



Sample Resumes and Cover Letters Packet

The Office of Career Development

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Reminders:

- Always **PDF your resume and cover letter before sending.**
- Most samples in this packet are real and approved by real employers.
- Look at *all* samples—even ones that don't directly relate to your major—because there are King's examples of various activities throughout the samples.
- This entire packet and the FAQs are on the Student Portal: Career Development page.

Sample Resume

YOUR NAME

Street Address, Apt. # | City, State Zip Code

email | phone

EDUCATION

Name of College, City, State Month/year – month/year (expected)

Major, *Minor*

- GPA: ___/4.0
- Honors: list academic honors you have received, scholarships, semesters on the Dean’s List, etc.
- Study Abroad: name of college and country (semester year).
- Athletics: athletic scholarship or team leadership position.

Name of Institution, City, State Month/year – month/year

Certificate Name or Studies Concentration

- Include only if you received a relevant degree or certificate from another institution.
- If you are a transfer student, see Transfer Sample Resume.
- If you are a freshman, you *may* include high school.

EXPERIENCE

Name of Company/House/Organization, City, State Month/year – current

Position Title

- Use action verbs (present tense for current positions, past tense for past positions).
- Use only one sentence fragment per bullet point.
- Focus on achievements, not responsibilities, and quantify as much as possible.
- Use 2-4 bullets for each job position you have held.
- Do not use personal pronouns like “I”.

Name of Company/House/Organization, City, State Month/year – month/year

Position Title

- Achievement.
- Achievement.

Name of Company/House/Organization, City, State Month/year – month/year

Position Title

- Achievement.
- Achievement.

OTHER

- List published works or unique accomplishments.
- Put dates of accomplishments in parenthesis.
- Do not list skills or interests.

Commented [CAREER 1]: FONT: Use 11-12-point Times New Roman, Garamond or Bookman (never below 11). If employer requests a scannable document, use Arial.

Commented [CAREER 2]: HYPERLINK: Remove hyperlink so text is black, not blue. Do not use a vanity email (jazzgirl@gmail.com). Tkc.edu email is fine, but it deactivates 6 months after you graduate.

Commented [CAREER 3]: VM: Be sure to have a professional voicemail message.

Commented [CAREER 4]: MINOR: Place your minor directly after your major, making sure to note that it is a minor.

Here is an example:
B.A. Media, Culture and the Arts; Minor: Business

Commented [CAREER 5]: FORMAT: Be consistent with the end of your bullets. Either use periods on all bullets, or leave the end of all bullets blank.

Commented [CAREER 6]: RELEVANT COURSEWORK: Do not include Relevant Coursework. Mentioning what classes you took only tells an employer that you took them, it doesn’t show that you have mastered the content.

Commented [CAREER 7]: HOW MANY SECTIONS: 3 sections (Education, Experience, Other) is all you need, unless you want to draw attention to a particular experience that’s relevant to the job you’re seeking. Do not have an “Objective” or “Skills” section. They are redundant (your cover letter is your “objective”, your “skills” should be encompassed in your bullets)

Commented [CAREER 8]: ORDER: Place all your experiences in your resume in reverse chronological order.

Commented [CAREER 9]: QUANTIFY General rule, 50% + of all bullets should have a number (quantify what you’ve done)

Commented [CAREER 10]: # OF EXPERIENCES: Have at least 2.

Commented [CAREER 11]: LENGTH / MARGINS: Do not go over one page. Use one inch margins on all four sides.

Sample Resume (cont'd)

YOUR NAME

Street Address, Apt. # | City, State Zip Code
email | phone

Commented [CAREER 12]: ADDRESS: Do not use two addresses (current vs. home). Use only the address near the job where you are applying.

EDUCATION

Name of College, City, State Month/year – month/year (expected)

Degree Being Sought

- GPA: /4.0
- Honors: list academic honors you have received, scholarships, semesters on the Dean's List, etc.
- Study Abroad: name of college and country (semester year).
- Athletics: athletic scholarship or team leadership position.

Commented [CAREER 13]: DEGREE: This is either a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.) followed by the name of your major.

Commented [CAREER 14]: GPA: If your GPA is less than a 3.0, then do not list it. If it is less than a 3.0, but your major GPA is over a 3.0, then list your major GPA, but state: "Major GPA: /4.0".

Name of Institution, City, State Month/year – month/year

Certificate Name or Studies Concentration

- Include only if you received a relevant degree or certificate from another institution.
- If you are a transfer student, see Transfer Sample Resume.
- If you are a freshman, you *may* include high school.

Commented [CAREER 15]: HIGH SCHOOL: This is not high school, rather for the name of another college or program (if you received a certificate or specific concentration there). As a general rule, you should only include your high school (or your high school activities if you are a freshman (or, perhaps, a sophomore, if you have very little experience).

EXPERIENCE

Name of Company/House/Organization, City, State Month/year – current

Position Title

- Use action verbs (present tense for current positions, past tense for past positions).
- Use only one sentence fragment per bullet point.
- Focus on achievements, not responsibilities, and quantify as much as possible.
- Use 2-4 bullets for each job position you have held.
- Do not use personal pronouns like "I".

Name of Company/House/Organization, City, State Month/year – month/year

Position Title

- Achievement.
- Achievement.

Name of Company/House/Organization, City, State Month/year – month/year

Position Title

- Achievement.
- Achievement.

OTHER

- List published works or unique accomplishments.
- Put dates of accomplishments in parenthesis.
- Don't list skills or interests.

Commented [CAREER 16]: OTHER SECTION: The purpose of this section is to show you as a holistic person (and hopefully start conversation with your interviewer). Highlight experiences that show achievement or accomplishment. This is not for listing hobbies.

Commented [CAREER 17]: REFERENCES AVAILABLE UPON REQUEST: Do not include in a resume. Employers already know that if they need references they just need to ask.

