



RÉSUMÉ AND COVER LETTER GUIDE



CDO
CAREER DEVELOPMENT OFFICE

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Résumé Basics

There is no one right way to create a résumé. It highlights qualifications for a specific audience. Here are some general guidelines to follow:

Length	• 1 page is the standard length for undergraduate students • 2 pages may be acceptable under some special circumstances
Margins	• Keep your TOP/BOTTOM margins and LEFT/RIGHT margins consistent • No less than 0.5" and no more than 1.0"
Font	• Size: Use 10-12 point (your name should be bigger, but not more than 16 point) • Type: Use a professional-looking font such as Calibri, Times New Roman, Arial, Veranda, Cambria
Category Headings	• Divide your résumé information into clearly labeled sections • Left justified (preferred) or centered • Bold, POSSIBLY ALL CAPS (preferred) • May include a bottom border line
Paper	• Laser print your résumé on quality 8.5 X 11 inch bond paper that is white or off-white
Bullets	• Does not have to have complete sentence structure • Use either ▪ or •. Avoid dashes, arrows, and check boxes • Each bullet should provide specifically the results of your work/accomplishments and/or what you did • Quantify your accomplishments with numbers, if applicable
Tables/Text Boxes	• Avoid these and other complex formatting, as they may make your résumé difficult to scan for keywords or harder to manipulate when revising
Spacing	• Include white space between the sections of your résumé
Dates	• List dates in the same margin/manner consistently • Place dates on the right side of page • Include months and years, or seasons, for each experience • Be consistent with how dates are formatted
Typographical Emphasis	• Keep it nice, clean, and simple • Do not use too many <i>italics</i>, CAPS, bold, <u>underlines</u>, indentations, columns
Name and Contact	• Name is first and at the top of résumé, centered or justified to left or right • Name font should be larger than the rest of your résumé • If you have a preferred name, include it in parentheses between your first and last • Full address is not needed, may include city and state for location reference • Contact info can be on one line, separating address, phone, and email with bullets
Résumé/CV Order	• Résumés/CV are typically in reverse chronological order (starting with most recent) • Most relevant experience should be closer to the top by using a "Relevant Experience" section even if it is not most recent
Email Delivery	• When applications are sent via email, combine your résumé and cover letter into a PDF file • Create a quick, professional email that states you have attached your résumé and cover letter for [insert position/title here] • In subject line of email, put information that will easily identify your email, e.g. "Sarah Sagehen Application for [title]" or "Sarah Sagehen Résumé for [title]"

Résumé Content

Categories	Essentials	Tips
Essential Categories		
Contact Information	Name (14-16 pts), address (city/state) is optional, phone #, school email, web address, customized LinkedIn address, or other website (ex. github)	Be sure email address and your phone's voicemail greetings are "employer appropriate." Remember to set up your voicemail
Education	Name of school, degree seeking (i.e., BA), major and minor, expected graduation date (month and year), GPA (if required or if above 3.5), and thesis (if you have one)	List highest degree first. Include study abroad. High school should be omitted after sophomore year (or earlier)
Experience	Job title, company name, location (city, state), dates of experience, bullet points describing your actions, skills, and accomplishments	May include any type of experience: paid and unpaid positions, internships, military service, volunteer, leadership – anything you've done that is relevant to the position you're seeking
Additional Categories (include only those that best represent your qualifications for the opportunity):		
Skills	Categorize relevant hard skills you possess (show soft skills in cover letter or in interview) Categories may include: Languages, Technical, Laboratory	List only the skills you can perform with little or no supervision. State your proficiency level with languages and programs (fluent, advanced, proficient, intermediate, basic, exposure to, etc.)
Relevant Coursework/Projects	List course titles (not numbers of relevant courses in order of relevance. If a lab, include (Lab) after title	May be listed separately or as a subsection under Education
Honors and Awards	Can include academic honors, awards, and scholarships	May be listed separately or as a subsection under Education. Include the date or # of semesters received
Create Your Own Targeted Heading(s)	Instead of a general EXPERIENCE section, consider creating headings to clearly demonstrate that you have experience relevant to what the employer is seeking	Examples may include: Management Experience, Leadership Experience, Marketing Experience, Relevant Experience, etc.
Research	List the research project, department/lab/organization name, dates, and description of the project, methods, and findings	Use same format as EXPERIENCE section
Publications	Cite publications using the correct format for your discipline (MLA, APA, etc). Bold your name.	Identify if still in submitted status. May also indicate if peer-reviewed
Leadership	List office(s) held, organization, dates, and a brief description of accomplishments	Use same format as EXPERIENCE section
Activities/Volunteer	List membership in any clubs, sports, or community service experiences	Depending upon the depth of your involvement may include a description
Certifications/Licenses	List if applicable to the position or field	(i.e., CPR, life-guarding, CompTIA A+, National Certified Counselor, etc.)

