



# RÉSUMÉ AND LETTER GUIDE



**CDO**  
CAREER DEVELOPMENT OFFICE

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## Résumé Basics

There is no one right way to create a résumé. Preparing a thoughtful and effective résumé takes time, so do not expect that you can come up with your best one the night before it is due. It is not a complete history; it highlights qualifications for a specific audience. Part of creating a résumé is about personal preference. You will want to choose a look that best fits your preferences. Still, there are some general guidelines that you will not want to ignore:

<b>Length</b>	<ul style="list-style-type: none"> <li>• <b>1 page</b> is the standard length for undergraduate students</li> <li>• <b>2 pages</b> may be acceptable under some special circumstances</li> </ul>
<b>Margins</b>	<ul style="list-style-type: none"> <li>• Keep your TOP/BOTTOM margins and LEFT/RIGHT margins consistent</li> <li>• No less than 0.5” and no more than 1.0”</li> </ul>
<b>Font</b>	<ul style="list-style-type: none"> <li>• <b>Size:</b> Use 10-12 point (your name should be bigger, but not more than 16 point)</li> <li>• <b>Type:</b> Use a professional-looking font such as Calibri, Times New Roman, Arial, Veranda, Cambria</li> </ul>
<b>Category Headings</b>	<ul style="list-style-type: none"> <li>• Divide your résumé information into clearly labeled sections</li> <li>• Left justified (preferred) or centered</li> <li>• Bold, POSSIBLY ALL CAPS (preferred)</li> <li>• May include a bottom border line</li> </ul>
<b>Paper</b>	<ul style="list-style-type: none"> <li>• Laser print your résumé on quality 8.5 X 11 inch bond paper that is white or off-white</li> </ul>
<b>Bullets</b>	<ul style="list-style-type: none"> <li>• Does not have to have complete sentence structure</li> <li>• Use either ▪ or •. Avoid dashes, arrows, and check boxes</li> <li>• Each bullet should provide specifically the results of your work/accomplishments and/or what you did</li> <li>• Quantify your accomplishments with numbers, if applicable</li> </ul>
<b>Tables/Text Boxes</b>	<ul style="list-style-type: none"> <li>• Avoid these and other complex formatting, as they may make your résumé difficult to scan for keywords or harder to manipulate when revising</li> </ul>
<b>Spacing</b>	<ul style="list-style-type: none"> <li>• Include white space between the sections of your résumé</li> </ul>
<b>Dates</b>	<ul style="list-style-type: none"> <li>• List dates in the same margin/manner consistently</li> <li>• Place dates on the right side of page</li> <li>• Include months and years, or seasons, for each experience</li> <li>• Be consistent with how dates are formatted</li> </ul>
<b>Typographical Emphasis</b>	<ul style="list-style-type: none"> <li>• Keep it nice, clean, and simple</li> <li>• Do not use too many <i>italics</i>, CAPS, <b>bold</b>, <u>underlines</u>, indentations, columns</li> </ul>
<b>Name and Contact</b>	<ul style="list-style-type: none"> <li>• Name is first and at the top of résumé, centered or justified to left or right</li> <li>• Name font should be larger than the rest of your résumé</li> <li>• If you have a preferred name, include it in parentheses between your first and last</li> <li>• Full address is not needed, may include City and ST for location reference</li> <li>• Contact info can be on one line, separating address, phone, and email with bullets</li> </ul>
<b>Résumé/CV Order</b>	<ul style="list-style-type: none"> <li>• Résumés/CV are typically in reverse chronological order (starting with most recent)</li> <li>• Most relevant experience should be closer to the top by using a "Relevant Experience" section even if it is not most recent</li> </ul>
<b>Email Delivery</b>	<ul style="list-style-type: none"> <li>• Résumés and cover letters are often sent via email</li> <li>• Turn your cover letter and résumé into one PDF file</li> <li>• Create a quick, professional email that states you have attached your résumé and cover letter</li> <li>• In subject line of email, put information that will easily identify your email, perhaps name and “résumé”, i.e. “Sarah Sagehen” or position to which you’re applying</li> </ul>

# Résumé Content

Categories	Essentials	Tips
<b>Essential Categories</b>		
<b>Contact Information</b>	Name (14-16 pts), address (city/state) is optional, phone #, school email, web address, customized LinkedIn address, or other website (ex. github)	Be sure email address and your phone's voicemail greetings are "employer appropriate." Remember to set up your voicemail
<b>Education</b>	Name of school, degree seeking (i.e., BA), major and minor, expected graduation date (month and year), GPA (if required or if above 3.5), and thesis (if you have one)	List highest degree first. Include study abroad. High school should be omitted after sophomore year (or earlier)
<b>Experience</b>	Job title, company name, location (city, state), dates of experience, bullet points describing your actions, skills, and accomplishments	May include any type of experience: paid and unpaid positions, internships, military service, volunteer, leadership – anything you've done that is relevant to the position you're seeking
<b>Additional Categories (include only those that best represent your qualifications for the opportunity):</b>		
<b>Skills</b>	Categorize the relevant skills you possess Categories may include: Languages, Computer, Laboratory	List only the skills you can perform with little or no supervision. State your proficiency level with languages and programs (fluent, advanced, proficient, intermediate, basic, exposure to, etc.)
<b>Relevant Coursework/Projects</b>	List course titles (not numbers of relevant courses in order of relevance. If a lab, include (Lab) after title	May be listed separately or as a subsection under Education
<b>Honors and Awards</b>	Can include academic honors, awards, and scholarships	May be listed separately or as a subsection under Education. Include the date or # of semesters received
<b>Create Your Own Targeted Heading(s)</b>	Instead of a general EXPERIENCE section, consider creating headings to clearly demonstrate that you have experience relevant to what the employer is seeking	Examples may include: Management Experience, Leadership Experience, Marketing Experience, Relevant Experience, etc.
<b>Research</b>	List the research project, department/lab/organization name, dates, and description of the project, methods, and findings	Use same format as EXPERIENCE section
<b>Publications</b>	Cite publications using the correct format for your discipline (MLA, APA, etc). Bold your name.	Identify if still in submitted status. May also indicate if peer-reviewed
<b>Leadership</b>	List office(s) held, organization, dates, and a brief description of accomplishments	Use same format as EXPERIENCE section
<b>Activities/Volunteer</b>	List membership in any clubs, sports, or community service experiences	Depending upon the depth of your involvement may include a description
<b>Certifications/Licenses</b>	List if applicable to the position or field	(i.e., CPR, life-guarding, CompTIA A+, National Certified Counselor, etc.)

## Résumé Suggestions – Dos and Don'ts

There are no absolutes in résumé writing. Here are some suggestions of what to do and what not to do:

### ***DO...***

1. Do use your Pomona College email address.
2. Do be positive – convey confidence in abilities and experience.
3. Do stick to the facts - be accurate.
4. Do support bullet points with consistent data throughout résumé.
5. Do begin bullet points with action verbs.
6. Do use numbers, percentages, or amounts of money whenever possible/appropriate.
7. Do tailor your résumé as closely as possible to the specific job, function, industry, and organization of interest. Use the same key words from the job description in your résumé.
8. Do proofread! Proofread! Proofread!

### ***DON'T...***

1. Don't use a summary of qualifications or an objective.
2. Don't use technical jargon, wordy sentences, or personal opinions. Avoid abbreviations unless they are well-known throughout your intended industry.
3. Don't write that you received an award/scholarship that would be unfamiliar to the general public or is specific to your school/location without briefly explaining what it is.
4. Don't use your high school experience unless you are a first year student or sophomore OR that experience is integral to what you are using the résumé for.
5. Don't bury your most significant and relevant experience at the very bottom of the résumé even if it belongs there due to reverse chronological order. Create a "Relevant Experience" section and put that closer to the top of your résumé. Since each section should be in reverse chronological order, this will allow relevant information to be closer to the top even if it wasn't your most recent experience.

# Example of Résumé Format

## Name

City, State • Phone Number • Email

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## EDUCATION

**Institution Name**, City, State  
Degree and Major/Minor  
Thesis topic and/or GPA

Month and year degree was/will be conferred

**Study Abroad Institution**, City, Country  
Program or course of study

Term and year

## HONORS/AWARDS\*

(or include in "Education" section)

- Academic, honor societies, major recognitions

## EXPERIENCE

**Organization**, City, State

**Job Title**

Month/Year – Month/Year

- Give a brief description of your accomplishments using action-oriented bullets. Do this for each experience. You can include volunteer work, significant on-campus involvement, special classroom projects, internships, and work under this heading or you can separate them into different headings, i.e., "Volunteer Experience" or "Internships"...

## COCURRICULAR ACTIVITIES\*

- Describe activities that you think are relevant or where you have spent a significant amount of time

## SKILLS\*

- Language
- Computer/Technical skills (place only *specialized* computer skills here – Microsoft Word is typically not considered specialized, so include only if employers specifically request this skill)
- Laboratory

\* You can decide the order of the headings after Education. Place the section most relevant to the opportunity/employer next. Also, you can include other headings such as "**Relevant Coursework** (or this can be a sub-heading in the "Education" section)," "**Research Experience**," or "**Relevant Experience**" if they are pertinent to the position.

Make your name the most prominent piece of information at the top.

