



Guide to Writing Resumes, CVs and Cover Letters

Swarthmore College

CAREER SERVICES

Parrish 135: Drop-in hours weekdays from 1:00-4:30pm for resume and cover letter reviews

610.328.8352

career@swarthmore.edu

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, make sure you have a professional-sounding voicemail greeting rather than a humorous or potentially inappropriate one. If including social media identifiers, make sure your content is strictly professional.

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 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: <http://www.swarthmore.edu/registrar/gpa-calculator>
- **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 list 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, feel free 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, perhaps choosing just highlights. High school info will be left off your resume as you fill it up with college experiences.

EXPERIENCE: You can include any of the work that you have done, including full-time, part-time, paid, volunteer, on-campus, off-campus, community service, summer jobs, internships, externships, college projects, independent research, or anything else that required time, effort, or skill. Do not categorize by full time or volunteer work, rather by skill sets such as Leadership or Research. It does not matter where you got the experience, rather the skills you developed during the work. You are presenting what you can do for the next employer.

- **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 would have a “Teaching Experience” section that would include teaching and tutoring. Guide your reader to see the skills you have that show you can do the job. Title sections by skill sets. You can use titles specific to your background and goals:

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

- **Not all of your experience needs to be included on your resume.** Communicate experiences that are relevant to your goal but try 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, social media content 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.

INTERESTS, 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 technical, 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, athletics, reading science fiction

Before adding any of the above optional categories, ask yourself: *do they add value to my resume?*

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 and visit the salary section of our website: <http://www.swarthmore.edu/career-services/salary-information> 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.

ORGANIZATION of CONTENT

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 that can be used across industries.** These are skills such as leadership or communication. They have value and add to your skills set as a candidate.
- **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 10-12 point font in a style like Arial, Calibri, Geneva, Helvetica or Times New Roman.
- Margins – Try to keep about 1” on all sides of the document, but edit to make your resume one page!
- Be consistent – If you put a heading in bold, make sure to put all of your headings in bold, etc.

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.

PUTTING IT ALL TOGETHER

General Guidelines

- You are writing a list of accomplishments, not a job description
- Use present tense for jobs/positions you still currently hold; use past tense otherwise
- If your job title and employer are not readily recognizable, use a bullet point to further describe your role and/or the employer
- Quantify where possible
- Contextualize processes (e.g. how many team members, whom you reported to)
- Specify tools (e.g. computer programs, statistical methods) utilized where possible
- Make comparisons where relevant (e.g. your proposal was allocated a budget of X increase over previous year’s budget)
- Describe the final outcome of your accomplishment where relevant, even if you are not present for its fruition (e.g. your consolidation of all the files allowed the lab scientists to more readily access information in the research of X)

Sample Descriptions

- **Analyzed 13** competitor companies in **Excel** using **basic accounting methods**
 - [Action verb] and [quantified product], with information on [what tools] you used, both in terms of a computer program and in terms of utilizing your accounting skills
- Presented analysis to **Finance Department**, which used the data to **help build company's growth strategy**
 - Often contextualization does not fit in one line only, so the first bullet point is further described by the second bullet point above. Here your [action] is contextualized by the [target audience] of the thing that you accomplished, and also the [final outcome] of that accomplishment, even if you yourself didn't execute the final outcome!
- Lead team-building activities with the **other seven members of the Executive Board**, **drawing from leadership workshops attended previously**
 - Your accomplishments are achieved by the skills you have, and you acquired those skills somewhere. This bullet point not only [contextualizes activity with number involved] but also [explains source of skills]. Note that this is in present tense, for a current job.
- Secured position through the **Awesome Person Fellowship**, given to **100 students nationwide** who demonstrate **leadership in social action**
 - Bullets to further describe your role can be the first bullet point under the job title, but not necessarily. Here you have described [how] you got the position and [how great you are because only 100 students get it!] and [for what reason you got it]
- Answered calls **for Director of office**, **ensuring efficient and accurate communication of messages**
 - Yes, sometimes you will have to embellish your function a little bit. But even in this instance, you aren't just answering calls at a desk, you're answering calls [for an ultimate purpose] – which is not lying, either. No lying!
- Coordinated **five events in a week for Heritage Week**, **meeting with administration to ensure space reservation and adequate publicity**
 - Quantifying doesn't just mean raw numbers, but what statisticians would call efficiency numbers too. [How many things in how much time] is conveyed here, plus what exactly "coordinated" means; often the initial action verb needs a bit more description, which in this case means [coordinated with administration for space and advertising],

FEDERAL RESUMES

Federal resumes are generally lengthier than their private sector counterparts, and can range from one to five pages. Applicants can upload an existing resume or 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.

For more information on applying to Federal Jobs and Application Tips, please see our Government Handout and 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 skills, accomplishments and ultimate levels of responsibility. You can be creative in how you showcase your talents, but it should still be professional and easily read. A *Professional Highlights* or *Qualifications Summary* section at the beginning of your resume will help guide the reader through your career path. These are short, dynamic, descriptive sentences that give an enticing beginning to your resume. For example: *20 years of financial services experience* or *Strong Communication and Leadership skills*.

Now that you have professional work experience, it is time to pick and choose from your experiences to make the best targeted resume you can. That means 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 functional 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.

**Use 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”**

<i>Management</i>	<i>Technical</i>	<i>Research</i>	<i>Teaching</i>
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	mentored
produced	<i>Financial</i>		persuaded
recommended	administered	<i>Creative</i>	set goals
reviewed	allocated	acted	stimulated
scheduled	analyzed	conceptualized	trained
strengthened	appraised	created	
	audited	customized	<i>Communication</i>
<i>Administrative</i>	balanced	designed	addressed
approved	budgeted	developed	arbitrated
arranged	calculated	directed	arranged
catalogued	computed	established	authored
classified	developed	fashioned	collaborated
compiled	forecasted	founded	convinced
dispatched	managed	illustrated	corresponded
executed	marketed	initiated	developed
generated	projected	integrated	directed
implemented	researched	introduced	drafted
inspected		invented	edited
monitored	<i>Helping</i>	originated	enlisted
operated	assessed	performed	formulated
organized	assisted	planned	influenced
prepared	clarified	revitalized	interpreted
processed	coached	shaped	lectured
purchased	counseled		mediated
recorded	demonstrated	<i>Accomplishment</i>	moderated
retrieved	diagnosed	achieved	negotiated
screened	educated	expanded	persuaded
specified	expedited	improved	promoted
tabulated	facilitated	pioneered	publicized
validated	familiarized	reduced (losses)	reconciled
	guided	resolved	spoke
	motivated	restored	translated
	rehabilitated	spearheaded	wrote
	represented	transformed	

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, presentations, 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 organizations 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 longer than one page. For a current student, two pages is sufficient.

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

A cover letter is a tool that is used to introduce yourself to potential employers, showing **how your skills meet their job needs**. 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 writing as well. **NOTE: You CANNOT write a generic cover letter to send to all companies. They must be written specifically addressing the employer's job description.**

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 experiences 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

FORMAT: They should be concise, one page, with relatively short paragraphs. This letter includes the format you have used for most papers: introduction; body; and conclusion.

Intro: This shows how excited you are about this position and working for this particular organization. Indicate that you know something specific about their organization and industry. Mention how you found the job and if you happen to have a connection to the organization, such as an alum or recent grad who works there. Then indicate what you'll be talking about in the body of the letter, meaning your specific skills that meet their needs. This paragraph should answer the question: **why them?**

Body: The body is 2 or 3 small paragraphs addressing qualifications found in their job description. Each paragraph addresses a specific job qualification. You'll give examples of where you developed the skills that meet their needs. For example, if they are looking for someone with excellent quantitative skills write about where you developed your quant skills in class and on a job or doing research. You are showing them that you have what it takes to do their job. These paragraphs should answer the question: **why you?**

Conclusion: Reiterate how your education and experience are a fit for the job. Tell them you look forward to discussing the job and your background further and thank them for their time and consideration.

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

(Your address followed by the date)

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

Dear Ms. Green:

(Your address followed by the date)

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

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.
- 2) **Keep your sentences short.**
- 3) **Use the active voice.**

- 4) **Use descriptive and strong words.** "As a consulting intern with -----, I developed effective research and analytical skills as well as the ability to meet deadlines under pressure."
- 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 that relate to their job requirements.**

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.

- 7) **Focus on how you meet their needs** rather than on what the employer has to offer you.

How to Match Your Cover Letter to the Job Description

Sample Job Description:

Council on Foreign Relations: Research Associate, Asia Studies

The Council's Studies Program is one of the country's largest foreign policy think tanks with a widely respected and influential research staff. The Studies Program's aim is to advance the discussion of American foreign policy and international affairs through its writing, publications, public outreach, and discussions.

Major responsibilities for the Research Associate include:

- Researching specific areas as requested by the Fellow. Tracking news and data sources on China's economic and political developments, as well as issues related to U.S.-China relations, energy and environment, and Asian regional security concerns.
- Assisting with writing assignments, including articles, book chapters, presentations, research briefs, and business writing
- Managing budgets, including preparing budgets and tracking monthly statements, monitoring grant information, and preparing vouchers for reimbursement
- Coordinating events, including arranging mailings, preparing invitations, travel arrangements, scheduling, corresponding with speakers and presiders, helping to prepare background papers and materials for distribution, and providing other logistical support
- Providing administrative support to the Fellow, including answering telephones, arranging travel for speaking engagements, handling correspondence, filing, and responding to requests for information

Preferred Qualifications:

- BA in international relations or Asia studies
- Strong command of Mandarin (reading)
- Excellent English language verbal and written communication skills
- Strong research, proofreading, and editing skills
- Proficiency in MS Word, Excel and Email, including advanced functions such as mail merge
- Strong organizational skills, attention to detail, and ability to work under tight deadlines
- Experience with blogs a plus
- 1-2 years related internship, administrative and/or research experience

Matching Cover Letter:

April 25, 2016

Mr. Jeffrey Jones, Recruiting Manager
Council on Foreign Relations
58 East 68th Street
New York, NY 10065

Dear Mr. Jones:

I write to apply for the Research Associate position in the Asia Studies program at the Council on Foreign Relations (CFR). I have read and cited many publications by the program director Dr. Elizabeth Economy. With a profound interest in the Chinese political economy and US-China relations, I believe that working as a Research Associate in CFR's Asia Studies program would be a very rewarding next step.

My research and writing experiences have thoroughly prepared me for the research that is central to this position. As a political science and environmental studies student in the Honors Program at Swarthmore College, I am skilled at conducting research using various kinds of digital databases as well as written texts. For an honors seminar on comparative Chinese politics, I wrote a research paper on China's state interests and historical lessons as shaping forces of Chinese foreign policy. This piece of work has been accepted for publication by both the *Journal of Undergraduate International Studies* at the University of Wisconsin-Madison and the Sigma Iota Rho *Journal of International Relations* at the University of Pennsylvania.

During my research internship with the Foreign Policy In Focus (FPIF) program at the Institute for Policy Studies (IPS), I worked on several security-related research projects that involved research in digital databases and libraries, interviewing scholars and journalists, and attending relevant policy events in order to produce reports on U.S.-Australia joint military facilities in Australia, Taiwan's military spending, and U.S. bases in Japan. My work on these projects acquainted me with aspects of conducting research in a professional environment; it spurred my interest in working at a research-oriented think tank.