Artificial Intelligence (AI) in the Job/Internship Search

AI technology's popularity is soaring. For years, companies have been using it for candidates applying for positions (applicant tracking system – or ATS) to narrow down applicants. Now, it is being used in writing résumés/cover letters (like ChatGPT or a similar chatbot tool). When used carefully, strategically, and ethically, chatbots can be one more helpful resource for you. Below are a few tips for navigating ATS and using AI tools in the application process.

Reminders when using a chatbot for writing a résumé/cover letter:

- They should **ONLY** be your starting point
- They should not replace your voice in **your** materials – the human touch is essential
- You must check what these tools give you to ensure information accuracy
- Chatbots may store your information, so do not put confidential/personal information (your name, phone number, email...) into them
- This technology works best when given specific directions, prompts, and follow-up questions
- They are not a substitute for the expertise of a *person*
- Meet with a CDO staff member for advising and more information on how to use AI in your search

Résumés

Applicant Tracking System (ATS) tips

- Use simple language with key words from job description/industry
- Use traditional font styles (Times New Roman, Arial...), formatting (reverse chronological order) with 1-inch margins and single spacing, and standard headings (“Experience”, “Skills” ...)
- Avoid graphics, special characters/symbols, and using a header/footer
- Use .doc or .docx file instead of PDF if file type is not specified

Sample prompts for creating a résumé*

- Write three résumé bullets for [insert desired role] based on my experience as [insert former role] doing [insert accomplishments/what you did] and include the most important words from the description. (paste job description)
- Review my résumé and give me three specific changes to make based on this description. (paste résumé and job description)
- Tailor my résumé for this job description for an [insert title] at [insert company]. (paste résumé and job description)
- Analyze this job description and provide three critical skills I should highlight on my résumé for it. (paste job description)

Cover Letters

Sample prompts for creating a cover letter*

- Generate a professional cover letter for [insert title] at [insert company] highlighting my skills for the role from my résumé. (paste résumé and job description)
- Review my cover letter and provide edits for the [insert title] at [insert company] based on job description. (paste cover letter and job description)

*Remove personal information before inputting prompts

CECIL SAGEHEN

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Make your name the most *prominent* piece of information at the top.

EDUCATION

Pomona College – Claremont, CA
Bachelor of Arts, Undeclared
GPA: 3.5/4.0

Expected May 20XX

Use consistent format within education section

James A. Garfield High School – Seattle, WA

Graduated Valedictorian
GPA: 3.7/4.0

May 20XX

Honors & Awards: National Honor Society (20XX), AP Scholar with Distinction (20XX)

EXPERIENCE

Use consistent, easy to read format for each experience; **bold** position

Office Assistant
Pomona College Career Development Office

August 20XX – Present
Claremont, CA

- Provide clerical support for the Office Manager
- Assist Career Counselor with overseeing the CDO online Library
- ~~Contact potential employers inquiring about internships and full time positions for Pomona College students~~

Bullet points help guide readers' eyes

Lifeguard
Sand Point Country Club

Summers 20XX – 20XX
Seattle, WA

- Monitored swimming areas for rule violations and drowning victims
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas
- Supervised entertainment activities sponsored by country club
- Attended training courses and maintained CPR certification
- Taught summer swimming classes to children ages 5 to 10