# CECIL SAGEHEN

Claremont, CA • (909)555-4747 • cgc2021@mymail.pomona.edu

## EDUCATION

**Pomona College** – Claremont, CA  
**Bachelor of Arts, Undeclared**  
GPA: 3.6/4.0

Expected May 20XX

Use consistent format within education section.

**James A. Garfield High School** – Seattle, WA

**Graduated Valedictorian**  
GPA: 4.0/4.0

May 20XX

*Honors & Awards:* National Honor Society ('20, '21), AP Scholar with Distinction ('20, '21)

## EXPERIENCE

Use consistent, easy to read format for each experience; **bold** position

**Virtual Office Assistant**  
**Pomona College Career Development Office**

August 20XX – Present  
Claremont, CA

- Provide clerical support for the Office Manager
- Assist Career Counselor with overseeing the CDO online Library
- ~~Contact potential employers inquiring about internships and full time positions for Pomona College students~~

Bullet points help guide readers' eyes

**Lifeguard**  
**Sand Point Country Club**

Summers 20XX – 20XX  
Seattle, WA

- Monitored swimming areas for rule violations and drowning victims
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas
- Supervised entertainment activities sponsored by country club
- Attended training courses and maintained CPR certification
- Taught summer swimming classes to children ages 5 to 10

Appropriately uses numerical figure to provide scope of work

**Yearbook Editor-in-Chief**  
Garfield High School

September 20XX – May 20XX  
Seattle, WA

- Led design and publication teams from initial layout through finished product
- Contacted and secured revenue from 30+ local businesses through yearbook advertisements
- Contributed stories and photographs included in the Senior Section
- Solicited feedback from students and teachers through surveys and interviews regarding sections to include in 20XX Yearbook
- Yearbook won 1<sup>st</sup> place in state competition for **best overall design**

Good use of action verbs to describe duties and accomplishments

## ACTIVITIES

- Member, Pomona College Choir (Fall 20XX – Present)
- Volunteer, Big Brother/Big Sisters
- 1<sup>st</sup> degree black belt, Tae Kwon Do

Student highlights a resulting outcome of the experience

Overall format - easy to read, strikes a visual balance between text and empty space with margins

# Patrick Pomona

Chicago, IL • (872) 555.1212 • pap2020@mymail.pomona.edu

## EDUCATION

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**POMONA COLLEGE**  
Bachelor of Arts, Undeclared

Claremont, CA  
May 20XX

## HONORS

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**QuestBridge Scholar** 20XX-20XX—handpicked from a pool of over 15,000 applicants for recognition as a qualified potential candidate for the most rigorous and prestigious academic programs at the top universities in the country.

**Chicago Scholar**—handpicked from a pool of over 10,000 applicants for personal support throughout the college process, admitted to Cohort 25.

## PROFESSIONAL EXPERIENCE

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### CHICAGO LAWYERS' COMMITTEE FOR CIVIL RIGHTS UNDER LAW

Chicago, IL

*Intern for Education Equity Project (virtual)*

Summer 20XX

- Collaborated with Staff Attorney and Project Coordinators on disrupting school-to-prison pipeline in Chicagoland area schools.
- Analyzed Chicago Public Schools' Discipline Data.
- Assisted in the interviews and transcription of school administrators reporting on legal reforms of school discipline as sponsored by the Collaborative through Illinois Senate Bill 100.

### HARVEY MUDD COLLEGE

Claremont, CA

*Upward Bound Academic Coach, College Mentor*

Sept 20XX-Present

- Tutored first-generation, low-income high school students from Los Angeles County in variety of subjects to improve grades.

### OFFICE OF HARRY OSTERMAN, ALDERMAN 48TH WARD CHICAGO

Chicago, IL

*Assistant to the Alderman*

Summer 20XX

- Organized and executed youth programs such as Night Markets and Edgewater Night Out for the Edgewater neighborhoods.

### BALTON CORPORATION

Chicago, IL

*Chicago Office, Clerk & Assistant to the CEO*

Summer 20XX

- Collaborated with CEO and Company President to process and arrange electronic invoices, warehouse stock, and corporate expenses.
- Structured company's financial data and expenses on Excel spreadsheets; documented business's QuickBooks Pro accounting services.

## LEADERSHIP and COMMUNITY EXPERIENCE

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### CLAREMONT STUDENT-WORKERS ALLIANCE

Claremont, CA

*Officer, Treasurer, Organizer*

August 20XX-Present

- Organized meetings and built relationships with housekeepers, groundskeepers, dining hall workers of the Claremont Colleges.

### WITNESS FOR PEACE- CUBA DELEGATION

La Habana,

*Maroon Roots and Revolutionary Cuba Today, Delegate*

Cuba

- Explored the history of the Cuban Revolution and its accomplishments; Visited schools, museums, cultural and historical sites. 20XX
- Examined Cuban national priorities, such as universal education and healthcare.
- Discussed the African Diaspora in Cuba and African spirituality throughout La Habana.

### HARVARD UNIVERSITY-KENNEDY SCHOOL OF PUBLIC POLICY 20XX

Cambridge, MA

*Public Policy and Leadership Conference Participant, Class of 20XX*

February 20XX

- Selected for cohort of 73 from over 822 applications and 220 different schools to experience graduate school environment in public policy, workshops, distinguished speakers, and exposure to public service; full-scholarship and expenses provided by host institution.

## LANGUAGE SKILLS

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Native Spanish speaker with official completion of the Seal of Bi-literacy.

**EDUCATION**

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**Pomona College**, Claremont, CA May 20XX  
Bachelor of Arts, Undeclared  
• Posse Foundation Leadership Scholarship (20XX-20XX)

**John Hancock College Preparatory High School**, Miami, FL June 20XX  
• GPA: 4.64/4.0

**EXPERIENCE**

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**Star 47 Annual Giving Fund**, *Caller Agent*, Claremont, CA Sept 20XX – Present  
• Solicit \$5,000 in gifts and donations to support the college fund  
• Inform 470 alumni about events held on campus and in their area  
• Answer 100 broad ranging questions about the college and programs

**Daily Living Newspaper**, *Junior Editor*, Claremont, CA Sept 20XX – Present  
• Edit sports articles on a weekly basis  
• Review articles for grammatical edits and to maintain consistent aesthetic formatting

**Mikva Challenge Foundation**, *Public Health Intern*, Miami, FL Feb 20XX – May 20XX  
*Public Health Peer Mentor (Remote and In-Person)* Sept 20XX – May 20XX  
• Represented Teen Health Council and facilitated health workshops in Chicago and Louisiana  
• Reviewed health grants applications and assisted in revisions  
• Collaborated with other teens to organize and host a Health Summit for 60 high school students

**Action-Research Summer Internship** Summers 20XX – 20XX  
• Evaluated and researched root causes to teen health issues in Miami  
• Contributed creative solutions to issues incorporating digital tools  
• Trained high school students on how to administrate school health clubs

**Student Judge Project (Poll Worker)** Feb 20XX – May 20XX  
• Managed poll book and e-poll book  
• Provided assistance for non-English speakers

**After School Matters**, Miami, FL Oct 20XX – Dec 20XX  
*Chicago Opera Theater for Teens Program Member*  
• Studied vocal technique and musical theater staging and production  
• Performed at social, promotion, and fundraising events

**ACTIVITIES**

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**Volunteer Tutor**, English as a Second Language (ESL) Program Sept 20XX - Present  
**Vice President**, Math Team, John Hancock High School Sept 20XX - May 20XX  
**Volunteer**, Youth Guidance, John Hancock High School Sept 20XX - May 20XX

**SKILLS**

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Fluent in Spanish; Proficient in Excel, PowerPoint, Prezi, and RuffaloCODY

# SYDNEY K. SAGEHEN

Troutdale, OR  
sks2019@mymail.pomona.edu  
503-747-4747

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## EDUCATION

- |  |                   |
|--|-------------------|
| <b>Pomona College</b> , Claremont, CA<br>Bachelor of Arts, Neuroscience                | Expected May 20XX |
| <b>De La Salle North Catholic High School</b> , Portland, OR<br>Valedictorian, GPA 4.0 | June 20XX         |

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## EXPERIENCE

- |   |             |
|---|-------------|
| <b>Customer Service Specialist</b> , Regal Entertainment Group, Gresham, OR<br><ul style="list-style-type: none"> <li>• Managed, organized and stocked inventory to increase employee efficiency and performance</li> <li>• Provided friendly service to patrons and a clean space for a comfortable entertainment experience</li> <li>• Relayed patron grievances and praises to managers in order to improve customer satisfaction</li> </ul> | Summer 20XX |
| <b>Media and Client Relations Assistant</b> , Trimet, Remote<br><ul style="list-style-type: none"> <li>• Managed contact database for over 200 employees to increase efficiency in client communications</li> <li>• Created media presentations for company homepage to inform employee's about company events</li> <li>• Consulted with patrons to evaluate satisfaction with services in effort to improve service quality</li> </ul>         | Summer 20XX |
| <b>Research Intern</b> , Methamphetamine Abuse Center, Portland, OR<br><ul style="list-style-type: none"> <li>• Conducted research studying effects of Methamphetamine on the genetic behavior of mice</li> <li>• Assisted with extraction of mouse DNA for quantitative analysis for overlaying research project</li> <li>• Recorded experiment information in real time to hasten the review and publication process</li> </ul>               | Summer 20XX |

