



**Assumption  
University**

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Career Development and  
Internship Center

# **Professional Communication Handbook**

## EXPLORE

### First Year

- Meet with Career Advisor in CDIC to explore majors/minors/concentrations
- Get to know your academic advisor, faculty, and staff
- Attend Club Fair & get involved with campus activities that match your interests
- Volunteer with organizations on campus or in the community
- Attend Career Networking Night
- Attend the Major Decisions Series
- Create a college-based resume
- Update alerts and preferences on CDIC CareerSuccess Website
- Complete self-assessments on Focus 2

## EXPOSURE

### Junior Year

- Meet with Career Advisor once per semester
- Complete an internship
- Update your resume and upload to Handshake
- Search for additional internship opportunities
- Attend Career Networking Night
- Research graduate programs and attend Graduate School Fair
- Attend Career & Internship Fair
- Continue to build your network on LinkedIn
- Participate in Mock Interview in the CDIC

## ENGAGE

### Sophomore Year

- Meet with Career Advisor 1:1 or during drop-in sessions
- Declare major
- Seek campus leadership opportunities
- Continue to participate in activities and volunteer opportunities
- Log into Handshake to upload your resume for review
- Search for internship opportunities
- Attend Career Networking Night
- Attend Career & Internship Fair
- Complete job shadow and/or informational interviews within desired field
- Create a LinkedIn account

## EMBARK

### Senior Year

- Meet with Career Advisor once per semester
- Complete internship and continue to build your network
- Update your resume and upload to Handshake
- Participate in Mock Interview in the CDIC
- Attend Graduate School Fair
- Ask for letters of recommendation
- Apply to graduate programs
- Attend Career Networking Night
- Attend Career & Internship Fair
- Apply for employment opportunities in Handshake
- Participate in on- and off-campus interviews



Career Development and  
Internship Center

## Assumption University Career Development & Internship Center Professional Communication Handbook

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## Professional Communication & Your Personal Brand

Your professional image and brand is directly tied to your reputation. It's all about who you are and what you want to be known for. One way to build your image and brand within the professional world is through strong communication. Employers will not take you seriously if you are unable to represent yourself and communicate in a professional manner. It is essential to your future career endeavors that you make a positive and lasting first impression, and we've included some guidelines to help you do so.



Use spell check on all of your professional documents like resumes, cover letters, personal statements, and emails. Reread your materials, and ask someone else to proofread too.



Use simple, legible, and professional style and formatting. Times New Roman and Garamond are some classic fonts that never go out of style.



Do your research! Take the time to look further into positions and companies utilizing their website or LinkedIn page. Demonstrate your interest by utilizing keywords and customizing documents to target various functions of the job or industry.



Keep your professional communication brief. Emails and formal documents should be short, punctual, and powerful.



Focus on your achievements, and not simply your duties. Don't just use language from your last job description. Instead, show the impact you had on the position, your team, and the organization.



Clean up your social media presence to show a professional image. Update your privacy settings on social media. Google yourself. Make sure that your profile name or handle is appropriate.

## Frequently Asked Questions

Resumes can vary depending on the student, your work and academic experiences, and the type of industries or roles that you are applying to. The following is a list of our frequently asked questions, but recognize that these answers may vary slightly based on your own experiences and career interests.

**1. How long should my resume be in length?**

A. It is typically recommended to be one full-page in length. The length can often depend on the type of industry that you are applying to, how you are using your resume (ex. admission for graduate school vs. a job application) and your academic, work and extra-curricular experience. The CDIC is happy to review your resume with you and make recommendations based on your experiences and plans.

**2. Can I use personal pronouns on my resume such as “I” or “we”?**

A. Personal pronouns should not be used on a resume. Instead of starting your bullets with a personal pronoun, start each bullet with an action verb.

**3. What types of experiences do I include on my resume? What is most important to include?**

A. On a standard resume you should always include your Name, Contact Information, Education (including honors society, dean’s list, and study abroad experience), Work Experiences (including internships or experiential learning opportunities), Extra-curricular Activities (including clubs, organizations, athletics, volunteer experiences) and Skills (including technical skills, certifications, knowledge of social media sites, and foreign languages). Some students choose to include Coursework or Academic Projects on their resumes. For Natural Sciences resumes, additional sections are recommended – see sample resumes on pages 6-9.