Sample Cover Letter

YOUR NAME

Street Address, Apt. # | City, State Zip Code
email | phone

Today's Date

Name of Person at Company

Title of Person at Company

Name of Company

Street Address

City, State Zip Code

Dear [Name of person at company]:

Opening Paragraph: First sentence should clearly state why you are writing and what position you are seeking. If someone at the firm or organization (or a recent employee) connected you to the opportunity, mention that person by name. Keep it short.

Example: *I am a sophomore at The King's College, and Professor John Smith recommended I contact you about the Summer 2018 internship opportunity in your finance department.*

Example: *I am a junior at The King's College, a small liberal arts college in downtown Manhattan, and interested in your finance internship for Summer 2018.*

Second Paragraph: Write about the company. What intrigues you about this particular company and this particular internship opportunity? Do they have a particular specialty in the industry? Are they an industry leader? What makes them "strategic"?

Third Paragraph: Write about you—but do not repeat your resume. Do you have a particular short story that is relevant to the position being sought and highlights and expands on one part of your experience on the resume?

Closing Paragraph: Restate interest in the position and the company, thank the employer for their consideration, say you are looking forward to hearing from them, etc.

Example: *Thank you for your consideration. I look forward to hearing from you.*

Example: *I welcome the opportunity to meet with you to explore my interning with your company.*

Sincerely,

Commented [CAREER 18]: FORMAT: Use the same format as the header of your resume.

Commented [CAREER 19]: INDIVIDUAL NAME: Research and find the particular person and department to whom you are applying. This should match the name in your salutation below.

Commented [CAREER 20]: INDIVIDUAL NAME (2): Below. Most cover letters use "Dear Mr./Ms./Dr. _____;" The name you are addressing should match the name of the employer address portion above. If you have exhausted all possible ways of finding a name, then and only then, use a generic salutation such as "Dear Hiring Manager:"

Commented [CAREER 21]: COLON: Use a colon here (generally colons used for business letters, commas are for personal letters).

Commented [CAREER 22]: COLLEGE REFERENCE: Use this if the employer definitely is familiar with King's.

Commented [CAREER 23]: COLLEGE REFERENCE (2): Use this if the employer is *not* familiar with King's.

Commented [CAREER 24]: REFERENCE: This must tie back to a particular listing.

Commented [CAREER 25]: STORIES: Rare. See the PPE cover letter for an example.

Commented [CAREER 26]: LENGTH: Never use more than one page. Keep it simple.

Your name



Operations Leadership Intern - University Fulfillment

US, WA, Seattle • Job ID 279091 • Amazon Fulfillment Services, Inc.

Job Description

Opportunities are available nationwide at Amazon Fulfillment Centers during the summer. This position will likely not be based out Seattle.

At Amazon, we're not just looking for people who want to be part of a business; we're searching for **people who want to build businesses**. The Operations organization is critical to Amazon's success. Every day we face unique supply chain challenges that involve millions of unique products and tens of millions of customers. At Amazon we will give you all the **autonomy** you need to **innovate** on behalf of our customers. Throughout your internship at a fulfillment center, you will leverage your strong **team building and leadership skills** through a number of different avenues, and dive deep into the management of **process improvement** and develop greater scope on your **leadership ability**. The ideal candidate will strive to become a successful people manager within the Operations Field in the future at Amazon. This is your opportunity to impact people's online experiences all over the world. If you want to be involved in creating the future of online retail, and are **dynamic, organized**, and a **self-starter** join our Operations Team as a Leadership Intern.

You must also be authorized to work in the US without sponsorship.

What's in it for you?

There are three pillars of our Operations Leadership Intern Program

- **Leadership:** The majority of your internship will be spent training and acting as an Amazon Area Manager. You will learn the leadership skills necessary to inspire and motivate a team of Amazon Associates. The drive that is instilled in our teams is what allows Amazon to be a leading online retailer.
- **Ownership:** During your internship you will dive into Standard Work and Continuous Improvement. Most projects are rooted in process improvement and in the past have included: Bin Configuration Optimization and Retrofit, Inbound Sweeper Analysis, and Overall Free Replacement Reduction.
- **Exposure:** During your internship with Amazon you will have visibility into one of the world's most complex supply chain networks. You will see what it takes to run a facility that can ship a micro-chip to London and a canoe Japan. You will also have the opportunity to interact with Vice Presidents and other senior leaders, giving you the **opportunity to learn** from some of the industry's best and brightest.

Program Quick Facts:

- Term: 10 weeks
- Benefits: Competitive Salary, Relocation and Housing Assistance
- Locations: Amazon's US Fulfillment Centers are located nationwide. For a full list of locations, visit amazon.com/ufulfill

Basic Qualifications

- Students must be pursuing a bachelor's degree with graduation date between December 2015 and June 2016

Preferred Qualifications

- **LEADERSHIP:** We are looking for students who are standing out and making a difference in their classes, student groups, part-time jobs and extra-curricular activities
- Degree in Engineering, Operations, Supply Chain, General Management or related field is a plus
- Strong **interpersonal and communication skills** (both written and verbal)
- **Analytic minded** students who have a passion for **data-based process improvement**
- Students with a strong interest in an **Operations/Supply Chain Management career**
- **Strong Academic Performance**

Commented [CAREER 27]: PLACE TO START:

Always read the job description before you write your cover letter for a particular position. Highlighted text indicates traits to emphasize in the cover letter. Notice, too, in the cover letter (p. 7), the highlighted text that draws out the things they're looking for in the job description.

Commented [CAREER 28]: LEADERSHIP:

When a job description specifies (many times) that they are looking for leadership experience, it is okay to have a Leadership Experience section in the resume. See the Business resume sample.

