-5253 • Home: (518) 123-4567 • Email: Dane@albany.edu

## OBJECTIVE

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To obtain an internship in governmental finance utilizing demonstrated budgeting and computer skills

## EDUCATION

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**Rockefeller College of Public Affairs and Policy, University at Albany**

*Master of Public Administration*

Concentrations: Public Economics & Finance

**GPA:** 3.61

**Albany, NY**

*May 20xx*

**Manhattan College**

*Bachelor of Arts in Economics*

Dean's List Fall 20xx

**Riverdale, NY**

*May 20xx*

## HONORS, AWARDS, & ACCOMPLISHMENTS

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Dean's List, Manhattan College, Fall 20xx-Spring 20xx

Elizabeth Moniz Memorial Scholarship for Outstanding Academic Achievement

Selected as the Student Graduation Speaker at Manhattan College

## COURSEWORK

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Public Budgeting

Nonprofit Financial Management

Cost Management for Government & Nonprofit Organizations

Principles of Public Economics

## PROJECTS

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### **Institutional Foundations of Public Administration**

- Participated as member of 6 person team to evaluate institutional foundations of public service
- Conducted extensive research to examine characteristics of institutional settings, history of field, environmental context, and functions, roles, behaviors, and structures
- Presented results to a class of 35 using PowerPoint

## WORK EXPERIENCE

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**Transcontinental Trading Corporation**

*Trading Assistant Intern*

- Worked with team of brokers who manage over \$150M in assets
- Prepared asset-allocation models which were used to review portfolio performance and determined whether different mixes would be appropriate
- Conducted research on companies not widely covered in the portfolio

**Albany, NY**

*May 20xx – July 20xx*

**St. Sebastian Softball League**

*Little League Umpire*

- Umpired two games per week for teams varying in ages from 6-12
- Attended training in order to be updated regularly on all rules and regulations

**Latham, NY**

*June 20xx – August 20xx*

## COMPUTER SKILLS

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Proficient in MS Office (Word, Excel, Access, PowerPoint), knowledge of HTML



**Laura McCarthy**  
1400 Washington Avenue, Albany, NY 12222  
518.555.5555 • LM@albany.edu

## **Professional Profile**

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- Highly motivated and analytical MPA candidate with over three years of successful lobbying experience
- Excellent knowledge of New York State government and policy writing
- Strong work ethic along with outstanding research, interpersonal, and communication skills
- Trained in the use of Microsoft office programs, including Microsoft Word, PowerPoint, Access and Excel

## **Education**

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### **Rockefeller College of Public Affairs & Policy, University at Albany, Albany, NY**

Master of Public Administration, expected May 20xx

Concentration: Environmental Policy; Public Economics

### **Smith College, Northampton, MA**

Bachelor of Arts, May 2008

Major: Government; Major: Italian Studies

### **Università di Firenze, Florence, Italy**

Study abroad 2007-2008

## **Experience**

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### **United University Professions (UUP), Latham, NY**

*John M. Reilly Legislative Intern*, (February 20xx – Present)

- Assist in organizing regional and statewide legislative meetings on union issues.
- Organize UUP Outreach Committee events in cooperation with the UUP Research & Legislation Department.
- Aid in the preparation of legislative newsletters and bulletins distributed monthly to 5000 constituents.
- Conduct quantitative and qualitative research on related union issues for the Research Department.

### **New York Public Interest Research Group (NYPIRG), Albany, NY**

*Environmental Analyst*, (June 2008 – September 2011)

- Researched the administration of the Pesticide Neighbor Notification Law.
- Performed Freedom of Information Law requests.
- Compiled scientific information regarding the expected effects of climate change.
- Wrote public hearing testimony for presentation by NYPIRG's Senior Environmental Associate regarding support of the New York State Department of Environmental Conservation's proposed Burn Barrel Ban.

*Legislative Intern*, (May 2007 – September 2007)

- Organized a press conference commemorating the 25th anniversary of the New York State Recyclable Container Act and promoting the passage of the Bigger Better Bottle Bill.
- Designed visual aids for press conferences and events advocating for the Bigger Better Bottle Bill.
- Conducted two independent research projects regarding the cost-benefit of recycling bins in hotel rooms and health safety standards for public water fountains, respectively.

