



Guide to Writing Resumes, CVs And Cover Letters

Swarthmore College

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CREATING A RESUME: WHERE TO BEGIN?

Start by brainstorming.

List all of your work-related experiences.

Consider summer work and volunteer work.

Include activities such as athletics, clubs, organizations and leadership roles.

Think about the job or field in which you want to work.

What qualifications are necessary to succeed in this field?

What can I contribute to this field?

What skills have I demonstrated related to this field?

Describe what you did in each work experience.

Consider the P-A-R approach:

State the PROBLEM; Explain your ACTION; State the RESULT

Formats:

Chronological: Experience is normally listed on a resume in a reverse chronological format, listing experiences beginning with the most recent to the least recent.

Functional: lists individual accomplishments/experience under general skill headings by order of importance.

Combination: If your most recent experience is not related to the position, and another experience is, you might consider using the functional form, or a **combination chronological/functional** format, emphasizing experience most appropriate for the specific position.

THE CONTENT

TYPICAL CATEGORIES

IDENTIFICATION: Begin your resume with your name, address, telephone number and email address. Most students include a college address and a permanent address. Area codes and zip codes should also be included. Make sure you include a telephone number where you can be reached or where voice mail messages can be left. If you are listing a cell phone number, you should indicate it (for example, cell # - 323-212-2222). You should have a professional-sounding voicemail greeting rather than a humorous or potentially inappropriate one.

EDUCATION: As your education may be your biggest accomplishment thus far, it belongs at the top. You may also include scholarships, honors, or awards related to your education.

- **GPA** – Listing your GPA is optional. The Registrar’s official policy is not to provide GPA or class rank to people outside of the College but in many cases, you will be asked to provide it on an application. You may calculate your GPA on your own and list it on your resume. A general rule is if you have a 3.0 or higher, you may want to include it. For more information about GPA and to compute your GPA using a special calculator, visit the Registrar’s website.
- **Honors** – Swarthmore does not award Latin honors (e.g. “cum laude”) so don’t include these on your resume. Our designations are highest honors, high honors or honors.
- **Courses** – In your Education section, you can choose to include a list of some of the courses you have taken. These courses should be tailored to the type of position for which you are applying. If you prefer, “Relevant Coursework” can be listed as a separate section on your resume.
- **High School: To list or not to list?** – If including high school shows a geographic familiarity that may be important to the employer, significant honors or strengthens the representation of yourself, you may wish to

include it. For most first-years and sophomores, it is appropriate to include high school and to list activities and awards received during that time. Only include data that is relevant.

EXPERIENCE: You can include **any of the work that you have done**, including full-time, part-time, paid, volunteer, on-campus, off-campus, summer jobs, internships, externships, college projects, independent research, or anything else that may have required time, effort, or skill.

- **Breaking it down:** When listing your experience, select a category title that matches the type of job for which you are applying. For example, someone interested in teaching could have a “Related Experience” or “Teaching Experience” section that would include teaching and tutoring experience and an “Additional Experience” section that would include all other experiences (work, activities, etc.).

Some examples of general category titles include: Experience, Work Experience, Relevant Experience, Related Experience, and Additional Experience. Some examples of specific category titles include:

Communication Experience	Editorial Experience	Leadership Experience	Research Experience
Engineering Experience	Public Relations	Marketing Experience	Non-Profit Experience

- **Consider the transferable skills.** They may indirectly relate to the job you presently seek through the skills you used or the content of the work you performed.
- **Not all of your experience needs to be included on your resume.** Communicate experiences that are relevant to your goal but make sure not to have unexplained gaps in time between positions.

OPTIONAL CATEGORIES

PROFESSIONAL AFFILIATIONS: If you belong to professional organizations (either as a student or regular member) or hold professional certificates or licenses, a section on professional affiliations may be useful. Include membership, offices held, and work done for the organization.

PUBLICATIONS: If you have published any articles or books, particularly if they relate to the work you are seeking, include a section on publications. Use a standard citation format. Pending publications may also be included. This is a category that is appropriate in a CV.

INTEREST, SKILLS, ACTIVITIES: These sections can highlight particular skills, show a breadth of interests, show your personal characteristics, act as an icebreaker in an interview, and provide common ground between you and the interviewer. These sections will be different for every person, depending on background.

Skills: Special skills such as knowledge of languages, computers, public speaking, artistic ability, and any "extras" that may enhance your qualifications for a position

Activities: Usually groups with which you may be involved, leadership roles, and volunteer positions, either in or out of college

Interests: Usually individual longer-term interests such as music, horseback riding, chess, train travel, reading 18th century novels

Before adding any of the above optional categories, ask yourself what value the content will add.

CATEGORIES TO AVOID

Location Preferences and Availability Dates: These issues are best addressed during the interviewing process. If an employer requests this information as part of an application packet, you should discuss these issues in your cover letter (not in your resume).

Salary Requirements: Discussing salary in a job application is unwise. One way to address salary requirements is to add a line to your cover letter such as “My salary requirements are negotiable.” If the employer will not accept applications without a stated salary requirement, talk to a staff member. We can help you find the median salary for the type of position and suggest an appropriate range to list.

Personal Information: Use good judgment in supplying personal data. Unless the requested information meets bona fide occupational requirements, is relevant to your objectives, or will otherwise help you in obtaining a job, you are not required to include it, by U.S. law. If you are applying for positions outside the U.S., this information may be an expected and accepted practice in job recruitment.

PUTTING IT ALL TOGETHER

When developing your resume and describing your experiences, focus on:

- Your **highest level of responsibility** in the position – limit your description of mundane tasks and instead describe interesting projects or ways you took initiative.
- Transferable **skills** – bridge the gap between what you’ve done and what you want to do.
- **Accomplishments** – emphasize ways you made a difference, took initiative, and how your role contributed to the larger goals of the group or organization. Quantify if possible.

Three main considerations in developing a resume are content, order, and layout:

Content: Assess your interests, skills, competencies, and experiences in light of the career field you seek to enter. In doing this you will make decisions as to what to include and what not to include.

Order: The format you choose makes a statement about the importance and relevance of your experiences for the desired position. Entries that appear first and/or take up significant space are perceived as more important than other entries – this should influence your arrangement of items.

Layout: You want your resume to be well laid out, understandable, clear, organized, and above all, inviting to read. Employers look over resumes quickly; therefore, you want your qualifications to jump off the page. Your goal is to organize the resume to maximize its clarity, focus, and impact.

- Use a 11 or 12 point font in a style like Arial, Garamond, Helvetica, or Times New Roman.
- Margins – Try to keep about 1” on all sides of the document. If needed, reduce margins only as much as ½”.

WRITING STYLE

Resume language does not follow all the rules of English grammar. Do not write in complete sentences and do not use pronouns, as the subject of your resume is you. Write short, concise, positive, and descriptive phrases about your experiences. Make sure that every item on your resume is presented in the same order and you are consistent in your use of tenses, punctuation, and grammar.

Tenses: Be consistent in the tense you use to describe your work. Usually jobs are described in the past tense, active voice (for example, “Coordinated campus event on social justice”). If you are currently working in a position, it is appropriate to use the present tense in describing your responsibilities.

Punctuation: Some people follow their job titles with a comma and then the place of employment, while others use a period or a dash. Whatever you use, follow the same form throughout your resume.

Skill language: Using action words (e.g., active verbs, adverbs, numbers, statistics, and results) when describing your experiences will aid you in maximizing the impact of your descriptions and creating an active, positive representation of your experience.

FEDERAL RESUMES

Federal resumes are generally lengthier than their private sector counterparts, and can range from one to five pages. Applicants create their resumes with the USAJOBS Resume Builder, on the USAJobs.gov website, by completing the questions in the template. Applicants are asked to submit all required information and the answers must be highly structured with specific data. Be advised that excluding this information may mean that the resume will not be considered.

When filing out a Profile, the information must be specific. In the education section, specify the major subjects and the total credits earned for each diploma/degree awarded. If your education does not meet the qualifications, work experience may be an appropriate substitute. Make sure to mention language proficiencies and work/educational experiences abroad if applicable. Related qualifications and concrete examples of their similarity to the job listing (e.g. using SPSS to analyze data), along with listings of memberships and awards can also strengthen your resume.

Once all sections have been completed, a Federal Resume is generated that can be submitted to employers. USAJOBS.gov allows job seekers to create up to five federal resumes, each of which can be tailored to a different federal position.

For more information on applying to Federal Jobs and Application Tips, please see our Government Handout. And check out the sample federal resume in this packet.

ALUMNI RESUMES

The alumni resume still follows the same rules as a student resume. Make sure you put it all together highlighting transferable skills, accomplishments and ultimate levels of responsibility. You can be creative in how you showcase your talents, but make sure it is still professional and easily read.

Now that you have professional working experience, it is time to pick and choose from your experiences to make the best targeted resume you can. That means that not every experience or accomplishment is going to add value to your resume. The ultimate goal is to communicate the skill sets for your desired job. Even the most seasoned professional can have a concise resume that emphasizes skills for a potential position.

Career changers or those coming back to the workforce after time off may find that they need to emphasize skill sets more than work history. This approach to resume writing emphasizes the skill sets that the desired job will require. A work or project history can be added in the resume to show where the skills were acquired. Make sure to identify your transferable skills and know your desired industry's keywords. You want to make these fit together. If you are returning to the workforce, include any volunteer work done during your paid work hiatus.

Two effective resume books we have in our Career Services library are Asher's Bible of EXECUTIVE RESUMES by Don Asher and The CAREER CHANGE RESUME by Kim Isaacs and Karen Hofferber.

**Use this and the following list of ACTION VERBS to help generate
ways to list your experiences on your resume.**

Original List from "The Damn Good Resume Guide"

Management	Technical	Research	Teaching
administered	assembled	clarified	adapted
analyzed	built	collected	advised
assigned	calculated	critiqued	clarified
attained	computed	diagnosed	coached
chaired	designed	evaluated	communicated
contracted	devised	examined	coordinated
delegated	engineered	extracted	demystified
developed	fabricated	identified	developed
directed	maintained	inspected	enabled
evaluated	operated	interpreted	encouraged
executed	overhauled	interviewed	evaluated
improved	programmed	investigated	explained
increased	remodeled	organized	facilitated
organized	repaired	reviewed	guided
oversaw	solved	summarized	informed
planned	upgraded	surveyed	instructed
prioritized		systematized	persuaded
produced	Financial		set goals
recommended	administered	Creative	stimulated
reviewed	allocated	acted	trained
scheduled	analyzed	conceptualized	
strengthened	appraised	created	Communication
	audited	customized	addressed
Clerical	balanced	designed	arbitrated
approved	budgeted	developed	arranged
arranged	calculated	directed	authored
catalogued	computed	established	collaborated
classified	developed	fashioned	convinced
compiled	forecasted	founded	corresponded
dispatched	managed	illustrated	developed
executed	marketed	initiated	directed
generated	projected	integrated	drafted
implemented	researched	introduced	edited
inspected		invented	enlisted
monitored	Helping	originated	formulated
operated	assessed	performed	influenced
organized	assisted	planned	interpreted
prepared	clarified	revitalized	lectured
processed	coached	shaped	mediated
purchased	counseled		moderated
recorded	demonstrated	Accomplishment	negotiated
retrieved	diagnosed	achieved	persuaded
screened	educated	expanded	promoted
specified	expedited	improved	publicized
tabulated	facilitated	pioneered	reconciled
validated	familiarized	reduced (losses)	spoke
	guided	resolved	translated
	motivated	restored	wrote
	rehabilitated	spearheaded	
	represented	transformed	

LIBERAL ARTS AND THE WORKING WORLD: DO THEY MIX?

Understanding the relationship between a liberal arts education and the world of work may provide you with valuable insight as you consider the purpose and focus of your resume. Mary J. Hicks, Stephen Koller, and Nancy Tellett-Royce, in *Liberal Arts Students and Their Skills*, list the following skills that liberal arts students may develop as a result of personal experience and a liberal arts education.