**4. Should I include my experiences from high school on my resume?**

A. First year and sophomore students can include high school experiences on a resume. Starting your junior year, you should start to include only college experiences. The goal of a resume is to include recent and relevant experiences. High school experiences might appear to be outdated and not as relevant as experience that you have had in college.

**5. How should I showcase my study abroad experiences on my resume?**

A. Studying abroad is a wonderful opportunity to explore other areas of the world, and it looks great on a resume. Your study abroad experience should be included in your Education section under your Assumption University experience. Use the same format for both but include the dates that you studied abroad instead of the graduation date – see sample resume on page 8. If you participated in an internship or other activities abroad, you would include those experiences in the applicable sections.

**6. Should I include my home address and campus address? What if I am moving after graduation?**

A. If you plan to include both your home address and your campus address on your resume, we recommend including one on the left side and one on the right side – see sample resume on page 6. If you include only one, you can center it to keep the page looking balanced. If you are a senior or plan on moving in the near future, you may want to consider including only your home address, new address, or just the city, state, and ZIP code of the location you wish to work – see sample resume on pages 7 & 8.

**7. How should I showcase multiple positions within the same organization on my resume?**

A. You would only need to list the company, city and state once on your resume. In the line below, you can include your current or most recent experience (title, dates and bullets) and then continue in the same format with the “older” position (title, dates and bullets) – see resume sample on page 7. Remember to list experiences in reversed chronological order.

- 8. Should I include an objective or summary on my resume?**  
A. Many summaries that we see on resumes are short and vague. We typically recommend leaving an objective or summary off of a resume unless you can get specific and/or you feel the need to explain why you are interested in a specific position.
- 9. What courses should I include in my coursework section?**  
A. It is recommended that you pick 2-3 courses or projects that are relevant to the positions that you are applying to. Think about what you will be doing in the role and skills needed. Include the classes and projects that best support your skills and knowledge in that area. Consider using higher level courses or courses not required for your major as many applicants will have taken similar courses if they are major requirements.
- 10. Is it okay to use color or design on my resume?**  
A. Consider your audience and the type of role that you are applying to. If you are going for a design/marketing position, sometimes the design and color of your resume can set you apart from other applicants and can show your creative side. If you are applying to a conservative industry/role, consider only including black ink on your resume. Sometimes resumes that have too much design or color can be overwhelming to a recruiter/hiring manager. If you are unsure, feel free to contact the CDIC to schedule an appointment to discuss.
- 11. What order should I list my experiences in?**  
A. Reversed chronological order with your current/most recent position first is typically preferred by recruiters.
- 12. What is the difference between a Resume and a Curriculum Vitae (CV)?**  
A. The primary differences between a resume and a CV are length, what is included, and what each is used for. While a resume is a one page summary of your education, experiences, and skills that can be customized to fit the job description you are applying to, a CV is a 2 + page document used primarily when applying for international, academic, or research positions or when applying for fellowships or grants. Typical sections included in a CV are Education, Research Experience, Teaching Experience, Publications, Presentations, Grants and Awards, and References.
- 13. My resume has moved onto 2 pages, how can I adjust it to fit on 1 page?**  
A. If your resume is running onto a second page, you may be able adjust your margins, font size, and spacing to fit your resume on one page. You can decrease your margin size on the top, bottom, left, and right to as little as 0.3” and your font can be as small as size 10. Spacing can be limited to separate the major sections (Education, Experience, Activities, and Skills) as there is no need to include spaces in between each experience, activity, or skill.
- 14. What should I include in my skills section?**  
A. Consider including only technical skills, certifications, foreign languages, and knowledge of social media sites within your Skills section. Soft skills, such as communication, teamwork, detail orientated, and strong work ethic should be showcased within your experiences and activities. When describing your technical skills, consider listing your proficiency level for each skill (basic, intermediate, or advanced) to best promote yourself. Keep in mind that this section is self-ranking!
- 15. Can I use a resume template?**  
A. While there is nothing wrong with using a resume template, many templates out there limit your ability to adjust spacing, font size, etc. It is recommended that you create your resume using a Word document which will give you the ability to customize your resume to your needs.