As a freshman, you don't have much college leadership, but notice how you can display intentional leadership in the example cover letter (page 7)

Amazon is an equal opportunity employer

FRANCES FRESHMAN

990 Avenue of the Americas, Apt. 19N | New York, NY 10018
frances.freshman@tkc.edu | 212-555-1234

EDUCATION

The King's College, New York, NY Aug 2017 – May 2021 (expected)
B.A., Politics, Philosophy, and Economics

- GPA: 3.2/4.0
- Presidential Scholarship (\$12,000 annual award based on academic achievement)
- Women's Volleyball Team Member

Commented [CAREER 29]: HONORS: Employers may not be familiar with our scholarships, so be sure to explain, when necessary.

Richmond High School, Richmond, VA Aug 2013 – Jun 2017
High School Diploma, International Baccalaureate Diploma

- GPA: 3.6/4.0
- Activities: National Honor Society, Debate Team
- Athletics: Volleyball, Co-Captain
- Awards: Debate National Tournament 7th place

Commented [CAREER 30]: HIGH SCHOOL: High school should only be included for freshmen.

Commented [CAREER 31]: DATES: All dates are aligned on the right and abbreviated (Aug, Nov, Jun, etc.

Commented [CAREER 32]: FORMAT CONSISTENCY: Make none (or all) of the bullet points have periods – not a mix. Consistency is key.

EXPERIENCE

Peterson Family, New York, NY Aug 2017 – Present
Nanny

- Work as the primary non-parental caregiver for three children (ages 3-12)
- Coordinate family schedule and tutor two oldest children in English and Social Sciences

Commented [CAREER 33]: FORMAT CONSISTENCY: Notice consistency between the sections – institution/organization in bold, followed by city/state not in bold, then degree/title below in italics and not in bold.

The King's College, New York, NY Nov 2017 – Present
Student Ambassador

- Represent the College to potential students and their parents during two-day visits to campus
- Work with a five-person team to plan and execute activities throughout the city for 200 visitors quarterly

Commented [CAREER 34]: VERB TENSE: Use present-tense verbs for positions/jobs that you are currently working at.

Commented [CAREER 35]: STUDENT AMBASSADOR: example

Teenpact Leadership Schools, Richmond, VA May 2017 – Aug 2017
Traveling Staff Member

- Traveled to six state capitals, speaking to executive and legislative leadership in local governments
- Coordinated and taught four-day leadership training camps for over 300 high school students

Commented [CAREER 36]: SPECIFIC: Be specific – not just a team, a 5-person team.

Commented [CAREER 37]: VERB TENSE (2): Use past-tense verbs positions/jobs you are no longer at.

Richmond High School Yearbook Committee, Richmond, VA Aug 2016 – May 2017
Editor and Lead Photographer

- Directed a seven-person team to create annual yearbook that sold over 1,700 copies
- Served as lead photographer at over forty-seven individual events throughout the school year
- Copyedited, arranged, and compiled 180 final pages

Commented [CAREER 38]: HIGH SCHOOL EXPERIENCE: This is okay for freshmen, just make it good.

Commented [CAREER 39]: QUANTIFY: Notice the specific numbers used in these bullets.

OTHER

- Don't Walk By Homeless Outreach Campaign Volunteer, Jan 2017
- NYC Marathon Finisher, Nov 2016
- Published: "Modern Employment." *The Empire State Tribune*. Oct 9, 2016

Commented [CAREER 40]: UNFAMILIAR NAMES: Technically, "Don't Walk By" is the official name, but since that name doesn't tell employers what it is, it's helpful to add additional information: "Homeless Outreach Campaign." Do this for names of things you anticipate an employer doesn't know. Try to anticipate any confusion they may have.

FRANCES FRESHMAN

990 Avenue of the Americas, Apt. 19N | New York, NY 10018
frances.freshman@tkc.edu | 212-555-1234

January 11, 2018

Intern Coordinator
Amazon Fulfillment
9827 Chester Road
Chester, VA 23831

Commented [CAREER 41]: USE NAMES: Normally, you should always include the hiring manager's name. Always. In this case, though, Amazon does not give out employee names. (We called six different people to try and get a name to no avail.)

Dear Sir or Madam:

I am a freshman at The King's College, a small liberal arts college in New York City, and I am seeking a Summer 2018 internship with Amazon Fulfillment as an Operations Leadership Intern. One of my classmates, John Smith, has told me wonderful things about his experience interning at Amazon this past summer in Indianapolis.

Commented [CAREER 42]: UNFAMILIAR WITH KING'S: When applying to places unfamiliar with King's, it can be helpful to give a little information about the College.

Commented [CAREER 43]: CAUTION: Be careful with who you reference. Make sure they are a good reference to make (if they were a bad employee, this will not help you.)

I have been an Amazon Prime customer for five years. The company's dedication to high quality customer service in the midst of a fast-paced, innovative environment continually sets the industry standard. To work with senior management and front-line associates in one of the world's largest fulfillment and customer support facilities offers an incredible learning opportunity.

Commented [CAREER 44]: SPECIFICITY: Specific location is used here so that the employer can look "John Smith" up as your reference (if they didn't work with them personally).

Commented [CAREER 45]: HIGHLIGHTS: Highlighted text matches the job description (p. 5).

Although I have been a student at the College for less than a year, I have already sought out opportunities to build on my high school leadership experiences. When I first arrived, I pursued the position of Student Ambassador because I wanted to be a leader who could cast a vision of the school to prospective students. In this role of influence, I have started new hospitality practices and created an online tracking system to measure success.

Commented [CAREER 46]: INTEREST: This the only experience with the company, but shows dedicated interest in and experience with the company.

Commented [CAREER 47]: J.D. REFERENCE: Reference to the Job Description.

As our economy continues to move online, I want to learn from a company that excels on the digital platform and in the innovation marketplace. I look forward to hearing from you.

Commented [CAREER 48]: WORD CHOICE: Don't say "I'd love to learn." Love is too strong of a word to use in this instance. You are trying to demonstrate interest.

