

DEVELOPING PROFESSIONAL DOCUMENTS

RESUME, COVER LETTER, AND REFERENCES LIST



Start with a draft of your resume. The cover letter will follow once you've identified an opportunity for which to apply.



When your draft is ready, call Career Education at 814-332-2381 to schedule an hour-long appointment with a Career Counselor for review.



Continue to update your resume at least once per year during your time at Allegheny College. Visit Career Education each semester to learn about career resources, job and internship search strategies, and interviewing skills.

THE GATEWAY · CAREER EDUCATION

(814) 332-2381 ·  Allegheny Career Education ·  accareered ·  @accareered

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THE COVER LETTER: AN INTRODUCTION TO YOUR RESUME

THE BASICS

Your cover letter will be the first document that a potential employer will see. It sets the stage for the reader to review your resume. It should complement, not duplicate your resume. It works in combination with your resume to give the employer an indication of your qualifications and experience in relation to the position, as well as to demonstrate job skills (written communication skills, etc.).

Cover letters should be tailored to each specific position and organization for which you apply. You should conduct enough research to know the interests, needs, values, and goals of each company, and your letters should reflect that knowledge.

GET STARTED

Document Format:

- Open a new word document and set your margins to 1 inch around the page.
- Select the same font that you used on your resume. Ensure it is clear and easy to read (Calibri, Arial, Verdana, Times New Roman).
- Set your font between 11pt and 12pt. The size will depend on the amount of content you have in your letter, but make sure that your font size is easy to read.
- Your letter should look clean, crisp, uncluttered and professional.

Content:

- Your cover letter should fit on one page; keep your paragraphs short and your sentences simple. Include three to four paragraphs, each approximately three to five lines in length.
- Your opening paragraph should clearly state that you're applying for X position with X company and communicate your qualifications and interest in the position/company.
- The body paragraph(s) should include specific examples of how you gained the skills the employer wants. Put your most relevant examples first.
- Make sure your letters are oriented toward employers' needs. Tell them about the benefits you will provide them. Focus on what you can do for employers, not what you want from them.
- Close the letter by thanking the employer, reiterating your interest and/or skills, and providing your preferred contact information including e-mail, phone number, and (if applicable) the times of day you prefer to be contacted.

Important tips for success:

- Be assertive about your qualifications but use a professional tone.
- Include a cover letter unless an employer explicitly states not to. If an employer states that a cover letter is 'optional', make it mandatory.
- If you don't know the name of the contact person for the position, call the HR department/employer and ask directly, "To whom should I address my cover letter?" Personalizing the letter is a plus!
- Write out words including contractions and avoid personal pronouns or abbreviations.
- Don't forget to sign your cover letter to demonstrate its validity.
- Proofread multiple times. Poor grammar and spelling is one of the first reasons for an employer to eliminate your cover letter.
- If submitting electronically/via email, save documents as one single .pdf file and name the file "Your Last Name", unless otherwise instructed. The body of the email should state that the documents are attached. It is convenient for your audience if all submitted documents are merged into one .pdf for ease on opening, printing, etc.
- If mailed or submitted in person, print your application materials on high quality bond paper, typically ivory or white.



EXAMPLE COVER LETTER LAYOUT

Your Name
Address
City, State Zip

Include your contact information here

Month Day, Year

Use the date you submit the application

Company Name
Address
City, State Zip

Address your letter to the contact person for the position.

Dear Employer Name,

The first portion of the cover letter is an introduction. In this paragraph you should include **how you were made aware of the position** opening and how it pertains to you. Career Education, a faculty member, or an alumnus might have referred you to this company or position. Maybe you found the position posting online. Also in this paragraph you should include why you are writing. **Directly state that you would like your resume and application materials submitted for consideration for the specific position.**

The second portion of the cover letter is key! Use **detailed examples from your experiences to provide evidence of the skill sets and qualifications you possess.** Be sure to **reference the qualifications listed in the job posting.** Be careful to not repeat your resume here, instead expand on it and encourage them to read it. This second section of the cover letter is usually one or two paragraphs.

The third portion of the cover letter is the logistical "wrap up" portion. Thank the employer for reading your information and provide a request for further contact. Include your contact information or a reference to where your contact information is located. Re-state the position you're applying for if needed.

Sincerely,

Leave room here to sign your cover letter if submitted via mail or in person

Your Name (Typed)

Enclosure(s)

Since you don't staple or paperclip your professional documents, the word "Enclosure(s)" serves as a reminder to the reader that there are other documents that go with this letter. This is only necessary if submitting your materials via mail or in-person.

THE RESUME: AN INTRODUCTION TO YOU

THE BASICS

There is no *right way* to create a resume, but there are strategies that can promote your abilities and catch a reader's attention. Your resume should be formatted in a way that connects with your audience and targeted experience (job posting or graduate program) while reflecting you as an individual. Always be truthful and ethical in your self-representation.

One type of resume traditionally used within the academic community is the curriculum vitae (CV), which features teaching and research experience and a comprehensive list of publications, presentations and related activities. CVs are less common for undergraduate degrees, but may be needed for certain graduate or professional schools. Other resources from Career Education can help you create a CV.