Organizing workshops, speaker events, and conferences has sharpened my organization, communications, and interpersonal skills. During my 2015 summer internship with the US-China Energy Cooperation Program in Beijing, I acted as a liaison among the U.S. agencies and their Chinese counterparts in organizing two U.S.-China high-level energy forums in Beijing. I not only gained more insight into Sino-American government relations and large-scale event planning from this experience, but also improved my ability to multi-task, prioritize and re-prioritize my tasks constantly, and to pay close attention to details. This experience bore fruit in my subsequent internship with the Think Tanks and Civil Societies Program. Program Director James McGann appointed me to head the Program's China project. As the project lead, I used my knowledge of conference planning to work with other team members to put together a full agenda of a conference on Chinese think tanks in Beijing in October 2015.

My research, writing, organization, and administrative experiences have prepared me for the responsibilities of a Research Associate at CFR. With a keen interest in the Asia-Pacific region and China in particular, I believe that working at CFR will be a truly enriching and growth-filled next step before starting my graduate school education in government or international relations. In the meantime, I hope to contribute my previous research and event management experiences to the research and administrative work at CFR. Thank you very much for your consideration; I look forward to hearing from you soon.

Sincerely,
Alice Paul
Alice Paul

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 references 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 and see the end of this handout for an example of a reference list.

SUBMITTING AN APPLICATION

Email and Online

- Most organizations 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 providing 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, then copy and paste into the application text boxes or attach to emails as 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 a printer 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:

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 • ffirstyl@swarthmore.edu

Education

Swarthmore College, Swarthmore, PA

Candidate for Bachelor of Arts with anticipated majors in Religion and Philosophy, May 2019

Penncrest High School, Atlanta, GA

Graduated with high honors, June 2015 GPA: 3.5

Work Experience

Tour Guide, Swarthmore College Admissions Office, Swarthmore, PA (September 2015 – present)

- Lead guided tours for prospective students and families visiting campus
- Quickly develop a strong rapport with tour members to gauge their interests and tailor the tour accordingly
- Successfully balance a rigorous academic course load while working 15 hours per week

Private Piano Teacher, Smith Valley Music Program, Atlanta, GA (July 2013 – July 2015)

- Taught beginner and intermediate lessons to 5 students on a weekly basis
- Initiated, organized and launched an annual piano recital for students to showcase their accomplishments for family and friends; developed related fundraising campaign successful in generating \$25,000 in scholarships

Extracurricular Activities and Awards

Participant, Tri-College Institute at Swarthmore College, Swarthmore, PA (August 2015)

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

Captain, Penncrest Science Team, Atlanta, GA (September 2013 – June 2015)

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

Member, Penncrest Varsity Soccer Team, Atlanta, GA (September 2012-June 2015)

- Managed 30+ hours per week of practice, training and competition with part-time employment and a full academic course load
- Have played soccer since age 5, developing focus, discipline and determination to achieve personal and team goals as well as the ability to collaborate and contribute effectively as a team member
- Team won first place in the state championship, 2015

Skills and Interests

Computer: Proficient in social media and MS Excel, PowerPoint, and Word

Languages: Fluent in Spanish; Basic knowledge of Russian

Interests and Activities: a capella group, Debate Society, traveling, video game design and development

Janelle Wharton

500 College Avenue, Swarthmore PA 19081
jwharto1@swarthmore.edu (610) 328-8352

Education

Swarthmore College, Swarthmore PA

Bachelor of Arts in Psychology, May 2018 Overall GPA: 3.4, Psychology GPA: 3.6

John Jay High School, New York, NY International Baccalaureate Diploma, May 2014

- Valedictorian. GPA: 4.0/4.0
- National Merit Scholar and Presidential Scholar Semifinalist
- SAT: Verbal: 800 Math: 770 Writing: 720

Research Experience

Developmental Economics, Swarthmore College, Swarthmore, PA

Jan. 2016-present

- Perform regressions of GDP data on several different poverty indicators for 25 countries using STATA.
- Write scripts in STATA to change variables and perform a series of multivariable regressions to provide quantitative evidence for a critique of an academic research paper.

Educational Psychology, Swarthmore College, Swarthmore, PA

Sept. 2015-Dec. 2015

- Evaluated the effectiveness of the Gateways Program (an alternative classroom in Radnor, PA) and recommended improvements to improve educational outcomes.
- Collected data by surveying and interviewing over 40 students. Coded qualitative data for analysis.
- Used SPSS to perform statistical analyses of data and develop graphics.
- Prepared a 60-page written report of findings; wrote and presented a summary for school board.

Research Assistant, Biology Department, Swarthmore College, Swarthmore, PA June 2015-Aug. 2015

- Analyzed impact of pesticides on soil bacteria with applications for agribusiness.
- Designed experimental protocols, performed experiments, analyzed data in Microsoft Excel.
- Prepared charts, graphs, a written analysis, and a poster of findings and presented conclusions at a research conference.

Intern, Ion Field Systems, Wilmington, DE

June 2014-Aug. 2014

- Served as an assistant at a scientific instrumentation start-up company.
- Performed experiments to optimize the company's product, wrote reports on findings and presented results to marketing and scientific representatives and the venture capitalist funding the company.
- Analyzed whether it was cost-effective for the lab to get new equipment.
- Honed ability to work on multiple projects at once; had the opportunity to help make decisions to optimize the performance of a small company.

Additional Experience and Campus Leadership

Education/Youth Policy Extern, CommunicationWorks, LLC. Washington, DC

January 2016

- Completed project assignments and represented the organization at media events.
- Shadowed senior staff and participated in informational meetings with clients and other policymakers.

Member, Muslim Students Association, Swarthmore College

Aug. 2014-present

- Established partnership with Muslim Student Associations at two other local colleges.
- Organized large-scale campus events for Muslim holidays.

Web Design Intern, Black Cultural Center, Swarthmore College

Oct.-Dec. 2015

- Redeveloped and maintained the webpage of the Black Cultural Center.
- Established office hours to troubleshoot member computer problems.

Jeeyong Kim

College Address: 500 College Avenue, Swarthmore, PA 19081 (610) 328-8352

Permanent Address: 34 Old Well Road, St. Louis, MO 54539 (213) 555-5555

Email: jkim1@swarthmore.edu

Education

Swarthmore College, Swarthmore, PA

- Bachelor of Science in Engineering, May 2017. 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 2013. 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 2015)

- 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 Anamolies*.
- Sponsored by the National Science Foundation.

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

(Summer 2014)

- 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.

Teaching Experience

Student Technical Support Associate, Swarthmore College IT Services

(Fall 2015-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 2015-16)

- 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.

Antônio José Parrish

Permanent Address: SHIS QI 44 – Conjunto 99 – Casa 22, Lago Sul – Brasília – DF--Brazil 71.88-5555

College Address: 500 College Avenue, Swarthmore PA USA 19081

Phone: (555) 222-6121 (cell phone)

E-mail: antoni0@gmail.net

Education

Swarthmore College, Swarthmore, PA

B.A. in Computer Science and Economics, May 2016 GPA: 3.85

Relevant Coursework: Data Structures and Algorithms*, Structure and Interpretation of Computer Languages*, Econometrics, Single and Multi-Variable Calculus, Honors Linear Algebra, Discrete Mathematics (* denotes lab component)

Internships

Summer Analyst, Credit Suisse, New York, NY

June-Aug. 2015

- Worked in both the 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.

Financial Analysis Intern, CDL Engineering Firm, Brasilia, Brazil

June-Aug. 2014

- Prepared spreadsheets with bidding proposals for electric systems of large infrastructure projects, including bridges, subways and highways.
- Helped budget raw material costs, engineers' and workers' wages, taxes, profit, etc. and presented reports for these projects.

Credit Intern, Banco Safra (Safra Group), Brasilia, Brazil

Dec. 2014-Jan. 2014

- Conducted credit analysis, reporting overdue fees in mortgage financing and car leasing.

Economics Research

Wharton Business School/ Leonard Davis Institute of Health Economics

Summer Undergraduate Research Program, Philadelphia, PA

May-Aug. 2013

Worked full-time on two health economics research projects:

- ⌘ Variation in Physician Treatment Styles for Pelvic Organ Prolapse with Andrew Epstein, Ph.D. Determined the variability in choice of procedure between physicians and verified the existence of styles of treatment in Pelvic Organ Prolapse. Co-author of manuscript published in the *Journal of Healthcare Economics*. Performed extensive analysis on STATA, including several econometric tests. (<http://www.youtube.com/watch?v=iQ-tQktlDfw&feature=youtu.be>) (2 minute clip)
- ⌘ Designing a Patient-Centered EMS System: Barriers and Opportunities with Brendan Carr, MD. Examined how EMS systems could be redesigned to decrease volume of Emergency Department patients and increase industry profits. Gave presentation to a committee of the Department of Health and Human Services in Washington, D.C. Wrote a policy brief explaining issue. (<http://www.youtube.com/watch?v=PdhFgdxNtbo&feature=youtu.be>) (2 minute clip)

Technical Proficiency

- ⌘ Programming Languages: Python, C++, Scheme/Racket, Javascript, OCaml, HTML, Ruby, Visual Basic
- ⌘ Member of Swarthmore's ACM Programming Competition Team
- ⌘ Systems/Software: Microsoft Word, Excel, PowerPoint, Access; Visual Basic; ArcGIS; STATA; Mathematica; Unix/Linux; Microsoft Windows; Apple Mac OS X
- ⌘ Top Programming Projects: Browser with search functionality for CS Department pages, Scheme language interpreter

Language Mastery

English: Fluent, first language; **Portuguese:** Fluent, first language; **French:** Fluent, equivalent of 9 semesters of studies – Alliance Française Brasília; **German:** Proficient; certified by Goethe-Institut; **Spanish:** Working knowledge

SHUAN PEI SENIOR

500 College Avenue, Swarthmore, PA 19081
ssenior5@gmail.net (555) 560-8888 citizenship - USA

Education

Swarthmore College, Swarthmore, PA

Bachelor of Arts: Honors Major in Economics, Honors Minor in Political Science, May 2016 GPA: 3.25/4.0

Relevant Coursework: Econometrics; Data Analysis and Visualization; Financial Accounting; International Economics

International School of Beijing, Beijing, People's Republic of China

International Baccalaureate Diploma, June 2012

SAT: Verbal: 700 Math: 770 Writing: 750

Experience

Business Analyst, **Office of Corporate Development, Tiny Telecom Corp., Shanghai, P.R.C.**

June 2015 – Aug. 2015

- Reported to Chief Strategy Officer of a broadband access multinational corporation
- Conducted valuation analysis, in Excel, of target companies for M&A due diligence using accounting methods
- Researched status of various industry developments, including global 4G rollout plans, based on industry reports
- Assembled Excel database of 11 competitors, both local (e.g. OEM Corp.) and multinational (e.g. Global Tech)
- Helped deliver, as part of CSO's team, presentation on company's growth strategy to CEO and the Board

Research Assistant, **Swarthmore College Dept. of Economics, Swarthmore, PA**

Aug. 2015 – May 2016

- Selected, with 3 other students, by Prof. Joe Economics to conduct research in the field of international economics
- Researched statistics from World Trade Organization on emerging market-to-LDCs trade patterns
- Created graphs and tables in Excel to depict the discrepancies in regional trade patterns

