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YOUR COVER LETTER

& RESUME

THE OFFICE OF
CAREER SERVICES

sarahlawrence.edu/ocs
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RESUME TEMPLATE

NAME

Campus address:

Home address:

Phone number/ Email address

OBJECTIVE (optional)

Seeking a (semester) internship in the field of (industry).

EDUCATION

Sarah Lawrence College, Bronxville, NY; *Bachelor of Arts*, anticipated Month, Year

Concentration(s)

You may include other educational programs (ex. study abroad, summer program taken at other colleges/universities, high school)

HONORS/AWARDS (optional)

Scholarships, Fellowships

RELATED COURSEWORK (optional)

Classes taken related to the desired position

RESEARCH PROJECTS (optional)

List the titles of your conference work

SKILLS

Include transferable skills. Include any computer, foreign language or specialized skills.

RELATED EXPERIENCE

Organization, City, State, Zip

Dates (*start with current- include month/year*)

Title

- Written in third person, use action verbs describing your most recent experience.
- Remember to highlight skills and accomplishments

ADDITIONAL EXPERIENCE

Organization, City, State, Zip

Month/Year – Month/Year

Title

- Include previous non-related jobs (ex. server, cashier, babysitter, and on-campus jobs) where you have developed strong transferable skills (ex. communication, writing, organizational skills).

LEADERSHIP ACTIVITIES

List extracurricular activities, including club memberships and sports teams, etc.

INTERESTS

List 3 to 4 interests, may be personal or career related (ex. hiking, international travel, etc.)

References available upon request

ACTION VERBS

<u>Management</u>	<u>Communication</u>	<u>Technical</u>	<u>Teaching</u>	<u>Helping</u>	<u>Clerical</u>	<u>Creative</u>
Administered	Addressed	Adjusted	Adapted	Accompanied	Answered	Acted
Allotted	Advertised	Altered	Advised	Adopted	Assisted	Appeared
Analyzed	Arbitrated	Amplified	Clarified	Advocated	Catalogued	Conceptualized
Assigned	Articulated	Assembled	Coached	Affected	Collected	Created
Attained	Authored	Built	Communicated	Aided	Compiled	Customized
Broadened	Collaborated	Calculated	Coordinated	Assessed	Delivered	Decorated
Chaired	Convinced	Computed	Demystified	Assisted	Dispatched	Designed
Consolidated	Corresponded	Designed	Developed	Assumed	Distributed	Developed
Contracted	Demonstrated	Devised	Enabled	Clarified	Drafted	Directed
Coordinated	Described	Engineered	Encouraged	Coached	Edited	Displayed
Decided	Directed	Excavated	Evaluated	Collaborated	Executed	Drew
Defined	Discussed	Extinguished	Explained	Combined	Filed	Entertained
Delegated	Drafted	Furnished	Facilitated	Counseled	Generated	Fashioned
Developed	Edited	Installed	Fostered	Demonstrated	Handled	Filmed
Designed	Elicited	Made	Graded	Devoted	Implemented	Illustrated
Devised	Empathized	Maintained	Guided	Disclosed	Inspected	Innovated
Directed	Emphasized	Mapped	Informed	Educated	Kept	Invented
Eliminated	Enlisted	Measured	Inspired	Encouraged	Maintained	Originated
Enforced	Entertained	Navigated	Instructed	Enlarged	Managed	Performed
Evaluated	Expressed	Obtained	Listened	Ensured	Memorized	<u>Research</u>
Executed	Facilitated	Operated	Mentored	Executed	Monitored	Applied
Focused	Formulated	Overhauled	Motivated	Expanded	Approved	Checked
Handled	Influenced	Plotted	Persuaded	Expedited	Arranged	Cited
Headed	Informed	Produced	Played	Facilitated	Catalogued	Clarified
Hired	Inquired	Programmed	Read	Familiarized	Charted	Collected
Implemented	Interacted	Remodeled	Set Goals	Fortified	Classified	Compared
Improved	Interpreted	Renovated	Stimulated	Guided	Operated	Determined
Incorporated	Interviewed	Repaired	Summarized	Helped	Organized	Diagnosed
Increased	Negotiated	Restored	Supported	Harmonized	Outlined	Discovered
Instituted	Networked	Solved	Taught	Increased	Prepared	Dissected
Integrated	Persuaded	Synthesized	Tested	Involved	Processed	Estimated
Prioritized	Presented	Systematized	Trained	Maintained	Purchased	Evaluated
Produced	Promoted	Upgraded	Tutored	Modified	Recorded	Examined
Recommended	Proposed	<u>Financial</u>	<u>Accomplishment</u>	Motivated	Registered	Explored
Regulated	Publicized	Administered	Accelerated	Offered	Relayed	Extracted
Resolved	Reconciled	Allocated	Accomplished	Participated	Reorganized	Forecasted
Reviewed	Recruited	Analyzed	Achieved	Protected	Reproduced	Formulated
Scheduled	Reflected	Appraised	Appointed	Provided	Retrieved	Gathered
Screened	Related	Audited	Awarded	Reduced	Scanned	Graphed
Scrutinized	Reported	Balanced	Became	Referred	Scheduled	Identified
Selected	Represented	Bought	Completed	Rehabilitated	Screened	Inspected
Shaped	Responded	Budgeted	Created	Reinforced	Separated	Interpreted
Solved	Settled	Calculated	Demonstrated	Represented	Set up	Interviewed
Sought	Solicited	Computed	Established	Retained	Simplified	Investigated
Strengthened	Spoke	Developed	Expanded	Reviewed	Sorted	Isolated
Structured	Telephoned	Exchanged	Handled	Revised	Specified	Located
Supervised	Translated	Forecasted	Improved	Sampled	Streamlined	Observed
Led	Visited	Insured	Pioneered	Served	Systematized	Organized
Managed	Wrote	Managed	Received	Set up	Tabulated	Predicted
Mobilized	Lectured	Marketed	Reduced (losses)	Shared	Transcribed	Read
Motivated	Listened	Planned	Resolved	Suggested	Transferred	Researched
Organized	Manipulated	Projected	Restored	Supplied	Typed	Reviewed
Overhauled	Marketed	Purchased	Selected to	Teamed	Updated	Studied
Oversaw	Mediated	Researched	Spearheaded	Unified	Used	Summarized
Planned	Moderated	Sold	Transformed	Volunteered	Utilized	Surveyed