GET STARTED

Document Format:

- Open a new word document. Avoid all resume templates because they make it difficult update and make changes as you edit and add new experiences.
- Set all four margins to .75" or .5" so the "blank white space" in the document is minimized and the document has a "frame" for the reader to hold onto and a space to write notes.
- Select an easily legible font (Calibri, Verdana, Times New Roman) and set it to 11pt or 12pt.
- Begin with your name at the top in a larger font (16-20pt) and contact information in a smaller font (10pt). Include one address, either your permanent and/or campus, a telephone number and an email address.
- Within the document, create the headings that you want to include in the order of importance: Education (always 1st), Related Experience, Leadership & Service, etc.
- Under the headings, list each experience with your title, company, location, and dates. These experiences should be in reverse chronological order (most recent to least recent by start date).
- Create at least 1 bullet point under each experience to describe what you did and how/why. Begin each of these phrases with an 'action word' and there is no need to end with a "." as these are not complete sentences.

Important tips for success:

- Undergraduate experiences usually fit on 1 page; if there are 2 pages both should be completely filled (no half pages).
- Choose 2 of these 3: bold, ALL CAPS*, or underline to create distinct headings and/or subheadings
- Use the present tense of the verb (e.g. Organize), if the experience is ongoing. Use the past tense of the action verb (e.g. Organized), if it happened in the past.
- Write out words – avoid all personal pronouns or abbreviations, except for states and GPA.
- Use industry terminology when applicable
- Proofread multiple times. Poor grammar and spelling is one of the first reasons an employer will eliminate your application.
- Present your documents in this order: cover letter, resume, reference page
- Print your application materials on high quality bond paper, typically ivory or white, if mailed or submitted in person.
- Save documents as one single .pdf file and name the file "Your Last Name", unless otherwise instructed (if submitting electronically/via email). The body of the email should state that the documents are attached. It is convenient for your audience if all submitted documents are merged into one .pdf for ease on opening, printing, etc.



REFERENCE PAGE: SUPPORTING YOUR CANDIDACY

Use the same header as your resume so that these pages appear to go together.

Name
Address
Phone Number | email

Organic Chemistry Professor, Academic Advisor, Organic Workshop Supervisor

Dr. S. Shaun Murphree
Department of Chemistry
Allegheny College
520 North Main Street
Meadville, PA 16335

814 332 5358
smurphre@allegheny.edu

You should have 3-5 professional references, which can include your professors, advisors, coaches, or job/internship supervisors.

German Professor, Academic Advisor

Dr. Jochen Richter
Department of Modern and Classical Languages
Allegheny College
520 North Main Street
Meadville, PA 16335

814 332 2327
jochen.richter@allegheny.edu

It is courteous to ask your references in advance of placing them on this page if they are able to serve as a positive reference for you. Give your references an updated resume and keep them informed of the opportunities for which you apply.

Internship Supervisor

Dr. Kerstin Weissenbach
Research, Development, Technical Services Silanes
Degussa GmbH
Untere Kanalstrasse 3
79618 Rheinfelden
Germany

011 49 7623 91 8131
kerstin.weissenbach@degussa.com

Provide any necessary notes with your references to help make the connection smooth for both parties.

Due to the time difference and her schedule, Dr. Weissenbach is best reached by email. Phone calls should be made 3-11 a.m. EST. She is able to communicate fluently in German and English.

ACTION WORDS

The following is a list of action words to use in your resume. These verbs are action-oriented and represent skill areas you may have that would be beneficial to the prospective employer. While the verbs listed below are in past tense, use the verb tense that correlates with your experience: **if it happened in the past, use past tense and if it is current, use present tense.**

Leadership & Management

administered	attained	conducted	contracted	controlled
coordinated	directed	employed	enacted	exceeded
executed	expanded	grouped	guided	headed
hired	implemented	incorporated	initiated	instituted
maintained	managed	marketed	monitored	motivated
obtained	organized	performed	produced	reduced
repositioned	retained	revised	strengthened	supervised
trimmed	turned around	undertook		

Organization & Implementation

advised	analyzed	arranged	budgeted	catalogued
collaborated	consulted	compared	compiled	completed
computed	decreased	distributed	enlarged	examined
expanded	facilitated	generated	improvised	increased
indexed	leveraged	redesigned	reorganized	restructured
reviewed	revised	scheduled	sponsored	strengthened
synthesized	systematized	verified		

Promotion & Sales

convinced	generated	improved	increased	influenced
launched	marketed	persuaded	promoted	recommended
represented	secured	sold	targeted	accounted for

Research & Development

analyzed	automated	classified	designed	determined
developed	differentiated	equated	experimented	invented
investigated	related	researched	searched	solved
structured	synthesized	theorized		

Problem-Solving

accomplished	awarded	balanced	closed	corrected
determined	diverted	eliminated	evaluated	handled
identified	improved	investigated	mediated	negotiated
pioneered	proposed	recruited	resolved	satisfied
sorted	strengthened	surpassed	assured	

Interpersonal Communications

counseled	demonstrated	disseminated	edited	facilitated
instructed	interviewed	moderated	participated	prepared
presented	presided	served as	wrote	approved

Initiative & Creativity

arranged	conceived	created	designed	developed
devised	enabled	enhanced	formulated	initiated
invented	innovated	originated	packaged	prepared
produced	refined	reshaped	resolved	solved

Management Verbs

administered	analyzed	assigned	attained	chaired
consolidated	contracted	coordinated	delegated	developed
directed	evaluated	executed	improved	increased
organized	oversaw	planned	prioritized	produced
recommended	reviewed	scheduled	strengthened	supervised

Communication Verbs

addressed	arbitrated	arranged	authored	collaborated
convinced	corresponded	developed	directed	drafted
edited	enlisted	formulated	influenced	interpreted
lectured	mediated	moderated	negotiated	persuaded
promoted	publicized	reconciled	recruited	spoke
translated	wrote			