Sincerely,

Frances Freshman

Job description: Socrates in the City

----- Forwarded message -----

From: **Jane Smith** <jane@company.com>
Date: Wed, Jan 7, 2018 at 7:39 PM
Subject: Looking for Lucinda Sweazey
To: careers@tkc.edu

Hello! I am seeking to reach Lucinda Sweazey but do not have her email address at Kings. So if you are able to forward this note to her, I'd be most grateful.

Lucinda,

I was just talking to Joe Smith, and he mentioned that he'd talked to you about having interns in his office. Paul Science will be helping us out this coming semester, but I think Paul might also be a good fit for Joe's office at Socrates in the City as well and want what is best for Paul since he might want to meet more employment prospects leading up to graduation! As long as we can have some of his time!! Paul is a born networker and salesperson, he's extremely reliable and prompt, and he's also very good at technical things. He has a cheerful spirit and incredibly servant heart and never says he can't do something--I could throw anything at him and he'll try to do it with zeal. He thrives on bringing order to chaos. He's an ENFJ.

Jane

Jane Smith
Chief of Staff
New York, NY 10023

Eric's latest work, MIRACLES, is a *New York Times* Bestseller!
www.ericmetexas.com/miracles

Paul E. Science

990 Avenue of the Americas #19N | New York, NY 10018
paul.e.science@tkc.edu | 646.555.1234

EDUCATION

The King's College, New York, NY Aug 2017 – May 2021 (expected)

B.A., Politics, Philosophy, and Economics; Minor: Business

- GPA: 3.6/4.0
- Honors: Presidential Scholarship; Dean's List (Spring 2018, Fall 2018, Spring 2019)
- Study Abroad: Oxford College, Oxford, England (Spring 2019)
- Athletics: Captain, Men's Soccer Team (Aug 2018–May 2019)

Commented [CAREER 49]: ABBREVIATIONS: It's only okay to use abbreviations that are widely known.

Commented [CAREER 50]: GPA: Be sure to put the GPA scale.

The Fullbridge Program, Boston, MA Jan 2018

Certificate, Immersive Business Education Program

- Selected to enroll and awarded scholarship based on academic and professional merit
- Developed applied competency in business analysis, marketing, financial analysis, and valuation

Commented [CAREER 51]: CERTIFICATE: Notice that this is a certificate program that highlights the student's business training. This is particularly important to highlight because he is a PPE major.

EXPERIENCE

Cathedral Consulting, New York, NY Aug 2017 – current
Intern

- Deliver research on US tax inversions to digital marketing/publishing client, anticipating a merger with a foreign affiliate; project effects of domiciling client in UK on expenses and profitability
- Market distressed division of \$5mm manufacturing company to investors looking to expand market share or vertically integrate; conduct due diligence, value, and design portions of pitch book for sale of division

Senior Thesis, New York, NY Aug 2018 – Dec 2018

Topic: Economic Development in Low-Income Areas

- Interviewed fifteen key decision-makers, including small business owners and elected officials
- Conducted quantitative research using STATA

Commented [CAREER 52]: SENIOR THESIS: Senior Thesis can either go in Education (as a simple bullet under King's) or Experience or Special Projects. It just depends on whether you want to emphasize it for a particular job that you're seeking.

The Office of the Governor of New Jersey, Trenton, NJ May 2018 – Aug 2018
Public Relations Intern

- Researched, composed, designed, and edited agency publications, forms, manuals, and charts
- Met with over 50 stakeholders (constituents, lobbyists, etc.) to ascertain implications of A106, a bill prohibiting placing primary election candidates into political party lines on primary ballots

Commented [CAREER 53]: COMPUTER SKILL: STATA is a complex statistic computer program that is used by professionals. This is how you can put a "skill" within the Experience section (and not create a Skills section).

House of Bonhoeffer, New York, NY May 2017 – May 2018
Associate of Alumni Relations

- Appointed by classmates to create an alumni database for fraternity-style community of men and to cultivate connections with alumni of the House
- Launched and managed a scholarship fundraising campaign, raising more than \$5,000

Commented [CAREER 54]: UNFAMILIAR TERMS: Always assume that your reader doesn't know everything that you know, so teach them subtly and briefly.

Commented [CAREER 55]: TEACH ABOUT HOUSE SYSTEM: Subtly teach reader about your experience.

OTHER

- NYC Marathon Finisher (2016)
- Classical pianist (15 years)

Commented [CAREER 56]: DEMONSTRATED INTEREST: If you have significant and demonstrable interest, like music (piano, voice, guitar, etc.), you can put it here. Items in Other rarely get you in the door, but they often drive the interview conversation.

Paul E. Science

990 Avenue of the Americas #19N | New York, NY 10018
paul.e.science@tkc.edu | 646.555.1234

January 11, 2018

Paul Smith
Chief of Staff
Eric Metaxas
1865 Broadway, 11th Floor
New York, NY 10023

Dear Mr. Smith:

I am a sophomore at The King's College and am seeking a Spring 2018 internship with Eric Metaxas as an on-call student worker. One of my classmates, Jacob Lee, has told me wonderful things about his experience working with Mr. Metaxas at Socrates in the City.

Mr. Metaxas's work has driven me to ask deeper questions in my search for truth. His book, *Seven Men and the Secret of Their Greatness*, for example, inspired me to major in Politics, Philosophy, and Economics. His ability to engage both Christians and non-Christians in conversations about issues of faith, science and philosophy, is a gift that our culture desperately needs. In "the culture of shut up," as Jon Lovett in *The Atlantic* calls our modern era, Mr. Metaxas stands as a light on a hill, a hope that conversation in the public square can be based on convicted civility.