### **Smith College Facilities Management, Northampton, MA**

*Recycling Representative*, (August 2007 – May 2008)

- Conducted a sustainability project in coordination with the Smith College Sustainability Director.
- Researched potential sustainable practices for the College, including the reduction of electricity use in academic buildings and the development of an integrated pest management program.
- Conducted recycling awareness workshops in coordination with the Smith College Facilities Management Director.

# SAMPLE C.V.

## PETER PHILLIPS

Department of Political Science, Rockefeller College of Public Affairs & Policy

University at Albany – State University of New York

Milne Hall 106 • 135 Western Avenue • Albany, New York 12222

Phone: (518) 442-3112 • Fax: (518) 442-5298 • peterp@albany.edu

### EDUCATION

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**University at Albany, Rockefeller College of Public Affairs & Policy**, Albany, New York

**Ph.D. in Political Science**, Expected May 2016

**Dissertation:** *Popular Vote vs. Electoral College: An Inquiry into the 2000 Presidential Election*

**Dissertation Committee:** David Rousseau (Chair), Bruce Miroff, Sally Friedman

**Honors:** Outstanding Teaching Assistant

**Rutgers, The State University of New Jersey**, New Brunswick, New Jersey

**M.A. in Political Science**, May 2010

**Concentration:** American Politics

**Thesis:** *Implications of Early Resignation in Congress*

**Honors:** Honorable Mention for Outstanding Thesis, Student Leadership Award for Class of 2010

**Coursework:** Comparative Politics; Theories in Political Economy; Political Thought; Research Design in Political Science; Emerging Trends in Political Science; Foundations of Capitalism

**Emerson College**, Boston, Massachusetts

**B.S. in Political Communication**, May 2008

**Concentration:** Leadership, Politics, and Social Advocacy

**Coursework:** The Public Affairs Matrix: Media, Politics, & Advocacy; Leadership; American Government & Politics; Politics, Advertising, and Society

### RESEARCH INTERESTS

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Legislative Processes

Congressional Health Care Policy

Legislative Studies

Race and Politics

Contemporary Issues in Law and Society

### TEACHING EXPERIENCE

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**University at Albany, State University of New York**, Albany, New York

*Lecturer*, Rockefeller College of Public Affairs & Policy

**RPOS 204: Current Controversies in American Politics** (Undergraduate), January 20xx-present

Developed a syllabus and planned course content addressing current controversial issues in American government; alter course every semester to accommodate the topics relevant to the political environment.

Researched relevant political theorists for student assignments and readings. Evaluated student performance and encouraged students to engage in class discussions and extracurricular activities associated with class content.

**RPOS 101: Introduction to American Politics** (Undergraduate), September 20xx-present

Taught undergraduate students about the study of politics, focusing on American national government.

Developed a syllabus and planned course content using Blackboard and PowerPoint slides. Integrated lectures, group assignments, videos, and guest speakers.

## **RESEARCH EXPERIENCE**

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### **University at Albany, State University of New York, Albany, New York**

*Graduate Research Assistant to Dr. Meredith Weiss, August 20xx-present*

- Conducted research on comparative politics and international political emergence
- Analyzed and coded information regarding processes and patterns of political development and mobilization
- Reviewed and edited material for Dr. Weiss' book chapter on student activism and suppression in Malaysian universities

### **Rutgers, The State University of New Jersey, New Brunswick, New Jersey**

*Graduate Research Assistant to Dr. Millicent Ryan, August 2008-May 2010*

- Performed qualitative research on voting behavior of males between the ages of 19-35, including researching using LexisNexis, and compiling the results into an Excel spreadsheet
- Conducted public opinion polls regarding political party affiliations and voting habits over the phone, completing a total of 319 in a 21 day period
- Recorded and transcribed the content of all polls using Microsoft Word

## **ACADEMIC APPOINTMENTS**

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### **University at Albany, State University of New York, Albany, New York**

