

the how to: resume and job search correspondence

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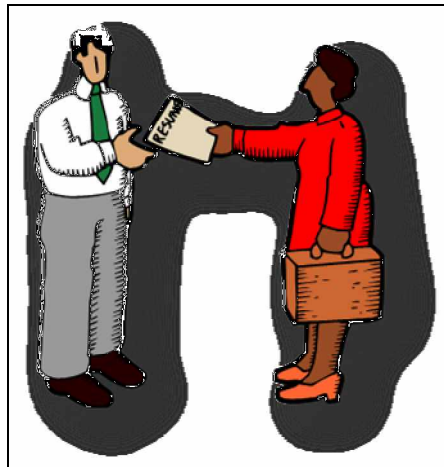
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Resume & Cover Letter Writing Guide

A Resume is a Marketing Tool to Sell Yourself

A Resume Should:

- attract attention to your skills, strengths, accomplishments, and your career plans
- encourage readers to want to learn more about you
- emphasize the results of your efforts
- draw clear parallels between your skills and experience, and an employer's needs



Step One

Brainstorm

*All you need to begin is a little time and a pen!
Before you decide on what to list and how to list it, do some simple brainstorming.*

- A. Begin by writing down everything you might want to include about yourself on a resume, for example:

Education/Study Abroad
Coursework/Projects
Jobs
Internships
Activities
Honors/Awards
Skills (language, computer)
Community Service
Research/Publications

- B. Continue to expand on these experiences by writing down the following information:

Dates
Locations (city/town, state)
Title/Position

- C. Delve a little further into each experience and list your major responsibilities, projects worked on, skills learned, and goals achieved. Think about how you:

Improved the work process
Helped increase the quality or reduced the cost of a product or service
Thoroughly satisfied a customer
Helped increase the sales or profits of the organization or a particular event
Learned skills that are transferable to any work environment
Contributed to the organizations goals
Demonstrated that you were recognized for your achievements or contributions

- D. Describe the above accomplishments using STAR statements: the Situation/Task you faced, the ACTION you took, and the Results you achieved:

+ Situation	Business fraternity
+ Task	Charity events
+ Action verb (see list on pages 9-11)	Organized
+ Result	Raised over \$4,000
= Accomplishment	Organized business fraternity philanthropic events which resulted in contributions over \$4,000

Step Two *Decide What to Emphasize*

Take a look at the job description!

Each resume you produce should be tailored to fit the specific job you are applying for.

- A. If there is a job description, highlight all of the keywords which indicate required and preferred skills, abilities, attributes, and qualifications. Then, use the same words in your resume.

If there is no job description, construct your resume so that it is targeted to the industry you are applying to and your career objective. It is helpful if you clarify the following statements:

My primary career objective is.....

The principal abilities, skills, attributes, and experience that employers in this field look for are.....

- B. Now decide on which accomplishments from Step One match each specific job.

Step Three *Choose a Format*

Do not use a template; your resume should fit you, not the other way around!

Choose a format that best portrays your skills and experience at a glance.

- A. The Chronological Format (sample on page 13)
- Most commonly used format
 - Emphasizes the positions you have held and experiences you have had
 - Lists most recent positions first
- B. The Functional Format (sample on page 14)
- Used when circumstances require you to avoid emphasizing your employment record, such as: little to no work experience, significant gaps in your employment record, pattern of short term jobs (after graduation from college), held several positions in which you have exercised the same skills
- C. The Combination Format (sample on page 15)
- Formed by adding a listing of employers and positions held to the functional resume
 - Shows the potential employer where you have gained the skills you are highlighting

Step Four *Organize Your Resume*

On average, employers take 20-30 seconds to scan a resume!

A. Remember the 3 C's: Concise, Clear, Consistent

Concise

- For entry level positions, a one page resume is preferred. You can adjust your margins and font size to keep from going on to two pages: margins can be a minimum of 0.5, standard fonts can be a minimum of 10
- Express one thought per bullet and one bullet per thought

Clear

- **Bullet your tasks;** avoid writing in paragraph form
- Use bold type, italics and underlining to emphasize key points or information, but use it sparingly (see page 19 for tips on electronic resumes)

Consistent

- Whichever format or emphasis you choose to use, do it consistently throughout the resume, so information can be found with ease

B. Create section titles and order them in interest to your reader. Remember that we read top to bottom and left to right, so put anything important towards the top of your resume and to the left. Some common resume sections are:

Identification

Name, address, phone number, email

- Make sure that a professional greeting is recorded on your voice-mail or answering machine
- Use a professional e-mail address such as your Hofstra email
- Do not include any non-relevant personal information such as your social security number, age, gender, marital status, a picture, race, or religion for opportunities within the United States

Objective

The reason you are sending the resume to the employer

- Objectives are not required, but are often useful to focus a resume
- Be specific to the position and company you are applying to, such as, "To obtain a tour guide position at The Museum of Natural History"

Education

Institution attended, location, degree (s) earned, major(s), minor(s), cumulative and/or major GPA, graduation date

- Spell out your degree correctly. Ex: Bachelor of Art rather than Bachelors of Art
- List GPA only if it is a 3.0 or higher, unless otherwise required
- Do not include your high school after sophomore year, unless you graduated from a prestigious high school with strong alumni ties or a specialty high school related to your career goals

Honors and Awards

Academic honors or other awards

- A short list of honors and awards associated with a respective institution can be listed in its own section or under the Education section
- Avoid a “laundry list” of awards; choose only the most relevant or prestigious

Experience

Work, research, volunteer, fieldwork, internships, campus activities, etc.

- Include the following components within this section for each entry:
 - Position held (your title)
 - Name and location of the organization
 - Dates of work
 - Skills, accomplishments, and results (describe rather than list)
- When listing responsibilities, do not include a subject, always start with an action verb, and provide an immediate idea of the types of skills being used
- Do not use punctuation because the bulleted statements are incomplete sentences
- List the statements that closely support your job objective higher than those that do not

Skills

Relevant skills to the position such as computer skills, language skills, and key job specific skills

- Indicate the level of your understanding with words such as fluent, proficient, conversational, working knowledge of...

Interests

Indicates an interest outside of your stated experience

- This section is optional
- Irrelevant or assumed interests need not be included

References (see sample on page 16)

Names, titles, addresses, phone numbers, and email addresses of people a potential employer may contact

- Use a separate sheet; do not include “References Upon Request” on your resume
- Maintain the same format as your resume
- Use professors, current and former employers, or student-organization advisors who can speak to your qualifications rather than friends or family
- Three to five people are standard
- Be sure to get permission from your references first, and then make sure to send them a copy of your resume
- After you have made a decision about a job or internship offer, send a thank you letter to each of your references informing them of your plans

See page 8 for an extended list of resume headings.

Step Five *Prepare a Cover Letter*

*A well written cover letter should always accompany your resume.
Its purpose is to introduce you and to expand on the experience in your resume.*

A strong cover letter should:

- Include specific information about why you want to work for the employer
 - Exemplify solid writing skills and be succinct
 - Demonstrate your knowledge of the position
 - Align your experience with the desired qualifications of the employer
 - Address any potential concerns about your application
- A. There are two types of cover letters: one in response to job postings, and one inquiring about possible openings:
In response to job postings, research the employer's organization, analyze the job description and show why you are a good fit, and send the letter to a specific person.
- If inquiring about possible job openings, be specific as possible about the type of position that interests you.
- B. The basic cover letter has three sections:
- *Section 1* – Tell why you are writing; state how you found out about the organization/position; mention any referrals
 - *Section 2* – Highlight one or more experiences (job, activities, projects) that illustrate a relevant skill and indicates how you can make a contribution
 - *Section 3* – Indicate your interest in meeting to discuss the organization/position, and thank the employer for his/her time and consideration
- C. The electronic cover letter is different from the paper format. When submitting a resume via email, the cover letter is in the body of the email and the resume is attached. The electronic cover letter should be shorter than the traditional cover letter; it should not exceed one screen length. (See samples on page 22.)

Step Six *Have Your Resume And Cover Letter Critiqued*

- Quick Questions Hours at The Career Center are Monday through Thursday from 2-4pm and Friday from 11am – 1pm
- Weekly “Out & About” Quick Question Hours across campus are listed in The Career Series and online at www.hofstra.edu/career
- Make an individual appointment with a Career Counselor by calling 463-6060

Sample Resume Headings

Take a look at your experience.

