



CONCORDIA
UNIVERSITY
CHICAGO

INTERNATIONAL STUDENT RESUME AND COVER LETTER WORKSHOP

Center for International Student Services
& Career Services



Agenda

- Introductions
- Using resumes/cover letters
- Writing/revising your resume to the U.S. format
- Cover letters
- Time to work on resumes with assistance





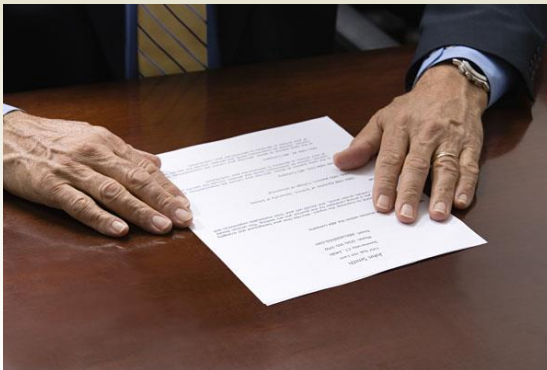
Using resume and cover letters


- International students may need a resume (and possibly a cover letter) to apply for:
 - An on-campus job
 - CPT
 - OPT
 - Admission to graduate school program
- See Center for International Student Services office staff for more information on the processes of OPT, CPT, etc.



Resume question - ???

- How long do employers typically look at a resume?
- A. Less than 30 seconds
- B. 3 Minutes
- C. 1 Minute





If you answered “A” –
Less than 30 seconds,
you are correct. Employers
often receive hundreds of
resumes for a single position.
They do not have time to pour
over each and every word.
This increases the importance
of a *concisely* written resume.





U.S. resumes are different

U.S. Resume

Concise, attractive marketing tool -
Includes only impressive aspects of jobs, skills, accomplishments, and education

One-to-two pages maximum

- A CV, which is longer, may be used for professors, research jobs, etc.
- Federal jobs typically require a longer federal resume

Does not include age, marital status, race, or religion

Does not include picture, height/weight, (unless for acting or modeling, etc.)

International Resume

Chronologically details academic and formal work experience

Sometimes two or more pages

Sometimes includes age, marital status, race, and/or religion

Sometimes includes picture



Contact Information

- Use your U.S. contact information, in general
- Include: Name, Address, City, State, Zip, Phone, Email (Your name should be bolded and a larger font size)
- Do not include USA in contact info:

Example:

Jaime Cavella

7400 Augusta Street, Box 999

River Forest, IL 60561 ~~USA~~

708.999.1234

Jaime.Cavella@gmail.com

English names

- If you use an English name instead of your foreign-language name, you can include it on your resume.
- Use parentheses ()
Example: Tien-Hwei (Alisa) Wong



http://www.slate.com/articles/arts/culturebox/2009/04/the_names_du_xiao_hua_but_call_me_steve.html

Resume headings

Not all resumes are the same, but there are some common elements that they all should include:

Objective (or Profile)

Education

Experience or Employment

Activities or Leadership or

Professional Development, etc.

(You can create your own headings according to your strengths/experience.)





Objective (optional, can be short or longer)

- Generally a one sentence explanation of the type of job you are seeking.
- If using a longer objective, focus on what you can do for the employer (ie. skills) instead of what you want to get out of the position.

Examples:

Objective

A summer internship in sales/marketing at McMaster-Carr.

or

A summer internship in management using team-building skills and versatility to improve customer service.



Qualifications, Professional Profile, etc.

Some use a Qualifications or Profile section instead of an Objective.

CATHERINE TAWA

444 East Tahquitz Canyon Lane ~ Palm Springs, California 92262

760-555-1212

support@resumeedge.com

QUALIFICATIONS

Meticulous, bilingual Professional skilled in Telecommunications and Broadcasting Policy research. Named *Researcher of the Year* by the Southern California Development Institute. Articulate in communicating complex ideas to others, including teaching a telecommunications course at California State College. Professional activities include serving as a task force member and publishing numerous project reports & industry analysis papers. Fluent in Japanese and English.

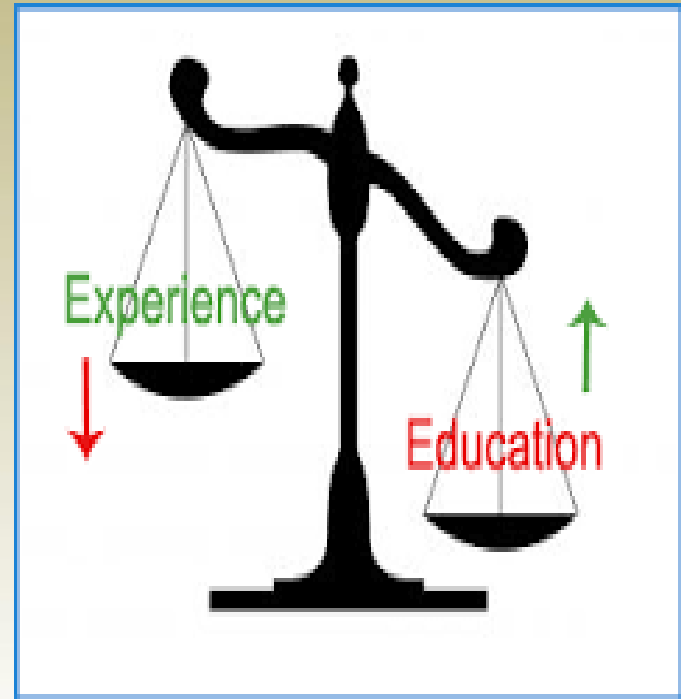


The next sections are
Education and **Experience**.