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## LEADERSHIP EXPERIENCE

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>Volunteer</b>, Multnomah Library Summer Reading Program</li> <li>• <b>Table Leader</b>, Backpack Lunch Program MLK Day</li> <li>• <b>Team Manager</b>, De La Salle North Catholic Track</li> <li>• <b>Student Leader</b>, Multnomah Education Service District Outdoor School</li> </ul> | Summers 20XX – 20XX<br>Fall 20XX<br>Spring 20XX<br>Spring 20XX |
|--|--|

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## ACTIVITIES AND SERVICE

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Volunteer</b>, Northwest Children's Outreach</li> <li>• <b>Volunteer</b>, Door to Grace Key to Free Event</li> <li>• <b>Student</b>, Aikido Jujitsu</li> <li>• <b>Gold Pin Recipient</b>, National Guild of Piano Auditions</li> <li>• <b>Oregon Delegate</b>, United Nations Pilgrimage for Youth</li> <li>• <b>Student Ambassador</b>, People to People</li> </ul> | January 20XX - Present<br>Springs 20XX – 20XX<br>January 20XX – December 20XX<br>May 20XX – August 20XX<br>Summer 20XX<br>Europe Summer 20XX, China Summer 20XX |
|--|---|

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## AWARDS

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>National Honor Society</b></li> <li>• <b>Outstanding Spokesperson for Freedom</b>, Veterans of Foreign Wars Regional</li> <li>• <b>Summa Cum Laude</b>, De La Salle North Catholic Deans List</li> </ul> | January 20XX<br>June 20XX<br>June 20XX |
|--|--|

**SARAH A. SAGEHEN**

Johnson City, TN • 909-621-8144 • sas2019@mymail.pomona.edu

**EDUCATION**

**Pomona College**, Claremont, CA  
Bachelor of Arts in Media Studies

*May 20XX*

**Brooklyn Preparatory High School**, Brooklyn, NY  
Graduated Valedictorian

*June 20XX*

- National Honor Society, Principal’s Honor Roll, QuestBridge National College Match Recipient, QuestBridge College Prep Scholar, Quest for Excellence NYC Award winner

**RELEVANT EXPERIENCE**

**Brave New Films**, Culver City, CA  
Remote Post-Production Intern

*June 20XX – August 20XX*

- Reviewed, edited, and provided creative input on audio/video content for film projects and promotional videos
- Investigated and relayed critical information about organizations and individuals that will be the focus of campaign projects and featured films

**Claremont Colleges TV**, Claremont, CA  
Editor/ Boom Operator

*September 20XX – Present*

- Edit video footage and audio footage for select shows including *Hidden Gems* and *Far From The Tree*
- Enhance sound capture to complement video footage using a boom microphone and other sound equipment

**Claremont Colleges Screenwriting Guild**, Claremont, CA  
Writer

*September 20XX – Present*

- Collaborate with other screenwriters on group screenplays and writing projects
- Engage in weekly discussions about the writing process and format/style of famous screenplays

**ADDITIONAL EXPERIENCE**

**Pomona College Career Development Office**, Claremont, CA  
Remote Employer Relations Intern

*January 20XX – May 20XX*

- Research, brainstorm, develop and recommend strategies for increased employer participation on campus
- Initiate and maintain employer information database and liaise with employers interested in posting jobs/internships

**Kirkland & Ellis LLP**, New York, NY  
Case Assistant Intern

*October 20XX – August 20XX*

- Revised and organized deeds, trusts, and acquisitions for real estate attorneys
- Aided Legal assistants with pro-bono cases centering around domestic disputes and divorce

**DoSomething.org**, New York, NY  
High School Intern

*September 20XX – December 20XX*

- Designed banners and packaged hundreds of promotional items for Human Rights and Anti-Bullying campaigns
- Assisted in managing DoSomething.org’s website, answering text messages, and responding to emails from people seeking help or information from the organization

**American Diabetes Association**, New York, NY  
High School Intern

*November 20XX – May 20XX*

- Organized health-care data, made phone calls, and package over 100 promotional items for New York EXPO

**SKILLS**

- Proficient in Microsoft Office and Adobe Acrobat, proficient in Spanish
- Knowledgeable with Social Media networks, familiar with Adobe Premiere Pro, Photoshop, and Audacity

## Sophia Sagehen

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### EDUCATION

**Pomona College**, Claremont, CA

May 20XX

*Bachelor of Arts in Econometrics and Quantitative Economics, minor in Cognitive Science, Cumulative GPA: 3.64/4.0*

- Honors and awards: UWC Davis Scholar; Pomona College Scholar for Outstanding Academic Performance; Pomona College Internship Program Award Recipient
- Certificates: CFA Investment Foundations, TESOL, TEFL, Pomona College 4/7 Leadership
- Relevant coursework: Independent Study in Investment Foundations, Economics Statistics, Economics of Gender and Family, Introduction to Computer Science, Organizational Psychology

### EXPERIENCE

**Unovator Junior Enterprise**, Claremont, CA

January 20XX - Present

*Founder and CEO*

- Launched the first Junior Enterprise in marketing and Public Relations at the Claremont Colleges
- Assist an international firm (Gotoco) to get extensive marketing at elite colleges across the USA
- Finalize terms of business with one Singapore firm and one Australian firm for the next semester projects
- Collaborate with a classmate to construct a local chicken factory in Ghana
- Working with two local organizations to help them be better seen on college campuses

**Information Technology Service (ITS) Pomona College**, Claremont, CA

September 20XX - Present

*Student Consultant Supervisor (Remote)*

- Offer front-end customer support and train new employees who are hired as IT Consultants
- Solve arising issues with gadgets and offer computer support; promoted to Supervisor position in September 2020
- Took initiative to be part of the Printer Team, responsible for maintaining all printers on campus

**5C LEGO Club**, Claremont, CA

November 20XX - Present

*Founder and President*

- Formed a team of 4 like-minded people to start the first Lego-related club at the Claremont Colleges
- Organize on-campus and off-campus events to promote creativity, sense of taste and imagination

**The American Chamber of Commerce**, Singapore

May 20XX - July 20XX

*Virtual Public Affairs and Social Media Intern*

- Developed daily social media posts (LinkedIn, Twitter, Facebook), graphics, and calendars to standardize and strategize content promotion, increasing followers by 10%
- Performed daily media monitoring (local and regional press) to analyze trends and current affairs
- Initiated projects such as collection and organization of intern surveys and digitized employer feedback to interns

**Jones Asset Management**, Rye, NY

January 20XX - May 20XX

*Investment Intern*

- Assist supervisor in performing research to select funds to best meet client short and long term financial goals
- Analyze impact of Socially Responsible Investing on financial gains by gathering information from a variety of sources

### SKILLS

Languages: English (proficient), Russian (native), Tatar (conversational), Spanish (intermediate)

Technical skills: Google Suite, Morningstar, Basic Java, Adobe Suite, SketchUp, WeChat

# PALOMA POMONA

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(773) 747-4747

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## EDUCATION

**Pomona College-** Claremont, CA May 20XX  
**Bachelor of Arts in Public Policy Analysis**

- Pomona College Scholar 20XX
- *Related Coursework:* Abnormal Psychology, Statistics, Developmental Psychology, Social Psychology, Public Policy Analysis, Advanced French, Micro/Macro Economics, Research Methods and Design

## EXPERIENCE

**Alderman James Cappleman-** Chicago, IL Summer 20XX  
*Aldermanic Intern (remote)*

- Addressed constituent concerns, updated website, and welcomed guests to the office
- Provided informed, thoughtful opinions and ideas to promote productive ward advancement
- Analyzed key issues that affect the ward, specifically public safety, by coordinating with the Chicago Police Department and local community members

**Stratecon-** Claremont, CA *Virtual* Jan – May 20XX  
*Public Policy Intern*

- Researched key public policy issues regarding water resources in the US and Mexico
- Identified relevant information, wrote stories, edited copy, and posted to Journal of Water
- Engaged in blogging activity on Stratecon's Hydrowonk Blog

**Los Angeles Police Department-** Los Angeles, CA April – Oct 20XX  
*Criminal Analyst Intern (Remote)*

- Analyzed monthly crime rates to compile crime maps for LA County
- Managed and utilized confidential information for professional and analytical purposes
- Assisted with data mining, geo-profiling, and suspect identification and received inner departmental training on technology programs such as Palantir and Rigel

## CO-CURRICULAR ACTIVITIES

**Basketball Team,** Pomona College, *Co-Captain, Point Guard* Sept 20XX – March 20XX

- Participated on a winning team with season cut short by COVID-19
- Worked as a team player and leader towards a common goal
- Cooperative yet competitive skills implemented

**Mentor,** Claremont After-School Programs, Inc. Sept 20XX – May 20XX

- Provided academic guidance and personal mentoring for academically at-risk children
- Assisted in individual tutoring, recreational activities, and field trips

**Teacher's Assistant,** Oakmont Public School Jan 20XX – May 20XX

- Assisted with classroom lessons and conducted individual tutoring sessions for 3<sup>rd</sup> graders
- Graded student work and organized classroom space