My experience – from government work to management consulting to alumni fundraising – has equipped me to engage deeply with people. While taking a philosophy course at a community college, my professor mocked my beliefs, neglected the intellectual virtues, and never highlighted the importance of philosophy in the pursuit of wisdom. I raised my hand so often, especially to offer ideas about Biblical philosophy, that the professor frequently called on me to explain new concepts. These opportunities allowed me to share my faith with my classmates, many of whom approached me after class to seek answers to their personal struggles. It was a joy to show the redemptive power of Christ and pour out my heart to the broken-hearted.

Communications is a strategic industry in our culture, and I want to learn from one of the most thoughtful communicators of our time. It would be my honor to work with Mr. Metaxas and his team, as you all steward your gifts for the Kingdom.

Sincerely,

Paul E. Science

Commented [CAREER 57]: TITLE: Use Ms., not Miss or Mrs.

Commented [CAREER 58]: STORY EXAMPLE:
Great example of a brief story that highlights own experience that is perfect for the audience in mind. Tailor for your industry—this would work for Eric Metaxas, but not banking, for example.

Position: Junior Investment Analyst

Company:

Archegos Capital Management, LP is a family investment office specializing in public equities primarily in the United States, China, Japan and Korea. The firm is headquartered in New York City, with an office in Seoul, South Korea. The team employs a disciplined, research-driven approach to fundamental stock selection, while taking a multi-year approach to investing. Archegos Capital Management has a strong Mission and Values-driven culture and a deliberate focus on mentoring its people and growing them professionally.

Job Description:

Security Analysis

- Perform detailed research analysis
 - Monitor, gather, and analyze company, industry, and country-specific data
 - Perform rigorous analysis of company financial statements, regulatory filings, and related materials
 - Build and maintain financial models
 - Develop industry knowledge and contacts
- Deliver disciplined primary research
 - Provide research notes, news/earning updates, and summary of research/industry reports on timely basis
 - Discuss findings and conduct valuation analysis with analysts and portfolio manager
 - Submit idea memo on designated companies
 - Perform ad-hoc projects as needed
- Contribute to overall investment process / procedures
 - Honor and follow guidelines for investment process / procedures
 - Bring a strong work ethic and positive attitude that will add to an already fun and team-oriented work environment

Professional Growth

- Continuously grow as an investment professional
 - Take courses on financial analysis, model building, and other related disciplines
 - Develop industry contacts and learn from investment professionals in the industry

Qualifications:

- Investment Banking, Research, Hedge Fund, Private Equity, or Financial Services background; Other industries will also be considered
- Strong financial skills, including at least two years of analytical experience
- Intellectually curious and passionate about investing/learning about companies
- Excellent written / verbal communication skills
- Bachelor's degree; MBA degree or CFA a plus but not required

Please email your resume to: hr@archegoscapi.com

Commented [CAREER 59]: HIGHLIGHT: Always read the job description before you write your cover letter for a particular position. Highlighted text indicates traits to emphasize in the cover letter. Notice, too, in the cover letter (p. 13), the highlighted text that draws out the things they're looking for in the job description.

PRESIDENT BUSINESS

990 Avenue of the Americas, Apt. 19N | New York, NY 10018
president.business@tkc.edu | 212-555-1234

EDUCATION

The King's College, New York, NY Aug 2017 – May 2021

Bachelor of Science, Business Management

- GPA: 3.8/4.0
- Presidential Scholarship: \$12,000 annual scholarship awarded based on academic excellence
- Athletics: Men's Soccer Team, Captain (Aug 2018–May 2019)

Commented [CAREER 60]: SPORTS: He could have put this in Leadership or Other, too. Just depends how much you want to emphasize it. If he had done some additional activities (e.g., fundraised to attend division finals), he might want to put it in Experience or Leadership to draw attention to how significant this role was.

EXPERIENCE

UBS Financial Services, Inc., New York, NY May 2018 – Present

Client Service Associate

- Perform portfolio analysis and client reporting for three Senior Vice Presidents at top-performing office, focused on clients with net worth of \$5 million
- Manage client relations and customer marketing, including reaching out to 20 prospects daily

Online Marketing Project Jan 2017 – May 2017

Creator and Writer

- Created a website to draw out economic themes in the *Lord of the Rings* novels, movies, memes
- Conducted online market research using Google Analytics. Key Words. and Ad Words. to drive traffic among preferred customers

Commented [CAREER 61]: CLASS PROJECT: This wasn't an internship, but a class project. This can include ones with robust, technical experience.

Commented [CAREER 62]: INTENT: Notice that the purpose for creating the website is explicit.

Worldwide Business Research, New York, NY June 2017 – Aug 2017

Web Analytics Intern

- Built Excel models that value online visitors using historical trends to predict future purchases
- Analyzed website traffic to determine efficiency of online marketing campaigns and presented findings in weekly department meetings

Commented [CAREER 63]: ANALYTIC SKILLS: Another example of embedding "skills" within Experience, not making a separate Skills section.

The King's College, New York, NY Dec 2016 – May 2017

Teaching Assistant for Business Statistics

- Administered Excel-based Business Statistics course, graded weekly homework for 26 students
- Tutored 7 students on a weekly basis, created a handbook to systematize tutoring scheme

Commented [CAREER 64]: TEACHING ASSISTANT: example

LEADERSHIP

Business Leadership Board, The King's College, New York, NY Aug 2019 – Present

Board Member

- Invited by Chair of Business Department to sit on board of students to provide input on business program, host events, and further develop the Business Major at the college
- Represent 78 Business Majors to five faculty members; created Shareholder's Meeting to bring together current students, faculty, and alumni, attended by 73% of Business Majors

Commented [CAREER 65]: LEADERSHIP: He wanted to highlight his leadership because the job description specified that leadership was required. Otherwise, he could have listed these items in Experience (if he wanted to put bullets) or Other (if he just wanted to list titles). It always depends on what you want to emphasize for a particular employer. In general, the simpler the resume, the better.

