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| **Guide to Resumes & Cover Letters** |

# How to use this guide

This guide is best viewed on a desktop or laptop.

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# Resume Checklist

Your resume should meet these minimum content and formatting requirements before you begin submitting applications.

* First and last name (middle name is optional)
* Phone number (include only one phone number)
* Email address (include only one email address)
* City, state, and zip code (full street address is optional)
* Education (in reverse chronological order)
	+ Name of college (e.g., Westminster College)
	+ Degree Name (e.g., Bachelor of Science in Biology)
	+ GPA (only include if 3.0 or higher)
	+ Expected graduation month and year
	+ List of relevant coursework
	+ Academic honors (e.g., scholarships, awards, Dean’s List, etc.)
* Academic Projects (optional): Include name of course, name of project, and 1-2 bullet points
* Work Experience (in reverse chronological order)
* Company Name
* Job Title
* Dates of Employment
* City and State
* All bullet points are written in Implied First Person (What is Implied First Person?)
* All bullet points start with an Action Verb
* Team Sports / Students Clubs (if applicable)
* Volunteering and Community Engagement (optional, but encouraged)
* Hard / Technical Skills
* Soft / People Skills
* Interests (optional)

**Formatting Checklist**

* One to two pages
* Single-spaced
* One font type
* 10-12 font size (18-24 font size for name)
* Consistent use of font styles/effects (i.e., **bold**, *italics*, underline, SMALL CAPS, ALL CAPS)
* All section headers are same font style/effect
* All job titles are same font style/effect
* All company names are same font style/effect
* Dates of employment are evenly aligned and identically formatted
* Bullet points are evenly aligned
* Margins are evenly spaced (½ inch to 1 inch)

**Your Resume Should NOT Include**

* Photos of yourself (this may work for some professions e.g., Education)
* Personal details (e.g., date of birth, country of origin, age, sex, gender)
* Names and contact information of current or former supervisors or professional references
* Names and contact information of professional references (create a separate references page)
* The phrase ‘References Available Upon Request’
* Reasons for leaving former employers
* Salary information (unless specifically requested by employer)
* Personal pronouns (I/me/my, he/she/they, our)
	+ **Exception:** You may choose to include your preferred pronouns, but this is not required.

# 10 Best Fonts for Your Resume

****

# Action Verbs

[See more verbs.](https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out)

**A**

Acted

Adapted

Addressed

Administered Advised

Allocated

Analyzed

Appraised

Approved

Arbitrated

Arranged

Assembled

Assessed

Assigned

Assisted

Attained

Audited

Authored

**B**

Balanced

Budgeted

Built

**C**

Calculated

Catalogued

Chaired

Clarified

Classified

Coached

Collected

Compiled

Communicated

Computed

Conceptualized

Consolidated

Contracted

Coordinated

Corresponded

Counseled

Created

Critiqued

**D**

Delegated

Demonstrated

Designed

Developed

Devised

Diagnosed

Directed

Dispatched

Drafted

**E**

Edited

Educated

Enabled

Encouraged

Engineered

Enlisted

Established

Evaluated

Examined

Executed

Expedited

Explained

Extracted

**F**

Fabricated

Facilitated

Familiarized

Fashioned

Forecasted

Formulated

Founded

**G**

Generated

Guided

**I**

Identified

Illustrated

Implemented

Improved

Increased

Influenced

Informed

Initiated

Inspected

Instituted

Instructed

Integrated

Interpreted

Interviewed

Introduced

Invented

Investigated

**L/M**

Lectured

Maintained

Managed

Marketed

Mediated

Moderated

Monitored

Motivated

**N**

Negotiated

**O**

Operated

Organized

Originated

Overhauled

Oversaw

**P**

Performed

Persuaded

Planned

Prioritized

Processed

Produced

Programmed

Projected

Promoted

Publicized

Purchased

**R**

Recommended

Reconciled

Recorded

Recruited

Referred

Rehabilitated

Remodeled

Repair

Represented

Researched

Retrieved

Reviewed

Revitalized

**S**

Scheduled

Screened

Set goals

Shaped

Solved

Specified

Spoke

Stimulated

Strengthened

Summarized

Supervised

Surveyed

Systematize

 **T**

Tabulated

Trained

Translated

**U/V/W**

Upgraded

Validated

Wrote

# Use Action Verbs to Write Accomplishment Statements

For each internship, job, or extracurricular activity, you should provide 3-5 bullet points that describe your RESPONSIBILITIES, your ACCOMPLISHMENTS, the SKILLS you demonstrated and developed, the KNOWLEDGE you gained, and the TOOLS you used.

**A common formula is Google’s X-Y-Z formula:**

*Accomplished [X] as measured by [Y], by doing [Z].*

**Another common formula is the** [**C-A-R (Context-Action-Result) method**](#p6xgjj87wr5x)**.**

Look at the examples below, and then try to fill in the blanks using your own experiences.

**Acted quickly to resolve service issues and answer product questions in a friendly manner with the goal of satisfying and retaining customers.**

Acted quickly to \_\_\_\_\_\_\_\_\_\_ with the goal of \_\_\_\_\_\_\_\_\_\_.

**Used critical thinking skills to assess system inefficiencies and to persuasively recommend solutions to senior leadership.**

Used \_\_\_\_\_\_\_\_\_\_ skills to \_\_\_\_\_\_\_\_\_\_.

**Wrote the new hire training manual for future front desk associates; project required researching best practices and conducting interviews with colleagues.**

Wrote \_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_; project required \_\_\_\_\_\_\_\_\_\_.

**Coached little league and built an effective team focused on developing self-confidence and fundamental skills while instilling the importance of teamwork, practice and having fun.**

Coached \_\_\_\_\_\_\_\_\_\_ and built an effective team focused on developing \_\_\_\_\_\_\_\_\_\_

while instilling the importance of \_\_\_\_\_\_\_\_\_\_.

**Founder of a mock company as part of Discovering Business course: created a business plan and marketing strategy based on in-depth market research and competitor analysis.**

Founder of \_\_\_\_\_\_\_\_\_\_: created a \_\_\_\_\_\_\_\_\_\_ based on \_\_\_\_\_\_\_\_\_\_.

**Proven technical proficiency in Microsoft Excel: recording, sorting, and filtering data, using shortcuts and formula functions, building charts and graphs, and utilizing pivot tables.**

Proven technical proficiency in \_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_.

**Demonstrated strong leadership and communication skills as team captain; helped lead team to an 8-4 record.**

Demonstrated strong \_\_\_\_\_\_\_\_\_\_ skills as \_\_\_\_\_\_\_\_\_\_; helped \_\_\_\_\_\_\_\_\_\_.

**Participated in team meetings and learned how to confidently give feedback, weigh competing opinions, negotiate and persuade.**

Participated in \_\_\_\_\_\_\_\_\_\_ and learned how to \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and

\_\_\_\_\_\_\_\_\_\_.

**Developed and continuously improved organizational abilities by managing the executive team’s meeting calendars and client appointments.**

Developed and continuously improved \_\_\_\_\_\_\_\_\_\_ abilities by \_\_\_\_\_\_\_\_\_\_.