Which should come first?



Most college students include the Education section directly after the objective. However, if you have experience that relates to the job you are applying for, you should place the Experience section above Education.





Education

- Start with the most recent college (Concordia)
- Do not include high school (if a junior or above)— it is assumed that you are a high school graduate

Example:

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

Concordia University Chicago (Expected graduation, May 2017)

BACHELORS OF SCIENCE IN BIOLOGY

University of Buea, Cameroon, 2014



Education – other items you could include

Degree (Master of ..., Bachelor of ...)

University attended, City, State or Country (not U.S.)

- Major/minor
- Date of program completion information
 - Expected May 2017 or Anticipated December 2018
- Cumulative GPA (grade point average)
 - Include only if it is above a 3.00.
 - Do not include your international grading system if different from the U.S. A 70% may be good in Pakistan, but it looks like a “C” average in the U.S.
- Related Coursework (optional) – just courses related to your job objective (approx. 2 to 8 courses)



Experience

(Can also be called Work Experience, Employment)

Include:

Employer, City, State (or Country)


Job Title

- You may have to create a job title if you did not have one

Dates worked (years only or month, year)

- Describe your job achievements - start each line with **action verbs**
 - Present tense if currently employed
 - Past tense if no longer employed
 - Vary your choice of verbs

(Do not use “I” or “my” on a resume!)




Action Words

Use a mixture of powerful action words to describe your past experiences/accomplishments.

Action Verb List

The verbs listed below are only a few of the many you can use in describing your experience and accomplishments. Make sure you have an action verb for each entry in your resume's "Experience" section.

accelerated	conceived	encouraged	interpreted	produced	simplified
accomplished	conducted	enlisted	introduced	programmed	solved
achieved	delegated	established	launched	promoted	specialized
adapted	demonstrated	estimated	led	proposed	stimulated
adjusted	designed	evaluated	lectured	proved	streamlined
aided	determined	examined	listed	provided	structured
allocated	developed	expanded	maintained	ran	substituted
amplified	devised	expedited	managed	received	suggested
analyzed	devoted	extended	modified	recommended	summarized
answered	diagnosed	fabricated	molded	reconciled	supervised
applied	diagrammed	focused	monitored	recorded	supported
appointed	directed	forecast	motivated	recruited	systematized
approved	distributed	fortified	negotiated	reduced	teamed
arbitrated	collaborated	founded	observed	re-established	trained
arranged	constructed	generated	operated	regulated	treated
assisted	consulted	guided	orchestrated	rehearsed	tutored
assumed	contracted	handled	organized	reinforced	unified
attained	contrived	harmonized	oriented	renegotiated	updated



Employer name or position title first?

- Decide if better to highlight the *organizations* at which you've worked, or the *positions* you've held.
- If recognizable companies, it may be better to list by employer. If leadership roles, list by position title.
- Whichever category you choose, be consistent within your "Experience" section.

WORK EXPERIENCE

Fidelity Management and Research Corp., Fidelity Investments, Boston MA

INROADS Intern of the Legal ERISA Department, June 2009-Present

Recommend, compile and review all improvements and edits to the Legal ERISA intranet site, web site and pushing RSS content to social media applications including Facebook and Twitter.

OR ...

ASSISTANT WEBMASTER, Fall 2010

Assabet School-to-Career Partnership

Marlborough, MA

Devised and built forms for capturing resume information and visitor feedback. Drafted, implemented, and maintained portions of the website.



Frame of reference

- Provide employers a *frame of reference* when referring to foreign companies and schools.

Examples:

- “One of the top five universities in the United Kingdom.”
- A \$20 million marketing firm
- Nigerian version of McDonalds

Astral Media Radio Group, Cairo, Egypt

⇒ *Egypt’s largest radio broadcaster*

Administrative and Promotions Assistant, April – Dec. 2014

- Contacted promotional sponsors to negotiate ...



Match your skills/experiences with the employer's needs

For information and *words to use*, look at

<https://owl.english.purdue.edu/owl/resource/699/01/>

- job description
- company website, etc.

including

- desired qualifications and skills
- key values and words (verbs, adjectives, etc.)

