

STARR CAREER DEVELOPMENT CENTER

# Resume and Cover Letter Writing Guide



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# Resume, Cover Letter and Thank You Email Essentials

## Table of Contents

<b>Resume Writing</b>	<b>3</b>
Resume Sections	4
Examples of Specific Academic Experiences	5
Undergraduate Groups and Populations	6
Tips for International Students	8
Boosting Resume for Electronic Screening Process	8
Proficiency Scale for Skills Section	9
Transferable Skills	9
STAR Method for Resume Statements	11
Action Verbs	11
Resume Templates	13
Sample Resumes	15
Functional Resume Sample	26
Reference List	27
<b>Cover Letter Writing</b>	<b>27</b>
Tailoring a Cover Letter	28
Cover Letter Template	29
Sample Cover Letter – Letter of Application	30
Sample Cover Letter – Letter of Inquiry	32
Sample Cover Letter – Letter of Internship Inquiry	33
<b>Thank You Email Writing</b>	<b>34</b>
Sample Thank You Emails	34
Thank You Letter Template	35
Sample Thank You Letter	36

## Resume Writing

### Overview of a Resume

A resume is a short advertisement of who you are – it leaves the first impression with a potential employer. Within a matter of seconds, it should convince employers that you are a strong candidate for the position and should be interviewed. **Remember** that a resume allows you to best HIGHLIGHT your achievements, skills, and background.

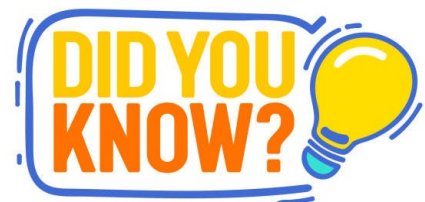
There are two types of resumes:

- **Chronological** resumes are the most widely used formats. Its defining feature is listing work experience in reverse chronological order, with the most recent work experiences listed first. Most employers prefer this type.
- **Functional** resumes omit work experience and instead list various abilities and accomplishments under functional headings. This resume style is typically used for individuals who have been in a career for a number of years and desire a career change.

#### Key Points for a Chronological Resume

Format and Style	Content	Other Tips
<ul style="list-style-type: none"> <li>▪ Must be one-page, unless you have significant experiences (close to 10+ years)</li> <li>▪ Font size should be 10-12 pt.</li> <li>▪ Margins can be 0.5 to 1 inch [Note: can adjust to make your resume neatly fit one page]</li> <li>▪ <b>Bolding</b> and <i>italicizing</i> is used minimally and consistently to emphasize what is important</li> <li>▪ Use a common and professional font such as Times New Roman, Arial, Calibri, etc.</li> <li>▪ List your experiences in reverse chronological order by end date in each section (list <b>only</b> past and current experiences, <b>not</b> future plans)</li> <li>▪ Be consistent throughout your resume on formatting, style, abbreviations, etc.</li> <li>▪ Minimal colors and graphics</li> </ul>	<ul style="list-style-type: none"> <li>▪ Each bullet point has <b>three</b> parts: an action verb, a specific task that is quantified and an outcome or result</li> <li>▪ <b>Part 1:</b> begin each bullet by using action verbs to effectively showcase your skills</li> <li>▪ <b>Part 2:</b> describe a specific task making sure to quantify or give specific numbers (e.g. worked with 15 employees, handled over 100 transactions daily, etc.)</li> <li>▪ <b>Part 3:</b> describes a specific outcome or result from your task</li> <li>▪ Ex) “Reviewed employee schedules daily” vs. “Investigated <sup>(Part 1)</sup> over 15 employee schedules daily <sup>(Part 2)</sup> to detect productivity trends and reduce overhead costs <sup>(Part 3)</sup>”</li> <li>▪ Organize your bullet points so the most relevant ones are listed first</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include the most important and relevant information to demonstrate your skills applicable to the job and provide examples of these skills in your bullet points</li> <li>▪ Always be truthful about your accomplishments and background</li> <li>▪ Students in more conservative fields such as finance, accounting and CIS should have a more formal resume style</li> <li>▪ Students in creative fields such as graphic design, arts and music can have a more creative resume</li> <li>▪ Use heavy bond paper if you are mailing your resume or attending an internship/job fair [Note: free resume paper is located on the 6<sup>th</sup> Floor Computer Lab in the library building]</li> </ul>

According to a survey conducted by the National Association of Colleges and Employers (NACE), the average time spent by recruiters looking at a resume is **between 5-7 seconds**. 76% of resumes are discarded for an unprofessional email address or spelling/grammatical errors.



## Resume Sections - [Core Sections of All Resumes](#)

<b>Contact Information</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Full Name [Note: can indicate your preferred name in parenthesis]</li> <li><input type="checkbox"/> Current Address: City, State, Zip Code</li> <li><input type="checkbox"/> Phone Number</li> <li><input type="checkbox"/> Email Address: FirstName.LastName@baruchmail.cuny.edu</li> </ul> <p><b><u>Additional Considerations:</u></b></p> <ul style="list-style-type: none"> <li>⊕ LinkedIn URL [Note: customize the link]</li> <li>⊕ Personal Website, Blog or Design Portfolio</li> <li>⊕ GitHub</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> University and Degree</li> <li><input type="checkbox"/> Location: City, State</li> <li><input type="checkbox"/> Graduation Date or Expected Graduation Date</li> <li><input type="checkbox"/> Major(s) and or Minor(s)</li> <li><input type="checkbox"/> Overall/Cumulative GPA or Major GPA [Note: only if above 3.0]</li> </ul> <p>[Note: if you are a first-year undergraduate or a sophomore, you can list your high school, but it should be removed by junior year]</p> <p><b><u>Additional Considerations:</u></b></p> <ul style="list-style-type: none"> <li>⊕ Previous Undergraduate Institutions</li> <li>⊕ Dual-Degree Programs</li> <li>⊕ Study Abroad Programs</li> <li>⊕ Honors Program: Macaulay Honors, Zicklin Honors and Dean’s Scholar</li> <li>⊕ Accounting Majors: CPA Eligible w/ 150 Credits</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Types: Paid/Unpaid Work, Internships, Volunteer Jobs, Military Service [Note: should be relevant to the opportunity to which you are applying]</li> <li><input type="checkbox"/> Company and Position Title</li> <li><input type="checkbox"/> Location</li> <li><input type="checkbox"/> Employment Date: Month Year - Month Year, Month Year - Present</li> <li><input type="checkbox"/> Description: start with action verbs to emphasize your skills and use concrete, results-oriented phrases to describe your work and responsibilities</li> </ul> <p><b><u>Additional Considerations:</u></b></p> <ul style="list-style-type: none"> <li>⊕ Divide up your experiences into multiple sections such as Marketing Experience, Internship Experience, Research Experience or similar heading to place your most important position first</li> </ul>
<b>Additional Skills/Interests</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Computer/Technical Skills</li> <li><input type="checkbox"/> Foreign Languages [Note: do not list English if applying to positions in the U.S.]</li> </ul> <p><b><u>Additional Considerations:</u></b></p> <ul style="list-style-type: none"> <li>⊕ Personal Interests [Note: do not include broad, common categories such as Reading, Travel, etc. and be specific with your interests]</li> <li>⊕ Certificates/Trainings</li> <li>⊕ Organizations</li> </ul>

## Optional Sections

<b>Relevant Coursework</b>	<input type="checkbox"/> Completed Courses [Note: list 3-5 courses directly related to the opportunity you are seeking] <input type="checkbox"/> Courses Not Completed Yet: Course Name (in-progress) [Note: this is helpful for opportunities not directly related to your field of study such as a non-major course more relevant to the job]
<b>Honors and Awards</b>	<input type="checkbox"/> Academic Achievements <input type="checkbox"/> Scholarships and Awards: Dean’s List <input type="checkbox"/> Honors/Societies [Note: this can be included in the Education section as well instead of a separate section]
<b>Academic Projects</b>	<input type="checkbox"/> Relevant Projects [Note: include Project Name and bullet points of some of your tasks]  <b><u>Additional Considerations:</u></b> <input checked="" type="checkbox"/> Side Projects <input checked="" type="checkbox"/> Case Competitions
<b>Leadership Experience</b>	<input type="checkbox"/> Organization and Role/Title [Note: list any involvement that demonstrates leadership qualities such as taking on an e-board position or being actively involved with committee work] <input type="checkbox"/> Location <input type="checkbox"/> Date
<b>Extracurricular Activities</b>	<input type="checkbox"/> On-Campus Clubs and Professional/Community Organizations <input type="checkbox"/> Athletics and Sports <input type="checkbox"/> Fellowships or Programs
<b>Volunteer Work</b>	<input type="checkbox"/> Volunteer Opportunities and Roles <input type="checkbox"/> Community Involvement [Note: great way to share a distinctive skill set or interest in a particular cause]
<b>Other Sections</b>	<input type="checkbox"/> Certifications or Licenses <input type="checkbox"/> Professional Affiliations <input type="checkbox"/> Publications

## EXAMPLES of Specific Academic Experience

### Honors Programs

#### EDUCATION

#### **Macaulay Honors College at Baruch College/CUNY**

Bachelor of Arts, Corporate Communication, GPA: 3.5/4.0

New York, NY  
Expected June 2022

#### **Baruch College/CUNY, Zicklin School of Business**

Bachelor of Business Administration, Accounting, Zicklin Honors Program, GPA: 3.68/4.00

New York, NY  
Expected June 2022

### Study abroad

#### EDUCATION

#### **Baruch College/CUNY, Weissman School of Arts and Sciences**

Bachelor of Arts, Corporate Communication, GPA: 3.5/4.0

Study abroad: University of Hong Kong, Hong Kong, August 2020 to December 2020.

