

# Resume and Cover Letter

## Writing for Internships

### *Career Document Series*

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#### Basic Information

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

#### Objective

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

##### Some sample objectives are:

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

#### Educational Background (for each degree-conferring institution)

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

#### Experience

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

##### Briefly describe for each position:

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

#### Honors/Activities/Leadership/Special Skills

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

#### Interests

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

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

### Polishing It Up

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

### Cover Letters

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

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

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

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

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

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

#### First Paragraph

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

#### Second Paragraph

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

#### Third Paragraph

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

#### Final Paragraph

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

#### Closing

- ~ Salutation
- ~ Signature



# FirstName MiddleInitial LastName

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## FirstName LastName

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

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

**EDUCATION** MARQUETTE UNIVERSITY, Milwaukee, WI

**Bachelor of \_\_\_\_\_ Degree, May 20xx**

Major: \_\_\_\_\_, Minor: \_\_\_\_\_  
*magna cum laude*, GPA: x.x/4.0

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

- Statement of skills gained

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

**RELATED** COMPANY, City, ST

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

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

COMPANY, City, ST

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

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

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

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

**LEADERSHIP** ORGANIZATION, City, ST

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

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

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

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

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

**HONORS** Scholarship, 20xx – 20xx

Dean's List, <Semester> 20xx

Grace J. Goodwin

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February 6, 20XX

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

Dear Mr. Saunders:

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

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

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

Sincerely,

*Grace J. Goodwin*

Grace J. Goodwin

**Action Words**

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

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

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

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