**Have other questions not answered here?  
Contact the Career Development & Internship Center to speak to a Career Advisor.**

## Résumé Action Verbs

### Financial Skills

administered  
allocated  
analyzed  
audited  
balanced  
budgeted  
calculated  
computed  
developed  
forecasted  
managed  
marketed  
planned  
projected  
researched

### Research Skills

clarified  
collected  
critiqued  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
reviewed  
summarized  
surveyed

### Communication Skills

addressed  
arranged  
authored  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
mediated

moderated  
motivated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
recruited  
spoke  
translated  
wrote

### Leadership

accomplished  
achieved  
attended  
chaired  
coached  
convened  
enlisted  
facilitated  
focused  
guided  
initiated  
instilled  
led  
strategized

### Management Skills

administered  
analyzed  
assigned  
attained  
chaired  
consolidated  
coordinated  
delegated  
developed  
directed  
evaluated  
executed  
improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced

recommended  
reviewed  
scheduled  
strengthened  
supervised

### Helping Skills

assessed  
assisted  
clarified  
coached  
demonstrated  
diagnosed  
educated  
facilitated  
familiarized  
guided  
referred  
rehabilitated  
represented

### Teaching Skills

adapted  
advised  
clarified  
coached  
communicated  
developed  
enabled  
evaluated  
explained  
facilitated  
instructed  
mentored  
persuaded  
stimulated

### Creative Skills

acted  
created  
designed  
developed  
directed  
established  
founded  
illustrated  
instituted  
integrated

introduced  
invented  
originated  
performed  
planned  
revitalized  
shaped

### Clerical/Detailed Skills

approved  
arranged  
catalogued  
classified  
collected  
compiled  
executed  
generated  
implemented  
monitored  
operated  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
screened  
specified  
validated

### Technical Skills

assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated  
overhauled  
programmed  
solved  
trained  
upgraded  
informed

# SAMPLE LIBERAL ARTS RESUME (1)

[Sarah.smith@assumption.edu](mailto:Sarah.smith@assumption.edu)

**Sarah Smith**  
508-123-4567

[www.linkedin.com/ssmith](http://www.linkedin.com/ssmith)

## EDUCATION

**Assumption University**, Worcester, MA  
Bachelor of Arts, Major: Marketing, Minor: Accounting  
Honor's Program, Thesis: *The Impact of Marketing Strategies in a Virtual World*  
Dean's List



*Consider adding a Project Work section if you lack job experience, or if you have a course that directly relates to the position you are applying for.*

May 20XX  
GPA: 3.68/4.0

Fall 20XX - Present

## PROJECT WORK

**Marketing Management Project:** Led a team of four students to create a marketing campaign for a local business to promote online sales. Created social media content curated for target audience, ages 18 - 34, and increased sales by 10%.  
**Cost Accounting Project:** Completed group project to gather data from multiple Form 990's pertaining to nonprofit organizations. Used data to create activity-based costing and budget for a fictional nonprofit organization. Presented findings to class.

## EXPERIENCE

**Enterprise Rent-A-Car**, Worcester, MA  
*Management Intern*



*Be descriptive with 2-4 bullet points, stating what you did, how you did it, and for what purpose in order to paint a clear picture of the role.*

September 20XX-Present

- Independently manage customer accounts and provide assistance when needed by handling conflict resolution and addressing customer concerns
- Analyze daily reports tracking rental volume by district and make suggestions to improve based on results
- Assist manager with daily tasks such as customer outreach, community marketing and customer acquisition

**Stop & Shop**, Boston, MA

August 20XX-Present

*Cashier*

- Provide excellent customer service by assisting customers at checkout and bagging groceries during college breaks
- Manage cash drawer of \$500 and balance drawer at beginning and end of shift to ensure accuracy

**Child Care Provider**, Worcester, MA

September 20XX-May 20XX

- Cared for three children ages 2-8 three days a week
- Drove children to and from afternoon activities, assisted with homework and prepared snacks
- Entertained children with activities such as games, arts and crafts and imaginative play



*Order your experiences by date, with the most current listed first.*

## ACTIVITIES

**Greyhound Association For Marketing Enrichment (GAME)**

Spring 20XX-Present

*VP for Events*

- Collaborate with other VPs, faculty and alumni association to organize monthly guest lecturers from the marketing field

**Assumption University Field Hockey (NCAA Division II)**

Fall 20XX-Present

- Participate in community service projects and team fundraising
- Devote 15 hours per week to practice, games and travel while balancing a course load of 15 credits and a part-time job