House of Bonhoeffer, The King's College, New York, NY May 2018 – May 2019

President

- Elected by peers to lead a 4-member executive team for a house system community of 45 men
- Interacted with parents and donors of the college and served on Leadership Council for the college

Financial Services Club, The King's College, New York, NY May 2017 – May 2018

President

- Managed club's first trading account of members' pooled finances of \$5,000
- Led weekly meetings for 20 members on Financial Modeling, Equity Research, Leveraged Finance

PRESIDENT BUSINESS

990 Avenue of the Americas, Apt. 19N | New York, NY 10018
president.business@tkc.edu | 212-555-1234

February 11, 2018

Joy Danielson
Human Resources Officer
Archehos Capital Management, LP
620 Eighth Avenue, 44th Fl
New York, NY 10018

Dear Ms. Danielson:

I am a Senior at The King's College and am writing to apply for the Junior Investment Analyst position at Archehos Capital Management, LP. I was referred to the position by Brian Brenberg, and was first acquainted with Archehos when I visited as part of the finance field trip with the College in December. After visiting, I became very interested in the culture and investment philosophy at Archehos and would welcome the opportunity to contribute my skills and experience in financial services to the success of the firm.

Over the past two and a half years, I have had the privilege of working at UBS Financial Services, Inc. in both the Wealth and Asset Management divisions. My experience working in the financial services industry has afforded me the opportunity to perform financial and portfolio analysis, as well as market research for senior managers, clients, and prospects. I recently interned for Worldwide Business Research (WBC) out of a curiosity to learn more about the e-commerce world while also diversifying my skills. I believe my technical experience in finance complements my liberal arts education that has allowed me to become a stronger thinker, writer, and speaker that will prove beneficial in my career.

I hope that you find my experience, team-oriented mindset, and strong desire to work in a culture that values excellence and integrity a good fit for your company. I look forward to the opportunity to speak with you in person.

Thank you for your time and consideration.

Sincerely,

President Business

Commented [CAREER 66]: CONNECTION: This stands out to the reader because it shows that the student has some connection to the company.

Commented [CAREER 67]: KNOW YOUR AUDIENCE: This company does have a unique investment philosophy, so by including this here, this student is showing that he knows something about the company. An employer will notice this attention to detail and knowledge of their values. (Though there is no need to know everything about a company.)

Commented [CAREER 68]: HIGHLIGHTS: Highlighted text matches the job description (p. 11).

Commented [CAREER 69]: JOB DESCRIPTION: This directly answers one of the qualifications they list in the job description: "At least two years of analytical experience."

Commented [CAREER 70]: COMPANY VALUES: Company values pulled directly from their website. Shows he knows (or at least has researched) the company.



FALL 2017, SPRING 2018 Internship at Descendant Records

Overview:

Descendant Records is a new boutique label under the Sony Music Umbrella. Our artists include The Lone Bellow and Colony House, and we're always on the search for what's next. We are interested in discovering artists who are in the early stages of development so we can help get them off the ground. We're in partnership with Sony Music's RED Distribution, who provide us with label services and are among the best in the business.

Sony Music Entertainment is a global recorded music company with a roster of current artists that includes a broad array of both local artists and international superstars, as well as a vast catalog that comprises some of the most important recordings in history. Sony Music Entertainment is a wholly owned subsidiary of Sony Corporation of America.

Responsibilities:

We're dedicated to giving students real, valuable hands-on experience. Below are the major educational takeaways of our internship.

- A&R: Learn about the scouting process, how to filter through the incredible amount of talent to discover the very best, and how to decide what to pursue.
- Artist development: Learn about techniques to help develop newer artists.
- Radio promotions: Learn about the importance of radio, how it works, and why we target specific stations.

Qualifications:

All interested candidates must be enrolled in and eligible to receive COLLEGE CREDIT from an accredited college, educational institution or university. Candidates should possess exceptional computer, written and communications skills. Familiarity of social networking sites preferred. Interest in the music industry is a MUST. Internships are unpaid and for academic credit only.

Applicants will be required to submit proof of enrollment in an accredited college or university internship program.

ALL OUT OF STATE APPLICANTS must indicate when you intend to be in the New York area to do an internship. Travel and Housing are NOT provided by Sony Music.

Tell us in your cover letter which semester you are available for this internship.

Commented [CAREER 71]: COVER LETTER:

Highlighted text indicates traits to emphasize in the cover letter. Notice, too, in the cover letter (p. 16), the highlighted text that draws out the things they're looking for in the job description.

Média C. Arte

990 Avenue of the Americans #19N New York, NY 10018
media.arte@tkc.edu | 212-555-1212

EDUCATION	<p>The King's College, New York, NY Aug 2017 – May 2021 (expected) <i>B.A., Media, Culture, and the Arts; Minor: Business</i></p> <ul style="list-style-type: none"> GPA: 3.6/4.0 Honors: Presidential Scholarship; Dean's List (Fall 2017 – Fall 2019) Study Abroad: Oxford College, Oxford, England (Spring 2020)
PROJECTS	<p>Documentary Film Jan 2019 – May 2020</p> <ul style="list-style-type: none"> Directed film on the homeless population in New York City and the Bowery Mission's interactions with that population Interviewed over 30 homeless individuals who frequent the Bowery Mission, compiled over 20 hours of footage, and edited 15-minute final video product
EXPERIENCE	<p>Empire State Tribune, New York, NY May 2019 – Present <i>Managing Editor, Reporter</i></p> <ul style="list-style-type: none"> Edit and publish 25 articles per week and manage 15 journalists Write and curate the Current Events section, which draws 600 weekly viewers <p>Fox 29, Philadelphia, PA May 2019– Aug 2019 <i>News Intern</i></p> <ul style="list-style-type: none"> Gathered and pitched stories, contacted sources for story updates, and occasionally wrote news voiceovers and packages for 5:00 and 6:00 pm news Conducted over 50 in-person interviews, 34 on-site visits with camera men, and appeared on 2 "Morning News" editions for the network <p>House of Clara Barton, New York, NY May 2018 – May 2019 <i>Scholar/Tutor</i></p> <ul style="list-style-type: none"> Elected to serve as an academic advisor to 40 members of a house system community Directed students to resources and mentored five students in academic peril <p>Christianity Today (CT), New York, NY Oct 2017 – May 2018 <i>Freelance Writer</i></p> <ul style="list-style-type: none"> Reviewed seven books and films for CT's online magazine Attended two movie premieres and interviewed actors, directors, and publicists
MEMBERSHIP	<ul style="list-style-type: none"> Actors Equity American Association of Art Historians
OTHER	<ul style="list-style-type: none"> Native Spanish speaker (CEFR C2 level) Colorado All-State Choir, Soprano (2016)