Then, group them together under specific and appropriate headings.

Objective

Career Objective
Career Summary
Employment Objective
Professional Objective
Professional Summary
Summary of Qualifications
Profile

Education

Academic Background
Academic Training
Educational Background
Educational Preparation
Educational Qualifications
Educational Training
Education and Training

Experience

Additional Experience
Career Related Experience
Course Project Experience
Employment History
"Functional" Experience
(i.e. Management Experience)
Internship Experience
Military Background
Practicum Experience
Professional Experience
Related Experience
Work Experience
Work History

Activities

Activities
Associations
Athletic Involvement
Civic Activities
Campus Activities
Community Service
Professional Affiliations
Volunteer Work

Skills and Training

Areas of Experience
Areas of Expertise
Areas of Knowledge
Career Related Skills
Certifications
Computer Knowledge
Computer Skills
Endorsements
Language Skills
Licenses
Professional Skills
Qualifications
Special Training

Publications

Conference Presentations
Conventions
Current Research Interests
Dissertation
Exhibits
Papers
Presentations
Professional Publications
Research Grants
Research Projects
Thesis

Honors

Academic Honors
Accolades
Achievements
Awards

Distinctions
Fellowships
Scholarships

Additional Sections

Interests
Related Coursework
Web Portfolio
Credentials

Action Verbs by Skill Category

*Circle all of the words relevant to your experience.
Then, use them in your resume!*

Communicative

address	convince	express	mediate	publicize	speak
arbitrate	correspond	follow-up	meet	publish	suggest
arrange	describe	formulate	moderate	question	summarize
author	develop	influence	motivate	read	talk
brief	direct	inform	negotiate	reconcile	translate
communicate	document	interpret	network	recruit	write
compose	draft	interview	persuade	refer	
confront	edit	lecture	present	report	
contact	enlist	market	promote	rewrite	

Creative

act	develop	execute	institute	pilot	revitalize
broaden	direct	explore	integrate	pioneer	shape
compose	discover	fashion	introduce	plan	sketch
conceive	draft	forge	invent	redesign	spearhead
conceptualize	dramatize	found	market	rehearse	start
conduct	draw up	illustrate	modernize	remodel	stimulate
create	entertain	imagine	originate	renovate	strategize
design	establish	improvise	perform	replace	transform

Financial

account for	appraise	calculate	finance	plan	research
adjust	audit	compute	forecast	procure	transfer
administer	balance	control	manage	project	
allocate	buy	develop	market	purchase	
analyze	budget	estimate	monitor	reconcile	

Helping

advise	clarify	encourage	forecast	orient	refer
advocate	coach	enlist	foster	predict	rehabilitate
aided	counsel	ensure	guide	prescribe	represent
anticipate	demonstrate	evaluate	handle	protect	serve
assess	diagnose	expedite	harmonize	provide	support
assist	educate	facilitate	moderate	reconcile	utilize
care for	enable	familiarize	observe	rectify	volunteer

Management

administer	contract	dispense	maintain	propose	set goals
account for	consolidate	employ	orchestrate	protect	schedule
analyze	consult	evaluate	order	realize	supervise

appoint	decide	execute	organize	recommend	terminate
approve	delegate	formulate	oversee	recruit	unify
assign	determine	handle	plan	regulate	withdraw
assume	develop	head	perfect	review	
attain	devote	hire	preserve	revitalize	
chair	direct	leverage	prioritize	reward	
choose	dispatch	manage	produce	save	

Organizational

approve	cut	identify	operate	retrieve	streamline
arrange	diagram	implement	organize	revamp	stretch
catalogue	dispatch	inspect	pinpoint	revise	substitute
classify	distribute	integrate	prepare	schedule	systematize
collaborate	enlist	interface with	prioritize	screen	tabulate
collect	execute	join	process	set up	target
compile	expedite	list	record	shape	update
conserve	extract	log	reshape	specialize	validate
consolidate	generate	monitor	reorganize	specify	

Research

acquire	collect	determine	identify	modify	summarize
amplify	compare	disprove	inspect	organize	survey
analyze	conduct	evaluate	interpret	process	systematize
calculate	critique	examine	interview	review	test
chart	diagnose	extract	investigate	research	theorize
clarify	design	formulate	locate	study	trouble-shoot

Results

achieve	complete	establish	initiate	pioneer	standardize
accelerate	compound	exceed	introduce	prove	succeed
accomplish	contribute	excel	launch	reduce	transform
add	decrease	expand	lower costs	re-establish	trim
advance	double	extend	map	resolve	triple
attain	effect	fortify	maximize	restore	validate
augment	eliminate	improve	measure	selected as	widen
award	enlarge	increase	obtain	stabilize	won

Teaching

accept	coach	educate	identify	modify	simplify
adapt	command	elaborate	implement	motivate	solicit
advise	communicate	elicit	incorporate	observe	speculate
actively	compliment	emphasize	indicate	organize	state
analyze	consider	enable	infer	persuade	stimulate
apply	cooperate	encourage	inform	ponder	structure
appraise	coordinate	evaluate	initiate	postulate	synthesize

assess	correct	excite	inquire	praise	systematize
assign	define	explain	instruct	provoke	teach
attend	demonstrate	explore	interact	question	tell
calm	designate	facilitate	integrate	reinforce	thank
categorize	develop	focus	investigate	rephrase	theorize
challenge	direct	generate	judge	reward	train
choose	discipline	guide	listen	set goals	tutor
clarify	doubt	hypothesize	model	set standards	

Technical

activate	contrive	engineer	overhaul	retrieve	upgrade
assemble	convert	exhibit	participate	screen	
began	deliver	fabricate	program	sell	
build	design	install	rehabilitate	service	
calculate	detect	maintain	remodel	solve	
compute	devise	navigate	repair	supply	
construct	display	operate	resolve	train	

Resume DOs and DON'Ts

DO

Focus on the specific results of your work, significant achievements, and recognition received

Use action verbs such as “created” or “coordinated” to describe your experience

Get feedback from several people, including your career counselor

Have somebody you trust proofread your resume for spelling and grammatical errors

Remember to describe both your paid and unpaid or volunteer experiences

Exercise restraint rather than cramming too much information onto a resume

Tailor your resume to each specific position

Omit experiences that you would not want to repeat in future positions unless they are necessary for the job

Use high quality paper in a neutral color

Use readable fonts

DON'T

Use phrases such as “Responsibilities included”

Use resume templates included in word processing software

Manipulate margins or font size to accommodate information in place of proper editing

Use long sentences or paragraphs

Submit the same resume to every employer, regardless of the position

Write long open-ended and self-focused objectives such as, “To find a professional position at a medium sized corporation where I can grow and develop my management skills”

Use “I” in your statements

Chronological Resume Template

YOUR NAME

Your Address Here

yourname@email.com (right click mouse to remove hyperlink), your phone number

EDUCATION

Hofstra University, Hempstead, NY

Bachelor of Arts/Science in Major Minor (if you have one)

anticipated May 200x

GPA 3.xx (include GPA if ≥ 3.00 , Do Not round up)

Honors/Awards: Dean's List, Golden Key, etc

Relevant Courses: Optional, if applicable, no more than 4-5 upper level classes

Abroad University, City, Country

Studied (courses/subjects included)

Spring Semester 200x

WORK EXPERIENCE

Name of Organization, City, State

Job Title

Start date – End date

- Describe any accomplishments that you achieved at your job
- Explain what you did, how you did it, why you did it, and what the results were
- Whenever possible, quantify the number of people/items/data that you worked with
- Use present tense for verbs describing jobs that you are currently performing

Name of Organization, City, State

Job Title

Start date – End date

- Describing Accomplishments: Result + Action + Problem/Project = strong bullet point
- Do not use punctuation at the end of your bullets, they are not complete sentences
- Start each bullet with an action verb

VOLUNTEER EXPERIENCE

Name of Organization, City, State

Job Title

Start date – End date

- Focus on a few key skills that your industry is looking for, and demonstrate how you used those skills through the description of the tasks/projects you accomplished at your job

ACTIVITIES – List each organization, your title, and accomplishments

SKILLS

Computer: Microsoft Excel, PowerPoint, Word, and any other relevant computer skills

Language: List all languages you are fluent or proficient in or currently studying; if listed as fluent, you should be able to conduct an interview in that language

The resume samples should be used as a starting point. Each student is encouraged to construct a resume that fits his/her need.

