

Resumes, Cover Letters & Additional Professional Correspondence

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Christopher Concrete

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EDUCATION

Manhattan College, Riverdale, NY
Bachelor of Science in Civil Engineering with a Business Minor, May 2015
GPA: 3.74 /4.0

HONORS

American Society of Civil Engineers Scholarship ■ The Christian Brothers Scholarship ■ Dean's List

RELATED COURSES

Civil Engineering Material, Transportation Engineering, Solid Mechanics, Construction Law
Steel Design, Fluid Mechanics, Geomechanics, Marketing and Finance of Engineering Projects

CERTIFICATIONS

OSHA 10-hour Construction Industry Safety Training Certificate ■ American Concrete Institute (ACI) Stage I

ACADEMIC PROJECTS

Hydraulic Design, Fall 2013

- Applied principles of hydrology to attain water quantity and flow rate so that it can be combined with above hydraulics.
- Utilized latest free computer software available in field to provide an in-depth understanding of how above principles are applied to numerous hydraulic projects

RELATED EXPERIENCE

6/2013-8/2013

HDR, *Engineering Intern*, New York, NY

- Completed on-site subway station surveys of public, room, and track areas to assess priority in rehabilitation
- Handled survey materials, database entry and formulated detailed subway station reports
- Performed calculations and analysis of projects completed by the company

6/2012- 8/2013

E.E. Cruz, *Engineering Intern*, New York, NY

- Worked in field and office for the West Side Highway Route 9A Promenade Restoration project
- Prepared detailed reports of completed work including letters of transmittal
- Completed as-built maps
- Learned how to coordinate a job site to keep operations progressing efficiently

LEADERSHIP

1/2013- Present

Engineers Without Borders, *Vice President*, New York, NY

- Manage internal relations of the chapter and resolve conflicts that may arise
- Report project status to the executive committee on behalf of the Project Leaders and administer the project development process by assisting Project Managers
- Lead all recruitment and promotional activities in order to meet the goals of the academic year, ensure organizational needs are met, and coordinating Manhattan College activities.

VOLUNTEER

3/2013

L.O.V.E. Program (Lasallian Outreach Volunteer Experience), *Volunteer*, Nakuru, Kenya

- Collaborated with community leaders to address health problems
- Participated in data collection and data analysis utilizing research skills learned in academic setting
- Conducted a community needs assessment by designing and implementing hand washing technique
- Visited an orphanage for children who have HIV to learn about AIDS relief

MEMBERSHIPS

American Society of Civil Engineers (ASCE), *National Member*, 2013- Present

Engineering Without Borders (EWB), *Student Member*, 2013- Present

SKILLS

Technical: Microsoft Office (Word, PowerPoint, and Excel), Google Sketch Up, AutoCAD, Visual Basics, MATLAB, RISA

Languages: Basic Comprehension in Spanish

John Smith

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EDUCATION

MANHATTAN COLLEGE

Combined BS/MBA Professional Accounting

GPA: 3.75/4.0 • Candidate for CPA Exam

Riverdale, NEW YORK

June 2016

HONORS

Beta Alpha Psi • Epsilon Sigma Pi • Beta Gamma Sigma • Dean's List

COURSEWORK

Strategic Management • Advanced and International Issues in Accounting • Principle of Investment • Ethics • Auditing • Corporate Taxation • Business Law I & II • Cost Accounting • Money and Banking • Operations and Quality Management

INTERNSHIPS

DELOITTE TAX LLP

Strategic Tax Advisory Internship

NEW YORK, NEW YORK

January 2014-Present

- Conduct Bonus Depreciation Analysis and Tax Basis Balance Sheet reconciliation for companies in utility industry
- Assist in identifying tax planning opportunities that lower effective tax rate for clients in diversified industries
- Advanced skill in utilizing Excel and Word to perform work paper calculations and analysis

UBS FINANCIAL SERVICES

Wealth Management Intern

NEW YORK, NEW YORK

May 2013-August 2013

- Created and analyzed portfolio management reports and acquired knowledge of the various security exchanges while simultaneously interacting with clients on their investment needs & portfolio requirements, both in person and by telephone
- Researched stocks and other securities and learned the investment decision-making process
- Performed routine administrative work and meeting and presentation preparation

H&R BLOCK

Tax Associate

NEW YORK, NEW YORK

January 2012-May 2012

- Prepared and reviewed adjustments, deductions and credits for individual and small business tax returns
- Verified data input and totals on forms prepared by others to detect errors in arithmetic, data entry and procedures
- Communicated with clients to obtain additional information on taxable income, deductible expenses and allowances
- Researched and consulted tax law handbooks in order to determine procedures for preparation of atypical returns
- Advised taxpayers by providing sufficient information and guidance in order to assure correct tax form completion

VOLUNTEERISM

VOLUNTEER INCOME TAX ASSISTANT (VITA)

IRS-Certified Volunteer

NEW YORK, NEW YORK

January 2013- Present

- Provided free basic income tax return preparation with electronic filing to qualified individuals in local communities
- Obtained correct information in order to prepare taxpayers' tax returns for Form 1040 Individual Income Tax Return

CAMPUS LEADERSHIP

Beta Alpha Psi

Board Member

RIVERDALE, NY

September 2013-Present

- Organize and attend regular meetings and learn about various different business careers as well as discuss upcoming events and companies that will come to the school

Student Government

School of Business Representative

RIVERDALE, NY

February 2012-Present

- Attend meetings for event planning, act as communication link between students/administration, address concerns
- Work with university faculty, students, and other SGA representatives. Help keep communication open for resolution

SKILLS & INTERESTS

Computer: Microsoft Excel, Word, PowerPoint, QuickBooks, ATX Tax Software, Quicken, HTML

Language: Basic Knowledge of Spanish

Additional: Marathon runner, Tae Kwon Do

GWEN STACY

1 Main Street ▪ Riverdale, NY 10471 ▪ (917) 555-4321 ▪ gstacy@manhatan.edu ▪ www.Linkedin.com/URL

EDUCATION

Manhattan College Riverdale, NY
Bachelor of Arts in English; Minor in Music; GPA: 3.57/4.0 May 2015

RELEVANT COURSES

Grammar and Writing, Advanced Composition, Written Communication, Studies in Creative Writing, Roots: Music, Piano Skills and Techniques

RELATED EXPERIENCE

Universal Music Group New York, NY
College & Lifestyle Marketing Representative August 2013- Present

- Create marketing planners for various promotions on campus and at local lifestyle and music retail accounts
- Educate students on new and upcoming releases while gaining immediate feedback over a short period of time
- Establish relationships with activity committees, on-campus clubs, influential leaders, trendsetters and tastemakers in order to secure outlets for artist marketing ideas, events and programs
- Connect with the local college radio stations and college press publications for additional artist exposure
- Assist Local Reps with in-store signings, merchandising venues, and store promotions
- Conducted bi-weekly reports containing all marketing efforts online and around the NYC market

Spotify New York, NY
Marketing Intern Summer 2013

- Edited and revised weekly and monthly email marketing newsletters
- Performed marketing research and analysis on the digital music industry
- Updated social media outlets with upcoming events, promotions and announcements daily