Research Verbs

clarified	collected	diagnosed	evaluated	examined
extracted	identified	inspected	interpreted	interviewed
investigated	organized	reviewed	summarized	surveyed
systematized				

Technical Verbs

assembled	built	calculated	computed	designed
devised	engineered	fabricated	maintained	operated
overhauled	programmed	remodeled	repaired	solved
upgraded				

Teaching Verbs

adapted	advised	clarified	coached	communicated
coordinated	demystified	developed	enabled	encouraged
evaluated	explained	facilitated	guided	informed
instructed	persuaded	Set goals	stimulated	trained

Management Verbs

administered	allocated	analyzed	appraised	audited
balanced	budgeted	calculated	computed	developed
forecasted	managed	marketed	planned	projected
researched				

Creative Verbs

acted	conceptualized	created	customized	designed
developed	directed	established	fashioned	founded
illustrated	initiated	instituted	integrated	introduced
invented	originated	performed	planned	revitalized

Helping Verbs

advocated	assessed	assisted	clarified	coached
counseled	demonstrated	diagnosed	educated	expedited
facilitated	familiarized	guided	motivated	referred
rehabilitated	represented			

Clerical or Detail Verbs

approved	arranged	catalogued	classified	collected
compiled	dispatched	executed	generated	implemented
inspected	monitored	operated	organized	prepared
processed	purchased	recorded	retrieved	screened
specified	systematized	tabulated	validated	

Accomplishment Verbs

achieved	expanded	improved	pioneered	reduced (losses)
resolved (problems)	restored	spearheaded	transformed	

Verb Source: Resume Tutor from the University of Minnesota

CONSTRUCTING AN ACHIEVEMENT STATEMENT (BULLET POINT)

Under each position you have on your resume, list bulleted accomplishment statements. These statements should ***explain what you did in the position, how you did it, and the results of your actions.*** The skills you gained from your experiences should be represented through your accomplishment statements. Brainstorm about each experience/position and create unique bullet points.

Bullet Point “Formula” = Action Verb + Example + Result

Action Verb: Always begin a bullet point with an action verb. Use a variety of action verbs to show the variety of skills you demonstrated.

Average Bullet Point with Action Verb

- Tutored an eight grade student

Example: Give specifics as to what you did at that position.

Better Bullet Point with Action Verb and Example

- Tutored an eight grade student in pre-algebra

Result: State what you achieved from your example; what was the purpose of doing what you did?

Best Achievement Statement with Action Verb, Example, and Result

- Tutored eighth grade student in pre-algebra, using prescribed curriculum to raise the students’ grade from a C to a B over the course of one semester

Reference: Adapted from DePaul University Career Center, “Resume Guide for Teachers”, pg 6-7.

SAMPLE JOB DESCRIPTION

Job ID: 209327BR

Posting Title: Summer 2017 Internship - Creative Services Project Coordinator

Alcon Laboratories, Inc.

Functional Area: Communications & Public Affairs

Job Description:

A health care company with global reach. A product pipeline filled to the brim. A team committed to scientific advancement. Think what's possible. Novartis and its associated companies are always looking for talented employees globally. We are engaged in advance preparation for potential position openings. Submit your CV/resume now to join our talent pool for the position described below.

Major Accountabilities:

Support efforts related to project initiation and scheduling for staff. Ensure that all projects are completed on schedule, within budgetary constraints, and are accurate. Coordinate and attend meetings with potential clients to gain project insight. Frequent internal company and external contacts. Prioritize and report changes to design staff/management in order to meet commitments. Display a high degree of professionalism, interpersonal, organizational, negotiation, presentation, teamwork, and written and oral communication skills. Ability to work in a fast-paced environment and quickly adjust to rapidly shifting priorities to achieve deadline objectives while diminishing factors that could hinder progress. Ensure that all projects are completed on schedule, within budgetary constraints, and are accurate.

Alcon's 10-12 week summer internship program provides real-world work experience to university students. Interns are expected to work 40 hours per week during the length of their internship, unless otherwise specified by their manager. In addition to work assignments and projects, Alcon also provides the students career development and networking opportunities throughout the duration of the summer internship program.

Minimum Requirements:

Current undergraduate or graduate student enrolled in an accredited university

- Ability to commit to a 10-12 week full-time summer program
- Willingness to learn from others on the job and inside a specific team
- Curiosity to explore different functions and unique roles at Alcon

To Apply:

Send cover letter and resume via email to Sarah Brown: sarahmbrown@gmail.com

SAMPLE COVER LETTER

First & Last Name
Box #37, Allegheny College
Meadville, PA 16335

October 16, 2017

Alcon Laboratories, Inc.
Alabama, USA

Dear Sarah Brown,

I am eager to submit my materials for consideration for the Summer 2017 Internship - Creative Services Project Coordinator position with Alcon Laboratories, Inc. I saw this position posted in Gator Connect, the Allegheny College job and internship database. I know my skills are a good match for this internship position.

As a student at Allegheny College, I have managed multiple projects and learned how to complete tasks on schedule. For example, as an editor for *The Campus*, the student-run campus newspaper, I had to produce accurate content to meet weekly project deadlines while also completing my academic course work. One week in particular, I had two academic papers to complete as well as two articles for *The Campus*. After creating a detailed schedule for the week, I was able to produce quality materials and finished all projects on time. I am also an organized individual and work well as part of a team. While completing a multi-interview story for *The Campus*, I worked with a group of editors to interview students and staff and write the final article. During this project, I kept all of the audio files and transcriptions organized in Google Drive and created an interview schedule that worked with the group and the participants.