Functional Resume Template

YOUR NAME

Your Address Here

yourname@email.com (right click mouse to remove hyperlink), your phone number

EDUCATION

Hofstra University, Hempstead, NY

Bachelor of Arts/Science in Major Minor (if you have one)

anticipated May 200x

GPA 3.xx (include GPA if ≥ 3.00 , Do Not round up)

Honors/Awards: Dean's List, Golden Key, etc

Relevant Courses: Optional, if applicable, no more than 4-5 upper level classes

Abroad University, City, Country

Studied (courses/subjects included)

Spring Semester 200x

SKILLS AND ACCOMPLISHMENTS

Transferrable Skill (such as Interpersonal Skills, Customer Service, Research Skills)

- Describe any accomplishments that exemplify the skill
- Explain what you did, how you did it, why you did it, and what the results were
- Whenever possible, quantify the number of people/items/data that you worked with
- Use present tense for verbs describing jobs that you are currently performing

Transferrable Skill

- Describing Accomplishments: Result + Action + Problem/Project = strong bullet point
- Do not use punctuation at the end of your bullets, they are not complete sentences
- Start each bullet with an action verb

WORK HISTORY

Job Title, Name of Organization, City, State

Start date – End date

Job Title, Name of Organization, City, State

Start date – End date

Job Title, Name of Organization, City, State

Start date – End date

COMPUTER & LANGUAGE SKILLS

Computer: Microsoft Excel, PowerPoint, Word, and any other relevant computer skills

Language: List all languages you are fluent or proficient in or currently studying; if listed as fluent, you should be able to conduct an interview in that language

The resume samples should be used as a starting point. Each student is encouraged to construct a resume that fits his/her need.

Combination Resume Template

YOUR NAME

Your Address Here

yourname@email.com (right click mouse to remove hyperlink), your phone number

EDUCATION

Hofstra University, Hempstead, NY

Bachelor of Arts/Science in Major Minor (if you have one)

anticipated May 200x

GPA 3.xx (include GPA if ≥ 3.00 , Do Not round up)

Honors/Awards: Dean's List, Golden Key, etc

Relevant Courses: Optional, if applicable, no more than 4-5 upper level classes

Abroad University, City, Country

Studied (courses/subjects included)

Spring Semester 200x

RELATED EXPERIENCE

Name of Organization, City, State

Job Title

Start date – End date

- Describe any accomplishments that you achieved at your job
- Explain what you did, how you did it, why you did it, and what the results were
- Whenever possible, quantify the number of people/items/data that you worked with
- Use present tense for verbs describing jobs that you are currently performing

Name of Organization, City, State

Job Title

Start date – End date

- Describing Accomplishments: Result + Action + Problem/Project = strong bullet point
- Do not use punctuation at the end of your bullets, they are not complete sentences
- Start each bullet with an action verb

OTHER WORK EXPERIENCE

Name of Organization, City, State

Job Title

Start date – End date

- Focus on a few key skills that your industry is looking for, and demonstrate how you used those skills through the description of the tasks/projects you accomplished at your job

ACTIVITIES – List each organization, your title, and accomplishments

SKILLS

Computer: Microsoft Excel, PowerPoint, Word, and any other relevant computer skills

Language: List all languages you are fluent or proficient in or currently studying; if listed as fluent, you should be able to conduct an interview in that language

The resume samples should be used as a starting point. Each student is encouraged to construct a resume that fits his/her need.

Reference List Template

YOUR NAME

Your Address Here

yourname@email.com (right click mouse to remove hyperlink), your phone number

REFERENCES

Name
Title
Organization
Address
City, State Zip Code
Phone Number
Email Address

Name
Title
Organization
Address
City, State Zip Code
Phone Number
Email Address

Name
Title
Organization
Address
City, State Zip Code
Phone Number
Email Address

Name
Title
Organization
Address
City, State Zip Code
Phone Number
Email Address

Cover Letter Template

Your Street Address
City, State and Zip Code
Date of Letter

(4 Spaces)

Specific Person in the Organization
Title
Organization
Address
City, State and Zip Code

(1 Space)

Dear Mr./Ms. XYZ:

(1 Space)

Opening Paragraph: Introduction – State the position or type of work for which you are applying. Identify how you learned of the opportunity. In one or two sentences, tell why the position and organization interests you. Give a brief summary of your education and background.

(1 Space)

Body Paragraph: Sell Yourself – Research the company and the position beforehand. Succinctly state why you are qualified for the position using the employers terminology and jargon. Highlight one or two major accomplishments that demonstrate the necessary skills for the position. Be sure to draw a connection between the needs of the current job opening and the skills and experience that you will bring to the job. This section may be one or two paragraphs long.

(1 Space)

Closing Paragraph: Ask for an Interview - Re-emphasize your interest, politely thank the employer for their time and request an interview.

(1 Space)

Sincerely,

(4 Spaces – Sign Full Name)

Type Your Full Name

Thank You Letter Template

Your Street Address
City, State and Zip Code

(1 Space)

Date of Letter

(4 Spaces)

Name of Interviewer
Title
Organization
Street Address
City, State and Zip Code

(1 Space)

Dear Mr./Ms. XYZ,

(1 Space)

The thank you letter should be brief and to the point. Emphasize your sincere appreciation to the person for taking the time to meet or interview you.

(1 Space)

Next, focus on your interest in the position. Remind the recipient of your strong qualifications for the position and connect the requirements of the position directly with your specific talents. Describe briefly how you would be an asset to their organization.

(1 Space)

Finally, conclude your letter and thank the recipient again.

(1 Space)

Sincerely,

(4 Spaces – Sign Full Name)

Type Your Full Name

Helpful Hints

- Send a specific thank you letter to each person who met with you.
- Send letters within 24 to 48 hours after the interview.
- Consider the organizational culture if you want to use more informal correspondence such as, a hand written thank you card or an email.

Tips for Electronic Resumes

Before emailing your resume, try to find out the employer's format preference. Some accept attachments; others prefer your resume in the text of the email message. If you can't find out the employer's preference, send the cover letter in the body of the email and attach the resume.

When submitting a resume via an organization's website, use the formatting and display style recommended by the website.

To Send Your Resume as an Attachment:

- Copy your cover letter in the body of the email (eliminate top portion of letter and start with "Dear X")
- Give the document a name the recruiter will associate with you, such as "SmithJohn.doc." Don't give it a generic name like "Resume.doc."
- Be sure your document is virus free
- Email it to yourself to make sure it's easy to open and the formatting stays correct
- Sending it as a PDF can ensure that the format will not be altered and information cannot be changed

To Send Your Resume in the Text of the Email Message:

- The cover letter should appear first
- Do not use bold, underlining, bullets, distinctive fonts, colored text, or html codes
- Use asterisks, plus signs, dashes, all capital letters, and combinations to highlight text
- Email it to yourself and a friend with a different email address to see how it will look
- Text resumes look plain and ordinary, but employers are used to this; they are most concerned with the content

To Make Your Resume Scannable:

Some large employers utilize resume database tracking systems. They scan incoming resumes into a database (sometimes letters too) and when they have openings, they can retrieve resumes using relevant keywords. Some companies will indicate on their website if they scan resumes and even give formatting tips.

- Include industry or job-specific keywords, especially relevant skills, understandable abbreviations, major, specific fields of study, and experience
- Use 10 to 12 point font size
- Do not use italics, underlining, fancy fonts, bullets, and multiple columns; use all capitals for emphasis
- Do not center text
- When submitting a hard copy, print on white paper with a laser printer; do not fold it

Scannable Resume Sample

Sally Student

123 Hofstra Road
Hempstead, NY 11549
516-463-xxxx
StudeS1@pride.hofstra.edu

KEYWORD SUMMARY

BS Computer Science, 2009, C++, Visual Basic, Assembly, FORTRAN, HTML, CAD, Oracle, MS Office, IBM 630/670, Windows, NT, UNIX, Programmer

EDUCATION

Bachelor of Science, Computer Science, 2009
Hofstra University, Hempstead, NY
Minor: Mathematics
GPA: 3.8

Related Courses: Database Design, Compiler Design, Systems Architecture, Operating Systems, Data Structures, Systems Analysis

COMPUTER SKILLS

Languages: C/C++, Visual Basic, Assembly, FORTRAN, HTML
Software: CAD, Oracle, MS Office
Systems: IBM 630/670, Windows NT, UNIX

EXPERIENCE

Support Desk Assistant, Hofstra University, 2007-2009

- Maintained computer systems in computer lab
- Installed applications and performed troubleshooting
- Instructed students on applications and systems

Programming Intern, Friendly Computers, 2008-2009

- Wrote instructional programs
- Corrected errors in pre-written programs using C++
- Altered existing programs to fit user needs

Data Entry Clerk, United Media, Summer 2007

- Updated inventory and sales data

Email Resume Sample

Dear Ms. Smith,

Thank you for meeting with me after the career panel yesterday at Hofstra University. I am very interested in the entry-level manufacturing engineering position we discussed. The following is a copy of my resume, which I have also included as an attachment.