## LANGUAGE SKILLS

French (advanced), Spanish (intermediate), and American Sign Language

# SERGIO J. SAGEHEN

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<b>EDUCATION</b>	<p><b>Pomona College</b>, Claremont, CA          Bachelor of Arts, Sociology and Public Policy Analysis (double major) <span style="float: right;">Class of 20XX</span></p> <p><b>Princeton University</b>, Woodrow Wilson School of Public and International Affairs Fellow, PPIA Junior Summer Institute <span style="float: right;">Summer 20XX</span></p>
<b>HONORS</b>	<p><b>Best First Year Seminar Paper Prize:</b> One of 3 first year students recognized by Pomona College <span style="float: right;">Fall 20XX 20XX-20XX</span></p> <p><b>Quest Scholar:</b> Awarded to promising low-income students identified by QuestBridge</p>
<b>EXPERIENCE</b>	<p><b>Draper Center for Community Partnerships</b>, Claremont, CA <span style="float: right;">Aug 20XX – present</span>          Student Service Coordinator</p> <ul style="list-style-type: none"> <li>• Collaborate with departments to plan and coordinate outreach events for high school students</li> <li>• Recruit, manage, and train 30 volunteers to improve literacy and math skills of 55 underserved students at two local elementary schools</li> <li>• Establish and strengthen partnerships with community organizations to facilitate a week-long alternative spring break for 14 college students</li> </ul> <p><b>U.S. House of Representatives</b>, US Congressman Ed Pastor, Washington, D.C. <span style="float: right;">June – Aug 20XX</span>          Congressional Hispanic Caucus Institute Intern</p> <ul style="list-style-type: none"> <li>• Organized and responded accordingly and promptly to daily constituent mail</li> <li>• Supported Legislative team projects including writing constituent letters and policy briefs</li> </ul> <p><b>The Brookings Institute</b>, Washington, D.C. <span style="float: right;">June - Aug 20XX</span>          Public Policy Intern</p> <ul style="list-style-type: none"> <li>• Canceled due to COVID-19</li> </ul> <p><b>Breakthrough Collaborative</b>, Santa Fe, NM <span style="float: right;">June - Aug 20XX</span>          Teaching Intern</p> <ul style="list-style-type: none"> <li>• Modified and executed daily lesson plans to teach 7<sup>th</sup> grade math to 15 students</li> <li>• Developed and implemented an original “History of Civil Rights” social justice elective</li> </ul>
<b>ACTIVITIES</b>	<p><b>English as a Second Language Program</b>, Volunteer Tutor <span style="float: right;">Feb – May 20XX</span></p> <ul style="list-style-type: none"> <li>• Worked weekly with a Pomona College staff member to improve their English language skills</li> </ul> <p><b>FLI Scholars, Pomona College</b>, Mentoring Co-Leader <span style="float: right;">Aug 20XX – May 20XX</span></p> <ul style="list-style-type: none"> <li>• Planned events for low-income college students to build a supportive community</li> </ul> <p><b>Improving Dreams, Equality, Access, and Success</b>, First-year mentor <span style="float: right;">Aug 20XX – Dec 20XX</span></p> <ul style="list-style-type: none"> <li>• Met weekly with undocumented first-year students to provide support with their college transition</li> </ul>
<b>LANGUAGE</b>	<p>Fluent in written and conversational Spanish and working proficiency in French</p>

# Peter Pomona

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## Education

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**Pomona College**, Claremont, CA May 20XX  
Bachelor of Arts in History and Politics  
• GPA: 3.8/4.0

**Washington Program**, Claremont McKenna College, Washington, D.C. Fall 20XX

## Relevant Experience

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**Virtual Digital Intern**, Henry Hawes for America, Atlanta, GA June-Aug 20XX  
• Created opposition research database for email team; wrote email drafts; assisted email production  
• Polled donors and non-donors and analyzed data  
• Researched Henry Hawes' life, creating a calendar to inspire and plan social content

**Remote Research Associate**, Congressional Research Service, Washington, D.C. June – Aug 20XX  
• Initiated and created new Excel spreadsheets for report on hundreds of Congressional caucuses, which captured more data and reduced 2 months of work to 1 month  
• Analyzed cybersecurity information-sharing bills in collaboration with a non-partisan economist

**Intern**, House Energy and Commerce Committee, Washington, D.C. Jan – May 20XX  
• Produced daily news update for Commerce, Manufacturing, and Trade subcommittee staff  
• Composed questions Representatives asked in hearings about data breaches with Target's CFO  
• Wrote memos on policies, current events, briefings, and hearings; assisted confidential investigations

## Other Experience

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**Lead Writing Fellow**, Pomona College Writing Center, Claremont, CA Apr 20XX-Present  
• Tutored students to improve quality of analysis in academic writing  
• Evaluated as helpful and friendly by 100% of students after 150 one-on-one consultations

**V.P. of Finance and Development**, Pomona Student Union, Claremont, CA Sept 20XX-May 20XX  
• Planned and led weekly team meetings on strategy and operations for 35 events annually  
• Produced 5 debates and panels; produced highest turnout of the year  
• Managed budget; recruited, selected, and mentored new members

**Business Development Intern**, Eos Energy Storage, New York, NY May-Aug 20XX  
• Published the first magazine story for Eos in *Mining & Power*; helped win \$1 million grant  
• Initiated website redesign, edited press releases, managed social media, assisted CEO's TV interviews

## Skills and Interests

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- Software Experience: NGP VAN, Excel, Python, Salesforce, LexisNexis, PowerPoint, Photoshop
- Spanish (working proficiency)
- Outdoor Leadership: Co-led a 4-day backpacking trip for 16 new students during orientation

# SALLY SAGEHEN

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Résumé Example #10  
Senior

## EDUCATION

**Pomona College**, Claremont, CA

May 20XX

Bachelor of Arts in Mathematics with focus in Statistics; GPA: 3.5

- Relevant Coursework: Algorithms, Computational Statistics, Principles of Computer Science, Statistical Theory, Statistical Methods for Clinical Trials, Time Series, Combinatorics, Probability, Real Analysis I

## TECHNOLOGIES AND LANGUAGES

Technology: R (dplyr, tidyr, ggplot), Ruby, Python, Java, LaTeX, AMPL, Adobe Illustrator

Languages: Mandarin Chinese (Conversational)

## RELATED EXPERIENCE

### Factual

Data Engineer Intern (remote)

June 20XX-August 20XX

- Implemented a productive workflow in Ruby that processes data to detect abnormalities in the category distributions of country's in Factual's Places dataset
- Discovered new sources of flaws in data quality
- Created a d3.js visualization tool to model feature distributions of the Places dataset with force-layout

### Pomona College Math Department

Remote Research Assistant to Jo Hardin

June 20XX-August 20XX

- Merged the Bag of Little Bootstraps (BLB) procedure with random forests to create a computationally efficient method of generating predictors with massive datasets (tested on 150 GB); uses parallel computing
- Incorporated the multinomial method from BLB to create an updated CART algorithm of CRAN's randomForest package in C; random forest package implemented in R
- Researched bootstrapping and decision tree algorithms to investigate the effects of BLB on different statistics

Biostatistics Mentor

January 20XX-May 20XX

- Helped 17 students with assignments that involve handling R packages such as dplyr, ggplot2, and tidyr
- Guided students in learning fundamental statistical concepts such as hypothesis testing and linear models

## ADDITIONAL EXPERIENCE

### Pomona College Career Development Office

Resources Assistant

September 20XX-December 20XX

- Maintained and updated a career library database of over 3,000 entries for students to easily reference
- Streamlined career services for a variety of visitors including recruiters, students, and alumni

### Pomona College Outdoor Education Center

Backpacking Leader

August 20XX

- Led 13 incoming freshmen on a 4-day backpacking trip in the Domelands Wilderness; averaged 6 miles a day
- Cultivated a sense of outdoor responsibility and appreciation using Leave No Trace ethics

### Pomona College Asian American Resource Center

Mentor

August 20XX-May 20XX

- Mentored 9 Asian-American freshmen by building a comfortable community to process racial identity
- Co-led the WTHisDiversity campaign that prompted students to change Pomona College's diversity policy

## ACTIVITIES AND LEADERSHIP

Liaison, Pomona College Mathematics Department

August 20XX - Present

Intern, Pomona College Asian American Resource Center

September 20XX - Present

Probability Grader, Pomona College Mathematics Department

September 20XX - Present

# SHANA SAGEHEN

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Sacramento, CA

## EDUCATION

**Pomona College**, Claremont, CA May 20XX  
Bachelor of Arts in Philosophy, Politics, and Economics  
3.79/4.0 GPA  
Relevant coursework: Ethics, American Constitutionalism, Logic, Macroeconomics, Advanced Microeconomics