I have also demonstrated professionalism and gained oral communication skills in my position as an admissions tour guide, known as a "Gator Guide" on Allegheny College's campus. In this role, I spoke with prospective students and their families during campus tours and open house events. I also participated in panel discussions during admissions visit days where I answered questions in front of large groups of prospective students and families using my knowledge of the college including curriculum and co-curricular activities. In addition, my work in the Admissions Office has taught me how to handle a fast-paced environment and quickly adjust as plans change. While assisting with the overnight visit program for prospective students I had to be flexible and quickly correct problems if some students or hosts did not attend as planned.

Thank you for taking the time to review my materials and consider my application for the Summer 2017 Internship - Creative Services Project Coordinator position with Alcon Laboratories, Inc. I hope to have the opportunity to discuss my interest and qualifications with you further. I am available at your convenience and can be contacted by phone at (123)456-7890 or e-mail at xname@allegheny.edu.

Sincerely,

Your Name

Example Resume Layout

520 North Main Street, Box 00, Meadville, PA 16335
(xxx) xxx-xxxx | email

EDUCATION

Allegheny College, Meadville, PA
Bachelor of Science or Arts – Major
Minor:

Expected Graduation: May 20__
GPA: ###/4.00 (list if above a 3.0)

Alden Scholar (Dean’s List)
Distinguished Alden Scholar (High Dean’s List)

Academic Year Dates
Academic Year Dates

Senior Thesis: *Title*

- Independent research project that was written and orally defended
- Brief description optional

Study Abroad: **University Name**, City, Country

Dates

- Study Abroad experience should include a brief description of program/courses or highlight unique experiences

Experiential Learning Seminar: *Title*

Dates

- Destination City/Countries
- Brief description of learning and include “earned (2 or 4) academic credits towards graduation”

Relevant Courses:

List 3-4 relevant courses in list form by title

WORK EXPERIENCE or RELATED EXPERIENCE

Position Title, Company Name, City, State

Dates

- Action words explain what you did and how and/or why you did it
- Action words start your phrases to qualify and quantify your accomplishments
- Action words describe your major responsibilities and/or skills gained

LEADERSHIP & SERVICE

Your Title, Name of Organization, Place (ie. Allegheny College)

Dates

- Action word to describe what you did as a member of this a campus organization/club
- Include student clubs, Greek Life, community service such as Alternative Spring Break or Make A Difference Day

ATHLETICS

Team Member, Sport, Allegheny College

Dates

- Action word should quantify the number of practices and competitions you attend, as well as other skills gained

SKILLS

Certifications: CPR, First Aid

Clearances: PA Child Abuse History, FBI Fingerprints, PA Criminal Record Check

Computer: Mac & PC Proficient; *G Suite*: Gmail, Docs, Sheets, Slides; *Microsoft Office*: Word, Excel, Power Point

Language: Spanish (Intermediate), Arabic (Beginner)

Sample Resume 1 (First-Year Student)

Address
email@allegheny.edu | Phone

EDUCATION

Bachelor of Arts, Economics
Allegheny College, Meadville, PA
Minor: Communication Arts

Expected Graduation May 2020

RELEVANT COURSEWORK

Introduction to Microeconomics & Macroeconomics, Managerial Economics, Macro Theory Economics

WORK EXPERIENCE

Database Inventory Specialist, Mobile Motor Sports Solutions, City, State

June 2017

- Received and collected data on clothing inventory throughout the store
- Organized data into Microsoft Excel spreadsheet
- Fulfilled customer orders by boxing and shipping inventory

Athletic Camera Operator, Athletics Department, Allegheny College

August – November 2016

- Organized and placed filming equipment on and off the field before and after practice
- Traveled with the team to record football practices and games for performance evaluation
- Assembled and disassembled the filming equipment such as monitors, cameras, tri-pods

VOLUNTEER EXPERIENCE

Teacher's Assistant, American High School, City, State

August 2015 – June 2016

- Composed assignments and activities for students in grades kindergarten through fourth
- Supervised students to correct behavior and mediated arguments
- Graded homework and tests and organized student belongings

Basketball Camp Counselor, American Middle School, City, State

January 2012 – July 2016

- Organized practices and game schedules for players ages 8-13
- Guided approximately 45% of students to play for their high school basketball teams
- Gave campers advice on the game of basketball and provided mentorship
- Refereed and kept score at games, cleaned court before and after games, and put away supplies

ATHLETICS

Receiver, Varsity Football, Allegheny College

August 2016 – Present

- Complete 12.5 hours a week of practice which includes 3 hours a week weight lifting in-season, and 6 hours a week weight lifting off-season
- Watch game and practice tapes 4 days a week and discuss positioning, routes, formations, opposing teams tendencies, and evaluate starting players
- Communicate with receivers, quarterback, running backs, and coaches to coordinate plays
- Attend group meetings after practice and one-on-one meetings once a week with coaches

SKILLS

Computer: Mac & PC Proficient; *Microsoft Office:* Word, Excel, PowerPoint; *G Suite:* Gmail, Docs, Sheets

Music: 7 years of trumpet, 6 years of percussion

Sample Resume 2 (International Focus)

Address • email@gmail.com • Phone Number

EDUCATION

Allegheny College, Meadville, PA

Graduation: May 2017

Bachelor of Arts: International Studies

GPA: 3.8/4.0

Minor: French

Distinguished Alden Scholar (High Dean's List)