Design and Planning

- Initiating projects or ideas
- Identifying problems and needs
- Making and keeping schedules
- Identifying priorities, parameters, and alternative courses of action
- Setting realistic goals
- Implementing ideas
- Visualizing spatial relationships
- Illustrating, displaying, and creating two- and three- dimensional images
- Following through with a plan or decision
- Managing time, energy, and resources effectively
- Predicting and evaluating future trends and patterns

Management/Leadership

- Using tact, diplomacy, and discretion
- Interacting effectively with others
- Motivating and leading others
- Accepting and learning from negative feedback
- Maintaining group cooperation
- Organizing people and tasks to achieve specific goals
- Identifying critical issues and making decisions quickly and accurately
- Identifying people who can contribute to a task or the solution of a problem
- Analyzing the behavior of self and others
- Making commitments and following through
- Keeping a group on track and moving toward a common goal

Information Management

- Sorting data and objects; Cataloging information
- Compiling and selecting information
- Manipulating information using expertise in a specific body of knowledge
- Understanding and using organizing principles
- Evaluating information against appropriate standards

Research and Investigation

- Mediating, negotiating, and taking risks
- Using a variety of sources of information
- Applying appropriate methods to test the validity of data
- Designing an experiment, plan, or model that systematically defines a problem
- Identifying information sources appropriate to special needs or problems
- Formulating questions to clarify a particular problem or issue
- Analyzing the interrelationship of events and ideas from several perspectives
- Using systems-analysis and lab techniques

Interpersonal/Communication

- Speaking effectively to individuals and groups
- Using media formats to present ideas creatively and effectively
- Using argumentation techniques to persuade
- Teaching a skill, concept, or principle to others
- Describing objects or events factually
- Demonstrating premises and reasoning to their conclusions
- Interviewing
- Coordinating or directing others in a group presentation or performance
- Writing factual material clearly and concisely
- Translating written materials
- Critiquing, editing, and proofreading
- Using creative writing techniques

Human Relations

- Listening objectively
- Expressing needs, wants, opinions, and feelings without violating others' rights
- Communicating value judgments effectively
- Understanding the feelings of others

RESUME vs. CV: WHAT'S THE DIFFERENCE

A **resume** is an advertisement of who you are in terms of your competencies, accomplishments, and future capabilities. The purpose of a resume is to motivate an employer to interview you. It should work in unison with a cover letter to emphasize your strengths and document your skills.

Resumes are appropriate to submit for most positions in fields like business and public service. A resume must have a clean, concise, organized, and professional appearance. It should be easy to scan and key information should stand out. A resume should be **one page** - a general rule to follow is no more than one page for every ten years of experience.

In the U.S., a **curriculum vitae** (or CV, *vita, vitae*) is a summary of the relevant information from your educational and work experience and is usually required for positions within an academic setting (i.e., research, teaching assistant, lab manager). The CV has a similar format to a resume but includes additional categories which reflect academic experiences related to the position. CVs tend to be longer than resumes since they can include categories such as publications, lectures, and more. You should organize the format of your CV by placing the most relevant categories first.

In other countries, a CV is very similar to a traditional resume and companies from various fields request them. **International CVs** tend to list information that U.S. employers are legally not allowed to ask candidates, such as marital status, date of birth, ethnic background, and more. International CVs also tend to be a few pages rather than the standard one page U.S. resume. Be sure to check out *The Global Resume and CV Guide* in the Career Library, with international CV examples.

CREATING A CURRICULUM VITAE

If you are applying to graduate school or for an academic position (for example, a research assistant), a CV may be a more appropriate document than a resume. Even if a graduate school does not specifically ask for a CV, you can submit one with your other application materials. As noted earlier, a CV lists more academic information and tends to be more than one page long.

Category Titles: In addition to traditional categories like Education and Experience, CVs can contain numerous other categories so make sure to choose ones that best highlight your work. Here are some examples of CV categories:

Publications	Presentations & Lectures	Committee Appointments
Honors & Awards	Professional Associations	Research Interests
Teaching Experience	Community Service	Foreign Study
Research Experience	Licensure	Grants

For detailed information on developing a CV, visit the career library and check out *How to Prepare Your Curriculum Vitae* by Acy L. Jackson. Also, if you are considering an international position, be sure to check out our book in the career library called *The Global Resume and CV Guide* - it has important information and examples for countries around the world.

COVER LETTERS

WHAT IS A COVER LETTER?

A cover letter is a tool that is used to introduce yourself and your resume to potential employers. A well-written cover letter connects your qualifications to a specific job with a prospective employer. Keep in mind that your cover letter will be looked upon as a sample of the quality of your work.

There are certain characteristics that are common to all types of cover letters. Each effective cover letter:

- 1) is personalized and written to serve a specific purpose
- 2) directs the reader's attention to the depth of your career interests as they relate to the organization and the job at hand
- 3) opens lines of communication between the writer and the recipient
- 4) has a positive tone

Form: They should be concise, one page, with relatively short paragraphs. In a friendly manner, get to the point: state who you are, why you are writing, what you want, and how further contact will be made. The first paragraph typically answers *why them*, i.e. why you are interested in this job and this organization, and the second/third paragraphs answer *why you*, i.e. why they should hire you. Use the standard business form (see attached samples).

Letters should be addressed to an individual using the correct title or full name: Dear Senator Gray, Dear Judge Black, Dear Ms. White, or Dear Amber Green.

(Your address followed by the date)

(Your address followed by the date)

Ms. Amber Green, District Attorney
District Attorney's Office
City of Philadelphia
Philadelphia, PA 19013

Mr. John Black, Vice President of Marketing
DLJ Marketing Consultants
One Plaza Place
New York, NY 10090

Dear Ms. Green:

Dear John Black:

Writing Style and Focus: Effective cover letters utilize business language, the hallmarks of which are concreteness, clarity, and conciseness. Some specific points to remember are:

- 1) **Demonstrate your interest in their organization.** Rather than saying "I am interested in the legal field because I think it is intellectually stimulating," explain why you want to work **specifically** for that organization. Here is an example:

I am interested in working for Brookings, Peterson LLC because I share your firm's passionate commitment to social justice.

A good place to find recent facts and details about an organization is on the "News & Information" or "Press Releases" section of their website. Including some of this information strengthens your cover letter and demonstrates your interest in the organization.

- 2) **Keep your sentences short.** "I know that any information you could share with me would be very useful," is better than, "I know that you must have many years of experience in advertising resulting in a great body of knowledge concerning the field and I would greatly appreciate the opportunity to talk with you concerning your expertise."
- 3) **Use the active voice.** "I am very interested in this position" rather than "This position sounds interesting."
- 4) **Use descriptive and strong words.** "As a consultant intern with -----, I developed effective research and analytical skills as well as the ability to meet deadlines under pressure," rather than, "I am a hard worker with many useful and appropriate skills."

- 5) **Use short paragraphs**, especially at the beginning and end of the letters. Generally a cover letter will have no more than three or four paragraphs with three to seven sentences in each. Usually the first and last paragraphs are shorter than those in the middle.
- 6) **Give specific, concrete examples.** Compare the following two paragraphs:

I have had a long-standing interest in creative writing, and have written several plays that have been produced by theater groups here at Swarthmore. I am both proud and pleased that they received rave reviews from the campus newspaper. One play, "Swarthmore Vice," was deemed the most innovative, irreverent review of campus life this decade! In addition, I have gained broad exposure to film-making from working as a Production Assistant for PennVisions, a local company that produces promotional videos for area businesses.

As opposed to:

I have been interested in creative writing for a long time, and have written some plays that have been produced at Swarthmore College. The college paper gave my plays good reviews. In addition, I worked at PennVision where they make videos for businesses.

- 7) **Focus on what you have to offer** rather than on what the prospective employer has to offer you. This can be achieved by writing about your relevant qualifications in a way that encourages readers to perceive you as an asset to their organization. Your cover letters should make this kind of statement.

REFERENCES

Type your references on a **separate sheet of paper** with your resume header (name and contact information) at the top. **You will present the reference when asked, but you need not note this on the resume.** Speak to someone in Career Services about setting up a credentials file to manage your reference letters. See the end of this handout for an example of a reference list.

SUBMITTING AN APPLICATION

Email

- Many organizations now request that you submit documents electronically. Make sure the subject line of your email is specific (for example, Applicant for Assistant Editor Position) rather than vague or blank. If the employer specifies a preference about how they would like to receive electronic files, follow their wishes. If an employer does not specify a preference, you can attach your resume or CV as a PDF.
- When submitting a cover letter, you can either paste it into the body of the email (remove the address/date section at the top and start with Dear Mr./Ms. <name here> or you can attach the cover letter. If you choose to attach the cover letter, write a brief email that describes why you are writing and what's attached. Here is an example:

Dear Ms. Jones:

I am writing to apply for the Assistant Editor position recently posted on your website. This May, I will graduate from Swarthmore College with a B.A. in English and I have had several editorial internships. I have attached a cover letter and resume that provide more details about my experience. Thank you and I hope to speak with you soon.

- Organizations often require you to submit an online application form that may ask for a resume. Formatting elements such as bullets and italics will not transfer. You can create a plain text version of your resume or CV by using capital letters for each section heading and dashes or asterisks instead of bullets. This document can then be copied and pasted into online forms when needed.
- Send a few practice emails to yourself and friends with your resume or CV attached. This allows you to make changes and to ensure that employers view your document exactly as you created it.

Fax

- If an organization lists a fax number, you can submit your resume or CV through this method. Create a cover sheet for your document. Career Services has a fax machine you can use.
- Call to make sure that the organization received your fax.

Mail

- Print your resume and cover letter on white or cream bond paper (heavier weight, often cotton). Make sure the printer you are using prints cleanly without making lines or spots on your document. Career Services has resume paper and printers for your use.
- Send the employer(s) your documents in an envelope that matches your resume or in a mailer that keeps your documents flat. Try to send the resume to a specific person rather than to a department (for example, Ms. Sally Smith instead of just Human Resources).

THANK YOU NOTES/LETTERS

Follow-up thank-you letters should be sent to **each** interviewer, thanking him/her for his/her time and consideration. Try to reference a key point of the interview conversation to remind them of your specific qualifications. All follow-up thank-you letters should be short, concise, and positive. Use a format similar to a cover letter (person's address, Dear Mr./Ms/ X., etc.). Here is an example of the body of a thank-you letter:

Thank you very much for interviewing me yesterday for the Analyst position. I enjoyed meeting you and learning more about your organization. Our conversation about the impact of new financial modeling theories further heightened my interest in the position.

Through my experience and education, I have developed skills that will enable me to make a strong contribution to your organization as an Analyst. I am particularly interested in applying my financial modeling experience gained during my summer internship at XYZ Bank. Please let me know if you would like me to provide any additional information about my background. Again, thank you for the interview and I look forward to speaking with you soon.

Your thank-you note also provides an opportunity to mention something specific you learned about the organization or something about your background you forgot to share in the interview. Personalizing the letter and demonstrating your enthusiasm and sincere interest in the position will make you stand out as a candidate.

Sending the thank-you letter:

In today's world, email is a very common means of communication. Within 24 hours of your interview, you should email your thank-you note to each person with whom you interviewed. In addition, you could send a more formal thank-you letter to your potential direct supervisor which should be typed on resume paper with your signature and sent via the US Mail.

Save hand-written correspondence for a personal or less-formal relationship, with one exception: heads of independent schools are more likely to read a hand-written letter (but it should still be worded formally).

The following pages contain sample resumes and cover letters.
Feel free to follow any of these examples in creating your own resume and / or cover letter.

Frank Firstyear

College Address • Swarthmore College • 500 College Avenue • Swarthmore, PA 19081 • (610) 555-5555

Permanent Address • 1234 Winding Way • Atlanta, GA • ffirsty1@swarthmore.edu

Education

Swarthmore College, Swarthmore, PA

- Candidate for Bachelor of Arts with an anticipated major in Economics and Philosophy
- Expected graduation: May 2014

Penncrest High School, Atlanta, GA

- Graduated with high honors: June 2009; GPA: 3.85
- National Merit Scholar

Work Experience

Tutor, Dare 2 Soar, Chester, PA

January 2010 – present

- Tutor second-grade students from low income households in Math and Science

Tour Guide, Swarthmore College Admissions Office, Swarthmore, PA

January 2010 – present

- Lead guided campus tours for prospective students visiting campus and answer questions about the campus
- Work 15 hours per week during academic year

Private Piano Teacher, Smith Valley Music Program, Atlanta, GA

July 2008 – July 2009

- Taught beginner and intermediate lessons to 5 students on weekly basis
- Launched annual piano recital for students to showcase their hard work for family and friends

Extracurricular Activities and Awards

Participant, Tri-College Institute at Swarthmore College, Swarthmore, PA

August 2009

- Selected as one of thirty student-participants in a week-long discourse on diversity-politics
- Attended seminars on Race, Class and Gender and led discussions within small groups

Captain, Penncrest High School Science Team, Atlanta, GA

September 2007 – May 2009

- Led the team to place in the top two of the East Coast Science League
- Organized weekly meetings and practice schedule for competitions

Skills and Interests

Computer: Proficient in MS Excel, PowerPoint, and Word

Languages: Fluent in Spanish; Basic knowledge of Russian

Interest and Activities: Jewish a capella group, Debate Society, traveling, horseback riding

Claire Thomas

13 Windy Lane • Jappa, MD. 20900 • 555.000.3024 • ctom@gmail.net

Education

Swarthmore College, *Swarthmore, PA*

- Bachelor of Arts degree in Computer Science and Philosophy, June 2010
- Overall GPA: 3.6
- Relevant Courses: *Graphics, Advanced Graphics, Artificial Intelligence*

Relevant Experience

Graphics

- Learned how to create both 2-D and 3-D shapes using C.

Advanced Graphics

- Created a videogame demo with a group of 4 other classmates.
- Designed gameplay concept and mechanics, modeling objects and textures for game, implementing the interface and sounds.

Artificial Intelligence

- Researched forms of artificial intelligence from learning algorithms to the applied data structures used in robotics.

Work Experience

Head Coach, *College Park Woods Swim Team, College Park, MD*

(Summer 2008 and 2009)

- Coached team of over 60 athletes between the ages of 5 to 18.
- Made line-ups for every meet, picking and choosing optimal placement for each team member for a meet.
- Won divisionals championship meet in summer 2009.