SAMPLE SKILLS TO LIST ON RESUME

SLC's Critical Abilities

- Think Analytically
- Express Ideas Through Writing
- Exchange Ideas Effectively Through Oral communication
- Work Independently on a Project
- Bring Innovation to Work
- Accept and Act on Critique

Transferable Skills

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Research
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Global/Intercultural Fluency

Technology Skills

- Coding, HTML, CSS, JavaScript
- FinalCut Pro, Adobe Premier, JavaScript
- Excel, PowerPoint
- Web Design and Development
- Digital Marketing
- Data Analysis
- Programming
- App Development
- Digital Design
- Project Management
- Audience Development and Metrics
- Visual Storytelling
- Product Development
- Social Digital Design
- Social Media (Instagram, Twitter, Facebook, Snapchat)
- Search Engine Optimization
- Graphic Design
- Video and Interactive Media

Foreign Language Skills

REFERENCES

Another useful document to prepare for your resume is a list of references. Typically, when a company is seriously considering you for a position, they will ask you to provide a list of references. Plan ahead: prepare your references so that they will be available upon request.

Who to Ask for a Reference?

You want to ask someone who will be able to effectively communicate your experiences. Good sources for references can include former supervisors, co-workers, colleagues, and faculty. Do not list a person as a reference unless you have his or her permission.

Reference List

- Once a person has agreed to provide a reference for you, make sure the information you have from them is correct (check for spelling, current job title, as well as updated phone numbers and email addresses).
- Inform your reference contact of the position for which you are applying and which company will conduct your interview.
- Create a list of references on a separate sheet of paper; do not include it on your resume. Your references should be listed as “available upon request”.
- Include at least 3-4 references (this should include, name, job title, and his or her contact information).

Maintain Your Contacts

- After you’ve obtained your desired position, continue to maintain communication with prior references, as well as potential contacts from recent or current internships or jobs.

Sally Cunningham *References*

Faculty Reference

Damani Baker

Film Professor
Sarah Lawrence College
1 Mead Way, Bronxville, NY, 10708
914-395-2209
dbaker@slc.edu

Faculty Reference

Kim Christensen

Economics Professor
Sarah Lawrence College
1 Mead Way, Bronxville, NY, 10708
914-395-2209
kchristensen@slc.edu

Professional Reference

Mara Gross

Director
Office of Community Partnerships
Sarah Lawrence College
1 Mead Way, Bronxville, NY, 10708
914-395-2566
mgross@sarahlawrence.edu

SAMPLE RESUME: First-Year

ALIANA HARROLD

alharrold@gm.slc.edu

(914) 555-7777

<https://www.linkedin.com/in/alianaharrold>

Campus Address:

1 Mead Way
Bronxville, NY 10708

Permanent Address:

753 Broadway
Beloit, WI 75357

OBJECTIVE

To obtain an administrative position for the summer

EDUCATION

Sarah Lawrence College, Bronxville, NY
Bachelor of Arts, anticipated May 20xx
Concentration: Writing

Beloit High School, Beloit, WI
Advanced Regents Diploma, 20xx

SKILLS

Fluent in Spanish; proficient in Microsoft Word, Excel, PowerPoint and Publisher; strong organizational and interpersonal skills, excellent written and verbal communication skills, ability to work independently and team player

WORK EXPERIENCE

Sarah Lawrence College Office of Career Services, Bronxville, NY
Career Assistant 03/xx-Present