## RELEVANT EXPERIENCE

- Federal Reserve Bank of San Francisco**, GOLD Intern, San Francisco, CA May 20XX – Aug 20XX
- Collaborated with outside staff to develop a process for converting older records from paper to electronic format
  - Assisted with enhancement and rollout of a conflicts of interest database designed to streamline record keeping; Analyzed conflicts of interest content on the intranet and provide recommendations for an improved presence
  - Responsibly handled highly sensitive and confidential information in accordance with Bank policies
- Pomona College Judicial Council**, Appellate Chair, Claremont, CA Aug 20XX – Present
- Hear and deliberate cases involving Pomona students who have alleged policy violations
  - Participate in discussion and recommend improvements for equalizing and standardizing the student code
- Office of Housing and Residential life at Pomona College**, *Resident Advisor*, Claremont CA Aug 20XX – Present
- Develop and maintain an amicable residential community while supporting student safety, success, and growth
  - Engage various departments to strategically plan faculty and staff engagement opportunities for over 200 students
  - Employ conflict resolution trainings during enforcement of college policy
- Veterans Legal Institute Virtual Law Clerk**, Santa Ana, CA Jan 20XX – May 20XX
- Policy analyst for in-house think-tank; analyzed intake forms for eligibility and discharge upgrades
  - Authored an article on the Military Recruitment of low-income students for *Veteran's Legal Institute on*
- Los Angeles Cleantech Incubator** Diversity and Inclusion Intern, Los Angeles, CA Aug 20XX – Dec 20XX
- Systematized a structured entrepreneurial pipeline for startups that are 51% minority or women owned
  - Researched and adapted the best practices of other incubators to current company ethic
- City of Berkeley**, Summer Chief Legislative Intern for City Councilmen Ben Bartlett, Berkeley, CA May 20XX – Aug 20XX
- Drafted and presented new ordinance proposals for city council consideration; Delegated and assessed intern tasks
  - Composed responses to constituent concerns and conducted community outreach
  - Researched and evaluated city regulations; Provided detailed reports on current events relevant to ordinance enforcement; Updated city databases and website regularly
- Office of the Dean of Pomona College**, Student Affairs Committee member, Claremont, CA Jan 20XX – May 20XX
- Approved and amended campus policies such as demonstrations and free speech, temporary leave guidelines, post-hospitalization procedures, and enforcement conduct
  - Successfully amended college drug and alcohol policy sanctions to a point system with the goal of promoting equality

## CO-CURRICULAR ACTIVITIES

**Research Fellow**, Harvey Mudd College Biology Department, Pomona College Neuroscience Department, Claremont, CA  
**Mentor**, Office of Black Student Affairs, Pomona College, Claremont, CA  
**Volunteer**, Draper Center for Community Partnerships, Pomona Hope, Pomona, CA  
**Volunteer**, Friends of Adeline, City of Berkeley, CA

## HONORS AND AWARDS

**Finalist**, Maryville STEM Research Competition  
**Hillman Scholar**, Hillman Scholars Scholarship Program  
**Presenter**, Howard Hughes Medical Institute

## SKILLS

**Language:** Spanish (Intermediate)  
**Software Experience:** Ektron Web Design, Beginner Adobe Illustrator, Intermediate Publisher and Photoshop

# Santiago Sagehen

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linkedin.com/in/santiagosagehen/ ■ github.com/santiagosagehen

## EDUCATION

### Pomona College

Bachelor of Arts, Computer Science  
GPA: 3.8, ACT: 34/36

Claremont, CA  
May 20XX

**Relevant Courses:** Algorithms, Machine Learning, Database Systems, Software Development, Computer Systems, Computability & Logic, Data Structures and Advanced Programming, Linear Algebra, Discrete Math, Introduction to Engineering

## SKILLS

**Technical:** Fluent in Java, C, HTML, and CSS; Familiar with Bash, Python, C++ and JavaScript; Basic understanding of XML, Haskell, SolidWorks, Android Studio and SML

**Language:** Native Spanish speaker

## LEADERSHIP

### Pomona College Computer Science Department

Student Liaison

Claremont, CA  
Sept 20XX-Present

- Foster an inclusive environment in the computer science department
- Coordinate community-building and career-related activities for students and faculty

### Claremont Colleges 5C Hackathon

Organizer/Participant

Claremont, CA  
Sept 20XX-Present

- Plan Claremont Colleges consortium-wide annual 24-hour event
- Created web application to help students transition to college

## EXPERIENCE

### Massachusetts Institute of Technology

Remote Research Assistant

Cambridge, MA  
June 20XX-Aug 20XX

- Contributed to open-source development of Python visualization software to allow constituents to interact with state-of-the-art galaxy evolution simulations
- Led a team of four undergraduates to produce project deliverables for the Primary Investigator

### Pomona College Quantitative Skills Center

Computer Science Mentor

Claremont, CA  
Sept 20XX-Present

- Tutor students on computer science concepts

### Pomona College Computer Science Department

Teaching Assistant and Summer Research Assistant

Claremont, CA Jan  
20XX-Aug 20XX

- Mentored 30 students weekly and graded programming assignments
- Wrote tests to obtain data about Bash commands and system calls from them
- Archived data in order to make it accessible and sortable to faculty

## COCURRICULAR EXPERIENCE

Pomona-Pitzer Football team, Punter

Sept 20XX-Dec 20XX

Pomona Partners, Volunteer

Jan 20XX-May 20XX

Saint Joe's Children's Center, Volunteer

Summer 20XX

# Curriculum Vitae (CV)

## What is a curriculum vitae?

A curriculum vitae (CV) is a written overview of a person's experience and other qualifications. CVs are most commonly used for academic applications, such as graduate school or fellowship applications. Some countries also use a CV format instead of a résumé. The focus of a CV is to present a picture of the applicant in a scholarly context. CVs contain information about research publications, academic presentations, teaching, and academic conferences attended. The length of a CV is typically two or more pages.

Sample CV section headings may include, but are not limited to

- Education
- Community Service
- Laboratory Experience
- Relevant Coursework
- Software Skills
- Presentations
- Fellowships/Grants
- Summer Education
- Publications
- Teaching Experience
- Work Experience
- Languages
- Special Training
- Research Experience
- Honors/Awards
- Honors Thesis
- Fieldwork
- Internship Experience
- Study Abroad/Travel
- Conferences
- Poster Sessions
- Shadowing Experience
- Professional Affiliations
- Relevant Experience
- Leadership Experience
- Certifications/Licensure

# PENELOPE D. POMONA

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## EDUCATION

**Bachelor of Arts, Biology**, GPA 4.0

May 20XX

Pomona College, Claremont, CA

- Senior Thesis: "Citizen Science: A Valuable Tool for Urban Biodiversity Research"

## RESEARCH AND LEADERSHIP EXPERIENCE

**Research Assistant**

May – July 20XX

Pomona College Department of Biology

Costa Rica

- Collected specimens and ran female mate choice experiments with *Agalychnis callidryas*, red-eyed tree frogs, in order to research differences in mating behavior by population

**Teaching Assistant**

Sept 20XX – May 20XX

Pomona College Department of Biology

Claremont, CA

- Tutored students of Introductory Ecology and Evolutionary Biology at weekly mentor sessions
- Aided students during the laboratory section of Introductory Ecology and Evolutionary Biology
- Ran mentor sessions to assist students with problem sets for Introductory Genetics

**Research Assistant**

Jan 20XX – May 20XX

Pomona College Department of Biology

Claremont, CA

- Researched the effects of urbanization on the distribution of Southern California reptile and amphibian communities, and the utility of citizen science for collecting viable distributional data
- Captured live lizards for measurement and blood collection
- Dissected preserved lizard specimens and collected gut content for identification
- Cared for White's Tree Frogs in the Pomona College Department of Biology vivarium

**Research Assistant**

May 20XX – May 20XX

Robert J. Bernard Biological Field Station

Claremont, CA

- Howard Hughes Medical Institute summer research grant recipient for 2013, hired thereafter
- Studied the effects of urbanization and wildfires on the arthropod community of the endangered coastal sage scrub ecosystem of Southern California. Specialized in the identification of spiders

**Student Farm Leader and Academic Coordinator**

Apr 20XX – May 20XX

Pomona College Organic Farm

Claremont, CA

- Organized and ran workshops and events about organic farming practices
- Arranged and led Farm tours for elementary school, high school and college student groups
- Scheduled use of the Farm for academic purposes with Pomona College professors
- Managed Farm affairs, \$2000 annual budget, planting and maintenance with other Farm Leaders

**NSF REU Independent Research**

June – Aug 20XX

Rocky Mountain Biological Laboratory

Crested Butte, CO

- Conducted independent research investigating the effect of pollen type on parasitism, development, and survival rates of parasitic wasps in the genus *Sapyga*
- Administered independent research investigating the effect of floral orientation in *Mertensia ciliata* on fruiting success, seed set and pollinator visitation behavior

**Orientation Adventure Leader**

Aug 20XX

Pomona College Outdoor Education Center

Claremont, CA

- Led 11 first-year students on four-day orientation trip to Yosemite National Park with co-leader
- Mediated conflicts and facilitated team-building activities

**Pomona College Sponsor**

Sept 20XX – May 20XX

Pomona College Office of Campus Life

Claremont, CA

- Lived with 14 first-year students throughout the year to help with personal and academic problems
- Planned social and educational group activities along with a co-sponsor

**Rooftop Garden Environmental Mentor**

The Draper Center for Community Partnerships

Sept 20XX – May 20XX  
Claremont, CA

- Mentored local high school students (Teen Green) interested in environmental issues
- Ran the Pomona College Rooftop Garden with Teen Green students and other mentors
- Led biweekly workshops on sustainability and environmental issues with a Teen Green student partner

**Classroom Assistant**

Vista Elementary School

Jan 20XX– May 20XX  
Claremont, CA

- Assisted in after school homework help program and a third grade classroom for several hours each week

**Field Assistant**

ASVO Matapalo

Aug 20XX – July 20XX  
Matapalo, Costa Rica

- Managed ASVO Matapalo sea turtle conservation project with other administrators
- Collaborated with staff of researchers to collect data about sea turtle nesting habits and survival rates
- Organized and led groups of international volunteers in sea turtle and beach conservation projects
- Trained new volunteers in sea turtle conservation techniques and proper handling of animals
- Planned and constructed sea turtle beach hatchery

**AWARDS AND GRANTS**

Thoreau Scholar (20XX – 20XX)

NSF REU summer research grant (20XX)

Marshall Scholarship Finalist (20XX)

Howard Hughes Medical Institute summer research grant (20XX)

Downing Scholarship Finalist (20XX)

Pomona College Scholar all semesters

**PUBLICATIONS AND PRESENTATIONS**

Staubus, W.J., Boyd, E.S., Adams, T.A., **Pomona, P.D.**, & Meyer, W.M. 20XX. Ant communities in native sage scrub, non-native grassland, and suburban habitats in Los Angeles County, USA: conservation implications. *Journal of Insect Conservation*. In publication.