Life Guard, *Swarthmore College, Swarthmore, PA*

(Spring 2009)

- Responsible for safety of patrons at a large public pool that routinely had more than 1000 swimmers come through each day, with 3 saves.

PA, *Office of Student Activities, Swarthmore College, Swarthmore, PA*

(Fall 2008)

- Attended college social functions to ensure safety of other students on campus, making sure attendees were students of the college or guests of college students.
- Responsible for taking care of any altercations or emergencies that occurred at social functions.

Swimming Instructor, *Discovery Day Camp, Rockville, MD*

(Summer 2006 and 2007)

- At *Swarthmore Swim Club*, taught stroke and turn for different age groups of children, designing new strategies in order to help the members become more proficient in their swimming skills.
- At *Discovery*, taught children of ages 3 to 5 basic water and swimming skills.

Assistant Coach, *Glenmont Swim Team, Silver Spring, MD*

(Summer 2004 and 2005)

- Worked with other coaches in order to train a team of 100 swimmers.
- Helped coaches plan 14 meets in a season.

Leadership Experience

Varsity Swim Team Captain, *Swarthmore College, Swarthmore, PA*

(Fall and Winter 2009)

- Helped lead team to 5-1 conference meet record, placing 2nd overall in the Centennial Conference.
- Awards: Strozier Award, Kennedy-Shafer Award.

Campaign Volunteer, *Swarthmore College, Swarthmore, PA*

(Spring 2008)

- Canvassed surrounding colleges to encourage voter participation in Pennsylvania Primary elections.
- Performed data entry for local campaign.

Computer Skills

Programming Languages

- Scheme, C, Java, Assembly, Python, Pyro

Software Editing Applications

- Idle, Eclipse, Dr. Scheme, Emacs, Vi, Torque Game Engine, Gimp

Operating Systems

- Linux, Windows, Mac

Dana Willets

College Address • Swarthmore College • 500 College Avenue • Swarthmore, PA 19081 • (610) 980-5674
Permanent Address • 1435 Windstrom Way • Atlanta, GA • dwillet1@swarthmore.edu

Education

Swarthmore College, Swarthmore, PA

Candidate for Bachelor of Arts Honors Program, June 2010. Honors Major in Economics. Honors Minor in Asian Studies. Course minor in Chinese. GPA: 3.71.

Raffles Junior College, Singapore

Graduated 2006. GPA: 4.0. Recipient of Shaw Foundation Scholarship 2002 & 2003. Recipient of Commendation Award. National Youth Science Festival- Gold. SAT I score: Math 800, Verbal 730. President of Chorale.

Work Experience

Summer Analyst, *Credit Suisse*, Singapore

Jun. to Aug. 2009

- Worked at both Fixed Income Structuring and Investment Banking Divisions.
- Participated in the full process of structuring a deal in the Indonesian oleochemical industry, from initial client conference to research, analysis and documentation.
- Compiled a comprehensive structured credit derivatives products presentation template.
- Researched and prepared company profiles and informational memoranda.

Teaching Assistant, *Economics Department*, Swarthmore College

Jan. 2008 to present

- Conduct walk-in clinics and grade problem sets for Introductory Economics, Intermediate Macroeconomics and Intermediate Microeconomics.

Intern, *AACE Upward Bound*, San Francisco, CA

Jun. to Aug. 2008

- Received Lang Foundation Summer Social Action Award to work for academic mentorship program.
- Assisted in organization of residential program and provided individual tutoring.

Chinese Tutor, *Academic Services*, Swarthmore College

Aug. 2007 to Jan. 2008

- Instruct students on reading, writing and speaking Mandarin.

Intern, *Cutting-Edge Learning Services*, Singapore

May to Aug. 2007

- Co-designed and executed workshop to teach economic literacy to students.
- Managed initial stages of sales and marketing for the company.

Leadership

Resident Advisor, *Office of Residential Life*, Swarthmore College

Aug. 2008 to present

- Counsel and advise 26 students on residence life issues such as roommate conflicts.
- Serve as liaison between students and administration.
- Coordinate residence hall-wide events for community building.

Campus Life Representative, *Student Council*, Swarthmore College

Dec. 2008 to present

- Facilitate student-administration dialogue via meetings with administration to address student concerns.
- Appoint members to campus committees and charter groups.

Public Relations Officer, *International Club*, Swarthmore College

Aug. 2007 to May 2008

- Organized faculty dinner for 180 guests.
- Managed publicity for International Week, formals, social functions and other events.

Member, *Committee for Socially Responsible Investing*, Swarthmore College

Jan. to May 2007

- Appointed to serve on committee which included faculty and administration.
- Conducted research for voting recommendations on shareholder resolution issues and filed shareholder resolutions.
- Networked with other SRI committees from other colleges and assisted in establishing instructional website.

Skills and Interests

- Computer:** Proficient in MS Excel, PowerPoint, and Word; Thompson Database, Factiva and Bloomberg.
- Languages:** Fluent in English and Mandarin. Basic Spanish.
- Activities:** Taekwondo (Brown Belt). 6-year chorus member. Music and Dance groups. International Club. Volunteer Tax Assistant. Student Librarian. Swimming, Ultimate Frisbee, Traveling.

Cameron Clothier

College Address: 500 College Avenue, Swarthmore, PA 19081 (610) 333-4545

Permanent Address: 34 Old Well Road, St. Louis, MO (213) 888-3214

Email: ccloth1@swarthmore.edu

Education

Swarthmore College, Swarthmore, PA

- Bachelor of Science in Engineering, May 2011. Overall: 3.28 GPA. Major: 3.46 GPA.
- *Honors & Scholarships:* Tau Beta Pi Engineering Honor Society; The Society of American Military Engineers H. Chandlee Turner, Jr.; T.H. Dudley Perkins; Vaughan-Berry.
- *Coursework:* Differential Equations, Digital Systems, Control Theory, Digital Signal Processing, Analog Circuits, Electromagnetic Theory, VLSI Design, Communication Systems.

Guilford High School, Rockford, IL

- Graduated Valedictorian, June 2008. 4.00 / 4.00 GPA.
- Varsity Tennis Team Captain. Illinois First-Team All-State Tennis.

Research Experience

Electrical Engineering Research Experience for Undergraduates, The Pennsylvania State University, University Park, PA

(Summer 2009)

- Developed iron (III) oxide nanostructures for solar generation of hydrogen by water photolysis.
- Fabricated nanostructures by potentiostatic anodization and thermal annealing of pure iron foils.
- Investigated properties of nanostructures by electron microscopy and photoelectrochemical analysis.
- Authored paper for publication into an annual research journal, *The Journal of Nanostructure Anomalies*.
- Sponsored by the National Science Foundation.

BioMEMS Summer Institute, New Jersey Institute of Technology, Newark, NJ

(Summer 2008)

- Designed blood viscosity MEMS sensor using silicon microcantilevers and piezoelectric crystals.
- Determined dimensional aspects of microcantilevers for effective device sensitivity.
- Gained cleanroom experience with silicon wafer fabrication and photolithography processes.
- Sponsored by the National Institute of Health and National Science Foundation.

Additional Experience

Student Technical Support Associate, Swarthmore College IT Services

(Summer 2007-Present)

- Troubleshoot software and hardware problems for college faculty and staff.
- Assist in the day-to-day support and maintenance of college network.
- Balance a rigorous course load with 10-20 hours of employment per week.

Academic Instructor, Laurus Education Center, Seoul, South Korea

(Winter break 2007-08)

- Instructed high school and standardized exam (SAT I, SAT II, AP) related math and physics courses.
- Provided assistance and consulting for students on college/boarding school admissions, applications, and essays.

Leadership & Community Service

- Captain of Varsity Tennis Team: #3 singles and #1 doubles for nationally ranked Division III college.
- President and Cofounder of Swarthmore Korean/Korean-American Student Organization: *Han*.
- Radio Rock/Talk Show Host: *Broken Muffler*. Swarthmore College Student Radio 91.5 WSRN.
- Hold free weekly community tennis clinics for children of Chester, PA.
- Volunteer for engineering outreach program for junior high students in Chester, PA.

Skills & Interests

- Operating Systems: Linux, UNIX, Solaris, Mac OS 9+, Win 9.x+.
- C/C++, Java, LISP, Visual Basic, HTML, MATLAB, VHDL, SPICE, Excel, PowerPoint.
- Languages: Proficient in Korean. Four years of Latin.
- Guitarist, Intramural Basketball, Bowling Club, Poker.

EDUCATION

Candidate for Bachelor of Arts

May 2011

Swarthmore College, Swarthmore PA. Major: Economics. Minors: Statistics and Black Studies.

- Recipient of Thomas McCabe and Gates Millennium Scholarships, Freshman of the Year Award.
- Relevant Coursework: Mathematical Statistics, Data Analysis and Visualization, Advanced Econometrics

WORK EXPERIENCE

Site Coordinator

January 2010-Present

Franklin Mint Federal Credit Union, Chester, PA.

- Supervise volunteers for the Volunteer Income Tax Assistance (VITA) program.
- Prepare tax returns for families qualified for the Earned Income Tax Credit.

Van Coordinator

February 2009-Present

Student Council, Swarthmore College.

- Schedule and process all van rentals of four vans as per request by the student body and faculty.
- Issue monthly billing statements for van use to student organizations and academic departments.
- Operate airport shuttle service for students leaving campus for spring and summer breaks.

Public Area Consultant

August 2009-May 2010

Information Technology Services, Swarthmore College, PA.

- Assist students, faculty and staff with computer and printer problems by phone and in person.
- Conduct routine maintenance of public area computers and printers (10hrs/wk).

Event Planning Intern

Summer 2009

Massachusetts School-Age Coalition, Dorchester, MA.

- Conducted marketing campaigns and secured sites for statewide conference and 36 school-age trainings.
- Assisted Executive and Conference Directors in maintenance of professional correspondence.

Everett Public Service Intern, IT/MIS Department.

Summer 2008

Facing History and Ourselves, Brookline, MA.

- Maintained web pages for new online interactive exhibit using Lotus Notes.
- Summarized and analyzed evaluations for company workshops, curricula, and educational programs.
- Contributed to board brainstorming sessions for content expansion and enhancement.

RELEVANT ACTIVITIES

Managing Director and Treasurer

May 2009-July 2009

Genocide Intervention Fund, Swarthmore, PA.

- Created summer budget and maintained daily, weekly, and monthly finances within \$57,000-budget.
- Coordinated meeting and work schedules for a 15-person staff and supervised monthly staff trainings.

Vice President

May 2008-May 2009

Swarthmore African American Student Society, Swarthmore College, PA.

- Steered campaign to re-establish organization's historical base.
- Oversaw execution and evaluation of organization objectives, community building and cultural growth.

Finance Chair

August 2008-May 2009

National Society of Black Engineers, Swarthmore College Chapter, PA.

- Led fundraising efforts to attend annual regional and national conventions.
- Increased chapter membership as well as enhanced chapter collaborations with Philadelphia-area chapters.

OTHER SKILLS

Computer: Lotus Notes 4.6, Microsoft Word, Outlook, Publisher, and Excel, basic HTML, JavaScript, R, STATA, C++.

Other: Ceramics, hiphop dance, spoken word, basketball, creative writing, and theatre.

ALICE KUNG

1 Park Drive · Newark, NV 11234 · Cell: (999) 111-2222 · Email: akung1@swarthmore.edu

EDUCATION

May 2011 **Bachelor of Arts** *Swarthmore College, Swarthmore, PA.*
Honors Special Major in English and Education with Creative Writing Emphasis. GPA: 3.73.

RELEVANT EXPERIENCE

- June 2010 – **Research Assistant** *Swarthmore College Department of Educational Studies, Swarthmore, PA.*
Feb. 2011 Located, read, and synthesized theories and studies of interest development from 20-30 published papers. Coauthored graduate school textbook chapter on interest development (in press) with Professor K. Ann Renninger.
- June 2009 – **Library Intern** *The Athenaeum Library, Philadelphia, PA.*
Aug. 2009 Inventoried special collection of donated pre-20th-century children's books. Instated meticulous barcoding of British Imprints collection. Archived architectural images in PAB and records of gifted items in PastPerfect. Assisted at special events (children's bookmaking workshop) and exhibitions (children's book illustrations).
- Jan. 2009 – **Book Blogger** *Sally Swat Reads (<http://alicekungreads.blogspot.com>).*
present Compose young adult literature book reviews. Conduct author interviews. Post discussions on relevant topics such as literacy, censorship, and e-books. Receives approximately 8,000-10,000 unique visitors per month. Recipient of Book Blogger Appreciation Week's Best Writing Award, 2009, 2010. Served as final-round judge for 2010 Cybils Awards.
- Jan. 2009 – **Mellon Library Intern** *Swarthmore College, Swarthmore, PA.*
May 2009 Selected as one of six students for semester-long introductory program to the library sciences. Acquired knowledge of topics and issues such as digital librarianship and collection development through weekly seminars.