- Elected as Rockefeller College Representative to UAlbany Graduate Student Senate, January 2011-present
- Tutored 8 master's students for the *Empirical Data Analysis* class, September 20xx-December 20xx
- Served as the graduate student representative on a search committee for a visiting scholar, March 20xx

### **Rutgers, The State University of New Jersey, New Brunswick, New Jersey**

- Represented the master's students on the Political Science Advisory Board, consisting of alumni and community counterparts, aimed at furthering the mission of the school; resulted in the creation of a graduate student lounge, September 2009-May 2010
- Mentored a first year student in the MA in Political Science program, encouraging her to become involved with the school, and answering questions about coursework and graduate school in general

### **Emerson College, Boston, Massachusetts**

- Served as an orientation leader to incoming freshmen and transfer students

## **GRANTS**

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**Title:** Gerald R. Ford Library Research Travel Grant

**Amount:** \$2,000

**Role:** Fellow (grant author)

**Term:** June 1, 2011 – May 31, 2012

**Lead Institution:** University at Albany

**Funder:** Gerald R. Ford Foundation, in support of research conducted at the National Archives and Records Administration

## **PUBLICATIONS & PRESENTATIONS**

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Phillips, Peter. (2010). "Implications of Early Retirement by Congressman currently in office." *Political Science Quarterly* (3) 247-256.

Ryan, Millicent and Peter Phillips. (2008). "The Power to Vote: Male Voting behaviors in 1998." National Association of Political Scientists Annual Conference. Washington, DC: March 24, 2008

## SAMPLE REFERENCE PAGE

### **Sara Smith**

135 Western Avenue • Albany, NY 12203 • (518) 442-5253 • SaraSmith@albany.edu

Dr. Bob Purtell

Assistant Professor, Department of Public Administration & Policy

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Dr. Karl Rethemeyer

Associate Professor & Chair, Department of Public Administration & Policy

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Albany, NY 12222

518-442-5283

KRetheme@albany.edu

Josh Bauer

Trading Manager

Transcontinental Trading Corporation

89 Route 345

Albany, NY 12222

518-598-7569

JBauer@ttc.com

# Cover Letters

## **What is a cover letter?**

A cover letter is a letter that accompanies your résumé that serves as an introduction of your skills and qualifications. The most important thing about a cover letter is that it matches your experience and skills to the position criteria. Therefore, it's necessary to write a specific cover letter for each position to which you apply. **DO NOT WRITE A GENERIC COVER LETTER.** Review the position, and determine the most important elements of the job, and try to match the skills and experience you possess to that specific job. You want to cite specific instances when you have used that experience on the job, rather than just providing a laundry list of your accomplishments. If you can prove your experience, rather than just state your experience, you will stand out to potential employers.

A cover letter should always be sent if you are applying to a full-time job, regardless of if the job announcement cites the need for a cover letter; for an internship, a cover letter may not always be necessary, so check the posting. If you are applying through Symplicity, all cover letters need to be approved by the Rockefeller College Office of Career & Alumni Programs.

In certain cases, you may not be applying to a specific position, but instead, inquiring if there are any available positions. If that is the situation, then you should focus on the organization's mission or services and how you could contribute to their goals.

## Cover Letter Guidelines

- Limit your cover letter to 1 page, single spaced.
- Always personalize your cover letter for a specific job – DO NOT WRITE A GENERIC COVER LETTER.
- Proofread your cover letter before sending it out! Any mistake or grammatical error can result in rejection.
- If you are emailing your cover letter, attach your cover letter and résumé to the email. Do not use the cover letter as the body of your email. Instead, write a brief message stating that your cover letter and résumé are attached.
- If you are mailing or printing your cover letter, use résumé paper.
- Address your cover letter to a specific person, whenever possible. Contact the organization and request the name of the appropriate contact person. If you absolutely cannot identify a person, use "Dear Hiring Manager" or "Dear Internship Coordinator".
- Do not focus on what you would like to gain out of the internship, instead focus on what you have to offer to the organization and position.
- Use the active, not the passive tense.
- Do not staple your resume to your cover letter.
- Demonstrate your skills and qualifications through concrete examples. Use the STAR method (Situation, Task, Action, Result) to discuss specific times when you have used that skill.
- Vary your sentence structure – avoid starting too many sentences with "I".
- Sign your letters in blue or black ink if sending via postal mail.
- Keep copies of your letters for future reference.
- Include information about why you would want to work for that specific organization or in that specific position.
- Highlight the fit between your skills and the position requirements.
- Format your cover letter so that it matches your résumé – use the same font, headings, margins, etc.
- **Proofread your document and have the Rockefeller College Office of Career & Alumni Programs approve a copy before sending it out to employers.**