LEADERSHIP EXPERIENCE

Catskill Summer Camp Rock Hill, NY
Creative Arts Specialist Summer 2012

- Designed an educational program of the creative arts for 250 campers between the ages of 7- and 17- years old
- Implemented the creative art program through organized structures of time
- Budgeted the monetary supplement given to the program so that it would be spread apart over 10 weeks
- Supervised one person who worked directly for the creative arts department

Counselor Summer 2008-Summer 2011

- Developed and implemented personalized learning plans for 25 campers between the ages of 10- and 11-year olds
- Directed and implemented the educational activities for these specific programs
- Oversaw five other co-counselors and was responsible for their well-being and reported to the director
- Ensured the social, emotional and physical safety of all campers

WORK EXPERIENCE

Manhattan College- Registrar's Office Riverdale, NY
Student Aide Summer 2011-Present

- Serve as a marketing channel for the office by speaking with potential program applicants
- Distribute incoming mail & prepare outgoing mail including bulk mail, assist with printer trouble shooting
- Answer phone calls, messages, greet clients and direct them to the various staff members as needed

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint), Google Docs, HTML, Twitter, Facebook, Tumblr, Pinterest, Instagram, Vine

INTERESTS

Writing and Composing Music, Singing, Journalism, and Creative Writing

Jackie Anderson

718 Peach Lane, Melrose, NY, 90210
(555) 656-5154 | jandreson.student@manhattan.edu

EDUCATION:

Manhattan College, Riverdale, NY, May 2016
Bachelor of Science in Exercise Science (Pre-Physical Therapy), GPA: 3.57

HONORS, AWARDS, AND ACTIVITIES:

Dean's List, 2011- 2015
MAAC All-Academic Team, November 2012- 2015
MAAC All-Tournament Team, November 2014
Women's Soccer Scholarship, August 2013
Presidential Scholarship, August 2012
Manhattan College Women's Soccer Team, 2012-2015

EXPERIENCE:

- Event Staff, Manhattan College Athletics*, RIVERDALE, NY January 2015- Present
- Help set up and break down courts and fields for competition
 - Usher and direct fans to seating
 - Make sure proper equipment is available for players and coaches
- Fitness Attendant, New York Sports Clubs*, MELROSE, NY September 2014- December 2014
- Ensured equipment was clean and safe to use
 - Assisted patrons during their workouts as requested
 - Educated students on facility policies and procedures as necessary
- Student Volunteer, Stony Brook University Hospital*- STONY BROOK, NY December 2014- August 2013
- Shadowed licensed Physical Therapists
 - Adjust wheelchairs and canes for patients
 - Cleaned equipment and brought new linens for therapist
- Pharmacy Runner, John T. Mather Memorial Hospital*- PORT JEFFERSON, NY August 2013-February 2012
- Delivered medication to various nursing stations
 - Sorting and discarding various medications
- Player Assistant, Women's Soccer ID Camp*, RIVERDALE, NY February 2012- September 2011
- Helped set up drills and referee games
 - Toured prospective student athletes around campus

VOLUNTEER:

- Volunteer Worker, Wounded Warrior Project*, Rockaway, NY Fall 2012- Present
- Hurricane Sandy Relief Volunteer Worker, Habitat for Humanity*, Rockaway, NY Summer 2011-Present
- Big Sister Volunteer, Big Brothers Big Sisters*, Melrose Place, NY January 2010-June 2012
- Event Volunteer, Tough Mudder*, Alpine, NY January 2011

MEMBERSHIPS:

- Student Member, American College of Sports Medicine* Fall 2014- Present
- Member, National Academy of Sports Medicine* Fall 2014- Present

CERTIFICATIONS:

American Red Cross, CPR Certified

Jennifer Darling

221 Main Street, Yonkers, NY 12345 ▪ (914) 555-0009 ▪ Jdarling01@manhattan.edu ▪ [ePortfolioLink](#)

EDUCATION

Manhattan College Riverdale, NY
Master of Science in Special Education May 2014
Bachelor of Science in Childhood Education; Concentration in Social Studies May 2013
Honors: Kappa Delta Pi- Education Honor Society ▪ Cumulative GPA 3.4/4.0

CERTIFICATIONS

New York State Education Grades 1-6 (Pending) ▪ New York State Special Education Grades 1-6 (Pending)
Google App Certified, 2013 ▪ CPR and First Aid Certification, 2013

TEACHING EXPERIENCE

Louis M. Klein Middle School, Harrison, NY
Special Education (5th/6th Grade) January 2013- March 2013
Provided differentiated instruction according to individual student IEP goals in 5th grade resource room
Implemented small group instruction to effectively meet the needs of students in 5th/6th self-contained classroom
Applied evidence-based strategies such as cooperative learning groups, scaffolding, graphic organizers and mnemonic instruction
Collaborated in team meetings for effective test taking approaches

Middle School, (District 10) Bronx, NY
Student Teacher, 9th Grade (self-contained classroom) September 2012- December 2012
Evaluated student academic behavior and performance in preparation for parent and teacher conference
Prepared and taught modified geography and ancient civilization lessons
Designed innovative strategies to promote effective learning experiences
Utilized effective classroom management strategies

Girls Club of New York Yonkers, NY
Senior Camp Counselor Summers 2009- 2013
Conducted and supervised recreational activities for children of various ages
Assisted teachers in classrooms while serving as a positive role model
Maintained a safe and nurturing environment to provide positive self-esteem and growth
Counseled children with any social conflicts and emotional problems that occurred

Marie Smith Urban Street Academy Bronx, NY
Teacher's Aid September 2010- December 2012
Assisted with the presentation of lessons for GED preparation
Tutored students individually to help develop a better understanding of the course material
Listened to the areas in need of improvement and generate a solution for their better understanding

LEADERSHIP

Autism Speaks U Manhattan College, Founding Member 2013- Present
Increase public awareness about autism and its effects on individuals, families, and society
Organize and promote events to fund research into the causes, prevention and treatments for autism

SKILLS

Technical: Microsoft Office, Blackboard, eChalk, PowerSchool, Infinite Campus, SMART Board
Language: Basic understanding of Spanish

ACTIVITIES

Relay for Life, Member 2011- Present
SoNYC, Member 2011-2013

Alex Bell

6 North Avenue, New Rochelle, New York 10801 • (123)456-7892 • alexanderbell@manhattan.edu

Education

Manhattan College

Bachelor of Science in Biology; GPA 3.5/4.0

Riverdale, New York

Expected May 2015

Honors

Beta Beta Beta • Phi Beta Kappa • Sigma Xi • Dean's list • The Elinor A. Christopher Memorial Science Scholarship

Laboratory Skills

Microscopy • Preparing cDNA • Hybridizing cDNA on array • Centrifugation • Computer Data Analysis • Calorimetry • Gene Runner • Titrating • Veneer Interface • Micro pipetting • PyMol • Spectrophotometry • ClustalW2 • RNA isolation