New York, NY  
Expected June 2023

## [Bachelor's/Master's CPA Programs in Accountancy](#)

### EDUCATION

#### **Baruch College/CUNY, Zicklin School of Business**

Bachelor of Business Administration in Accountancy, with CPA 150 Credits eligibility

New York, NY

Expected June 2022

### EDUCATION

#### **Baruch College/CUNY, Zicklin School of Business**

Master of Science\*, Accountancy, CPA Eligible with 150 Credits

New York, NY

Expected June 2023

Bachelor of Business Administration, Accountancy, GPA: 3.5/4.0

Expected June 2022

*\*Reference a master's program if and only if you have been accepted to the program\**

## [Dual Degree Programs](#)

### EDUCATION

Dual Bachelor's Degree Program:

#### **Baruch College/CUNY, Zicklin School of Business**

New York, NY

Bachelor of Business Administration, Finance, GPA: 3.3/4.0

Expected June 2022

#### **Southwestern University of Finance and Economics**

Chengdu, China

Bachelor of Business Administration, Finance and Economics

Expected June 2022

## **Undergraduate Student Groups and Population**

### [Athletic Involvement](#)

Any student involved in Baruch's athletics programs knows the level of time and dedication required to participate and also balance academics and other on- and off-campus involvement. Don't underplay your involvement, as it demonstrates **teamwork and communication skills** as well as **commitment to a goal**. When representing these programs on your resume, consider the following example:

#### **Baruch College/CUNYAC, NCAA Division III Varsity Basketball Team**

New York, NY

Forward

August 2019 – Present

- Dedicate 30 hours per week for practice, conditioning, competition, and team meetings
- Earned Male Athlete of the Year in 2019 and served on the Student Athletes Advisory Committee
- Volunteer at community organizations including local schools, homeless shelters, and sports camps
- Consistently traveled throughout the tri-state area for athletic contests and regional tournaments

### [Veteran Experience](#)

The skills you developed as a service member are truly valuable and in high demand, but describing those skills to a prospective employer can be difficult. Here are examples on how you can highlight your military experience:

#### **Airborne Infantry Squad Leader in Alpha Company, 1/69th Infantry (National Guard), New York, NY** 2018 – 2019

- Managed and trained a 9-man infantry unit in military skills in preparation for possible worldwide deployment
- Instructed over 500 soldiers in media relations during unit's annual summer training

#### **Training Room Noncommissioned Officer in Charge, Ft. Richardson, AK; Combat Outpost, Afghanistan** 2016 – 2018

- Supervised a two-man team in charge of personnel and communication matters in a 90-man company
- Organized company's paperwork and records ensuring that all files were properly distributed and completed

**Charlie Troop Air Noncommissioned Officer in Charge**, Combat Outpost, Afghanistan 2015 – 2016

- Coordinated helicopter assets coming into the combat outpost to resupply unit and airlift personnel
- Assisted helicopter crews and supervised personnel in downloading all military equipment, supplies, and passengers into and out of COP Wilderness

**Airborne Infantrymen**, C TRP 1-40 Cavalry (Airborne), Ft. Richardson, AK; Baghdad, Iraq 2013–2015

- Deployed to Operation Iraqi Freedom from October 2010 to November 2012 as grenadier in a 20-man Scout Reconnaissance Platoon accomplishing an estimated 200 combat missions
- Served as Team leader in charge of two additional individuals while in Iraq

### [LGBTQ Experience](#)

You may wonder whether to include LGBTQ-specific awards or scholarships, advocacy work or involvement in LGBTQ student organizations. Whether or not to come out on a resume or cover letter depends on your own comfort level and interest in sharing your sexuality or gender identity with others. It is a very personal decision to come out at any stage of the job search process.

If you are concerned that the organization, or even the individual reading your resume, is not LGBTQ-friendly, and the experience does not demonstrate relevant skills or qualifications, you may choose to leave it off at this point.

**Gender, Love, and Sexuality Spectrum**, Baruch College New York, NY  
*Vice President of Events* Fall 2019 – Present

- Plan and manage movie screenings, panel discussions, LGBTQ guest speaker presentations, and other social events by partnering with other queer political activist student groups
- Conduct weekly general body meetings for 20 members
- Co-organized the LGBTQ heritage month with five student organizations to raise awareness

### **Sample Resume Excerpt: Reducing LGBTQ Community Involvement**

Below, the same experience from above is described in ways that focus attention on the individual's role and accomplishments. If there is concern about the organization name, abbreviations are okay. You may also choose to list it as a diversity, community or minority organization without naming it.

**Baruch College GLSS** (a student advocacy group) New York, NY  
*Vice President of Events* Fall 2019 – Present

- Plan and manage movie screenings, panel discussions, guest speaker presentations, and other social events by partnering with other student groups
- Conduct weekly general body meetings for 20 members
- Co-organized a month-long diversity awareness event with five student organizations



Baruch College's Starr Career Development Center (Starr) offers **walk-in sessions** and **appointments** where you can revise your resume with a professional staff member or a trained peer advisor.

Schedule an appointment in advance on **Starr Search** or read our **weekly newsletters** to find out more information about our walk-in sessions! Come visit NVC 2-150 or email us at [careerdc@baruch.cuny.edu](mailto:careerdc@baruch.cuny.edu) with questions!

From the Starr Career Development Center YouTube Channel, we present **Starr Career Development Center's Virtual Services** <https://www.youtube.com/user/SCDCBaruc/>

## Tips for International Students

### What NOT to Include in Resume [Note: for jobs in the U.S.]

- **Personal Information** such as age, marital status, children, pictures (may be required in some countries) or inappropriate email addresses
  - This also includes social security number, passport number or other identification numbers
- **Objective Statements** such as Seeking a position in the finance industry...
  - Instead, use your cover letter to emphasize your interests to the position you are applying for and how your background relates
- **Repetition of Words** such as Responsibilities and Duties Included before each description
- Avoid **Personal Pronouns** such as I, my, mine, your, his/her, **Abbreviations** like Corp. and **Acronyms**
- **Typos or Inconsistencies** Ensure that the resume has no spelling or grammatical errors and that all punctuation and/or abbreviation is consistent
- **List of References** such as References Available Upon Request. Prepare a separate document instead and bring this list of references with you to interviews.



Want to watch and listen a clip instead? From the Starr Career Development Center YouTube Channel, we present **International Student Job Search Series** <https://www.youtube.com/user/SCDCBaruc/>

## Boosting Your Resume for the Electronic Screening Process

Many large organizations rely on application tracking systems (ATS) to help pre-filter resumes. These systems work by scanning resumes for contextual keywords and key phrases based on the job description, mathematically scoring the resume for relevance and sending only the most qualified ones through for hiring managers to review.

Here are a few tips on how to ensure that your resume is not eliminated by ATS software:

- **Keep a Simple Format** Avoid headers, footers, templates, borders, lines, symbols (bullet points are fine), shading, fancy fonts and font colors other than black.
- **Use Common Headings** such as Education, Experience, and Skills. Use section headings like Professional Experience instead of Finance Related Experience. Some of these unfamiliar headings like Affiliations, Publications or Memberships can be difficult for ATS to scan.
- **Tailor your Resume with Keywords** Include verb phrases and skills written in the job description throughout your resume and online application. Keywords are graded both by how frequently they appear and the extent to which they are used in context. Note these systems are smart enough to recognize the difference between random strings of words and words used in context.
- **Avoid Typos** Edit your resume carefully! Your resume should never contain typos.
- **Include both Acronym and the Spelled-Out Terms** Use both acronym and the spell-out form of any given title, certification or organization, so you're set regardless of which format the ATS is looking for.
  - Example: Certified Public Accountant (CPA)
- **Complete All Fields in Online Applications** Even if those fields are not required, employers may use those fields as filters and, if left blank, your application may not make it through the system.



## Proficiency Scale for Skills Section

### Technical/Computer Skills

**Level 1: Basic Proficiency** You have a common knowledge, or an understanding of the basic techniques or concepts associated with this competency. [Examples: Basic Knowledge, Working Knowledge and Limited Proficiency]

**Level 2: Intermediate Proficiency** You are able to successfully complete tasks in this competency as requested and can usually perform the skill independently. [Examples: Intermediate, Proficient and Intermediate Proficiency]

**Level 3: Advanced Proficiency/Expert** You have demonstrated consistent excellence in applying this competency across multiple projects and/or organizations. [Examples: Advanced, Expert and Highly Proficient]

### Language Skills

**Advanced:** Native, Fluent, Proficient, Advanced, Upper-Intermediate, Full Professional Proficiency

**Medium:** Intermediate, Conversational, Competent and Professional Working Proficiency

**Beginner:** Elementary, Beginner, Basic, Pre-Intermediate and Limited Working Proficiency

## Transferable Skills

If you're concerned you don't have enough skills or experience on your resume, you are not alone. But keep in mind that you've been acquiring skills since childhood. Whether learning the value of teamwork by playing sports, communicating during your customer service job, or developing countless skills while completing your coursework, each of your experiences has provided you will valuable transferable skills to highlight on your resume.

### What are transferable skills?

A **transferable skill** is a "portable skill" that you can use in different situations and transfer from one job to another. Many skills that employers look for in candidates are transferable and can be acquired through college experiences.

### Where do transferable skills come from?

- **Academic Projects** For example, an English major who learns clear, concise, and compelling communication skills by giving in-class oral presentations, or a CIS major who learns database design through a class project
- **On-Campus Clubs and Activities** For example, the student government representative who develops strong negotiation and consensus building skills
- **Volunteer Experience** For example, participant in fundraising who gains skills in marketing and organization
- **Work Experience** For example, customer service representative who learns to resolve conflicts and problem-solve by handling difficult situations with customers

### How to identify transferable skills?

**Step 1.** Make a list of every job title you've ever held (part-time, full-time and internships), along with volunteer, sports, and other affiliations since starting college. (Be sure to record officer positions and other leadership roles).

**Step 2.** Using your transcript, list the classes in your major field of study along with foundation courses. Include electives that may be related to your employment interests.

**Step 3.** For each job title, campus activity, and class you've just recorded, write a sentence describing what you were physically doing. What skills were involved and should be communicated on your resume?

**Step 4.** Be sure to write strong bullet points that show the reader your skills, through clear examples.

## What are some examples of transferrable skills?

### Working with People

- Selling
- Training
- Supervising
- Organizing
- Motivating
- Mediating
- Advising
- Delegating
- Representing
- Negotiating
- Translating
- Entertaining
- Collaborating

### Working with Objects

- Repairing
- Assembling Parts
- Designing
- Operating Machinery
- Driving
- Maintaining Equipment
- Constructing
- Building
- Sketching
- Drafting
- Surveying
- Troubleshooting

### Working with Data

- Calculating
- Developing Databases
- Working with Spreadsheets
- Researching
- Computing
- Filing
- Sorting
- Editing
- Gathering Information
- Analyzing Data
- Budgeting
- Consolidating

## Examples of Transferable Skills

### Head Server, Food Restaurant

- Increased daily sales by 15% by promoting new items on the menu and recommending products to over 800 customers
- Conducted training and coordinated all orientation sessions for 3-4 new hires every 6 months, ensuring that new employees are fully aware of the procedures and policies of the restaurant
- Demonstrated **strong communication skills** by accommodating over 60 patrons per shift, making recommendations to suit their needs
- Worked well in a challenging, fast-paced environment, handling several tasks simultaneously and serving more than 40 tables per day



Selling, Taking Initiative



Leadership, Responsibility, Attention



Organization, Multi-tasking

### Sales Associate, Retail Store

- Gained an understanding of the customer's needs and preferences and recommended relevant suggestions to improve consumer experience
- Maintained knowledge of current promotions in order to accurately process transactions of \$500+ on a weekly basis
- Managed the appearance of store displays and restocked merchandise when necessary, ensuring adequate coverage of supplies
- Collaborated with 5-10 other team members to efficiently perform closing duties and prepare the store for the following day