## Sample Cover Letter Format

Street Address  
City, State ZIP  
Phone Number  
Email Address  
Date

Employer's Name (include Mr./Ms.)  
Title  
Organization  
Street Address  
City, State ZIP

Dear Mr./Ms. Last Name (try your best to find the name of a specific person):

The first sentence should address why you are writing to them – in other words, that you are applying to a specific position. Next, address how you found the position (if you were referred by someone, mention that here) and your interest and enthusiasm in that specific position and the organization as a whole. Indicate your degree and expected graduation date – explicitly mentioning that you are a student at Rockefeller College of Public Affairs & Policy at the University at Albany. The last sentence of your cover letter should be your thesis statement. In other words, what you are going to address in the rest of your letter. Remember that you need to focus on what you have to offer to the organization, not what you hope to gain out of the organization or position.

The body paragraphs (one or two paragraphs) should focus on the qualifications that you possess that match the specific position requirements or the mission of the organization. How can your background and experiences contribute to the organization's goals and objectives? Read through the job description carefully to pinpoint the skill sets that the employer consistently mentions (i.e. analyzing data, lobbying, policy writing, researching, etc.). Select the skills you feel most confident of and match your skills and qualifications to those qualities. Do not laundry list the skills (I have good communication, analytical, writing, and researching skills), instead, pick one or two skills and describe them in depth.

When describing your specific skill sets, do not just reiterate what is on your résumé – give more in-depth detail. Target what they are seeking in a candidate and back it up with specific examples of times when you have used those skills. If you can prove your experience that is much more convincing than just stating that you have those skills. To give specific examples, use the STAR technique (Situation, Task, Action, Result) to describe the context of the example. The Situation and Task should give background information on the circumstances, the Action is what you did to complete the task, and the Result is the outcome of your effort.

The closing paragraph should again summarize your strengths in the position. You should also discuss some actions towards moving forward in the application process, such as your interest in interviewing with them, or you will be in DC over the summer, or that you would like to hear from them soon, or you will contact them in 2 weeks to follow up. You should thank the employer for their time and consideration.

Sincerely, (you can also use Best Regards, Sincere Regards, or some other closing)

*Your full name signed* (if you are sending your letter electronically, type in a script font)  
Your full name, typed

Résumé Attached (if you are sending via postal mail, include Résumé Enclosed)

1400 Washington Avenue  
Albany, NY 12222  
NelsonRockefeller@albany.edu  
518-442-5253

Date

Ms. Kathleen McCarty  
Director  
New York State Assembly Intern Committee  
Legislative Office Building - Room 104A  
Albany, New York 12248

Dear Ms. McCarty:

I am writing to express my interest in the New York State Assembly Graduate Intern program. I learned about the position through Dr. Helen Desfosses and also through a posting on Rockefeller College's online Symplicity site. Currently, I am pursuing my Master of Public Administration with a concentration in Local Government Management and will graduate in May 20xx. Growing up in New York, I have a strong interest in state politics, and have followed the Assembly's legislation for quite some time. I believe I would be a good candidate for the Graduate Intern program, as I have substantial research and policy experience.

Recently, I earned my bachelor's degree in public policy from Binghamton University. As part of my degree, I took several classes in policy writing, development, and analysis. In my "introduction to Policy Analysis" course, I completed a group project on higher education policy from 1960-2000. To accomplish the task, the group divided up the project, and each group member selected a decade. For my part of the project, I researched higher education policy from 1980-1990, including conducting research using Lexis-Nexis on Pell Grant initiatives. I found 10 articles on Pell Grants, and compiled a summary of the rulings and the implications on higher education loan assistance. As a team, we created a PowerPoint presentation comparing and contrasting the legislation in each of the decades; we presented it to a class of approximately 40 students. As a result, I feel confident that I could utilize my research skills in the Assembly Internship.