LEADERSHIP EXPERIENCE

- Jan. 2009 – **Tour Guide** *Swarthmore College Admissions Office, Swarthmore, PA.*
present Conduct twice-weekly informational, anecdotal, and entertaining walking tours for college visitors about college's traditions, academics, social life, libraries, and diversity offerings.
- Aug. 2008, **Workshop Facilitator** *Swarthmore College Sexual Assault Prevention Group, Swarthmore, PA.*
2009, 2010 Directed mandatory Freshmen Orientation Week workshop on sexual assault, sexual abuse, and available resources for legal and emotional support.
- Oct. 2007 – **Photo Editor** *Swarthmore College Yearbook, Swarthmore, PA.*
July 2009 Oversaw communication between student body and photography studio for senior portraits and group photos. Supervised Awesome Swat Photo Project, distributing and recollecting 120 cameras to students for development and display. Conceptualized yearbook's Athletics section.

ADDITIONAL EXPERIENCE

- Sept. 2007 – **Varsity Swimmer** *Swarthmore College Swim Team, Swarthmore, PA.*
Feb. 2011 Contributed to dual meet wins and team morale with consistent meet performance and positive presence. Attended practice 20 hours per week. Academic Honor Roll. 2009 Centennial Conference champion in 200 breaststroke.
- Mar. 2001 – **Assistant Karate Instructor** *Northern N.J. Chinese Association, Montville, NV.*
June 2007 Coached approximately 20 children ages 5-12 in *kata* forms and self-defense movements. Earned 2nd-degree black belt.

SKILLS

- Compute:* Microsoft Office, Adobe Creative Suite, HTML, SPSS.
Languages: Fluent spoken Mandarin, basic written French.

Malik McCabe

Permanent Address • 5256 Smithbridge Road • Minneapolis, MN 55410 • mmccabe1@swarthmore.edu • (555) 555-5555

Education

Swarthmore College, Swarthmore, PA

- BA, June 2010. Major: Honors Political Science, Minor: Honors Chinese. GPA: 3.83/4.0.

CET: China's Globalization Shanghai, People's Republic of China

- Semester abroad, fall 2008. GPA: 4.0/4.0
- Coursework in Chinese language, contemporary Chinese politics, and the history of Shanghai.

Experience

Policy Intern, National Security Network, Washington, DC

June-August 2009

Communications and advocacy organization that works with experts to develop progressive national security solutions

- Researched quotes and background info on foreign policy topics for inclusion in NSN Daily Update, a daily policy brief sent to over 800 scholars and policymakers.
- Prepared digests of quotes from commentators, politicians and news sources on current affairs.
- Participated in Congressional conference call briefings on Russia, Africa and North Korea.
- Researched, wrote blog posts on Bagram detention facility, Iraqi Palestinian refugees and the Congo.
- Copy-edited NSN Daily Update, posted it to mailing lists, NSN website and NSN blog.
- Created intern guide, with step-by-step illustrated instructions for intern tasks. Trained new interns.

Intern, Shanghai Academy of Social Sciences, Shanghai, People's Republic of China

September-December 2008

Second-ranked think tank in the People's Republic of China

- Researched and wrote a paper on scenarios for succession in the Democratic People's Republic of Korea, and implications for peninsular stability and the six-party talks.
- Worked closely with the Vice President of the SASS Institute of Asia Pacific Studies, Dr. Liu Ming.
- Attended the 3rd World Forum on China Studies, hosted by SASS and welcoming over 400 scholars.
- Provided editing services for SASS staff, checking for grammar, spelling and usage in English-language materials, including Dr. Liu's latest paper on a China-South Korea Free Trade Agreement.

Intern, Office of United States Senator Amy Klobuchar, Minneapolis, MN

June-August 2008

- Worked with constituent advocacy staff to manage over 175 cases in Medicare, Social Security, OWCP and the postal service. Helped lower caseload in those areas by 1/3.
- Made calls to constituents and agencies, and wrote letters to go out under the Senator's signature. Independently worked several cases from start to finish.
- Coordinated a service project for the office with Feed My Starving Children, preparing enough food aid to feed 17 children in the Philippines for a year.
- Answered phones, assisted constituents with requests and helped handle administrative duties.

Reporter, Darfur Radio Project, Swarthmore, PA

September 2007-Present

Student-run monthly radio broadcast that seeks to give listeners a balanced, in-depth analysis of the violence in Sudan

- Researched the political, social and economic conditions in Sudan. Conducted telephone and in-person interviews with experts on the issues to include in radio pieces. Topics include: life in refugee camps, Sudanese weddings, arrest of UN journalist Lubna Hussein, female combatants.
- Used ProTools to prepare short radio pieces on topics related to Sudan or Darfur.
- Helped prepare 2009-2010 budget, drafted 2009 yearly report and request for future funding.
- Program has received national attention through a Reuters PRNewswire Press release, my appearance on Air America's *The Lionel Show*, and guest posts on the Enough Project's blog.

Intern, Congressional Management Foundation, Washington, DC

June-August 2007

- Evaluated Congressional websites according to 115 criteria for the 2007 Gold Mouse Report.
- Assisted Executive Director in organizing a bipartisan retreat for Senate Chiefs of Staff.
- Conducted outreach for fall interns: updated career databases, contacted placement companies.
- Attended CMF training programs for Congressional staff, drafted scenarios for future programs.

Katherine Sharples

College Address: 500 College Avenue, Swarthmore, PA 19081; (555) 555-5555; Katherine_englishteacher@gmail.com; US Citizen

Education

Swarthmore College, Swarthmore, PA

- BA, June 2010. Major: Honors Political Science, Minor: Honors Chinese. GPA: 3.83/4.0.

International TEFL Teacher Training

- TEFL Certification to be awarded December 2009.
- Completed 100-hour online course in Teaching English as a Foreign Language.

CET: China's Globalization Shanghai, People's Republic of China

- Semester abroad, fall 2008. GPA: 4.0/4.0.
- Coursework in Chinese language, contemporary Chinese politics, and the history of Shanghai.

Teaching Experience

Tutor, *C2 Education Center*, Bethesda, MD

- Tutored groups of 1-3 students aged 8 through 18 on arithmetic, reading comprehension, and SAT-prep reading comprehension and writing skills.
- Edited and provided feedback on college essays.

July-August
2009

Captain, *Swarthmore Women's Rugby*, Swarthmore, PA

- Trained new players in rugby techniques, using creative drills, exercises and games.
- Facilitated cooperation and teamwork.

January-May
2009

Freelance Tutor, Minneapolis, MN

- Tutored a fourth grade girl in remedial math.

July-August
2008

ESL Teacher, *Resource Center of the Americas*, Minneapolis, MN

- Taught ESL to recent Latin American immigrants.
- Facilitated language exchange between Spanish-speakers and English-speakers.

November
2004-
April 2006

Ski Instructor, *Jammers Alpine School*, Minneapolis, MN

- Taught skiing and safety skills to 10-12 elementary aged students.

Winters
2003-2005

Volunteer and Professional Experience

Senior Reporter, *Sudan Radio Project*, Swarthmore, PA

- Researched the political, social and economic conditions in Sudan.
- Conducted telephone interviews with Sudanese individuals to include in radio pieces.

September
2007-
Present

Policy Intern, *National Security Network*, Washington, DC

- Researched background information on current events in international affairs.
- Researched and wrote blog posts for NSN's blog, Democracy Arsenal.
- Created Intern Guide with illustrated instructions for intern tasks. Trained new interns.

June-August
2009

Intern, *Shanghai Academy of Social Sciences*, Shanghai, People's Republic of China

- Prepared a paper on scenarios for succession in the Democratic People's Republic of Korea, and implications for peninsular stability and the six-party talks.
- Provided editing services for SASS staff, checking for grammar, spelling and usage.

September-
December
2008

Intern, *Office of United States Senator Amy Klobuchar*, Minneapolis, MN

- Worked with constituent advocacy staff to manage over 175 cases in Medicare, Social Security, OWCP and the postal service. Helped lower caseload in those areas by 1/3.
- Answered phones, assisted constituents with requests and helped handle administrative duties.

June-August
2008

International Experience

- **CET: China's Globalization** - Semester abroad in Shanghai, China – Fall 2008.
- **Eureka School of Spanish Language** – Six weeks at Spanish school in Madrid, Spain – Summer 2005.
- **AFS: Summer Language Study** – Six week language program in Nicoya, Costa Rica – Summer 2004.

James (Jimmy) Pearson

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Education

Swarthmore College, Swarthmore, PA

Candidate for Bachelor of Arts, June 2010. Political Science Major.

Relevant Experience

Sports at the Beach, Georgetown, DE

April 2005 to July 2009

A baseball complex with 16 fields attracting youth teams for weekend and weeklong tournaments. Capable of hosting 80 plus teams at a time: www.sportsatthebeach.com

Tournament Facilitator and Assistant Manager

- Ensured daily operations of large sports complex ran smoothly.
- Fielded public relations inquiries from visitors. Answered and responded to numerous phone calls.
- Managed website, adding game updates. Appeared in and produced video previews and reviews of tournaments using Adobe Encore.
- As Public Address Announcer was the emcee of the Skills Competition and Trophy Ceremonies.
- Transported people in golf carts or 20 person tram around the complex.
- Also served as Umpire, DJ, and Parking Attendant.

Swarthmore College Sports Information Department

November 2006 to Present

Statistician and Sports Writer

- Use StatCrew program to keep accurate, detailed statistics of varsity basketball, soccer, and volleyball.
- Write recaps of various games for athletics website.
- Researched and compiled database of local newspapers and media contacts.
- Worked NCAA soccer tournament matches.
- Weekly office worker doing various jobs including baseball archive, game programs, etc.

Varsity Baseball Player/Fan

1993 to Present

Have played baseball since age 6; play Division III baseball for Swarthmore College: outfield, pitcher, first base.

- Swarthmore Baseball Captain senior year.
- Strength & Conditioning Group Leader, helping teammates improve their performance on the field.
- Possess a great knowledge of the game: statistics, history, random facts.
- Have attended most Major League ballparks and many minor league ballparks.
- American Legion Assistant Coach, Summer 2007.
- Swarthmore Baseball Camp Counselor, 2008-2009.

Cape Gazette Sports Writer

Summer 2009

Bi-Weekly local newspaper.

- Wrote for the sports section covering high school and little league teams; also profiled teams.

Additional Experience and Skills

Student Athlete Advisory Committee

2007 to Present

The goal of this position is to foster the relationship between the athletic and academic communities, voice the concerns of student-athletes to the athletics administration and vice-versa; and promote community service.

- Baseball Representative to this advisory committee and Member of the Media Committee.
- Participated in the annual Thanksgiving Canned Food Drive.
- Attended the Centennial Conference Leadership Forum in November 2008.

Social Scene Advisory Committee

Spring 2008

- Analyzed the social scene at the College, working toward improving entertainment options for students.

Videographer

August 2009

- Senior League Softball World Series

Table Tech, Swarthmore College Facilities Department

Fall 2007 to Present

- Setup and take down chairs, tables, and stages for events at a large campus event space.

Other Skills

- Elementary Spanish; Microsoft Word, Excel, and PowerPoint; StatCrew; Adobe Encore.

Eric Ashton

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Phone: (610) 328-8352 • eamshon1@gmail.com

Education

Swarthmore College, Swarthmore, PA

Bachelor of Arts, Special Major in Psychology and Education, Religion Minor, May 2010 GPA: 3.1

- **Honors:** Richard Rubin Scholar, 2007-present; Temple Minority Access to Research Careers Scholar, 2001-present
- **Relevant Course Work:** Developmental Psychology; Adolescence; Urban Education; Special Education; Educating the Young and Diverse Learner
- **Senior Comprehensive:** *Insights into Children's Acquisition of Racial and Ethnic Concepts:* examining how children develop racial understanding through an exploration of the works of leading psychologists including Lawrence Hirschfeld, Phyllis Katz, and Frances Aboud.

Teaching Experience

Dare 2 Soar Program, Chester, PA

January 2007 - present

Dare 2 Soar is a tutoring and academic support program that was founded by Swarthmore College students seeking to help students in the Chester- Upland school district.

Tutor – Tutored elementary and middle school students in subjects including literacy, algebra, and science at the local YWCA. Collaborated with the middle school teacher to reinforce lesson plans and helped the teacher and students achieve classroom objectives. Administered placement exams to assess students' grade level in various subjects and then developed learning goals to bolster achievement.

Classroom Observations

2008-2010

Through practicum experiences linked to my educational courses, had the opportunity to observe and often assist teachers in the following school settings:

J.R. Masterman High School, Philadelphia, PA: 9th grade biology

- Assisted the teacher of a freshman biology course in one of Philadelphia's top ranked public high schools

Stetser Elementary, Chester, PA: 6th grade reading

- Provided additional one-on-one support to students finding coursework challenging

John Paul Jones Middle School, Philadelphia, PA: 6th grade reading, special education

- Observed the inner workings of a behavioral support classroom

Office of the Superintendent of Schools, Chester, PA

Spring 2009

Truancy Research Project – Collaborated with Chester-Upland Citizens for Educational Progress and the school system to initiate a research project to explore incidents and causes of truanancies and absences. Observed the "late room" and interviewed students, faculty and administrators. Learned about obstacles facing students, including community divisions and gang violence.