2014-2015

Lambda Sigma (National Sophomore Honor Society)

Phi Sigma Iota (International Foreign Language Honor Society)

Boston University, Paris, France

Aug.-Nov. 2015

Study Abroad, Paris Internship Program

- Presented weekly oral presentations in French about current events and French culture
- Analyzed the Franco-German relationship through the economic crisis and completed an eight-page paper in French

Experiential Learning Travel Seminar, Berlin, Germany & Prague, Czech Republic

May 2015

- Completed ethnographic observations on the use of public space
 - Studied how Germany and Czech Republic remember and memorialize their history using public space
-

EXPERIENCE

Fellow, Center for Political Participation (CPP), Allegheny College

Jan. 2016-Present

- Develop the new Law & Policy Program for Allegheny College and serve as a peer mentor
- Create advertising materials and manage media for CPP and Law & Policy programs
- Organize conferences, the 2016 presidential election night event, and speakers visits to campus

Intern, The National Coalition for the Homeless, Washington, DC

June-Aug. 2016

- Edited policy reports and wrote summaries of reports for use in the newsletter, at conferences and online
- Created graphics for printed materials, social media and the website
- Represented NCH at the 3-day National Alliance to End Homelessness Conference in DC
- Advocated for anti-discrimination legislation in DC and researched how various organizations across the country are addressing the criminalization of homelessness

Intern, CIVIC Leadership Institute, Norfolk, VA

Seasonally May 2015 -Jan. 2016

- Planned CIVIC Scholars opening retreat and assisted with planning and developing program days and alumni events
- Created social media and advertising material and restructured and streamlined data base of over 700 alumni
- Assisted with program days located around Hampton Roads and attended Board meetings

Intern, American Field Service (AFS) Vivre Sans Frontier, Paris, France

Nov. 2015

- Translated documents and applications from French to English
 - Processed applications of high school students wanting to study in France through AFS programs
-

LEADERSHIP EXPERIENCE

Chief Administrative Officer, Kappa Alpha Theta, Allegheny College

Jan. 2015-Dec. 2016

- Coordinate and execute all administrative tasks of chapter, serve on executive committee and risk management team and chair bylaws committee
- Supervise elections, maintain calendar, submit forms, manage chapter roster and coordinate Fraternity officer visits

Photo Editor, The Campus Newspaper, Meadville, PA

Aug. 2014-May 2015

- Photographed events and news for weekly, student-run college newspaper, circulation 1,000
 - Chose photos to appear in paper, wrote captions and assisted with layout
-

SKILLS

Language: French (fluent)

Photography: Intermediate Photoshop, Proficient with digital and film photography, Advanced Nikon camera knowledge

Social Media: Facebook, Twitter, Wordpress Blogs, Pinterest, Instagram

Computer: *Microsoft Office*: Word, Power Point; iWork; iLife; Basic OS X configuration and troubleshooting; Java programming essentials

Sample Resume 3 (Political Focus)

Address • email@allegheny.edu • Phone Number

EDUCATION

Allegheny College, Meadville, PA Graduated: May 2016

Bachelor of Arts: Political Science (Double Major- History)

GPA: 3.93/4.00

Distinguished Alden Scholar (High Dean's List) 2013-2016

James Cook University, Semester Abroad, Townsville, Australia Feb.-June 2015

- Completed field research on Aboriginal culture and history by conducting interviews and compiling data

RELATED EXPERIENCE

Student Fellow, Allegheny College Center for Political Participation, Meadville, PA Aug. 2014–May 2016

- Organized politically-oriented events as part of College's Annual Theme and attended national conference aimed at teaching skills needed to inform other students about civic engagement

Legislative Intern, Office of Congressman John Katko (NY-24), Syracuse, NY July–Aug. 2015

- Worked in Syracuse district office where tasked with constituent casework, performed policy research regarding NY-Interstate 81 changes, and represented the Congressman at numerous public events

Summer Research Associate, Robert H. Jackson Center, Jamestown, NY May– Aug. 2014

- Collaborated with center staff and other associates on the Defenders of Freedom World War II Oral History Project and implemented new technology in the center's studio to accommodate this project

Intern, Office of the Onondaga County Executive, Syracuse, NY June 2010–Aug. 2013

- Created a comprehensive research project on county employee health care costs, which was used in a graduate school local government course

LEADERSHIP EXPERIENCE

National Campaign Ambassador, Harvard University Institute of Politics, Cambridge, MA Sept. 2014-May 2016

- Developed and facilitated two year comprehensive student voter awareness project at Allegheny College to combat problems of student voter apathy

Executive Board President, Residence Hall Association, Allegheny College Nov. 2012-May 2016

- Organized community building events for Allegheny students through residence halls and trained students interested in forming hall councils to enhance leadership skills and attended regional leadership conference for Residence Hall Associations from the central Atlantic region

Brother, Alpha Phi Omega, Allegheny College Feb. 2013-Present

- Served as VP of Membership for full term and managed recruitment process and membership bookkeeping

HONORS AND AWARDS

Member, Phi Alpha Theta (National History Honor Society)

Member, Phi Sigma Tau (International Philosophy Honor Society)

Member, Pi Sigma Alpha (National Political Science Honor Society)

Recipient, Outstanding Political Science Major Award, 2014-2015

- Annual award given to one Political Science Major who shows promise and commitment in the field

Recipient, Outstanding History Major Award, 2014-2015

- Awarded to one History Major who has demonstrated outstanding work in the department

Sample Resume 4 (Physical Science Focus)