I think my strong mechanical engineering training and work experience in a manufacturing setting make me an ideal candidate. I am available to begin work after June 2, 2009.

I look forward to hearing from you. Please feel free to email me or call me at 516-463-xxxx. Thank you.

Sally Student

RESUME

Sally Student
123 Hofstra Road
Hempstead, NY 11549
516-463-xxxx
StudeS1@pride.hofstra.edu

EDUCATION

Hofstra University, Hempstead, NY
Bachelor of Science in Mechanical Engineering, May 2009
GPA: 3.6

RELATED COURSEWORK

*Product Development *Measurement Systems
*Advanced 3D Modeling *Fluid Mechanics *Applied Fluids
*Thermodynamics *Heat Transfer *Properties of Materials

PROJECTS

*Modeled aluminum tubing framework of a DNA machine and provided cost analysis, vendor information, and component and assembly drawings

*Conceptualized and developed a prototype for a device used to prevent the disastrous effects of household gas leaks.

EXPERIENCE

Northfield Precision Instrument Corp., Island Park, NY, December 2008 – May 2009
Manufacturing Engineering Assistant
*Performed daily maintenance and troubleshooting of a manufacturing line
*Researched and tested hardware and software scenarios for implementation

Email Cover Letter Samples

To: JoAnn Jones
From: Megan Small
Subject: Experienced ESL Teacher seeks Training Coordinator Position

Dear Ms. Jones:

Professor Smith informed me that you are looking for a Training Coordinator for Literacy Volunteers of America and suggested that I e-mail you my resume. My interest in literacy issues was fostered during my AmericCorps tenure, where I served as an ESL teacher for middle school age students. Additionally, I have been tutoring adults for the GED for the past three years.

I think my experiences working with ESL and basic reading populations, as well as my background in education, make me an ideal candidate for the Training Coordinator position. The attached resume will provide more details about my experience and accomplishments. I would welcome the opportunity for an interview at your earliest convenience. You can reach me via email at megansmall@hofstra.edu or by phone at (516) XXX-XXXX. Thank you for your consideration.

Sincerely,

Megan Small

To: Henry Large
From: James Brown
Subject: Interest in Paralegal Position at Smith, Smith, and Jones

Dear Mr. Large:

I found your posting for the paralegal position at Smith, Smith and Jones in the *New York Times*. As a current student at Hofstra University, I will obtain my Bachelor of Arts in History with a minor in Political Science this May. While I have always been interested in legal research, my specific interests in real estate law was sparked during a summer internship at Fisher and Fisher, a firm that specialized in real estate law.

I hope you will find me a good match for the paralegal position. The attached resume will provide more information about my experience and legal research skills. I will be in New York City between April 1 and 15 and would welcome the chance to discuss the paralegal position in more detail. You can reach me via email at jamesbrown@hofstra.edu or by phone at (516) XXX-XXXX. I look forward to meeting you.

Yours truly,

James Brown

Other Types of Correspondence

JOB OFFER CLARIFICATION:

Sent in response to an oral or written job offer that does not provide all of the pertinent information you need in order to make an informed decision.

Your Letter Should:

- Indicate your interest in the employer and the offer
- Ask specifically for the information you need

This information may be requested over the telephone, but be certain to confirm all details in writing with the employer to avoid any future misunderstandings.

LETTER OF ACCEPTANCE:

Sent to formally accept the position and to clarify important information.

Your Letter Should:

- Refer to the offer made by the employer
- Restate terms of employment and confirm pre-employment details, starting date, etc.
- Close by expressing your appreciation and pleasure at joining the organization

LETTER OF DECLINATION/WITHDRAWAL

As a courtesy, a formal letter declining a job should be sent to each employer who extended you an offer after you have made a decision not to accept. You should also notify an employer if you wish to withdraw your candidacy before an offer has been made. Always be tactful and appreciative in your correspondence.

EDUCATION

Hofstra University Hempstead, NY May 2010
Frank G. Zarb School of Business GPA: 3.5
Bachelor of Business Administration in Accounting

- Member of Beta Alpha Psi, National Accounting Honor Society

Nassau Community College Garden City, NY May 2007
Associate in Liberal Arts and Sciences

ACCOUNTING EXPERIENCE

George Weston Bakeries Bay Shore, NY August 2009 - present
Accounting Intern

- Assist Compliance Manager in preparing and ensuring appropriate paperwork for auditors
- Analyze and prepare reports on department expenditures, including profit and loss statements
- Collaborate with various departments to organize all facets of seminar preparation
- Organize and maintain customer databases, mail merges, and office duties

VITA Long Beach, NY January 2008 – May 2008
Volunteer

- Prepared 2006 Federal and State Tax Returns of clients
- Answered various tax related questions

ADDITIONAL BUSINESS EXPERIENCE

Natiel and Associates Hicksville, NY April 2005 – September 2007
Account Executive

- Maintained customer accounts utilizing Peachtree
- Managed databases of sales, customers, and profiles using Excel and Access
- Researched and contacted manufacturers and distributors in various industries to increase sales

Brewester's Grill Westbury, NY January 2001 – April 2005
Manager

- Trained new employees and managed schedules
- Oversaw all catering, menu selection, and advertising

SKILLS

- Fluent in Italian
- Proficient computer skills in MS Word, Excel, Access, Outlook, and PowerPoint
- Working Knowledge of Peachtree Accounting
- Outstanding multitasking skills and ability to prioritize

Elizabeth Cavalier

ECavalier@hofstra.pride.edu

School:
101 Main St.
Hempstead, NY 11549
516-465-8283

Permanent:
31 Pine St.
Endicott, NY 13902
516-544-8243

OBJECTIVE:

To obtain a job in engineering that utilizes experience in technology

EDUCATION:

Hofstra University
Bachelor of Engineering
Cumulative GPA: 3.7; Major GPA: 3.78
Related Coursework

Hempstead, NY
May 2010

- Data Communications
- Human Computer Interface
- Operations Research/Network Modeling and Design
- Business Software Development

RELATED WORK EXPERIENCE:

Computer Associates

Central Islip, NY
Summer 200

Network Controller/Summer Intern, Network Operations Center

- Troubleshoot data communication problems including fault isolation, equipment fault detection, and circuit outages
- Developed network management/monitoring scripts using UNIX and PERL
- Performed remote monitoring of dial-up, routing, and other network equipment
- Attended professional training classes in ATM, TCP/IP, Ascend Max, T1/T3 Technologies and UNIX

Department of Computer Science, Hofstra University

Hempstead, NY
March-August 2008

Web Assistant

- Designed and implemented a website for the Department of Computer Science using HTML, JavaScript, and Photoshop

Samson Networking Systems

Freeport, NY
Summer 2008

Summer Intern, DirectPC Engineering Test Group

- Installed DirectPC hardware/software and various Operating Systems
- Configured and installed the Portmaster and Cisco Switch
- Performed ping tests to ensure network connections
- Revised and edited Oracle forms using the form builder and SQL

SKILLS:

Operating Systems: Windows NT, MacOS, UNIX, SunOS

Applications: Microsoft Office: (Access, Excel, FrontPage, PowerPoint, Publisher, Word)

Programming Languages: Pascal, C++, HTML, SQL, UNIX scripting, PERL

Languages: Written and reading proficiency in Chinese

LEADERSHIP AND PROFESSIONAL ACTIVITIES:

Society of Women Engineers (Co-Webmaster, Secretary, Treasurer)
Engineering Student Council (Student Advisor)

Fall 2006-present
Fall 2007-present

Brian Weberson

1722 Micros Lane
Hempstead, NY 11549
516-232-4353
Brian.Weberson@gmail.com

OBJECTIVE: To obtain a Software Engineering position at Google

EDUCATION: **Bachelor of Science in Computer Science** *May 2009*
Hofstra University, Hempstead, NY
Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses included:

Software Engineering Design	Artificial Intelligence
Operating Systems Design	Object-Oriented Development
Java Development	Relational Database Theory
C/C++ Programming	Network Programming

RELEVANT EXPERIENCE: **Computer Lab Assistant** *August 2008 to Present*
Hofstra University, Hempstead, New York

- Assist students with programming and software questions
- Support Microsoft Office, Internet Explorer, and a variety of internally developed programs and tools

Software Engineering Internship *May 2008 to August 2008*
Hewlett-Packard Corporation, Palo Alto, California

- Team member of the Open Enterprise Solutions Group
- Tested enhancements to A+ software for distributed systems management
- Served as departmental Linux Systems Administrator
- Developed prototype of new product enhancement for A+ which serves as an extension of the off-site system management modeling tool; programs were written in Java and C++

WORK

EXPERIENCE: **Computer/Electronics Assistant** *Summers 2005 to 2007*
Best Buy, Carle Place, New York

- Assisted customers with purchasing computers, computer accessories and other electronics
- Offered expertise regarding computer performance and software specifications
- Installed computer software and troubleshoot problem computers

ACTIVITIES: • President, Association for Computing Machines, Student Chapter, 2008-2009
• Member, Association for Computing Machines, Student Chapter, 2006-2007

Jenny Smith

234 Apple Street • Bronx, NY 10043 • 718-222-4444 • JSmith@aol.com

EDUCATION

Hofstra University, Hempstead, NY

School of Communication, Bachelor of Arts, May 2011

Major: **Print Journalism**

Minor: **English**

Major GPA: 3.6

Overall GPA: 3.5

RELATED COURSEWORK

Outside community research and/or reporting time was required for all of these courses:

News Writing and Reporting

Broadcast News

Feature and Magazine Writing

Copyediting

HONORS AND CAMPUS INVOLVEMENT

- Dean's List
- Lambda Pi Eta Communications National Honor Society
- Phi Eta Sigma Freshman National Honor Society
- Hofstra Student Judicial Board Member

JOURNALISM EXPERIENCE

The Chronicle Newspaper, Hempstead, NY

Oct. 2007-present

Staff Writer

- Research and write articles periodically each semester on various subjects

Pulse Magazine, Hempstead, NY

Feb. 2009-present

Managing Editor/Writer

- Oversee staff of 10-15 members
- Manage deadlines for articles, photos and overall process of developing the issue

IN New York Magazine, New York, NY

Summer 2009

Editorial Intern

- Assisted in various departments with research tasks
- Handled fact checking, proofreading, and writing

WORK EXPERIENCE

Hofstra Cultural Center, Hempstead, NY

April 2008-present

Undergraduate Assistant

- Assist with clerical work, including heavy phones and walk-in queries

COMPUTER SKILLS

Desktop Publishing, Online Journalism, Quark, Photoshop, Microsoft Word, Excel, PowerPoint

John Doe
(516) 222-3333
JohnDoe@yahoo.com

Campus Address (until 5/20/10)
300 Hofstra University, 102 Netherlands
Hempstead, NY 11549

Permanent Address
155 Maple Road
Greenwich, CT 12345

EDUCATION

Hofstra University, Hempstead, NY
Bachelor of Arts in Political Science, expected May 2010
Minor: Speech Communication & Rhetorical Studies
Overall GPA: 3.35

AWARDS

James W. Ellis, Jr. Annual Scholarship
Dean's List, Three Semesters
Student Government Senator of the Month, February 2008

RELATED EXPERIENCE

Dean of Students Office , Hempstead, NY <i>Undergraduate Assistant to the Dean</i>	2007-Present
<ul style="list-style-type: none">• Communicate directly with students regarding judicial issues• Oversee the handling of sensitive and confidential documents• Field inquiries from parents, students, administrators, and faculty• Perform various administrative tasks for senior administrators	
The Advance Group , New York, NY <i>Intern for Political Consulting Firm</i>	Summer 2009
<ul style="list-style-type: none">• Assisted in the corporate sponsorship outreach for special events• Handled a large volume of phone communication with potential and existing supporters• Maintained contributor database• Researched clients via internet	

CAMPUS LEADERSHIP

Student Government Association <i>Senator, Ethics & Conduct Chair</i>	2008-Present
<ul style="list-style-type: none">• Vote on legislation• Serve as liaison between students and association	
Hofstra Democrats <i>Public Relations Chair</i>	2007-2009

ADDITIONAL WORK EXPERIENCE

The Sports Authority , Garden City, NY <i>Assistant to Manager, Sales Associate</i>	2005-Present
<ul style="list-style-type: none">• Earned Employee of the Month on three occasions• Provide assistance in opening and closing of store• Handle deposits of over \$20K and manage all transactions• Communicate effectively with all customers and co-workers	

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Access), Internet

SAMANTHA DEGENNARO
123 Main Street
Anywhere, NY 10000
(631) 555-1212 Sdegenn1@pride.hofstra.edu

OBJECTIVE: Admission to a graduate school program for Speech-Language Pathology

EDUCATION:

Hofstra University, Hempstead, NY
Bachelor of Arts in Speech-Language-Hearing Sciences expected May 2010
Major GPA: 3.4 Overall GPA: 3.0

Suffolk Community College, Brentwood, NY
Associate of Arts May 2008

HONORS AND SPECIAL PROJECTS:

- Dean's List (5 Semesters)
- Hofstra University Leadership Award (April 2007)
- *Honors Project:* Researched and wrote essay on the socio-cultural influences on written and spoken communication
- Successfully performed observation hours at Saltzman Community Center

ACTIVITIES:

- National Student Speech-Language-Hearing Association, Member 2009-present
- New York State Speech-Language-Hearing Association, Member 2009-present
- Sigma Delta Tau National Sorority, Executive Board Member 2008-present

RELEVANT EXPERIENCE:

Speech-Language-Hearing Sciences Department, Hempstead, NY Jan. 2009-present
Student Aide

- Recognized by supervisor for strong work ethic
- Assist faculty with appointments and basic office tasks
- Handle student questions and concerns
- Perform data entry and manage large databases

ABC Summer Camp, Melville, NY Summers 2006-2008
Counselor

- Oversaw and monitored activities for 10 special needs campers
- Communicated with parents on camper progress
- Aided campers with personal hygiene and daily living skills

OTHER WORK EXPERIENCE:

Applebee's, Bellmore, NY Feb. 2005-Jan. 2007
Hostess

- Utilized strong interpersonal and communication skills
- Handled customers and problem-solved accordingly

COMPUTER SKILLS:

Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook), basic HTML, Internet

KAREN MARTIN

45-B Marion Court
Melville, NY 11000
(631) 456-7890
KMartin@aol.com

Objective:

To obtain a research position within a higher education institution

Skills & Attributes:

- Strong Microsoft Office (Word, Excel, PowerPoint) skills
- Basic Knowledge of HTML
- Detail-oriented; excellent reading and writing skills
- Determined; willing to work long hours
- Well-spoken; able to get along well with others
- Ability to work successfully both independently and in groups
- Warm and friendly personality; good sense of humor

Education & Honors:

Hofstra University

Bachelor of Arts

Major: History

Minor: English

Hempstead, NY

anticipated May 2010

- Major GPA: 3.9; Overall GPA: 3.65
- Dean's List all semesters

Relevant Coursework & Projects:

Theory and Practice of Publishing

Books and the Law

Medieval Europe

Oral Communication

Critical Theories and Critical Writings

History Seminar

Screening American History

Introduction to Computers in Business

- Researched, developed, and wrote 80 page paper entitled "Women's Lives in Medieval Europe;" received an A for content and an A- for composition
- Worked as part of a team to research college trends and presented findings to an audience of 50 peers; received grade of A

Work Experience

Child Care Provider

Summers 2005-2009

- Ensured safety and well-being of two young children
- Researched and created interactive games and activities
- Communicated with parents about children's behavior