Job Description

Responsibilities:

Under the direction of the Directors of Marketing, Member Services and Global Events, the Communications Assistant is responsible for:

- Creating, copywriting and updating Association newsletters and updates; Annual Report, presentations, and other communications and collateral. Drafting and oversight of collateral design.
- Copywriting and updating website content.
- Establishing and implementing corporate communications and media partnership tracking systems and managing communications calendar. Providing email and telephone support for inquiries from membership and the public
- Developing and managing event itineraries, registrations and travel arrangements; off-site collateral placement; and follow-up communications and tracking.

The ideal candidate will possess the following skills:

- Excellent written and oral communications skills
- Experience working in all Microsoft Office programs (Access optional but preferred)
- Must show initiative and have experience working in a team environment
- Must be comfortable learning new technology systems
- Basic HTML and wiki experience preferred

<http://www.smith.edu/lazaruscenter/pdf/resume-book.pdf>



Possible Leadership section

- If most of your experience consists of unpaid campus activity in leadership roles, you may want to have a section entitled “Leadership Experience” before “Work Experience.”
- A “Leadership” category will more appropriately showcase your skills, while a “Work” category which highlights paid work experience may underscore the weaknesses rather than the strengths of your experience.
- If your experience consists of *both* paid and unpaid activities, you could group all of these together in a more general “Experience” category.



Activities (for those with less experience)

Employers like to see people who have been involved in school or community activities.

In this section, list special activities you participated in (prom committee) and organizations you joined (drama club, baseball team, etc.).

Optional to include the *years* in which you participated.

Be aware, however, that employers may eventually view this information as *irrelevant* (once you have gained experience).

Activities:	Cougar Ambassador (3 years) Staff reporter “Cougar tracks” Student Chaplain Students Organized for Service	Student Senate Representative Assoc. for Student Activities Programming Comedy Blast Chair Alternative Spring Break	
Computer Skills:	Microsoft Office Suite Outlook Express	WordPerfect FrontPage	Dream Weaver Electronic grade book



Other Possible Headings

To be used if appropriate:

Computer Skills

Languages

Professional Associations (or Professional Memberships)

Professional Development (or Additional Training)

Certifications

Community Involvement

Highlights of Qualifications

Honors/Awards (could go under Education)

Projects

Relevant Courses

Summary of Qualifications

Volunteer Experience ... and more!

Create and use the headings that highlight you best.



Skills/Strengths, Competencies, or Qualifications, etc.)

Some people use this section to include special skills or talents that are not included elsewhere on the resume, but would be relevant to the employer, such as:

- Work related skills
- Language skills (i.e. – Fluent in French and English)

Example:

MAJOR STRENGTHS

Strategic & Technical Leadership • Web & Business Intelligence • Policy & Procedure Formulation
Project Management (Proposal Creation, High-Level Requirement Definition, Cost Estimates,
ROI, Resource Planning, & Schedule Models)
Multi-Million-Dollar Budget Management • Systems Migration • Continuous Integration
Employee Performance Metrics & KPI Indicators • Diplomatic Employee Complaint Resolution

Additional Technology Environmental Expertise

Informatica • SSIS • WebFocus • Sharepoint • BEA Aqualogic • LDAP • MapInfo
SQL Server 2000/2005/2008 • MS Access • MySQL • Oracle • Progress
NET 1.1 / 2.0 / 3.5 • ASP.NET • C# • VB.NET • AJAX • XML • HTML • Javascript
JAVA (J2SE, J2EE, J2ME, other packages) • PHP • UML



Optional Heading: Background, Additional Information, or International Travel, etc.

A category called

- Background
- Additional Information
- International Experience, or
- International Travel, etc.

can be placed at the end of the resume to include your international experience.

Examples:

- Travel includes Western Europe, Russia, Japan and China.
- International: Hungary (twelve years), Morocco (two years), India (one year).

Sample 1-page resume format

Bulleted or paragraph format – its your choice

Elizabeth M. Page

Smith College | 1 Chapin Way | Unit 0000 | Northampton, MA 01063 | 413.555.1212 | epage@smith.edu

EDUCATION

Smith College, Northampton, MA
BA, Psychology (Expected May 2017)

Related Coursework: Research Design and Analysis; Statistical Methods for Undergraduate Research; Seminar in Latino/a Identity; Social Psychology

RELATED EXPERIENCE

The Smiffenpoofs, Smith College Northampton, MA
2015 - Present
Marketing and Public Relations Manager

- Oversee all marketing, public relations, and media outreach for nation's oldest female collegiate a cappella singing group
- Delivered 100% increase from previous year in concert ticket and CD sales through new marketing efforts
- Write and distribute marketing materials, press kits, and press releases; serve as liaison to press contacts and reporters
- Coordinate radio appearances at college radio stations
- Secure in-kind donations for events and CD release parties
- Work closely with treasurer to track and analyze ticket and CD sales from concerts and performances
- Create brochures, flyers, and e-postcards to promote upcoming events and concerts; use Adobe Illustrator to create collateral materials