**Campus Activities Board (CAB)**

Fall 20XX-Fall 20XX

## SKILLS

- Fluent in Spanish
- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Intermediate knowledge of social media sites such as Instagram, LinkedIn, Twitter, and Facebook



*Describe your level of proficiency to best promote yourself and describe your true skill level - Be aware that this is self-ranking!!*



# SAMPLE LIBERAL ARTS RESUME (2)

PIERRE GREYHOUND

15 Hound Way | Boston, MA 02115

[p.greymhound@assumption.edu](mailto:p.greymhound@assumption.edu) | 508-123-4567

## EDUCATION

**Assumption University** - Worcester MA

**Bachelor of Arts** – Major: Sociology, Minor: Criminology

**GPA: 3.74/4.0**

**Alpha Kappa Delta**, Sociology Honor's Society

May 20XX

May 20XX

*Consider adding this section if you lack job experience, or if you have courses that directly relate to the positions you're applying to. Describe projects, new knowledge, and accomplishments.*



## RESEARCH

**Sociological Research Methods:** Worked in a group of 3 to design and conduct a small-scale research project regarding the effects of low-income neighborhoods on youth. The findings were presented at symposium at the end of the semester.

**Social Policy:** Examined the nature, purposes, and effectiveness of social policy in America by completing a research project with 3 classmates to assess the successes and failures of the Every Student Succeeds Act.

## EXPERIENCE

**Juvenile Probation Department**, Worcester, MA

**Intern**

- Assist Associate Probation Officer in reviewing files and cases to prepare for court hearings
- Complete intake forms and initial interviews for families who had open cases for Care and Protection
- Observe Associate Probation Officer during meetings with juveniles to verifying adherence to probation terms

*Be descriptive with your bullet points, describing how you performed tasks and for what purpose in order to paint a complete picture of the role.*

September 20XX - Present



**Stop & Shop**, Boston, MA

**Shift Supervisor**

- Manage a team of 5-7 employees each shift by ensuring that all departments are accounted for, assigning break times to each team member, and covering duties for team members who do not report for work
- Offer extra support to cashiers who have customers with special requests, concerns, or complaints
- Perform closing managerial duties, such as closing out each register and checking out each employee, at the end of night shifts

August 20XX - Present

**Cashier**

- Provided excellent customer service by assisting customers at checkout and bagging groceries
- Managed cash drawer of \$500 and balanced drawer at beginning and end of shift to ensure accuracy

August 20XX - August 20XX

**Child Care Provider**, Worcester, MA

- Cared for three children ages 2-8 three days a week by driving them to and from afternoon activities, assisting with homework and preparing snacks
- Entertained children with activities such as games, arts and crafts and imaginative play

September 20XX- August 20XX

*Order your experience by date, with most current listed first.*



## ACTIVITIES/VOLUNTEER

**Assumption University Reach Out Center**, Worcester, MA

- Our Lady of the Angels, After School Tutor
- Big Brother/Big Sister of Central Massachusetts, Volunteer

September 20XX - Present

## SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, Facebook
- First-aid and CPR certified

*Describe your level of proficiency to best promote yourself and describe your true skill level - Be aware that this is self-ranking!*



# Sarah Smith

Boston, MA • [www.linkedin.com/ssmitl1](http://www.linkedin.com/ssmitl1) • 508-123-4567 • ssmith@assumption.edu

## EDUCATION

**Assumption University**, Worcester, MA  
 Bachelor of Arts, Major: Human Services and Rehabilitation Studies  
 Minor: Psychology  
 Dean's List

May 20XX  
 GPA: 3.0/4.0

**Study Abroad:** Assumption University, Rome Campus, Rome, Italy

Fall 20XX, Fall 20XX – Present  
 Spring 20XX

*Include this section if you lack experience in your field. Include projects and/or accomplishments.*

## COURSEWORK

**Principles of Case Management:** Developed a persona and worked with a classmate taking turns as both the client and case manager. All client information regarding the disability and presenting problem was documented and compiled into a file for review at the end of the semester.

**Abnormal Psychology:** Achieved an understanding of the nature and impact of various disorders on individuals, such as personality and eating disorders. Through case studies and working with peers, the class gained a deeper understanding of the topics studied.