- Assists career counselors and addresses student queries
- Performs clerical tasks such as scheduling appointments and photocopying

Barnes & Noble Bookstore, Beloit, WI
Café Barista Summer 20xx

- Attended to customers
- Prepared specialty drinks and foods
- Maintained cleanliness of the kitchen and café area

COMMUNITY SERVICE

Toys for Tots, Beloit, WI
Volunteer Summer 20xx

- Gathered toys from local residents to distribute to disadvantaged children

Beloit High School, Beloit, WI
Tutor 09/xx-05/xx

- Tutored 8th, 9th and 10th graders in Math and English

HONORS/ AWARDS

Fulbright Association Scholarship for Sarah Lawrence Writing Program; Beloit High School Student of the Year

INTERESTS

Creative writing; health and nutrition; cross-country skiing

References available upon request

SAMPLE RESUME: Sophomore

DIANE S. KENNEDY

dkennedy@gm.slc.edu

Campus Address: 1 Mead Way, Bronxville, NY 10708; (914) 555-7777

Permanent Address: 240 Main Street, #18F, Philadelphia, PA 10001; (215) 777-5555

<https://www.linkedin.com/in/dianeskennedy>

OBJECTIVE

To advocate for positive social change through an internship at a nonprofit organization.

EDUCATION

Sarah Lawrence College, Bronxville, NY

Bachelor of Arts, expected May 20xx

Concentrations: Social Sciences and Writing; GPA: 3.8

SKILLS

Proficiency in Microsoft Word, basic French, advanced research abilities, knowledge of Photoshop, community organizing skills, strong spoken and written communication skills, creative problem-solving abilities, strong innovative skills.

RELATED EXPERIENCE

Sarah Lawrence College, Bronxville, NY

Founder/Director, **Empty Bellies**

Fall 20xx-Present

Oversee a student group that collects leftover food from local businesses and the campus food services and delivers it to a food kitchen for the hungry in the Bronx.

Founder/Director, **Dump and Run**

Fall 20xx-Present

Established drop-off center in which students could donate unwanted clothes, food and other goods at the end of the year. Organized students to drive all the items to a shelter in the South Bronx.

Event Organizer, **Human Rights and Anti-Sweatshop**

Spring 20xx

Organized lecture and discussion about corporate human rights abuses and environmental degradation.

Member, **Student Organizer for Social Justice**

Fall 20xx

Successfully petitioned and advocated raising the wages of campus workers.

ADDITIONAL EXPERIENCE

Supervisor, **Clean Vibes Waste Management**, California and Tennessee

Summers 20xx

Responsible for clean-up and recycling crew at music festivals in California and Tennessee.

HONORS/AWARDS

Awarded the Westchester Coalition for the Hungry and Homeless "Youth Award," 20xx-20xx

Recipient of Sarah Lawrence Award for Outstanding Student Contributions to the Community, 20xx

JACOB Z. WRIGHT

Campus Address: 1 Mead Way, Bronxville, NY 10708
Permanent Address: 96 Brickhouse Boulevard, Stamford, CT 06901
203-555-7777; jwright@gm.slc.edu
<https://www.linkedin.com/in/jacobzwright>

EDUCATION

Sarah Lawrence College, Bronxville, NY; Bachelor of Arts; expected May 20xx

Concentrations: History, Politics; GPA: 3.7

Awards: Board of Trustees Scholarship

Wadham College, University of Oxford, Oxford, England; Study Abroad, 20xx-20xx

SKILLS

Strong spoken/written communication skills, creative problem-solving abilities, event planning experience, team player, ability to motivate others, time-management, can handle multiple projects. Proficient on both Macintosh and PC in Microsoft Word, Excel, and PowerPoint. Experience with HTML, JavaScript, and Java.

RELATED WORK EXPERIENCE

Law Clerk/Intern, Bartow and Stevens Law Office, New York, NY Spring 20xx

- Legal research and analysis; Assist attorneys in trials, hearings, depositions, meetings.
- Process new clients; Collect records from various institutions and companies.
- Perform clerical responsibilities including case file composition and breakdown.

Meetings Intern, Council on Foreign Relations, New York, NY Summer 20xx

- Conducted research and provided administrative support for meetings with members of the Council.
- Assisted in the organization and execution of meetings regarding topical political events.

LEADERSHIP ACTIVITIES

Sarah Lawrence College, Bronxville, NY

Co-Chair, Sarah Lawrence Activities Council Sept. 20xx – Dec. 20xx

- Programmed social events for the Sarah Lawrence student body including film screenings, live music, formal dances, stand-up comedy, and open-mic nights
- Managed team of students

Student Representative, Committee on Student Life Sept. 20xx – May 20xx

- Discussed policy with Faculty, Staff, and Students with the goal of creating a safe and positive campus environment
- Member of the following subcommittees: Food Services, Bookstore, and Housing

Co-Founder, Coalition for Community Respect Oct. 20xx – Nov. 20xx

- Promoted positive community by organizing campus wide outdoor events with live music and professionally provided entertainment

Student Representative, Senate Appeals Board Sept. 20xx – May 20xx

- Adjudicated cases brought by students alleging unlawful actions performed by Student Senate executives

ADDITIONAL WORK EXPERIENCE

Event Staff, Campbell Sports Center, Sarah Lawrence College, Bronxville, NY Fall 20xx – Spring 20xx

- Serve one of the following functions as needed: ball person, line judge, scorekeeper, statistician, clock operator, scoreboard operator.
- Setup and breakdown before and after the event.