ADDITIONAL EXPERIENCE

Smith College Varsity Soccer Team Northampton, MA
August 2014 - Present
Captain

- Lead 28-member team during practices, games, and tournaments; provide mentorship, encouragement, and positive role model
- Liaise with coaching staff to address issues of team cohesiveness; mediate conflicts
- Achieved 100% attendance at practices and games for two consecutive years
- Scout high school talent; lead tours of campus and athletic facilities for prospective students
- Assist coaches with players' stretching, conditioning, and nutrition guidance
- Execute policies and procedures governed by the NCAA

Smith College Office of Advancement Northampton, MA
June 2015
Phoneathon Caller

- Cold-called alumnae and parents to update them on current events at Smith and to encourage them to financially support the college and upcoming initiatives

The Scoop Beverly, MA
Summer 2014
Server

- Maintained high level of customer service in high-traffic beach front ice cream store; served 75+ customers hourly
- Handled cash transactions and oversaw daily bank deposits
- Cleaned and closed store nightly; communicated with store manager regarding supplies and machine maintenance

SKILLS

Adobe Photoshop and Illustrator; LexisNexis; Microsoft Office; Social Media

Sample 2-page resume

Julie M. Student

4455 N. Street Road . Chicago, IL 60634. Home: 773-200-0000. Cell: 773-400-9999. Student99@comcast.net

Objective

To obtain a teaching position at the high school or middle school level in English

Skills/Knowledge

- Effective communicator, bilingual in Polish and English, who establishes quality relationships with students, family members, school personnel, and community representatives.
- Lifelong learner committed to researching best teaching practices and implementing those practices to address the needs and interests of all students
- English academic who combines passion for literature and writing proficiency to motivate and inspire students

Education

Master of Arts in Teaching, Secondary Education, expected May 2015
Concordia University, River Forest, IL

Bachelor of Arts; English major, History minor, December 2008
Marquette University, Milwaukee, WI

Licensure

Professional Educator License, Secondary Education Endorsement, expected June 2015
Senior High Endorsement in English, Middle School Endorsement in Language Arts

Student Teaching

- Mannheim Middle School, Melrose Park, IL, January – May 2014
- Developed and taught student-centered lessons in Reading and Language Arts for heterogeneous groups of seventh grade students
 - Adapted lessons to meet individual needs of students
 - Participated in parent-teacher conferences, faculty meetings, fieldtrips, curriculum development seminars, and weekly interdisciplinary team meetings
 - Focused on creating a well-managed and respectful classroom
 - Created multiple units in both subject areas
 - Utilized computers and the Internet for *A Family Apart* unit to enhance students' comprehension of historical fiction through PowerPoint presentations, Web quests, and Internet research on text's 19th century setting
 - Created poetry unit that allowed students to build on prior knowledge of figurative language, gain new creative writing skills, and feel a sense of pride in their compositions

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Julie M. Student, resume page two

4455 N. Street Road . Chicago, IL 60634. Home: 773-200-0000. Cell: 773-400-9999. Student99@comcast.net

Field Experience

Concordia University, River Forest, IL

- Team-taught a semester of English Composition with an English professor

Roosevelt Middle School, River Forest, IL

- Worked with a sixth grade class teaching English and directing a play

Walther Lutheran High School, Melrose Park, IL

- Created and implemented lessons on a Junior British Literature course
- Topics included Chaucer, Arthurian Legends, and Shakespeare
- Activities allowed students to become familiar and comfortable with Middle English by reading aloud and performing

Julian Middle School, Oak Park, IL

- Tutored middle school students who read at a second grade level
- Increased awareness of phonetic skills through a variety of interventions

Work Experience

W.W. Grainger, Inc., Gurnee, IL
Marketing Project Coordinator, July 2010 – May 2012

- Directed the production of sales bulletins, presentations, advertisements, and other media in order to advance Grainger products.
- Developed and oversaw a 100k advertising budget.
- Member of a strategy team that created new marketing plans for both new and established product lines. Represented company at industry trade shows.

McGraw-Hill Higher Education, Burr Ridge, IL
Freelance Proofreader, June 2008 – 2010

- Proofread copy manuscripts for spelling, typographical, grammatical, and stylistic errors within a given deadline.
- Write first edition glossary definitions.

Professional Development/Memberships

ATE Annual Meeting, February 2010
Craig Zblocki's "Positively Humor" and Harry Wong's "Effective Teaching" seminars
National Council of Teachers of English (NCTE) member since October 2009

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References (usually a separate page)

Although it is common practice to put:

“References Available Upon Request”

at the bottom of a resume, most career advisors say it is *unnecessary*.

List 3 – 5 references on a **separate page** with your contact information at the top and the heading References.