Computer Skills

Proficient in Microsoft Word, Excel, PowerPoint, Alice, HTML, Java Script

Research Experience

Manhattan College Biology Department

Volunteer Research Assistant

Riverdale, New York

September 2012 – December 2013

- Managed endocrinology lab for 4 biology faculty members
- Assisted in research investigating oxytocin levels in rat digestive tract organs
- Ordered from vendors and organized equipment and supplies for the laboratory
- Performed Analysis of Variance (ANOVA), Chi-squared test, t-test, and Regression Analysis

Volunteer Experience

Albert Einstein College of Medicine

Einstein Community Health Outreach Volunteer

Bronx, New York

January 2012-May 2012

- Observed two live surgeries being performed and learned basic surgery procedures
- Entered medical data regarding health information and medical records
- Processed medical coding, medical transcription and provided information for medical billing

Autism and Obsessive Compulsive Spectrum Program Volunteer

September 2011 to December 2011

- Shadowed patients through visits, managed binders, communicated with the Institutional Review Board
- Learned how to read fMRI data and devising new paradigms in e-prime

Alzheimer's Drug Discovery Foundation

Volunteer

New York, New York

May 2011-August 2011

- Researched pharmaceutical companies and corporations that target areas of drug discovery for neurodegenerative diseases
- Compiled database of academic department heads at facilities of medical schools across the United States involved in neurodegenerative disease research

Institute for Family Health

Volunteer

Bronx, New York

October 2011 –May 2011

- Assisted medical professionals with providing appropriate medical care and attention to those seeking the help

Extra-Curricular Activities

Biology Club, Member

October 2011- Present

Gaelic Society, Member

October 2011- Present

Inter-mural Volleyball Team, Outside Hitter

October 2012- May 2013

Elizabeth McGuire

School: 4513 Manhattan College Parkway | Riverdale, New York 10471

Home: 123 Main Street | Sunnyvale, CA 54321

262-897-2728 | emcguire@gmail.com

Education

Manhattan College, Riverdale, New York

School of Science, Undecided

Expected June 2017

Notre Dame High School, Elmira, New York

Advanced Regents Diploma

June 2013

Completed AP Biology, AP Chemistry, AP English Literature & Composition, AP World

Academic Achievements

National Honor Society | High Honor Roll | Girl Scout Gold Award | Perfect Attendance | Atticus Finch Award

Leadership

Girl Scouts of the USA

February 2002 - Present

Ambassador, 2013

- Plan, organize, and implement community based service project while adhering to budget
- Lead troop over the course of years on various trips, meetings, and fundraisings while also teaching valuable skills

Volunteer: Confidence Workshop with Girl Scouts, 2011

- Worked with young girls to help build confidence and ignore the erroneous messages from the media

Work Experience

All-Star Soccer Camp, Elmira, New York

Camp Counselor

Summers 2009-2013

- Counseled 8-13 year olds, guided children to improve athletic and communicative abilities
- Resolved verbal and physical issues, while facilitating good behavior

Every Little Step Dance Studio, Elmira, New York

Dance Instructor

September 2009-June 2013

- Instructed a year round dance class for girls 7-9 by implementing personal dancing experience to teach basic skills

Extra-Curricular Activities

Varsity Soccer Team, Notre Dame High School

2010-2012

- Team Captain, 2012 Season

Drama Club, Notre Dame High School

2009-2013

- Acted in 7 musical stage performances with 50 student members

Model Congress, Delegate, Notre Dame High School

2012

- Received a "Best Delegate" award and earned two honorable mention awards at Yale Model United Nations

Skills

Computer: Microsoft Word, Excel, PowerPoint, Mac, WordPress, Social Media (Facebook, Twitter, Instagram)

Language: Basic Knowledge of Spanish

EMMANUEL GOLDSTEIN

12 Easton Avenue, Jaspertown, CT 05428 | (951)753-8462 | compsci.student@manhattan.edu | www.linkedin.com/URL

- E D U C A T I O N -

Manhattan College, Riverdale, NY

Bachelor of Science in Computer Science, Expected May 2015

GPA: 3.6/4.0

City College of New York, New York, NY

Completed 30 credits towards Computer Science degree, May 2013

- T E C H N I C A L S K I L L S -

Operating Systems: Windows, Mac OSX, Linux (Ubuntu, Backtrack 5, Helix)

Programming Languages: C, C++, Java, JavaScript, Python, Ruby on Rails, HTML, SQL, PHP and Visual Basics

Troubleshooting: Hardware, Software and Virus Removal/Prevention

Software: Microsoft Word, Excel, PowerPoint, Publisher, Visual Studio, Eclipse, Adobe Illustrator, Photoshop, Illustrator, and InDesign and Unreal Game Editor

- A C A D E M I C P R O J E C T S -

Web Programming, Spring 2013

- Designed and coded a web based Music Player App that allowed users to upload content and store tags using Python to manage SQLite3 database tables in a team of two

Computer Organization, Fall 2012

- Co-collaborated research project on Microprocessor: the importance, the past, and the future
- Researched and compared 20+ years' worth of studies on history and development of the Microprocessor
- Concluded that the Microprocessor could possibly control everything in the near future if evolution and operating speeds continue

- R E L A T E D E X P E R I E N C E -

Arkadium, New York, NY

Game Development Intern, May 2013- August 2013

- Developed games using C# for Windows 8
- Created new tools to help game designers, artists, and programmers for deployment of app solutions
- Worked closely with the graphic designers to ensure development is 'on brand' with Arkadium guidelines
- Participate in brainstorming to come up with ideas for the next hit games

Hacker League Hackathon 2013, New York, NY

Pearson Team, April 2013

- Developed an integrated mobile app for the Pearson LearningStudio Learning Management System (LMS) using Action Script, HTML, CSS, and JavaScript in a 4-person team
- Utilized Pearson's existing LearningStudio APIs to create virtual classroom activities that promote social learning

- V O L U N T E E R -

FIRST Robotics Competition (FRC), New York, NY

Referee, April 2013

- Certified Referee to observe team matches, identify rule violations, and "call" them
- Calculated the official score of the matches and participate in deliberations regarding contested calls
- Played a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

FIRST LEGO League (FLL), New York, NY

Judging Assistant, April 2012

- Assisted with queuing teams to stations and ensure that games were started and finished in a timely manner

John Alumni

33 West 33rd Street, New York, NY 10001
(917) 555-5555
johnalumni@gmail.com

PROFILE SUMMARY:

Five years practical work experience and education in Banking and Investment, Accounting and Management

PROFESSIONAL LICENSES:

Series 6 JPMorgan Chase Investment Services Corporation
Series 63 JPMorgan Chase Investment Services Corporation
Life Insurance Chase Insurance Agency, Incorporation

WORK EXPERIENCE:

JPMorgan Chase, Scarsdale, New York

Private Client Banker

August 2012 - Present

- Proactively met with affluent clients to identify their financial needs
- Worked closely with internal business partners and delivered customized solutions to meet clients' financial goals
- Maintained and expanded existing relationships by giving exceptional service
- Oversaw entire banking relationship and ensured client was provided appropriate convenience products

JPMorgan Chase, Scarsdale, New York

Relationship Manager, Officer

February 2010 - August 2012

- Promoted, sold and referred financial products and services
- Opened and retained full range of retail accounts including investments and loans
- Provided customer issue resolution, research and inquiries