JILL BRADY ♦ 20 Career Street ♦ Garden City, NY 11530 ♦ (516)333-6666 ♦ jbrady@aol.com

EDUCATION

Hofstra University

Bachelor of Business Administration in Marketing

Minor in International Business

3.5 GPA, Dean's Honors List, Hofstra Academic Scholarship

Hempstead, NY

May 2010

RELEVANT EXPERIENCE

Sony Pictures Entertainment

Columbia TriStar Marketing Group Intern

Provide key support to senior management in all SPE product publicity, corporate communication and special events

New York, NY

September 2009- Present

- ♦ Conduct comprehensive research to promote company brand and assets
- ♦ Coordinate publicity events for Columbia Pictures by managing the record of press and marketing material for corporate and commercial use

NBC Universal

Strategic Corporate Marketing Intern

Acted as a liaison between executives and internal departments to support the design and execution of strategic and tactical plans

New York, NY

June 2009 – August 2009

- ♦ Constructed MS Excel spreadsheet for GE's high profile annual customer loyalty measurement, resulting in the creation of an attendee list for annual fall NBCU event with top advertisers
- ♦ Assisted with implementation of marketing plans for clients and compiled presentations for sales force in pitches aimed at attracting corporate sponsors
- ♦ Conducted comprehensive research on top creative agencies to support senior management's execution for cross promotion of digital media
- ♦ Presented market research findings to upper management with weekly industry and competitor reports

Koch Records

Public Relations Intern

Provided professional assistance and support by directly reporting to the Vice President and General Manager of Media Relations

New York, NY

July 2008-October 2008

- ♦ Created and managed online marketing outlet, attracting potential clients and increasing advertising and promotion
- ♦ Optimized record release date schedules to ensure efficiency in shipment of orders and invoices

Hofstra School of Law, Hofstra University

Student Assistant for Alumni Relations

Administered all office functions such as data entry, telephone support, filing and scheduling

Hempstead, NY

Spring 2007

- ♦ Assisted directors in the organization of alumni programs, resulting in a mass mail distribution of business materials and event requests

LEADERSHIP ACTIVITIES

Hofstra University, Advertising Club

Vice-President, Member of the American Advertising Federation

Hempstead, NY

2008- Present

- ♦ Handle all team related issues: promotion, event planning, managing team budget and recruiting
- ♦ Serve as a representative of the team at off-campus events and to school administration

Hofstra University, Marketing Club

Member of the American Marketing Association

Hempstead, NY

2008- Present

- ♦ Attend bi-weekly professional development and marketing information sessions

COMPUTER SKILLS

- ♦ Proficient in FileMaker, Microsoft Office (Excel, Word, PowerPoint, Outlook)

Daniel Perry

10 Sound Avenue · Merrick, NY 11566 · (516) 884-0222 · (516) 463-0826 · dperry@aol.com

EDUCATION

HOFSTRA UNIVERSITY, Hempstead, NY
Bachelor of Arts in Audio/Radio, Minor: Music

December 2006

COMPUTER SKILLS

Platforms: MS Windows 95/98/XP, *Software:* MS Office Suite (Excel, Word, Office, Power Point), Prophet, Selector, Digital Performer, Peak, Sound Forge, Unity, Pro Tools, PSI Audio Format Converter, Wizard Mini Editor, Cool Edit Pro, Adobe Audition, iTunes, Nero, Limewire, Ares
Hardware: PC, Mac

AUDIO/RADIO EXPERIENCE

Sirius Satellite Radio, New York City, NY
Music Programming Coordinator

Sept 2006-Dec 2006

- Oversee uploading of voice tracks using Prophet for the daily music programs
- Manage uploading music database using Prophet and CD Extractor Pro
- Adding intro and outro posts, end dates, and day-parting tracks using Mini Editor and IOC software
- Convert file formats for various songs using the PSI Audio Format Converter

Columbia Records, New York City, NY
A&R Scout

Jan 2006-May 2006

- Conducted online research for potential breaking artists and contacted for press kit submissions
- Advanced music to A&R managers during weekly meetings
- Attended shows on Long Island and New York City to scout various types of artists

WRHU, Radio Hofstra University, Hempstead, NY
On-Air Talent/Producer

Jan 2003-Mar 2007

- Manage clearing CDs and records for on-air rotation
 - Compose weekly Top 30 and Adds charts for various record labels, distributors, and music licensing companies
 - Conduct concert reports, news, and live sets and interviews for the show
-

ACADEMIC PROJECTS

- **Artist Profile:** Interviewed an artist and made collage of sound bites and clips to tell a story: *Pro Tools, Sound Forge*
 - **Music Piece:** Wrote audio to coincide with pre-existing video clip: *Digital Performer, Peak, Unity*
-

EXPERIENCE

St. Francis Hospital, Pt. Washington, NY
Transporter

May 2005-present

- Transport patients to and from the Radiology department
- Assist with administrative responsibilities, such as organizing charts, filing, and handling phone calls

Porto Bello Restaurant, Mattituck, NY
Waiter

Sept 2004-present

Sam Goody Music Store, Westbury, NY
Sales Associate

2001-2003

HONORS & ACHIEVEMENTS

- WRHU, *Leadership Award*, 2005
 - WRHU, *Program of the Year Award*, 2005: Awarded for most improved block format show
-

ACTIVITIES

- Ice Hockey, Bookstore Staff
- Participated in a full-time band which included touring, recording a professionally mixed and mastered CD, and shooting a professionally produced music video

Peter Blake

20-16 Grand Central Pkwy New York, NY 10008 Cell: (212) 900-2200 E-mail: pblake1@pride.hofstra.edu

PROFILE

- Fluent in Spanish
- Exceptional listening and communication skills
- Empathetic, personable, and open minded

EDUCATION

Hofstra University, Hempstead, NY

Bachelor of Arts

May 2010

Major: **Psychology** Minor: **Drama**

GPA: 3.2

RELEVANT COURSEWORK

Principles of Learning and Behavior

Child Psychology

Abnormal Psychology

Research Seminar – Developmental Psychology

Adolescent Psychology

Life Span Development

HONORS AND AWARDS

- Dean's List: Spring 2006, Spring 2007
- Hofstra Award "Beta Beta Delta Honor Scholarship"

COUNSELING EXPERIENCE

North Shore Crisis Center, East Meadow, NY

Counselor

April 2009 – Present

- Registered for 9 month professional training course to become a crisis counselor

Counselor Assistant

March 2009 - Present

- Responsible for assessing time-sensitive needs of crisis counselors during counseling session
- Assist with answering high-volume telephone calls and efficient logging

CUSTOMER SERVICE EXPERIENCE

Nassau Veterans Memorial Coliseum, Uniondale, NY

Concession Stand Worker

September 2007 – Present

- Forecast and ensure all facets of concession stand are running efficiently and effectively
- Provide high level customer contact in a fast paced work environment

CAMPUS INVOLVEMENT

Psychology Club, Hempstead, NY

Member

February 2007 – Present

- Attend bi-weekly professional development and psychological information sessions

COMPUTER SKILLS

- Microsoft Office Word, Excel, PowerPoint, Internet Research

BOB BRADY

100 Hofstra University, 412 ▪ Hempstead, NY 11549 ▪ 516.463.0730 ▪ bobbrady@gmail.com

EDUCATION

Bachelor of Science in Music Business

Hofstra University, Hempstead, NY

May 2009

§ Minor in Marketing

§ Marketing GPA: 4.00, Overall GPA: 3.85

HONORS

§ Pi Kappa Lambda Music Honor Society Membership

§ Dean's List all semesters

§ Gold Key Honor Society Recognition

RELATED EXPERIENCE

Marketing/Creative Services Intern

Cherry Lane Music Publishing, New York, NY

Jan 2009–present

§ Assist marketing team with music and talent analysis and song placements

§ Apply marketing objectives to pitch process, targeting clients based on song and price considerations

§ Produce song samplers and enhance online music search on company website through song analysis

Treasurer

Music & Entertainment Industry Students Association, Hempstead, NY

Nov 2007–present

§ Produced benefit concert which raised over \$600 from college students

§ Created and managed advertising that resulted in up to 400% increases in event and meeting attendance

§ Increased group funds by 200% through fundraising successful fund coordination with campus resources