Appropriately uses numerical figure to provide scope of work

Yearbook Editor-in-Chief
Garfield High School

September 20XX – May 20XX
Seattle, WA

- Led design and publication teams from initial layout through finished product
- Contacted and secured revenue from 30+ local businesses through yearbook advertisements
- Contributed stories and photographs included in the Senior Section
- Solicited feedback from students and teachers through surveys and interviews regarding sections to include in 20XX Yearbook
- Yearbook won 1st place in state competition for best overall design

Good use of action verbs to describe duties and accomplishments

ACTIVITIES

- Member, Pomona College Choir (Fall 20XX – Present)
- Volunteer, Big Brother/Big Sisters
- 1st degree black belt, Tae Kwon Do

Student highlights a resulting outcome of the experience

Overall format - easy to read, strikes a visual balance between text and empty space with margins

SYDNEY K. SAGEHEN

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503-747-4747

EDUCATION

Pomona College , Claremont, CA Bachelor of Arts, Neuroscience GPA: 3.6	Expected May 20XX
De La Salle North Catholic High School , Portland, OR Valedictorian GPA 4.0	June 20XX

EXPERIENCE

Customer Service Specialist , Regal Entertainment Group, Gresham, OR • Managed, organized and stocked inventory to increase employee efficiency and performance • Provided friendly service to patrons and a clean space for a comfortable entertainment experience • Relayed patron grievances and praises to managers in order to improve customer satisfaction	Summer 20XX
Media and Client Relations Assistant , Trimet, Remote • Managed contact database for over 200 employees to increase efficiency in client communications • Created media presentations for company homepage to inform employee's about company events • Consulted with patrons to evaluate satisfaction with services in effort to improve service quality	Summer 20XX
Research Intern , Methamphetamine Abuse Center, Portland, OR • Conducted research studying effects of Methamphetamine on the genetic behavior of mice • Assisted with extraction of mouse DNA for quantitative analysis for overlaying research project • Recorded experiment information in real time to hasten the review and publication process	Summer 20XX

LEADERSHIP EXPERIENCE

• Volunteer , Multnomah Library Summer Reading Program	Summers 20XX – 20XX
• Table Leader , Backpack Lunch Program MLK Day	Fall 20XX
• Team Manager , De La Salle North Catholic Track	Spring 20XX
• Student Leader , Multnomah Education Service District Outdoor School	Spring 20XX

ACTIVITIES AND SERVICE

• Volunteer , Northwest Children's Outreach	January 20XX - Present
• Volunteer , Door to Grace Key to Free Event	Springs 20XX – 20XX
• Student , Aikido Jujitsu	January 20XX – December 20XX
• Gold Pin Recipient , National Guild of Piano Auditions	May 20XX – August 20XX
• Oregon Delegate , United Nations Pilgrimage for Youth	Summer 20XX
• Student Ambassador , People to People	Europe Summer 20XX, China Summer 20XX

AWARDS

• National Honor Society	January 20XX
• Outstanding Spokesperson for Freedom , Veterans of Foreign Wars Regional	June 20XX
• Summa Cum Laude , De La Salle North Catholic Deans List	June 20XX

SARAH A. SAGEHEN

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EDUCATION

Pomona College, Claremont, CA
Bachelor of Arts in Media Studies

May 20XX

Brooklyn Preparatory High School, Brooklyn, NY
Graduated with Honors

June 20XX

- National Honor Society Principal's Honor Roll Quest Ridge National College atc Recipient Quest Ridge College Prep Scholar, Quest for Excellence NYC Award winner

RELEVANT EXPERIENCE

Brave New Films, Culver City, CA
Remote Post-Production Intern

June 20XX – August 20XX

- Reviewed, edited, and provided creative input on audio/video content for film projects and promotional videos
- Investigated and relayed critical information about organizations and individuals that will be the focus of campaign projects and featured films

Claremont Colleges TV, Claremont, CA
Editor/ Boom Operator

September 20XX – Present

- Edit video footage and audio footage for select shows including *Hidden Gems* and *Far From The Tree*
- Enhance sound capture to complement video footage using a boom microphone and other sound equipment