INTERESTS

Community Leadership; Civil Rights/Labor Advocacy; Politics

SAMPLE RESUME: Recent Grad

HENRY MCDONALD

hmdonald@gmail.com; 914- 555-7777
2006 Main Street, Bronxville, NY 10708

OBJECTIVE: To obtain a research position at a library.

EDUCATION

Sarah Lawrence College, Bronxville, NY; *Bachelor of Arts*, May 20xx

Concentration: Literature; G.P.A.: 3.6

Cornell University, Ithaca, NY; Spring 20xx

SKILLS

Strong research and organizational skills, detail-oriented, Excellent written and verbal skills; Creative problem solver; Microsoft Word; Dreamweaver; Windows Systems; Microsoft Excel; Cindex

RELATED EXPERIENCE

Intern, **Bronxville Public Library**, Bronxville, NY; September 20xx – Present

- Indexed a year of the local paper *The Bronxville Review* for library historian using the Cindex program. Arrange and attend meetings with professional librarians, indexers, and supervisor to discuss and revise main index.

Intern, **Peter Rubie Literary Agency**, New York, NY; February 20xx – May 20xx

- Organized newly submitted manuscripts, read manuscripts and judged credentials of authors seeking agency's representation.

Intern, **Poets House**, New York, NY; October 20xx – January 20xx

- Catalogued a large number of poetry volumes. Grew familiar with the organization of an online catalogue, responded to patrons' day-to-day questions, and helped prepare for evening poetry readings.

Research Assistant, **Sarah Lawrence College**, Bronxville, NY; Summer 20xx

- Performed research for a Japanese Literature class. Handled basic clerical tasks and reviewed texts for theme and interest before certain reading assignments were finalized.

Reference Assistant, **Esther Raushenbush Library, Sarah Lawrence College**, Bronxville, NY; Fall 20xx- Spring 20xx

- Addressed inquiries regarding library system, redesigned and expanded the library's web resources, and updated web resources using Dreamweaver software.

ADDITIONAL EXPERIENCE

Cashier, Starbucks, Bronxville, NY; Fall 20xx

- Handled cash transactions
- Provided customer service
- Trained new employees

INTERESTS

Visiting museums, playing guitar, running

SARAH SMITH

ssmith@gm.slc.edu

Campus address: 1 Mead Way, Bronxville, NY 10708; Cell: 203-000-0000

Permanent address: 24 S. State Road, Pleasantville, NY 10510

EDUCATION**Sarah Lawrence College**, Bronxville, NY; Bachelor of Arts, anticipated May 20xx**Concentration:** Biology; **GPA:** 3.8/4.0**Honors:** Gaylord Donnelley Science Gift Trust, 20xx-20xx**RELATED COURSES/RESEARCH PROJECTS**

Organic Chemistry; Statistics; Anatomy and Physiology: *Alzheimer's Disease and Estrogen*; Chemistry; Advanced Cell Biology: *The Process of Angiogenesis*; General Biology: *Quandaries of the Fifteenth Chromosome: Prader-Willi and Angelman Syndrome, Prenatal Testing*; Biology of Living and Dying: *Drug Addiction? What is it? And the Genetics Surrounding It*

SKILLS

- Knowledge of extraction of DNA and RNA and sequencing of DNA (manual and automated)
- Practice in cell culturing and growing of multi-cellular tumor spheroids
- Experience in extraction and synthesis of organic and inorganic substances
- Ability to use gas chromatography, liquid chromatography, and infrared spectroscopy
- Familiarity with column chromatography and thin layer chromatography
- Strong leadership skills; Ability to work independently

RELATED EXPERIENCE**Summer Institute for the Gifted at Fairfield University**, Fairfield, CT Summer 20xx*Program Assistant*

- Helped teach marine biology, chemistry, and paleontology to 20 middle school aged children.

Southern CT State University Cancer Research Laboratory, New Haven, CT Summer 20xx*Research Assistant*

- Experimented on strains of breast cancer with tamoxifen and curcumin.

Sarah Lawrence College Chemistry Department, Bronxville, NY 20xx-20xx*Research Project*

- Extracted curcumin, synthesized curcumin analogs, and tested of their antioxidant abilities.

ADDITIONAL EXPERIENCE**Office of Career Services**, Sarah Lawrence College, Bronxville, NY (20xx-20xx)*Career Assistant*

- Guide students in their career pursuits.