Listening, Problem-Solving



Attention to Detail



Creativity, Organization



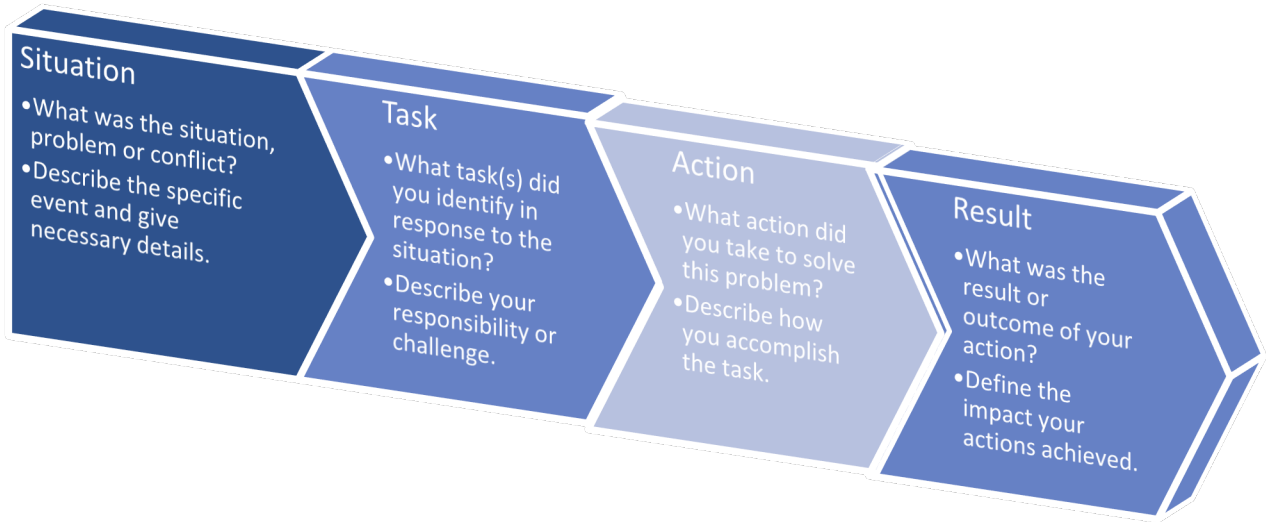
Teamwork, Responsibility



Baruch College's Starr Career Development Center offers **free online career assessment tools** including Focus2, Myers-Briggs Type Indicator, and the Strong Interest Inventory for students to explore skills, values, interests, and personality. Students can access Focus2 via Starr Search. Schedule an appointment with a counselor via Starr Search to get started with this process.

## STAR Method for Resume Statements

First, read through the job description of a position you are interested in and identify all the skills and qualities they seek (usually in the responsibilities and qualifications sections). Then use the STAR method to create impactful bullet points that incorporate the skills and qualities you identified in the first step for each experience on your resume.



### What is an example of using the STAR method for my resume?

- Initiated, wrote and edited the first training manual for company's data tracking system, which cut training period in half, was adopted across the company, and is still in use today.

[Note: Notice that the final statement is created by starting with the action section above and incorporating the results section when appropriate.]

### Constructing your own bullet point

Use the space below to help you construct one of the bullet points in your resume.

- Situation:** What was the situation, problem, or conflict you were facing?
- Task:** What were you tasked with? What were your responsibilities or goals?
- Action:** What action did you take? What did you do to solve this problem? (Start with action verbs)
- Result/Reasons:** What was the result or outcome of your action? Why did you decide to take this action? How did it benefit the organization? Can this result be quantified?

Skills/qualities you want to demonstrate (from job description):

\_\_\_\_\_

Situation: \_\_\_\_\_

Task: \_\_\_\_\_

Action: \_\_\_\_\_

Result: \_\_\_\_\_

## Action Verbs

Start off each of your resume bullet with strong action verbs to present your skills and experiences more effectively. Action verbs describe what you know and what you do. Here is a list of actions verbs that can help to precisely align your skills and experiences to the employer's needs:

### Problem Solving

- Alleviated
- Analyzed
- Assessed
- Brainstormed
- Conceived
- Conceptualized
- Created
- Debugged
- Decided
- Deciphered
- Detected
- Diagnosed
- Engineered
- Foresaw
- Formulated
- Found
- Implemented
- Investigated
- Recommended
- Remodeled
- Repaired
- Revamped
- Satisfied
- Solved
- Streamlined

### Quantitative

- Accounted for
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Checked
- Compiled
- Computed
- Converted
- Counted
- Earned
- Estimated
- Figured
- Financed
- Increased
- Maximized
- Processed
- Produced
- Profited
- Projected
- Reconciled
- Recorded
- Reduced
- Totaled

### Communication

- Accommodated
- Adapted
- Addressed
- Amended
- Argued
- Clarified
- Communicated
- Collaborated
- Composed
- Concluded
- Convinced
- Consulted
- Corresponded
- Critiqued
- Dedicated
- Defined
- Deliberated
- Demonstrated
- Drafted
- Edited
- Educated
- Explained
- Extracted
- Greeted
- Highlighted
- Illustrated
- Improvised
- Inferred
- Informed
- Instructed
- Interviewed
- Lectured
- Marketed
- Moderated
- Negotiated
- Persuaded
- Presented
- Queried
- Reported
- Represented
- Suggested
- Summarized
- Supplemented
- Supported
- Surveyed
- Systematized
- Tested
- Taught
- Translated
- Verified

### Demonstrating Results and Accomplishments

- Accomplished
- Achieved
- Added
- Attained
- Built
- Combined
- Completed
- Constructed
- Contributed
- Delivered
- Demonstrated
- Earned
- Eliminated
- Enlarged
- Ensured
- Excelled
- Expanded
- Extended
- Finalized
- Fulfilled
- Gained
- Generated
- Improved
- Increased
- Innovated
- Integrated
- Introduced
- Joined
- Launched
- Minimized
- Obtained
- Opened
- Overcame
- Prevailed
- Produced
- Qualified
- Realized
- Reduced
- Rejuvenated
- Renovated
- Restored
- Targeted
- Uncovered

### Helping/Counseling

- Aided
- Advised
- Assisted
- Assured
- Coached
- Continued
- Cooperated
- Counseled
- Dealt
- Eased
- Elevated
- Enhanced
- Mentored
- Familiarized
- Helped
- Interceded
- Modeled
- Fostered
- Polished
- Prescribed
- Provided
- Protected
- Relieved
- Comfort
- Returned
- Saved
- Served
- Sustained
- Tutored
- Validated

## Resume Template I [Note: recommended for first-years/sophomores]

### FIRST AND LAST NAME

City, State Zip | Phone Number

FirstName.LastName@baruchmail.cuny.edu | LinkedIn URL [Note: if applicable]

#### EDUCATION

**Baruch College/CUNY, School Name**

**New York, NY**

*Degree*

*Expected Graduation Month Year*

Major: Minor: **Overall GPA:** [Note: if 3.0 or above]

- Relevant Coursework: [Optional Section: list 3-5 courses directly or indirectly related to your major and or interested field of study]

**High School Name**

**City, State**

*Diploma/Degree*

*Graduation Date*

Major: **GPA:** [Note: if 3.0 or above]

- [Note: can include academic honors, case competitions, AP courses taken or club organizations]

#### ACADEMIC PROJECTS

**Project Title, Baruch College**

**City, State**

*Position Title [Note: e.g. Researcher, Team Leader]*

*Month Year - Month Year*

- Start with action verbs, describe your tasks in detail and include the outcome of the project

#### HONORS AND AWARDS

[Optional Section: list academic achievements, scholarships, Dean's List, honors/societies, outstanding accomplishments with the respective dates included]

#### WORK EXPERIENCE

**Company Name**

**City, State**

*Position Title*

*Month Year - Month Year*

- List your work positions in reverse chronological order starting with the most recent jobs listed first
- Describe your experiences, responsibilities, skills and results in concise bullet points
- Use action verbs in the correct tense to cite specific examples of achievement and duties
- Quantify where appropriate and do NOT use personal pronouns such as "I"

#### LEADERSHIP EXPERIENCE

**Organization Name**

**City, State**

*Role Title*

*Month Year - Month Year*

- State position if you are on the executive board or in a leadership role
- Highlight accomplishments and include details that will exemplify your abilities and skills
- [Note: if this section is more relevant to your major/opportunity, consider moving it up]

#### VOLUNTEER EXPERIENCE

**Organization Name**

**City, State**

*Role Title*

*Month Year - Month Year*

- Start with action words to describe your tasks and responsibilities in detail
- Include the outcome or results of the activities and your contributions
- Each bullet should be a concise and informative phrase, instead of a full sentence

#### SKILLS AND INTERESTS

**Technical:** List computer software and programming languages, including level of proficiency such as "Knowledge of, Proficient, Advanced, Expert..."

**Languages:** List languages other than English and level of fluency such as "Beginner, Conversational, Fluent, Native"

[Optional Section: list certifications, personal interests that may spark interview conversation]

## Resume Template II [Note: recommended for juniors/seniors]

### FIRST AND LAST NAME

City, State Zip | Phone Number | FirstName.LastName@baruchmail.cuny.edu | LinkedIn URL [Note: if applicable]

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#### EDUCATION

**Baruch College/CUNY, School Name**

**New York, NY**

*Degree*

*Expected Graduation Month Year*

Major:            Minor:            **Overall GPA:** [Note: if above 3.0]            **Major GPA:** [Note: if above 3.0 and Overall GPA]

- [Optional Section: list honors and awards, scholarships, relevant coursework, etc.]

**Study Abroad School** [Note: if applicable]

**City, Country**

*Study Abroad Program*

*Month Year - Month Year*

- [Note: list coursework in the program]

#### RELEVANT EXPERIENCE

**Company Name**

**City, State**

*Position Title*

*Month Year - Month Year*

- List your work positions in reverse chronological order starting with the most recent jobs
- Describe your experiences, responsibilities, skills and results in concise bullet points
- Use action verbs (correct tense) to cite specific examples of achievements and duties
- Quantify where appropriate and do NOT use personal pronouns such as "I"

#### LEADERSHIP EXPERIENCE

**Organization Name**

**City, State**

*Role Title*

*Month Year - Month Year*

- State position if you are on the executive board or in a leadership role
- Highlight accomplishments and include details that will exemplify your abilities and skills
- [Note: description can also be omitted for these activities, similarly to the Volunteer Experience Section]

#### ACADEMIC PROJECT

**Organization Name**

**City, State**

*Role Title*

*Month Year - Month Year*

- Start with action words to describe your tasks and responsibilities in detail
- Include the outcome or results of the activities and your contributions
- Each bullet should be a concise and informative phrase instead of a full sentence

#### VOLUNTEER EXPERIENCE

**Organization Name, Role Title**

Month Year - Month Year

**Organization Name, Role Title**

Month Year - Month Year

**Organization Name, Role Title**

Month Year - Month Year

#### SKILLS AND INTERESTS

**Technical:** List computer software and programming languages, including level of proficiency such as "Knowledge of, Proficient, Advanced, Expert..."