ADDRESS
EMAIL · PHONE

EDUCATION

Bachelor of Science in Chemistry

May 2013

Minor: Dance and Movement Studies

Allegheny College, Meadville, PA

Magna cum laude graduate, GPA: 3.74/4.00

Senior Thesis: *An Approach to Studying the Correlation between Size and Strength of the CH- π Interaction*

- Independent research project that was presented and orally defended

Distinguished Alden Scholar (High Dean's List)

2009, 2012

Alden Scholar (Dean's List)

2010, 2011

Experiential Learning Trip: South Africa

May-June 2011

- Explored the culture and country of South Africa for 3 weeks and earned four academic credit hours
- Traveled to main cities and rural areas, completed work at an underprivileged school teaching local students English, and helped make the facility a better learning environment

WORK EXPERIENCE

Summer Research Assistant & Independent Student Researcher, Allegheny College

May 2010-Dec 2012

- Worked independently under the guidance of Dr. Mark Ams studying the CH- π interaction
- Synthesized and analyzed molecular torsion balances to measure the strength of the interaction
- Independently completed a multistep research plan, involving synthesis, purification, and characterization
- Worked for 40 hours a week, 8-10 weeks for three consecutive summers
- Completed research during the 2011 and 2012 academic years contributing to senior thesis

Physics Teaching Assistant, Allegheny College

Aug. 2010-May 2011

- Held and led workshops outside of class every week to teach physics concepts to students
- Taught students both in both individual sessions and large group settings

Ballroom Dance Teaching Assistant, Allegheny College

Aug. 2011-May 2013

- Attended ballroom dance classes and demonstrated moves and techniques for the professors
- Held weekly out-of-class workshops to answer questions and help students practice

PROFESSIONAL DEVELOPMENT

American Chemical Society Poster Presentation, City, State

March 2012

Molecular torsion balances for probing the distance dependency of CH- π interactions

- Designed a poster to present on the nature of the CH- π interaction

LEADERSHIP AND SERVICE

President, Colleges Against Cancer, Allegheny College

Sep. 2009-May 2013

- Corresponded directly with American Cancer Society Advisor during 2010-2013 presidency
- Raised money for American Cancer Society and co-chaired the annual Relay for Life Event

Choreographer, Orchesis Dance Company, Allegheny College

Aug.-Nov. 2010-2012

- Organized and choreographed a Latin ballroom dance for the 2011 and 2012 performances

Performer, Dance Concerts, Allegheny College

Oct. 2010-May 2013

- Participated in several annual performances: *Cookies and Milk, Dance Minors, and Spring Dance Concert*

SKILLS

- Over two and a half years of independent laboratory experience
- Proficient using NMR, HPLC, GC-MS, UV-Vis, and TLC analytical equipment and techniques

Sample Resume 5 (Communication Arts Focus)

Phone

Address

email@allegheny.edu

EDUCATION

Allegheny College, Meadville, PA

Anticipated Graduation: May 2018

Bachelor of Arts in Communication Arts

GPA: 3.92/4.00

Minor: Political Science

Distinguished Alden Scholar (High Dean's List)

2014-2017

WORK EXPERIENCE

Box Office Assistant, Keswick Theatre, Glenside, PA

May-August 2017

- Assisted customers with ticket orders both in person and over the phone
- Learned how to operate ticket purchasing program, OUTBOX
- Opened and closed box office independently

Sales Associate, Breslin's Consignment Corner, Jenkintown, PA

May 2015-Present

- Consult with and assist customers and complete sales process efficiently
- Sort clothes accurately and compose visually appealing merchandise displays

Summer Intern, Hosh Yoga, City, State

July-August 2016

- Assisted guests at nonprofit yoga studio by answering phone calls and greeting and directing attendees
- Accepted cash and credit donations during pre-class sign-in and sold memberships to new customers
- Produced social media content to promote the studio on Facebook

Camp Counselor, Bernard Harris Summer Science Camp, City, State

July 2015

- Supervised 6 campers 24 hours per day and co-supervised 48 campers ages 10-14 during field trips
- Mediated interpersonal conflicts between campers and responded to emergency situations

RESEARCH EXPERIENCE

Independent Student Researcher, Senior Thesis, Allegheny College

August- December 2017

- Conduct extensive self-directed research exploring the relationship between online self-branding techniques, postfeminist hierarchy, and reports of sexual assault perpetrated by YouTube stars
- Will write, present, and orally defend an original independent thesis

LEADERSHIP & SERVICE

Vice President, Lambda Pi Eta (National Communication Studies Honor Society)

October 2015-Present

- Hold initiation ceremony for new members each semester
- Co-organized an event in the Spring 2016 semester to promote relevant internships to students
- Assist with coordination of executive board members and meetings
- Help create and edit local chapter's academic journal

Volunteer DJ, WARC 90.3FM, Allegheny College

September-December 2016

- Curated weekly playlists and discussed events during a weekly, two-hour radio show

SKILLS

Computer: Mac and PC proficient; *Microsoft Office*: Word, Excel, Publisher, and PowerPoint

Social Media: Twitter, Facebook, Tumblr, Instagram, Pinterest, WordPress Websites and Blogging

Sample Resume 6 (Research Focus)

520 North Main Street Box #
Meadville, PA 16335

email@allegheny.edu
Phone Number

Permanent Address

EDUCATION

Allegheny College, Meadville, PA
Bachelors of Science, Environmental Science
Minor: Economics
Cumulative GPA 3.12/4.00
Alden Scholar (Dean's List)