Chat American Grill, Scarsdale, New York

Manager

October 2009 - February 2010

- Directed food and beverage operations for highly volume restaurant with 2.1 million in revenue
- Ensured the integrity of restaurant operations through excellence in customer relations
- Coordinated work schedules and developed restaurant team

Entertainment Partners, Stamford, Connecticut

Accounting Clerk

July 2009 - August 2009

- Prepared routine entries and financial transactions
- Assisted in preparation of financial statements such as billings, budgets, and cost reports
- Distributed, reviewed, verified account numbers and processed payroll time sheets
- Maintained Accounts Receivables and Accounts Payables and organized documents

Merrill Lynch, White Plains, New York

Internship, Global Private Client

March 2008 - July 2008

- Assisted in office organization, collating material and other administrative tasks
- Prepared three investment portfolio samples weekly ranging from a conservative approach with an 6% average return to an aggressive approach with a 28% average return
- Provided research and development for quarterly meetings among financial advisors
- Analyzed equities, bonds, mutual funds and other securities
- Updated stock yields on a daily basis

EDUCATION:

Manhattan College, Riverdale, New York

Bachelor of Science, Finance

May, 2009

LANGUAGE SKILLS:

Fluent in speaking and writing Italian, English, French, Albanian
Intermediate skills in Spanish and Greek

COMPUTER SKILLS:

Proficient in Microsoft Word, Excel (Pivot Table, Solver, VLookup, StatTools), Power Point, Access, SPSS, Gretl, Stata

Howard Hofstadter

1010 Electric Avenue • New York, New York 10001 • 212-654-3210 • meche.student@manhattan.edu

Education

Manhattan College Riverdale, New York
Masters of Science in Mechanical Engineering; GPA: 3.6/4.0 Expected May 2016
Bachelor of Science in Mechanical Engineering; Mathematics Minor; GPA: 3.7/4.0 May 2014

Honors

Tau Beta Pi Honor Society • Pi Tau Sigma Honor Society • Epsilon Sigma Pi Honor Society • Dean’s List

Technical Skills

AutoCAD • AutoDesk Inventor • NX • MathCad • SolidWorks • Microsoft Office • PASW • Revit

Coursework

Manhattan College Riverdale, NY
Graduate Assistant August 2014 - Present
• Teach, proctor and grade tests and assignments for undergraduate level Mechanical Engineering Design I and II classes including preparing materials and answering questions during each lab
• Grade tests and assignments for Introductory Thermodynamics class
• Coordinate tutoring and mentoring with challenging concepts for students

Relevant Experience

Suffolk County Department of Public Works Bethlehem, NY
Engineering Intern Summer 2014 & Summer 2015
• Performed surveys for road construction, dock construction, yard drainage and map creation
• Utilized AutoCAD in order to create maps from survey data
• Created organizational system and a computer database for maps
• Collected elevation data which was frequently used in large surveys

New York Motorsports Lawrence, New York
Team Leader/Laborer April 2009 - August 2013
• Provided maintenance and preparation of all racecars
• Served as tire specialist and recorded all scale data
• Worked in a team of 10+ crew members to prepare sheet metal work on all racecars and overall upkeep of all radios used by each team member

Leadership

American Society of Mechanical Engineers (ASME), Vice-President Fall 2013 – May 2014
• Organized monthly speaker series, which has seven corporate and alumni speakers
• Motivated the 65 members to attend meetings and events

Mini Baja Club, Head Mechanic September 2012- May 2014
• Designed and built a mini Baja out of composite materials in a 4-person team
• Created and manufactured all steering, braking and mounting components
• Used AutoCAD to design shell and ANSYS to analyze stresses
• Decreased race time by more than 5 seconds with design of new steering

Professional Affiliations

American Society of Mechanical Engineers (ASME), Member September 2012- Present
Society of Automotive Engineers (SAE), Member September 2012- Present
Society of Hispanic Professional Engineers (SHPE), Member September 2012- Present

Chelsea Careerchanger

123 Main Street • Township, NY 12345 • 123-456-7891 • email@gmail.com

Mental Health Counseling and Health Care Experience

- Participate in the design, execution, and analysis of social psychology research studies; Supplied in depth literature reviews for IRB proposals.
- Provide excellent care for research participants of all ages in a professional, friendly manner.
- Worked with children towards productive school behavior in hopes of re-entrance to mainstream public schools.
- Led weekly group sessions where students participated in developing solutions to everyday issues.
- Developed and conducted activities for weekly meetings where students are encouraged to sharpen their problem solving skills and focus on appropriate conflict resolution strategies for real-world experiences.
- Communicated patient needs and changes in condition with doctors, nurses, and other members of interdisciplinary teams. Aided in maintaining client records and sharing change of shift reports.

Mental Health Counseling and Health Care History

Research Assistant, The New School for Social Research	New York, NY	2004-Present
Intern, Evelyn Chambers Center	Township, NY	1997-2004
Home Health Aide, Grace Home Care	Township, NY	1993-1997
Art Therapy Intern, Department of Veteran's Affairs	New York, NY	1991-1993

Education

Master of Science in Counseling , Manhattan College	Riverdale, NY	2014-2016
Masters of Business Administration , SUNY Purchase	Purchase, NY	1995 - 1996
Bachelor of Arts in Political Science , SUNY Purchase	Purchase, NY	1991 – 1995

Work & Volunteer Experience

- Launched company, designed systems, hired and trained staff, managed finance and customer service functions. (Interior Design Financial Services)
- Managed financial analysis department and analyzed and launched various consumer lending products. Automated financial reporting systems. (American Express Company)
- Researched and acquired hardware and software to automate contract administration, managed contract department, supervised financial analysts. (Doubleday & Co., Inc.)
- Volunteered Emergency Department (North Shore University Hospital)

Additional Work & Education History

Mathematics Education Certification, SUNY Purchase	Stony Brook, NY	2010 -2012
Vice President, Interior Design Financial Services	Los Angeles, CA	2003 - 2009
Director of Finance, American Express Company	New York, NY	1999 – 2003
Manager of Marketing and Contracts, Doubleday & Company., Inc.	New York, NY	1996 – 1998

Skills

Languages: Fluent in Spanish. Conversational Portuguese.

Computer: Proficient in Microsoft Office (Word, Excel, PowerPoint, Access), SPSS

Certifications

American Red Cross certified in First Aid, CPR and AED

MICHAEL BURNS

3393 WEST AVE., MAPLEWOOD, NJ 06895

(917) 888-8888

CAREERCHANGER@YAHOO.COM

PROFESSIONAL PROFILE

Self-motivated, articulate professional looking to launch a career as a Medical Assistant with a talented and like-minded healthcare team. Proficiencies include excellent customer service and interpersonal skills; comprehensive understanding of a wide range of administrative and medical procedures; knowledge of medical insurance system and hospital admissions process and involvement in blood pressure checks, lab tests, sterilization, and diagnostic tests.