Assistant/Intern

Wildflower Records, New York, NY

June 2008–Aug 2008

§ Developed and launched marketing campaign for new artist

§ Used direct marketing techniques, such as cold calling, to increase publicity appearances for Judy Collins

Assistant Company Manager

Lloyd Allison Entertainment, Toronto, ON

Sep 2005–Dec 2005

§ Coordinated grassroots marketing efforts by facilitating flyer distribution

§ Created buzz using targeted word-of-mouth promotion

§ Assisted Company Manager with merchandise and ticket sales

OTHER WORK EXPERIENCE

Resident Assistant

Hofstra University Residential Life, Hempstead, NY

Aug 2008–present

§ Manage 24 students as a campus resource and mediator

§ Increased attendance at programming using creative marketing concepts

§ Received 60 hours of training in conflict resolution, mediation, and working with diversity

Sales Associate/Lead Visual

American Eagle Outfitters, Garden City

Nov 2006–Apr 2009

§ Exceeded company daily sales expectations by 25–100%

§ Earned salesperson of the month honors in third month with company

§ Selected by management to train other employees due to reliability

ACTIVITIES

Treasurer/Sound Engineer

Sigma'capella Vocal Ensemble, Hempstead, NY

Sep 2007–present

SKILLS

§ Proficient on Mac and PC: MS Word, Power Point, Excel, Access, Publisher, Filemaker, Photoshop

§ Songwriting and audio recording using Digital Performer, Protools

Gregory Taylor

26 Service Rd. Bellerose Village, NY 11001 ▪ (516) 221-1111 ▪ greg.taylor@hofstra.pride.edu

Education:

Hofstra University, Hempstead, NY

Bachelor of Arts

May 2009

Major: Interdisciplinary Studies Minor: Creative Studies

Business Experience:

Bebe Sport, Garden City, NY

Sales Representative

June 2008- Present

- Led as top seller in the store, exceeding \$6K per week
- Maintain a successful clientele book
- Created a store winning loss prevention slogan which was submitted to corporate headquarters
- Train new employees on store procedures, policies and selling techniques
- Entrusted to handle deposits, reconciliation of register, and opening/closing of the store
- Communicate effectively with clients and played active role in loss prevention
- Help create weekly visions/merchandise displays
- Conduct store inventory and organize back stock

Abercrombie and Fitch, Garden City, NY

Sales Representative

Summers 2006, 2007

- Worked effectively with clients
- Met and exceeded sales goals using company sales techniques
- Handled register and all financial transactions

Other Experience:

Testakers, Greenvale, NY

Office Assistant

May 2009- Present

- Utilize strong organizational skills in the preparation of marketing materials

Hofstra University, Residential Life, Hempstead, NY

Resident Safety Representative

October 2005- May 2006

- Responsible for checking all visitor identification to ensure dormitory safety

Buckley Country Day Camp, Roslyn, NY

Camp Counselor

Summers 2001- 2006

- Supervised seven 7-10 year olds
- Shadowed campers with special needs
- Instructed dance and art workshops

Skills and Attributes:

- Painting: oil, watercolor and acrylic; Drawing: conte-crayon, charcoal, chalk and oil pastel
- Photography: black and white
- Strong interpersonal skills
- Goal oriented and passionate; strong work ethic
- Microsoft Office (Word, Excel, PowerPoint), WordPaint, Internet Navigation

Rebecca Hanson

28 Power Road • West Caldwell, NJ 07006 • (973) 555-5555 • Rebecca.Hanson@gmail.com

Education:

Hofstra University, Hempstead, NY

Bachelor of Science in Chemistry, *May 2009*

Overall GPA: 3.37, Presidential Scholarship at Hofstra University

Awards Received:

55th and 56th Annual NYS Undergraduate Research Symposium

USAA National Collegiate Natural Sciences Award

U.S. Navy Honors Award for Science

Research Experience:

Dr. Nanette Wachter-Jurcsak, Hofstra University Chemistry Department

Research Assistant

Fall 2007-Spring 2009

- To be published in Journal of Chemical Education for the paper on “Nitration of Acetophenones: Electrophilic Aromatic Substitution Versus α -Substitution of Enols” and in Organic Letters for the paper on “Facile One-pot Preparation of Symmetrically Substituted 3,4-Dibenzoylfuroxans”

Performed:

- Organic synthesis
- Micro scale synthesis of heterocyclic compounds
- Extraction and purification techniques (recrystallization, preparative TLC, column chromatography)
- IR and NMR spectroscopic analysis of heterocyclics

Professional Experience:

Shoprite Pharmacy, Parsippany, NJ

Technician

Summer 2008-Summer 2009

- Prepared requested prescriptions by the customers
- Communicated directly with doctors, as well as managed incoming phone calls
- Entered data into the customized database
- Utilized strong sense of detail and mathematical skills to ensure accuracy of prescriptions

Chemistry Department Stock Room, Hofstra University, Hempstead, NY

Chemistry Stock Room Assistant

Fall 2007-Spring 2009

- Entrusted with oversight of all chemicals and equipment in stockroom
- Prepared all solutions for class use; distributed to students
- Cleaned instruments and labs after student use
- Sold equipment and handled cash box
- Organized detailed records on student use

Extracurricular Activities:

- **Vice President**, Student Affiliates of the American Chemical Society, 2007-2009
- Participated in the New York Hall of Science National Chemistry Week, 2007-2008
- Member of Hillel, 2005-2009

Skills:

- Microsoft Office (Word, Excel, PowerPoint), Internet
- Spartan, MathCAD
- IR, NMR, UV-VIS, AA, GC, HPLC, DSC, FTIR, fluorimeter

“Functional Resume Sample”

John Smith

1000 Hofstra University
Hempstead, NY 11549
jwsmith@gmail.com
(516) 555-6789

Career Summary

- Four years of experience in early childhood development
- Diverse background in the care of special needs children and adults

Adult Care Experience

- Determined work placement for 150 special needs adult clients
- Maintained client databases and records
- Coordinated client contact with local health care professionals on a monthly basis
- Managed 25 volunteer workers

Childcare Experience

- Coordinated service assignments for 20 part-time counselors and 100 client families
- Managed daily activity and outing planning for 100 clients
- Assisted families of special needs clients with researching financial assistance and healthcare
- Aided teachers with managing daily classroom activities
- Oversaw daily and special student activities

Employment History

<i>Counseling Supervisor</i> , The TLC Center, Westbury, NY	2005 – 2008
<i>Client Specialist</i> , Rainbow Special Care Center, Uniondale, NY	2003 – 2005
<i>Teacher's Assistant</i> , Bayside Elementary, Bayside, NY	2002 – 2003

Education

<i>Bachelor of Arts in Elementary Education</i> Hofstra University, Hempstead, NY Major GPA: 3.7 Dean's List all semesters	May 2002
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16 Flower Drive
New York, NY 10004
April 20, 2008

Tanya Bell
HR Manager
Random House
1745 Broadway
New York, NY 10019

Dear Ms. Bell:

Please accept this letter as an application for the New Media Marketing Assistant position with Random House Children's Division. I learned about this opportunity through mediabistro.com. I will graduate from Hofstra University with a Bachelor of Arts in Public Relations and a minor in Speech Communication and Rhetorical Studies in May. I am pleased to enclose my resume for your review.

As you will note from my resume, I have acquired a great deal of experience working with various public relations organizations during my time at Hofstra. My career formally began at Weinreb Partners where I learned the basics of media planning and public relations. I further developed my skills with the American Camp Association of New York. In that position, I began writing feature stories and pitching them to the local media. The culmination of my education with my public relations experience came together at the American Red Cross Nassau County Chapter. In that role, I assisted the director of Public Relations with community events and wrote various press releases.

Working at Random House would be an ideal fit because I have acquired a great deal of experience working with children, at camps and volunteering for Big Brother Big Sister. I am anxious to put my degree and experience to work at a public relations company; where I can help with a variety of clients and projects. Please contact me at (914) 900 -3000 or carolbrady@aol.com if you need any further information. Thank you for your time and consideration.

Sincerely,

Peter Goodwin

555 Dollar Circle
Merrick, NY 11566
March 15, 2009

Human Resources Department
Burke and Dagger, LLP
243 Money Street
Hempstead, NY 11549

Dear Human Resources Manager:

Please accept this letter as an application for a position as an accountant with your firm. I am currently a senior at Hofstra University and will be graduating in May 2010 with a Bachelor of Business Administration in Accounting. I believe that my knowledge of the fundamentals of accounting principals, in conjunction with my work and educational background will be a benefit to your firm.