Commented [CAREER 72]: SENIOR THESIS/PROJECT: Again, include this as a Special Project only if you want to draw attention to it for a particular job. Otherwise, put it in Experience. Here, many MCA majors do projects in their industries.

Commented [CAREER 73]: VERB TENSE: Notice the past tense and compare it to her "present" experience with present tense (below).

Commented [CAREER 74]: NUMBERS: Notice the details throughout this resume. This makes a student stand out among her peers. Half of journalism is getting readership, so this is a great way to show that you have a proven record of getting readers.

Commented [CAREER 75]: ABBREVIATION: There's no need to include the abbreviation unless you're going to use it in another place in the resume or unless it is well-known by that abbreviation in the industry (e.g., NPR).

Commented [CAREER 76]: MEMBERSHIPS: Some of you might be searching for jobs in industries where membership in certain organizations matters. If so, be sure to highlight that on your resume.

Commented [CAREER 77]: LANGUAGES: A note about languages. Self-assessments (proficient, fluent, etc.) are notoriously difficult to nail down. Everyone has a different definition. If you want to include a language in Other, take an online test and get assessed.

Média C. Arte

990 Avenue of the Americans #19N New York, NY 10018
media.arte@tkc.edu | 212-555-1212

February 11, 2018

Joe Smith
Descendant Records
550 Madison Ave
New York, NY 10022

Mr. Smith,

I received your contact information from your current intern, Jack Lee, because I am interested in interning at Descendant Records **for the Spring 2019 Semester**.

I am currently a senior majoring in Media, Culture, and the Arts at The King's college in NYC. I find Descendant's idea of creating a label for Christian musicians to exist in the mainstream music scene especially appealing. What you have done by starting a small, but authentic, label is exactly what I want to do with my life, and I would love to **learn from your wisdom and industry insight**. Descendant's potential for growth also excites me, I feel that my opportunities to learn will grow as your label does. Descendant's position as a Christian label in a largely secular industry is especially appealing to me, because I believe this strategy will evoke real change.

From singing with my middle school choir to performing in musical theater, I have been deeply involved with music for over nine years. During this time, I gained a fundamental knowledge of music theory and learned how to navigate the complicated dynamics that occur when unique personalities come together as a group to make music. In Summer 2015, I interned with Fox 29 in Philadelphia, which gave me broad exposure to the intricate and complex details involved in production management, public relations, scheduling, communicating with collaborators, and advertising, particularly through social media. At Descendant, I hope to combine these experiences to contribute to your well-organized, innovative, and successful label.

Thank you for your time and consideration. **Attached is a proof of enrollment letter from the Registrar at my College. I hope to hear from you soon.**

Sincerely,

Média C. Arte

Commented [CAREER 78]: TIMEFRAME: As requested in the job description, she is specifying what semester she is applying for an internship.

Commented [CAREER 79]: HIGHLIGHTS:
Highlighted text matches the job description (p. 14).

Commented [CAREER 80]: HIGHLIGHT EXPERIENCE NOT ON RESUME: Notice that this cover letter is written to a record label. In her resume (p. 15), she doesn't have a lot of music experience. Here, though, she's telling the reader something that they won't get from her resume, but that is relevant to the job being sought. Two sentences later ("In Summer 2014, I interned ...") she then brings it back to her experience and how her music interests compliment her demonstrated experience. This is a great way to bring attention to things that might not appear in your resume. Remember: your reader does not know you. You have to help them out.

Commented [CAREER 81]: INTERNSHIP FOR CREDIT FORM: Having all the materials they required in the job description shows initiative. Internships-for-credit require proof of enrollment. Registrar will send a letter to your employer after you fill out the Internship-for-Credit Form at <https://students.tkc.edu/PDF/Internship-Application.pdf>

Transfer Student

990 Avenue of the Americas, Apt. 19N | New York, NY 10018
transfer.student@tkc.edu | 212-555-1234

EDUCATION

The King's College, New York, NY Aug 2017 – May 2021 (expected)
Bachelor of Arts, Media, Culture, and the Arts

- Major GPA: 3.6/4.0
- Honors: Presidential Scholarship; Dean's List (Spring 2018, Fall 2014, Spring 2020)

SPECIAL PROJECT

Senior Project: Oil on Canvas Aug 2020 – Dec 2020

- Painted three oils highlighting the economic movement from 12th century to present-day
- Previewed paintings at a New York City gallery show attended by over 150 guests

EXPERIENCE

The King's College, New York, NY Aug 2018 – current

Teacher's Aide for College Writing

- Edit student essays and papers per week with a 7-day turnaround
- Tutor ten students individually, improving their writing skills and editing practices and raising the average student grade by three points

Bowery Mission, Bronx, NY May 2019 – Aug 2019

Volunteer

- Worked with nonprofit to feed over 100 homeless men and women on a monthly basis
- Sorted and organize food and clothing donations, helping with daily life at the mission