Extern, **The Boutique Consulting Firm, Boston, MA**

Jan. 2016

- Shadowed Swarthmore alum at a corporate strategy consulting firm as part of week-long externship program
- Helped market-size the pharmaceutical industry by making cold calls; part of due diligence work for PE firm

Intern, **Economics, Energy, and Business Affairs, U.S. Department of State, Washington, D.C.**

June 2014 – Aug. 2014

- Completed in conjunction with an International Leadership Foundation (ILF) fellowship
- Led collection process of all domestic clean energy corporations documentation; created central database in Excel
- Helped assess potential for streamlining processes by cataloging chain-of-command procedures

Leadership

President, **Swarthmore Asian Organization, Swarthmore, PA**

Jan. 2015 – Dec. 2015

- Wrote proposal for group budget; won 15.6% increase on previous year's allocation from Student Budget Committee
- Liaised between students, faculty, and Philadelphia groups to foster Asian Pacific American (APA) relationships
- Managed \$5,000 budget for APA Heritage Month and coordinated execution of 12 events in 30 days
- Led team-building and organizational meetings with other 12 members of executive board

Columnist/Opinions Editor, **The Phoenix, Swarthmore College, Swarthmore, PA**

Jan. 2015 – May 2015

- Supervised content of Opinions section for only print newspaper on campus, managing 4 columnists per semester
- Wrote biweekly column as columnist, "International Love," focusing on international affairs
- Facilitated discussion for and wrote the weekly Staff Editorial
- Helped design and lay out section pages using QuarkXPress

Publications

"Building the Capacities of Selected LDCs to Upgrade and Diversify their Fish Exports"

Report for the United Nations Conference on Trade and Development

- Co-author with Professor Stephen S. Golub – the paper includes case studies on the fisheries sector in Bangladesh, Cambodia, Comoros, Sierra Leone and Uganda

Skills and Interests

Computer: QuarkXPress; DataDesk; STATA; Python; C++; Microsoft Office (Word, Excel, Access, PowerPoint)

Languages: Fluent in English, Mandarin, and Cantonese

MARY LYON

805 Harvard Avenue · Swarthmore, PA 19081 · mlyon1@swarthmore.edu · (222) 333-4444

EDUCATION

Swarthmore College, Swarthmore, PA

Bachelor of Arts in English Literature and History, May 2018

Relevant Coursework: Contemporary Women's Poetry, Labor & Urban History, Introduction to Education, Victorian Literature & Culture, Writing Pedagogy

EDITORIAL EXPERIENCE

Writing Associate, Writing Center, Swarthmore, PA

September 2015 – May 2016

- Assisted student writers in the prewriting, drafting, and revision of written course assignments; supported Intro to Education course and walk-ins at the Writing Center
- During one-on-one sessions, provided writers with honest, constructive feedback; engaged writers in dynamic conversations to troubleshoot and cooperatively develop a plan for drafting or revising
- Engaged the writer's personal perspective, style, and goals; developed brainstorming, drafting, and revising techniques according to the particular needs of each writer
- Volunteered as a writing mentor for associated program at the College Access Center

Jr. Technical Writer, Bowhead Systems Management, Patuxent River, MD

May 2015 – July 2015

- Consulted with Navy flight test personnel to correctly classify and revise flight test reports
- Followed and implemented rhetorical and stylistic rules of government's publication guide

Writing Mentor, College Access Center, Chester, PA

January 2015 – May 2015

- Coordinated with fellow writing associates and the staff of the CAC to design lesson plans and lead after-school classes for high school students on writing for the SAT and college applications
- Instructed students on writing techniques, from grammar to brainstorming to drafting to revising
- Developed the individual skills and interests of students during one-on-one discussions in class; encouraged students to write creatively and from their own experiences and feelings

MANAGEMENT EXPERIENCE

Researcher & Program Manager, Early Novels Database, Philadelphia, PA

June 2014 – August 2014

- Managed the collection and organization of large sets of bibliographic metadata from collection at UPenn library; input data into research database; created and updated electronic tracking sheet
- Coordinated and directed the day-to-day activities and progress of fellow student researchers across two libraries in Philadelphia using electronic media such as Skype and Gchat; checked in daily with program director to discuss and troubleshoot progress
- Conceptualized and implemented platforms for internally and publicly sharing END's progress and content; created Google account to generate and maintain shared content among team members; created and edited content for END's WordPress, Tumblr, and Twitter accounts
- Assisted program director and library staff in training of new researchers

Maria McCabe

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

Education

Swarthmore College, Swarthmore, PA

- BA, May 2016. Major: Honors Political Science, Minor: Honors Chinese. GPA: 3.63/4.0.

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

- Semester abroad, Fall 2014. GPA: 4.0/4.0
- Coursework in Chinese language, contemporary Chinese politics, and the history of Shanghai.

Internships

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

June-August 2015

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 2014

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 2014

- 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.

Activities

Reporter, *Darfur Radio Project*, Swarthmore, PA

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 2015-2016 budget, drafted 2015 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.

Swarthmore College Advisory Council to the Dean, Swarthmore, PA

Appointed as student representative to this committee, Fall 2015-Spring 2016

- Acted as a sounding board, providing advice to deans of the college on various student life issues including alcohol use on campus and diversity

ALAN TARBLE

1089 Jonas Drive • Jennersville, TX 77042 • 610-328-8352 • atarble1@swarthmore.edu

EDUCATION

Swarthmore College – Swarthmore, Pennsylvania **May 2016**

- Bachelor of Arts in Economics and Minors in Public Policy and Psychology, GPA: 3.55
- Relevant Coursework: Environmental Economics, Public Finance, Financial Accounting

Harvard University (Harvard Business School - SVMP) – Boston, Massachusetts **June 2015**

- Relevant Coursework: 1 week of full-time MBA coursework consisting of 14 case studies

ENTREPRENEURIAL AND RESEARCH EXPERIENCE

Founder, KnowledgeNet, Swarthmore, Pennsylvania **October 2015 – Present**

K-Net is a feedback tool that gathers reviews of employees through aggregated performance ratings and peer comments, providing a direct way to track employee performance and development for managers and users

- Developed tool concept and product mock-up, business strategy, and financial plan
- Chosen as finalist of SwatTank, Swarthmore's business plan competition, with final rounds held April 11th

Co-founder, GWT, Palo Alto, California **February 2014 – January 2015**

GWT is a start-up that offers merchants distribution services for digital gift cards, discounts, and coupons through optimization of location-based relationships using a consumer interest-driven social network

- Designed merchant acquisition strategy by identifying high-likelihood first adopters; developed pricing structure by identifying the value of different kinds of user impressions

Merchandising and Planning Intern, JCPenney, Plano, Texas **June 2015 – August 2015**

- Re-launched \$1.5 million private label wallet brand by combing data analysis with merchandising and planning processes
- Delivered weekly presentations on current sales trends, stock levels, and vendor performance; provided recommendations for future business opportunities to 10+ management associates

Research Intern, Greater Houston Partnership (GHP), Houston, Texas **June 2014 – August 2014**

- Conducted research on the energy industry for GHP clients considering new projects in the Houston area
- Leveraged private and government databases to produce Excel reports of economic trends in Houston
- Collaborated on department wide projects with a team of 6, including quarterly reports and year-long economic forecasts
- Produced presentations on short notice for Vice President of Research and CEO for board and client meetings

Co-Founder, Lorenzo Fashion House (LFH), Houston, Texas **June 2012 – July 2013**

- Co-founded clothing company, sought sales leads, assisted in design process, provided start-up capital, developed marketing strategies and made strategic decisions about the direction of the company
- Led company to generate \$4,000 over the course of its operation, reaching over 800 customers

Research Assistant, Rice University (Smalley Institute), Houston, Texas **June 2013 – August 2013**

- Co-author of article published in the American Chemical Society. Wet Catalyst-Support Films for Production of Vertically Aligned Carbon Nanotubes (ACS Appl. Mater. Interfaces, 2013, 2 (7), pp 1851–1856)

LEADERSHIP EXPERIENCE

Co-Chair, SwatTank Business Competition, Swarthmore, Pennsylvania **August 2015 – Present**

- Organized core team of 7 people to plan and execute business plan competition
- Met with college administration regularly to solicit funding for competition, ultimately receiving \$3000 in prize money
- Created proposal for the competition including rules, application forms, competition schedule and judging forms

Co-President, Entrepreneurship Club, Swarthmore, Pennsylvania **November 2014 – Present**

- Increased attendance from 5 to 25 students per meeting as well as increased membership from 30 to 70 students total
- Brought speakers for 25+ students monthly and prepare case studies/educational materials for workshops

Career Preparation Fellow, Management Leadership for Tomorrow, Washington, DC **July 2014 – December 2015**

- Selected as one of 230 for 18-month professional development program for high-achieving diverse talent
- Completed business case studies and intensive projects to hone analytical, quantitative, and communication skills

EDUCATION

Swarthmore College, BA Candidate in Linguistics and Art History, *Swarthmore, PA*, GPA: 3.15 June 2017
Philip Evans Scholarship; 1 of 6 scholars selected based on superior achievements and leadership.
University College London, Affiliate Student for History of Art, *London, UK* Spring 2016
Coursework included Introduction to Marketing and Accounting for Business.

MARKETING EXPERIENCE

Search Engine Optimization and Market Analyst, ((305)) Fitness, *New York, NY* Summer 2015

- ▲ Project managed SEO initiatives using Google Analytics; collected dimension and metrics data to create strategies to promote web traffic by analyzing CTRs and audience demographics; created blog; updated web content
- ▲ Generated KPI reports based on service types, class capacities, time slots, and average revenue
- ▲ Created scheduling models for two new locations using client behavior data

Merchandising and Styling Intern, Albright Downstairs, *New York, NY* Spring 2015

- ▲ Devised sales plans on case to case basis according to client's needs, sales history, budget, and current trends

Buying and Marketing Intern, Center for Traditional Textiles of Cusco, *Cusco, Peru* Summer 2014

- ▲ Volunteered in the buying office for organization which worked with 10 weaving communities to provide skill building, market development, and financial support for weavers
- ▲ Assisted in managing 3 gift shops, sought opportunities for possible markets, and maintained inventories

Fashion Marketing and Sales Intern, G-Lish Fashions, *New York, NY* Summer & Winter 2013

- ▲ Executed sales and negotiated with regional and international buyers, editors, and distributors; maintained a showroom; shipped samples to factories; approved samples; and worked tradeshow
- ▲ Analyzed sales history, retailers in target market, and regional fashion trends to forecast sales

PROJECT MANAGEMENT EXPERIENCE

Production Assistant, Barkley Kalpak Agency, *New York, NY* Spring 2014

- Created corporate events and meetings with team from drawing board to execution; brainstormed event ideas; created PowerPoint presentations for event proposals; sourced event furniture and supplies; researched corporation branding
- Updated event schedules and learned Excel for accounting purposes in order to track event budgets and expenses

Coordinator, Trash 2 Treasures, *Swarthmore, PA* 2014

- Organized end-of-year sale of student-donated clothing, electronics, and office supplies with student team; managed and recruited volunteers; advertised sale; maintained inventory of donations; raised a record \$28,000 for United Way

Assistant Editor and Columnist, *The Phoenix*, *Swarthmore, PA* 2013 - 2014

- Edited articles, managed, and advised 13 writers, and designed page layouts while serving on the editors' board for Swarthmore College's newspaper; simultaneously wrote three columns