**Gained knowledge of the importance of risk and reputation management through a series of lunch-and-learns hosted by the Chief Marketing Officer.**

Gained knowledge of the importance of \_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_.

**Creative thinker who has a reputation for thinking outside of the box and developing novel ideas and solutions, particularly in digital marketing.**

\_\_\_\_\_\_\_\_\_\_ thinker who has a reputation for \_\_\_\_\_\_\_\_\_\_, particularly in

\_\_\_\_\_\_\_\_\_\_.

**Produced consistently high-quality products in a quick turnaround, fast-paced environment.**

Produced \_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_ environment.

**Consistently achieved sales targets by providing friendly customer service and employing effective upselling techniques.**

Consistently achieved \_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_.

**Established a new cultural club on campus to expand awareness of relevant issues, advocate for members’ needs and interests through the Associated Student Government, and to celebrate traditional cultural events.**

Established new \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and to \_\_\_\_\_\_\_\_\_\_.

**Helped peers excel in their classes by providing tutoring and encouragement to boost their performance and self-confidence. Practiced and deployed effective tutoring techniques.**

Helped \_\_\_\_\_\_\_\_\_\_ by providing \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

# Use C-A-R Method to Write Accomplishment Statements

An accomplishment statement highlights experiences you have had in your work where you were successful. It does not have to be a huge accomplishment, but it should show something that you are proud of while demonstrating that you can act when situations arise.



To write an effective accomplishment statement, consider the **CONTEXT**, **ACTION**, and **RESULT** (CAR) method.

* **Context:** Describe the situation or problem. What were you trying to achieve or address?
* **Action:** Specifically, what did you do? Did you apply a specific skill or tool?
* **Result:** What happened (quantify if possible)? Was there a positive outcome?

**Accomplishment Statements:** Transform simple job descriptions or responsibilities into accomplishment statements to demonstrate how you added value to the organization.

**Before and After**

|  |  |
| --- | --- |
|  Original Statement |  Accomplishment Statement |
| * Designed a homepage and electronic mail distribution list
 | * Designed a homepage and electronic mail distribution list to make information on upcoming events more accessible; efforts resulted in a 20% increase in member participation at club events.
 |
| * Completed a research project
 | * Conducted original research on the ecosystem of Penitencia Creek, resulted in a report and presentation to environmental advocates.
 |
| * Was a manager at retail outlet
 | * Managed retail outlet and increased sales by 25% in six months through promotions and marketing.
 |
| * Organized a fundraiser
 | * Coordinated a Walk for Breast Cancer event, reaching out to over 5,000 community members through MailChimp, raised over $2000.
 |

# Career Readiness Competencies

*“What skills are employers looking for?”*

Defined by the [National Association of Colleges and Employers](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined), these are the 8 competencies that most demonstrate career readiness. How are you communicating these competencies on your resume?

 **Career & Self-Development**

Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization. You demonstrate this competency when you:

* Show an awareness of your strengths and areas for development.
* Identify areas for continual growth while pursuing and applying feedback.
* Develop plans and goals for your future career.
* Professionally advocate for yourself and others.
* Display curiosity: seek out opportunities to learn.
* Assume duties or positions that will help your progress professionally.
* Establish, maintain, and/or leverage relationships with people who can help you professionally.
* Seek and embrace development opportunities.
* Voluntarily participate in further education, training, or other events to support your career.

 **Communication**

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization. You demonstrate this competency when you:

* Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
* Employ active listening, persuasion, and influencing skills.
* Communicate in a clear and organized manner so that others can effectively understand.
* Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
* Ask appropriate questions for specific information from supervisors, specialists, and others.
* Promptly inform relevant others when needing guidance with assigned tasks.

 **Critical Thinking**

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information. You demonstrate this competency when you:

* Make decisions and solve problems using sound, inclusive reasoning, and judgment.
* Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
* Proactively anticipate needs and prioritize action steps.
* Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
* Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.
* Multi-task well in a fast-paced environment.

 **Equity & Inclusion**

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism. You demonstrate this competency when you:

* Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
* Actively contribute to inclusive and equitable practices that influence individual and systemic change.
* Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
* Seek global cross-cultural interactions and experiences that enhance one’s understanding of people from different demographic groups and that leads to personal growth.
* Keep an open mind to diverse ideas and new ways of thinking.
* Identify resources and eliminate barriers resulting from individual and systemic racism, inequities, and biases.
* Demonstrate flexibility by adapting to diverse environments.
* Address systems of privilege that limit opportunities for members of historically marginalized communities.

 **Leadership**

Recognize and capitalize on personal and team strengths to achieve organizational goals. You demonstrate this competency when you:

* Inspire, persuade, and motivate self and others under a shared vision.
* Seek out and leverage diverse resources and feedback from others to inform direction.
* Use innovative thinking to go beyond traditional methods.
* Serve as a role model to others by approaching tasks with confidence and a positive attitude.
* Motivate and inspire others by encouraging them and by building mutual trust.
* Plan, initiate, manage, complete and evaluate projects.

 **Professionalism**

Knowing work environments differ greatly, understand, and demonstrate effective work habits, and act in the interest of the larger community and workplace. You demonstrate this competency when you:

* Act equitably with integrity and accountability to self, others, and the organization.
* Maintain a positive personal brand in alignment with organization and personal career values.
* Be present and prepared.
* Demonstrate dependability (e.g., report consistently for work or meetings).
* Prioritize and complete tasks to accomplish organizational goals.
* Consistently meet or exceed goals and expectations.
* Have an attention to detail, resulting in few if any errors in your work.
* Show a high level of dedication toward doing a good job.

 **Teamwork**

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities. You demonstrate this competency when you:

* Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
* Effectively manage conflict, interact with, and respect diverse personalities, and meet ambiguity with resilience.
* Be accountable for individual and team responsibilities and deliverables.
* Employ personal strengths, knowledge, and talents to complement those of others.
* Exercise the ability to compromise and be agile.
* Collaborate with others to achieve common goals.
* Build strong, positive working relationships with supervisor and team members/coworkers.

 **Technology**

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals. You demonstrate this competency when you:

* Navigate change and be open to learning new technologies.
* Use technology to improve efficiency and productivity of their work.
* Identify appropriate technology for completing specific tasks.
* Manage technology to integrate information to support relevant, effective, and timely decision-making.
* Quickly adapt to new or unfamiliar technologies.
* Manipulate information, construct ideas, and use technology to achieve strategic goals.

# Resume Templates and Examples

Model your resume after one of the samples below.

PRO-TIPS

* **Do not use one of the pre-made templates from Microsoft Word or Google Docs.** These templates are often not ATS-friendly and can be extremely hard to edit. Instead, use one of the suggested templates below or one of the templates or contact the PDCE for suggestions.
* **Do not use columns, tables, or text boxes** in your resume unless you are an expert at formatting.
* **Choose dark colors** if you want to add color to your resume. Bright, light or pastel colors can sometimes be interpreted as unserious and can also sometimes not print well. In general, black is preferred. Use color sparingly.
* **Objective or Professional Summary?** At the top of your resume, under your name and contact information, include a Professional Summary (many examples below). A Professional Summary lets you tell employers what you have to offer. (An Objective statement, on the other hand, is you telling employers what you want, which is redundant in the era of online applications… because of course you want the job you are applying for!)
* **Put your education first.** Unless you already have significant relevant experience, then your education is probably your main selling point – put it at the top of your resume after your Professional Summary statement.
* **Do not abbreviate or use acronyms/initialisms** unless you can be reasonably sure a general reader will know what the abbreviation or acronym stands for.
* **How to include keywords:** All the keywords you need to know are included in the job description. Take a highlighter and highlight all the keywords in the job description. Then, check to see how many of those keywords are on your resume. The more similar the language of your resume is to the language of the job description, the more likely you are to be considered for the role.