Claremont Colleges Screenwriting Guild, Claremont, CA
Writer

September 20XX – Present

- Collaborate with other screenwriters on group screenplays and writing projects
- Engage in weekly discussions about the writing process and format/style of famous screenplays

ADDITIONAL EXPERIENCE

Pomona College Career Development Office, Claremont, CA
Remote Employer Relations Intern

January 20XX – May 20XX

- Research, brainstorm, develop and recommend strategies for increased employer participation on campus
- Initiate and maintain employer information database and liaise with employers interested in posting jobs/internships

Kirkland & Ellis LLP, New York, NY
Case Assistant Intern

October 20XX – August 20XX

- Revised and organized deeds, trusts, and acquisitions for real estate attorneys
- Aided Legal assistants with pro-bono cases centering around domestic disputes and divorce

DoSomething.org, New York, NY
High School Intern

September 20XX – December 20XX

- Designed banners and packaged hundreds of promotional items for Human Rights and Anti-Bullying campaigns
- Assisted in managing DoSomething.org's website and organizing text messages and responding to emails from people seeking help or information from the organization

American Diabetes Association, New York, NY
High School Intern

November 20XX – May 20XX

- Organized health-care data, made phone calls, and package over 100 promotional items for New York EXPO

SKILLS

- Proficient in Microsoft Office and Adobe Acrobat, proficient in Spanish
- Knowledgeable with Social Media networks, familiar with Adobe Premiere Pro, Photoshop, and Audacity

Sophia Sagehen

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EDUCATION

Pomona College, Claremont, CA

May 20XX

Bachelor of Arts in Econometrics and Quantitative Economics, minor in Cognitive Science, Cumulative GPA: 3.64/4.0

- Honors and awards: UWC Davis Scholar; Pomona College Scholar for Outstanding Academic Performance; Pomona College Internship Program Award Recipient
- Certificates: CFA Investment Foundations, TESOL, TEFL, Pomona College 4/7 Leadership
- Relevant coursework: Independent Study in Investment Foundations, Economics Statistics, Economics of Gender and Family, Introduction to Computer Science, Organizational Psychology

EXPERIENCE

Unovator Junior Enterprise, Claremont, CA

January 20XX - Present

Founder and CEO

- Launched the first Junior Enterprise in marketing and Public Relations at the Claremont Colleges
- Assist an international firm (Gotoco) to get extensive marketing at elite colleges across the USA
- Finalize terms of business with one Singapore firm and one Australian firm for the next semester projects
- Collaborate with a classmate to construct a local chicken factory in Ghana
- Working with two local organizations to help them be better seen on college campuses

Information Technology Service (ITS) Pomona College, Claremont, CA

September 20XX - Present

Student Consultant Supervisor (Remote)

- Offer front-end customer support and train new employees who are hired as IT Consultants
- Solve arising issues with gadgets and offer computer support; promoted to Supervisor position in September 2020
- Took initiative to be part of the Printer Team, responsible for maintaining all printers on campus

5C LEGO Club, Claremont, CA

November 20XX - Present

Founder and President

- Formed a team of 4 like-minded people to start the first Lego-related club at the Claremont Colleges
- Organize on-campus and off-campus events to promote creativity, sense of taste and imagination

The American Chamber of Commerce, Singapore

May 20XX - July 20XX

Virtual Public Affairs and Social Media Intern

- Developed daily social media posts (LinkedIn, Twitter, Facebook), graphics, and calendars to standardize and strategize content promotion, increasing followers by 10%
- Performed daily media monitoring (local and regional press) to analyze trends and current affairs
- Initiated projects such as collection and organization of intern surveys and digitized employer feedback to interns

Jones Asset Management, Rye, NY

January 20XX - May 20XX

Investment Intern

- Assist supervisor in performing research to select funds to best meet client short and long term financial goals
- Analyze impact of Socially Responsible Investing on financial gains by gathering information from a variety of sources

SKILLS

Languages: English (proficient), Russian (native), Tatar (conversational), Spanish (intermediate)

Technical skills: Google Suite, Morningstar, Basic Java, Adobe Suite, SketchUp, WeChat