Include references’

Name

Title or relationship to you (i.e. Supervisor)

Organization, City, State (or Country)

Phone, Email

- Generally include people who have observed your work habits (employers, professors, coaches, etc.)
- Ask their permission first, educate them about the types of positions and companies to which you are applying, and the skills required
- Keep them updated about your job search progress

Sample Reference sheet formats

841 Parker NE Apt. 18 Phone (503) 421-8214
Tualatin, OR 97123 E-mail jdoe@aol.com

Jerry Lynn Doe

References:

Diane Tran Nguyen
Visual Basic Programming Instructor
Computer Information Systems
Portland Community College
PO Box 19000
Portland, Oregon 97208-0990
(503) 044-6111
dtran@pcc.edu

Lee Goodwin
Lead Programmer
Parking Department
City of Portland
485 5th Avenue
Portland, Oregon 94160
lgoodg@city.gov

Kathy Arounda
User Support Technician
Brook International
1200 NE Rock Creek
Beaverton, Oregon 98122
(503) 087-1229
arounda@supportus.com

Beth Smith
Department Manager
Fashion Designs
Uptown Mall
3783 SW Montgomery
Tualatin, OR 97412
Bsmi@FaDesigns.net

SAMPLE REFERENCE SHEET

Please note: Reference sheets are printed on the same kind of paper as résumés.

SARA SMITH
9037 N Adams Rd
Oak Park, IL 60304
708-524-3252
ssmith22@aol.com

REFERENCES

Andrew Foster, Principal
Lincoln Elementary School
615 W Kemper Place
Chicago, IL 60614
312-880-1111
ajfoster@cps.edu

Mary Plain, University Supervisor
Northern Illinois University
DeKalb IL 60115
815-753-2222
maryplain@niu.edu

Jane Edwards, Cooperating Teacher
Irving Elementary School
1125 S Cuyler Ave
Oak Park, IL 60304
708-524-5566
janed@aol.com

- A total of three to five references is optimal.
- ALWAYS ask permission from a reference before giving his/her name to an employer.
- Give your references a copy of your résumé.
- Be sure to use your references' titles. Give only professional addresses and phone numbers.
- School administrators (or cooperating teachers, for a student teacher) who have observed your work are the best choices for references.
- **Never use a friend, coworker or relative as a reference.**

Different versions of your resume

- If you are seeking different types of positions, create a **different resume** for each one. (Include different skills, qualifications, objective, etc.)



<https://www.pinterest.com/pin/194147433913573184/>

- Also maintain a resume in the **format** and **language** of your **home country** (for jobs there or to give to contacts).

Do the looks of a resume matter?

Absolutely!

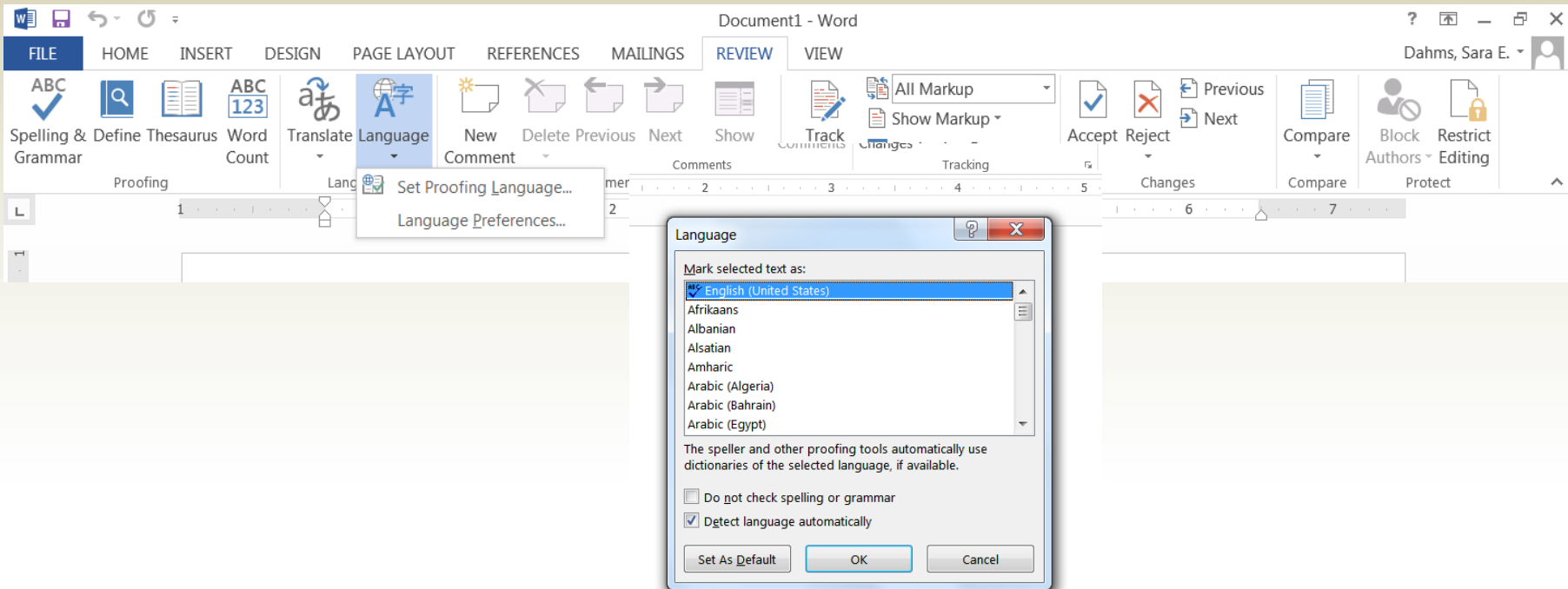
- Use white or off-white professional weight paper
- Black ink, 10 – 12 pt font.
- Margins - 0.75” to 1”
- Category Headings - slightly larger and/or **bold**
- Consistency – keep font type, size, spacing relatively consistent throughout the resume
- Length, 1 – 2 pages (1 page if recent Bachelors graduate with less experience)