**Languages:** List languages other than English and level of fluency such as "Beginner, Conversational, Fluent, Native"

**Certifications/Trainings:** List certificates or training programs that you have achieved [Note: if applicable, include expiration date]

**Interests:** List specific personal interests that may spark interview conversation

# Nancy Numbers

Astoria, NY 77777 | (917) 100-0000 | Nancy.Numbers@baruchmail.cuny.edu | LinkedIn.com/in/NancyNumbers

## EDUCATION

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**Baruch College/CUNY, Zicklin School of Business**, New York, NY Expected Dec. 2022  
*Bachelor of Business Administration in Finance & Investment, Minor in Spanish, GPA: 3.9/4.0*

- **Dean's List:** Fall 2019 – Fall 2020

**Berlin School of Economics and Law**, Berlin, Germany Sept. 2019 – Dec. 2019  
*Study Abroad Program*

- **Coursework** in International Business, Economics and Public Policy

## COURSEWORK

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- Real Estate Capital Markets
- Corporate Finance
- Investment Analysis
- Financial Accounting I
- Elements of Calculus I/Matrix Algebra
- Intensive Intermediate Spanish I

## WORK EXPERIENCE

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**Operations Intern, ES Limited**, New York, NY Oct. 2020 – Present

- Created a vendor rating system to identify reliable suppliers, resulting in an 80% reduction of product defects
- Worked with the director to manage the purchasing annual budget of \$1.0 million, saving over \$20,000 in related costs
- Renegotiated 5-8 suppliers' contracts and initiated a team goal of reducing inventory level for the year (30% decrease)

**Financial Analyst Intern, Amazon**, Seattle, WA May 2020 – Aug. 2020

- Leveraged an internal system to standardize the process of recording expense accruals and proposed process changes to the Finance and Business partners, training them on requirements for onboarding/implementation plan
- Streamlined the account reconciliation process by developing an Excel summary table to consolidate 30+ account schedules and ending balances, mitigating the risk of human errors and eliminating manual inputs from 15 to 5 hours
- Assessed for material risk of 40 licensing agreements from a Salesforce report, approximately \$10 million in dollar-value, to test for expense misstatement over the quarterly threshold in Excel and to support financial decision-making

**Participant, SYEP Summer Bridge 2020 at the Queens Community House**, Woodside, NY Jul. 2019 – Aug. 2019

- Collaborated with 20+ high school and college students to design an app that improves literacy in young students
- Created a marketing pitch with 16 other students to highlight why SYEP is important to both young students and potential business partners in the healthcare sector
- Developed professional skills and knowledge of the workplace from weekly presentations, Hats & Ladders, and career panels

## LEADERSHIP EXPERIENCE & ACTIVITIES

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**Vice President, ALPHA at Baruch College**, New York, NY Jan. 2020 – Present

- Spearhead and organize 5-10 meetings and professional events through collaboration with executive board members
- Research and educate members about Ecuador and its culture through a new initiative: two bi-weekly Instagram series
- Supervise the Treasurer and Secretary, providing oversight and assistance on financial budget and club outreach
- Utilize Google Suite to organize the club's important documents, create agendas and design a shared calendar of events

**Peer Mentor, T.E.A.M. Baruch**, New York, NY Jan. 2020 – May 2020

- Selected to be one of about 150 students in the school's competitive leadership program
- Developed leadership skills during their one-day boot camp and 2 workshops by learning about my own strengths and weaknesses and figuring out the best ways to strengthen my existing skills
- Responded to students' inquiries and provide guidance regarding academic, professional, and personal concerns

## LANGUAGE AND TECHNICAL SKILLS

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- Computer: Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, & Outlook), HTML, & CSS
- Languages: Basic Spanish, Fluent in Tagalog
- Certifications: Responsive Web Design (from FreeCodeCamp), Advanced Google Analytics

# Dean Debits

Staten Island, NY 12345 • (646) 200-0000 • dean.debits@macaulay.cuny.edu • linkedin.com/in/dean-debits

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## EDUCATION

**Macaulay Honors College at Baruch College/CUNY, Zicklin School of Business, New York, NY**

*Master of Science in Information Systems with CPA 150 Credits*

Expected June 2022

*Bachelor of Business Administration in Accountancy (CPA Eligible w/ 150 credits by June 2022)*

Expected June 2021

Minors in Advanced Business Analysis and Honors Interdisciplinary NYC Studies

Merit-based Full Tuition Scholarship; Zicklin Honors Scholar; **GPA: 3.96/4.00**

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## ACCOUNTING EXPERIENCE

**Deloitte Audit Innovation Campus Challenge, New York, NY**

**October 2019 – March 2020**

*Selected Participant & Regional Finalist*

- Collaborated with a 5-person team to develop a technological tool/service offering idea for Deloitte's Audit & Assurance business that identified and addressed a future marketplace issue/need to actively generate value for Deloitte's clients
- Delivered a presentation pitch to several Deloitte partners for a regional competition and advanced to national competition

**TP Partners Consulting LLC, New York, NY**

**September 2020 – March 2020**

*Accounting Intern*

- Analyzed monthly transactions and prepared reconciliations in Excel to verify A/P and GL accounts, ensuring completeness
- Researched and reviewed 10+ tax documents such as Form 1120 and state returns for appointment factors and filings
- Trained 3 team members on the responsibilities and major projects of the tax department, reporting progress to team lead

**Volunteer Income Tax Assistance (VITA), New York, NY**

**January 2019 – March 2019**

*VITA/TCE Volunteer*

- Conducted interviews for 5-10 persons weekly to gather relevant information on their income, deductions and tax credits
- Provided tax return service to individuals and families by filing out e-forms for federal and state tax returns using TaxWise
- Received training and certification from the IRS and prepared over 40 tax return forms like Form 1040 for individuals

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## LEADERSHIP & ACTIVITIES

**Macaulay Business Club, New York, NY**

**September 2018 – Present**

*Executive President*

*May 2020 – Present*

- Organize all professional/social events to help students enhance career skills and gain exposure to various business sectors
- Delegate responsibilities to vice presidents, directors, and committee members to achieve and expand club goals

*President of Baruch Chapter*

*May 2019 – May 2020*

- Coordinated all Macaulay Business Club events occurring at Baruch, including networking and professional development
- Lead 40+ committee members in the planning and execution of events and helped increase recruitment of members by 10%

*Planning Committee of Finance and Accounting*

*September 2018 – May 2019*

**Students on Ice, Ottawa, Canada**

**July 2016 – August 2016**

*Arctic Expedition Scholarship Participant 2016*

- Independently traveled to Canada to join an Arctic expedition through Canada and Greenland with 120+ global students

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## WORK EXPERIENCE

**Martial Arts Center, Staten Island, NY**

**June 2014 – September 2019**

*Head Instructor*

- Instructed over 100 students from ages 3 to 18 martial arts skills including Taekwondo, Jiu-Jitsu, and Sparring
- Communicated with students 1:1 and their guardians to develop methods to improve students' behavior and capabilities
- Managed building entrances, oversaw the security alarm system and ensured equipment was appropriately sanitized

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## SKILLS & INTERESTS

**Technical Skills:** Microsoft Office Certification (Excel, PowerPoint, Word), Weebly Web Design

**Interests:** 3<sup>rd</sup> Degree Black Belt with Kukkiwon Certification, American History, Global Exploration, Politics, Sports



# Tim Technology

Brooklyn, NY 10101 | (212) 300-0000 | tim.technology@baruchmail.cuny.edu | github.com/timtechnology1

## EDUCATION

**Baruch College/CUNY, Zicklin School of Business**, New York, NY

*Bachelor of Business Administration in Computer Information Systems*

June 2023

Minor: Communication Studies

Major **GPA**: 3.63/4.00

Related Courses: Database Management Systems I, Information Systems/Technologies, Applied Calculus

## TECHNICAL SKILLS

**Languages:** Java, C++, Python, SQL, HTML, CSS  
**Design & IDE Tools:** Eclipse, Spyder, MS Visual Studio, Visio  
**Databases:** Oracle Express DB, MySQL Server/Workbench, MS Access  
**Project Tracking Tools:** Jira by Atlassian, IBM's Rational Software  
**Office Tools:** MS (Word, Excel, PowerPoint), Bloomberg Terminal  
**Operating Systems:** OS X, Windows 7, 8, 10

## RELEVANT EXPERIENCE

**Bloomberg**, New York NY

*Data & Technology Architecture Intern*

May 2020 – August 2020

- Built custom web portal for the Data & Technology Architecture Team, containing over 8,000 files
- Collaborated with application and information architects to plan, design, and implement a high-level taxonomy
- Brainstormed with business analysts to gather requirements for the web portal
- Provided technical expertise and assisted in the migration of enterprise knowledge repository content
- Participated in weekly meetings to discuss the progress of the intranet portal
- Utilized content types to add metadata to documents on the web portal in order to improve search results

**NYC Department of Labor**, New York, NY

*Technical Support Intern*

January 2019 – May 2019

- Provided help desk-based IT phone support to end-users including troubleshooting hardware and software
- Maintained 10% above average customer satisfaction in post surveys, working with over 30 clients daily
- Installed 20+ Windows computers and server parts and responded to hundreds of requests for service support
- Managed the IT onboarding of new user accounts and regular upgrades, ensuring seamless access to all systems

## ACADEMIC PROJECT

**Systems Analysis and Design**, Baruch College

*University Library System Project*

January 2020 – May 2020

- Modeled a University library system using IBM Rational Software Architect and Lucid Charts
- Designed a Use Case Diagram to track users' behavior when interacting with the system
- Created Class Diagrams to enhance and clarify visualization of information around Class storage and interactions
- Constructed a Sequence Diagram illustrating the objects that participate in a Use Case and show the messages that pass between objects for a particular use-case

## OTHER WORK EXPERIENCE

**Starbucks Coffee**, New York, NY

*Barista*

June 2017 – May 2018

- Processed monetary and credit transactions around \$1,200-\$1,500 daily using the point-of-sale system
- Exhibited professionalism during peak hours in a high traffic location while serving over 600-900 customers
- Trained three new baristas to ensure quality customer service practices, register transactions and drink-making

## EXTRACURRICULAR ACTIVITIES

**Cybersecurity Club**, *Events Committee Member*

August 2020 – Present

**Hack for Baruch**, *Club Member*

September 2019 – May 2020

## SKILLS

**Languages:** Intermediate in French

**Interests:** International Travel (to over 10 countries), Badminton, Bitcoin

# Aurora Ads

Aurora.Ads@baruchmail.cuny.edu | linkedin.com/in/AuroraAds | AuroraAds.com/portfolio

## EDUCATION

### Baruch College, City University of New York, Zicklin School of Business

Bachelor of Business Administration in Marketing Analytics

New York, NY  
Expected June 2022

Minors: Psychology, Graphic Design | Cumulative GPA: 3.8/4.0

- Coursework: Internet Design, I/O Psychology, Marketing Research, Programming for Analytics, Text Analytics for Marketing

## MARKETING EXPERIENCE

### Warner Media

Social Media & Design Intern

New York, NY  
June 2020 – Present

- Analyze user journey and website metrics utilizing Facebook Analytics, Google Analytics, etc. to support marketing decisions
- Spearhead weekly promotion campaign and content planning on Hootsuite, leading to a 50% growth in conversion rate
- Implement new initiatives on branding, graphic design, and communication for publication of events and resources