## INTERNSHIP EXPERIENCE

**Center for Living & Working**, Worcester, MA  
 Intern

*Describe each experience in 2-4 bullets. Be sure to be specific about what you did and how you did it to paint a clear picture. Quantify wherever possible.*

January 20XX – May 20XX

- 400 hour internship in the Deaf & Hard of Hearing Independent Living Services department at a non-profit independent living services organization
- Collaborated with coworkers and deaf and hard of hearing consumers to empower them to live independently through services such as skills training, advocacy, and acquiring assistive technology
- Utilized American Sign Language while working in the Deaf community and with deaf coworkers

## WORK EXPERIENCE

**Stop & Shop**, Boston, MA  
 Cashier

August 20XX – Present

- Provide excellent customer service by assisting customers at checkout and bagging groceries
- Manage cash drawer of \$500 and balanced drawer at beginning and end of shift to ensure accuracy

**Child Care Provider**, Worcester, MA

September 20XX – May 20XX

- Cared for three children ages 2-8 three days a week
- Drove children to and from afternoon activities, assisted with homework and prepared snacks
- Entertained children with activities such as games, arts and crafts and imaginative play

*Order each experience by date, with the most current first.*

## ACTIVITIES

**African Community Education After School Program (ACE)**, Worcester, MA

May 20XX – Present

- Volunteer 2 days a week by providing academic support and engaging in extracurricular activities with children ages 8 – 12
- Assist with the development of workshops for African refugees and immigrant youth

## SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Advanced understanding of ASL

*Describe your proficiency level to best promote yourself and your true skill level. Be aware that this is self-ranking!!*

# SAMPLE SCIENCE RESUME

**SARA SMITH**

508-123-4567

[ssmith@assumption.edu](mailto:ssmith@assumption.edu)

[www.linkedin.com/ssmith](http://www.linkedin.com/ssmith)

## Home Address

15 Hound Way  
Boston, MA 02115



*This is another resume format you might consider*

## Campus Address

500  
Salisbury St, Box 111  
Worcester, MA 01609

## EDUCATION

**Assumption University**, Worcester, MA  
Bachelor of Arts, Major: Biology, Minor: Chemistry  
Dean's List



*This section demonstrates your lab experience and puts skills into context*

May 20XX  
GPA: 3.68/4.0  
Fall 20XX, Fall 20XX-Present

## LABORATORY EXPERIENCE/SKILLS

### Genetics

- Studied the inheritance pattern and molecular genetics of the white eye mutation in *Drosophila melanogaster*
  - Lab Skills: Fruit fly husbandry, micro pipetting, agarose gel electrophoresis, PCR, bioinformatics

### Molecular and Cellular Biology

- Grew HeLa cells in different environments to test how variables affected cells
  - Lab Skills: Cell culture, DNA extraction, restriction enzyme digestion, electrophoresis

### General Chemistry, Organic Chemistry

- Conducted various lab experiments and observed multiple chemical reactions such as acid-base and redox
  - Lab Skills: Titration, centrifugation, UV-Vis, NMR and IR spectroscopy, HPLC and GC, ChemDraw

## EXPERIENCE

### Saint Vincent Hospital, Worcester, MA

#### Emergency Medicine Research Assistant

- Assist in behavioral and mental health research studies alongside healthcare personnel in ER
- Enter and manage patient history and presenting problems into the Meditech system



August 20XX-Present  
*Order your experience by date, with most current listed first*

### University of Nebraska-Lincoln Biology REU, Lincoln, NE

#### Summer Research Intern

- Conducted research on various immune responses of RAW 264.7 cells after *Staphylococcus* infections
- Used various immune assays including LDH Cytotoxicity, Griess, Gentamycin Protection, Chemotaxis, Western Blotting, and Enzyme Linked Immunosorbent Assay
- Presented research to Nebraska-Lincoln faculty at poster presentation as well as Assumption College faculty and peers

May 20XX-August 20XX

### Child Care Provider, Worcester, MA

- Cared for three children ages 2-8 three days a week
- Drove children to and from afternoon activities, assisted with homework and prepared snacks
- Entertained children with activities such as games, arts and crafts and imaginative play

September 20XX-May 20XX

## ACTIVITIES

### Assumption University Lacrosse (NCAA Division II)

- Devote 15 hours per week to practice, games and travel while balancing a course load of 15 credits and a part-time job
- Participate in community service projects and team fundraising