Set document proofing to U.S. English

Make sure the resume is free from grammatical and spelling errors. In Word, go to:

- Review,
- Language,
- Set Proofing Language to English, United States



The screenshot shows the Microsoft Word interface with the Review tab selected. The Language group in the ribbon is active, and the 'Language' dropdown menu is open, showing 'Set Proofing Language...' and 'Language Preferences...'. A dialog box titled 'Language' is open in the foreground, displaying a list of languages. 'English (United States)' is selected in the list. Below the list, there are two checkboxes: 'Do not check spelling or grammar' (unchecked) and 'Detect language automatically' (checked). At the bottom of the dialog box are three buttons: 'Set As Default', 'OK', and 'Cancel'.

Document1 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Spelling & Define Thesaurus Grammar Word Count Translate Language New Comment Delete Previous Next Show Track Changes Accept Reject Previous Next Compare Block Restrict Authors Editing Protect

Set Proofing Language... Language Preferences...

Language

Mark selected text as:

- English (United States)
- Afrikaans
- Albanian
- Alsatian
- Amharic
- Arabic (Algeria)
- Arabic (Bahrain)
- Arabic (Egypt)

The speller and other proofing tools automatically use dictionaries of the selected language, if available.

Do not check spelling or grammar

Detect language automatically

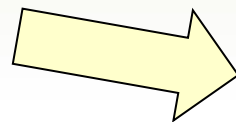
Set As Default OK Cancel



Resume Target – on CUConnect (the Portal)

If you do not already have a resume draft, you can get ideas or templates from the resume examples. (Templates may be difficult to modify for your needs.)

Go to CUConnect (the portal)
Student Life tab
Under Career Services.





General Resume Templates

[Home](#) > Resume Template Gallery

Accounting (34)

Administration (32)

Advertising (5)

Aerospace (2)

Agriculture (2)

Apparel (2)

Arts (7)

Automotive (7)



Marketing and Communications Coordinator
PROFESSIONAL
Resume Template #14



Construction Site Supervisor
PROFESSIONAL
Resume Template #15




Relationship or Category Manager
EXECUTIVE
Resume Template #17

**In Resume Target,
Click on View Our Templates to get
resume ideas**



Introducing...

COVER LETTER WRITING



Questions to help you prepare for writing your Cover Letter

Use the following to generate content for your cover letter. Though it need not answer every question, a great letter will address many of these items and show you've considered the others:

Why are you interested in this position? This organization? This field/industry?

For what position are you applying?

What do you know about the organization, its work, clients/customers/products that especially interests you?

What do you feel distinguishes this organization from its peers?

What specific skills and knowledge is the employer seeking for this position?

How have your prior experiences influenced your interest in this position/organization/field?

In what ways have your accomplishments during your prior experiences (extracurricular, volunteer, work, other) prepared you to excel in this position?