## First Year Titan

New Wilmington, PA | (330) 200-9177 | pdce@westminster.edu | [https://www.linkedin.com/groups/12090178/](http://www.linkedin.com/in/sampleresume)

**Education**

**Westminster College**, *New Wilmington, PA* expected graduation: 06/2027
**Bachelor of Science in Computer Science**

**Wilmington High School***, New Wilmington, PA*2023

**Diploma**

**Work Experience**

**Barista** 08/2022-08/2023

**Pulse Coffee**, *New Wilmington, PA*

* Provided friendly customer service and completed orders efficiently in fast-paced environment.
* Gained valuable experience in retail and food and beverage sales, and a deeper understanding of the coffee industry.

**Volunteer Experience**

**Front Desk Volunteer** 01/2023 – 05/2023

**Shenango on the Green**,New Wilmington, PA

* Volunteered 5 hours/week at local retirement community to fulfill Westminster community service requirement.
* Applied strong communication skills when answering phone calls and greeting visitors.
* Followed all facility regulations and maintained a safe environment for patients.

**Athletics**

**Cheerleading (Captain)** 09/2019 – 06/2023

**Wilmington High School**, *New Wilmington, PA*

* Helped build school spirit and foster a sense of community through the sport of cheerleading.
* Selected by coaching staff to serve as senior-year captain based on strong leadership and teamwork skills and a consistent willingness to learn and improve.

**Extracurricular Activities**

**President, Student Government** 08/2022 – 06/2023

**Wilmington High School**,New Wilmington, PA

* Elected by peers to help represent and advocate on behalf of their interests in meetings and conversations with administrative leadership.
* Presented to the New Wilmington Borough Council on the topic of school safety and gun regulations.

**Honors & Awards**

**Honorable Mention, Physical Science and Engineering Category** 04/2022

Lawrence County Science and Technology Championship

* Project Title: Winging It: Using a homemade low speed wind tunnel to design and build the optimum RC plane wing for flight and education

**Skills**

Extremely organized – Attention to detail – Cooperative team member – People-oriented – Strong written and verbal communication – Fast learner and self-motivated – Hardworking and dedicated

**Interests**

Dancing, Competitive Cheer, Photography

## Accounting Titan

(330) 200-9177 | pdce@westminster.edu | New Wilmington, PA

**Professional Summary:** Analytical and detail-oriented student seeking to secure a junior internship with an accounting firm.

**Education**

**Westminster College** – *New Wilmington, PA*  09/2021 –06/2025

**Bachelor of Science in Commerce: Accounting**

Expected Graduation: 06/2025 with 150 credit hours earned.

* Major GPA: 3.85 | Cumulative GPA: 3.50
* Dean’s List: All Semesters

**Relevant Coursework**

* Auditing
* Financial & Managerial Accounting
* Tax Planning\*
* Financial Accounting I & II\*
* Cost Accounting
* Accounting Ethics
* Financial Statement Analysis

*\*Currently enrolled*

**Professional Experience**

**Explore Program Participant**  03/2023 – 04/2023

PricewaterhouseCooper (Pwc), *New Wilmington, PA*

* Invited to participate in an informational program about the accounting industry.
* Engaged in one-on-one discussions with PwC accountants about career goals.
* Learned about company values and practiced networking skills.

**Accounts Payable Clerk**  06/2022 – 08/2022

The Franklin Associates, *New Wilmington, PA*

* Assisted with AP duties; used Excel to prepare daily status reports and charts.

**Activities**

**Senior Officer** 09/2023 – Present

Westminster College Accounting Association (WCAA)*, New Wilmington, PA*

* Organize Meet-The-Firms Night and recruiting-related workshops.
* Plan and lead monthly club meetings.

**Student-Athlete, Women’s Soccer** 09/2021 – Present

Westminster College*, New Wilmington, PA*

* Demonstrate leadership, teamwork, and time management skills on and off the field.

**Honors and Awards**

* Beta Gamma Sigma (top 10% of class)

**Technical Skills**

* Excel (Intermediate), QuickBooks, Google Sheets

**Languages**

* Mandarin (fluent)

## Business Titan

A, PA | (330-200-9177 | pdce@westminster.edu | https://www.linkedin.com/groups/12090178/

**PROFESSIONAL SUMMARY**

Enterprising and goal-oriented third-year student pursuing a degree in management and entrepreneurship. Possess strong leadership, communication, and inventory management skills. Seeking entry-level management roles in the retail sales or transportation sectors.

**EDUCATION**

**Westminster College**, *New Wilmington, PA* expected graduation: 06/2025
**Bachelor of Science in Commerce: Management** (GPA: 3.85)

Minor: Entrepreneurship

* Academic Honors: Dean’s List (All Quarters); Member, Accelerated Cooperative Education (ACE)
* Relevant Coursework: Social Psychology of Leadership; Business and Public Policy; Social Entrepreneurship. Managerial Communication; International Management

**ACADEMIC PROJECTS**

**Project:** Corporate Social Responsibility Research Project **| Course:** Business and Public Policy

* Researched and compared the four main categories of CSR: environmental, philanthropic, ethical and economic.

**WORK EXPERIENCE**

**Management Trainee Internship -** Enterprise Holdings Inc. *– NW, PA* 06/2023-08/2023

* Served as both the face of Enterprise to customers as well as managed the behind-the-scenes operations.
* Gained skills and experience in customer service, sales and marketing, finance, and inventory management.

**Sales Associate -** Target Inc. *– New Wilmington, PA* 08/2021-05/2023

* Assisted customers with finding and selecting items, helping to ensure a positive shopping experience.
* Applied strong organizational and attention-to-detail skills when setting up in-store displays according to corporate guidelines.

**CO-CURRICULAR AND VOLUNTEER ACTIVITIES**

**Secretary -** Women in Business *- New Wilmington, PA*05/2023-Present

* Elected to leadership position by fellow club members.
* Meticulously record meeting minutes; advise President on relevant rules of order.

**Student-Athlete (NCAA D1)** *-* Women’s Soccer *- New Wilmington, PA*09/2021-Present

* Demonstrate strong time management skills by balancing practice and game schedule with full course load.

**RELEVANT SKILLS**

**Language:** Fluent in Spanish; intermediate in French

**Computer:** Excel (Advanced), PowerPoint, Word

## Engineering Titan

NW, PA | (330-200-9177 | pdce@westminster.edu | https://www.linkedin.com/groups/12090178/

**PROFESSIONAL SUMMARY**

Third year **computer science and engineering** student with a strong understanding of both the engineering aspects of software and hardware as well as the mathematical foundations of computation. Seeking full-time summer internship. Fluent in Hindi.