The experience I received from working in Micro Supply Corporation introduced me to a broad background in accounting fundamentals. As an Assistant to the Vice President, I had the opportunity to develop and expand my knowledge of accounting through the preparation of financial statements, along with handling accounts payable and accounts receivable job duties for the company. In addition to the accounting skills I obtained, I had the opportunity to broaden my managerial skills by managing personnel, training and developing office staff.

I look forward to meeting with you to discuss any career opportunities you may have available at this time. Please feel free to contact me at your convenience at (516) 555-1234, or at ReedJones@hotmail.com.

Sincerely,

Reed Jones

14 Mills Road
Levittown, NY 11756
October 15, 2009

Lauren Godfrey
MacGuffin Films Ltd.
555 Water Street
New York, NY 15566

Dear Ms. Godfrey:

It is with great interest that I am applying for the position of Multi-Media Production Internship. Currently, I am a junior at Hofstra University, where I will receive a Bachelor of Science in Video/Television and Film Production in May 2011.

While majoring in Video and Television Production, I have received training in preproduction, production and postproduction. I think your internship matches my experience, as well as, interests. As a Hofstra student, I directed and produced various programs including "News & Views," a weekly campus wide news program, and "GameTime," a live 30 minute weekly talk show. Additionally, I designed graphics for the programs using Adobe Photoshop CS. As my resume indicates, I am proficient in many non-linear editing systems and desktop graphics programs.

In addition to my technical skills, I am confident my attitude and personality would work well within your organization. I am a detail oriented individual, well organized and always eager to learn more. As a hard working person, I am constantly thinking on my feet and perform well under pressure. Additionally, I am a confident professional and possess excellent interpersonal communication skills.

It would be wonderful to meet with you and learn more about this exciting opportunity. I am available at your convenience. Feel free to contact me at (516) 666-9947 or email me at ssmith@yahoo.com to arrange an interview. I thank you for your time and look forward to meeting with you in the near future.

Sincerely,

Steven Smith

142-10 Roosevelt Avenue
Flushing, NY 11354
October 3, 2009

Timothy Davis
Human Resources Directory
Estee Lauder Companies
156 Longbeach Road
Melville, NY 16667

Dear Mr. Davis:

I am applying for the position for a Production Supervisor advertised with the Hofstra University Career Center's Pride Recruiting Program. In December, I will be graduating with a Bachelor of Arts in Spanish, and a minor in International Business and Community Health. My diverse academic background and leadership roles as an employee and as a student athlete will allow me to make a valuable contribution to Estee Lauder.

As a Production Supervisor, it is important to keep all employees motivated to ensure that production is efficient, and that the quality of production is exceptionally outstanding. The job also entails collaborating with employees to ensure that work is carried out as a team. As Head Lifeguard with XYZ Pools for five years, I was responsible for ensuring that everyone on my staff was carefully guarding patrons at the pool. I delegated pool maintenance duties, and assessed what to teach during instructional swimming. In addition to serving as a Head Lifeguard, I was also Captain of the Hofstra University Cheerleading Team. While serving as Team Captain, I was awarded the honor of "Team Motivator" and won the title of "Most Dedicated" for two years in a row. Furthermore, my supervisors over the years have continuously complemented me on my warm and engaging personality, attention to detail, problem-solving ability, and empathy for others.

The position you are offering and the skills required coincide with several of my job and leadership experiences. I am confident that I would be able to successfully carry out all the job duties specified for a Production Supervisor.

I would be pleased to meet with you and further discuss the position Estee Lauder is offering. An interview can be arranged at your convenience. I can be reached by phone at (516) 666-1111 or by e-mail at PGibson@aol.com. I look forward to meeting with you. Thank you for your time.

Sincerely yours,

Patty Gibson

4 Miller Drive
Hempstead, NY 11549
May 5, 2009

Joseph Thompson, Ph.D.
Department of Oncological Sciences
Mount Sinai School of Medicine
One Gustave Levy Place, Box 1130
New York, NY 10029

Dear Dr. Thompson:

Please accept my resume in consideration for the Research Coordinator position, which was forwarded to me by the Executive Director of the Institute for Applied Organizational Psychology at Hofstra University. I will be graduating with my M.A. in Industrial-Organizational Psychology this month from Hofstra University. My background includes extensive research experiences along with an interest in health education. I believe I am a highly qualified candidate for this position.

Learning is a continuous process and I believe that this position would be a wonderful opportunity for me to gain knowledge while contributing practical skills learned in the M.A. program. Currently, I am interning as a Research Associate which encompasses a great deal of managing data from survey responses and analyzing the results. Furthermore, as an undergraduate, I worked as a Research Assistant and used Random Digit Dialing as a means of recruiting participants.

I am a self-motivated and detail oriented individual with strong interpersonal and communication skills. My work and educational experience has taught me how to be creative and analytical and above all, how to work as an effective team member. I have a strong work ethic and view tasks as learning experiences and thus do not shy away from seeking help when help is needed.

My education and career goals match the job requirements well. With the combination of my education, work experience, and motivation to excel, I am confident that I can make a meaningful contribution if given the opportunity.

I look forward to meeting with you to discuss more about my qualifications for this position and my ability to play a vibrant role at Mount Sinai School of Medicine. Please feel free to contact me at (516) 463-1111 or HofstraREsearch@hotmail.com. Thank you for your consideration.

Sincerely,

Monique Mortan

INFORMATIONAL INTERVIEW REQUEST

99 Melody Way
Watertown, MA 33345
December 19, 2008

Ms. Kathleen Edgewood
Edge Advertising
200 Constructional Blvd.
Boston, MA 55555

Dear Ms. Edgewood:

I am writing to request a meeting with you regarding information about the advertising industry. Currently, I am a junior at Hofstra University in Hempstead, NY studying marketing.

Thus far, I have taken only a few classes in my marketing major. However, I am eager to learn more about advertising agencies and what they look for in college graduates, so that I may plan my educational strategy. From what I have learned of your organization, I know that it is one of the best in the business. My understanding of advertising would certainly benefit from learning more about your organization.

I will contact you next week to ask whether I may be able to schedule a brief meeting with you at your convenience. If your schedule permits, I would truly appreciate the opportunity to visit you at your work environment. Please feel free to contact me at (516) 216-8989. I look forward to speaking with you.

Yours truly,

Devin Martin

THANK YOU LETTER

10 Water Avenue
Plainview, NY 11756
March 12, 2009

Ms. Cristina T. Diaconu-Eldredge
Ortho-McNeil Pharmaceutical, Inc.
1000 Route 202, PO Box 300
Raritan, NJ 08869

Dear Ms. Diaconu-Eldredge:

I appreciated the time you spent with me during the interview on Thursday, March 11th. I would like to take this opportunity to reaffirm my interest in the Sales Representative position at Ortho-McNeil Pharmaceuticals, Inc.

I am certain that the Sales Representative position is exactly the type of position I am seeking. Spending the day on the field with Jason Hernandez further reinforced my strong desire and enthusiasm to become a Sales Representative at Ortho-McNeil Pharmaceuticals, Inc. The company appears to be growing in the direction that parallels my own career goals, and I believe that I could learn a lot from an experience at your organization.

Again, thank you for your consideration. I look forward to hearing from you. If you should require any additional information, please feel free to contact me at (516) 553-6226 or email me at lmiller@yahoo.com.

Sincerely,

Lauren Miller

ACCEPTANCE LETTER

123 William Way
Sunny City, NY 12345
December 19, 2008

Mr. John Dollar
Vice President of Marketing
Media Marketing
100 Success Place
East Meadow, NY 55555

Dear Mr. Dollar:

I would like to take this opportunity to thank you for giving me the opportunity to work with Media Marketing. I am very pleased to accept the position of Marketing Assistant in your Long Island office.

As we discussed, I will begin work on January 5th with a starting salary of \$45K and full benefits. In the meantime I will complete all necessary employment paperwork and locate housing. Please forward me any information that might be helpful in arranging transportation and housing.

I am excited about joining Media Marketing and look forward to this opportunity.

Sincerely,

Regina Ramos