Paloma Pomona

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EDUCATION

Pomona College, Claremont, CA

Bachelor of Arts, Computer Science and Studio Art

May 20XX

Aquincum Institute of Technology, Budapest, Hungary

Jan – May 20XX

Renowned study abroad program for North American students studying CS and Software Engineering

Relevant Coursework: Human-Centered Design; 2D Digital Design; UI/UX Design, Data Structure and Algorithms; Database; Machine Learning; Mobile Software Development

RELEVANT EXPERIENCE

Front-End Engineer (React, JS) Yoodli (Backed by AI2), Seattle, WA / Remote

Mar 20XX – Present

- Build front-end user interface for IOS app and Website nifty-volhard-ac8bb0.netlify.app/app/record-speech
- Develop an effective product vision and strategy for the AI2-backed speech seed start-up with 100+ daily users
- Negotiate timeline and tradeoffs with CTO / back-end engineer team for more efficient deployment

NLP Engineering Intern (C++, Python) NiuTrans Co. & NLP Lab at Northeastern University

Jun 20XX – Aug 20XX

- Researched and helped with implementation of low-precision approximations on FFN-based language models to speed up execution by 23% w/o significant loss in accuracy; implemented the FNN Language Model

Software Engineering Intern at Menon Lab (JS, Python) Menon Lab & The Ethi Team, Virtual

Nov 20XX – Jan 20XX

- Implemented critical front-end component and developed scalable web layout that connects to the back end
- Built a product roadmap with team of 5 to develop a web tool predicting Facebook users' mental states from posts
- Summarized data findings and drafted weekly progress reports to keep team engaged and on track

The Net Project Technical Lead, The Net Project, Virtual/Remote

Jul 20XX – Sept 20XX

- Increased node click-through rate by 13% and reduced average time spent on each page by 8%, after implementing effective usability and UI/UX testing
- Identified core issues of low user engagement and increased web browsing activity by 55% within 2 weeks

RELEVANT PROJECTS

Sign Language Image Classification (Python) Intuit Idea Jam 20XX

Oct 20XX

- Used Numpy, Scikit-Learn, Keras (with Tensorflow backend) with dataset MNIST Sign Language Dataset from Kaggle to classify ASL gestures based on captured images on a Convolutional Neural Network Model
- Fine-tuned # of layers, filters, dropout rate, optimizer, activation functions, batch size and regularization type

Sagehen Course Planner (Python) 5C Hackathon 20XX

Jan 20XX

- Used selenium, pandas, and BeautifulSoup that scrapes data off of the Pomona Course Catalog to obtain course ID numbers/titles; built responsive website using HTML and CSS

LEADERSHIP EXPERIENCE

Computer Science Liaison, Computer Science Department, Pomona College, CA

Aug 20XX – Present

- Manage and organize departmental events to facilitate close student-faculty relationship, ~2hr weekly meeting

Campus Tour Guide, Office of Admissions and Financial Aid, Pomona College, CA

Jan 20XX – May 20XX

- Led tours and represented Pomona for prospective students, parents, and visitors

SKILLS

Programming Languages: SQL, Java, Python, HTML/CSS, R, Kotlin, Haskell, JavaScript