Stetser Elementary, Chester, PA

Spring 2008

Stetser is part of the Chester Upland school district, one of Pennsylvania's school districts of greatest need.

Science Instructor – Developed a curriculum to introduce 6th grade students to the investigative properties of science. As member of a three person teaching team, went into the classroom twice a week to provide classroom demonstrations of science projects and review science vocabulary, literature and knowledge with students. Developed lessons to address curricular deficiencies and to engage students who were curious about the natural world and were eager to learn but lacked the resources.

Activities

Swarthmore African American Student Society; Campus Advisor; Swarthmore African Student Association; Knit-Wits.

BRITTE BEARDSLEY

500 College Avenue • Swarthmore PA 19081 • britte@gmail.com • (610) 328-8352

EDUCATION

Swarthmore College, Swarthmore, PA. Expected graduation: May 2009
Candidate for Bachelor of Arts in Honors History with an Honors Minor in Peace and Conflict Studies.

- Major & Minor GPA: 3.82 ; Cumulative GPA: 3.61

University of Ulster, Derry/Londonderry, Northern Ireland. Spring 2008

- Participated in Swarthmore College's new Northern Ireland Study Abroad program
- Interned and conducted fieldwork part-time at the Verbal Arts Centre (see below)

INTERNSHIPS

Facing History and Ourselves; Research & Development Intern, Brookline, MA. June – August 2008

Facing History and Ourselves is an educational organization working to help youth understand and formulate their own opinions on civic engagement, social action and moral responsibility through the teaching of history.

- Authored report on Latino involvement in the desegregation of Boston Public Schools for a new history curriculum entitled "Boston and the Civil Rights Movement"
- Edited and formatted lesson plans for the above curriculum
- Prepared glossaries for 2 *Facing History and Ourselves* publications: "Totally Unofficial: Raphael Lemkin and the Genocide Convention" and "Stitching Truth: Women's Protest Art in Pinochet's Chile"

Verbal Arts Centre; Intern, Derry/Londonderry, Northern Ireland. January – May 2008

The Verbal Arts Centre is a community organization promoting the verbal and written arts, with a strong focus on engaging youth in community relations programs to facilitate and improve cross-community interaction and relations.

- Conducted fieldwork assessing students' understanding of 'The Troubles' and key effects of sectarian discrimination and violence
- Interviewed teachers on the challenges of teaching Irish/Northern Irish history
- Using information gathered from fieldwork, designed curricula for new community relations projects, one targeted at Key Stage 2 students on gender equality and discrimination, and the other at Key Stage 4 students on racial, ethnic and religious discrimination

RESEARCH TOPICS & INTERESTS

Honors Peace and Conflict Studies Thesis; "Teaching History in Northern Ireland"

- Researching the various approaches and views educators in Northern Ireland have on the role of history and historical education in a post-conflict society
- Thesis involves looking at how historical interpretation and understanding, collective memory and the formation of narratives come together and inform individual and collective identity, discourse on the concept of 'acknowledgement', and historical education in the framework of peace education

Senior History Research Thesis; "Carlos Montezuma and American Indian Identity"

- Researching the role and legacy of Carlos Montezuma in influencing pan-Indian identity at the turn of the 20th century

Role of History in Shaping Contemporary Society and Identity

- Relevant coursework includes: Triumph of the Individual in Modern Japan; War, Revolution in the Middle East; Production of History; Exemplary Studies

Grassroots Peace-building and Reconciliation in Post-Conflict Societies

- Relevant coursework includes: Non-Violent Social Movements; Peace Studies and Action; Transitional Justice; Politics of Divided Societies; Community Organization Learning Module

COMMUNITY SERVICE

Swarthmore TOPSoccer; Senior Coordinator, Swarthmore, PA. Fall 2005 – Present

Swarthmore TOPSoccer is a student-run, community-based program that provides children with special needs an opportunity to learn soccer in a one-on-one environment that aims to improve their motor and communication skills and raise their self-esteem.

- Managing weekly, one-hour sessions for child athletes and families
- Recruiting and managing training and program sessions for student volunteers
- Under my leadership the program has expanded in the number of children we serve and the number of volunteers we attract, from approximately 25 children to 35-40, and from about 30 volunteers, to 50+

Summer Social Action Award Committee; Grant Reviewer, Swarthmore, PA. Spring 2008

- Reviewed grant applications for the Lang Center of Civic and Social Responsibility's annual awards and made recommendations on grant recipients

Elwyn Summer Therapeutic Camp; Aide Counselor, Elwyn PA. Summer 2007

- Co-facilitated "Lizards" group, comprised of six children with autism, for a period of 7 weeks

ADMINISTRATIVE EXPERIENCE

Scott Arboretum; Educational Programs Assistant, Swarthmore, PA. Fall 2005 –Present

- Assist Educational Programs Coordinator with creating and implementing workshops and concerts to educate the community on the Scott Arboretum

Office Akatani; Assistant Editor, Tokyo, JAPAN. Summers 2005, 2006

Office Akatani is an English transcribing/translation company.

- Transcribed tapes from 500-person 2006 Asean-Japan Counterterrorism Conference
- Designed 2005, 2006 Global Youth Exchange report for Ministry of Foreign Affairs review

AWARDS/FELLOWSHIPS RECEIVED

Julia and Frank Lyman Student Summer Research Fellowship Summer 2008

- Awarded \$3,000 to pursue summer research on the importance of acknowledging history, particularly in education, as a means of conflict resolution and peace building
- Researched in conjunction with an internship at Facing History and Ourselves

Everett Public Service Internship Program Summer 2008

- Awarded \$2,800 to intern at Facing History and Ourselves

Lang Center for Civic and Social Responsibility, Summer Social Action Award Summer 2007

- Awarded \$3,750 to pursue interest in special education and community work

PUBLICATIONS/PRESENTATIONS

1. "Ireland after 'The Troubles': Defining Identity in a Post-Conflict Society," *Journal of Peace and Conflict Studies* (pending)
2. "Teaching History in a Post-Conflict Society," Association of Peace and Conflict Studies 2008 annual conference (poster presentation)

SKILLS

- Computer: Proficiency with both Windows and Mac operating systems; Proficiency in Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop & Pagemaker
- Languages: Proficient in Spanish and learning Arabic

JAKE GOODWELL

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College Address: 500 College Ave., Swarthmore, PA 19081 • Email: jgood@gmail.net

EDUCATION

Swarthmore College – Swarthmore, PA

8/2005 - Present

- Expected B.A. with a major in Biology and Pre-med curriculum
- Anticipated date of graduation: May 2009, GPA: 3.2
- SAT: 790 Math, 680 Verbal

INDEPENDENT RESEARCH

Research in Biomechanics, Independent Researcher – Swarthmore, PA

1/2009 - Present

- Investigating the mechanical properties of sea urchins and how specific predators exploit their defenses
- Currently examining the forces necessary for an urchin spine or test to fail using an Instron tensometer
- Provide evolutionary insights into how structural characteristics have developed to provide locomotion

Research in Evolutionary Biology, Researcher – Swarthmore, PA

9/2008 - 12/2008

- Conducted research on the collective interactions of twining plants with Professor Colin Purrington
- Received funding from Sigma Xi Scientific Research Society
- Candidate for Sigma Xi induction in Spring 2009
- Will present research at Sigma Xi Student Research Symposium in April
- Data suggested that plants in a group environment offer advantageous support to their overall growth

LAB EXPERIENCE

Biochemistry – Swarthmore College

1/2008 – 5/2008

- Assessed the stability, purity, total protein concentration and molecular mass of myoglobin
- Separated unknown protein mixtures into basic components using Ion Exchange and Size exclusion Chromatography
- Explored the effects of temperature, pH, and other inhibitors on the enzymes kinetics in Beta-Galactosidase
- Investigated the effects of various chloride salts on the rate and quality of crystallization

Organic Chemistry – Swarthmore College

1/2007-12/2007

- Synthesized alcohols with Grignard Reagents, and amides using solid-supported reagents and scavengers
- Explore Electrophilic Aromatic Substitution, Diels-Adler Reaction, and Mixed Aldol Condensation
- Used computer modeling of molecular orbitals in conjugated polymers

Genetics – Swarthmore College

9/2006 – 12/2006

- Learned the principles of heredity and their application to all organisms

LAB TECHNIQUES

Chromatography: Ion Exchange, Size Exclusion, Thin Layer, Column, Gas
Extraction NMR/IR Spectroscopy
SDS-PAGE Distillation
Crystallization SEM
Western Blot Filtration
Bradford Assay Melting/Boiling Point Identification

AWARDS AND HONORS

- **Massey Scholar Fellowship** (2009) – \$10,000 in financial aid awarded to current student who exhibits a passion for Biology
- **Science Excellence award** (2008) – 1 of 3 students selected as recipient by faculty within the Biology Department.

EXTRA-CURRICULAR ACTIVITIES AND COMMUNITY SERVICE

Hospital Exposure, Pre-medical Volunteer – Philadelphia area, PA **1/2006 – 1/2009**

- Witnessed various surgical procedures in the operating room at Taylor Hospital
- Assisted physicians with post operative patients in the neurosurgery unit at University of Pennsylvania Hospital
- Externed with pediatrician in office setting, free clinic and maternity ward at Delaware County Memorial Hospital
- Observed physicians and nurses in emergency room at Montgomery Hospital
- Personally saw to patient comfort

Swarthmore Varsity Soccer, Player and Captain – Swarthmore College **8/2005 – Present**

- Captained team for three years: organized practices, coordinated team meetings, liaison between coaches and players
- Received First team All-America honor during senior year: first Swarthmore player since 1957
- Garnered All Conference honors junior and senior years and selected to the All-Sportsmanship team
- Led team to conference championship, NCAA Sweet 16, and most wins in a season during senior year

Alumni Relations Representative, Member – Swarthmore College **9/2007 – Present**

- Pioneered new program to reconnect Swarthmore alumni with the current college community
- Shared personal college experiences at local retirement homes
- Increased alumni association membership by 33% through marketing and outreach efforts to fellow alumni

Student Athletic Advisory Committee, Member – Swarthmore College **9/2007 – Present**

- Led discussions about student-athlete issues and concerns on campus
- Generated increased community involvement in Swarthmore athletics through newsletters and advertising
- Organized canned food drive for Bernardine Center to assist low income Chester residents

Baseball Camp Counselor, Group leader – Methacton High School **8/2004 – 8/2008**

- Supervised intra-squad baseball games for 12-13 year old age group
- Provided batting, fielding, and base-running instruction to entire camp

Coach and Personal Soccer trainer – Swarthmore College **11/2007 – 5/2008**

- Coordinated youth soccer clinic to raise funds for the Genocide Intervention Network
- Developed weekly practices and specific workout regiments for under-13 boys club team
- Personally trained middle school soccer players during weekly individualized sessions on soccer fundamentals

SKILLS AND INTERESTS

Computer: Microsoft Office (Word, Excel, and Powerpoint)

Languages: Fluent in Spanish, Basic Knowledge of Chinese

Interests: Tennis, Frisbee, traveling, hiking, movies, and Biology club

Strath Haven

823 Banner Road • Mt. Kisco, NY • 10703 • (212) 555-5555
Swarthmore College • 500 College Avenue • Swarthmore PA 19081 • shaven1@swarthmore.edu

EDUCATION

Swarthmore College, Swarthmore, PA; GPA: 3.92

Bachelor of Arts in Japanese and Art History; *Graduated Phi Beta Kappa* June 2010

Kyoto Consortium for Japanese Studies, Kyoto, Japan; GPA: 4.0

9/2009 – 12/2009

Fourth year Japanese, Japanese Theater, Japanese-American Cultural Exchange in the Global Age, Kyoto: The Past in the Present

Hokkaido International Foundation, Hakodate, Japan; GPA: A/ A-

6/2009 – 8/2009

University of Ghana, Legon, Ghana; GPA: A

1/2009 – 5/2009

Cultural Resource Management, African Drumming, Introduction to Twi

WORK EXPERIENCE

Communications and Marketing Intern, *The Textile Museum*, Washington D.C.