Graduation: May 2016

2012- 2016

Senior Thesis: *Feasibility of spent foundry sand reuse for Advanced Cast Products*

- Independent research project that was written and orally defended

Relevant Courses: Environmental Research Methods, Environmental Problem Analysis, Sustainable Development, Environmental Spatial Analysis (G.I.S.), Physical Geology, Principles of Chemistry 1, Organismal Physiology/Ecology, Genetics Development/Evolution, Conservation Biology, Biostatistics, Calculus I & II

Arava Institute for Environmental Science, Kibbutz Ketura, Israel

January- May 2015

Relevant Courses: Society and the Environment, Ecology of the Arava, Environmental Mediation and Conflict Resolution, Water Resources of the Middle East

RELATED EXPERIENCE

Independent Study on Evrona Oil Spill, Arava Institute for Environmental Studies

January- May 2015

- Collected and monitored soil moisture levels in two separate oil spill sites
- Worked closely with multiple research teams to compile data
- Presented research to the community

Intern, Resource Management Division of Fairfax County Park Authority, VA

June- August 2014

- Mapped invasive plant species using Collector application of ArcGIS
- Surveyed 6,062 acres of parkland to map both type and density of invasive plant species
- Analyzed water quality of wetlands

Volunteer Leader, Second District Elementary School Science Symposium, Meadville PA

January- May 2013

- Assisted in teaching fourth grade students science concepts such as friction
- Explained abstract concepts
- Lead the students in conducting experiments

COURSE PROJECTS

Team Member, Feasibility of Innovation Fund Project, Allegheny College

September 2014- December 2014

- Researched how to encourage social entrepreneurship on Allegheny's campus examining how other colleges have done this and the challenges unique to Allegheny College
- Focused on both acquisition of funds and physical space for social entrepreneurs
- Presented proposal to the Environmental Science Department and received an A-

Researcher, Foundation for Sustainable Forestry Project, Allegheny College

September 2014- November 2014

- Utilized ArcGIS to produce a map of priority land parcels FFSF would be interested in for conservation
- Digitized property boundaries, converted between raster and vector data, combined data sets
- Used weighted analysis to determine land most suitable for conservation based on a FFSF's stated criteria
- Final products: list of landowners, a report explaining methodology; received an A

Team Member, Ernst Conservation Seed Project, Allegheny College

September- December 2013

- Class designed experiment to test best growing conditions for *Schizachyrium scoparium*
- Tested the effects of pH, agrosil, added nitrogen, and discing in laboratory and field settings in teams of 4
- Presented findings to the management of Ernst Conservation Seed, received a B+

WORK EXPERIENCE

Student Assistant, Alumni Affairs, Allegheny College

September 2012- May 2016

- Compiled and updated changes in alumni contact information in Colleague database
- Greeted visitors and directed calls
- Organized mailings and events located in various cities

NaviGator, Learning Commons, Allegheny College

August 2013- May 2015

- Worked with faculty and administration to ensure first year student success
- Planned and executed monthly events for first-year students, including learning time management, using the resource librarians, creating a resume, course planning, and choosing a major
- Completed training on topics such as social justice and learning styles
- Held monthly meetings with advisor to evaluate success of events

Sales Associate, Bath and Body Works, Ross Park

Seasonally 2013-May 2016

- Educated customers on new products and benefits of ingredients
- Answered phone calls, customer questions, and operated cash register

LEADERSHIP AND SERVICE

Sister of Alpha Delta Pi, Eta Beta Chapter, Allegheny College

January 2013- Present

Pride Leader

January 2014- May 2016

- Orchestrated bonding events for sisters and completed paperwork for events held

Philanthropy Chair

April 2013- December 2013

- Coordinated volunteer opportunities with local organizations
- Planned volunteer trips to the Ronald McDonald House in Rochester, NY
- Supervised paperwork involving sisters' service hours

Member, Student for Environmental Action, Allegheny College

September 2012- May 2016

- Designed and facilitated Fossil Fuel Free Fest, a festival focused on not using fossil fuels
- Researched divestment and the feasibility of Allegheny College divesting
- Informed student body of environmentally friendly initiatives across campus through posters, writings videos, and social media outlets

Allegheny Student Ambassador, Allegheny College

September 2012- May 2016

- Hosted prospective students on overnight trips on campus
- Traveled to high schools to talk about Allegheny College
- Lead "Green Tours" that showcase Allegheny College's commitment to sustainability

PROFESSIONAL DEVELOPMENT AND AFFILIATIONS

- Student Member, Pennsylvania Association of Environmental Professionals

January 2015- Present

- Attendee, Students for Zero Waste Conference, University of New Hampshire, Durham NH

October 2015

- Attendee, Pennsylvania Association of Sustainable Agriculture Conference, State College, PA
2014

February

SAMPLE RESUME 7 (PRE-MED FOCUS)

Email@gmail.com

Address

Phone Number

EDUCATION

Allegheny College, *Meadville, PA*

Graduated May 2016

Bachelor of Science in Psychology (Pre-Med Focus)

GPA: 3.5/4.0

Minor: Biology

Senior Thesis: "An Acute 1-Week Trial of Mindfulness Training in Division III College Athletes: Influences on Perceived Stress and Athletic Performance"

- Independent research project that received IRB approval, was written and orally defend, and was awarded departmental honors

Related Coursework: Organic Chemistry 1 & 2, Biochemistry, Microbiology, Chemical Concepts 1 & 2, Organismal Physiology of Ecology, and Genetics, Development, and Evolution, Molecular Biology