Co-Director, Fashion Forward, Benefit Fashion Show and Auction, *Swarthmore, PA* 2013 - 2014

- Led a team to contact over 500 retailers for donations, gathered volunteers, and supervised the event's execution

CAMPUS LEADERSHIP

Finance Director, Paces, Student-Run Cafe Fall 2015 - Present

- Built and maintained a \$40,000 budget; adjusted menu in order to create a greater profit; analyzed and projected expenses

Founder and Instructor, RAGE Fitness 2015 - Present

- Organized, publicized, and instructed bi-weekly cardio dance workout classes for students

Member, Kappa Alpha Theta Women's Fraternity 2014 - Present

- Served on Service and Philanthropy committee and assisted in re-establishing the fraternity on Swarthmore's campus

LANGUAGE AND COMPUTER SKILLS

- Fluent in Spanish
- Intermediate Japanese
- Microsoft Excel, Power
- ArcGIS
- Adobe Photoshop, InDesign, Illustrator
- Google Analytics

Kandice Kohlberg

500 College Avenue Swarthmore PA 19081
(610) 328-8352 | kkohlbel@swarthmore.edu

EDUCATION

Swarthmore College

Swarthmore, PA

Bachelor of Arts in Honors Economics and Educational Studies with minor in Statistics

May 2017

- **GPA:** 3.46 / 4.00; **SAT:** 2290
- **Relevant Coursework:** Financial Economics (in progress), Financial Accounting (in progress), Intermediate Macroeconomics, Intermediate Microeconomics (currently a Teaching Assistant), Emerging Market Economies: the BRICS 1900-2020, Probability and Mathematical Statistics, Multivariable Calculus, Linear Algebra

PROFESSIONAL EXPERIENCE

Sword, Rowe & Company

Princeton, NJ

Investment Banking Intern

Jun 2015 – Aug 2015

- Supported boutique investment banking team during due diligence phase of buy-side M&A advisory engagement and contributed to several capital raising projects ranging from \$50-200 million
- Compiled financial data and industry research and conducted trading comparables valuation analysis used in investment memo for Virgo Investment Group's purchase of Millennium Entertainment
- Conducted extensive research on competitive landscape and trends in investment banking; presented data and strategic recommendations to CEO and Managing Directors
- Populated internal databases with financial information for Sword Rowe's recent investment banking deals and lists of potential investors; drafted presentations for potential investors in private equity and hedge funds

University of Chicago Booth School of Business

Chicago, IL

Research Assistant for Dr. Eric Zwick, Assistant Professor of Finance

Jun 2014 – Aug 2014

- Conducted research for two studies:
 - a) Analysis of how student loans affect homeownership rates for people between the ages of 25-35; used data and Excel to calculate the homeownership rates for people between the ages of 25-35 in every US zip code
 - b) Analysis of how land speculation affects housing prices in China; obtained data on Chinese raw land and housing transactions from various Mandarin websites

LEADERSHIP EXPERIENCE

Swarthmore College

Swarthmore, PA

Writing Associate

Sep 2015 – Present

- Selected from pool of over 80 candidates to be one of 24 writing associates, helping students to develop as writers
- Helped senior political science thesis writer improve the argument, structure, organization and style of her thesis through weekly one-on-one conferences

Swarthmore College

Swarthmore, PA

Student Academic Mentor

Aug 2015 – Present

- Serve as orientation leader; assist freshmen with transition to academic and social environment in college
- Act as residential hall leader and liaison with faculty and deans; help residents develop time management and organizational skills, study strategies and other key academic skills

Let's Get Ready

Swarthmore, PA

Math Head Coach

Feb 2014 – Present

- Act as mentor and leader for other math coaches within organization that provides free SAT tutoring and college counseling to low-income students in the local area
- Identified opportunity to improve curriculum; then developed and implemented changes to curriculum that deemphasized lecturing and incorporated more creative approaches to engaging students, leading to dramatic increases in students' scores

SKILLS, ACTIVITIES & INTERESTS

Languages: Conversational Proficiency in Mandarin Chinese

Technical Skills: Python, C++, LaTeX, R

Activities & Interests: Swarthmore College Orchestra (violin), skiing, singing music, traveling

Michael Matchbox

38 Jones Road • Basking Ridge, NJ 07920
Swarthmore College • 500 College Ave. • Swarthmore, PA 19081
610-328-8352 • mmatchb1@swarthmore.edu

Education

Swarthmore College

Class of 2018

Candidate for Bachelor of Arts in Political Science and Statistics. GPA: 3.45/4.0

Relevant Courses: Stochastic Modeling, Honors Several Variable Calculus, Statistical Methods

Experience

Swarthmore College Student Budget Committee, Manager

2015-Current

- Evaluated funding requests, determined allocations, and managed administration of the Student Activities Budget, a \$540,000 account for 120 campus organizations
- Introduced mid year budget review and negotiated reduction in reserves with administration, together freeing up \$25,000 to fund supplemental requests
- Launched program of consulting with student groups to develop and refine funding requests pre-submission to increase likelihood of approval and to streamline budgeting process
- Communicated the role of SBC and improved transparency through newspaper articles, updating our website and social media presence, and all-campus presentations
- Hired, trained, and oversaw three assistant managers

Professor Ayse Kaya, Swarthmore College Political Science Dept, Research Assistant

2015-Current

- Developed and implemented research plan for collaborative paper for publication focused on the relationship between environmental aid and geostrategic concerns
- Supported the professor's research through multivariate regression analysis, topic modeling, and graphical presentation of data using RStudio and Excel

Congressman Albio Sires, Congressional Intern, Washington, DC

Summer 2015

- Developed an Excel database to track incoming constituent mail and e-mail by town and issue in order to optimize relevance of targeted responses to concerns in the district
- Authored a reference manual for updating this Excel database of constituent inquiries to serve future staffers and interns
- Analyzed briefings and composed memos assessing relevant information for the staff to be utilized in policy recommendations for the Congressman

World Information Transfer, Communications Intern

2013-2014

- Authored comprehensive reports on weekly United Nations policy meetings for the Vice Chair of the organization, summarizing delegate and expert testimony
- Utilized data from each report, composed articles for the monthly newsletter, *World Ecology Report*, circulated to environmental experts worldwide

Leadership

Model UN, Head Delegate

2014-Current

- Led Swarthmore College Model UN team at nationwide conferences
- Doubled club membership to 20 students by creating monthly crisis simulation

BCA-mart, Co-founder and Chief Marketing Officer

2012-2014

- Founded and operated school store with five student team
- Quadrupled year two profit via social marketing, promotions, and streamlined operations
- Demonstrated critical thinking and troubleshooting when supplier went out of business, quickly implementing contingencies to maintain day-to-day operations
- Recruited and trained successor to ensure continuity of leadership

Basking Ridge Cambodia Project, International Ambassador

2010-2012

- Team leader of 22 students, raised funds to build a school in rural Cambodia
- Addressed community at school dedication, created recruiting video to share experience

Oscar Clothier

500 College Avenue, Swarthmore PA 19081
oclothi1@swarthmore.edu • 610-328-8352 • linkedin.com/in/oscarclothier

Education

Swarthmore College, B.A. Candidate in Mathematics

May 2016

- Minor in Public Policy; elective focus in urban studies
- Relevant Courses: Statistics, Multivariate Calculus, Econometrics, Urban Economics, Urban Politics & Development
- Research paper, for math major, on algorithmic solutions to the Maximum Network Flow problem

Study Abroad: IHP Cities in the 21st Century (Ahmedabad, Dakar, & Buenos Aires)

16 Weeks, Spring 2015

- Lived with local families; took four urban studies courses with full-time professors; frequent group- and field-work
- 20-page independent field research paper on self-devised topic: comparative analysis of transit-oriented development
- Summarized core thesis in class presentations; designed methodology under time constraints

Work Experience

Press Intern, Pat Quinn for Illinois Gubernatorial Campaign, Chicago, IL

Summer 2015

- Prepared research memos on topics such as economic and tax policy; drafted press package components; helped plan events and select speakers
- Identified breaking news, elevated select issues to senior staff and performed research to inform responses
- Discovered a suspicious donation that staff then highlighted in press and TV, shifting campaign dialogue about ethics

Performance Management Intern, Chicago Transit Authority, IL

Summer 2014

- In this internal consulting unit, analyzed operations data and created graphics for C-level and all-staff meetings
- Co-designed training seminar to drive a unit's 50% cost savings; began discussions on delay fixes with ops managers
- Tracked absenteeism metrics to support a 22% decrease in absenteeism across all departments

Transport Consulting Intern, Cambridge Systematics, Chicago, IL

Summers 2012 and 2013

- Implemented a price model, researched pricing strategies; enabled client (a major transit agency) to raise fare revenues by 10%
- Analyzed demand data, created graphical visualizations, and applied statistical models
- Researched technology and product offerings as part of an industry analysis to support a transport-related litigation

Education Consulting Assistant

June 2013

- Researched best practices and drafted action plan for education expert Paul Vallas' military schools foundation

Intern, Corporate Research & Strategy Dept., Amtrak, Washington, D.C.

1-week, January 2013

- Analyzed a route's competition; presented findings to a senior staffer to support a successful funding negotiation

Leadership Experience

Editor-in-Chief, Swarthmore Daily Gazette (daily.swarthmore.edu)

Fall 2014

- Head of College's only daily newspaper, 30 staff, 3-5 stories/day, often over 1500 page views/day on small campus
- Oversaw 22% gain in page views by focusing on comment-driving topics, investigating follow-ups, and developing source relationships; created online master schedule and nightly office hours to increase writer-editor coordination
- Oversaw 41% gain in ad revenue via online ad optimization; secured funding for new conference trips, office upgrades
- 2.5-year commitment: News Editor both semesters 2013-14; Assistant News Editor spring 2013; Staff Writer fall 2012

SwatCities Club, Swarthmore

Spring 2013-present

- Co-founded urban issues discussion group; secured funding for regular trips; arranged lectures by outside academics

Swarthmore Student Senate: Elected member; designed dining policy proposals adopted by the College

Spring 2014

High School News Radio: Co-anchored and later hosted a world news show on high school radio

Spring 2010-Spring 2012

Other Experience

Skills: Professional proficiency in French; Microsoft Office, Stata, Java, C++, SQL, GIS, InDesign

Math Tutor: Tutor three middle-school students in Algebra

Fall 2015-Spring 2016

Policy Intern, Environmental Law & Policy Center, Chicago: Assembled water systems quality database

Summer 2011

Other Interests: Urban planning, architecture, and real estate; piano student since age four; enjoy running

PARKER KIM

College Address: 500 College Avenue, Swarthmore, PA 19081 (610) 328-8352

Permanent Address: 35 Dogwood Lane, Atlanta, GA 30032 (555) 555-5555 *Email:* pkim2@swarthmore.edu

Education

Swarthmore College, Swarthmore, PA

- Bachelor of Arts in Economics, May 2018
- ACT English 35/36 ACT Math: 35/36
- *Relevant Coursework:* Linear Algebra, Python, Financial Accounting, Statistical Methods, Introduction to Economics, Intermediate Microeconomics, Public Policies in Practice, Intermediate Macroeconomics

Experience

Consulting Extern at Temin & Company, New York, NY

January 2016

- Created press lists using Microsoft Excel
- Hosted a successful 50-person salon discussion for the book "Women on Board"
- Made PowerPoint presentations that were used on Temin's Twitter and Facebook accounts
- Conducted research and analysis on confidential topics