6/2010 – Present

- Identified for strong writing and research skills to develop press kits and press releases for upcoming exhibitions to be featured on Museum website and sent by mail and email to over 100 area experts and news editors
- Involved in museum after-hours event planning and promotion through online and social networking sites. Negotiated several cross-promotional partnerships with local art galleries and museums. Secured catering and 5 in-kind donations of over \$500 in value as door prizes for August program that drew 580 attendees
- Heading project to re-design and re-write Museum website layout and content

Founder, Women's Empowerment Program & Textile Cooperative, *Noyam African Dance Institute*, Ghana

1/2009-Present

- Identified local experts in business administration, performance arts, and textile design to serve as instructors in the development of a 3 month skills-training program for 9 formerly unemployed women to form self-sustainable textile cooperative
- Managed curriculum development and directed weekly, full-day training sessions for participants, overseeing 4 – 15 staff
- Organized festival with fashion show, dance and dramatic performances, gallery exhibition to debut participant's work to community
- Spurred international collaboration among Swarthmore College, Ashesi University, and the Noyam African Dance Institute, with students from these organizations invited on a semester basis to contribute to the program's sustainability
- Currently overseeing cooperative expansion to include 14 additional impoverished local women and youth

Teaching Assistant, *Kyoto Consortium for Japanese Studies*, Kyoto, Japan

Fall 2009

- Acted as liaison between the professor, also Dean of the Graduate School of American Studies at Doshisha University, and peers. Responsible for preparing course materials, supervising field trips and managing class funds
- Volunteered research for curriculum development

Writing Associate, Swarthmore, PA

9/2008-12/2008

1/2010 – 4/2010

- Selected for strong written and oral communication skills to serve as a peer tutor trained to assess the written assignments of 5 first-year students in a writing-intensive French course and personalize strategies to improve their writing in individual 40-minute conferences three times over the semester

- Initiated weekly meetings with professor to update on students' progress and collaborate on curriculum development that addressed students' needs
- Designed and implementing an in-class writing workshop to target identified writing challenges
- Staffed a drop-in Writing Center for 2 hours weekly to conference with students on writing concerns

Summer Intern, Reciprocity Foundation, New York, NY 6/2008-8/2008

- Established a formal summer internship program, resource center, and peer-editing program for cover letters, resumes, and applications to advance the professional and educational goals of NYC's homeless youth in the creative industries
- Organized career training workshops with industry professionals and co-facilitated weekly networking and support meetings for program alumni with foundation founder and co-director
- Coordinated and assisted in the design of message tote bag with Ralph Lauren Chaps designer as fundraising measure to combat and raise awareness of youth homelessness

Summer Intern and Teaching Assistant, Legal Outreach, New York, NY 6/2007-8/2007

- Served as teaching assistant and mentor for a 5-week intensive pre-law program taught by students of Harvard and Columbia law schools to 28 8th graders who were competitively selected from underserved communities in New York
- Secured prominent guest speakers in the field of law and organized weekly field trips to major law firms
- Devised and taught 4 hour-long workshops on study skills, test-taking, and public speaking
- Assisted the planning and organization of the summer SAT Prep Program and academic year Saturday Writing Program
- Secured major donation from local entertainment venue to serve as student incentive

Legal-Aid Attorney Externship, Legal-Aid Juvenile Rights Division, Brooklyn, NY 1/15-1/19/2007

- Shadowed three legal-aid attorneys in Family Court and witnessed court proceedings, client interviews and assisted in case deliberations and intake assessments

Costume Studio Intern, Izqueirdo Studio, New York, NY 6/ 2005

- Assisted designers in projects for print and major film and theater productions, which necessitated skills including sewing, cleaning, organizing supplies, running errands, crafting, cutting fabric, and painting

LEADERSHIP EXPERIENCE

Japanese Chat Hour Tutor, Swarthmore College Japanese Department, Swarthmore, PA Spring 2010

- Selected by Japanese professors for advanced language ability and outgoing interpersonal skills to lead weekly 1 hour chat sessions conducted strictly in Japanese for first-year Japanese language students

Volunteer, Nishijin Textile Center, Kyoto, Japan 10/2009-12/2009

- Targeted interest in Japanese textiles by facilitating rare volunteer position as translator for customers of organization's retail floor

Volunteer, Cross Cultural Collaborative, Nungua, Ghana 8/2008

- Managed bookbinding project with 2-5 local youth making paper journals from indigenous fibers to be sold at various US exhibitions to fund purchase of youth's school supplies

Member, Equal Opportunity Committee, Swarthmore, PA Spring/ Fall 2009

- One of 2 students selected to collaborate with faculty, staff, Equal Opportunity Advisor, deans, and college president to assure institution's strict compliance with Equal Opportunity laws in hiring and employment policies

President, MULTi, Swarthmore, PA Spring 2007– Fall 2009

- Lead a restructuring and remapping of the organization, including the creation of board member positions, to increase membership, participation and campus-wide awareness of group

- Organized the inaugural MULTi Week of campus-wide discussions, movie screenings, and prominent guest speakers to increase awareness of multi-cultural, -ethnic, -socio-economic, and -religious issues on campus
- As a first-year student, spearheaded initiative to bring hapa artist Kip Fulbeck to campus; responsible for, publicity and planning related to this event. Raised over \$2,100 in less than a week through an aggressive fundraising campaign

Forum for Free Speech elected member, *Student Government*, Swarthmore, PA Spring/Fall 2007

- Determined the allocation of \$29,000 of school funds to student groups in support of bringing speakers to campus
- Initiated a major reform in the proceedings of the committee to ensure equity and transparency within the group

Intergroup – Liaison, *Swarthmore Asian Organization Board*, Swarthmore, PA Spring/Fall 2007

- Organized movie screenings, campus discussions, speakers, and performers for Asian Pacific Islander Month
- Maintain constant contact and diplomacy with other cultural groups on campus to increase awareness of SAO among student body

Treasurer, *Katrina Relief*, Swarthmore, PA Fall 2006

- Managed the accounts of a fundraising campaign of over \$4,000 to send 17 students to New Orleans to gut houses during October break

AWARDS:

- Spring 2010: **Phi Beta Kappa Inducted Member**, *Swarthmore College*
- Spring 2010: **Nominee**, Lang Award for outstanding academic accomplishment, *Swarthmore College*
- Spring 2010: **Recipient**, Richie Perez/Leonard Peltier Award for Dedication to Social Justice and Activism, *Swarthmore College*
- Summer 2009: **Recipient**, Class 2A Award for Outstanding Achievement, *Hokkaido International Foundation*
- Spring 2009: **Recipient**, Tied first place in 13th Japanese Language Speech Contest, *Japanese Embassy in Ghana*
- Fall 2007: **Recipient**, Lang Opportunity Scholarship, *Swarthmore College*
- Spring 2007: **Recipient**, Sylvia Rivera/Carlos Bulosan Award for Emerging Leaders, *Swarthmore College*

SKILLS:

Computer: Excel, Word, Final Cut, Basic Photoshop and In-Design

Language: Advanced Japanese, Intermediate French, Basic Twi, Grantwriting

This is a sample of what the federal resume looks like once it is built on USAJOBS.gov

Abraham Lincoln

111 President Drive / Washington DC 20005

Evening Phone: 202 200 2222 / Email: alincolin@pastpresidents.com

Country of citizenship: United States of America

Veterans' Preference: No

Highest Grade: GS-02-07, 06/20XX-08/20XX

AVAILABILITY

Job Type: Permanent
Temporary Promotion
Federal Career Intern
Work Schedule: Full Time

DESIRED LOCATIONS

US-DC-Washington/Metro
US-VA-Northern

WORK EXPERIENCE

ABC Afterschool Program 9/20XX-4/20XX
Philadelphia PA US Salary: 15 USD Per Hour
Hours per week: 40

Program Coordinator

- Oversee three mentoring programs in limited resource communities
- Recruit, train, and manage 25 adult mentors and 20 youth
- Develop marketing and training materials for use in programs and mentoring initiatives
- Write and manage program grants, hire outside contractors for grant implementation
- Communicate in Spanish with program participants and their families (Contact Supervisor: Yes, Supervisor's Name: Clyde Jackson, Supervisor's Phone: 215-555-1212)

U.S. Consulate (Department of State) 6/20XX – 8/20XX
Madrid, Spain Grade Level: NA
Hours per week: 45

Political and Economic Section Intern, NA

- Researched and wrote regional economic and political briefs for US Ambassador's Madrid consulate district visits
- Worked with professionals in regional chambers of commerce, banks NGOs, and government offices to compile briefs
- Utilized Spanish language skills and political and cultural knowledge in a variety of settings (Contact Supervisor: Yes, Supervisor's Name: Lisa Mil, Supervisor's Phone: State Dept of Wash. DC)

Department of State (Educational and Cultural Affairs) 9/20XX – 8/20XX
Washington, DC US Grade Level: 02
Hours per week: 20

Intern then Public Affairs Assistant, GS

- Wrote articles in Bureau newsletter & press releases
- Drafted memoranda for the Undersecretary of State
- Supervised contractors on communications project
- Contacted and pitched media for program publicity
- Assembled financial and budget information for use in ECA material (Contact Supervisor: Yes, Supervisor's Name: Nina Bishop, Supervisor's Phone: 202-203-7024)

EDUCATION

Swarthmore College

Swarthmore, PA US
Bachelor's Degree – 5/20XX
35 Semester Hours
Major: Economics, Spanish Language (double major)
GPA: 3.50 out of 4.0

LANGUAGES

Spanish
Spoken: Advanced
Written: Advanced
Read: Advanced
Spanish
Spoken: Advanced
Written: Advanced
Read: Advanced

AFFILIATIONS

National Spanish American Foundation Member

REFERENCES

George Washington Swarthmore College Professor, Spanish Language
Phone Number: 610-328-8000
Email Address: gWASHINGTON@PASTPRESIDENTS.ORG
Reference Type: Personal

ADDITIONAL INFORMATION

Skills:
-Strong written and oral communication skills
-Strong analytical abilities and problem solving capabilities
-Grant writing experience (awarded "Dream Catchers Award" by Community and Recreation Services, Delaware County Government, Dec. 2006)
-Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel)
-Proficient in Microsoft Office programs

Leadership and Service Roles:

Tri-College Winter Institute: Diversity Workshop Facilitator Sep. '04-May '05
-Developed forums for dialogue between diverse student groups
-Built partnerships between student groups through cultural programming

Swarthmore Business Society, President Sep. '04-May '05
-Recruited executive committee members, planned meetings
-Managed a membership base of 40+ students
-Organized club involvement in business related workshops/events

Other Roles at Swarthmore College:

War News Radio
Spanish Department Representative Sep. '04-May '05

This is a sample alumni resume

Marybeth Williams

3687 Massachusetts Ave. • Washington • DC • 20008 • (555)-555-1555 • marybeth@gmail.com

EDUCATION

Swarthmore College, Swarthmore, PA

B.A History, Spanish and Religion, with Honors, May 2008. **GPA 3.8**

Thesis: *The Politics of Performance in the Mardi Gras Indian Tradition and Social Aid Pleasure Clubs of New Orleans*

RELEVANT EXPERIENCE

Paralegal, Relman, Dane & Colfax PLLC, Washington, DC (*Fall '08- Present*)

- Support 15 civil rights attorneys through tasks including, organizing all case files, scheduling meetings, conducting interviews with potential clients, drafting internal memos, and conducting substantive investigative research.
- Served as senior paralegal for case *GNOFHAC et al. v. St. Bernard Parish et al.*, a race and affordable housing discrimination case outside of New Orleans, LA; prepared and organized exhibits for hearings, communicated with clients, conducted factual research, coordinated travel logistics, attended hearings, assisted in production of case video.

Founder, NOLARIZE!, Swarthmore, PA (*Fall '05- Present*)

- Founded non-profit organization aimed to raise social and cultural awareness about New Orleans and continue efforts in directly aiding its local communities; Formed and supervised organization's leadership and general meetings.
- Instituted and executed an annual New Orleans Week, a week-long event celebrating and examining post-Katrina New Orleans through speaking events featuring some of the city's prominent cultural leaders, movie and documentary screenings about the city, hosting and planning New Orleans-themed dinners and benefit concerts.
- Led, developed and conceptualized the creation of the Cutoff Youth Library, a self-managed library in New Orleans aimed to provide a physical space for youth, ages 5 thru 17, affected by Katrina to be inspired to excel academically through reading, writing, and creative expression; galvanized support from local leaders and young people for project.
- Coordinated and participated in service trips to New Orleans aimed to provide direct assistance and volunteer services to those affected by Hurricane Katrina; secured over \$20,000 for 3 trips, through fundraising and grants.

Washington Performing Arts Society Men and Women of the Gospel Choir Member, Washington, DC (*Fall '08- Present*)

- Sing and study under the leadership of accomplished composers and artistic directors of the Gospel Music tradition including, Stanley Thurston, Evelyn Simpson-Currenton, Valeria Foster, and Rev. Nolan Williams, Jr.
- Perform annually at the Kennedy Center, including the most recent Gospel symposium at the Kennedy Center titled, *Joyful Sounds Across America*, with Washington's nationally recognized National Symphony Orchestra.
- Performed for the Inaugural Opening Ceremonies for President Barack Obama and participated in annual *Christmas in Washington* programs for Presidents Obama and Bush, their families and other Washington political officials.

RELATED EXPERIENCE

Honors Thesis Researcher, Swarthmore, PA and New Orleans, LA (*Fall '07-Spring '08*)

- Conducted over 25 interviews with members of the New Orleans community, including culture preservationists, community activists, historians, residents, and artists about the social and cultural histories of the city.

Resident Assistant, Swarthmore, PA (*Fall '07- Spring '08*)

- Serve as a counselor to 29 female hallmates by providing academic, moral and emotional support, while serving as liaison between school administration and residents.
- Upheld dorm rules and college policies with fellow RAs while fostering a safe and diverse space for residents.

Crowell & Moring Law Firm Summer Intern, Washington, D.C. (*Summer '07*)

- Interned under Wilma Lewis, a Partner in the firm's Litigation group and the first African-American woman to be appointed U.S. Attorney for the District of Columbia.
- Wrote a case summary for a class action suit, attended live court hearings and internal committee meetings.