Fall 20XX-Present

### Boston Children's Hospital

#### Volunteer

Fall 20XX-Present

### Campus Activities Board (CAB)

#### General Member

Fall 20XX-Fall 20XX

## SKILLS

- Intermediate proficiency in Microsoft Word and PowerPoint; Basic proficiency in Microsoft Excel

# SAMPLE COVER LETTER

Sara Smith  
500 Salisbury Street, Box 111  
Worcester, MA 01609  
508-123-4567  
ssmith@assumption.edu



*Use a font consistent with your resume*

April 30, 20XX



*Update with the date you submit your application*

Emily Wright  
Enterprise Holdings, Inc.  
400 Rental Road  
Chelsea, MA 01115



*Use LinkedIn and the company's website to find an appropriate contact for your letter for amore personal touch.*



*Use a similar layout as writing a paper:*

- *Thesis statement in your opening*
- *Body that supports your thesis statement with specific examples of experience*
- *Short closing*

Dear Ms. Wright,

I am applying for the Management Internship Program that is posted at Assumption University. I believe I am a strong candidate for this position because of my coursework in business and my customer service experience at Stop and Shop.

## *Example 1*

## *Example 2*

*Example 1*

As a Marketing Major, I have taken several courses focusing on marketing and sales strategy. For example, in my Marketing Management course, I was the team leader for a group project where we developed and implemented a marketing strategy to promote a local business and to drive foot traffic and increase sales. I worked directly with the business owner to understand his needs and reported them back to the team. Our team created and executed an advertising campaign using social media that ultimately increased the company's sales by 10%.



*Use transitions: avoid starting every sentence with "I"*

*Example 2*

While completing my coursework in business and marketing, I have consistently worked at Stop & Shop for two years and maintained roughly 20 hours per week while attending school full time. In addition to assisting customers at checkout, I also occasionally assist the manager of the Produce Department by restocking the inventory. While I'm on the store floor, I greet all customers in my area and help them find what they are looking for. As a result of my strong customer service skills, I was recognized as Employee of the Month in July 2014.

I would greatly appreciate the opportunity to discuss the ways in which I could be an asset to your company. Please feel free to contact me at your convenience at the phone number or email listed above. Thank you for your time and consideration.

Sincerely,



*Consider signing your name above your typed name for a personalized touch*

Sara Smith



*Keep your cover letter to no more than 1 page*



*Your cover letter should be customized based on the job you are applying to, using keywords the job description*

# Science/Research Cover Letter

Sara Smith  
500 Salisbury Street, Box 111  
Worcester, MA 01609  
508-123-4567  
[ssmith@assumption.edu](mailto:ssmith@assumption.edu)

April 30, 20XX

Dr. John Jones  
Saint Vincent Hospital Cancer Biology Lab 123 Summer Street  
Worcester, MA 01608

Dear Dr. Jones,

I am applying for the Research Assistant position that is posted on your lab's website. I believe I am a strong candidate for this position because of my research experience at the University of Nebraska- Lincoln Biology REU and my coursework in biology.

*Example 1*

*Example 2*

During my summer research internship at the University of Nebraska-Lincoln Biology REU, I conducted research using various assays to study immune responses of RAW 264.7 cells after Staphylococcus infections. While conducting this study I developed analytical and organizational skills by collecting, managing, and evaluating data. I also gained public speaking skills by presenting my research and results in poster format to the Nebraska-Lincoln faculty and to my Assumption Univeristy faculty and peers.

As part of my biology major, I am currently enrolled in a Cancer Biology course that builds on my previous lecture and lab experiences in Genetics and Cell & Molecular Biology. As a result of taking these classes, I have become very interested in conducting research that would allow me to contribute to a lab where my skills in molecular genetics and cell culture would be valuable assets. I am also looking forward to learning new techniques and theories in cancer biology.

I am excited about the opportunity to interview for the Research Assistant position at Saint Vincent Hospital, and I look forward to discussing the position and my background further. I can be reached via cell phone at 508-123-4567, or via email at [ssmith@assumption.edu](mailto:ssmith@assumption.edu). Thank you for your time and consideration.