Kaiser, K., Caruso, M.F., Gormally, B.M., **Pomona, P.D.**, & Pauly, G.B. 20XX. Spatiotemporal patterns in lizard digestive tract parasite diversity and abundance across the Los Angeles Basin. Invited presentation at the International Urban Wildlife Conference Annual Meeting, Chicago, IL.

Meyer, W. M., III, M. W. J. Staubus, M. Wheeler, & **Pomona, P.D.** Conservation importance of native coastal sage scrub and non-native grassland habitat patches in urban/suburban Los Angeles County, California, USA. 100<sup>th</sup> Annual Ecological Society of America Meeting, August 20XX.

**Pomona, P.D.** Asteraceae pollen specialization affects vulnerability to brood parasitism in mason bees. Rocky Mountain Biological Laboratory Research Symposium, May 20XX.

**Pomona, P.D.** Preserving spider biodiversity in suburban Southern California. Howard Hughes Medical Institute Summer Research Symposium, August 20XX.

**LABORATORY AND FIELD SKILLS**

- Identification of spider species and insect families using dissecting microscope
- Extensive dissection experience with lizard specimens
- Proper handling of live animals, including sea turtles, tree frogs, and fence lizards
- Wilderness First Aid certified

**COMPUTER AND LANGUAGE SKILLS**

**LANGUAGE** – Spanish, written and conversational proficiency

**COMPUTER** – Statistical software including R, IBM SPSS, Primer, JMP; Microsoft Excel, Microsoft PowerPoint; ArcGIS and GPS technology

## Action Verbs

Use the most powerful and expressive verbs possible to accurately describe what you accomplished.

### Communication

Address	Convey	Formulate	Network	Report
Advertise	Convince	Incorporate	Observe	Resolve
Advise	Correspond	Influence	Outline	Respond
Aid	Define	Inform	Participate	Solicit
Arbitrate	Describe	Interact	Persuade	Specify
Arrange	Develop	Interpret	Present	Speak
Ascertain	Direct	Interview	Promote	Suggest
Author	Document	Involve	Publicize	Summarize
Brief	Draft	Lecture	Publish	Synthesize
Clarify	Edit	Market	Question	Translate
Collaborate	Educate	Mediate	Recommend	Write
Communicate	Enlist	Meet	Reconcile	
Compose	Explain	Moderate	Recruit	
Consult	Express	Motivate	Refer	
Contact	Follow-up	Negotiate	Reinforce	

### Creative

Act	Develop	Fashion	Modernize	Remodel
Adapt	Direct	Formulate	Modify	Renovate
Advertise	Discover	Illustrate	Originate	Replace
Broaden	Display	Imagine	Perform	Revise
Combine	Draft	Improvise	Photograph	Revitalize
Compose	Dramatize	Initiate	Pioneer	Shape
Conceive	Draw	Institute	Plan	Sketch
Conceptualize	Entertain	Integrate	Present	Spearhead
Conduct	Establish	Introduce	Produce	Start
Create	Execute	Invent	Recommend	Stimulate
Customize	Exhibit	Market	Redesign	Strategize
Design	Explore	Model	Rehearse	Transform

### Analytical/Financial

Account for	Develop	Multiply	Reform	Staff
Administer	Estimate	Perform	Regard	Strengthen
Allocate	Evaluate	Plan	Relate	Submit
Analyze	Figure	Prepare	Relieve	Substantiate
Appraise	Finance	Procure	Remedy	Suggest
Audit	Forecast	Project	Research	Supplement
Balance	Maintain	Provide	Reserve	Sustain
Budget	Manage	Purchase	Revive	Tailor
Calculate	Market	Raise	Satisfy	Transfer
Compute	Measure	Rate	Scrutinize	
Control	Minimize	Reconcile	Secure	
Correct	Mobilize	Reduce	Sought	
Determine	Monitor	Refine	Settle	

## Management/Leadership

Accomplish	Conduct	Employ	Increase	Realize
Account for	Confirm	Enforce	Initiate	Recommend
Administer	Consent	Enhance	Institute	Recruit
Adjust	Consolidate	Establish	Lead	Regulate
Analyze	Contract	Evaluate	Leverage	Reorganize
Appoint	Consult	Examine	Maintain	Replace
Approve	Coordinate	Execute	Manage	Review
Assign	Correlate	Expand	Merge	Revitalize
Assume	Convince	Facilitate	Motivate	Reward
Attain	Cultivate	Formulate	Orchestrate	Save
Centralize	Decide	Found	Organize	Schedule
Certify	Decrease	Fulfill	Overhaul	Set goals
Chair	Delegate	Generate	Oversee	Streamline
Change	Determine	Grow	Perfect	Strengthen
Choose	Develop	Handle	Plan	Supervise
Commission	Devote	Head	Preside	Terminate
Commit	Direct	Hire	Prioritize	Unify
Conceptualize	Dispense	Implement	Produce	
Conclude	Eliminate	Improve	Propose	
Condense	Emphasize	Incorporate	Protect	

## Organization/Time Management

Achieve	Contract	Generate	Plan	Schedule
Approve	Control	Identify	Prepare	Screen
Arrange	Coordinate	Incorporate	Prioritize	Set up
Assign	Correct	Implement	Process	Shape
Catalogue	Decide	Inspect	Produce	Specialize
Categorize	Delegate	Integrate	Purchase	Specify
Classify	Develop	Join	Record	Streamline
Code	Diagram	Log	Reorganize	Substitute
Collaborate	Distribute	Maintain	Reshape	Standardize
Collect	Establish	Monitor	Respond	Systematize
Compile	Enlist	Negotiate	Retrieve	Tabulate
Conserve	Execute	Obtain	Revamp	Target
Consolidate	Expedite	Operate	Review	Update
Consult	Extract	Organize	Revise	Validate

## Drive/Motivation/Results

Accelerate	Contribute	Extend	Measure	Standardize
Accomplish	Decrease	Fortify	Obtain	Succeed
Achieve	Double	Improve	Pioneer	Transform
Add	Effect	Increase	Prove	Trim
Advance	Eliminate	Initiate	Reduce	Triple
Attain	Enlarge	Introduce	Re-establish	Validate
Augment	Establish	Launch	Resolve	Widen
Award	Exceed	Lower costs	Restore	Win
Complete	Excel	Map	Select as	
Compound	Expand	Maximize	Stabilize	

## Quantitative/Research

Accumulate	Compare	Extract	Interest	Organize
Acquire	Compute	Extrapolate	Interpret	Process
Amplify	Conduct	Evaluate	Interview	Prove
Analyze	Correlate	Formulate	Investigate	Research
Approximate	Critique	Gather	Involve	Review
Ascertain	Diagnose	Grow	Issue	Study
Attest	Design	Guarantee	Judge	Summarize
Authorize	Detect	Hypothesize	Justify	Survey
Bolster	Determine	Identify	Lead	Systematize
Boost	Discover	Index	License	Test
Calculate	Disprove	Infer	Link	Train
Catalogue	Dissect	Innovate	Locate	Trouble-shoot
Chart	Evaluate	Inspect	Minimize	Verify
Clarify	Examine	Inspire	Modify	
Collect	Experiment	Institute	Monitor	

## Teaching/Counseling/Helping

Accept	Cooperate	Focus	Listen	Set standards
Adapt	Coordinate	Generate	Model	Simplify
Advise	Correct	Guide	Modify	Solicit
Analyze	Critique	Head	Motivate	Speculate
Apply	Define	Hypothesize	Observe	State
Appraise	Demonstrate	Identify	Organize	Stimulate
Appreciate	Designate	Implement	Participate	Structure
Assess	Develop	Incorporate	Persuade	Support
Assign	Direct	Indicate	Postulate	Synthesize
Attend	Discipline	Individualize	Praise	Systematize
Categorize	Educate	Inform	Provoke	Teach
Challenge	Elaborate	Initiate	Question	Thank
Clarify	Elicit	Inquire	Reinforce	Theorize
Coach	Enable	Instill	Represent	Train
Command	Encourage	Instruct	Rephrase	Tutor
Communicate	Evaluate	Integrate	Research	Verify
Compliment	Explain	Interact	Reward	
Conduct	Facilitate	Investigate	Set goals	

## Technical

Activate	Coordinate	Disperse	Formulate	Regulate
Adapt	Create	Display	Fortify	Rehabilitate
Apply	Customize	Elevate	Implement	Remodel
Appraise	Debug	Endorse	Install	Repair
Assemble	Decipher	Enforce	Integrate	Resolve
Begin	Dedicate	Engineer	Maintain	Retrieve
Build	Define	Enhance	Navigate	Scree
Calculate	Deliberate	Enrich	Operate	Service
Compute	Deliver	Excel	Overhaul	Streamline
Configure	Design	Exercise	Participate	Survey
Conserve	Detect	Exhibit	Program	Train
Consolidate	Determine	Fabricate	Reconfigure	Troubleshoot
Construct	Devalue	Familiarize	Rectify	Upgrade

# References

## What is a list of references?

The majority of employers will ask for a list of at least three references that they will contact prior to making you an offer. You should always ask permission of persons serving as your references before providing their name and contact information to an employer.