**EDUCATION**

**Westminster College**, *New Wilmington, PA* expected graduation: 06/2025
**Bachelor of Science in Computer Science and Engineering** (GPA: 4.0)

Concentration: Information Assurance

* Relevant Coursework: Advanced Programming; Abstract Data Types and Data Structures; Discrete Mathematics; Embedded Systems; Logic Design

**ACADEMIC PROJECTS**

**Project:** iPhone app development and testing

* Built an iPhone app that allows the user to catalog restaurants they have visited, along with reviews that involve many elements of the iPhone SDK. Written in C/Objective-C.

**WORK EXPERIENCE**

**Data Engineering Intern** 06/2023-08/2023

Tesla, Inc., *New Wilmington, PA*

* Supported the build-out of a state-of-the-art analytics platform for business and operation intelligence to help business users to make data driven decisions.
* Under the supervision of the VP of Engineering, assisted with the design, development, and maintenance of the Enterprise Data Warehouse & BI platform within Tesla.

**Research Assistant (Assistant to Dr. Helen Boylan)** 04/2023-06/2023

Westminster College, Department of Computer Science and Engineering, *New Wilmington, PA*

* Assisted Dr. Ackerman on various research projects related to computational creativity, machine learning, and data-driven approaches to diversity and inclusion.

**CO-CURRICULAR AND VOLUNTEER ACTIVITIES**

**President, Westminster College Maker Club** 09/2023-Present

* Plan and organize a variety of events that introduce students to the Maker Laboratory, including laser cutting workshops, 3D printing and TinkerCad workshops, and more.

**RELEVANT SKILLS**

**Languages:** C, ML, HTML, JavaScript, CSS, Objective-C

**Operating Systems:** Solaris, Windows, Mac OS, Linux

**Applications:** Excel, MultiSim, VersaCAD, XCode, Adobe Photoshop

**Humanities Titan**

NW,PA | 330-200-9177 | pdce@westminster.edu | https://www.linkedin.com/groups/12090178/

**PROFESSIONAL SUMMARY**

Accomplished third-year student double majoring in English and History. Possess strong critical thinking and problem-solving skills as well as leadership and teamwork abilities gained through student club involvement. Seeking full-time summer internship in a local non-profit.

**EDUCATION**

**Westminster College**, *New Wilmington, PA* expected graduation: 06/2025
**Bachelor of Arts in English and History (double major)**

* GPA: 3.45
* Academic Honors: Giacomini Prize (awarded by Dept of History for best research paper)
* Relevant Coursework: Critical Thinking & Writing I & II; Cultures & Ideas I & II; Ethics; Civic Engagement; Science, Technology & Society; Writing for Social Change

**ACADEMIC PROJECTS**

**Project:** Neighborhood History Research Project (winner of the Giacomini Prize)

**Course:** New Wilmington (HIST 186)

* Conducted extensive research on the history of the annexation of the formerly unincorporated Seven Trees into San Jose.
* Used Excel to format, sort, filter and analyze census data.
* Leveraged strong writing skills to produce a compelling and award-winning paper.

**WORK EXPERIENCE**

**Library Student Assistant** Date

Westminster College Library*, New Wilmington, PA*

* Provide friendly assistance to all visitors at central service desk by answering questions and directing them to library resources.
* Assist with managing the Automated Retrieval System (ARS) by performing inventory audits and accurately retrieving and shelving requests, which requires a high level of attention to detail.

**CO-CURRICULAR AND VOLUNTEER ACTIVITIES**

**Vice President** Date

Into the Wild*, New Wilmington, PA*

* Elected by peers to serve as Vice President of popular student club that provides opportunities to get off campus and explore Pennsylvania’s wilderness.
* Organize trips for all skill levels that include hiking, backpacking, snow camping, rock climbing, kayaking, rafting, surfing, and more.

**RELEVANT SKILLS**

Leadership, Teamwork, Event Planning, Research Writing, Word, Excel

##

## **Communications Titan**

NW, PA | 330-200-9177 | pdce@westminster.edu | https://www.linkedin.com/groups/12090178/

**PROFESSIONAL SUMMARY**

Ambitious and articulate third-year **Communications major** with strong writing, copywriting, and editorial skills. Seeking full-time summer internship within the publishing industry.

**EDUCATION**

**Westminster College**, *New Wilmington, PA* expected graduation: 06/2025
**Bachelor of Arts in Communication |** Minor: English (Professional Writing)

* GPA: 3.5
* Academic Honors: SCU Provost Scholarship (for leadership in school and community)
* Relevant Coursework: Advanced Composition, Print Editing, Graphic Design, Creative Writing, Journalism Practicum, and Public Relations

**RELEVANT EXPERIENCE**

**The Holcad, Arts and Entertainment Editor***, New Wilmington, PA* 09/2023-Present

* Wrote movie, theater, and restaurant reviews for SCU’s weekly student-run newspaper.
* Improved quality of section by expanding calendar of events and increasing graphics.
* Supervised design and production of section; selected and edited articles.

**The Sharon Herald, Assistant Editor Intern***, Sharon, PA* 06/2023-08/2023

* Research, pitch, write and edit 1-2 articles per week for San Jose’s leading weekly with a distribution of 83,000 copies across 1,200 locations.
* Developed strong structural and stylistic editing skills.
* Work closely with and report directly to the Managing Editor.

**ADDITIONAL EXPERIENCE**

**First National Bank**,Teller*, New Wilmington, PA*09/2021-05/2023

* Demonstrate strong customer service and communication abilities by successfully assisting 30-60 customers per shift.

**CO-CURRICULAR AND VOLUNTEER ACTIVITIES**

**Member, Women in Communication**, *New Wilmington, PA* 09/2022-Present

**Graphic Artist, WC Student Activities Board***, New Wilmington, PA* 06/2022-Present

**RELEVANT SKILLS**

Structural & Stylistic Editing, Proofreading, Fact Checking, Formatting (Word, Docs)

## Biology Titan

City, ST | (408) 555-5555 | pdce@westminster.edu | https://www.linkedin.com/groups/12090178/

*Aspiring bio scientist with significant research and laboratory experience.*

**EDUCATION**

**Westminster College**, New Wilmington, PA expected 06/2025

**Bachelor of Science in Biology, Minor in Chemistry**

* Major GPA: 3.42; Minor GPA: 3.32; Overall GPA: 3.14
* Honors and Awards: Dean’s List 20XX, 20XX

**Related Coursework:**

* Plant Chromatin Domains
* Molecular Biology
* Genetics
* Virology
* Chemical Biology
* Animal Development
* Plant Growth and Development
* Biochemistry
* Organic Chemistry
* Quantitative Analysis
* Ethics in Medicine
* Cellular Biology
* Immunology
* Microbiology

**Techniques and Methodologies:**

* Plasmid DNA isolation
* Preparation of Agarose and SDS gel electrophoresis
* Sterile technique
* Myoblast and fibroblast tissue culture
* Lambda phage and plasmid purification restriction and mapping
* Bacterial subcloning and transformation
* Determination of rate of protein synthesis in vivo through radioactive materials

**LABORATORY EXPERIENCE**

**Biology Department**, Westminster College, New Wilmington, PA Winter 20XX

Independent Research, Plant Chromatin Domains

* Screened a library of lambda phage containing a sequence that could transform yeast to replicate autonomously.
* Prepared and isolated DNA from recombinant bacteriophage and constructed restriction maps.
* Performed southern blot analysis on lambda phage: determined percentage of homology within various clones.