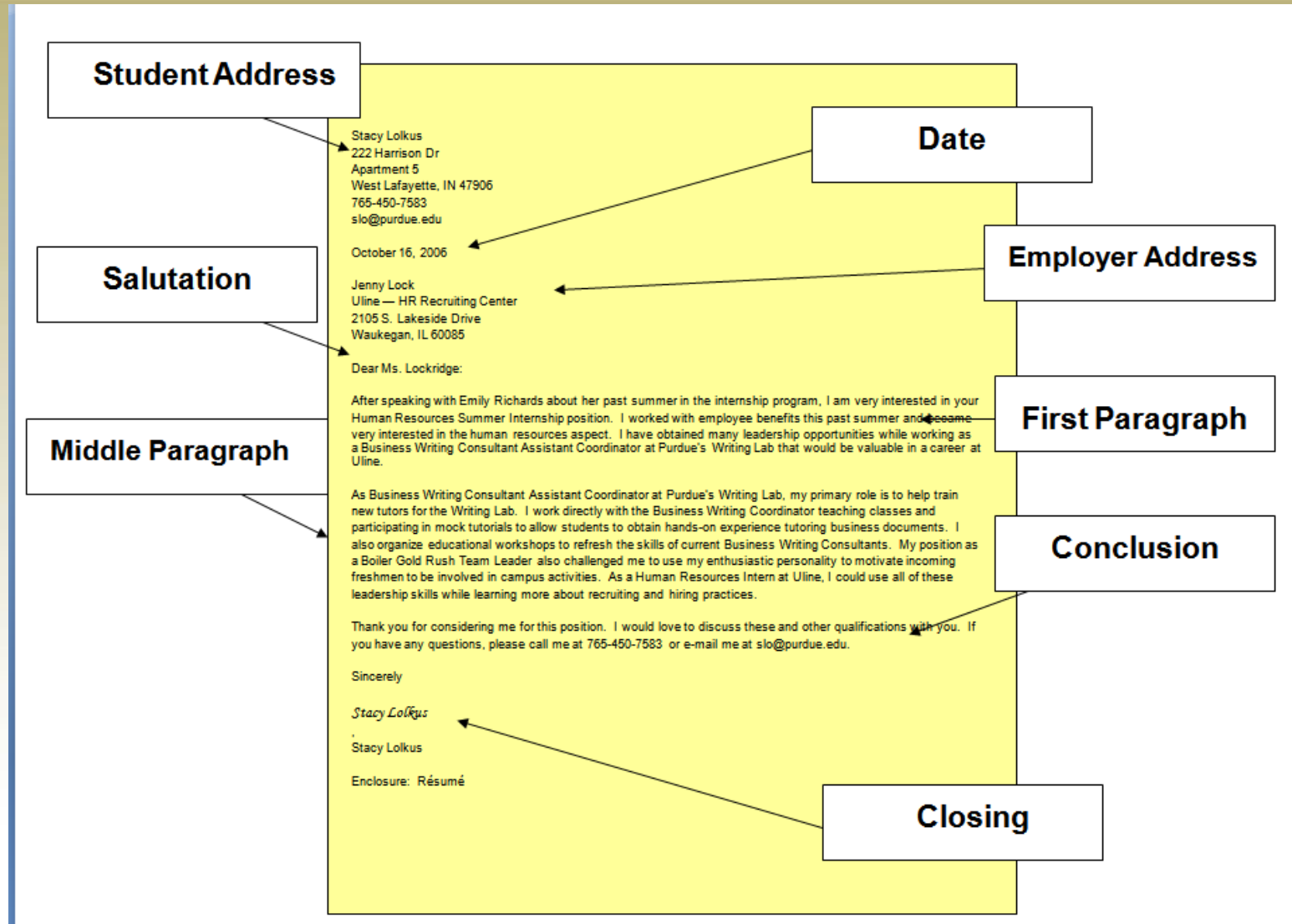
What aspects of your academic experience will help you succeed in this position?

Compared to other applicants, how might you be uniquely qualified for the position?

How will the organization benefit from hiring you?

Having difficulty answering any of these questions? Revisiting the job description, further research, and clarifying your skills and interests may help.

Components of a cover letter





Address cover letter to a specific person

Make sure you address the letter to a specific person if possible (preferably the interviewer)

Date

October 4, 2016

Name of Contact Person

Stacy Lo

Title

CEO

Organization

Lo Labs

Street Address

300 State St.

City, State, Zip Code

Chicago, IL, 60611

Dear Ms., Mr., Dr. (etc):

Dear Ms. Lo:



Cover letter initial paragraph

- State the position for which you are applying
- Include a name if someone is referring you to the position
- Avoid writing, “Hi. My name is...”

Example:

After speaking with Emily Richards about her past summer in the internship program, I am interested in your Human Resources Summer Internship position. I worked with employee benefits this past summer and became interested in the human resources aspect of the position.



Cover letter middle paragraph(s)

- Highlight experience/skills/traits, and possibly benefits to the company
- Don't repeat long sections from your resume

Example:

As a banking representative at Chase, I provided quality customer service while promoting the sale of products to customers. I also handled close to \$20,000 each day and was responsible for balancing the bank's ATM machine. My experience with customer relations and money management can help your accounting firm expand its Middle East division located in Dubai.



Cover letter closing paragraph

- Include your main goal of requesting an interview.
- Thank the reader for considering you for the position or for considering your application.

Closing Paragraph: You might briefly summarize your qualifications and interest in the position unless you've done so above. Offer a next step: Will you call to arrange an in-person or phone interview? Will you be in the area on a certain day and follow up to arrange a time to meet? If you prefer, simply use the closing paragraph to say that you look forward to hearing from the employer and thank them for considering your application.

<http://www.smith.edu/lazaruscenter/pdf/resume-book.pdf>

Sincerely,
Suzan Smith

Instead of stating that you will contact them, you could write something like “I am available at your convenience for an in-person or phone interview, and I look forward to hearing from you soon.”



Sample Cover Letter

Elizabeth M. Page

Smith College | 1 Chapin Way | Unit 0000 | Northampton, MA
01063 | 413.555.1212 | epage@smith.edu

January 16, 2016

John Smith
The Philadelphia Orchestra Association
260 South Broad Street, 16th Floor
Philadelphia, PA 19102

Dear Mr. Smith:

I am a Smith College junior writing to apply for the summer Marketing Intern position at The Philadelphia Orchestra Association. I would be excited to bring my experience in marketing, background in music performance, and love of symphonic music to this opportunity.