Employers want references who can attest to you as an employee, so current or previous supervisors/employers are best. It is also perfectly acceptable to use business acquaintances, professors, academic advisers, and volunteer leaders as your references.

## What to include:

- Reference name
- Job title
- Organization they work for
- Address (Street, city, state, zip code)
- Email and Phone number
- Relationship to you (supervisor, professor)

### EXAMPLE OF REFERENCES LIST FORMAT

Your Name  
Address, phone number and email

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#### REFERENCES

Reference Name #1  
Job title  
Organization  
Address (Street, city, state, zip code)  
Email  
Phone number  
Relationship to you

Reference Name #2  
Job title  
Organization  
Address (Street, city, state, zip code)  
Email  
Phone number  
Relationship to you

Reference Name #3  
Job title  
Organization  
Address (Street, city, state, zip code)  
Email  
Phone number  
Relationship to you

# Cover Letter Basics

## What is a cover letter?

A cover letter or letter of interest should always accompany each résumé and/or application. It is an essential part of the job search process. This letter introduces you and your résumé, explaining both your reasons for writing and your qualifications for the position. If the cover letter is to be mailed, it should be typed in business format and printed on the same color and quality of paper as your résumé. If it is sent electronically, the cover letter and résumé should be made into a single PDF file.

## Cover Letter Guidelines

- **Always Target Your Message**

A cover letter that shows how your skills and experience relate to the specific position is more effective than a generic “all-purpose” cover letter.

- **Highlight Your Accomplishments With Measurable Results**

Show how your credentials match the requirements of the job. Incorporate information that reflects your knowledge of the organization, its industry and relevant issues. This is the perfect place to “editorialize” about the accomplishments cited in your résumé.

- **Show What You Have To Offer**

Make sure you demonstrate how your skills, expertise and past accomplishments can benefit the employer. This is your opportunity to make yourself more attractive to the employer by showing that you have something the employer can use. The cover letter is not the place to be self-serving.

- **Use Standard Business Protocol**

Write clearly and concisely, and check your letter for spelling and grammar. Employers have disqualified good candidates because the cover letter was poorly constructed.

- **Send Your Letter To A Specific Person**

Identify the person who is likely to make the hiring decisions. It may require resourcefulness and tenacity, but the benefits will outweigh the time and effort. You may need to make several phone calls to learn the contact’s name, correct spelling and title.

## Example of Cover Letter Format

### Name

Address (optional) • Phone Number • Email

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Current Date

Mx. Employer (if you don't know their pronouns or just First Last name)

Title

Organization

Street Address

City, State, Zip

Dear Mx. Employer (if you don't know their pronouns or just First Last name):

*First Paragraph:* Tell why you are writing. Name the position, field, or general area you are applying for at the organization. Tell how you heard of the opening or organization. If a current employee suggested that you follow up on this opening, include his or her name here. You should also include why you are interested in the position using specific information about the organization/position.

*Second/Third Paragraph:* Tell how your qualifications match the ones the employer is seeking. Be specific by giving examples. Additionally, mention one or two qualifications you think would be of greatest interest to the employer, ones that were not directly asked for, but that you believe would be beneficial and help you stand out among other candidates. Tell why you are particularly interested in this type of work. If you have had related experience or specialized training, point it out. Expand on the information stated in your résumé.

*Final Paragraph:* Reiterate your interest, request to learn more about the position, and thank the reader for his/her consideration as you close the letter. If you mention that you will follow up, be sure to do it. It is recommended to follow up in some industries, but for others it is not. Check to see what category your industry falls into. Let reader know how you can be reached by including contact information.

*Close Your Letter:*

Sincerely,

Your signature

Type your name

**CATHY HUNTLEY**  
Claremont, CA

Header - student's name is **bolded** and in CAPS to stand out

**COVER LETTER EXAMPLE 1**  
(909) 999-9999  
cah2018@mymail.pomona.edu

Current Date

Rachel Rains  
Executive Director  
Health Access for All  
123 Mountain Place  
Main Town, CA 90005

When possible, address to a specific person

This section mentions a particular class and how the knowledge relates to the position

Clear and concise introduction

Lists an email address that is appropriate and easily identifiable to employer

Highlights a specific aspect of the organization that is appealing

Dear Mx. Rains,

I am writing to apply for the Marketing Intern position at Health Access for All. I am a sophomore majoring in Public Policy Analysis with emphasis in Biology at Pomona College. I learned about this position through Pomona College's Career Development Office. What attracted me to your organization is its clear mission to enhancing the wellness of those who lack access to adequate healthcare through education and outreach.

Last semester, I took a class titled, "The Politics of Food and Community" and studied how the lack of access to healthy food options for a community directly impacts the health and well-being of its residents. What was encouraging and inspiring about this class is how we examined communities that took a grassroots approach to advocating for greater health access through new park development and the availability of grocery stores offering affordable healthy food options (such as locally-sourced produce). In this internship, I would use this knowledge to present ways that Health Access for All can educate the community about food injustices through the organizations' website and ways that residents and community leaders can advocate for greater health access.

In addition, I currently serve as the Student Liaison for the Public Policy department at Pomona College. Through this experience, I have developed skills in effectively planning and marketing events. For example, I was responsible for **planning** a panel of education policy leaders last spring and I learned to **manage time effectively**, widely **market** the event to students, and **collaborate** with faculty to identify speakers. I would use these skills to effectively manage my time and plan community outreach events for Health Access for All.

I welcome the opportunity to put my skills and experience to work for Health Access for All and look forward to further discussing my qualifications in person. Thank you for your time and consideration. I can be contacted at 909-607-0111 or at cathy.huntley@pomona.edu.

Sincerely,

*Cathy Huntley*  
Cathy Huntley

An electronic signature is not necessary, using a script font is suffice (font used: **freestyle script**)

Identifies ways this knowledge can be applied to benefit the organization

Specific skills are teased out from this experience (see highlighted phrases).

## MATTHEW MUDD

Claremont, CA ▪ 909-607-0134 ▪ mgm4747@pomona.edu

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Current Date

Mr. Hugh R. Hired  
Human Resources  
Sumner Center  
500 Mills Circle  
Central Town, CA 90001

Dear Mr. Hired:

I am applying for the opportunity to become a Case Management Intern at the Sumner Center which I learned about through your organization's website. Majoring in Psychology at Pomona College with a strong interest in social services and case management, I was drawn to your organization as it has a strong reputation for providing quality case management services and helpful resources to individuals living with chronic illnesses in the Inland Empire.

Working with psychiatric patients at a men's public mental health hospital in Buenos Aires allowed me to interact directly with a population that experiences not only psychological problems, but also legal and personal disputes. Through my experience at the hospital, I learned to remain calm around people with mental, behavioral, and personal difficulties and interact in a respectful and professional manner. These personal qualities would be beneficial in working with individuals with chronic illnesses as this population also has specific physical and psychological needs.

In addition, my experience working at the Office of Campus Life as an Office Assistant has developed my skills in administrative duties which would be beneficial to this internship. At the Office of Campus Life, I learned to perform a variety of office duties and honed my communication skills and ability to work independently.

I am excited about this opportunity and hope that you will consider me as a viable candidate for this position. I can be reached at 909-607-0134 or mgm4747@pomona.edu. Thank you and I look forward to hearing from you.

Sincerely,

*Matthew Mudd*

Matthew Mudd

## IMA NEWGRAD

Claremont, CA • 909-607-0000 • ima.newgrad@pomona.edu

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Current Date

Liv Dawork  
Product Design Director  
Ingenious Toy Company  
1 Andonly Way  
Job Town, CA 90000

Dear Liv Dawork:

I am writing to apply for the position of Product Design Assistant, which I learned about through the Career Development Office. As a graduating senior at Pomona College, I am interested in the position because it offers the opportunity to use my graphic design background, my interest in foreign languages and cultures, as well as the chance to put my skills to work in the toy manufacturing industry.

As an intern for ABC Toys, I honed my creative and market research skills in toy design development. Through this internship, I assisted the creative development team in creating illustrations by using Adobe Illustrator for a toy aimed at helping kids ages 2-4 to identify animals that live in jungles. My internship also afforded me the opportunity to gain a great perspective on how the toy manufacturing industry functions. Additionally, I spent several summers working with children as a camp counselor, which provided me with tremendous insight into children's interests and activities. These experiences combined with my enthusiasm and ability to learn quickly make me an excellent match for the position.