**Sungene Technologies**, New Wilmington, PA *Summers 20XX, 20XX*

Lab Assistant

* Prepared genetic markers to screen inheritable traits in corn lines, prepared southern blots.
* Analyzed through restriction fragment-length polymorphism (RFLP) techniques.
* Performed over 2,000 genomic corn DNA preps: transferred preps to nylon membrane.

**CO-CURRICULAR AND VOLUNTEER ACTIVITIES**

**Treasurer**, WC Chemistry Club

**Volunteer** at Jameson Hospital, New Castle, PA

**Participate** in intramural volleyball and softball

## Visual Art Titan

New Wilmington, PA | (408) 555-5555 | pdce@westminster.edu

Online portfolio: https://www.linkedin.com/groups/12090178/

**PROFESSIONAL SUMMARY**

Artistic and detail-oriented college junior majoring in Studio Art. Possess strong problem solving and critical thinking skills. Seeking summer internship in an art or history museum.

**EDUCATION**

**Westminster College**, *New Wilmington, PA* expected graduation: 06/2025
**Bachelor of Arts in Studio Art** (Minor: Art History)

Study Abroad: Westminster College, *Florence, Rome* 06/2023-08/2023

* Conducted in-depth research on Michelangelo’s works and presented research to peers.
* Participated in cultural immersion experiences such as art history and food tours and cultural events and activities.

**AWARDS, EXHIBITIONS & PUBLICATIONS**

Awards

* Winner, “Best of Show”, Juried Art Show, Gallery at Art Department, Westminster College (WC), June 2022.

Exhibitions

* Senior Art Show, *Blurring Boundaries:* Gallery at Art Department, WC, May 2023
* Juried Art Show, Gallery at Art Department, WC, June 2022

Publications

* *Westminster**Magazine*. “Hedy Lamarr -Bluetooth, Enchanted & Chasm.” May 2022 Issue.

**WORK EXPERIENCE**

**Studio Intern**  06/2023-08/2023

Wood’s Gallery*, New Wilmington, PA*

* Presented overview of exhibitions in gallery tours and prepared media kits for publicity.
* Catalogued and wrote descriptions for 100+ piece collection.

**Docent, “Explore with Me” Program**  01/2022-12/2022

De Saisset Museum, *New Wilmington, PA*

* Participated in course to learn about exhibit content and complete written visual analysis.
* Led informative and engaging museum tours for small groups of 5-15 people.

## Counseling Psychology Titan

New Wilmington, PA 95053

pdce@westminster.edu | 330-200-9177

https://www.linkedin.com/groups/12090178/

SUMMARY

People-oriented **Counseling Psychology** graduate student pursuing MFT licensure with a specific interest in serving the LGBTQ population. Trained and experienced in person-centered, relational, evidence-based, and trauma-informed approaches. Consistently acknowledged for demonstrating empathy, compassion, and respect towards every client and individual.

CLINICALSKILLS

Individual Therapy ● Family Therapy ● Group Therapy ● Treatment Planning ● Assessment ● Crisis Intervention ● Prevention and Early Intervention ● Mental Health Education ● Case Management

EDUCATION

**College of William and Mary**, *Williamsburg, VA* Expected: 06/2025

**Master of Arts in Counseling Psychology: MFT Track** (GPA: 4.0)

Emphasis in LGBTQ Counseling

* Relevant Coursework: Foundations of LGBTQ Psychology; Psychotherapy with Lesbian, Gay, and Bisexual Clients; Psychotherapy with Transgender and Non-binary Clients

**Westminster College**, *New Wilmington, PA* June 2023

**Bachelor of Arts in Psychology** (GPA: 3.9)

PROFESSIONALEXPERIENCE

**Discovery Counseling Center**, *New Wilmington, PA* 2023-Present

**Marriage Family Therapist (Practicum)**

* Successfully on track to complete 225 hours of face-to-face counseling.
* Evaluate the needs of each client which includes interviewing the client and family: assessing, securing, and determining requirements and arranging contacts that significantly increases community engagement, wellbeing and connecting services to clients.
* Manage confidential case files, progress notes, evaluations, and recommendations of sensitive information via Electronic Health Records resulting in improved quality and efficiency.
* Apply various psychotherapeutic theories and techniques in the delivery of services to individuals, couples, and families for the purpose of treating social and psychological problems that results in clients’ gaining confidence, access to resources for their well-being, and success in their lives.

*Resume continued …*

**Counseling Psychology Titan** (page 2)

**Office of Multicultural Learning, Westminster College**, *New Wilmington, PA* 2022-2023

**Student Assistant**

* Facilitated a pilot discussion group and mentor program for Women of Color.
* Provided programming support to the Rainbow Resource Center; worked closely with OML Director on program themes, timeline, and marketing.
* Managed calendar, correspondence, communication, assessment data and files and performed clerical and administrative duties as assigned with minimal supervision and guidance; helped achieve a 10% increase in staff productivity.

ADDITIONALWORKEXPERIENCE

**Target, Inc.***, Boardman, OH* 2018-2021

**Sales Associate**

* Assisted customers with finding and selecting items, helping to ensure a positive shopping experience.
* Applied strong organizational and attention-to-detail skills when setting up in-store displays according to corporate guidelines.

ASSOCIATIONS

**Member, Pennsylvania Association of Marriage, and Family Therapists (CAMFT)**

HONORS & AWARDS

**Recipient, The Pride Scholarship**

* Granted to an individual who demonstrates outstanding potential for, and interest in, serving the mental health needs of the LGBTQ+ community.

VOLUNTEER

**Front Desk Volunteer** 01/2023 – 05/2023

**Shenango on the Green***, New Wilmington, PA*

* Volunteered 5 hours/week at local children’s hospital to gain better understanding of this client population.
* Applied strong communication skills when answering phone calls and greeting visitors.
* Followed all hospital regulations and maintained a safe environment for patients.

LANGUAGES

Fluent in Spanish

## Adding Credentials - Teaching and Education

Different ways to format your Education section depending on which MAT program you are enrolled in.

*CREDENTIAL IN PROGRESS EXAMPLES*

**Single Subject**

|  |
| --- |
| **EDUCATION****Westminster College**, *New Wilmington, PA* expected graduation MM/YYYY**Master of Arts in Teaching (MAT)**Preliminary Single-Subject Teaching Credential (Biology) – expected June 2024 |

**Multiple Subject**

|  |
| --- |
| **EDUCATION****Westminster College**, *New Wilmington, PA* expected graduation MM/YYYY**Master of Arts in Teaching (MAT)**Preliminary Multiple-Subject Teaching Credential – expected June 2024 |

*CREDENTIAL COMPLETED EXAMPLES*

**Single Subject**

|  |
| --- |
| **EDUCATION****Westminster College**, *New Wilmington, PA*  MM/YYYY**Master of Arts in Teaching (MAT) |** Single-Subject Teaching Credential (Biology) |

**Multiple Subject**

|  |
| --- |
| **EDUCATION****Westminster College**, *New Wilmington, PA*  MM/YYYY**Master of Arts in Teaching (MAT) |** Multiple-Subject Teaching Credential |

## Adding Licenses - LMFT and LPCC

Different ways to format your Licensure section depending on which license you are pursuing or possess.