Fund for Sarah Lawrence College, Bronxville, NY (20xx- 20xx)*Supervisor/Telemarketing*

- Organized students and made calls to associates.

America Reads, Yonkers, NY (20xx-20xx)*Tutor*

- Helped children with reading and homework.

CAMPUS LEADERSHIP EXPERIENCE*Elected Student Life Representative*, Sarah Lawrence College*Participant*, Sarah Lawrence College Summer Leadership Institute

HAILEY OSWALD

Campus Address: 1 Mead Way • Bronxville, NY 10708

Permanent Address: 753 Broadway • Beloit, WI 75357

777.555.3333 • hoswald@gm.slc.edu

EDUCATION

SARAH LAWRENCE COLLEGE, Bronxville, NY

Bachelor of Arts, expected May 20xx

Concentrations: International Studies and Politics; Cumulative GPA 3.90/4.0

WADHAM COLLEGE, UNIVERSITY OF OXFORD UNIVERSITY, Oxford, UK

Visiting Student Programme, October 20xx-June 20xx

Concentrations: Law, Politics, and International Relations; Cumulative GPA 3.83/4.0

SKILLS

Writing, research and organizational skills; strong leadership skills, conflict resolution, critical thinking, event planning; conversational Spanish, basic French; Adobe Photoshop, Microsoft Office & Excel, Windows XP, Mac OSX

WORK EXPERIENCE

DR. ELKE ZUERN, Political Science; Sarah Lawrence College, Bronxville, NY

Research Assistant

Sept 20xx-Present

Organized class materials; Conducted research on the Herero genocide of Namibia, the Reiterdenkmal, and the reparations controversy; Currently compiling research for upcoming book.

LEADERSHIP ACTIVITIES

OFFICE OF RESIDENTIAL LIFE, Sarah Lawrence College, Bronxville, NY

Resident Advisor

Sept 20xx-May 20xx; Sept 20xx-

Present Oversee a group of 76 students; Serve as a mediator in the event of conflict, carry out college policies, plan and implement group programming, and facilitate college community; Served as elected representative and Chair to the Committee on Student Life from 20xx-20xx.

SENIOR GIFT COMMITTEE, Sarah Lawrence College, Bronxville, NY

Member

Sept 20xx-Present

Develop and implement a campus-wide, year-long fundraising campaign intended to support the Fund for Sarah Lawrence through monetary donations from the Class of 20xx.

WADHAM COLLEGE STUDENT UNION, Oxford University, Oxford, UK

SLP Representative

Oct 20xx-June 20xx

Elected to be the Sarah Lawrence Programme representative to the Wadham Student Union; Served as acting liaison between Sarah Lawrence student and programme interests and Oxford University; Planned and implemented cross-cultural events.

OXFORD STUDENT UNION, Oxford University, Oxford, UK

Member

Oct 20xx-June 20xx

COMMITTEE ON STUDENT LIFE, Sarah Lawrence College, Bronxville, NY

Chair

Sept 20xx-May 20xx

Elected as the Resident Advisor representative and elected within the body to hold the position of Chair; Advised the President of the College on all non-academic matters affecting student life; Set the agenda and presided over Committee meetings; Represented three subcommittees: Housing, Library, and Health Services.

INTERESTS

International human rights law, gender violence, transitional justice, West Africa, and Islam.

Amelia Holder
909-123-4567
aholder@gm.slc.edu

Campus Address:
1 Mead Way
Bronxville, NY 10708

Permanent Address:
240 Main Street
Holmes, NY 06704

EDUCATION

Sarah Lawrence College, Bronxville, NY; *Bachelor of Arts*, anticipated May 20xx

Concentrations: Literature and Psychology

University of Cambridge, United Kingdom; *ASA Study Abroad Program*, July 20xx

HONORS/AWARDS

Sarah Lawrence Presidential Scholarship, 20xx and 20xx

SKILLS

Strong interpersonal communication and writing skills; leadership and event planning experience; creative problem-solving abilities; detail-oriented; event planning, conflict resolution, strong team player

WORK EXPERIENCE

Office of Residential Life, Sarah Lawrence College, Bronxville, NY August 20xx – Present
Resident Advisor for Taylor A and Garrison B Residential Halls

- Responsible in creating a sense of community and positivity within two college dormitories by hosting biweekly floor events
- Aid advisees with any academic or personal issues
- Collaborate with a staff of thirty other Resident Advisors

Office of Career Services, Sarah Lawrence College, Bronxville, NY Sept. 20xx – Present
Career Assistant

- Research and post internship opportunities for internal online database
- Facilitate informational career workshops to peers; create marketing and promotional materials

Noelle Day Spa, Stamford, CT Summers 20xx-20xx
Assistant to the Director and Retail Manager

- Welcomed guests, set up appointments using Millennium Software, and was responsible for managing the retail sales and area as the Retail Manager
- Published a monthly newsletter for the entire staff and assisted the Director with daily tasks including errands, marketing, and accounting