Sincerely,

Sara Smith



*Update with the date you submit your application*



*Use a similar layout as writing a paper:*

- *Thesis statement in your opening*
- *Body that supports your thesis statement with specific examples of experience*
- *Short closing*



*Consider signing your name above your typed name for a personalized touch*

## SAMPLE NETWORKING E-MAIL/LINKEDIN MESSAGE



*Use LinkedIn or check in with family, friends, and your network to find a person to contact rather than generically addressing to an organization or "To Whom It May Concern"*



*Mention how you obtained their contact info and if you were referred by someone, include their name*

Dear Mr. Smith,

I found your name and contact information through the Assumption University Career Connection Group on LinkedIn. I am a junior majoring in \_\_\_\_\_, and hope to pursue a career in \_\_\_\_\_. Given your background in this field and work at \_\_\_\_\_, I would appreciate the chance to ask you a few questions about your career path and your experience.

I realize that this is likely a busy time of year for you, but I am hopeful that you would be willing to speak with me over the phone or via email at some point during the next few weeks. Please let me know if you would be willing to share your advice, and if so, what method of communication would be preferable.

Thank you so very much in advance for your time and insight.

Sincerely,

*Pierre Greyhound*  
Assumption University Class of 20XX



*Highlight specific reasons as to why the field or the specific contact you're reaching out to interests you*

## SAMPLE SCIENCE/RESEARCH NETWORKING E-MAIL



*Mention how you obtained their contact info and learned about their research*



*Highlight your specific areas of interest and skills that match with their lab*

Dear Dr. Jones,

I was recently browsing your lab's website and your research characterizing genes related to lung cancer piqued my interest. I am a junior Biology major at Assumption University and I'm looking for an internship or job opportunity for this summer.

I'm currently enrolled in a Cancer Biology course that builds on my previous lecture and lab experiences in Genetics and Cell & Molecular Biology. As a result of taking these classes, I've become very interested in conducting research that would allow me to contribute to a lab where my skills in molecular genetics and cell culture would be valuable assets. I'm also looking forward to learning new techniques and theories in cancer biology.

If you are interested or looking for a motivated and intellectually curious undergraduate student to work in your lab this summer, please contact me. I have attached my resume for your review and I can be contacted at [sarah.smith@assumption.edu](mailto:sarah.smith@assumption.edu) or 508-555-1212. Thank you in advance for your time and consideration.

Sincerely,

Sarah Smith  
Assumption University 'XX



*Make sure your resume is an accurate and professional representation of yourself. Get it reviewed and approved by the CDIC prior to sending it!*

# SAMPLE THANK YOU NOTE

Jane Jones  
500 Salisbury Street, Box 1234  
Worcester, MA 01609

September 20, 20XX

Ms. Emily Wright  
Enterprise Holdings,  
Inc. 400 Rental Road  
Chelsea, MA 01115

Dear Ms. Wright,

Thank you for taking the time to interview me on September 19, 20XX for the Management Internship Program position at Enterprise Rent-a-Car. I enjoyed meeting with you and learning more about the company and internship opportunity.

I really enjoyed learning about your experience as an intern and your career path at the company. It was great to hear that interns are given a lot of responsibility and the opportunity to network with team members from other locations. Because of the importance of customer service in the role, my experience at Stop and Shop and leadership roles on campus make me an outstanding candidate for this position. I am confident that I will be a valuable member of the Enterprise team, adding energy and enthusiasm in all aspects of the job.

Thank you again for your time and consideration. I am very excited about the Management Internship Program and look forward to hearing from you soon. Please feel free to contact me at (123)456-7890 or [Jane.Jones@assumption.edu](mailto:Jane.Jones@assumption.edu) if you have any additional questions about my qualifications.

Sincerely,

Jane



*Email vs. Handwritten Note?  
This might depend on the hiring timeline. Email is acceptable, especially if your handwriting isn't particularly neat.  
A well written handwritten note will likely stand out.*



*Send your note within 24-48 hours of your interview*



*Elaborate on important points from the interview to show your enthusiasm and interest, and to remind the interviewer who you are. Sometimes they can have multiple interviews in one day!*



*Keep your note to about half a page in length*



*If you were interviewed by more than one person, you should send a personalized thank you note to each*



Assumption Career Development & Internship Center (CDIC)  
Alumni 026 | 508-767-7227 | [careerdevelopment@assumption.edu](mailto:careerdevelopment@assumption.edu)  
[career.assumption.edu](http://career.assumption.edu)