SKILLS AND INTERESTS

- **Languages:** Proficient in reading, writing, and speaking Spanish.
- **Computer Skills:** Proficient in Microsoft Word, Publisher, Excel, Power Point, Adobe Professional, Word Perfect.

Harry Hicks

hhicks5@gmail.com * 5 Lake Drive, Cypress, CA 92122 * (987) 555-1234

June 16, 2011

Mr. Bert Johnson, Human Resources Director
Salk Institute for Biological Studies
10010 North Torrey Pines Road
La Jolla, CA 92037

Dear Mr. Johnson,

While growing up in the suburbs of Los Angeles, I heard many fascinating stories from a family friend, Dr. Samuel Bard, about the Salk Institute and the related benefits of living in San Diego and working at a beautiful campus with such distinguished people as Dr. Tony Hunter and Dr. Francis Crick. At Swarthmore College, I took a neurobiology course from a visiting professor who had researched at the Salk Institute and had only positive things to say about the experience. Now, as a recent graduate, I am hoping to work in a research laboratory, and I am eager to utilize my skills at the Salk Institute as a laboratory or research assistant.

My studies at Swarthmore have prepared me well to work in a laboratory and research environment. Every biology and chemistry course I have taken has included a weekly laboratory component that has allowed me to learn many useful techniques. Mid and upper level biology courses also required significant research of related literature. During my senior year I focused my studies on neurobiology and microbiology and would be happy to continue working in one of these fields. However, I believe my Swarthmore education has prepared me well to work in a broad range of biological fields, and I am always eager to expand my knowledge.

Throughout my college years, I have been able to work in laboratories as a technician and on research projects. While at the University of Cape Town during a study abroad program focusing on globalization and the environment, I prepared Nile crocodile mitochondrial DNA for sequencing and analyzed sequences using computer software. I authored a paper on the results which I presented in front of the director of the study abroad program. This research allowed me to be accepted as an associate member of Sigma Xi. The following semester I worked on a project with two classmates using genetic manipulations to map octopaminergic and gustatory receptor neurons in the brain of *Drosophila*. In my last semester, I continued work in the same lab on an independent project investigating long-term memory in *Drosophila* while mentoring an underclassman. I presented the results to the biology faculty and composed a paper. These experiences have allowed me to work well in a laboratory both independently and on a team regardless of whether I am working under a supervisor or helping to direct a research project. They have also prepared me to ably communicate scientific results in writing or speech.

During my time at Swarthmore, I have also occupied leadership roles which have helped me develop my interpersonal skills. I have helped manage a café, a garden, and have been a resident advisor in an on-campus dormitory. I was asked to work with the deans of Swarthmore College to help select next year's resident advisors. I have learned to interact with people in a friendly, professional manner.

Thank you for your consideration. I am enthusiastic about this opportunity to work at the Salk Institute and look forward to hearing from you.

Sincerely,

Harry Hicks

Isabella Swat

Is watt1@swarthmore.edu * 213-909-1234

July 13, 2011

Mr. Alex Carr
WHYY, Inc.
150 South Main Street
Philadelphia, PA 19106

Dear Mr. Carr,

I am writing to apply for a fall internship at WHYY. The positions that I would like to apply for, in order of preference, are for *Radio Times*, NewsWorks - FM, and Voices in the Family. These positions appeal to me for several reasons. First, and foremost, they would expose me to WHYY's fast-paced news environment that would provide me with an invaluable experience, as I would like to pursue a career in broadcast journalism and law. Secondly, I am an avid listener of WHYY, especially to the aforementioned programs, and I would relish an opportunity to conduct research on topics for these radio programs.

This past semester I joined the student group War News Radio at Swarthmore College. War News Radio is a group that produces a weekly internet radio program that provides coverage of the conflict in Libya, Iraq, and Afghanistan. I assisted with the research of news stories to include in the weekly newscast and with the production of the newscast. Additionally, I contributed to the production of the weekly broadcast using ProTools, Garage Band, and Audio Hijack. This fall, I hope to write pieces for the weekly broadcast and learn more production techniques. I believe that an internship at WHYY would not only allow me to utilize the skills that I learned this spring, but it would allow me to develop my production and research skills.

As an intern of the Independence Seaport Museum last summer, I gained valuable research experience. I worked diligently on research for an upcoming exhibit entitled "Disasters on the Delaware". I visited several regional archives, utilized numerous research databases, and conducted several interviews. I also participated in the museum's response to the duck boat disaster by taking and cataloguing photos and aiding in the collection and dissemination of information for press releases. In the process, I honed my research, writing, and oral communication skills. Currently, I am doing research for my Honors History thesis. I have continued to research in prominent archives in Philadelphia and I have increased my efficiency and productivity. Both of these experiences have deepened my connection and familiarity with the community in Philadelphia.

These experiences, coupled with Swarthmore's rigorous academic environment, have prepared me to function at a high level in a fast-paced environment. I have successfully balanced a difficult course load in the Honors Program with the demands of varsity athletics and several extracurricular activities. Additionally, I am highly proficient in Spanish which could be of assistance for certain research topics. I believe that I could offer the same level of commitment and focus to an internship at WHYY. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Isabella Swat

Daniel Cornell

College Address: Swarthmore College, 500 College Avenue, Swarthmore, PA 19081, 555-555-5555

Permanent Address: 659 East 137th St #22, New York, NY 10027 E-mail: dcornell@swarthmore.edu

January 27, 2010

Mr. Brandon Larson
Novantas LLC
485 Lexington Ave
New York, New York 10017

Dear Mr. Larson:

I am writing to apply for a summer consulting internship position at Novantas. Business consulting appeals to me because it combines creativity and quantitative rigor in delivering pragmatic solutions. I enjoy New York's international and diverse roots and feel that it is an ideal place for me to develop professionally. Novantas's meritocratic structure allows performance-based advancement. My international background especially attracts me to Novantas's international scope. I have previously achieved optimum results when working with energized and knowledgeable individuals and organizations, and am confident that Novantas would be a prime setting in which to hone my skills.

My varied coursework in economics, engineering, statistics and Chinese has provided me with the creativity and analytical skills to successfully perform jobs ranging from delivering IT solutions for a structural engineering firm in Manhattan to designing physics lesson plans and teaching them to rural students in China. My experiences balance the applied with the theoretical. Last summer, as a Fulbright scholar, I was selected to introduce, mediate, and conclude a two-hour series of four presentations given by my colleagues and I to a Chinese audience in Mandarin. Using leadership skills developed at Swarthmore, I felt confident while providing spontaneous responses to audience members' questions. My international experience extends beyond China; I have spent 10 years abroad in four foreign countries. Varied working and living experiences have endowed me with the resourcefulness to be an effective problem solver, communicator, and team leader.

Swarthmore has conditioned me to function at a high level in a challenging environment. I successfully balance a rigorous course load with an on-campus job and my commitment to being a 3-season varsity athlete. This environment has taught me to set personal goals and prioritize tasks effectively. More importantly, I have learned that I operate at an extremely high level when my chosen path ties in closely with my passions and interests. I eagerly look forward to the possibility of pursuing a career at Novantas. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Daniel Cornell

SUZIE MCPHERESON

Swarthmore College, 500 College Avenue, Swarthmore, PA 19081

Phone: (555) 000-8859 Email: smcp@gmail.net

March 9, 2011

Mr. Paul Socolar, Editor and Director
The Philadelphia Public School Notebook
3721 Midvale Avenue
Philadelphia, PA 19129

Dear Mr. Socolar,

I am writing to apply for the Operations/Business Manager position with the Philadelphia Public School Notebook. Having spent last summer interning with the Notebook, I am interested in this position for two reasons: First (and foremost), it would allow me to continue working with the Notebook and its supporters towards encouraging public engagement with issues in Philadelphia schools; second, the job's responsibilities would challenge me to continue developing skills that I believe are critical as I graduate from college and look toward a career in the educational and nonprofit sectors.

While my previous work with the Notebook has been in a more journalistic capacity, I have prior experiences from my time at Swarthmore and in previous internships that have prepared me for the significant and varied responsibilities of this position. Last year, I was appointed co-coordinator of the Summer of Learning, a summer workshop program provided to Swarthmore's "non-academic" staff as part of the Learning for Life program. My major responsibilities included: applying for funding, budgeting and tracking spending, organizing the workshops by procuring space and resources from other College departments, and arranging a large field trip to Washington, D.C.. In the process I developed my organizational skills, my teamwork and networking capacities, and my ability to manage my time and balance responsibilities (I coordinated this program while also interning with the Notebook). As a result, I believe that I am prepared to take on the new challenge of managing the Notebook's operations and business side.

I also have had more specific experience in the daily operations of a non-profit, dating back to when I was a summer intern with 826LA, a writing and literacy tutoring center in Los Angeles. While half of my work centered on tutoring students and developing the English Learners summer program, the other half was dedicated to assisting the directors by carrying out daily tasks such as handling donations, preparing for and staffing large fundraising events, and dealing with inquiry emails. My main responsibility in the office was organizing and mobilizing the organization's volunteer base by scheduling trainings, processing new volunteers, and sending mass emails to update tutors on their "drop-in hours" responsibilities as well as plans for the special English Learners programs. This experience gave me my first taste of what it was like to work at a small non-profit and handle many responsibilities at once.

My work with the Notebook last summer has inspired me to continue even more specifically in working for educational opportunity and equality in the Philadelphia area, by exposing me to the city and its schools as well as the community of educators, parents, and citizens working to improve the system. To continue being a part of this effort through work with the Notebook would give me great pride. I also look forward to the opportunity to draw upon my various abilities—for example, my dexterity in writing, my sales experience and interpersonal skills, and my project development and implementation experience—and turn them into valuable tools to support the Notebook.

Please find attached my resume. If you would like to see more materials or to speak with any references, please do not hesitate to contact me. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Suzie McPherson

Sarah Tarble

College Address: *Swarthmore College • 500 College Avenue • Swarthmore • PA 19081 • (610) 957-6450*

Permanent Address: *1234 Parke Drive • Denver • CO 80537 • (555) 555-5555 • Email: starble1@swarthmore.edu*

September 17, 2011

Ms. Mary Jones
Director
Center for Inspired Teaching
1421 22nd Street, NW
Washington, D.C. 20037

Dear Ms. Jones:

Please find my attached resume in application for the position of Assistant to the Executive Director. I learned of this opportunity through a posting on Idealist.org. This position excites me because of the chance it provides to build on my experience working with the non-profit Girls' Action Initiative (GAI) to bring about social change by empowering youth. As the attached resume demonstrates, I am well qualified for this role.

My meticulous organizational skills, outstanding research ability, and strong work ethic would be an asset to your organization. My ability to manage details has been proven in multiple capacities, including maintaining files for the Department of Energy, designing and carrying out a survey of past volunteers for GAI, and organizing citations for a 200-page thesis. I further refined the research skills I developed through my coursework while serving as a Reference Desk consultant at McCabe Library, a duty generally fulfilled by professional librarians.

I also have the excellent communication skills this position requires. As an Honors History major and Environmental Studies minor at Swarthmore College, I spent the past four years analyzing complex issues and producing high caliber written academic work. This work included an honors history thesis about conceptions of wilderness as well as a policy thesis about the linkage between environmental quality and food security, both of which were enthusiastically received by outside examiners. Serving on the Advisory Board for the non-profit Girls' Action Initiative (GAI) similarly required precise and persuasive writing for grant applications and donor recruitment materials.

I am a cheerful, flexible, and energetic team player, who has successfully built community support for a new youth program, been responsible for campers 24 hours a day, and played intercollegiate sports. I am enthusiastic about bringing my energy and willingness to learn to the Center for Inspired Teaching.

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

Sincerely,

Sarah Tarble

Sarah Tarble

Ms. Ellie Wharton

Swarthmore College
500 College Avenue
Swarthmore, PA 19081

Cell phone: 111-222-3333
ewharto1@swarthmore.edu

September 27, 2011

Jim Jacobs, Manager of Human Resources
McMaster-Carr
333 Dawn Industrial Parkway
Lancaster, PA 44202

Dear Mr. Jacobs:

I am writing to apply for the General Management position at McMaster-Carr. I learned of this position through the Fall Recruiting Consortium at Swarthmore College. I am particularly interested in McMaster-Carr because the multifaceted nature of your company's management positions requires a familiar versatility and resourcefulness which I find invigorating in my current management position. I am excited to explore the fields of management at a supply-oriented company, from distribution to sales, and all related domains.

As a college-appointed Co-Director of *Paces*, Swarthmore's oldest student-run café, I am responsible for overseeing the café's operation and managing the abilities of 42 student employees. By its nature, the Co-Directorship has further developed my ability to take a team-oriented approach to problem solving and management. Successfully balancing my student responsibilities necessitates that I work closely with my Co-Director and recognize employee strengths for the effective delegation of tasks which can be completed well by others.