COMMUNITY SERVICE

Tutor, **America Reads Program**, Yonkers, NY Spring 20xx

- Served as a reading tutor for at-risk children

Volunteer, **Habitat for Humanity**, New York, NY Summer 20xx

- Helped build homes for families in need

ACTIVITIES

- Co-Chair and Treasurer, Invisible Children Sarah Lawrence Chapter
- Writing Staff, *The Phoenix* (campus newspaper)

INTERESTS

International travel, hiking, and reading

LINDA WILLIAMS

Sarah Lawrence College • 1 Mead Way • Bronxville, NY 10708 • lwilliams@gm.sl.c.edu • (914) 265-2220

EDUCATION

Sarah Lawrence College, Bronxville, NY, Bachelor of Arts, anticipated May 20xx

Concentration: Creative Writing

American University of Paris, Paris, France, 3 College Credits, Summer 20xx

SKILLS

Knowledge of both Macintosh and PC, Windows Systems, Internet Explorer, Microsoft Excel, Microsoft PowerPoint, InDesign, Final Cut Pro

Strong interpersonal and communication skills; excellent written & editorial skills; ability to work independently

RELATED EXPERIENCE

Editor-in-Chief, The Phoenix (Newspaper), Sarah Lawrence College, Bronxville, NY; 20xx-PRESENT

- Manage editorial and contributing staff from production to print of student-run newspaper.

Freelance Editor, Houghton Mifflin Harcourt Publishing, New York, NY; Summer 20xx

- Edited multiple revisions of manuscript whose author recently learned English.

Editorial Intern, Clarion Books/Houghton Mifflin Harcourt, New York, NY; 20xx

- Completed various research projects for Editorial Department, including detailed list of latest up-and-coming literary agents; Read and critiqued manuscripts alongside Editors.
- Attended meetings about latest technological improvements in the publishing industry.

Publishing Intern, Feiwel & Friends/Macmillan Publishers, New York, NY; Summer 20xx

- Read manuscripts for Editorial Department and wrote reader's reports involving description of work, whether work was suitable for publication, and editorial suggestions.
- Wrote correspondence and helped with other administrative tasks; Attended weekly staff meetings.

ADDITIONAL WORK EXPERIENCE

Sales Associate, J. Crew, Riverhead, NY

July 20xx- PRESENT

Mail Clerk, Sarah Lawrence College, Post Office, Bronxville, NY

Sept. 20xx- PRESENT

Sales Associate, Maidenform, Riverhead, NY

Summer 20xx

Office Assistant, Sarah Lawrence College, Admissions, Bronxville, NY

Sept.20xx-May 20xx

ARTICLES PUBLISHED

Freshman 15: Fifteen Ways to Survive Your First Year of College

August 20xx

Published in: *The Journal*, Wading River, NY

Tall Grass Editorial

October 20xx

Published in: *The Journal, The Sound Observer*, Wading River & Shoreham, NY

VOLUNTEER EXPERIENCE

Creative Crafts & Fishing Pond Supervisor, Mayfair, Bronxville, NY

May 20xx

Soup Kitchen Helper, New Students Day of Service, Yonkers, NY

Sept. 20xx

Film Festival Greeter, Giornate del Cinema Europeo, Florence, Italy

Sept. 20xx

CAMPUS ACTIVITIES

- Submissions Editor & "Post Secret" Section Editor, *Celsius Magazine*, 20xx-xx
- Orientation Leader 20xx-xx, Overnight Host for Prospective Students 20xx-xx
- Food Services Contract Committee Rep., 20xx-xx
- WSLC Radio Guest Appearances

COVER LETTER TEMPLATE

Your Present Address

Date

Contact Name

Title

Organization/Company

Address

Dear (Mr./Ms.) _____,

Introduction: First Paragraph

- Tell why you are writing: state the position or field for which you are applying and how you learned of the opportunity (e.g. saw a listing on Handshake, saw an ad in..., someone recommended that you contact them, the organization interests you because...).
- Include some identifying information about yourself (e.g. mention Sarah Lawrence, your year in school, concentration, and career interest).

Body: Middle Paragraph(s)

- Reflect on the employer's needs and what the position entails in terms of skills, experience, and interests.
- Think of your own background – full-time, part-time, and summer jobs, internships, related volunteer experiences, extracurricular activities, academic background, special skills, and/or interests – and decide what relates to the position. Then, make a summary statement about how your qualifications/experience fit the needs of the position/organization. Give evidence to support your assertions. Be sure that you do not duplicate your résumé.
- Show that you have researched the field/organization.

Conclusion: Final Paragraph

- Mention that you are attaching a resume for review.
- Indicate your desire for a personal interview by mentioning your availability and/or by offering to call the employer in the near future.
- Repeat your phone number and email address.
- Thank the contact for his/her time and consideration.