EDUCATION

York College, New York, NY

Phlebotomy Certification, NHA Certification, May, 2010

Manhattan College, Riverdale, NY

Master of Arts, Counseling, May, 2005

Boston College, Boston, MA

Bachelor of Arts, Sociology, May, 2002

EXPERIENCE

Martin de Porres School Group Residence, Queens, NY, September 2009 – January 2015

Case Manager

- Provided individual/group counseling to emotionally disturbed/mentally ill adolescent population
- Responded professionally to telephone enquiries using tact, discretion and sensitivity as appropriate to the situation
- Typed general letters, summaries and treatment team meeting minutes accurately
- Maintained client records and files
- Worked alongside psychiatrist, nurse and pharmacists to ensure seamless patient medication regime
- Accompanied clients to medical, dental appointments, routine blood work etc. and explain procedure(s)
- Performed a varying degree of administrative and clerical case management duties

VIDA Organization, Nicaragua/Costa Rica, January 2011

Medical Volunteer

- Explained medical procedures and treatments to patients
- Performed physical examinations & injections under the supervision of a physician
- Adhered to all clinical and administrative protocols and procedures
- Interviewed patients and recorded their vital signs and measurements such as height and weight
- Laid out medical equipment like syringes and dressings
- Welcomed patients and prepared them for visit with doctor or other healthcare professionals
- Assessed and met the needs of patients and the medical team
- Wrote prescriptions and administered medication to patients under physician's supervision
- Cleaned and sterilized instruments and disposed of contaminated supplies
- Managed patient's appointments in accordance to doctor's schedule

SKILLS

- Spanish Fluency • Proficient in Microsoft Word, Excel, PowerPoint, Internet Research

Michael Anderson

100 Main Street | Washington, DC 12345
123-456-7890 | manderson@manhattan.edu

Training & Development | HR & Administrative Management

Experienced professional offering a diverse background in **learning and development, team leadership and motivation, and administration.** Meticulous records manager with proven ability to organize and execute complex and detailed programs and systems. Military veteran with a 10-year record of professional achievement, superior performance, and meritorious service.

Experience

UNITED STATES NAVY, 1998–2012

Demonstrated leadership, organizational, interpersonal, and technical skills in a variety of challenging assignments for the US Navy. Consistently promoted a strong teamwork environment and achieved outstanding staff retention (frequently 100%). Top Secret clearance.

Relevant positions and accomplishments include:

Training Officer

- Hand-picked by commanding officer to assume duties as Training Officer/Facilitator in addition to ongoing responsibilities.
- Coordinated training schedules for active duty and reserve personnel; managed logistics of billeting, transportation, training schedules, and procurement of reservists to fill critical roles.
- Taught 15-hour Navy Rights and Responsibilities workshops. Topics included cultural differences, language barriers, and sexual harassment awareness.
- Revamped monthly training report, utilizing Access to create an effective management/decision-making tool.
- Coordinated the administration of 400+ advancement exams and 700+ correspondence courses.

Manager and Supervisor

- Supervised 35 technicians in preparing, installing, and maintaining electronics equipment suites on board submarines. Coordinated and ensured timely project completion, communicating effectively via phone and e-mail with the on-board staff and senior executives.
- Prepared and transported classified materials to deploying units. Maintained an electronic database that ensured accountability with 100% accuracy.
- Consistently achieved 100% participation in initiatives such as voter registration and charitable contributions through effective communication and meticulous follow-through.

Cryptologic Maintenance Technician

- Installed and maintained software and hardware requiring Top Secret clearance.

Education / Training / Technical Skills

Bachelor of Science, Management and Economics, Manhattan College, 2016

Highlights of Extensive Professional Training:

- Electronics and Computers
- Equal Employment Opportunity
- Sexual Harassment: What It Is and What It Isn't
- Alcohol and Drug Abuse Awareness

Technical Skills:

- Internet Research and Communications
- Microsoft Office Suite
- Hardware & Software Installation and Troubleshooting
- Website and Newsletter Development and Design

Honors and Awards

Navy Commendation Medal for Meritorious Service, 2005

- As Assistant Command Career Counselor, awarded Silver Anchor for directly contributing to 100% retention.

Navy Achievement Medals (6) for professional achievements and superior performance.

Michelle Flaherty

67 Penny Lane ▪ Myrtle Beach, South Carolina 29577 ▪ 843-555-9577 ▪ marketing.student@manhattan.edu

Education

Manhattan College Riverdale, New York
Bachelor of Science in Marketing Expected May 2015
GPA: 3.0/4.0

Relevant Courses

Marketing Research ▪ Consumer Behavior ▪ Product Management ▪ Contemporary Marketing Issues ▪ Microeconomics ▪ Macroeconomics ▪ Business Law I & II ▪ Business Statistics ▪ Calculus Business Decisions

Academic Projects

Marketing Management- Pandora Fall 2013
• Worked collaboratively in a team of four to complete a Situational Analysis for Pandora
• Utilized Simmons Marketing reports, Claritas, and SWOT analysis to explain industry and market trends, industry structure and competitors, internal company trends, target audience analysis and positioning of team company
• Presented a comprehensive 30-minute Marketing campaign to boost the sales for Pandora, through advertisements, promotional events/giveaways, and implementing unique and creative ideas a new product launch in the United States

Essentials of Marketing- Sports and the Media Spring 2013
• Composed comprehensive writing about sports related magazine content, sports media history, and the relationship of sports and social issues
• Developed an marketing campaign for a small, localized brand that also included marketing, creative strategy, and communications plans on a \$200,000 budget
▪ Created innovative marketing plans for a struggling business

Leadership Experience

Manhattan College Woman’s Tennis Team August 2011- Present
▪ Devoted 14 hours of practice a week with the men’s and women’s team
▪ Practiced and trained an average of 35+ hours per week
▪ Participated in the 24 game regular season over a 2 month period
▪ Traveled the New England area on weekends for tournaments and matches

US Open Tennis Championships Flushing, Queens
Ball Person August 2009 – August 2013
▪ Served at 10-15 matches at the U.S. Open tennis tournament each year
▪ Promoted sponsors during off court hours by passing out flyers and promotional materials to event spectators
▪ Provided leadership and direction to the rookie ball person regarding procedures during the matches

Volunteerism

Lasallian Outreach Volunteer Experience (L.O.V.E.) Program April 2013
Guatemala Trip Member
▪ Constructed a water well with a team of 10 students to meet the needs of an entire village
▪ Presented lessons for a class of children at a local village school
▪ Provided many churches with food and supplies

Skills

Technical: Microsoft Office Word, Excel, PowerPoint and Publisher, HTML, Adobe InDesign, Wordpress
Social Media: Twitter, Facebook, Instagram, Vine, Tumblr, Voyzee

Andrew Academics

25 Happy Street • White Plains, NY • 11111 • (555) 555-5555 • email@gmail.com

EDUCATION

Manhattan College, Riverdale, NY

B.S. Electrical Engineering; GPA 3.51

Expected May 2015

Honors/Awards: Manhattan College Dean Honors List (Spring 2014, Fall 2014), Eta Kappa Nu Honor Society (Spring 2105)

SUNY, Westchester Community College, Valhalla, NY

A.S. Engineering Sciences; GPA 3.74

August 2013

A.S. Liberal Arts and Sciences/Mathematics and Science; GPA 3.96

December 2012

Honors/Awards: Phi Theta Kappa Honor Society (September 2012), Nancy Jo Abeles Scholarship (January 2013), Anne & Ernest Achievement Award (May 2013), WCC Foundation Achievement Scholarship (Grad) (May 2013), James Dadakis Memorial Scholarship (May 2013), Honors College (Fall/Spring 2012/2013), Presidents List (Spring 2012/2013), 2013 International Scholar Laureate Program, Selected for Delegation on Engineering in China (March 2013/2014/2015)

ACADEMIC PROJECT EXPERIENCE

Manhattan College

“SIMON”

January 2014-Present

- Rebuilt and reprogramed a life-sized game called “SIMON” with Electronics Club.