Game Engine: Unity3D

Tools: Figma, Illustrator, Photoshop, Excel, PowerPoint

Proficient Languages: Advanced Mandarin, Intermediate Japanese

Sergio Sagehen

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EDUCATION	Pomona College Claremont, CA Bachelor of Arts, Sociology and Public Policy Analysis (double major)	5/20XX
	Princeton University, Woodrow Wilson School of Public & International Affairs, PPIA Junior Summer Institute	6/20XX
HONORS	Best First Year Seminar Paper Prize: One of 3 first year students recognized by Pomona College	Fall 20XX
	Quest Scholar: Awarded to promising low-income students identified by Questbridge	5/20XX
EXPERIENCE	Draper Center for Community Partnerships Claremont, CA Student Services Coordinator	8/20XX-Present
	• Collaborate with departments to plan outreach events for high school students • Recruit, manage, and train 30 volunteers to improve literacy and math skills of 55 underserved students at two local elementary schools • Establish and strengthen partnerships with community organizations to facilitate a week-long alternative spring break for 14 college students	
	U.S. House of Representatives, US Congressman Ed Pastor Washington, DC Congressional Hispanic Caucus Institute Intern	6/20XX-8/20XX
	• Organized and responded promptly to daily constituent mail • Supported legislative team projects including writing letters and policy briefs	
	Alderman James Cappleman Chicago, IL Intern	6/20XX-8/20XX
	• Addressed constituent concerns, updated website, and welcomed guests • Provided informed, thoughtful opinions to promote ward advancement • Analyzed key issues that affect ward, specifically public safety, by coordinating with the Chicago Police Department and local community members	
	Breakthrough Collaborative Sata Fe, NM Teaching Intern	6/20XX-8/20XX
ACTIVITIES	• Modified and executed daily lesson plans to teach 7th grade math to 15 students • Developed and implemented an original “History of Civil Rights” social justice elective	
	English as a Second Language Program, Volunteer Tutor	8/20XX-Present
	FLI Scholars, Mentoring Co-Leader	8/20XX-5/20XX
	• Planned events for first-generation/low-income students to build community	
	Improving Dreams, Equity, Access, and Success, First-Year Mentor	8/20XX-5/20XX
	• Met weekly with undocumented first-year students to provide support with their college transition	
LANGUAGE	Fluent in written and conversational Spanish and working proficiency in French	

Peter Pomona

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Education

Pomona College, Claremont, CA
Bachelor of Arts in History and Politics
• GPA: 3.8/4.0

May 20XX

Washington Program, Claremont McKenna College, Washington, D.C.

Fall 20XX

Relevant Experience

Virtual Digital Intern, Henry Hawes for America, Atlanta, GA

June-Aug 20XX

- Created opposition research database for email team; wrote email drafts; assisted email production
- Polled donors and non-donors and analyzed data
- Researched Henry Hawes' life, creating a calendar to inspire and plan social content

Remote Research Associate, Congressional Research Service, Washington, D.C.

June Aug 20XX

- Initiated and created new Excel spreadsheets for report on hundreds of Congressional caucuses, which captured more data and reduced 2 months of work to 1 month
- Analyzed cybersecurity information-sharing bills in collaboration with a non-partisan economist

Intern, House Energy and Commerce Committee, Washington, D.C.

Jan – May 20XX

- Produced daily news update for Commerce, Manufacturing, and Trade subcommittee staff
- Composed questions Representatives asked in hearings about data breaches with Target's CFO
- Wrote memos on policies, current events, briefings, and hearings; assisted confidential investigations

Other Experience

Lead Writing Fellow, Pomona College Writing Center, Claremont, CA

Apr 20XX-Present

- Tutored students to improve quality of analysis in academic writing
- Evaluated as helpful and friendly by 100% of students after 150 one-on-one consultations

V.P. of Finance and Development, Pomona Student Union, Claremont, CA

Sept 20XX-May 20XX

- Planned and led weekly team meetings on strategy and operations for 35 events annually
- Produced 5 debates and panels; produced highest turnout of the year
- Managed budget; recruited, selected, and mentored new members

Business Development Intern, Eos Energy Storage, New York, NY

May-Aug 20XX

- Published the first magazine story for Eos in *Mining & Power*; helped win \$1 million grant
- Initiated website redesign, edited press releases, managed social media, assisted CEO's TV interviews

Skills and Interests

- Software Experience: NGP VAN, Excel, Python, Salesforce, LexisNexis, PowerPoint, Photoshop
- Spanish (working proficiency)
- Outdoor Leadership: Co-led a 4-day backpacking trip for 16 new students during orientation

SALLY SAGEHEN

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EDUCATION

Pomona College, Claremont, CA

May 20XX

Bachelor of Arts in Mathematics with focus in Statistics

- Relevant Coursework: Algorithms, Computational Statistics, Principles of Computer Science, Statistical Theory, Statistical Methods for Clinical Trials, Time Series, Combinatorics, Probability, Real Analysis I