My organizational skills and ability to identify problems have proven to be professional assets. In my first year as Co-Director ('09-'10), I reduced *Paces*'s yearly operational cost by almost 20% by restructuring the café's operational requirements, establishing effective communication between different nightshift employees and clarifying the café's role on campus. Based on *Paces*'s many improvements and positive feedback from college administrators and student employees, the College re-appointed me to the position for a second year, 2010 - 2011. Despite college-wide budget cuts and an increased minimum campus wage in 2010 - 2011, I was able to increase the efficiency and appeal of *Paces* by reorganizing and redefining basic operational tasks, resulting in a noticeable increase of patronage and the "street credit" of offering the most sought-after campus job available—to work as a *Paces* nightstaff crewmember.

In Spring of 2011, the college appointed me to a third consecutive year as Co-Director, recognizing the previously unrealized potential of *Paces* made apparent under my stewardship. In my third year and final year as Co-Director, I am making necessary arrangements for the continuation of *Paces* by building its institutional memory and training competent staff for its future safekeeping. I feel that this step is crucial to the management process—ensuring that one's charge will continue to prosper despite a parting of ways.

Thank you for your consideration. I am enthusiastic about this opportunity to work with McMaster-Carr and look forward to hearing from you.

Sincerely,

Ellie Wharton

Ellie Wharton

Eric Ashton

Swarthmore College • 500 College Avenue • Swarthmore PA 19081
Phone: (610) 328-8352 • eamshon1@gmail.com

September 20, 2011

Ms. Meredith Martin, Recruiter
McKinsey & Company
100 McKinsey Way
Chapel Hill, NC 10094

Dear Ms. Martin:

In my conversations with Swarthmore alumna and McKinsey BA Susan Smith, I was excited to learn more about the opportunities at McKinsey and confirm my interest in the BA role. I am currently an Honors Major at Swarthmore College, concentrating in English Literature with a minor in Art History.

I am extremely interested in pursuing a career at McKinsey. I strongly value the defining principles of McKinsey's collegial atmosphere and would thrive with colleagues who continually challenge me to succeed and achieve to my highest potential. Particularly attractive to me is the prospect of being able to meet and work with different clients and people from around the world through a shared experience. McKinsey's dedication to working directly with their clients for lasting and effective change is singularly conducive to my personal and professional growth. I am certain that I would be an invaluable and eager contributor to this initiative.

My coursework at Swarthmore has prepared me to write clearly using argumentation techniques to persuade, and demonstrating analytical reasoning to draw conclusions. Being a part of the Honors program at Swarthmore, I participate in small group seminars in which I must rapidly gain an in-depth understanding of complex and varied subject matter, analyze and synthesize the information, and then defend my position to my colleagues. The Honors experience has left me confident in my skill to question convention and assumption as well as accept and implement constructive criticism from my professors and peers.

I believe that my Swarthmore experience has prepared me for the demands of a challenging environment. I have balanced a rigorous, full-time workload while serving as Captain of two Varsity sports. As a student-athlete at Swarthmore, I have become accustomed to working under pressure and multi-tasking, while honing my interpersonal and communication skills. I enjoy being part of a team and am capable of functioning as both a contributing member, as well as an effective leader.

I am enthusiastic about bringing my energy and abilities to McKinsey. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Eric Ashton

Eric Ashton

January 5, 2010

Jamie Massey
Director of Human Resources
58 Pennsylvania Street
Washington, DC 20006

Dear Jamie Massey:

I am currently a senior at Swarthmore College and I will be graduating this May with a degree in Psychology and a strong research background. I am extremely interested in beginning my career in social policy research at RAND because it is an ideal fit for me, both in terms of its work environment and the work itself.

After RAND was recommended to me by two professors who are familiar with my career aspirations, I investigated the organization further and discovered that I share RAND's commitment to improving policy through rigorous, nonpartisan research. I perused the reports listed on RAND's education and health division webpages and was very impressed that all the research is geared toward promoting social welfare. Furthermore, I have spoken with several alumni of my college who work at RAND and they have been unanimous in their praise of the organization. In particular, RAND's flat organizational structure and opportunities to pursue diverse and interdisciplinary research areas make RAND extremely appealing to me given my interests and career goals.

I have significant experience in both quantitative and qualitative research. This past summer, I served as the principal investigator on a research project analyzing Medicaid claims data of enrollees diagnosed with Major Depression. The project was largely quantitative and relied heavily on statistical analyses, compelling me to become expertly familiar with Excel, SPSS, and the art of making data tables and graphs. My project was selected for an Outstanding Research Award by an independent panel of faculty reviewers, and I am the first author on the resulting manuscript, which has since been submitted for publication.

I also have extensive experience utilizing qualitative methods, including conducting an action-research project for an Educational Studies Honors seminar that involved interviewing teachers and students, transcribing the interviews, and analyzing the data to produce practical recommendations for how a college preparation program could be improved. This spring, I will build on these quantitative and qualitative skills during a paid internship at the Office of Evaluation and Inspections in Philadelphia. As a Research Analyst, I will be working with a research team to design studies, conduct evaluations, and produce recommendations geared toward eliminating fraud, waste, and abuse from programs funded by the Department of Health and Human Services.

I am enthusiastic about bringing my energy and skills to RAND. I am enclosing my resume in case you anticipate any openings for a research assistant with significant research experience. While most of my experience is in the fields of education and health, I am interested in all areas of social policy that RAND studies. If you would like to know more about my credentials, please contact me and I will provide you with any necessary information. I am available at any time for an interview in Washington, DC.

Sincerely,

Anita Ville
Swarthmore College Class of 2010
Aville1@gmail.com

February 24, 2010

Ms. Patricia Feller
Vice President for Finance & Administration
The Philadelphia Foundation
1234 Market Street, Suite 1800
Philadelphia, PA 19107

Dear Ms. Feller:

I am writing to apply for the position of Development Assistant at the Philadelphia Foundation. I learned of this opportunity while looking for development-related positions through Opportunityknocks.org. This position excites me because it would provide me with the opportunity to build on my experience working in development or fundraising positions at organizations focusing on social change.

I am currently a graduating senior at Swarthmore College, and I believe that my experience here at Swarthmore has prepared me well for the demands of the Development Assistant position. Swarthmore's rigorous academic program demands strong organizational as well as analytical skills. Along with fulfilling a broad array of academic requirements, I have also taken the Swarthmore ideal of ethical intelligence to heart. I am a research assistant to well-known peace activist Professor George Lakey, and have involved myself in many activist groups including Students for a Democratic Society and Student Health Action in which I now hold lead organizing positions. The Philadelphia Foundation, which empowers both funders and organizations to make positive changes in the Philadelphia area, would be an excellent place for me to continue living up to my ideals of ethical intelligence.

Moreover, I have relevant experience within the field of development and fundraising. Throughout my time at Swarthmore I have been the lead fundraiser in the college's Phonathon program which raises \$500,000 annually. As an intern in the Phonathon program I am also responsible for training and overseeing other callers. This position, while clearly strengthening my firm fundraising skills, has also strengthened my leadership and communication skills. In addition to the college's program, I also intern at the development office of the American Civil Liberties Union in Philadelphia. In this position I am gaining experience in donor research for a large foundation, as well as a better familiarity with the Philadelphia non-profit sector.

Ever since I decided to go into foundation work, the Philadelphia Foundation has struck me as an ideal place to work. Few organizations have a reputation for and commitment to funding powerful projects as much as the Philadelphia Foundation. My work experience up until this point has provided me with a strong combination of fundraising skills, organizing and activism that I am confident can make my contribution to the Philadelphia foundation worthwhile.

Thank you for your consideration. Should you require any additional information, please do not hesitate to contact me. I look forward to hearing from you.

Sincerely,

Miller O'Connor

Jonathan Ashton

College Address: 500 College Avenue • Swarthmore, PA 19081 • (610) 654-3210 • jashton1@swarthmore.edu

Permanent Address: 1100 Petal Way • Kenton, Harrow • United Kingdom • Cell phone: (333) 546-9087

December 27, 2011

Vikram Urumapthy
Fixed Income, Currency & Commodities
Goldman Sachs
85 Broad Street
New York, NY 10004

Dear Mr. Urumapthy:

I am currently a junior at Swarthmore College and am applying for the Summer Analyst position with the Fixed Income, Currency & Commodities Division at Goldman Sachs. Last May, I visited the Goldman Sachs office in New York as a member of my school's business association. Having the opportunity to network with Swarthmore alumni working at your firm, I was delighted to learn about the supportive, collegial work environment at Goldman Sachs. I am convinced that the culture at Goldman is truly unique and conducive to one's personal and professional growth. A culture emphasizing the value of a team, Goldman encourages its employees to receive constant feedback and support from one's peers, supervisors and mentors. I have every confidence that the opportunity to work within FICC as a summer intern will provide the best training on the Street and significant exposure to what drives the Fixed Income Capital Markets.

My background in economics and mathematics has cultivated my interest in understanding how the Fixed Income Capital Markets operate and has also greatly strengthened my quantitative and analytical skills. My coursework at Swarthmore has exposed me to some of the key concepts and tools used in the industry ranging from theoretical securities valuation to economic factors affecting currency and rates markets. Similarly, I am confident that my experiences at Swarthmore will help prepare me for the demands of a challenging environment at Goldman Sachs. I have grown very accustomed to working under pressure and multitasking having successfully balanced 3 campus jobs (almost 20 hours per week) with extra-curricular activities while maintaining a rigorous, full-time course load.

The Goldman Sachs' *Business Principles* greatly resonate with me -- especially the first principle of placing the clients' interests as paramount. My experience working in the hotel industry and in several service-oriented positions at Swarthmore has truly made me attuned to best serving a client's needs. I have worked in an environment where providing the best quality service possible to retain existing clients and attract new clients is of utmost importance. Having the opportunity to interact with clients has also substantially honed my interpersonal and communication skills.

I consider myself to be a driven and energetic team player, capable of functioning as both a contributing member as well as a leader. I am very enthusiastic about bringing my energy and my eagerness to learn to Goldman Sachs.

Thank you for your consideration. Should you require any additional information, please do not hesitate to contact me at jashton1@swarthmore.edu. I look forward to hearing from you in the near future.

Sincerely,

Jonathan Ashton

Jonathan Ashton

Sample Thank you Letter

October 4, 2011

Ms. Sarah Brightman, Recruiter
CRA International
1201 F Street, N.W. Suite 700
Washington, DC 20004-1204

Dear Ms. Brightman:

Thank you for taking the time to speak with me during your recruiting visit to Swarthmore College on October 3. The consulting analyst position you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in June with a Bachelor's degree in Economics. Through my education and experience I have gained many skills, as well as an understanding of sophisticated economic and mathematical quantitative concepts. After speaking with you, I believe that I would be a perfect candidate for your firm, offering the quick learning and adaptability that is needed for a position in consulting. In addition to my enthusiasm to contribute to your firm, I would bring the technical and analytical skills necessary to get the job done.

Thank you again for the opportunity to interview with CRA International. The interview served to reinforce my strong interest in becoming a member of your firm. I can be reached at (610) 328-8352 or by email at bfrankl1@swarthmore.edu should you need additional information.

Sincerely,

Benjamin Franklin

Benjamin Franklin
Swarthmore College
500 College Ave.
Swarthmore, PA 19081
(610) 328-8352
bfrankl1@swarthmore.edu

Sample Reference List

Carl Crum

500 College Avenue, Swarthmore • PA 19081 • 610-444-6868 • 234-980-5768 (cell) • ccrum1@swarthmore.edu

Reference

Katie Wood

Campaign Coordinator
Amnesty International Australia
29 Shepherd Street
Chippendale, NSW 2008
Australia
Office: (+612) 9217 7626
kwood@amnesty.org.au

Brett Solomon

Refugee Campaign Coordinator
Amnesty International Australia
29 Shepherd Street
Chippendale, NSW 2008
Australia
Office: (+612) 9217 7642
bsolomon@amnesty.org.au

Keith W. Reeves, Ph.D.

Associate Professor of Political
Science and Public Policy
Swarthmore College
500 College Avenue
Swarthmore, PA 19081
Office: (610) 690 6862
kreeves1@swarthmore.edu

Due to various commitments, Dr. Reeves occasionally travels during the semester. In the event that he cannot be reached, please contact Dr. Jeffrey S. Murer, a political science professor at Swarthmore College.

Jeffrey S. Murer, Ph.D.

Assistant Professor of Political
Science
Swarthmore College
500 College Avenue
Swarthmore, PA 19081
Office: (610) 690 6866
jmurer1@swarthmore.edu

Relationship

Supervisor

Ms. Wood supervised my work in Amnesty's submission to the Australia-Senate Select Committee. It was through subsequent conversations with her that I created the position of Research Assistant in 2009.

Supervisor

Mr. Solomon was my supervisor when I held the position of Research Assistant at Amnesty. He is familiar with my work on the military commission process at Guantanamo Bay.

Professor

I completed a political science honors seminar entitled *The Urban Underclass and Public Policy* taught by Dr. Reeves. As director of the Center for Social and Policy Studies, Dr. Reeves chose a research paper I wrote for his seminar to be the flagship article for a journal on urban policy.

Professor

Professor Murer has instructed me in two political science classes. He is well acquainted with my work in an academic setting.