“Open House”

October 27th, 2013

- Built a house model with various operations within it and programmed the solar panel to follow the sun to accumulate maximum power; collaborated to present project.

RESEARCH AND ENGINEERING EXPERIENCE

Spinal Cord Damage Research Center at James J. Peters Veteran Affairs Medical Center, Bronx, NY

Engineering Research Consultant, Noam Y. Harel, MD, PhD

November 2014-Present

- Developing a neurorehabilitation analysis application software in LabVIEW for DAQ system.
- Continuously implementing, integrating, and restructuring hardware system.

E-J Electric Installation Co, Long Island City, NY

Estimator/Electrical Engineering Intern

December 2013-January 2014

- Worked on Culture Shed project with Senior Estimator; evaluated architectural and engineering drawings.
- Re-circuited drawings to company’s needs; sent out quote for Culture Shed which estimated to be in the millions; made calls to companies for their bids before the project deadline.

Biomedical Engineering Department at Westchester Medical Center, Valhalla, NY

Biomedical Engineer Intern

May 2013-Present

- Fix and inspect medical devices/equipment including EKG’s, Centrifuges, CAT scan, Child incubators, Linear Accelerator. Appointed head intern; helped other interns with projects the director would assign them to ensure proper completion of task with upmost efficiency.

Major Projects:

“Alarm System Management”

August 2014-Present

- Currently conducting research on desensitization of alarms to hospital staff.

“Protected Health Information”

May 2014-Present

- Created program to sync with hospital’s database to evaluate the security risk of all 11,000+ machines and devices.
- Participate in meetings with hospital administration to decide what to do with machines and devices that were calculated to have high security risk.

“Thermometer Evaluation”

May 2013-February 2014

- Compared and evaluated of three thermometers: Welch Allyn SureTemp Plus 692, VeraTemp+, and Covidien Genius 2.
- Gathered and presented statistical results to the board; demonstrated accuracy through data collected.
- Demonstrated how results could save hospital a substantial amount of money and how other departments could benefit from the decision of eliminating a thermometer.

Westchester Medical Center, Valhalla, NY

Information Systems Consultant

August 2014-Present

- Inform and register patients to Patient Portal, where they can access their medical history from their own homes.

VOLUNTEER WORK AND COMMUNITY SERVICE**Westchester Medical Center, Valhalla, NY***Volunteer*

November 2012-Present

- Unit Based Action Team - Welcome new admissions to the Medical Center through friendly patient visits.
- Surgical care - Help ease and tend to families in surgical waiting room.

New York Hospital Queens Green Roof, Queens, NY*Research Assistant, Dr. Scott Lowe*

February 2014-May 2014

- Collected and evaluated data from green roof at New York Hospital Queens for a New York City Department of Environmental Protection grant to research collected rain water.

Greenburg Health Center, White Plains, NY*Intern*

Summer 2011/2012

- Brought patients to their rooms and documented initial assessment about their reason for seeing the doctor.
- Shadow Dr. Benjamin Doodoo, MD and Dr. Glenn Davis, MD (Internist).
- Learned how to complete and read lab forms.
- Communicated with patients and learned doctor-to-patient ethics.
- Learned diagnosis of certain illnesses in Hematology, Gastroenterology, Endocrinology, Cardiovascular disease, Rheumatology, and Infectious disease.

Math & Physics Tutorial Center, Valhalla, NY*Tutor*

November 2012-August 2013

- Tutor for Engineering, College, and Tech Physics 1 & 2, Algebra and Trigonometry 1 & 2, Pre-Calculus, Statistics, Calculus 1, 2, 3, Differential Equations, and Linear Algebra.

Urban League of Westchester, White Plains, NY*Tutor*

January 2013-June 2013

- Tutor for Biology, Inorganic Chemistry 1& 2, High school Math, English and History

The Coachman Family Center, White Plains, NY*Tutor*

November 2012-June 2013

- Tutor for college students in shelter in science and math subjects.

STUDENT ACTIVITIES & LEADERSHIP

- Electronics Club, *President* Fall 2013-Present
- Math Club, *Vice-President* Spring 2013
- Chess Club, *Co-founder/Vice-President* Spring 2013
- Engineering Club, *Senator* Fall 2011
- Westchester Community College Men's Soccer Team Fall 2011

PROFESSIONAL MEMBERSHIPS

- Institute of Electrical and Electronics Engineers, *Member* Fall 2014
- Society of Hispanic Professional Engineers, *Member* Fall 2014
- National Society of Professional Engineers, *Member* Fall 2014

SKILLS

- *Language:* Fluent in Spanish, Intermediate in Italian and Portuguese.
- *Electrical:* FPGAs and Soldering.
- *Computer:* Proficient knowledge of Microsoft Office (Excel, Word and PowerPoint), C and C++, Intermediate in AutoCAD, Quartus II software, Assembly, Verilog, Visual Basic, MATLAB, LabVIEW, and PSpice.

Create a Letterhead by using the same heading as your resume.

Your Name

Street Address, City, State Zip Code
Phone Number, Email Address

Date (Month Day, Year)

Contact's Name
Job Title
Organization Name
Street Address
City, State, Zip Code

Can't find the Contact' Name?
Address the letter to 'Hiring Manager'
or 'Internship Coordinator'

Dear _____,

Introduction (Why Are You Writing?): State why you are contacting the employer, the position you are applying for, and how you became aware of this position. If you are responding to a position announcement, mention where you saw it. If an individual refers you, definitely mention his/her name. Briefly indicate a special interest in the company/position or a summary of your top qualifications. Include information about your major, degree and graduation date.

Their Need ↔ Your Experience (Why Should They Hire You?): Elaborate on why you are the best fit for the position. Highlight 2-3 relevant achievements and qualifications that connect the needs of the current job opening and the skills you can bring to the position. Communicate to the employer that you understand the position and have the qualities the employer seeks and thus would be an excellent fit. Let the employer know why you are interested in working for them by demonstrating that you have done your research.

Conclusion (Indicate Next Steps): Thank the reader and reaffirm your interest in the position. Reemphasize why you want to work for their organization, demonstrating that you've researched their firm and can explain why you would be a good fit to work there. Refer the employer to an enclosed or attached resume/application. Provide specific contact information on how they can respond to you. Avoid endings that lack confidence, and be sure to sign the letter if you are mailing or faxing it to the employer

Sincerely,

Sign Your Name Here

When Submitting Electronically
leave 4 lines between 'Sincerely'
and your typed name

Your Full Name Typed

Enclosure: Resume

Enclosures can include any documents requested by the employer (i.e. unofficial transcript, writing sample, salary history, etc.)