Consulting Intern at EMH Strategy, Atlanta, GA

June 2015 – August 2015

- Assisted with 3-5 client projects, budgeting and financial modeling
- Conducted competitive analysis and process mapping
- Created documents and deliverables for clients

Extern at Duff & Phelps, Chicago, IL

January 2015

- Learned about financial analysis, portfolio valuation, fairness and solvency opinions
- Prepared financial reports on mergers & acquisitions from scratch using Microsoft Word and Excel
- Synthesized meeting details with clients into one page reports for the Managing Director in Transactions

Leadership

Founder of 180 Degrees Consulting – Swarthmore College

February 2015 – Present

Founded a branch of 180 Degrees Consulting at Swarthmore College; Assist students in becoming professionally trained consultants; Offer professional, free consultancy to nonprofits and social entrepreneurs

Founder of Swarthmore Consulting Group

August 2015 – Present

Organize introduction to consulting lectures, case interview practices, and discussions; Liaise between students, faculty, alumni, and consultants to encourage entrepreneurship at Swarthmore; Help students acquire the resources they need to learn about consulting; Solve real life cases, giving students exposure to management consulting

Lead Financial Analyst of SWATFinancial

August 2014 – Present

Gather financial data by analyzing annual reports, investor relations, employee relations; Provide free consulting to local business and individuals making investment decisions; Work with Lend for America to give small loans to struggling local, small businesses

Skills and Interests

- Operating Systems: Linux, Mac OS 9+, Windows 8+, Python, Excel, PowerPoint, Word, R
- Languages: Proficient in Korean. Limited proficiency in Spanish.
- Classical piano, Sudoku, musicals, piano teaching, hotel management, French influence in New Orleans

Carter Eldridge

College Address: Swarthmore College · 500 College Avenue · Swarthmore, PA · 19081 · (610) 328-8352

Permanent Address: 123 Anapamu Street · Santa Barbara, CA · 90832 · celdrid1@swarthmore.edu

EDUCATION

Swarthmore College - Swarthmore, PA

B.S. in Engineering (ME/EE focus) and Biology Minor, May 2017 (GPA: 3.43)

- Tau Beta Pi National Engineering Honor Society member
- Recipient of Martin S. Kapp Award, Society of Military Engineers (2014-2015)

RESEARCH AND DESIGN PROJECTS

Sensor Design (Fall 2015) - Swarthmore, PA

- Currently developing an interferometric sensor capable of measuring self bending and torsion of a four-core optical fiber; upon completion of implementing the sensor system it will be evaluated for potential applications in atomic force microscopy

Materials Testing (Spring 2015) - Swarthmore, PA

- Developed test procedures for determining the Young's Modulus for fused silica optical fibers
- Explored the effects of fiber coating and speed of load application
- Designed and fabricated test fixtures for tension tests

Biomechanics (Fall 2014) – Swarthmore, PA

- Investigated the relative strengths of cactus joints, areole-spine junctions, and gripping forces induced by spine surfaces as they relate to primary reproductive strategies
- Developed test procedures for testing joint and tensile strength

EXPERIENCE

Signal Processing Analyst - OptaDesign Inc (June-August, 2015) - Cambridge, MA

- Developed and presented algorithms and testing procedures for sensor calibration on a fiber optic based distributed acoustic sensing system
- Reported weekly on project updates and submitted two final manuscripts describing high-level functionality and implementation of calibration algorithms
- Performed field testing on calibration algorithms and managed field experiments
- Supervised GPS surveys for ground truth data

iOS Application Developer - engIN Inc. (May-August, 2014) – San Francisco, CA

- Collaborated with development team on application development
- Redesigned and shipped “Big Words” application to Apple’s App Store

ACTIVITIES and LEADERSHIP

Captain, Swarthmore College Varsity Baseball - Swarthmore College (2014-2016) - Swarthmore, PA

- Assisted coaches in managing the pitching staff; developed younger players by studying mechanics and game planning against opposing teams

Chief Financial Officer, Delta Upsilon Fraternity - Swarthmore College (2014-2015) - Swarthmore, PA

- Managed the fraternity’s annual budget and ran the fall fundraising campaign
- Raised the highest level of fundraising in the fraternity’s history through corporate sponsorships and a local advertising campaign

SKILLS AND INTERESTS

- **Biology and Chemistry:** Genotyping/PCR, microscope dissection, titrations
- **Computer:** Extensive Matlab experience, C/C++, Cocoa (iOS), Python, Solidworks, MS Office, Unix
- **Engineering:** Milling machine and lathe operation, solder, strain gage installation, multimeter use

Eric Ashton

500 College Avenue, Swarthmore PA 19081
eamshon1@swarthmore.edu (610) 328-8352

Education

Swarthmore College, Swarthmore PA

Bachelor of Arts, Special Major in Chemistry and Education, June 2018 GPA: 3.0

Relevant Coursework: Urban Education; Special Education; Educational Psychology; Adolescence

Honors and Awards: Richard Rubin Scholar, 2015-present; Swarthmore College Chemistry and Biochemistry Department Service Award, 2016; National Merit Scholar, 2014

Teaching Experience

Tutor, Dare 2 Soar Program, Chester, PA (January 2016 – present)

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

Tutor elementary and middle school students in subjects including literacy, algebra, and science at the local YWCA.

Collaborate with teachers to reinforce lesson plans and help the teachers and students achieve classroom objectives.

Administer placement exams to assess students' grade level in various subjects and then develop learning goals to bolster achievement.

Science for Kids Helper, Swarthmore College, Swarthmore, PA (June 2015-July 2015)

Mentored two ten year old girls in a science summer camp run by the college chemistry department. Helped them perform experiments, discovered creative ways to explain scientific concepts, and designed new experiments for them when they were curious about a particular topic.

Science Instructor, Stetser Elementary, Chester, PA (Spring 2015)

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

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.

Leadership

Resident Assistant, Swarthmore College, Swarthmore, PA (August 2015-present)

Serve as a residential advisor and counselor for a hall of thirty six students. Provide conflict resolution and educational programming for residents. Intervene in crisis situations; ensure the dorm is secure and that residents follow safety precautions. Honed effective communication skills and an ability to work on multiple projects while managing residential issues.

Student Academic Mentor, Swarthmore College, Swarthmore, PA (August 2015-present)

Serve as a residential academic mentor for a dorm with eighty students. Help students with course and major selection and organize study break activities. Support students who are having trouble adjusting to college or are struggling academically, encourage students to take advantage of college resources, and collaborate with administrators to help students. Developed an ability to manage time effectively, making helping people and finishing work a priority.

Kayley Clothier

500 Oak Avenue, Rockville MD 29808
(610) 328-8352 kclothier@gmail.com

SUMMARY OF QUALIFICATIONS

- Adept in data analysis, using both primary and secondary data, software applications including:
Microsoft Word ♦ Microsoft Excel ♦ Microsoft PowerPoint ♦ Microsoft Access ♦ Stata ♦ Python.
- Effective communicator, skilled in presenting complex concepts in straightforward ways
- Bilingual, English and Spanish: speak fluently, as well as write and translate in both languages
- Proficient in Mandarin Chinese: four semesters of language study at Swarthmore College
- Experienced in time management, establishing priorities, and complying with deadlines.
- Proven leadership and team-building abilities.
- Thorough understanding of government regulations through work with agencies such as BOEM, EPA, FDA, & OSHA.

PROFESSIONAL EXPERIENCE

Research Analyst, **Eastern Research Group**

Lexington MA, September 2014- Present

- Conduct primary and secondary research on scientific, technical and policy topics in environmental science, pharmaceutical, food and occupational safety.
- Effectively present and map data for economic models; collect and synthesize data using Microsoft Excel and Access.
- Perform quality assurance processes for data sets involving over 50K points obtained from separate databases.
- Experience in obtaining data from government websites and private sources, and extrapolating data points.
- Collected, translated and synthesized information on food imports processes in Chile and Mexico; summarized findings into reports to inform potential changes in FDA's food import policies.
- Obtained time series interest rate data for small business regulation project dating back to 1960.
- Managed and updated data set containing financial data for over 150 airports and performed quality assurance for EPA aircraft-deicing.
- Mapped model data for 40K+ products for FDA foods imports regulations project.
- Interacted with government agencies to obtain special tabulations for data for 60+ NAICS codes in five different industries.
- Navigated through government published data sets to obtain industry specific information for FDA small business regulations model, including time series capital investment data. Extrapolated missing data points.
- Developed an outline of the user interface for a model to measure risk of small business decline due to new regulation.
- Compared current OSHA regulations to a proposed rule to extrapolate the net cost of implementing the new regulation.
- Performed market research on forecasts of energy savings and costs for companies in Europe, USA and Japan that produce green technologies for buildings.

EDUCATION

Swarthmore College, Swarthmore PA

Bachelor of Arts in Economics, Mathematics Minor, May 2014

Honors: Awarded the Joel Dean Summer Research grant for environmental economics research, 2013. Awarded the John H. Nixon Scholarship based on financial need and academic achievement, 2001-2014.

ADDITIONAL EXPERIENCE AND COMMUNITY SERVICE

Governor, Area 32 District 31 **Toastmasters International**

Cambridge MA, Sept. 2015- Present

- Oversee four Toastmasters International clubs, making improvements in the quality of the education and experience for members.

Research Assistant, **Stockholm Environment Institute**

Somerville MA, Summer 2013

- Collected data primarily for the Climate and the Regional Economics of Development (CRED) model
- Synthesized large data sets in reader-friendly format, emphasizing key points

Research Assistant, **Behavioral economics study on decision-making**

Chester PA, Tax season 2013

- Ensured compliance with survey distribution procedures at the volunteer income tax assistance (VITA) site.

Co-President, **Student Wellness Advisory Team**

Swarthmore PA, Feb. 2012 – Dec. 2012

- In a team with four other students, utilized strong leadership skills to delegate tasks to a group of 20 people; worked with faculty and staff, and emphasized goal setting and teamwork to accomplish our objectives.

BRITTE BEARDSLEY

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

EDUCATION

Swarthmore College, Swarthmore, PA.

Expected graduation: May 2016

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 2015

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

INTERSHIPS

Facing History and Ourselves; Research & Development Intern, Brookline, MA.

June – August 2015

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 2015

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 2014 – 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 2016

- 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 2014

- 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 2015 –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 2012, 2013

Office Akatani is an English transcribing/translation company.

- Transcribed tapes from 500-person 2012 Asean-Japan Counterterrorism Conference
- Designed 2012, 2013 Global Youth Exchange report for Ministry of Foreign Affairs review

AWARDS/FELLOWSHIPS RECEIVED

Julia and Frank Lyman Student Summer Research Fellowship

Summer 2015

- 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 2015

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

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

Summer 2014

- Awarded \$4,350 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 2015 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 Japanese and learning Arabic

JAKE GOODWELL

Permanent Address: 1616 Lowley Court, Goodtown, MT 17003 • *Cell:* (555) 000-2900

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

EDUCATION

Swarthmore College – Swarthmore, PA

B.A. with a major in Biology and Pre-med curriculum, May 2016

GPA: 3.2; SAT: 790 Math, 680 Verbal

RESEARCH EXPERIENCE

Biomechanics, *Independent Researcher, Swarthmore College*

1/2016 - 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. Research will provide evolutionary insights into how structural characteristics have developed to provide locomotion.