### TechCrunch

Social Media & Marketing Intern

New York, NY  
June 2019 – August 2019

- Deployed content marketing across five media platforms which resulted in 240% upsurge of social referrals to website
- Strategized closed-loop marketing with sales team, enhancing campaign performance on lead generation by 30%
- Optimized organic keywords on YouTube channel and customer testimonial video descriptions through considerable research

### Baruch Women's History Month

Publicity & Co-Sponsorship Coordinator

New York, NY  
January 2018 – March 2019

- Planned 10+ events and executed activations on campus and social media to increase student participation by 60%
- Conducted outreach to 20+ campus organizations and Alumni Relations for collaborations, contributing to new partners
- Designed promotional flyers and brochures for Salary Negotiation Workshop, Annual Awards Ceremony, etc. using Canva

## ADDITIONAL EXPERIENCE

### Starr Career Development Center

Peer Career Counselor

New York, NY  
August 2020 – Present

- Lead 10+ individual sessions with students weekly to review resume, cover letter, and provide guidance on career exploration
- Coordinate with staff to organize and co-facilitate workshops, career fairs and on-campus recruiting events for students
- Participated in a 10-week selective training program to build on professional coaching and leadership skills

### Whitney Museum of American Art

Human Resources Intern

New York, NY  
September 2019 – April 2020

- Regulated postings on internal and external job boards weekly for 5+ roles, resulting in 5% engagement increase
- Managed and completed various ad-hoc projects that required research, ideation, planning, and event coordination
- Maintained payroll and other personnel information for 50+ employees on a continuous basis using Excel

### Arta Dermatology

Office Receptionist

New York, NY  
February 2019 – March 2020

- Filed 80+ medical records and private documentation daily with absolute confidentiality, accuracy, and completeness
- Resolved back-end and front-facing concerns and complaints through extensive communication with colleagues and clients
- Validated patient and insurance data for compliance with regulations meticulously and scheduled 40+ appointments per day

## LEADERSHIP DEVELOPMENT

Baruch Women in Business, Head of Social Media, Alumnae Relations Committee

October 2019 – May 2020

Break Through Tech New York Career Readiness Program, Participant

October 2019 – November 2019

Target Case Competition, Marketing Strategist, Third Place

November 2018

Baruch Rising Starr Sophomore Program, Participant

August 2018 – May 2019

## ADDITIONAL

**Technical:** Proficient in Microsoft Office, Adobe Creative Suite, Google Analytics/Ads, HTML, Python, Qualtrics Survey, SEMrush

**Languages:** Fluent in Chinese Cantonese, Mandarin and Sze Yup Dialect; Intermediate in Spanish

**Social Media:** Facebook, Instagram, LinkedIn, Medium, Tumblr, Twitter, YouTube, WeChat, Weibo

**Interests:** Fitness and Well Care, Literature and Calligraphy, Museums and Arts, Photography

# Ji Min (Emily) Park

New York, NY Phone: (971) 500-0000

Email: [jimin.park7@baruchmail.cuny.edu](mailto:jimin.park7@baruchmail.cuny.edu) LinkedIn: [www.linkedin.com/in/parkjimin](http://www.linkedin.com/in/parkjimin)

## EDUCATION

**Baruch College/CUNY, Weissman School of Arts and Sciences, New York, NY** *Expected December 2023*  
Bachelor of Arts in Corporate Communication, Overall GPA: 3.8/4.0

**Kingsborough Community College/CUNY, Brooklyn, NY**

*June 2018*

Associate of Science in Business Administration (completed 50 credits), Overall GPA: 3.7/4.0  
Dean's List: 2017-2018 (3 semesters)

## ACADEMIC PROJECT

**Business Fundamentals: AT&T, Baruch College**

January 2019 – May 2019

- Summarized 15+ primary and secondary sources of the company into a clear, concise summary paper and a group presentation of 5 members which received a grade of A
- Analyzed and managed data about the company's 1-year stock prices, 3-year revenue trends, competitors, current events using Excel and PowerPoint to propose possible future strategies and recommendations
- Presented findings and reported analysis on AT&T and recent news to an audience of 30+ students

## PROFESSIONAL EXPERIENCE

**ABC Ads, Inc., New York, NY**

December 2019 – May 2020

Internet Marketing Intern

- Drafted 3+ informative posts/blogs on WordPress weekly to increase customer engagement and impressions
- Designed presentation decks and client proposals to educate clients about the pros of ad network marketing
- Researched new marketing leads and brainstorm content for business opportunities with a team of 3+ interns
- Liaised between publishing and advertising teams to ensure clear communication and scheduling of events

**Mark Von Furstenberg, New York, NY**

September 2018 – December 2018

Public Relations Intern

- Communicated with stylists and editors from various magazines to arrange sample send outs in order to increase brand awareness
- Utilized Fashion GPS, a B2B software for the global fashion industry, to organize sample trafficking and keep staff aware of sample locations
- Archived and summarized daily press release reports from 10 news sources for the communications team

**XYZ Events Group, Westchester, NY**

January 2018 – May 2018

Event Coordination Intern

- Supported a cross-functional team of 10 members by tracking and managing the logistics of 3 conferences
- Coordinated the arrangements of travel and shipping documents via Intra, the firm's scheduling system
- Developed conference booklets, presentation sessions and advertisements for over 200+ attendees
- Managed 50-75 client questions, inquiries and any customer service-related issues or concerns weekly

## VOLUNTEER EXPERIENCE

**New York Cares** (August 2018 – Present); **Habitat for Humanity** (2018); **American Red Cross** (2016-2017)

## SKILLS

**Languages:** Fluent in Russian, Intermediate Spanish

**Computer:** Microsoft (Word, Excel, PowerPoint, Access), Adobe (Photoshop, InDesign, Illustrator)

**Social Media:** Twitter, Facebook, LinkedIn, Pinterest, Hootsuite, Snap Chat, Google Analytics

## INTERESTS

Photography, Film, Basketball, Football, Creative Writing, Snowboarding

# Caroline Creative

New York, NY 10010 | Cell: (971) 600-0000 | Email: caroline.creative@baruchmail.cuny.edu | [www.carolinecreative.com](http://www.carolinecreative.com)

## EDUCATION

**Baruch College/CUNY, Bachelor of the Arts, New York, NY** **Expected June 2021**

*Ad Hoc: Film Production and Theory* | Minor: **New Media Arts**

Cumulative GPA: **3.86/4.00**

**Relevant Coursework:** Law and the Entertainment Business; Introduction to New Media Arts

**Brooklyn College/CUNY, 52 college credits, Brooklyn, NY** **January 2018 – December 2020**

Cumulative GPA: **3.48/4.00**

**Relevant Coursework** (on E-Permit): Introduction to Production; Screenwriting 2; Film Editing; Film Producing

## EQUIPMENT AND TOOLS

**Cameras:** Canon EOS 80D; Bolex 16mm; RED One MX

**Software:** Adobe Premiere Pro CC; Final Cut Pro X; Adobe InDesign; Adobe Photoshop; Adobe After Effects; Final Draft; Movie Magic Scheduling; Movie Magic Budgeting

## PROJECTS

**Producer, Student Film, New York, NY** **August 2019 – January 2020**

- Scouted potential, cost-effective locations during pre-production that aligned with film budget of \$8000 and scene image; applied for necessary permits in a timely manner; arranged transportation of equipment to and from set
- Created and managed the budget and schedule using Movie Magic Budgeting and Movie Magic Scheduling; maintained and updated regularly the call sheets, the day out of day reports, and the one-liner
- Provided rest-area accommodation on set and arrange meals for the actors and crew that correlate with their hours on set
- Thoroughly read and broke down the script for potential costs in order to factor them into the budget; created a pitch and look book that highlights the vision of the director and how the film will be made financially

**Feature Screenplay, Independent Project** **February 2020 – August 2020**

- Developed a 25-30 page outline using the basic narrative design that can be expanded into a feature length screenplay
- Created drama on Final Draft by utilizing a beat sheet, location design, and dialogue
- Wrote 110 pages of content developing each scene individually while analyzing scene transitions, potential costs of locations and props, scene impact, dialogue, and description; wrote approximately 9 drafts

## WORK EXPERIENCE

**Film Production Company, Screenwriting Assistant, New York, NY** **August 2018 – December 2018**

- Read 2-4 screenplays daily and worked with a team of 5-7 to read through screenplays to determine which one's the company should invest in to maximize company profit and audience viewership
- Wrote 2- page analysis to pitch a screenplay highlighting the vision of the writer, potential issues, and target demographics

## LEADERSHIP ACTIVITIES

**The Ticker (student run newspaper), Production Assistant, New York, NY** **August 2018 – Present**

- Create infographics weekly per request that increases the visual quality of each section attracting more readers
- Transcribe interviews ranging from 15 minutes to an hour for writers/editors to accurately attribute and quote sources
- Compile and conduct research for news stories in a timely manner such as creating a spreadsheet of 2049 emails individually, conducting interviews as needed, following up with sources as leads and tips are disclosed, and creating and tracking surveys

**Section Editor, New York, NY** **February 2018 – June 2018**

- Managed the particular section by preparing the topics, the layout using Adobe InDesign and edited and fact-checked incoming articles using AP Style; acted accordingly when faced with situations such as plagiarism or reluctant sources
- Collaborated with the Ticker Staff to formulate new ideas to engage the readers for the 12 issues produced per semester

**T.E.A.M. Baruch, Peer Mentor, New York, NY** **January 2019 – Present**

- Participated in a training program to enhance self-awareness, communication, conflict resolution and leadership skills
- Heighten leadership skills through intense self-awareness exercises to gain critical insights on team dynamics

## ADDITIONAL SKILLS AND INTERESTS

Proficient in Microsoft Word, PowerPoint, Excel, and Publisher

Interests: 9 years of piano, 9 years of soccer, Hiking

# Pauline Policy

New York, NY | (718) 700 0000 | pauline.policy@baruchmail.cuny.edu | www.linkedin.com/in/paulinepolicy10

## EDUCATION

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**Baruch College/CUNY, Marxe School of Public and International Affairs** New York, NY  
*Bachelor of Science Degree* Expected June 2023  
Major: **Public Affairs** | Minor: **Communications** | Cumulative GPA: **3.7/4.0**

## WORK EXPERIENCE

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**Office of Manhattan Borough President** New York, NY  
*Constituent Services Intern* August 2020 – Present

- Served as a liaison by providing live updates to the three Manhattan office locations and escalating constituents' issues and concerns requiring attention to the Borough President
- Drafted and edited 3-5 memos weekly on matters brought forth by constituents for record keeping procedures
- Adapted proposal templates for specific foundations and managed physical and electronic copies of files

**College Bridge for All** New York, NY  
*NYC Department of Education College Coach* March 2020 – August 2020

- Mentored 73 senior students and guided them on the college enrollment process, improving matriculation rates
- Maintained regular contact with seniors through spring and summer to ensure updating FAFSA/TAP, first-year class registration, enrolling in Support Programs through email, messages and Google Meets
- Updated students' progress through Enroll NYC database consistently to narrow down areas of improvement