John Watson

500 Main Street ♦ Greenwich, Connecticut ♦ 06830
203-654-7892 ♦ Research.student@manhattan.edu

October 29, 2014

Elaine Delman, ADRC Administrator
The John Hopkins University Department of Pathology
Alzheimer's Disease Research Center
720 Rutland Avenue
Baltimore, MD, 21205

Dear Ms. Delman,

I am writing in response to the online posting for a Summer Research Assistant in the John Hopkins Alzheimer's Disease Research Center. I'm confident the knowledge I learned in the classroom coupled with the hands-on lab experience gained during my three years at Manhattan College makes me a qualified candidate. John Hopkins Alzheimer's Disease Research Center has a distinguished history of conducting cutting-edge research, and I believe that the research done on Alzheimer's disease will continue that tradition. If given the opportunity, I guarantee that I will contribute to the future success of the program.

My enclosed resume is a testament to my highly motivated nature and profound leadership qualities and characteristics that lead to success in a lab setting. My passion for cell biology and biochemistry can be seen in my work the past three years at Manhattan College. Outside of the classroom, I spent every work day of last summer at The Guild for Exceptional Children working with adults ages 18-50 with Downs Syndrome and Autism on their short-term and long-term goals. Some of the best moments of my internship at the Guild were watching the participants reach their goals and make progress on behavioral issues. In addition to my athletic scholarship, I was a recipient of the Dean's Award and was also awarded the Madelyn & Frank Medici Science Scholarship in acknowledgement of my success in the classroom and my enthusiasm for the sciences.

I would welcome the opportunity to elaborate on my experiences and provide further detail of my interest in this field with you. Please feel free to contact me via phone at 203-654-7892 or email Research.student@manhattan.edu. Thank you in advance for your consideration.

Sincerely,

John Watson

Exercise Science Internship Cover Letter Example

JAMES COLAS

12212 Waldo Ave., Riverdale, NY
212-478-9879 | jcolas@manhattan.edu

February 16, 2015

The Exercise Center
222 Avenue of the Americas
New York, New York 12345

Dear Hiring Manager,

As a current junior at Manhattan College majoring in Exercise Science, I have a strong interest in health and wellness. I learned about your *Fitness Intern* position through Jasperlink. I believe that my strong academic background, combined with my leadership and organizational skills, have prepared me well for this position.

The various exercise science classes I have taken at Manhattan College have strengthened my knowledge of exercise assessment, nutritional principles and performance enhancement. I have also conducted extensive research on and written a comprehensive paper about childhood obesity and it's relation to Physical Education programs. This knowledge will be applicable to working with the youth at your center.

Throughout my work experience, I have had the opportunity to hone my leadership and organizational skills. As a camp counselor at Camp ABC, I planned and implemented recreational activities for young children ages 5-10. Additionally, I was responsible for recruiting counselors and preparing flyers to engage student participation. Also, as a sales representative at the GAP, I was given the additional responsibility of assisting the manager with organizing the sales and purchase order forms for the store.

I am confident that my previous work experiences and academic background makes me well qualified for this position. Please contact me at 212-478-9879 or at jcolas@manhattan.edu to set up an interview. Thank you for your consideration and I look forward to meeting with you.

Sincerely,

James Colas

Marketing Full-Time Cover Letter Example

Allysa Henderson
123 Bolton Way
Manhasset, NY 12345

April 20, 2015

Mega Marketers
123 Times Square, 12th Floor
New York, NY 12345

Dear Hiring Manager,

I am writing to express my interest in the Marketing Assistant position listed on Manhattan College's job and internship database. I recently graduated from Manhattan College with a Bachelor of Science in Marketing. My research and written communications skills, combined with my academic experience in marketing, would make me the ideal candidate.

As a marketing major, I have had a great deal of experience analyzing market trends, and strategizing ways to influence consumer behavior. Within my classes, I have participated in various case studies with teams of students, and after thorough analysis, have solved challenging problems in a creative and efficient ways. I commonly served as the group leader, and reported outcomes to the class with ease.

As an intern for the Communication Department at Manhattan College, I have gained a variety of professional skills that I would bring to Mega Marketers. On a day-to-day basis, I performed rapid and accurate electronic research. I also compiled and analyzed statistics, video clips and scholarly articles. I presented my research on a weekly basis, and proved myself to be adept at sharing my message clearly and confidently with faculty.

My academic and professional experiences reflect the strong value I plan to add to your organization in this position. I would welcome the opportunity to meet in person to discuss my qualifications further and can be reached at 320-292-3932 or ahenderson@gmail.com.

Thank you for your consideration.

Sincerely,

Allysa Henderson

Jane Oliver

221 Main Street, Yonkers, NY 12345 ▪ (914) 555-0009 ▪ Jdarling01@manhattan.edu ▪ [ePortfolioLink](#)

April 21, 2015

Dr. John M. Miller, Superintendent
Harrison School District
200 Mill Stream Road
Harrison, NY 12345

Dear Dr. Miller:

Please consider this my application for an elementary school teaching position in the Harrison School District. As my resume reveals, I will graduate from Manhattan College in May with a BS degree in Education and a concentration in Psychology. In addition, I am in the process of obtaining my New York State certification, which I expect to receive in May.

My teaching experience includes student teaching in a special education resource room at Mayweather Primary School and Falcon Elementary School in Bronx, New York. Both resource rooms were catered to students who were classified with a disability as well as students receiving RTI services. Together, the Special Education Teacher and I worked towards goals that improved their math and reading skills. Our classroom management was supported with a positive reinforcement check system where students received checks based on their academic performance and positive behavior. We used teaching strategies derived from Bloom's Taxonomy, implemented a differentiated instruction approach, and encouraged cooperative learning in our small groups. We also collaborated with the general education teachers, specialists, School Psychologist and parents to ensure that our students were receiving the most appropriate education possible.

For me, the most rewarding part of teaching is nurturing the relationships I create with every child and the sense of confidence they feel as they experience their own individual success and growth in the classroom. I believe that every child has the opportunity to learn and progress in their personal education. Teachers who are passionate about their students' learning needs will be fervent in their commitment to supply their students with an environment where they can learn, build self-confidence, and make new friends.

I look forward to further discussing how my qualifications and skills can meet the needs of your students, and can be reached at 914-555-2050. Thank you for considering my application.

Sincerely,

(Written signature)

Jane Oliver

Engineering Full-Time Cover Letter Example

Wayne Bateman

55 Birch Crest Road
Brockport, New York 14420

585-637-4037
bpetrelli@gmail.com

January 12, 2011

Mr. Casey Jones
Director of Personnel
Ramsey Company
1234 Main Street
Bronx, New York 10407

Dear Mr. Jones:

I am writing to express my strong interest in the Engineer I position listed on Manhattan College's online job board, JasperLink. I will receive a Bachelor of Science in Electrical Engineering in May, and if given this opportunity, I guarantee that I will contribute to the success of Ramsey Company.