Evolutionary Biology, *Dr. Colin Purrington, Swarthmore College*

9/2015 - 12/2015

Conducted research on the collective interactions of twining plants, receiving funding from Sigma Xi Scientific Research Society. Data suggested that plants in a group environment offer advantageous support to their overall growth. Candidate for Sigma Xi induction in Spring 2016 and will present research at Sigma Xi Student Research Symposium in April.

Physiology, *Dr. Anca Dobrain, Eastern Virginia Medical School, Norfolk, VA*

6/2015 – 8/2015

Conducted research on the cellular and molecular mechanisms involved in atherosclerosis using diet-induced and genetically-induced mouse model. Investigated the role of t-cell function in adipose fat tissue and stained for adipocyte presence and size in mouse spleens. Current findings are still under investigation. The ultimate goal of our studies is to better understand the key mechanisms associated with obesity hypertension and find new molecular targets for an efficient treatment.

Perceptual Psychology, *Dr. Frank Durgin, Swarthmore College*

6/2014 - 8/2014

Conducted research on space perception in the real world and in virtual-reality, including a variety of egocentric and exocentric distances judgments, simulated and actual walking distance task, and enhanced scale perception tasks. Led to the publication of two journal articles. Ultimately, this will lead to a better understanding of how people perceive and think about space. Received funding from Sigma Xi Scientific Research Society.

LAB EXPERIENCE**Developmental Biology**

- Immunohistochemistry, confocal microscopy, chick embryo isolation and monitoring chick embryo development.

Organic Chemistry

- Synthesis, purification, and analysis of simple organic compounds. Instrumentation involved FTIR spectroscopy, NMR spectroscopy, refractometry.
- Used computer modeling of molecular orbitals in conjugated polymers.

Genetics

- PCR, tetrad analysis in the Fungus *Sordaria fimicola*, 3 point mapping in *Drosophila melanogaster*, an analysis of human chromosome abnormalities and in-depth study of primary literature.

Neurobiology

- Immunocytochemistry, confocal microscopy, electrophysiology training (intracellular and extracellular recordings). Instrumentation includes components of electrophysiology rig, such as digital storage oscilloscope, stimulator, neuroprobe amplifier, differential AC amplifier, and digital oscilloscope.

Biochemistry

- 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.

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** (2015) – \$10,000 in financial aid awarded to current student who exhibits a passion for Biology
- **Science Excellence award** (2014) – 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 **1/2014 – 1/2016**

- Witnessed various surgical procedures in the operating room at Taylor Hospital
- Assisted physicians with post operative patients in the neurosurgery unit at UPenn Hospital
- Externed with pediatrician in office setting, free clinic and maternity ward at Delaware Memorial Hospital
- Observed physicians and nurses in emergency room at Montgomery Hospital

Swarthmore Varsity Soccer, Player and Captain – Swarthmore College **8/2012 – Present**

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

Alumni Relations Representative, Member – Swarthmore College **9/2015 – 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 **9/2013 – 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

Coach and Personal Soccer trainer – Swarthmore College **11/2012 – 5/2014**

- 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

Baseball Camp Counselor, Group leader – Methacton High School **8/2010 – 6/2012**

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

Kendra Kemp

Sample Science CV

Permanent Address: 123 James Street, Apt. 52E, New York, NY 10003
College Address: 500 College Ave., Swarthmore, PA 19081

Phone: (610) 328-8352
Email: kkemp1@swarthmore.edu

EDUCATION

Swarthmore College, Swarthmore, PA

B.A. with a major in Biology and minor in Psychology, May 2016 GPA: 3.4

HONORS and AWARDS

- NSF REU / Blinks / BEACON Internship at Friday Harbor Laboratories, University of Washington, **Summer 2015**
- Swarthmore Meinkoth Field Funds for summer research in marine biology and biomechanics, **Summer 2015**
- Induction in Sigma Xi Honors Research Society, **Spring 2015**
- Howard Hughes Medical Institute Grant to support summer research, **Summer 2014**
- National Merit Scholarship, **Spring 2012**

PUBLICATIONS and PRESENTATIONS

Poster

Winter 2016

Kemp, K.A. & Hardy, E.R. Sediment properties and the burrowing abilities of two species of lugworm in False Bay, WA. The Society for Integrative and Comparative Biology, San Francisco, CA. (Also published in Friday Harbor Laboratories Library, University of Washington, 2014, presented at Friday Harbor Laboratories, 2014, and presented as a poster at the Sigma Xi Poster Session, Swarthmore College, 2014)

Poster

Summer 2015

Srinivasan, U. & Kemp, K. The role of executive function in children's language comprehension and production. 42nd Annual Meeting of the Jean Piaget Society, Toronto, Canada. (Also presented as a poster at the Sigma Xi Poster Session, Swarthmore College, 2015)

RESEARCH EXPERIENCE

Burrowing and Sediment Mechanics

6/2015 – 12/2015

Friday Harbor Laboratories, University of Washington, Friday Harbor, WA

REU conducted with Dr. Ellen Hardy

- Applied new laboratory findings about burrowing techniques to understand animal distribution in the field
- Examined relationships between material properties and grain size composition of sediment, distribution of *Abarenicola*, and worm burrowing success
- Collaboratively designed experiment, collected data in the field and laboratory, and carried out data analysis
- Designed new research technique to test material properties of sediment in the field
- Findings suggest each species lives in sediment with distinct material properties and grain size distributions, and burrowing abilities may limit the distribution of one species

Biomechanics Project on Effect of Light on *Cassiopea* Behavior

3/2015 – 6/2015

Department of Biology, Swarthmore College, Swarthmore, PA

Independent Research, advised by Dr. Ellen Hardy

- Measured changes in pulsating rate of the upside-down jellyfish *Cassiopea* at different lights and temperatures to examine the function of bell movement, incorporating published models of fluid movement around *Cassiopea*
- Worked collaboratively with an engineering student to design experiment, carry out research, and analyze and interpret results
- Findings suggest that pulsating increases with higher light and temperature, possibly removing toxic byproducts of photosynthesis, and that flow patterns produced at different pulsating rates may correspond to distinct functions
- Research for double-credit honors seminar in biomechanics that culminated in a paper and presentation for the class

Executive Function and Language Acquisition in Children

6/2014 – 8/2014

Department of Psychology, Swarthmore College, Swarthmore, PA

Conducted with Dr. Udit Srinivasan

- Investigated language acquisition, comparing the role of executive function in production and comprehension
- Collaboratively designed testing procedure and computer program for testing; tested adult and child participants

RELEVANT COURSE and LAB EXPERIENCE**Biomechanics** – Swarthmore College**Spring 2016**

- Learned engineering basics and application to biological questions
- Became familiar with relevant instrumentation including tensometer, flow tank, and methods of measuring flow

Evolution – Swarthmore College**Fall 2015**

- Designed three experiments expanding on class exercises: Examining evolution in bacterial strains through antibacterial resistance, creating molecular and morphological phylogenies, and examining speciation through pre- and postzygotic isolation using behavioral measures

Developmental Biology – Swarthmore College**Spring 2015**

- Dissected chick embryos throughout development, which required precise motor control and an understanding of developmental stages; examined and manipulated development of sea urchin and zebra fish embryos

Invertebrate Biology – Swarthmore College**Spring 2014**

- Focused on examinations of functional morphology in fossils and living organisms
- Supplemented morphological examinations in the laboratory with field observations of species

Cell Biology – Swarthmore College**Spring 2014**

- Learned a variety of lab techniques, including:
 - SDS-PAGE and Western blot
 - PCR
 - Agarose gel electrophoresis
 - Staining and confocal analysis

Organic Chemistry and General Chemistry – Swarthmore College**Spring 2013, 2014**

- Learned a variety of lab techniques, including:
 - NMR/IR Spectroscopy
 - Chromatography: Column, Thin Layer, Gas
 - UV Spectrophotometry
 - Crystallization
 - Extraction
 - Melting/Boiling Point Identification

Relevant Coursework in Math and Physics

- Earned through AP classes: 1 semester Physics (mechanical), 1.5 semesters calculus (AB), 1 semester statistics
- **Data Analysis and Visualization, Spring 2016**, statistical modeling of relationships and structure in data

LEADERSHIP and ADDITIONAL EXPERIENCE**Writing Associates Program, Writing Associate (peer writing tutor)** – Swarthmore College**9/2013 – Present**

- Worked with peers in conferences to improve writing, crafting constructive written and oral feedback
- Critically examined aspects of ethical and effective peer tutoring in full credit, semester-long training course
- Developed listening skills to personalize conferences and help peers organize and articulate their thoughts
- Helped students with clarity of writing from argumentation to grammar
- During weekly 2.5 or 5 hour shifts, held half-hour conferences with students from across the disciplines
- Conferenced with 6-12 students from a single course repeatedly throughout each semester, communicating and coordinating with faculty to scaffold student learning

Outreach Coordinator – Swarthmore College**9/2014 – Present**

- Oversaw Writing Center operation, helped make policy decisions, and trained and supported Writing Associates
- Organized service projects through a program for high school students; worked individually and in a classroom on writing and college preparation
- Acted as liaison between the leadership team and both the Writing Associates and the campus community
- Collaborated with the leadership team to organize events for the campus including workshops, speakers, and panels

Marine Biology, Teaching Assistant – Swarthmore College**9/2014 – 12/2014**

- Mediated weekly small group discussions of published papers, aided the professor as needed, and attended lecture

Carolina Waterfowl Rescue, Volunteer – Charlotte, NC**6/2013 – 8/2013**

- Assisted in treating injured birds; cared for birds throughout rehabilitation, including cleaning and feeding

Shania Tarble

500 College Ave, Swarthmore PA, 19081
starble1@swarthmore.edu (610)328-8352
www.sccs.swarthmore.edu/users/15/starble

Sample Computer Science CV

EDUCATION

Swarthmore College, Swarthmore, PA
Bachelor of Arts expected May, 2017. Pursuing Honors Major in Computer Science, Course Major in Behavioral Economics, Honors Minor in Psychology.
GPA: 3.45; Computer Science GPA: 3.56

HONORS

First Place Winner, SPLASH Conference ACM Undergraduate Student Research Competition
Runner-Up, 2015 CRA Outstanding Undergraduate Researcher Award
Recipient of the William Randolph Hearst Scholarship

PUBLICATIONS AND CONFERENCES

- Author, Presenter: Shania Tarble, "Efficient Implementation of the Plaid Language," Proceedings of Systems Programming Languages and Applications: Software for Humanity (SPLASH), Portland, OR, October 2015.
- Presenter, Shania Tarble and Anne Marcus, North East Music Informatics Special Interest Group (NEMISIG), Philadelphia, PA, January 2015.
- Coauthor, Cary Smith, Shania Tarble, Jared Jones, Jonah Michaels and Seth McGregor, "An Integrated Monitoring System for Mobile Phones," Proceedings of the 1st International Workshop on Sensing for App Phones (Phone-Sense), Zurich, Switzerland, November 2014.