*LICENSURE IN PROGRESS EXAMPLES*

**LMFT**

|  |
| --- |
| **LICENSURE****Licensed Marriage and Family Therapist (LMFT)** – *completing supervision hours toward licensure** Anticipated date of Law and Ethics Exam: July 2026
* Anticipated date of Clinical Exam (NCMHCE): August 2026
 |

**LPCC**

|  |
| --- |
| **LICENSURE****Licensed Professional Clinical Counselor (LPCC)** – *completing supervision hours toward licensure** Anticipated date of Law and Ethics Exam: July 2026
* Anticipated date of Clinical Exam (NCMHCE): August 2026
 |

*LICENSURE OBTAINED*

**LMFT**

|  |
| --- |
| **LICENSURE****Licensed Marriage and Family Therapist (LMFT)** | 2023Pennsylvania Board of Behavioral Sciences (BBS) |

**LPCC**

|  |
| --- |
| **LICENSURE****Licensed Professional Clinical Counselor (LPCC)** | 2023Pennsylvania Board of Behavioral Sciences (BBS) |

## Adding Study Abroad

Example 1

|  |
| --- |
| **EDUCATION****Westminster College**, *New Wilmington, PA* expected graduation: 06/2024**Bachelor of Arts: Finance** (GPA: 3.35)Minor: Philosophy* Relevant Coursework: Principles of Accounting I; Principles of Accounting II
* Study Abroad: **Queen Mary University of London**, *London, UK* (06/2023-08/2023)
 |

Example 2

|  |
| --- |
| **EDUCATION****Westminster College**, *New Wilmington, PA* expected graduation: 06/2024**Bachelor of Arts: Finance** (GPA: 3.35)Minor: Philosophy* Relevant Coursework: Principles of Accounting I; Principles of Accounting II
* Study Abroad: **Queen Mary University of London**, *London, UK* (06/2023-08/2023)
	+ Completed courses in international law, international politics of global health, and the architectural and urban history of London.
	+ Developed a global perspective and intercultural fluency by participating in various cultural activities.
 |

Example 3

|  |
| --- |
| **EDUCATION****Westminster College**, *New Wilmington, PA* expected graduation: 06/2024**Bachelor of Arts: Finance** (GPA: 3.35)Minor: Philosophy* Relevant Coursework: Principles of Accounting I; Principles of Accounting II

 **Queen Mary University of London**, *London, UK*  06/2023-08/2023Study Abroad Program* Completed courses in international law, international politics of global health, and the architectural and urban history of London.
* Developed a global perspective and intercultural fluency by participating in various cultural activities.
 |

## Adding Student Athletics

Example 1 - Education Section

|  |
| --- |
| **EDUCATION****Westminster College**, *New Wilmington, PA* expected graduation: Date**Bachelor of Arts: Finance** (GPA: 3.35)Minor: Philosophy* Relevant Coursework: Principles of Accounting I; Principles of Accounting II; Data Analysis & Econometrics; Data Wrangling & Visualization
* Student-Athlete, Men’s Basketball (NCAA D3)
 |

Example 2 - Separate Athletics Section

|  |
| --- |
| **INTERCOLLEGIATE ATHLETICS****Student-Athlete, Men’s Basketball (NCAA D3)**  expected graduation: Date**Westminster College**, *New Wilmington, PA** Demonstrate strong time management skills by balancing practice and game schedule with full course load.
* Continuously improve leadership, communication, and teamwork skills to help the team succeed.
 |

Example 1 - Leadership Section

|  |
| --- |
| **LEADERSHIP EXPERIENCE****Student-Athlete / Co-Captain, Men’s Basketball** expected graduation: Date**Westminster College**, *New Wilmington, PA** Selected by coaching staff to serve as co-captain based on proven work ethic, dedication, and ability to lead and motivate teammates.
* Demonstrate strong time management skills by balancing practice and game schedule with full course load.
* Continuously improve leadership, communication, and teamwork skills to help the team succeed.
 |

# Cover Letter 101

* Many employers will ask you to submit a cover letter (sometimes called a “Letter of Motivation”) along with your resume when you apply to a job or internship.
* You should always submit a cover letter if you are given the option to. (Do not submit one if the employer specifically asks you not to.)

* Cover letters allow you to explain (in more detail than you can on your resume) who you are, what motivates you, why you are interested in the position, and how your skills and experience match up against the position description.
* Think of your cover letter as a bridge between the position description and your resume.
* As a rule of thumb, cover letters should always be less than one page long, with no more than five paragraphs, and written in business letter format.
* You should use the same font type and font size for your cover letter as you do for your resume.
* Whenever possible, address your cover letter to someone specific. Avoid vague salutations like “To Whom It May Concern” and “Dear Sir or Madam”.
* If you do not know to whom to address your cover letter, then address it to the CEO of the company; or to the person in charge of the division/department that is hiring for the position; or to the person in charge of the Human Resources department. (You can usually find the names of the CEO and senior leadership on the company website or LinkedIn.)
* Do not use the outdated titles of “Mrs.” and “Miss”. You may use “Mr.” and “Ms.” or you may choose to not use gendered titles at all and instead use their professional title (e.g., “Director”, “Vice President”, etc.)
* Write your cover letter in the *active voice*.

**Active:** I *managed* the team.

NOT

**Passive:** The team *was managed* by me.

## Standard Cover Letter Template

[Your Name]

[Your Street Address]

[Your City, ST ZIP]

[Today’s Date]

[Company Name]

[Street Address]

[City, ST ZIP]

Dear [FirstName LastName],

**First Paragraph (Introduction):** State the reason for the letter (e.g., “I am excited to submit my application for…”), the specific position or type of work for which you are applying (“... the Finance internship…”), the name of the company you are writing to (e.g., “... at San Pedro Square Market, Inc. …”), and how you learned about the opportunity (e.g., Handshake, former supervisor, friend, official website, career fair, etc.).

**Second Paragraph (Why me?):** This paragraph ***should demonstrate your qualifications***. Communicate what you can do for the organization as an employee/intern and why they should hire you. Highlight particularly relevant aspects of your work or academic experience. Respond to the specific qualities and skills described in the job description.

**Third Paragraph (Why this company/industry?):** This paragraph is ***designed to show interest for the company/industry***. Indicate why you are interested in the position, the organization, and its products or services; refer to research you have conducted on the position and employer. Indicate how your professional and/or personal goals align with the company’s vision or mission statement (if applicable).

**Last Paragraph (Closing):** In the final paragraph, ***you reiterate your interest***. Let them know you are interested in an interview, when you are available for an interview, and how to best contact you. Thank them for their consideration. Be positive and confident!