In learning about the Ingenious Toy Company, I found it interesting that there are various products that help kids learn basic words and phrases in French and Italian. I have travelled throughout Europe and understand the importance of an awareness of other cultures and traditions and desire to be part of a company that also shares those values.

I would welcome the opportunity to put my skills and experience to work for Ingenious Toy Company and look forward to further discussing my qualifications with you in person. I can be reached at 909-607-0000 or by email at ima.newgrad@pomona.edu. Thank you for your consideration.

Sincerely,

*Ima Newgrad*

Ima Newgrad

**Sarah Sagehen**

(301) 123-4567

**COVER LETTER EXAMPLE 4**

Claremont, CA

sarah.sagehen@pomona.edu

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Current Date

Ms. Ima Recruiter  
Human Resources  
The Urban Institute  
2100 M Street, NW  
Washington, D.C. 20037

Dear Ms. Recruiter,

I am writing to request an interview for a Research Assistant position at the Urban Institute. While I would be delighted to work anywhere in the organization, I am particularly interested and qualified to support research initiatives in the Metropolitan Housing & Communities Policy Center. I grew up in the D.C. area, where my mother is a Civil Rights lawyer who specializes in housing discrimination, so I have been familiar with the work of the Urban Institute for years. I found out about this opening through my school, Pomona College, which is part of the Selective Liberal Arts Consortium (SLAC).

My extensive independent research on urban and environmental justice issues makes me a strong candidate for the Research Assistantship. In the attached résumé, I describe a ten-week independent summer research project in which I investigated the effects of discriminatory housing policies on black communities in Richmond, California. The National Fair Housing Alliance presented my research at its annual Fair Housing Fundamentals School to illustrate the way governments implement segregation. One of my findings was that governing officials and city planners literally built their goals into the map of Richmond; politics shaped the urban landscape. This conclusion gives me an appreciation for the way the Urban Institute applies its research through policy recommendations.

In addition to a nuanced understanding of the forces that define urban life, I have gained hard fact-finding and analytical skills through my research. The methods for my independent research have been more historical or anthropological than quantitative, but I have a thorough urban economics background and classroom experience with economic data analysis using ArcGIS and Stata. My independent research has also given me knowledge of the research process that comes only through trial and error: I have dealt with wary and hostile interviewees; I have spent two weeks pursuing a line of investigation, only to find that it was not the most important issue, and to redefine my project and start over.

I have proven my commitment to urban issues through my academic program at Pomona. I decided I wanted to major in Urban Studies during my sophomore year. Like the other SLAC schools, Pomona is too small to have an Urban Studies department. It did have the courses and faculty expertise to support a major. In conjunction with my academic advisor, I designed a new track through the Environmental Analysis major that will allow me to complete a program of study that is virtually identical to the undergraduate Urban Studies program at the University of Pennsylvania.

I believe these qualifications, as well as those listed on my résumé, would make me an asset to a research team at the Urban Institute. Thank you for your attention, and I look forward to hearing from you soon. I can be reached at (301) 123-4567.

Sincerely,

*Sarah Sagehen*

Sarah Sagehen

## Thank You Emails

After the interview, it is important to send a Thank You Email to the individual(s) who interviewed you. If it was an initial interview with a group and you could interview again, you can choose to send a group email, but if there was only one interview before a decision is made, you may want to customize an email to each person. It is an opportunity to highlight your strong points while demonstrating an interest in continuing the interview process. An excellent thank you email is:

**Brief** – It is just a few paragraphs.

**Timely** – It is written within 24 hours after the interview.

**Polite** – Thank the interviewer for his or her time.

**Positive** – Highlight and re-emphasize your skills/abilities relevant to the position.

**Informative** – Include any brief post interview information which would be helpful to the recruiter.

### Example of Basic Thank You Email Format

Dear Mx. \_\_\_\_\_:

**Paragraph one:** A concise thank you and a quick reminder of where/when the interview took place. Mention the positive aspects of your conversation.

**Paragraph two:** Show understanding of the employer's situation, needs of the organization and position. Reiterate or imply what you have to offer the organization and position. Give a summary of your skills/abilities that are relevant to the position.

**Closing Paragraph:** Reaffirm your interest in the position. Advise them you would be willing to supply additional information. Thank them and let them know you are looking forward to hearing from them soon.

**Close your Letter:** Sincerely, sign your name and type your name.

## Example 1 – After First Interview

Dear Mr. Sexton:

It was a pleasure meeting with you on Thursday to discuss my interest in working in Strategic Services at Accenture. I appreciate hearing about your experiences and your enthusiasm for the work you currently do.

Our conversation confirmed my belief that Accenture would be a good fit for me. I believe that I would be a valuable asset to the firm because of my capacity to probe into complex problems, formulate creative solutions that are appropriately aligned with business strategy, and implement these solutions with clients. I have already performed many of these functions successfully as an intern for Bain & Co., and I would be excited by the opportunity to apply and broaden my skills at Accenture.

Thank you for your time and consideration. I look forward to hearing from you soon. If you have any questions or would like additional information, please do not hesitate to call me at (626) 555-7648.

Sincerely,

*June Grad*  
June Grad

## Example 2 – Informational Interview Thank You

Dear Ms. Williams:

Thank you for speaking with me this past Thursday about the field of Human Resources. Although, I had read extensively about careers in this area, your first-hand knowledge was invaluable to my understanding of the Human Resource field and its potential for someone with my interests and education.

I particularly enjoyed our discussion of the applications of counseling as it relates to working with employees as a Human Resource representative. This aspect of Human Resources appeals to me greatly and certainly must be taken into account when I finally determine the career I wish to follow.

Again, thank you for your time and for the pertinent information you provided.

Sincerely,

*Gillian Anderson*  
Gillian Anderson

## Finding Off-Campus Research Opportunities

In your search for finding research opportunities that fit your interests, you may explore potential off-campus opportunities. There are several ways to identify these potential opportunities. Ask your professors if they have any recommendations or referrals. You can also look up the authors of peer-reviewed journal articles. Take the time to gather information on professors at other academic institutions who are conducting research related to your interests. After identifying individuals you would like to work with or research labs you'd like to work in, inquire about opportunities by emailing the professor or principal investigator in charge of the research center. Here are some tips for crafting your introductory email:

- **Be formal**— Your email should use proper greetings and a signature; address the faculty member by their title
- **Be Concise**— Highlight the information you already know and offer a clear, direct message regarding your inquiry
- **Be Grammatical**— Use professional punctuation, capitalization, spelling and grammar
- **Be Informative**— Offer the necessary information about any openings or personal qualifications for this position; offer an informative subject line

### SAMPLE EMAIL

SUBJECT: Summer 2020 Research Assistant Opportunity

Dear Dr. Smith,

My name is Polly Pomona and I am a third year chemistry student at Pomona College. Throughout my coursework, I have developed an interest in nanoscience and would like to further my experience through a research opportunity. I recently read your 2014 paper, “Thermal Expansion in Nanomaterials” when I took CHEM185: Soft Nanomaterials with Professor Johal. I was fascinated by the results found in this research and would like to assist you with your current research projects as a Research Assistant.

Would you have any availability in the next few weeks to discuss any potential research opportunities with your department? I am available Monday-Thursday any time after 12pm Pacific time. I have attached my résumé to this email for your reference, which includes my current research experience. Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Polly Pomona  
polly.pomona@pomona.edu  
747-474-7474

# Letters of Recommendation

## What is a letter of recommendation?

A letter of recommendation or letter of reference is a document in which the writer assesses the qualities, characteristics, and capabilities of the person being recommended in terms of that individual's ability to perform a particular task or function. Graduate schools, professional schools, fellowship programs and some employers will request letters of recommendation. Try to have at least three people who can speak on your behalf as three letters of recommendation is standard. Ask only those individuals who know you well enough to write a meaningful reference and avoid using personal references such as friends or family.

## Letters of Recommendation Guidelines

- **When to Ask:**
- Planning is the key! If you want someone to write a strong letter of recommendation, you will need to make an early effort to get to know them so that they can write about your academic and professional strengths.
- Be sure to give your writer enough time; give them at least 2-3 months prior to any application deadline.
- **Whom to Ask:**
  - Professors
  - Employers/Internship supervisors
- **How to Ask:**
  - Email or call first to see if the potential author would be willing to serve as your reference. If so, set up a meeting during office hours.
  - Explain the purpose of the letter.
- **What to Provide:**
  - List of all people/organizations/programs that are requesting the letter
  - List of all deadlines and any particular paperwork they may need to fill out
  - Résumé/CV/Cover Letter/Personal Statement/Statement of Interest/Research Proposal
  - Any supplement information that the writer would need to write a strong letter
  - Unofficial copy of your transcripts
  - Envelope and stamps (make sure you have enough postage) if they will be sending out the letter via U.S. Mail
  - Instructions for online submission, if necessary
- **Follow-Up:**
  - If you have not received a notification and your deadline is near, you will need to contact your recommender to remind them to complete your reference letter.
  - Write "Thank you" notes to your references.