Sincerely,

(Your Handwritten Signature)

(Type your name here)

SAMPLE COVER LETTER – Entry Level Job

240 Main Street
Philadelphia, PA 10001
Current Date

Ms. Ellen Brighard
Executive Director
Center for Justice & Democracy 90 Broad Street
New York, NY 10004

Dear Ms. Brighard:

I am writing to be considered for the position of Development and Publications Coordinator which I saw listed on Idealist.org. In a time of consolidated media, deteriorating civil liberties, corrupt government and corporate influence on politics, the diligent work of the Center for Justice & Democracy is greatly needed to challenge the conservative movement and protect our civil justice system. I am inspired and excited by the work of your organization, and I would love the opportunity to become involved with a group that is working so passionately for positive social change.

In addition to the skills and experiences included in my resume, some of my most compelling qualifications for this job are my extensive travel experience, my skills at interacting with people on a professional level, my knowledge and commitment to human rights and social justice, and my positive productive energy. In 20xx, directly after high school, I spent four months traveling through Thailand, India, Nepal and the Philippines where I lived with local families and worked in Mother Theresa's clinics and in local schools. This was my first real exposure to the devastating, expansive and unjust poverty in this world, and it awakened my personal desire for social justice and change. In 20xx, I participated in "Climbing for a Cause" to raise \$5000 for community resource and educational centers in Nairobi, Kenya through climbing Mt. Kilimanjaro.

In my college coursework, *Economic Theories of Justice and Well-being*, *Writing for Social Change*, *Development Studies* and *Gender, Education and Opportunity in Africa* were the courses that most influenced my development. Some of my independent research focused on civil rights and the Patriot Act; Walmartization and workers' rights; the policies and practices of the United Nations, World Bank, and IMF; and the hidden crisis of hunger in America.

Taking the challenge seriously to "think globally, act locally," I sought to broaden awareness and discussion of human rights and social justice on campus. I organized five lectures, wrote five newspaper articles and started and directed the Empty Bellies program. The Empty Bellies program required coordinating with school administrators, convincing local food establishments to donate leftover goods, understanding laws and regulations, and organizing student volunteers. What began as a small program involving five students and five businesses now includes the largest grocery store in town, the campus food services, and the participation of over 40 students. As Development and Publications Coordinator, I would focus my passionate knowledge, leadership skills, and determined drive toward helping the Center for Justice and Democracy achieve its goals with efficacy and efficiency.

Attached is my resume for your review. I am available for a personal interview at your convenience to discuss my qualifications in greater depth and can be reached by phone at 914-555-7777 or by email at dkennedy@gm.slc.edu. Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,
Diane S. Kennedy

SAMPLE COVER – LETTER - Entry Level Job

1234 Orlando Avenue
Hastings, NY 11793
Current Date

Dear Hiring Manager,

I am writing to be considered for the NBC Universal East Coast Page Program, which I found through NBC Universal's career website. Having been interested in pursuing a career in the television industry for a number of years, I see the Page Program as an excellent gateway to a possible future with NBC, and a great opportunity that I simply cannot miss.

Over the course of my time at Sarah Lawrence College, I have worked extensively on a number of theatrical productions, at first as a performer, but I soon found that my passion resided behind the scenes. In my coursework at Sarah Lawrence, I began to explore the field of screenwriting, particularly for situation comedies. Meanwhile, my extracurricular activities moved into a production role. During my sophomore year, I was the co-chair of a theater company called Midnight Cabaret, which puts on a weekly variety show with all new, completely student written material each week. It was here that I first learned how to work as a producer. My tasks consisted of managing a constantly changing team of writers, directors, actors, dancers, and singers and keeping the group on task each week to put together the show, as well as bridging the gap between the company and the college's administrative offices. I was also in charge of publicity, recruitment, budgeting, and with producing the company's annual one-act play festival.

From that point I moved on to work with other theater groups, both large and small, within the Sarah Lawrence community, gaining valuable experience both in the realm of entertainment itself, and in learning to work with others. It has given me leadership experience and, more importantly, it has given me experience with collaboration, and learning how to work and create in a group as well as on my own. I have worked with a number of different production teams, and have learned how to mesh with a variety of different personalities, in order to create a more successful product.

I believe that the Page Program would be an excellent opportunity for me, and a perfect fit for my career goals. The position as a liaison between the public and NBC Universal, focusing in marketing and publicity is one that I know I can handle adeptly. With my experience in advertising productions on the Sarah Lawrence campus combined with my time spent acting as a bridge between various groups and the school administration, I am confident in my ability to meet the needs of the Page Program and be a great success for NBC Universal.

My resume is attached for your review. I am available for a personal interview at your convenience to discuss my qualifications in greater depth, and can be reached by phone at (914) 555-777 or via email at arussell@gm.slc.edu. Thank you for your consideration.