In addition to my research skills, I believe that I could contribute my experience in policy. During the spring semester, I completed a policy internship with the National Alliance on Mental Illness (NAMI) in Albany. In this role, I prepared legislative alerts, action alerts, updates, and communications with other local mental health service provider staff. Specifically, I researched and wrote documents about the recent health care bill passed by President Obama, and sent letters to local Congress and Senate representatives to voice NAMI's support of the bills.

Thank you very much for your consideration for the Graduate Intern position with the New York State Assembly. I can be reached at the contact information listed above, and would welcome the opportunity to discuss the position in more depth in an interview.

Sincerely,

*Nelson Rockefeller*

Nelson Rockefeller  
Résumé Attached

135 Western Avenue  
Albany, NY 12203  
(518) 442-5253  
Youremail@albany.edu  
Date

Ms. Lisa Tovar  
Attn: Research Fellow, Energy and Policy Analysis  
Pew Center on Global Climate Change  
2101 Wilson Blvd., Suite 550  
Arlington, VA 22201

Dear Ms. Tovar:

Please accept this letter and résumé in application for the Research Fellowship in Energy and Policy Analysis. I believe Pew serves the critical function of helping maintain the credibility of expertise and empiricism in civic discourses and the making of public policy. Given the urgency of taking steps to respond to climate change, the dual role of Pew as objective researcher and facilitator is an indispensable one. I have a deep academic and personal commitment to innovative environmental governance and the mitigation of climate change, and feel I am uniquely prepared to make the needed contributions at the Pew Center on Global Climate Change. I believe I would be an asset to your organization because of my ability to research and evaluate data and manage programs.

Currently, I am preparing my doctoral literature review, which addresses the theoretical and empirical dimensions of climate change mitigation and adaptation policies in the United States. For this review, I have critically examined and synthesized the scholarly literatures on U.S. environmental policy history, environmental federalism, rational choice theory and environmental policy, and future directions for environmental governance. This knowledge is readily applicable to the Research Fellow position, as I can synthesize and evaluate the data necessary to write legislation.

I will also bring to Pew the administrative and evaluative skills sets needed for a high level of job performance. I am currently the Research Associate for the Center for Change in Government (CCG) at the University at Albany – a promotion from the CCG’s doctoral student assistantship I previously held. My roles and responsibilities have grown accordingly, and I am now intimately involved in all phases of our projects and workshops. At CCG, I manage research logistics and support staff, build and manage data sets, coordinate seminars for state employees, liaise to a network of diverse stakeholders and partners, collect extensive qualitative and quantitative data, present at practitioner conferences, and write proposals, professional correspondence, and reports for public sector clients. My extensive training in analytic and evaluative methods – policy and cost-benefit analysis, program evaluation, statistical and econometric analysis, and qualitative research – have enabled me to bring a high level of rigor and precision to my various job tasks.

Thank you very much for your consideration, and for the work of your organization. I hope to have an opportunity to discuss this position in more depth in an interview, as I believe my core values and experience meet the position requirements. Please feel free to contact me to further discuss my qualifications. Additionally, I will be in Washington, DC area in mid-April, and would be available for an interview at that time. I look forward to hearing from you.

Sincere Regards,

*Barney Nelson*

Barney Nelson  
Enclosure: Résumé



## Sample Letter of Inquiry

15 Great Dane Way  
Albany, NY 12222  
518.442-3112  
Polly@albany.edu  
April 16, 20xx

Human Resources Director  
New York Public Interest Research Group  
107 Washington Avenue  
Albany, NY 12210

Dear Human Resources Director:

Please consider this letter of inquiry an expression of my interest in exploring employment opportunities with the New York Public Interest Research Group (NYPIRG). Dr. Anne Hildreth suggested I contact you, citing your organization's excellent reputation as an advocate for the citizens of New York.