**CUNY Census 2020** Queens, NY  
*Field Team Member for Queens Borough* January 2020 – May 2020

- Raised awareness on representation and resources the Census provides to heighten community members of the safety of their information and importance of self-participation through NYC events
- Communicated with 100 New Yorkers hourly through Hustle texting app to provide assistance with Census
- Supported 2020 non-partisan Student Voter Registration Drive at Flushing High School to acknowledge students on the importance of civic duty and registered 1,200 student citizens to vote

**Health + Hospitals/Queens: Summer Youth Employment Program (SYEP)** Queens, NY  
*Clerical Worker/Patient Care Assistant* July 2019 – August 2019

- Assisted nurses in obtaining materials for 20 patients daily post-surgery increasing reliability of care
- Organized individual files for 20 patients circulating in and out of unit to keep up-to-date track on patient health
- Communicated between cross-functional medical departments for successful transportation of patient and files

## LEADERSHIP ACTIVITIES

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**Circle K International Club of Baruch College** New York, NY  
*Secretary/Vice President* September 2019 – September 2020

- Volunteered in *Key to Your Future* to discuss on panel about college process and experience to 20 high schoolers
- Attended New York Speaking Fellowship Convention to acquire team and club development methods
- Coordinate *Reinvention Meeting* to inform interested students about the Service, Fellowship and Leadership foundations of the club and how it improves one's personal and professional skills to entice member participation

**Working in Support of Education (WISE)** New York, NY  
*Lead Researcher & 3<sup>rd</sup> Place Finalist Winner* September 2018 – May 2019

- Competed in Quality-of-Life Innovations Competition to present quality of life issue at Deutsche Bank
- Identified areas of improvement through field research surveys from 250 students to then implement visual aids that guide students to important offices/services in their high school

## SKILLS AND OTHERS

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**Technical:** Proficient in Microsoft Office (Excel, Access, Outlook, Word and PowerPoint) **Languages:** Beginner in Spanish  
**Organizations:** Ladders for Leaders/SYEP, T.E.A.M. Baruch Leadership Development Program

# Paul Psychology

New York, NY Phone: (971) 500-0000

Email: paul.psychology@baruchmail.cuny.edu LinkedIn: www.linkedin.com/in/paulpsychology

## EDUCATION

**Baruch College/CUNY, Weissman School of Arts and Sciences**

*Expected December 2023*

Bachelor of Arts in Psychology, GPA: 3.8/4.0

## RESEARCH & STATISTICS PROJECTS

**Statistics Projects- *Statistics in Social Science***

Spring 2020

- Analyzed nominal and continuous variables and calculated descriptive statistics using STATA
- Generated graphs and scatterplots to identify outliers and evaluate data for normalcy
- Evaluated statistics (t-tests, correlations, regression) and translated findings in layman's terms
- Conducted a literature review, wrote scientific paper using APA format and presented research findings to a class of 30+ students

**Study Design Project-*Research Methods in Psychology***

Fall 2020

- Designed a qualitative research study which explored the college student experience during COVID crisis
- Analyzed interviews using Atlas software to identify themes to be converted to quantitative research study
- Research existing literature to identify appropriate measures that were both valid and reliable
- Developed a framework for a quantitative research study that included measures on sadness, loneliness, and resilient behaviors to evaluate the student experience during the COVID pandemic

## EXPERIENCE

**McDonalds Corporation, New York, NY**

December 2019 – Present

Customer Service

- Collaborate with a team of 10 to consistently fulfill orders in less than a minute
- Maintain a clean workspace to comply with corporate policies and NYC Department of Health regulations
- Interact with people from around the world hand helped those who were unsure of what to order

## VOLUNTEER EXPERIENCE

**Skaneateles Summer Camp, Skaneateles, NY**

Summer 2017 & Summer 2018

Camp Counselor

- Observed child behavior to ensure safety, increase inclusion and reduce risk of bullying
- Addressed behavioral issues and used positive reinforcement to encourage prosocial interactions
- Documented situations that required reporting to senior staff, medical professionals and parents

## SKILLS

**Languages:** Fluent in Urdu, Intermediate Mandarin

**Computer:** Microsoft (Word, Excel, PowerPoint, Access)

**Statistical Analysis:** STATA, SPSS, Excel, Python, R

## INTERESTS

Origami, Film, Basketball, Coffee tasting

# Barbara Biology

Barbara.Biology@baruchmail.cuny.edu | linkedin.com/in/BarbaraBio

## EDUCATION

---

**Baruch College, City University of New York, Weissman School of Arts & Sciences**

**New York, NY**

*Bachelor of Arts in Natural Sciences*

*Expected June 2022*

Minors: Psychology | GPA: 3.8/4.0

- Coursework: Conservation Biology & Sustainable Development, Endocrinology, Principles of Genetics

## RESEARCH EXPERIENCE

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**Mitochondria Lab-(Baruch College)**

**New York, NY**

*Research Assistant*

*June 2020 – Present*

- Assist with administrative aspects of a research project that aims to better understand neurodegenerative diseases
- Ensure lab instruments and equipment are clean and free of contaminants to reduce risk of error in laboratory testing
- Calibrate temperature and lighting for incubators and refrigeration to ensure proper cell growth required for testing
- Provide food and clean environment for live animal subjects of research studies both during the week and the weekends

**Benthic Ecology Lab at Baruch College**

**New York, NY**

*Research Assistant*

*June 2019 – May 2020*

- Supported a lab that studies the structure and functioning of estuarine and freshwater habitats in urban environments
- Studied the effects of oyster and salt marsh restoration in NYC and participated in water sample collection
- Ensured test tubes, testing supplies, protective clothing in supply kits were clean and fully equipped.

## EXPERIENCE

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**Dunkin Donuts**

**New York, NY**

*Customer Service Representative*

*January 2019 – Present*

- Ensure refrigeration and cooking equipment were at proper temperature to comply with NYC Department of Health requirements for food safety and food preparation
- Coordinate with a team of 3 to deliver quality customer service and food for customers
- Clean deep fryer, cooking equipment and refrigerator to reduce risk of cross contamination and food spoilage

## LEADERSHIP DEVELOPMENT

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**BIOMED Society**, President

June 2020 – Present

**Baruch Sustainability Taskforce**, Participant

October 2019 – Present

**Environmental Cooperation Organization (ECO)**, Participant

October 2019 – May 2020

## SKILLS

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**Computer:** Proficient in Microsoft Office (Word, Excel, PowerPoint)

**Research/Data Analysis:** Qualtrics Survey, Survey Monkey, Python, R, STATA, SPSS

**Languages:** Fluent in Chinese Cantonese, Mandarin

**Interests:** Calligraphy, Nature, Hiking, Photography

# Noel Nonprofit

Staten Island, NY 12345 • (646) 200-0000 • noel.nonprofit@macaulay.cuny.edu • linkedin.com/in/noelnonprofit

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## EDUCATION

**Baruch College/CUNY, Weissman School of Arts & Sciences**, New York, NY

**Expected June 2022**

*Bachelor of Arts in Sociology*

Minor: Black and Latino Studies

**GPA: 3.96/4.00**

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## EXPERIENCE

**United Way of New York**, New York, NY

**October 2019 – March 2020**

*Development Intern*

- Collaborated with the Development Director to conduct outreach to corporations which have automatic payroll deductions for United Way donations to express gratitude for continued support
- Analyzed organization donation totals to identify giving trends which was used by the director when conducting outreach
- Shadowed Development Director on meeting with corporate executives to learn relationship management skills

**Harlem United**, New York, NY

**September 2020 – March 2020**

*Fundraising Intern*

- Organized attendee lists, name tags and table assignments for fundraising events during the holiday season
- Reached out to famous people, agents and influencers to identify potential keynote speakers
- Called prior event volunteers to obtain help at future fundraising events
- Canvassed local businesses to ask for donations for a silent auction at fundraising events

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## LEADERSHIP & ACTIVITIES

**Difference Makers Club**, New York, NY

**September 2019 – Present**

*President*

*May 2020 – Present*

- Organize professional/social events to help students enhance career skills and gain exposure to various industries
- Delegate responsibilities to vice presidents, directors, and committee members to achieve and expand club goals

**Conversation Partners**, New York, NY

**July 2019 – Present**

*Native English Speaking Partner*

- Partner with students where English is their second language to help them practice talking and better connect

---

## VOLUNTEER EXPERIENCE

**POTS Soup Kitchen**, Bronx, NY

**March 2020 – Present**

*Food Distribution Volunteer*

- Distribute over 200 meals weekly to low-income people who are unable to leave their homes due to health issues
- Cook, package and deliver healthy meals during the COVID crisis to reduce food insecurity
- Manage and organize a volunteer staff of 10 per shift to ensure food is delivered in a timely manner

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## SKILLS & INTERESTS

**Technical Skills:** Microsoft Office(Excel, PowerPoint, Word, Publisher), Adobe, Canva

**Interests:** Krav Maga, American History, Cheese tasting, Ice Skating



# Louie Law

Bronx, NY Phone: (971) 500-0000

Email: Louie.Law@baruchmail.cuny.edu LinkedIn: www.linkedin.com/in/louielaw

## EDUCATION

**Baruch College/CUNY, Weissman School of Arts and Sciences**

*Expected December 2023*

Bachelor of Arts in History, GPA: 3.0

Minor: Law & Policy

*Courses: Civil Rights Legislation and Litigation, Urban Public Policy, Law, Public Policy and Legal Theory*

## LAW RELATED PROJECTS

**Americans with Disabilities Act (ADA) - Civil Rights Legislation and Litigation**

Spring 2020

- Studied the Americans with Disabilities Act to learn about reasonable accommodations
- Searched for case law where civil rights were violated under the ADA to identify patterns
- Wrote a report for how employers could comply with the ADA and avoid lawsuits

**LGBTQ Employment Protection -Urban Public Policy**

Fall 2020

- Researched literature and wrote report arguing for LGBTQ employment protections
- Found evidence that mental wellness for LGBTQ people in regions that had employment protection and legalized same sex marriage
- Wrote a report arguing for policy changes that include employment protection and same sex marriage

## EXPERIENCE

**Proskauer, New York, NY**

December 2019 – Present

Legal Assistant Intern

- Research case law using online databases such as LexisNexis, Bloomberg Law and Proquest
- Discuss case specifics with attorneys and determine search keywords to best find similar cases
- Write summaries of case law findings and present results to attorneys to help support their legal cases

**New York State Attorney General Office, New York, NY**

June 2019 – August 2019

Legal Intern

- Analyzed financial information search for inconsistencies that might point to money laundering
- Reached out to banks to obtain information subpoenaed by the courts
- Documented findings in a clear manner to ensure understanding by attorneys, defendants, and juries.
- Organized evidence for cases in a sequential or logical manner to assist lawyers when presenting in court