PROFESSIONAL EXPERIENCE

Carnegie Mellon University Summer Researcher

Summer 2015

Carnegie Mellon University, Institute for Software Research, Pittsburgh, PA

- Wrote code generator and runtime for compilation from CMU's Plaid language to JavaScript
- Developed novel representation for state at runtime, optimized state change
- My work on this project won first place in the undergraduate division of the ACM Student Research Competition at the SPLASH Conference

University of Notre Dame REU Participant

Summer 2014

University of Notre Dame, South Bend, IN

- Research in ambient sensing, including smartphone app design and implementation
- Developed algorithm to analyze pace and count strides with accelerometer data
- Included research paper, presentation components; second place in poster competition

Computer Science Teaching Assistant, Head Teaching Assistant

Fall 2014-Present

Swarthmore College, Swarthmore, PA

- Selected as Head TA when department's Director of Student Services found a new job; took on responsibility for training new TAs, some coordination duties, and biweekly review lectures
- Classes: Introduction to Computer Science (taught twice), Data Structures and Algorithms (taught twice), Computer Organization (taught once)
- Assist students during lessons, lead outside lab and study sessions
- Quickly identify problem spots and logical flaws in student programs, encourage appropriate solutions

Games and Strategies Teaching Assistant

Fall 2014-Present

Swarthmore College Department of Economics, Swarthmore, PA

- Hold office hours, guide students in Game Theory/Strategic problem solving process
- Write answer keys and evaluate student work

LEADERSHIP EXPERIENCE

Computer Science Hiring Committee Member, Swarthmore College, Spring 2016

- Selected as the only student member of the search committee to hire a new professor

Founding Member of Women in CS Organization, Swarthmore College, Spring 2014-present

- With three others, planned and created a group to support female entrants into CS Department

Student Philanthropy Council, Swarthmore College, Fall 2014-present

- Nominated for and eventually selected for volunteer position on Student Philanthropy Council

Drama Board Co-Coordinator and Web Master, Swarthmore College, Spring 2014-present

- Manage the \$15,000 Drama Board budget, allocate to student-run productions; designed DB website

Spanish Immersion Counselor, Concordia Language Villages, MN, Summer 2013

- Initiated lesson and activity ideas, managed schedules; motivated students; individual teaching and presentation duties

SKILLS

Operating Systems: Linux, UNIX, Mac OSX, Windows, Android, iOS**Programming Languages:** Python, C++, C, Objective C, Racket, Java, HTML, CSS, PHP, JavaScript, MATLAB**Miscellaneous:** MySQL, PostgreSQL, OpenGL, CUDA**Languages:** English, Spanish

Abraham Lincoln

111 President Drive / Washington DC 20005

Evening Phone: 202 200 2222 / Email: alincolln@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:	g washington@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. 20XX)
- 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. 'XX-May 'XX

- Developed forums for dialogue between diverse student groups
- Built partnerships between student groups through cultural programming

Swarthmore Business Society, President Sep. 'XX-May 'XX

- 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. 'XX-May 'XX

May 13, 2015

Ms. Lauren Herskovic, Director of Operations
Admissionado
2039 N Albany
Chicago, IL 60647

Dear Ms. Herskovic:

I am writing to apply... So begins nearly every sample cover letter in Swarthmore's "Guide to Writing Resumes, CVs and Cover Letters," which sprawls before me with all the promise and terror of 'real life.' I find that this phrase isn't just a job-snagging platitude; it speaks to my experience of writing as a process of self-application, of leaving my unique mark using the written word. Admissionado seems to value the same outlook on writing to apply for college. So here goes: I am writing to apply for the Senior Editor position!

When I saw Admissionado's posting on Swarthmore's eRecruiting website, the shiny job title of Senior Editor caught my eye. *Hey, I'm qualified for that!* I thought. I've spent the past four years editing the zany yet brilliant written creations of Swatties, the raw but passionate essays of high-schoolers, and the technical reports of Naval test flight personnel. But what really got my attention was the posting's welcoming, enthusiastic tone and emphasis on *storycrafting* as an essential feature of this position. After exploring Admissionado's website, I got an even better sense of your company's commitment to creativity and excellence. I see this as an exciting opportunity for me to aid clients in crafting their collegiate journeys as I grow into my graduate boots and reflect on my own collegiate journey.

As an Honors student and Writing Associate at Swarthmore, I did not simply read, write, and edit; instead, I was constantly challenged to creatively (re)envision the writing process as a cooperative creative endeavor. In Honors seminars, my classmates and I shared sometimes crazy but always creative seminar papers with each other each week, learning not just how to write, say, a lyrical narrative about Blues poetry, but how to tell and react to our experiences *in* writing. As a Writing Associate, I learned that editing is a dynamic process that changes according to the unique needs of each writer and each piece. I developed the skills to accommodate this and to empower students to 'write to apply' themselves, or to tell their own story even as they write about history or politics.

While working as a researcher and student program manager for the Early Novels Database, I honed the telecommunication and time management skills required by this position. I managed researchers across two and sometimes three different locations using a shared Google account that I created as END expanded in its third year of development. On END's two blogs and fledgling Twitter account, I whetted my social networking skills and began to write and edit for a totally new audience: the Web. Using these tools in collaboration with my fellow researchers, we began to tell a virtual multimedia story of END and its content.

I've had a lot of fun preparing this application — or *writing to apply*, so to speak — and am excited to share the same experience with your clients. Thank you for reading and I look forward to hearing from you!

Sincerely,

Alice Paul

Alice Paul

Kendra Kemp

Permanent Address: 123 James Street, Apt. 52E, New York, NY 10003
College Address: 500 College Ave., Swarthmore, PA 19081

Phone: (610) 328-8352
Email: kkemp1@swarthmore.edu

April 9, 2016

Dr. Grace Jones
Department of Biology
University of California at Berkeley

Dear Dr. Jones:

I write to apply for the Laboratory Technician position in your lab at the University of California at Berkeley. I am particularly interested in your research on spiny lobsters and the mechanics of their movement. I have learned and implemented a broad range of biomechanical principles through courses at Swarthmore with Professor Ellen Hardy. Working with her, I have also conducted biomechanics research exploring fluid movement around the upside-down jellyfish *Cassiopea* and examining burrowing mechanics of two species of lugworm. These projects provided me with training in data organization and analysis, which I am extending this semester in a statistics course that uses R and focuses on data visualization and modeling. I want to continue looking at biological systems through a biomechanical lens, incorporating perspectives and methods from engineering and physics with an understanding of the behavior, evolution, and needs of the organism.

Furthermore, I am curious about your work with acoustics and crustaceans, especially focusing on the mechanics of the communication and its evolutionary history. This work presents new and exciting perspectives for me that I would love to learn more about. I like learning about mathematical questions and theories through biology. I am taking a directed reading this semester on evolution and social networks, which requires understanding and evaluating complicated statistical and mathematical analyses. I am equipped and excited to work through new quantitative methods.

Looking further ahead, I hope to be a professor. I enjoy biology research; I like the questions that biologists ask and the process by which they try to answer them. I also love teaching. I want to share my love of biology, and I like working with students to help them grapple with new concepts and learn to articulate their questions and ideas. In order to prepare myself for this path, I want more lab experience. I hope to broaden my understanding of the intellectual and conceptual framework of a variety of biological questions and to further develop the skills to answer those questions. Additionally, I hope to narrow my focus for graduate school. I am lucky enough at the moment to have dipped a toe (or sometimes two) into a range of fields of biology, and I want begin to break down this world of infinite questions to identify what I am most interested in.

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

Sincerely,

Kendra Kemp

Kendra Kemp

Cameron Clothier

Swarthmore College, 500 College Ave, Swarthmore, PA 19081
Email/Phone: cclothi1@swarthmore.edu / (610)-328-8352

February 1, 2016

Dr. Jorge Martinez, Principal Investigator
Monterey Bay Aquarium Research Institute
7700 Sandholdt Road
Moss Landing, CA 95039

Dear Dr. Martinez:

I am a junior at Swarthmore College working towards a BS in engineering with a minor in biology. I am writing to apply for the MBARI summer internship program for the summer of 2016. I discovered this program while searching for employment opportunities in fields related to ocean physics or AUV design and I was delighted to see a number of programs that perfectly match my interests.

One of the benefits of studying engineering at a liberal arts college is that I have been able to maintain a balance between technical skills and a well-grounded understanding of the theoretical concepts that drive engineering. In the course of pursuing this balance I've often been drawn to the intersections of different disciplines. As the coursework on my cv indicates, I have developed expertise in topics spanning both mechanical and electrical engineering while also following my interest in biology. In the early stages as a student of engineering, I planned on working primarily in the field of sensor design. Many of the courses that I have elected to take have been with this specific vision in mind. I didn't anticipate how strong the courses I took in biology would resonate with my interests, however, and I see working at MBARI as an ideal way to explore how my interest in sensors could integrate with my love of biology.

I am particularly drawn to working on the two projects suggested by Jim Bellingham based around the LRAUV missions. While I would primarily be interested in exploring novel sensing approaches or evaluating other sensors to be added to the system, I believe I could also find developing LRAUV diagnostic procedures to be an equally stimulating experience. I also see the project proposal by Gene Massion on the profiling float as an interesting opportunity. I see this project not only as a chance to work with sensors, but also to get some experience dealing with the product lifecycle, reusability of equipment and potentially fatigue and failure analysis, all of which are topics I would like to continue to work with.

As the courses I have studied suggest, I am well equipped to address many of the challenges that might arise from one of these projects such as stress and strain analysis, rigid body dynamics, circuit design and modeling and controlling linear systems. I also have extensive programming experience with Matlab and am familiar with many other programs including Solidworks, ANSYS, and Microsoft office. Prior internships demonstrate my experience in project management, working both individually and in a team, working with sensor interfaces and calibration, and most importantly that I am capable of familiarizing myself with a new environment and producing useful and meaningful results in a short time span. Through my work and studies I have picked up many practical skills such as working in a machine shop, familiarity with common equipment such as oscilloscopes and multimeters, and even some experience working as deckhand on a research vessel, all of which I see being useful in this internship.

My desire to work alongside biologists resonates strongly with the goals of MBARI, and I am particularly looking forward to the opportunity to interact with and learn from individuals who share interests similar to my own. Please let me know if you require any additional materials, and I look forward to hearing from you soon.

Sincerely,
Cameron Clothier
Cameron Clothier

March 28, 2016

Game Informer
attn: Internship Program
724 N 1st St., 3rd Floor
Minneapolis, MN 55401

Dear Internship Coordinator:

I bought my first issue of Game Informer back in 2002. It was issue 108, featuring *Mortal Kombat Deadly Alliance* on the cover. To this day, I have yet to read a video game magazine that compares to GI. The reviews are always brutally honest. If a game is not worth the time, the review says as much, often in a delightfully snarky tone. Most memorable, however, are the articles that discuss overarching concerns or ongoing debates in the gaming world, such as whether it's worth playing an older series from the first entry before picking up the latest. Articles like Jeff Cork's "Destroy All Humanoids?" leave me feeling impressed with the writer's insight and reasoning. Cork, for instance, is keenly aware that more and more gamers want more substance from their games than the violence often used to sell them, and asserts that a game supported by a strong story doesn't need violence as a crutch. Articles like this are what keep me a devoted reader of GI, and make me want to be a part of the team.

My education as a double major at Swarthmore College has provided me with a diverse set of skills. My studies in Biology have taught me how to obtain information from a variety of sources, how to compare that information against a standard, and how to develop effective questions for any situation. In turn, my studies in English Literature have taught me how to write both creatively and coherently, as well as how to consider a topic objectively or from multiple perspectives. Additionally, both areas of study have fostered my ability to accept criticism, and use it to improve my work. In the summer of 2015, I traveled to Costa Rica for a biology course presented by Duke University and the Organization for Tropical Studies. The experience has enabled me to better work with others in designing and executing projects. The course had also taught me to combine my analytical and compositional skills to achieve a better product.