Sincerely,

FirstName LastName

## “T” Cover Letter Template

[Your Name]

[Your Street Address]

[Your City, ST ZIP]

[Today’s Date]

[Company Name]

[Street Address]

[City, ST ZIP]

Dear [FirstName LastName],

I am motivated to apply for the internship title at company name because I am currently a fourth/third/second/first-year name of major major at Westminster College seeking to gain real world experience in the [name of company’s industry] industry. I learned of this internship through Handshake, LinkedIn, my professor.

I would like to work for [company name] because … why do you want to work for this company? Do you believe in their mission statement? Do you like the products they sell? Have you read good things about this company? Does the CEO or company culture inspire you?

I believe my experience, academic training, and personal qualities make me qualified for this opportunity. Here are a few examples of how I can be effective in this role:

|  |  |
| --- | --- |
| **What You’re Looking For** | **What I Am Offering** |
| * item from position description
* item from position description
* item from position description
 | * example of relevant skill or experience
* example of relevant skill or experience
* example of relevant skill or experience
 |

After reading my resume, I hope you’ll agree that my work experience and undergraduate studies have thus far well prepared me for an internship with Company Name. I look forward to discussing this opportunity with you and your team in more detail. Please reach out whenever convenient to (999) 999-9999 or pdce@westminster.edu.

Thank you,

FirstName LastName

## “T” Cover Letter Example

[Your Name]

[Your Street Address]

[Your City, ST ZIP]

[Today’s Date]

[Company Name]

[Street Address]

[City, ST ZIP]

Dear [FirstName LastName],

I am motivated to apply to the Finance/Project Coordinator internship at Equinix because I am currently a third-year Finance major at Westminster College seeking to gain real world experience in cloud computing and enterprise connectivity. I learned of this internship through Handshake.

I would like to work for Equinix because I believe in the company’s core attributes of equality, neutrality, and internet exchange. And as the world becomes ever more interconnected, companies like Equinix are well positioned to capitalize and succeed on that trend.

I believe my experience, academic training, and personal qualities make me qualified for this opportunity. Here are a few examples of how I can be effective in this role:

|  |  |
| --- | --- |
| **What You’re Looking For** | **What I Am Offering**  |
| * Coordinate meetings and take meeting notes
* Understanding of basic project life cycle
* Support building out training docs
 | * In my role as President of the Finance Club, I organize and lead monthly meetings, which includes reserving a room, preparing materials and recording minutes.
* I learned about the project life cycle in my Business Management 101 class, and have a good understanding of the four phases: initiation, planning, execution, and closure.
* As a cashier at Mel’s Drive-in, I trained new cashiers and servers on the cash register, and helped to update the training manual after we implemented a new POS system.
 |

After reading my resume, I hope you’ll agree that my work experience and undergraduate studies have thus far well prepared me for an internship with Equinix. I look forward to discussing this opportunity with you and your team in more detail. Please reach out whenever convenient to (999) 999-9999 or pdce@westminster.edu.

Thank you,

Westminnie Titan

## Bullet Point Cover Letter Example

[Your Name]

[Your Street Address]

[Your City, ST ZIP]

[Today’s Date]

[Company Name]

[Street Address]

[City, ST ZIP]

Dear [FirstName LastName],

I am pleased to submit my application for a summer internship at Ernst & Young. After speaking with my classmate Joe Johnson about his internship there last summer, I am confident that I too would be an excellent candidate because of my interest in tax accounting and my goal of obtaining a C.P.A. license. Ever since I declared my accounting major, I have been interested in working at Ernst & Young because of the company’s excellent reputation and training program for interns. Here are a few examples of my qualifications.

* **I have a strong work ethic.** My favorite classes at Westminster College have been my accounting courses, and I currently have a 4.0 G.P.A. in my accounting major. I am on track to complete the 150 credit hours required for C.P.A. licensure.
* **I’m a quick learner.** In addition to being proficient in Microsoft Excel, I recently completed a training course on QuickBooks. I have been applying what I have learned by setting up Quick Books for my parents’ small business.
* **I can manage and prioritize multiple commitments.** I successfully balance a full course load, a 20-hour work week at Jamba Juice, and a weekly commitment to volunteer in the community. I recently received a promotion to assistant manager at Jamba Juice because of my reliable work performance.

I am excited about the possibility of interning at Ernst & Young this summer. Thank you for your consideration. Please contact me at (999) 999-9999 or pdce@westminster.edu. I look forward to hearing from you.

Sincerely,

Westminnie Titan

## Accounting Example

Westminnie Titan

319 South Market Street

New Wilmington, PA 16172

October 10, 2023

Dear Vice President [LastName],

The reason for this letter is to apply for the Audit Internship at Shea Labagh Dobberstein. I spoke with Robert E. Zurcher who highly recommended that I apply for the Summer 2023 internship. He spoke to me about the programs Shea Labagh Dobberstein offers to help emerging accountants build their career. I admire the great work experience and opportunities this firm offers. When speaking with Mr. name, he highlighted my potential success in the firm and believed I could be a perfect fit for the internship. I believe I will excel in this internship and at the firm.

My Principles of Accounting class at Westminster College exposed me to the accounting profession. Taking the course was a great experience for me. The class captivated my interest so much that I knew I wanted to do accounting and continue to learn more about the field. I found my career direction and I am dedicated to investing toward my development in the accounting profession. Professor FirstName LastName helped me transcend in my course work by working with me one on one. I was able to do my accounting work smoothly and with confidence. With the help of Mr. Mulvey, I grew a new passion which I had never had before. Now I look forward to my future courses in accounting, as well as what Company Name can help me achieve.

Some ways in which I can contribute to Company Name would be with my eagerness to embrace the grind, my willingness to learn, and my team player and people skills. When things in life are easy, they are normally not worth it. I love to embrace the grind whether it is in school, wrestling, or work. I live my life by this. I strive to be a CPA as soon as I can. Working towards being a CPA is going to be a lot of hard work, but it is something I see myself achieving. I believe I can get it done. Being an athlete, all my life has provided me with the skills to strive to achieve and learn different things. I am constantly trying to better myself in everything I do.

Both of my parents immigrated from Mexico to give their kids a better life. My father passed away in 2006 and ever since then my mother raised my younger brother and I. Growing up, my mother was a big influence in my life. She is the most hard-working person I know. She shaped me to have a great work ethic. This is one of the reasons I like to embrace the grind rather than trying to take the easy way out.

I am very excited with following through on the interview process and I hope that Company name will consider me for their 2024 Audit internship program. Thank you for your time and consideration.

Best Regards,

Westminnie Titan

(123) 456-7890

pdce@westminster.edu

## Finance Example

[Your Name]

[Your Street Address]

[Your City, ST ZIP]

[Today’s Date]

[Company Name]

[Street Address]

[City, ST ZIP]

Dear Hiring Committee,

I am excited to apply for the Sales Development Representative position at Quantcast, which was referred to me by Ms. Monica Smith. I am currently a senior at Westminster College studying finance and have been a clicker of targeted advertising for years, beginning with the purchase of my first guitar, to a pair of board shorts that I acquired for a family surfing trip.

I am extremely impressed, and fascinated, with the solutions that Quantcast offers. The comprehensive data analysis coupled with predictive intelligence to influence consumers’ purchasing decisions can positively impact any company. With my deep understanding of Quantcast, proven prospecting, communication, and team leadership skills, I believe that I am a great candidate for the Sales Development Representative position.