As Marketing and Public Relations Manager for the Smith College a cappella group the Smiffenpoofs, my marketing efforts and knowledge of the college-age audience achieved a 10% increase in concert ticket and CD sales last year. By taking courses in research and statistics I have further built strengths in data collection and analysis.

I first experienced the power of live performance while attending The Philadelphia Orchestra's summer series at the Saratoga Performing Arts Center in upstate New York where I grew up. Wolfgang Sawallisch's famed all-Wagner concerts and interpretations of the Bruckner symphonies instilled in me a passion for music that continues to this day. The Marketing Intern position interests me as an opportunity to contribute my marketing savvy and love of live symphony while learning about the business side of the arts.

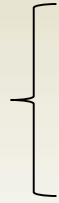
I welcome the opportunity to talk with you about my interest in The Philadelphia Orchestra Association. I am available for a phone interview or I can meet in Philadelphia during my spring break, March 14-18. I will follow up next week to see if we can arrange a convenient time to speak.

Sincerely,
Elizabeth Page

<http://www.smith.edu/lazaruscenter/pdf/resume-book.pdf>

Bullets in cover letter (optional)

- Could use **bulleted statements** to highlight your strengths or experience in the middle paragraph



SUZAN SMITH

742 Evergreen Terrace, Springfield, MA 01103
(413) 387-4321 ssmith@smith.edu

Gina Suarez, Head
Communications Assistant Search Committee
The CAIA Association
29 South Pleasant Street
Amherst, MA 01002

February 3, 2016

Dear Ms. Suarez:

Thank you for speaking with me about the Communications Assistant position last Friday. After hearing more about this opportunity from you and from Julia Jimenez who interned at CAIA last summer, I am even more excited about applying. With my strong communication and technology skills and background in marketing, I believe I could make a strong contribution to the CAIA team.

I have a demonstrated track record of developing effective communications and publicity strategies. For example:

- I designed publicity materials and launched a website for a two-day women's leadership conference in New England. My efforts increased event visibility and attendance by 15% from previous years.
- As an intern for Smith's Poetry Center I initiated and maintained new promotional contacts that built exposure for our upcoming events.
- At CNN last summer I gained writing and editing experience and researched, created, and updated CNN's entry on Wikipedia.

I am drawn to CAIA's culture of excellence and emphasis on professional development, particularly for women in finance. As a financial aid recipient at a women's college, CAIA's "100 Women in Hedge Funds" scholarship program mission of better equipping women to navigate an increasingly complex investment landscape while removing financial barriers to their career development greatly appeals to me.

I look forward to contributing my energy and initiative to support CAIA's goals of expanding promotional efforts while providing exceptional customer service. I'm available at your convenience to discuss my interest in the Communications Assistant position at CAIA, and I look forward to hearing from you.

Sincerely,

Suzan Smith

Cover letter writing tips



- Letter should only be one page
- Include your strongest and most relevant qualifications
- Limit to a few qualifications (experience, traits, skills, etc.)
- Begin with topic sentences
- Appeal to company values, attitudes, goals, projects, etc.
- Explain how you will help organization
- Elaborate on the information in your resume
- Provide evidence of your qualifications
- Proofread carefully for grammatical and typographical errors



Individual assistance for you

Personal consultation and resume/cover letter reviews are available from:

Center for International Student Services

- Chyvonne M. Gibson, International Student Coordinator
Chyvonne.Gibson@cuchicago.edu or 708.488.4297

Career Services

- career.services@cuchicago.edu or 708.209.3033
- Sara Dahms, Career Counselor
Sara.Dahms@cuchicago.edu or 708.209.3029
- Jerry Pinotti, Director of Career Services
Jerry.Pinotti@cuchicago.edu or 708.209.3032


Job Search for International Students

- The basic components of the job search include:
 - Employer research/exploring resources
 - Informational interviewing/networking
 - Cover letters, resumes, and other correspondence
 - Interviewing ([attend Interview Workshop](#))
- Understand the application process for positions to which you are applying.
- Network with friends, families, professors, neighbors, and alumni who have gained employment successfully to learn how they conducted their searches.
- Conduct informational interviews with individuals in the field(s) you are considering.



<https://pixabay.com/en/photos/job/>

Consult the Center for International Student Services



Thank you for attending!
We look forward to working with you.



Sources

- [www.longwood.edu/assets/.../Employment Workshop.ppt](http://www.longwood.edu/assets/.../Employment_Workshop.ppt)
- <https://www1.udel.edu/CSC/pdf/resumes-international.pdf>
- <http://www.smith.edu/lazaruscenter/pdf/resume-book.pdf> (with 7.18.16 phone permission to use “liberally”)
- <http://careerservices.uic.edu/docs/International%20Student%20Guide.pdf>
- <https://owl.english.purdue.edu/owl/resource/699/01/>
- <https://owl.english.purdue.edu/owl/resource/723/03/>
- https://www.wellesley.edu/sites/default/files/assets/departments/cws/files/resume_e-guide_2012_0.pdf