## VOLUNTEER EXPERIENCE

**Legal Aid Society, New York, NY**

Summer 2017 & Summer 2018

Legal Aid Volunteer

- Performed intakes of people seeking free legal assistance for their cases
- Listened to potential clients' situations, wrote up summaries and presented write-ups to supervisor

## SKILLS

**Languages:** Fluent in Polish, Intermediate Mandarin

**Computer:** Microsoft (Word, Excel, PowerPoint, Access)

**Law Databases:** LexisNexis, Bloomberg Law, Proquest

## INTERESTS

Watching , Film, Ping Pong, Coffee tasting

## Functional Resume Sample [Note: for experienced candidates]

### JORDAN F. NAVAREZ

2004 Brighton Beach Lane • Brooklyn, NY 10700  
Cell: (347) 555-2004 • jordan.navarez@baruchmail.cuny.edu

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#### EDUCATION

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Baruch College – New York, NY

Bachelor of Arts in Political Science

Expected June 2022

GPA: 3.4/4.0 • Dean's List (2015-2016, 2 semesters)

#### STRENGTHS

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##### *Leadership*

- Demonstrated leadership as elected captain of basketball team
- Solved arguments quickly and acted as a role model while providing high-quality child-care
- Assisted in teaching Taekwondo classes after attaining second degree black belt status

##### *Organizational*

- Reconciled vendor statements and filed vendor invoices as Accounts Payable Intern
- Planned educational activities and recreational events for children while cooperating with parents
- Organized highly efficient loading and unloading system in cabinet warehouse
- Developed strategy to organize candidate's schedule to efficiently use his time and avoid double-booking of appointments and other scheduling errors
- Assisted in planning annual ski trips for Snowboarding Club
- Managed delivery of food to diners so that meals progressed at an unhurried pace at Blue Moon Diner

##### *Interpersonal*

- Effectively worked in professional team environment and met fiscal year end deadlines
- Displayed excellent customer service and utilized strong communication skills in dealing with vendors
- Developed lasting friendships with coworkers while keeping a professional atmosphere
- Collaborated with team of volunteers to collect petition signatures, which successfully gathered a record number of signatures and secured candidate's position on the ballot
- Utilized knowledge and experience to answer questions at fitness center
- Experienced cultural differences through interaction with locals while traveling through Southeast Asia

#### EMPLOYMENT HISTORY

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- Accounts Payable Intern – **Carmel Fleet Services**, New York, NY June 2019 – August 2019
- Child Care/Home Management – **Self Employed**, Brooklyn, NY June 2018 – August 2018
- Cabinet Delivery – **Canarsie Cabinet Corporation**, Brooklyn, NY January 2018 – May 2018
- Campaign Intern – **Jones for Congress**, New York, NY September 2017 – December 2017
- Front Desk Clerk/Weight Room Supervisor – **New York Sports Club**, New York, NY May 2017 – June 2017
- Waiter – **Blue Moon Diner**, New York, NY January 2017 – May 2017

#### ACTIVITIES

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- Undergraduate Student Government – **Baruch College** January 2020 - Present
- NCAA Division III Basketball – **Baruch College Bearcats** August 2019 – Present
- Community Service – **Habitat for Humanity** April 2018 – June 2018

#### SKILLS

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- Computer: Proficient in Microsoft (Excel, Access, PowerPoint, Word), Quicken, and HTML
- Language: Fluent in Italian

## Reference List

Ask people, such as, professors, past employers, and work supervisors if you can use them as references before you give out their names and contact information. Please note that this is not the same as recommendation letters.

Recommendation letters are used for academic-related applications such as graduate schools, scholarships or fellowships.

Take your reference list with you on an interview. **IF** you are asked for references, present it to the interviewer.

Remember to notify the people you use as references that a prospective employer may be calling them.

Mr. James Rodriguez	→	Name
Director of Personnel	→	Title
State Community College	→	Organization
123 W. Main Street	→	Address
New York, NY 10055	→	City/State/Zip Code
(212) 555-5555	→	Telephone Number
james.rodriguez@scc.org	→	Email
Supervisor	→	Relationship

Dr. Rosa Smith  
Professor of History  
State Community College  
123 W. Main Street  
New York, NY 10055  
(212) 555-5555  
rosa.smith@scc.org  
Academic Advisor

Ms. Martha Perone  
North Center Counseling Center  
34 E. Oak Street  
New York, NY 10056  
(212) 555-3456  
martha.perone@nccc.com  
Supervisor

Mr. Roberto Samuels  
67 W. Apple Street  
New York, NY 10088  
(212) 555-4567  
r\_samuels@yahoo.com  
Personal Reference

## Cover Letter Writing

### Overview of a Cover Letter

A cover letter is a one-page statement of objective that should demonstrate your qualifications/skills/strengths to the employer and why you are a good match for the organization and the position you are applying for. **Tailor your cover letter for each company and position.** A general template-like cover letter will not enhance your application.

Keep in mind two things you want to show in a cover letter: (1) you are competent and qualified to do the job/role well; (2) you will fit in with the team and company culture.

### BEFORE You Write the Cover Letter

- **Research the Employer** Learn enough about the organization so that you can articulate why you are a strong fit for that firm. Review the website, speak with current or previous employers, and read articles.
- **Analyze the Job Description** Look for skills, duties, and qualifications of the job so you can design your letter to prove you match these as much as possible.
- **Analyze your Background** Ask yourself what you have done that is similar to the duties required of the job, including classes, projects, work experiences, internships, volunteer, activities, travel, etc.



Want to watch and listen to a clip instead? From the Starr Career Development Center YouTube Channel, we present **Power Half Hour: Cover Letter Writing** <https://www.youtube.com/user/SCDCBaruc/>

## Format/Content of a Cover Letter

Cover letters usually have at least three paragraphs (introduction, body and conclusion) with a heading and a closing.

- Keep cover letters short— typically **three or four paragraphs** and less than **one page**. A cover letter is structured like a business letter as shown in the samples.
- Your contact information should be listed at the top of the page either in the same format as your resume or on the top left or right margin as shown in the samples.
- Your letter should be addressed to the specific individual who has the capacity to hire you. If you do not know the name of the person, try to research the organization online or call to find out the correct name and spelling and the person's title. [Note: If you cannot get this information or are not 100% sure, address the letter to Dear Hiring Manager or to the title mentioned in the job description.]
- Use the active voice, keeping your tone positive and professional. Avoid beginning too many sentences with "I." Make sure that the grammar, sentence structure, and spelling are perfect.
- When sending your resume and cover letter by email, you may include your cover letter in the body of your email or attach it along with your resume with a short email stating the position and that your materials are attached.

## Style and Other Tips

Write clearly and concisely. Do not try to impress a prospective employer with a lot of wordiness and jargon. Most employers are pleased to read a concise, cogent letter. And don't send your first draft. Rewrite the letter a few times. Revision almost always improves a written communication. Again, similarly to a resume, please proofread your cover letter carefully. A mistake in spelling or grammar is not the way to impress a prospective employer.

## Tailoring a Cover Letter

When writing a cover letter, you want to make sure that it is always tailored to the position and company you are applying to. Developing a habit of writing a new cover letter for an opportunity is important.

### Job Description

#### **Your time here will look something like this...**

You will learn how to navigate the summer intern recruiting process, participate in technical trainings and business specific workshops, and have a mentor guide you.

#### **We provide you with the knowledge/skills you need...**

The Leadership Program is a five-week virtual leadership program designed for undergraduate sophomores and is open to all majors and disciplines. We know you might need some help navigating the opportunities available, so we'll help you match your interests and core skills you're looking to build by offering you educational webinar series.

#### **Who we think will be a great fit...**

Dedication to learning and a true passion for the business are vital. We value diversity and so do you. We'll also be looking for the following: commitment to personal growth and career development, a drive to learn, success in team environments, strong communication, planning & organizational skills, analytical & quantitative skills, and a desire to develop a deep understanding of the financial services industry. Knowledge of the global or domestic business landscape is preferred.

### Body Paragraph

My interest of business stems from the pre-business courses I've taken at Baruch. I learned about the fundamentals of business law, macroeconomics, and foundations of the financial market. My education has taught me keep an open mind to all aspects of business. I have had different experiences working in diverse teams such as coming together to pitch an idea for the community at WiTNY using technology as a means to provide a solution. During my past internship at Cornell Tech, I developed marketing materials and help implement a user study from the beginning to the end of the cycle. In handling data about user behaviors using Google Sheets and a MySQL visualizer, I learned how to effectively work in an agile environment and drive results.

I am excited to pursue the program opportunity at Citi, especially in gaining exposure to all different sort of business functions within Citi. I look forward to developing my skills and learning more in-depth about the financial services industry. I believe my educational interests as well as my previous internships provided me with the background and skills necessary to excel in the fast-paced training program.

## Cover Letter Template – General Layout

Your Address  
City, State, Zip Code

Date

First Name and Last Name of Contact Person  
Title of Contact Person  
Name of Organization  
Street Address or PO Box #  
City, State, Zip Code

Dear Mr./Ms. Last Name:

**Introduction** State who you are and why you are writing to this company. Identify the position, field or general area of your inquiry that draws you to this company. Tell how you heard of the opening or organization. Most importantly, write a closing sentence summarizing what qualities and/or experiences make you a great fit for the company and/or position.

*[Note: If you have a connection, here would be a good place to mention them, but make sure you received permission from the contact first.]*

**Body Paragraph** Here is where you will describe how your career or job goals are particularly suited for this company or type of work. Highlight your particularly relevant achievements and qualifications while linking them to skills directly stated on a job description posted by the company or from a similar company. Elaborate on key transferable skills from your resume without repeating your resume word-for-word.

*[Note: Show your company research, passion, qualifications, and your personal brand here. Why you are a good fit for the company? Make edits that show personalization. Be authentic throughout because the purpose of a cover letter is to build a rapport with the hiring manager and to secure yourself an interview. Utilize the job description, VAULT, and any other research/experience you have to build a connection.]*

**Final Paragraph** Your closing paragraph starts by reiterating your interest in the position while also communicating to the employer how you hope to enhance your current skills or develop newer skills. Next you politely request an interview and provide specific contact information where you can be reached. Finally, thank the employer for his/her time and consideration.

Sincerely,

Your Name Typed

Your Name

Enclosure: Resume

## Sample Cover Letter – Letter of Application

Cary Armand

Brooklyn, NY 12345 | cary.armand@yahoo.com | 917-555-5555

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September 05, 2020

Ms. Marcia Hollins, Vice President  
DPD Consulting  
121 Park Avenue, 7<sup>th</sup> Floor  
New York, NY 10012

Dear Ms. Hollins,

As a rising senior at Baruch College pursuing a bachelor's degree in marketing, I was excited to find the opening for a Public Relations Summer Internship position at DPD Consulting on Starr Search. I believe my education as well as my past internships at Viacom provided me with the experience and skills necessary to excel in the fast-paced environment at DPD Consulting.