As a Sales intern at Upward Mobile, I generated and qualified hundreds of valuable leads for the sales team, many of which resulted in actual sales. After being successful with prospecting, I was given more responsibility as an actual sales representative. In this role I called clients, pitched Upward’s product, and set demonstrations to sell Upward’s hardware.

In addition to my prospecting experience, I have proven communication skills as a Junior Acquisition Associate with XYZ Investments, where I was responsible for assisting the Account Executive team and re-­‐qualifying leads. In this position I called 60 clients per hour to offer marketing materials. I was very successful with communicating my goals and the benefits I was offering, resulting in an average of 83% of prospects accepting the marketing materials I was pitching.

Finally, my experiences as pledge class president have proven my ability to act as cooperative team member, as well as a leader. My responsibilities to communicate, delegate, and ensure the completion of objectives to a 26-­‐person pledge class has given me the ability to successfully work with people with diverse backgrounds and interests.

I am confident that my skills and experience make me an excellent match for the Sales Development Position. I look forward to the opportunity to meet with you or to speak with you over the phone to discuss my qualifications. Thank you for your time and interest, I hope to hear from you soon.

Sincerely,

Westminnie Titan

(123) 456-7890

pdce@westminster.edu

## Marketing Example

[Your Name]

[Your Street Address]

[Your City, ST ZIP]

[Today’s Date]

[Company Name]

[Street Address]

[City, ST ZIP]

Dear [FirstName LastName],

,

It is with great interest that I am applying for Thompson & Co.’s Marketing Internship, which I found through Handshake. I am currently studying Marketing at Westminster College and will graduate in May 2023. I am interested in further developing my knowledge of and skills in social media marketing and search engine optimization, and I have been impressed with Thompson & Co.’s success in these areas.

Most recently, I interned at Benson & Associates in the Public Relations department where I was responsible for researching venues, assisting with the development of a marketing plan, and conducting outreach for a regional film festival. My greatest contribution was working with my team to increase attendance by 50% from the previous year’s event.

Additionally, I have experience creating WordPress sites and have used Adobe Creative Suite extensively to help promote events and recruit members for Westminster College’s Photography Club. Over the past year, I have developed my social media writing skills by creating blog posts about amateur photography. My skills and knowledge in these areas, combined with the communications and marketing courses I have taken at Westminster College, would make me an asset to Thompson & Co.

The possibility of joining Thompson & Co. is exciting because of my familiarity with your product line and your reputation as the leader in the marketing realm. The success of your new marketing campaign illustrates a progressive philosophy that would utilize my communication and social media skills.

My work experience paired with my educational background and strong interpersonal skills make me an asset for your team. I would greatly appreciate the opportunity to talk with you about my qualifications at your earliest convenience. Please contact me at (999) 999-9999 or pdce@westminster.edu. Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Westminnie Titan

## Engineering Example

Westminnie Titan

319 South Market Street

New Wilmington, PA 16172

October 10, 2023

Dear Hiring Manager,

The automotive industry, especially Tesla, has caught my attention with its new and complex applications and use cases. As a master’s degree student in Computer Science at Westminster College, I am interested in applying for your Android Developer position. I’m excited for the chance to be a part of a company that enables their employees to learn the nuances right from scratch architecturally, which only a few companies provide.

During my undergrad, I learned Android by being a freelancer creating apps for a few local businesses, and later became part of the mobile app team of TESCO UK after graduation where I worked on both mobile and web production platforms. During my Internship at Kohl’s, I worked on a chat bot development using Parsey McParseface syntax parser from Google involving both server and mobile app. I believe that my experience as a freelancer, company employee, and student, have given me the technical expertise and drive necessary for this position.

Thank you for your valuable time and please do not hesitate to contact me if any other information is needed. I can be reached via email at xxxxxx@gmail.com or via telephone at XXX-XXX-XXXX.

Sincerely,

Westminnie Titan

## Psychology Example

[Your Name]

[Your Street Address]

[Your City, ST ZIP]

[Today’s Date]

[Company Name]

[Street Address]

[City, ST ZIP]

Dear [FirstName LastName],

My academic advisor at Westminster College, Professor Mark Hager, suggested that I contact you to explore the possibility of a summer research intern position in your lab. I will graduate with a B.A. in Psychology in May 2023 and plan to apply to psychology doctoral programs next year in order to pursue my interest in researching the impact of alternative therapeutic interventions on children.

Last spring, I worked directly with children and clinicians in an art therapy program at Henrietta Weill Memorial Child Guidance Center in New Castle, PA. That internship provided me with valuable knowledge about different approaches to art therapy. I was able to see first-hand the impact that art therapy can have on children who have experienced trauma. While I enjoy working directly with clients, this experience really piqued my interest in understanding the impact of these therapeutic interventions from a research perspective.

I would bring to a research internship the practical knowledge gained from my experience as an art therapy intern and a peer counselor at Westminster College. In addition, I have a solid theoretical background in psychology through the extensive coursework I have taken at Westminster College.

I would very much appreciate the opportunity to discuss internship opportunities with you. Please contact me at (999) 999-9999 or pdce@westminster.edu. I look forward to hearing from you.

Thank you,

Westminnie Titan

## Sociology Example

Westminnie Titan

319 South Market Street

New Wilmington, PA 16172

October 10, 2023

Dear Hiring Committee,

My name is Westminnie Titan, and I am currently a Sociology major at Westminster College in Pennsylvania, set to graduate this June.

I started using Songkick about five years ago, and it immediately became one of my favorite sites. As an avid live music lover, I was thrilled to realize I’d never have to miss a gig again. Whenever I reached out to the Songkick team for help, and when I was a runner up for the review contest last year, I was met with friendly, passionate customer service. Songkick combines great community relations with a genuine passion for music and a sensibility for what is needed in the music technology world: all qualities that I find to be extremely inspirational.

I too am passionate about music, and I currently have a weekly live radio show on Westminster College’s radio station, KSCU. I love nothing better than sharing music discoveries with listeners, especially after I get the chance to see a great new band live—I’ve been an avid concertgoer since I was 12 years old, and the experience only continues to get better with each gig.

I studied and interned abroad in London from 20XX to 20XX, and some of my most memorable experiences there were going to gigs—most of which I found through Songkick. I had the most music-­‐immersive experience I could hope for during my time there, as I took a course on the History of Music in 20th Century Britain and interned for Ultra DJ Management. At my internship I effectively communicated with artists and venues and researched potential new clients. It was an amazing opportunity to learn about customer service in a music-­‐saturated environment.

I was excited to read about Songkick’s expansion to the US, and specifically the west coast. I love Songkick’s community-­‐oriented mission to bring music to everyone, and I would be an asset to the company, particularly as it expands in the US. I am extremely organized and efficient, and I always see projects through to completion—skills I have homed in my studies and at my previous places of work.

Please don’t hesitate to reach out if you have any questions regarding my application. I will follow up via email in a week to confirm your receipt of my application.

Sincerely,

Westminnie Titan

(123) 456-7890

pdce@westminster.edu