Honors/Organizations

- Awarded degree *cum laude*
- Distinguished Alden Scholar (High Dean's List) **2015-2016**
- Tri-Beta Biological Honors Society **2014-present**
- Alden Scholar (Dean's List) **2012-2015**
- Allegheny Pre-Health Club **2012-2016**

GAP YEAR PLAN

National Health Corps, Shadyside Family Health Center, Pittsburgh, PA

August 2016-July

2017

- Work as a behavioral health coordinator tracking and coordinating the behavioral health care of our patients with depression and functioning as a liaison between the patient, the health care provider (PCP), the behavioral health specialists and community resources
- Assist patients in self-management of their depression and meet with the patients in the office to provide additional education to the patient and family about depression and non-pharmacologic and pharmacologic treatments

HEALTH CARE EXPERIENCE

Shadowing Student, Armstrong Primary Care, Leechburg, PA

May 2016

- Shadowed Dr. Vicky Leo at a primary care practice in a small rural town
- Acquired 12 hours observing follow-up visits of patients with chronic illnesses including hypertension, diabetes, and asthma

Summer Research Internship Program, Children's Hospital of Pittsburgh

June 2015-July 2015

- Worked in Dr. Kathryn Torok's Localized Scleroderma lab to complete a research project comparing data from two separate quality of life inventories (CDQLI and Peds QL), which measure the health related quality of life (HRQoL) of her patients
- Completed a poster displaying my research and presented it at the end of the summer
- Completed clinical rotations in Children's Hospital NICU, Children's Hospital Pediatric Surgery Department, and Children's Hospital Emergency Medicine Department, also Shadowed Dr. Torok during her rheumatology clinic hours

Independent Research Student, Allegheny College

October 2014-May 2015

- Assist Professor Matthew Venesky, Ph.D. on research with *Batrachochytrium dendrobatidis (Bd)* and its effects on amphibians
- Perform feeding trials with amphibians as well as swabbing, DNA collection/processing and analyzing data

Research Student, Children's Hospital of Pittsburgh

June-August 2014

- Volunteered a total of 70 hours inputting clinical data from pediatric patients enrolled in the National Registry for Childhood Onset Scleroderma (NRCOS) and Dr. Kathryn Torok's translational research studies
- Also spent an additional 70 hours shadowing Dr. Torok during her pediatric localized scleroderma clinic and general rheumatology clinic

HEALTH CARE EXPERIENCE CONTINUED...

Research Focus Group, Children's Hospital of Pittsburgh **July 2014**

- Spent 10 hours observing Dr. Kaveh Ardalen lead focus groups to help gain a better understanding of what it is like to be a child living with localized scleroderma

Shadowing Student, Allegheny General Hospital, Pittsburgh, PA **May 2013-June 2013**

- Shadowed Dr. Daniel Altman (orthopedic surgeon) through the experiential learning (EL) program through Allegheny College
- Acquired 65 shadowing hours and experience observing a variety of orthopedic surgeries and clinical consults

Shadowing Student, York General Hospital, York, PA **July 2013**

- Shadowed Dr. Percival Buenaventura (cardiothoracic surgeon) through the experiential learning (EL) program
- Acquired 30 shadowing hours and experience observing a variety of cardiothoracic surgeries
- Gained beneficial exposure to the hospital environment and the process of how the operating room is set up and how surgeries are performed

LEADERSHIP & VOLUNTEER WORK

Volunteer, Rock Creek Counseling Center, Meadville, PA **September 2014-December 2014**

- Assisted in creating a 4 week curriculum for an adolescent dialectical behavioral therapy (DBT) skills training group training
- Assisted in updating the informed consent form for Rock Creek Counseling Center
- Took notes during individual and group psychotherapy sessions

Group Leader, Student Athlete Leadership Academy, Chatham University, Pittsburgh, PA **August 2014**

- Volunteered as a group leader during a day-long summit organized to help 80 high school student-athletes enhance their leadership potential
- Served as a role model for a group of 15 high school student-athletes
- Helped facilitate discussions on topics such as leadership, communication, and teamwork

Relay For Life, Apollo Senior High School, Apollo, PA **June 2007-Present**

- Participate in an organization that raises money for cancer research
- Each year an event is held at a local high school where you can enter a team and at least one member of the team must be walking around the track for 24 hours

PUBLICATIONS

- Hess A, Mcallister C, Demarchi J, Zidek M, Murone J, & Venesky M. (2015). Salamanders increase their feeding activity when infected with the pathogenic chytrid fungus *Batrachochytrium dendrobatidis*. *Diseases of Aquatic Organisms Dis. Aquat. Org.*, 205-212.
- Zidek M, Hershey N, & Torok KS. Examining quality of life measures in pediatric localized scleroderma. Poster session presented at: Children's Hospital of Pittsburgh or UPMC; 2015 July 23; Pittsburgh, PA.

ADDITIONAL EXPERIENCE

Career Peer Advisor, Career Education Office, Allegheny College **August 2013-May 2016**

- Marketed events for the Career Education Office to engage current students and informed them of career development opportunities including approximately 100 recruiter visits annually
- Performed first-look resume reviews for students
- Greeted visitors to the office, answered and directed phone calls, and scheduled individual appointments for students

Gator Day Planning Committee, Allegheny College **October 2013-April 2016**

- Served as the only student member on the Gator Day Planning Committee and created marketing materials for distribution on campus

ATHLETICS

Shooting Guard, Varsity Basketball, Allegheny College **August 2012-July 2014**

- Tied school record for 3-pointers in one game (7)