My interest in electrical engineering is long standing and my well-rounded background makes me an excellent candidate for the Electrical Engineering position. I secured an IT Analyst Internship with Goldman Sachs in the summer of my sophomore year, and gained exposure to the financial industry, while enhancing their software by developing search subroutine and upload script modules. As a junior, I served as Treasurer of Institute of Electrical and Electronics Engineers (IEEE) Manhattan College chapter and served on the Student Advisory Committee for Electrical and Computer Engineering Department. Throughout all four-years at Manhattan, I maintained a position in the Student Development Office where I received first-hand experience in organization, teamwork, and responsibility.

I am very confident in my ability to perform well in a professional manor, utilizing my knowledge and skills to succeed. I would welcome the opportunity to elaborate on my experiences and provide further detail of my interest in this position with you. Please feel free to contact me via phone at 585-637-4037 to arrange a meeting at your convenience. I look forward to talking with you soon.

Sincerely,

Wayne Bateman

Enclosure

Non-Profit Internship Cover Letter Example

Suzanne Calos
123 Alphabet Road
New York, NY 12345

April 8, 2015

Ms. Ellen Wu
Hiring Manager
Coleman Center
222 Avenue of the Americas
New York, New York 12345

Dear Ms. Wu:

As a recent graduate from Manhattan College, majoring in Peace Studies, I have a strong interest in working to promote social justice. I learned about your internship opportunities through the Manhattan College job/internship website. I believe that my strong academic background, along with my organization and research skills have prepared me well for this position.

The various courses I have taken at Manhattan College have strengthened my research and analytical skills. I have conducted extensive research, and written a comprehensive paper regarding the current climate in Pakistan. In addition, I have taken a Comparative Politics course which exposed me to the issues within the democracies of various countries. In this class, I worked on a group presentation which strengthened my ability to work on a team.

Throughout my work experience, I have had the opportunity to hone my organization skills. As a camp counselor at Camp ABC, I planned and implemented enrichment activities for young children. I was responsible for recruiting counselors to conduct the activities and prepare flyers to engage student participation. Also, as a sales representative at the GAP, I was given the additional responsibility to assist the manager with organizing the sales and purchase order forms for the store.

I am confident that my previous work experiences and academic background make me well qualified for this position. Please contact me at scalos@gmail.com or at 123-456-7890 to set up an interview. Thank you for your consideration and I look forward to meeting with you.

Sincerely,

Suzanne Colas

Letter of Inquiry Example

March 1, 2014

Name, Title
Organization Name
Address
Address

Dear Ms. Doe,

I hope this letter finds you well. I would like to first take this opportunity to introduce myself as a sophomore at Manhattan College, pursuing bachelor's degree in Biology with a concentration in Pre-Medicine possessing a GPA of 3.6. Currently, I am looking for shadowing opportunities with esteemed physicians such as yourself, and based on your impressive background in oncology, I think we would be a great match based on my future professional aspirations.

Currently, I am studying Organic Chemistry, Genetics, and Anatomy & Physiology which have provided me with a strong foundation in the sciences. I am also an active member in Manhattan's Biology club and hold an executive level position. I believe that by observing the tasks you perform on a regular basis and the skills you are using most frequently, I will get a better sense of the medical field. I would be extremely grateful if you allowed me to observe any amount of time you would be able to provide.

I have included my résumé and I would welcome an opportunity to discuss my qualifications with you in person. I can be reached at (555) 555-5555 or at premedstudent@manhattan.edu. Thank you for your attention and consideration.

Sincerely,

Douglas Howser

Douglas Howser

Networking/ Request for Informational Interview

October 29, 2013

Name, Title

Organization Name

Address

Address

Dear Mrs. Davis,

I hope this note finds you well. I came across your profile on LinkedIn through the *Manhattan College Career Development Networking Group*. I am a Manhattan College student majoring in Communication and am pursuing a career in public relations. This past summer, I had a very exciting internship at a small public relations firm which not only equipped me with valuable skills, but solidified my desire to enter the field upon graduation.

Gaining insight and hearing about your career experiences at some of the largest PR firms would be invaluable to me. At your convenience, I would like to schedule a 20-25 minute informational meeting with you. I feel this conversation would help me refine my job search.

Thank you for considering my request, and I hope we can spend some productive time together in the near future.

Warmest Regards,

Margaret Chow

Peter Campbell

5 Maple Lane ♦ Warwick, New York 10990 ♦ 555-121-9851 ♦ pcampbell01@manhattan.edu

March 12, 2013

Ms. Joan Holloway
IPG Media Brands
100 West 33rd Street, 9th Floor
New York, NY 10001, USA

Dear Ms. Holloway,

Thank you for giving me the opportunity to speak with you about the Marketing Analyst Position at IPG Media Brands. I enjoyed meeting with you and hearing more about the position, and believe that my skills and interests are a strong match for the company. As per our conversation, while interning at NYC Marketing Company, I completed a project that is similar in nature to the work required in this entry-level position. Developing new business presentations for sports initiatives was my greatest accomplishment at NYC Marketing Company, and I believe that I could make an immediate contribution to your team.

IPG Media Brands has had great momentum since their establishment in 2007, and I certainly want to be a part of that growth. I am inspired by your success and I believe that this opportunity will provide me the perfect playing field into expanding and achieving many career goals.

Thank you once again for the opportunity to hear about your organization. If I can provide you with any additional information, please let me know. I look forward to hearing from you soon

Sincerely,

Peter Campbell

4624 Chester Lane
Jamaica, NY 10803

April 20, 2003

Ms. Melissa Bliss, Executive Director
The Mayfield School of Performing Arts
8989 Princess Anne Road
Purchase, NY 23892

Dear Ms. Bliss:

I am writing to inform you that I am withdrawing my application for the program coordinator position with the school. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an administrative position with a local city government and, after careful consideration, have decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting you and learning more about the innovative community programs you are planning. You have a fine school and I wish you and your staff well.

Sincerely,

(Written signature)

Heather Ferguson

Acceptance Letter

89 Main Street
New York, NY 10566
April 20, 2015

Mr. Jack Smith, Division Manager
Data International Corporation
1212 Corporation Lane
New York, NY 10011

Dear Mr. Smith:

It is with great enthusiasm that I accept the Analyst position with Data International. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the company.

As we discussed, I will report to work at 8:00 a.m. on May 21 and will have completed the medical examination and drug testing by the May 5. Additionally, I will complete all employment and insurance forms for the new employee orientation on May 22.

I am grateful for the opportunity you have given me and look forward to working with Data International.

Sincerely,

(Written Signature)

Pamela Jones

Declining an Offer Letter

351 Greystone Road
Riverdale, NY 10471
March 25, 2015

Dr. Robert Duvall, Director
ABC Company
1700 Colonial Parkway
Anytown, NJ 10974

Dear Dr. Duvall:

Thank you very much for offering me the position of Research Assistant with ABC Company. I appreciate your discussing the details of the position with me and giving me the time to consider your offer.

You have a fine organization and there are many aspects of the position, which are very appealing to me. However, after careful consideration, I regret that I must decline your offer. This has been a difficult decision for me but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and taking the time to meet with me and for the generous employment offer. I am impressed by your company's goals, mission and commitment to quality and service, and wish you and your colleagues much continued success. It was a pleasure meeting you and your fine staff. I hope that we meet again in the future.

Sincerely,

(Written signature)

Alex Bell