Financial Services Club, New York, NY May 2018 – May 2019

President

- Managed club's first trading account of member's pooled finances of \$5,000
- Created weekly educational meetings for 20 members

The King's College, New York, NY May 2017 – Aug 2018

Student Services Representative

- Co-directed New Student Orientation, which was attend by over 500 students
- Updated the College's marketing materials and created digital archives for the department

OTHER

- CPR Certified (Sept 2016)
- Minnesota State Competitive Speech Champion (Mar 2015, Mar 2016)

Commented [CAREER 82]: MAJOR GPA: If your GPA is less than a 3.0, but your major GPA is over a 3.0, then list your major GPA, but state: "Major GPA: ___/4.0".

is no 'transferred from' school. Only include schools from which you received a degree or certificate *unless* the 'transferred from' school is relevant to the job being sought, e.g., if it is in another city and you are applying for a job in that city, it might be helpful to include because an employer might have attended there.

Commented [CAREER 84]: SPECIAL PROJECTS SECTION: Include as a separate section only if relevant to the job being sought. If not relevant, you can still include it in the resume – just put it in the Experience section (in the right chronological place).

Commented [CAREER 85]: TEACHER'S AIDE: example

Commented [CAREER 86]: ACHIEVEMENT-FOCUSED: Notice how this focuses on achievement, not just responsibilities.

Commented [CAREER 87]: UNPAID WORK: Notice that this is unpaid work. Because it's significant (monthly, regular), it's okay to put this in the Experience section. You can also put in the Other section, e.g., Bowery Mission for Homeless Men and Women, Volunteer, New York, NY (2014).

Commented [CAREER 88]: VOLUNTEER WORK: If you are applying to a nonprofit and you want to highlight your nonprofit work, you may want to create a separate Volunteer Experience section to it (this is if you have significant and/or long-term volunteer experience).

Commented [CAREER 89]: COLLEGE CLUB: example

Commented [CAREER 90]: WORD CHOICE: Shows initiative.

Commented [CAREER 91]: SIGNIFICANT HIGH SCHOOL ACTIVITY: Notice that this was achieved during high school. That's okay – if it is an outstanding, objective achievement that shows you're well-rounded.

Less Than 3.0

990 Avenue of the Americas, Apt. 19N | New York, NY 10018
less.than.3.0@tkc.edu | 212-555-1234

EDUCATION

The King's College, New York, NY Aug 2017 – May 2021 (expected)

B.A., Media, Culture, and the Arts

- Men's Soccer Team Captain

SPECIAL PROJECTS

International Ventures, Israel May 2020 – June 2020

- Met with Israeli leaders in the government and nonprofit sectors to discuss the impact of religious sects on the political culture of the nation
- Presented innovative economic and cultural partnerships for reconciliation, using Prezi

EXPERIENCE

World Vision, Bronx, NY Aug 2017 – current

Volunteer

- Created pilot internship program for undergraduate students
- Worked in all departments – warehouse, stock room, and office reception area

Trinity Grace Church, New York, NY Aug 2010 – Jan 2020

Children's Ministry Leader

- Created database of college students available and qualified to babysit, including contact information and references, for over 50 parents and families
- Led group of 15 elementary school children in lesson plans and activities

The King's College, New York, NY Aug 2018 – May 2019

Housing Assistant

- Conducted check-ins for over 400 current students and interns using student housing
- Integrated cleanliness standards with individual apartments via monthly room checks

The King's College, New York, NY May 2017 – Aug 2017

Student Services Representative

- Co-directed New Student Orientation, an event with over 500 attendees
- Updated the College's marketing materials and created digital archives for the department

OTHER

- CPR Certified (Sept 2018)
- TD Five Borough Bike Tour, NYC (May 2018)

Commented [CAREER 92]: GPA: Notice that you do not put your GPA if it is under a 3.0. They will probably ask for it eventually, but no need to draw attention to it.

Commented [CAREER 93]: INTERNATIONAL VENTURES: Create a Special Projects section only if you want to draw attention to it. In this case, the student wanted to highlight that he had traveled to Israel because it was relevant to the job being sought.

Commented [CAREER 94]: LOW ACHIEVEMENT: This resume does not have a lot of achievement in it (intentionally) to show that you can still be numbers-driven and specific even if you don't have a lot of achievement. Think breadth of experience, if that helps. (A restaurant host, for example, might not have a lot of opportunity to "achieve," but he might work at a busy place, where nightly guests are in the 300-range. That would set him apart in a fast-paced environment.)

Commented [CAREER 95]: SPORTS: Sports and athletics – particular team sports or competitions done for charity (where you can put how much you raise) – are great things to include. Hiring managers like to see ability to work on a team.

EMAIL IN LIEU OF COVER LETTER

In lieu of cover letters, emails are often fine to send with your resume. You can either put everything you want to put in a cover letter in an email or, if you know exactly what the employer is seeking, you can send a simple email.

Here, we were in touch with the employer and knew what they were seeking, so we guided the student to write an appropriate email. She did not include a cover letter. She got the internship.

Dear Ms. Johnson,

I have been in contact with Lucinda Sweazey, from Career Development at The King's College, about the possibility of working with you as a volunteer intern. The UNDEF is doing important and interesting work, and I would love to help in any capacity.

I am available 10 hours/week, though that is somewhat flexible. Those 10 hours can be adjusted based on the below availability:

- Most Mondays: 8:30am - 2pm
- Wednesday: 8:30am - 12:45pm
- Thursday: 8:30am - 2:15pm
- Friday: 3pm - 6pm

Thank you for your time and consideration. I look forward to talking with you.

Best,

Paula Science

Commented [CAREER 96]: **CONNECTION:** How she heard about it.

Commented [CAREER 97]: **IDENTIFY:** Position being sought.

Commented [CAREER 98]: **DIRECT:** This is what they wanted to know