I am confident that my studies at Swarthmore have prepared me to meet the demands of a fast-paced work environment. I thrive under challenging conditions and can handle various assignments simultaneously. This is demonstrated by my success in balancing the demanding course load of two very distinct majors. I have experience with and enjoy working both alone and as part of a team.

Thank you for your consideration. I am excited for the opportunity to apply my passion for video games, and look forward to hearing from you. Enclosed are the requested writing samples, in which I review several games I have recently played. If you would like any additional information, please do not hesitate to contact me.

Sincerely,

Marissa Gutierrez

Marissa Gutierrez

March 15, 2016

Christy Reardon, Assistant Head of Lower School
Wilmington Friends
101 School Rd.
Wilmington, DE 19803

Dear Ms. Reardon:

The first time I learned about the educational philosophy of Wilmington Friends School, I was in second grade. My teacher at Wilmington Montessori and a teacher at Wilmington Friends had planned a Japanese culture day together. While I had a great time exploring Japanese culture, the part of the day I remember most was when a teacher at Wilmington Friends told us about the influence of community on the school. I went home that day and begged my parents to let me go to Wilmington Friends. Fifteen years later, I am now asking you to let me join your community.

I want to teach at Wilmington Friends School because I feel I can align myself wholeheartedly with your educational philosophy. I want to encourage children to learn through experience and reflection, and to think critically about the world around them. I am so excited about the opportunity to be part of the lower school because I feel that if children are supported to learn this way at an early age, they will have a greater chance to love learning and unlock their full potential later in school. Also, the value Wilmington Friends places on respect for the individual resonates strongly with me. I want to teach in a place that recognizes the greatness in each student and helps them contribute meaningfully to the school community. Finally, I want to work in a place that values social justice and educating students about how to be good people, not just good students.

I have had diverse experiences as a teacher, teaching science to kids from a struggling school district in Chester, and drama, art, writing, and music to kids who had a variety of physical and mental disabilities. My placements for education courses have put me in an affluent middle school and a high school where 97.1% of students are below the poverty line. I have experience working with students from many different cultures and economic backgrounds, and I have learned how to teach people with a variety of life experiences. My experiences in different schools have also taught me important lessons about diversity that I would like to share with students. As a counselor at a camp for children with different disabilities and racial, ethnic, and financial backgrounds, I learned to encourage children to celebrate what makes them different and learn from each other. I would love to have the opportunity to continue this work in a school that celebrates the individual while emphasizing that they have a meaningful role to play in the larger community.

At this point in my career as an educator, I recognize that I have more to learn. I came to Swarthmore with the intention of being a chemist. However, one day I thought about the jobs I loved, and realized that they all involved teaching and helping people. I have always wanted to be a teacher, I just did not realize it! I have learned a great deal about teaching through my education courses and through my work in several different teaching and mentoring positions. Working at Wilmington Friends School will give me the opportunity to continue learning through experience, while also collaborating with a lead teacher to share what I have learned. I would love to ultimately gain enough experience to be a lead teacher at Wilmington Friends.

Best Regards,

Adriana Wharton

Adriana Wharton

June 5, 2016

Ms. Christina Santos
Director of College Retention and Success
Philadelphia Futures
230 South Broad Street, 7th Floor
Philadelphia, PA 19102

Dear Ms. Santos:

I am writing to apply for the Associate Director of College Retention position listed on the Philadelphia Futures website. As a recent graduate of Swarthmore College, I am eager to translate my passion for education into a meaningful contribution to the improvement of college graduation rates.

Beginning in my junior year, I worked as a coach for Swarthmore College's Women's Volleyball team. Serving as a mentor to my peers strengthened my ability to motivate students by building relationships in which they saw themselves as partners in pursuit of their personal growth and development. My younger players sought me out as a mentor because I understand the pressures that a college environment can exert on students from different backgrounds and how to navigate them. I worked with students from a broad spectrum of races, religions, sexual identities, and socioeconomic backgrounds because I used my strong presentation skills to recruit actively from the entire community and cultivate a welcoming environment. A thorough appreciation for the particular challenges that my first generation students faced was crucial in order to support them effectively. I accomplished this through direct guidance and by facilitating their access to campus resources such as deans and administrators with whom I maintained relationships.

The organizational, interpersonal, written, and verbal communication skills which I developed through my liberal arts studies at Swarthmore are my strongest areas. Through extensive work with the campus' writing center and disability services office, I gained firsthand experience with different writing strategies and learning styles. I recently used my writing ability and familiarity with the admissions process to help a transfer student successfully apply to Occidental College by editing application essays and guiding him through the financial aid process. Because I am familiar with different learning styles, I am adept at evaluating how a student's individual strengths and needs will function in a college environment.

Philadelphia Futures' Sponsor-A-Scholarship and College Connection Programs resonate deeply with my personal values and opinions about the state of higher education. Because my family has little direct experience with higher education, I benefited from the support of various administrators and staff who acted as mentors. I am determined to have the same constructive impact on future students from similar low income backgrounds. I want to serve students in need as an Associate Director of College Retention and Success with Philadelphia Futures because I firmly believe that every student is capable of rising to the formidable challenge of graduating when they are given proper support. Thank you very much for your time and consideration.

Sincerely,

Janelle Kohlberg

Janelle Kohlberg

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, 2016

Mr. Brandon Larson, Recruiting Coordinator
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 and 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 teacher in China, 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

Daniel Cornell

Ms. Parker Wharton

Swarthmore College
500 College Avenue
Swarthmore, PA 19081

Cell phone: 111-222-3333
pwharto1@swarthmore.edu

September 27, 2015

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 the Co-Director of a student-run enterprise, I am responsible for overseeing the operations 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 (2013-14), I reduced our yearly operational cost by almost 20% by restructuring operational requirements, establishing effective communication between different employees and clarifying our role on campus. Based on the many improvements and positive feedback from college administrators and student employees, I was selected to continue in this position for a second year, 2014-15. Despite college-wide budget cuts and an increased minimum campus wage, I was able to increase the efficiency and appeal of our business 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.

In Spring of 2015, I was selected for a third consecutive year as Co-Director, recognizing the previously unrealized potential of our business, made apparent under my stewardship. In my third year and final year as Co-Director, I am making necessary arrangements for the continuation of our enterprise 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,

Parker Wharton

Parker Wharton

Elise Ashton

Swarthmore College • 500 College Avenue • Swarthmore PA 19081

Phone: (610) 328-8352 • elashton1@gmail.com

September 20, 2015

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,

Elise Ashton

Elise Ashton

Omari Eldridge

500 College Avenue, Swarthmore, PA 19081
Mobile: (610) 328-8352 | career@swarthmore.edu

March 17, 2016

The Tobin Project
Attn: Kristin Ouellette
One Mifflin Place – Suite 240
Cambridge, MA 02138

Dear Ms. Ouellette:

I am a sophomore majoring in economics at Swarthmore College writing to apply for the Research Analyst internship at the Tobin Project.

My brief life experience so far has been framed by three themes: adapting to change; working in new environments; and building relationships with people from different cultures. I have been able to make academic and social adjustments successfully after having lived and been to school in India, Hong Kong, Japan, Singapore and the United States all in the space of seven years. I believe the skills I have developed in response to these challenges will help me quickly integrate into the entrepreneurial work culture of the team at the Tobin Project.

I developed my interest in the social sciences by seeking to understand the historical and sociopolitical factors that have led to the different narratives of the Asian cities I grew up in. With the financial crisis and its aftereffects also becoming the defining event of my generation, I elected to study economics at the undergraduate level in order to make sense of the important trends that continue to shape the world I live in today. At Swarthmore, I have complemented my economics major by taking psychology and political science courses to help me think critically about interactions between groups and individuals, while also taking computer science and mathematics courses to hone my quantitative abilities. In addition to being selected as a Writing Associate on campus, I am currently coauthoring a research paper for the UN in order to further sharpen my writing.

After I graduate, I intend to do work that aligns with my interests while adding value to the academic and professional training I have already received. I am applying to the Tobin Project because I think it will help meet these post-college objectives. I thoroughly enjoyed the research and data analysis-heavy projects I did during my internships with PricewaterhouseCoopers and the Planning Commission of India and I hope to continue to test my critical thinking skills in exciting research areas at the Tobin Project. The scale of resources available for research analysts at the institution - with multiple possibilities to learn from some of the brightest scholars and policymakers in the country - makes this opportunity a very valuable one for me.

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

Sincerely,

Omari Eldridge

January 5, 2016

Jamie Massey
Director of Human Resources
RAND Corporation
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 2016
aville1@swarthmore.edu

Oscar Clothier

610-328-8352 • oclothi1@swarthmore.edu • linkedin.com/in/oscarclothier

January 5, 2016

Shelia Forester, Director of College Recruiting
Urban Institute

Dear Ms. Forester:

I enthusiastically submit this application for the full-time Research Assistant position. As a math major and public policy minor at Swarthmore College, I am pursuing a career in urban policy, with a particular interest in affordable housing, economic development, and public transit. I believe my strong interest in these topics, my analytical and quantitative capabilities, and my skill as a writer make me an ideal Research Assistant candidate.

As a co-founder of the student group Swat Cities at Swarthmore, I have arranged on-campus lectures by academics like Dr. Edward Glaeser and Dr. Aseem Inam who have helped solidify my belief that fostering sustainable, vibrant, and affordable urban communities is a global imperative. During my semester abroad in four global cities, I engaged in conversations with policy leaders, from housing developers to transit planners, and produced a self-guided field research paper about the necessity of inclusive development planning around transit stations. A week-long internship at The Neighborhood Developers, a Massachusetts community development corporation, inspired me to look towards affordable housing as a means of creating prosperous communities in my career.

In my studies at Swarthmore, I consistently scored highly, achieving a 3.86 GPA, and sought out new challenges in a rigorous curriculum that emphasized both quantitative reasoning and writing. As a reporter and later Editor-in-Chief at the *Daily Gazette*, Swarthmore's college newspaper, my thorough story research and daily deadline management raised the paper's reputation as a trusted source of news. As editor, I led our team to increase page views 22% and ad revenue 41%.

As a summer press intern on an Illinois gubernatorial campaign, I quickly and resourcefully produced thorough research for internal memos and surrogate talking points while monitoring social media for breaking news. Several memos I wrote, on topics ranging from field operations to tax policy, directly influenced senior staff's responses to issues driving the campaign. Working in the internal consulting unit of the Chicago Transit Authority, I used data analysis skills to deliver meaningful metrics for C-level meetings and support implementation of data-based workflow processes. Working at the transport consulting firm Cambridge Systematics, I applied my quantitative skills to complex data analysis, including one price model I helped construct which drove a public client's 10% fare revenue increase.

In these experiences, I've grown as a thorough researcher and effective communicator while performing under pressure. I am convinced that the Urban Institute is the ideal place to apply my skills alongside an incredibly talented team, while supporting research into issues that I am passionate about.

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

Sincerely,
Oscar Clothier

College Address: 500 College Avenue, Swarthmore, PA 19081
Permanent Address: 10 Joel Street, Maple, NJ 08006
Email/Phone: mm@gmail.net / 555-000-2461

February 24, 2016

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

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, 2015

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, 2015

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 May 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 2014.

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.