Similar to DPD, I also believe that effective public relations require companies to strategically understand the media and craft compelling stories, brands, and campaigns. However, challenges persist which stem from both the development of relationships with diverse companies and the constant need to create unique, effective media for existing clients. In my past internship positions at Viacom, I regularly established relationships with new clients, developed media summaries and product presentations, and created press releases and image repair campaigns for corporate clients. On several occasions, I advised management on the selection and use social media (such as Facebook and Yelp) and graphic visual images to present complex information quickly and clearly in corporate presentations. I accomplished my goals by learning how to negotiate with management, collaborate within larger teams, and communicate with clients in order to meet their bottom line.

I am excited to pursue the summer internship position at DPD, especially I am interested in learning how to develop, manage and assess the effectiveness of a comprehensive marketing and PR campaign for a large brand. I would greatly appreciate the chance to work for DPD Consulting and I look forward to further explaining how I can contribute to your team. My resume summarizes my background and is included in this application for your review. In the meantime, I can be reached at (917) 555-5555 or you can email me at cary.armand@yahoo.com.

Thank you for your time and consideration.

Sincerely,

Cary Armand

Enclosure: Resume

## Sample Cover Letter – Letter of Application

51 Maple Drive  
Ridgewood, New York 10825

September 05, 2020

Mr. Michael Money  
Vice President  
Bank of America Merrill Lynch  
44 Wall Street, Suite 322  
New York, NY 10001

Dear Mr. Money:

In response to your advertisement posted in Baruch College's Starr Career Development Center, please accept this letter and resume as an application for the Summer Finance Internship Program at Bank of America.

My past experiences had taught me the importance of taking initiatives at my job and in school. My relevant experience includes working in telemarketing for the Baruch College Fund, where I was able to raise over \$50,000 in donations to the college through telephone solicitation (10% more than the average donation amount) by going above and beyond to share the impact of their donation to Baruch students and develop relationships with donors. Additionally, in my coursework I have had exposure to statistics, economics, banking practices, and futures and options. I have taken additional courses in Reuters and Bloomberg at Baruch College's Wasserman trading floor and am very interested in using these skills at Bank of America.

After meeting with Ms. Mary Boyle from Bank of America's M&A team and attended the Bank of America's information session at Baruch, I am attracted to Morgan Stanley's corporate culture and the excellent reputation of your mergers and acquisitions specialty. I am excited to be part of your M&A team to learn how to structure a deal and support some of the outgoing M&A projects.

A resume is enclosed which covers my experience and qualifications in greater detail. I would appreciate the opportunity to discuss my credentials with you in person. I can be reached at 347-987-6543 or richard.hernandez@baruchmail.cuny.edu. Thank you, and I look forward to speaking with you.

Sincerely,

*Richard Hernandez*

Richard Hernandez

## Sample Cover Letter – Letter of Inquiry

Brooklyn, NY 12345

September 05, 2020

Mr. David Davenport  
Director, Human Resources  
Hagen Assessments  
334 Broadway, Room 200  
New York, NY, 10012

Dear Mr. Davenport,

I am a rising senior at Baruch College majoring in Human Resources. Similar to Hagen Assessments, I also believe that building effective companies requires effective assessments of people's potentials. Your goal of helping companies identify, recruit, and develop talent through multi-dimensional personality assessment selection is an incredibly worthwhile pursuit, and I am eager to contribute to these efforts. However, it is difficult to convince clients that these endeavors can make meaningful change within their organizations.

In my past internship position at Cooper Katz & Co, I regularly influenced clients to commit to our services, evaluate their public reputation, and partner with other premier businesses. I accomplished my goals by learning how to negotiate with management and motivate a staff in order to meet their bottom line. As you can see from my resume, I have consistently used my written and oral communication skills to achieve results.

I would greatly appreciate a few minutes of your time to discuss your experiences and gain any insight you may have to offer as I begin my full-time job search. Please let me know if there is a good time in the next few weeks to get together for a coffee or to schedule a phone appointment. I can be reached at (917) 555-5555 or you can email me at [michelle.chen@baruchmail.cuny.edu](mailto:michelle.chen@baruchmail.cuny.edu).

Thank you for your time and consideration.

Sincerely,

Michelle Chen

Enclosure: Resume



## Sample Cover Letter – Letter of Internship Inquiry

New York, NY 10001

September 05, 2020

Ms. Monique Esposito  
Director, Human Resources  
Crafty Goods  
898 Broadway  
Brooklyn NY, 12112

Dear Ms. Esposito,

I've spent the last four years developing business models and analyzing market trends while working towards a BBA in finance at Baruch College, Zicklin School of Business which I will complete next year. I share the beliefs that guide the business of Crafty Goods—that success is achieved through mindful planning, continuous learning, and constant collaboration. Your goal of empowering artists and creative entrepreneurs to find meaningful work by connecting them to local and global sales markets is a very honorable and inspiring pursuit. I am eager to contribute to these efforts. However, I also realize that this mission comes with many challenges with respect to forecasting growth and providing financial analysis to help drive business decisions.

In my work with the Baruch Investment Club, I regularly develop models for growth and analyze relevant market data to help determine future investments for our members. Working on high-energy, collaborative teams in my coursework, I implemented action plans and developed engaging presentations that were clear, candid, and accessible to potential investors, clients, and managers. I accomplished my goals by learning how to think collaboratively, communicate results clearly, and identify critical information to drive growth and development. As you can see from my resume, I have consistently used my analytic, technical, and communication skills to achieve results. Given my passion for learning, commitment to empowering entrepreneurs, and desire to hone my forecasting skills, I feel working in the finance department at Crafty Goods would be a great fit.

I would greatly appreciate a few minutes of your time to discuss your current financial infrastructure development projects including your "Crafty Goods Economy" to see how my skills might be useful to you. Please let me know if there is a good time in the next few weeks to get together for a coffee or to schedule a phone appointment. I can be reached at (917) 555-5555 or you can email me at [michelle.chen@baruchmail.cuny.edu](mailto:michelle.chen@baruchmail.cuny.edu).

Thank you for your time and consideration.

Sincerely,

Michelle Chen

Enclosure: Resume

## Thank You Email Writing

### [Overview of a Thank You Email](#)

After an interview or networking conversation, it is important to follow-up with a thank you note **within 24 hours or one business day**.

For a thank you email after a job interview, you would want to focus on three main areas: (1) thank the interviewer for their time; (2) reiterate 1-2 important points/skills from the interview or any follow-up responses; and (3) express interest in staying connected or next steps.

For a thank you email after a networking event, you want to touch on these three aspects: (1) thank the professional for their advice/insights; (2) reiterate notable talking points from your conversation; and (3) follow-up questions or comments.

### [Thank You Email Template](#)

Dear [Interviewer Name],

Thank you so much for your time today! It was a pleasure meeting you and learning more about the role at X Company. I enjoyed our conversation about how your team focuses on addressing key new initiatives, similarly to my leadership position at ABC Club where I worked on managing the new process of marketing and recruitment. It was insightful to hear about your career experiences at X Company and the processes your team works with.

I'm really excited about this opportunity to join the firm and help develop meaningful solutions to real problems. Thank you again, and I look forward to hearing next steps in the hiring process. Please reach out if I can provide any additional information.

Best Regards,  
[Interviewee Name]

## Sample Thank You Emails

Subject Line: Heather Feline | Thank You!

Dear Ms. Python,

Thank you very much for taking the time from your busy schedule last Friday to interview me for the internship position at the Animal Rescue Foundation. After our meeting, I am convinced that your organization is an excellent place for me to learn about nonprofit management, my long-term career goal. As you may remember, I have skills in desktop publishing and news writing and would be able to write press releases as well as work on your newsletter. I was pleased by your interest in my ideas for an updated office brochure and flyer. I also appreciated your detailed explanation of the position and how it can expand to other roles.

Please let me know if I can provide you with any additional information about my background or goals. I can be reached at 718-987-6543 or Heather.Feline@baruch.cuny.edu. I look forward to hearing from you soon.

Sincerely,  
Heather Feline

Subject Line: Mark Yee from Baruch College | Thank you for the interview

Dear Mr. Brock,

It was a pleasure meeting with you yesterday. Thank you for giving me the opportunity to speak with you about the marketing analyst position at L'Oréal at Baruch College. I am enthusiastic about the position and believe that my skills and interests are a strong match for the company. As we discussed, while interning at American Marketing Company, I completed a project that is similar in nature to the work that I would be doing at L'Oréal. Developing new business presentations for sports initiatives was my greatest accomplishment at American Marketing Company, and I believe that I could make an immediate contribution to L'Oréal's Marketing team. Thank you again for your time and consideration. If you require any additional information, please do not hesitate to contact me at 212-555-5555. I look forward to hearing from you regarding the next step of the application process.

Sincerely,  
Mark Yee

## Thank You Letter Template

Your Address  
City, State, Zip Code

Date

Mr./Ms. Name of Interviewer  
Title  
Company Name  
Address

Dear Mr./Ms. Name of Interviewer:

**1st Paragraph:** Thank the interviewer for his/her time and consideration and specify the day and time of your interview. You may also express how much you enjoyed the meeting and learning more about the position at his/her firm.

**2nd Paragraph:** Sum up some important accomplishments, skills and qualifications you possess which make you a good candidate for the position. Be enthusiastic and sincere with your comments. Also take this opportunity to share new information, such as further clarifying your answer to an interview question or mentioning a relevant skill or experience that did not come up during the interview. The notes you jotted down after your interview will help you formulate comments for this second paragraph.

**3rd Paragraph:** Thank the employer once again for his/her interest in you as a candidate. You may also write something to the effect of "I look forward to learning of your decision" or "I am excited about gaining more knowledge in the field of advertising" or "The position at your firm sounds like an exciting opportunity."

Sincerely,

Your Name Typed

*(Don't forget to sign your name before mailing the letter and keep a copy for your records!)*

## Sample Thank You Letter

4407 Jobhunter Lane  
Rockville, NY 10587

October 20, 2020

Ms. Penny Python  
Animal Rescue Foundation  
5648 Canine Court  
New York, NY 10020

Dear Ms. Python,

Thank you very much for taking the time from your busy schedule last Friday to interview me for the internship position at the Animal Rescue Foundation. After our meeting, I am convinced that your organization is an excellent place for me to learn about nonprofit management, my long-term career goal.

As you may remember, I have skills in desktop publishing and news writing and would be able to write press releases as well as work on your newsletter. I was pleased by your interest in my ideas for an updated office brochure and flyer. I also appreciated your detailed explanation of the position and how it can expand to other roles.

I neglected to mention during the interview that I found my passion for nonprofit management working at the American Society for the Prevention of Cruelty to Animals. My experience has helped me develop communication skills, which would also be an asset to the program. I believe I can make a contribution to the Animal Rescue Foundation while I learn as much as possible about how the organization is administered.

Please let me know if I can provide you with any additional information about my background or goals. I can be reached at 718-987-6543 or [Heather.Feline@baruch.cuny.edu](mailto:Heather.Feline@baruch.cuny.edu). I look forward to hearing from you soon.

Sincerely,

Heather Feline