Sincerely,

Andrew Russell

SAMPLE COVER - LETTER– Internship

1 Mead Way
Bronxville, NY 10708
Current Date

Mr. James Smith
Director
Human Rights Advocacy Group
123 Fifth Avenue
New York, NY 10022

Dear Mr. Smith,

I am writing to express my interest in the internship with the Human Rights Advocacy Group posted through Sarah Lawrence College's Office of Career Services. Currently, I am a junior at Sarah Lawrence College and expect to graduate with a Bachelor of Arts degree in Politics in (*graduation date*). I am extremely excited by the opportunity to learn more about public policy and non-profits while contributing towards a cause I am passionate about.

During my internship at Social Justice Law Group LLC, I worked with the director of the program to draft letters on behalf of individuals imprisoned for censorship or human rights reasons, in order to help provide them with representation. The internship gave me the opportunity to not only gain insight into non-profit human rights work, but also to interface with contacts at other NGOs, including Helping Hands, with whom I interned the summer after. In addition to exposure to the non-profit sector, these internships enabled me to develop the organizational skills and resourcefulness required to work in a fast-paced work environment.

My experiences at Sarah Lawrence have also helped prepare me for this internship. As co-chair of the Sarah Lawrence branch of Amnesty International, I have coordinated large-scale campus campaigns and fundraisers which helped me develop my leadership skills and creativity. As a politics major, I have been required to think deeply about issues and policies that affect many communities, and as a result of the rigor of my classes, I have honed my analytical and writing skills.

I hope this letter conveys my enthusiasm for this opportunity and the ways in which I believe I could contribute to your organization. My resume is attached for your consideration. I will be following up with you early next week, but if you have any questions, please feel free to contact me at (914) 555-7777 or jbrown@gm.sl.c.edu. Thank you for your time and consideration, and I look forward to speaking with you soon.

Sincerely,

Jane Brown

SAMPLE COVER LETTER - Full-Time Job

1 Mead Way
Bronxville, NY 10708
Current Date

Ms. Kathy Green
Director of Publicity
Bigtown Books
123 Fifth Avenue
New York, NY 10001

Dear Ms. Green,

I am writing to express my interest in the Publicity Assistant job posted through Sarah Lawrence College's Office of Career Services. I am currently a senior at Sarah Lawrence College and will be graduating this year with a concentration in English Literature and Writing. As a lover of books, I am excited by the opportunity to work with a company that publishes books I personally have read and enjoyed, and am eager to share my interest by promoting these books.

My previous internship experiences have given me skills that will make me a valuable asset to a large publishing house like Bigtown Books. As an editorial intern at XYZ Publishers, I gained insight into the process of acquiring books and working with authors, as well as a better understanding of how areas of publishing such as marketing and publicity are involved in the successful publication of a book. In addition, my summer working at Optimus Law Office allowed me to develop strong communication and organizational skills required to work in a fast-paced environment.

Lastly, I believe that my experiences at Sarah Lawrence have also prepared me for this job. As managing editor of the on-campus literary magazine, I was required to publicize our submission period and events through flyer, emails and online networking tools, in addition to managing a team and delegating duties. With a concentration in writing, I have learned to be a clear written communicator and have honed both my analytical and creative skill sets.

I am extremely enthusiastic about the opportunity to work with Bigtown Books and believe I will be a strong addition to your team. Attached is a copy of my resume. I can be reached at 914-555- 7777 or sdoe@gm.slc.edu. Thank you for your consideration, and I look forward to speaking to you soon.

Sincerely,

Scott Doe

Thank You Letter Template

Your Address
City, State, Zip
Current Date

Name of Contact
Title
Organization
Address
City, State, Zip

Dear Mr./Ms. Last Name (First name if appropriate),

Introduction

- Take the time to send a thank you letter to each person you interviewed with. You can, once again, reiterate your interest in the internship and why you think your skills are a good fit for the position. Give specific reasons why you are excited about the prospect of working there.
- Thank the interviewer(s) for their time and any other information they may have shared with you during the interview.

Conclusion

- Once again emphasize your skills and accomplishments and how you can meet the needs of their company. Let them know how interested you are in working for their company based on their products, services or specific projects.

Sincerely,

Your

Name

Sample Thank You Letter

96 Brickhouse Boulevard
Stamford, CT 06901
July 25, 20xx

Mr. Mark Brolin
Assistant Editor
La Bella Cucina Magazine
11 Pinewood Circle
Greenwich, CT 06341

Dear Mr. Brolin,

Thank you for the interview on July 24, 20xx. I enjoyed meeting with you and learning more about the Publishing Assistant internship position available at *La Bella Cucina* Magazine.

I greatly enjoy culinary arts as well as writing and this internship opportunity would allow me to combine both interests as well as learn more about the publishing industry. During our interview, I was inspired by the casual yet fast-paced atmosphere of your organization. I believe I could work well in such an atmosphere, and as an intern I am certain I can be an asset to your department.

Thank you again for your consideration. I look forward to speaking with you again soon. If you require additional information, please feel free to contact me at (914) 395-2566 or by email at xxxx@gm.slc.edu.

Sincerely,

(Signature)

Your typed name