I am particularly interested in the combination of political initiatives and community education in which your organization specializes. As a political science major at Rockefeller College of Public Affairs & Policy at the University at Albany, I have focused my studies on American Politics. In my *Current Controversies in American Politics*, which I took last semester with Professor Friedman, we examined a myriad of issues plaguing the current political environment, such as healthcare, financial bailouts, reproductive ethics, and Second Amendment rights. Specifically, I prepared a debate on campaign financing, where I took the position that corporations should not be able to sponsor candidates. To prepare my arguments, I researched the recent legislation via online sources, such as *The New York Times* and *The Washington Post*. Additionally, I contacted a local Congressman's office to get his position on the topic. The debate was successful, and I won the award for best debater, as voted by the class. I believe this experience meshes seamlessly with NYPIRG's stand on good government, especially in regards to campaign finance reform, research, and advocacy.

In addition, I believe that I would be an asset to NYPIRG, as I have extensive experience in organizing college students, which fits in with your mission as a student-directed consumer, environmental, and government reform organization. As Vice President of the College Democrats, I organized weekly meetings for a group of 40 students. During the meetings, we organized events, such as a voter registration table, to educate college students on their rights as a voter and encourage more college students to vote. Lastly, we recruited new members through tabling during the semi-annual activities fair.

Thank you very much for your time and consideration. I would be interested in learning more about your organization and determining how I could contribute to the mission of NYPIRG in a full-time position. If I meet the values and qualifications of the organization, please feel free to contact me to schedule an interview.

Sincerely,

*Polly Lyman*

Polly Lyman  
Résumé Attached

## Thank You Letters/Emails

### Why do I need a thank you email?

- Expresses appreciation for the interview.
- Reiterates your interest in the position, department, and company.
- Reminds the employer of your relevant skills and qualifications.
- Provides additional information that did not get covered in the interview.
- Failure to provide a thank you letter can be regarded as lack of interest in the position.

### Guidelines:

- **A thank you email should be sent after every interview.**
- Everyone who interviews you or helps you in any way should get a thank-you letter.
- Personalize the thank you letter/email, do not write the same email to multiple people.
- Emphasize additional information that didn't get covered in the interview, such as a project you worked on or a relevant experience that relates to the job. You can also use the email to clarify or expand upon something discussed in the interview.
- Send an email within 24 hours OR a letter within 48 hours; in most cases an email is acceptable, and should be written in the body of the email (not as an attachment).
- PROOFREAD!

### **Sample Thank You Email**

Dear Ms. McCarty:

Thank you for meeting with me on Thursday, May 29<sup>th</sup> to discuss the Graduate Internship program at the New York State Assembly. I enjoyed talking with you and Bob Jones about the direction and goals of the program.

As you described, the New York State Assembly is looking for individuals to conduct research and develop policies. I am confident that my experience working with Congressman Tonko's campaign assisting in writing and revising policy will enable me to fulfill the requirements of the Assembly internship. At the same time, I was happy to learn that there are ample opportunities for me to continue to grow professionally.

Once again, it was a pleasure meeting with you. I look forward to hearing from you soon. If there is additional information you need from me, please do not hesitate to call me at (555) 555-5555.

Sincerely,  
John Doe

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### **Sample Networking Email**

Dear Ms. Smith,

I was referred to you through Professor Bob McEvoy from Rockefeller College of Public Affairs & Policy at the University at Albany. I am writing to introduce myself and request a possible meeting or phone call with you regarding my interest in the field of local government.

Presently I am in my first year of the MPA program at Rockefeller College, with a concentration in local government management. In the past, I participated in various internships and volunteer experiences surrounding politics, such as campaign work for Senator Schumer. Having completed one semester in the MPA program, I am now considering what my options are in pursuing full-time positions after graduation. If possible, I would appreciate the opportunity to meet with you for an informational interview so that I can learn more about your career path, find out about opportunities in the field, and get some advice from you as to how I can best achieve my goals.

I know you are very busy and truly appreciate whatever time you can give me. I look forward to hearing from you and hope that we can set up a meeting. Thank you in advance for considering this request.

Sincerely,  
John Doe