TECHNOLOGIES AND LANGUAGES

Technology: R (dplyr, tidyr, ggplot), Ruby, Python, Java, LaTeX, AMPL, Adobe

Illustrator Languages: Mandarin Chinese (Conversational)

RELATED EXPERIENCE

Factual

Data Engineer Intern (remote)

June 20XX-August 20XX

- Implemented a productive workflow in Ruby that processes data to detect abnormalities in the category distributions of country's in Factual's Places dataset
- Discovered new sources of flaws in data quality
- Created a d3.js visualization tool to model feature distributions of the Places dataset with force-layout

Pomona College Math Department

Remote Research Assistant to Jo Hardin

June 20XX-August 20XX

- Merged the Bag of Little Bootstraps (BLB) procedure with random forests to create a computationally efficient method of generating predictors with massive datasets (tested on 150 GB); uses parallel computing
- Incorporated the multinomial method from BLB to create an updated CART algorithm of CRAN's randomForest package in C; random forest package implemented in R
- Researched bootstrapping and decision tree algorithms to investigate the effects of BLB on different statistics

Biostatistics Mentor

January 20XX-May 20XX

- Helped 17 students with assignments that involve handling R packages such as dplyr, ggplot2, and tidyr
- Guided students in learning fundamental statistical concepts such as hypothesis testing and linear models

ADDITIONAL EXPERIENCE

Pomona College Career Development Office

Resources Assistant

September 20XX-December 20XX

- Maintained and updated a career library database of over 3,000 entries for students to easily reference
- Streamlined career services for a variety of visitors including recruiters, students, and alumni

Pomona College Outdoor Education Center

Backpacking Leader

August 20XX

- Led 13 incoming freshmen on a 4-day backpacking trip in the Domelands Wilderness; averaged 6 miles a day
- Cultivated a sense of outdoor responsibility and appreciation using Leave No Trace ethics

Pomona College Asian American Resource Center

Mentor

August 20XX-May 20XX

- Mentored 9 Asian-American freshmen by building a comfortable community to process racial identity
- Co-led the WTHisDiversity campaign that prompted students to change Pomona College's diversity policy

ACTIVITIES AND LEADERSHIP

Liaison, Pomona College Mathematics Department

August 20XX - Present

Intern, Pomona College Asian American Resource Center

September 20XX - Present

Probability Grader, Pomona College Mathematics Department

September 20XX - Present

SHANA SAGEHEN

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Sacramento, CA

EDUCATION

Pomona College, Claremont, CA May 20XX
Bachelor of Arts in Philosophy, Politics, and Economics
3.79/4.0 GPA
Relevant coursework: Ethics, American Constitutionalism, Logic, Macroeconomics, Advanced Microeconomics

EXPERIENCE

Federal Reserve Bank of San Francisco, GOLD Intern, San Francisco, CA May 20XX – Aug 20XX

- Collaborated with outside staff to develop a process for converting older records from paper to electronic format
- Assisted with enhancement and rollout of a conflicts of interest database designed to streamline record keeping; Analyzed conflicts of interest content on the intranet and provide recommendations for an improved presence
- Responsibly handled highly sensitive and confidential information in accordance with Bank policies

Pomona College Judicial Council, Appellate Chair, Claremont, CA Aug 20XX – Present

- Hear and deliberate cases involving Pomona students who have alleged policy violations
- Participate in discussion and recommend improvements for equalizing and standardizing the student code

Office of Housing and Residential life at Pomona College, *Resident Advisor*, Claremont CA Aug 20XX – Present

- Develop and maintain an amicable residential community while supporting student safety, success, and growth
- Engage various departments to strategically plan faculty and staff engagement opportunities for over 200 students
- Employ conflict resolution trainings during enforcement of college policy

Veterans Legal Institute Virtual Law Clerk, Santa Ana, CA Jan 20XX – May 20XX

- Policy analyst for in-house think-tank; analyzed intake forms for eligibility and discharge upgrades
- Authored an article on the Military Recruitment of low-income students for *Veteran's Legal Institute on*

Los Angeles Cleantech Incubator Diversity and Inclusion Intern, Los Angeles, CA Aug 20XX – Dec 20XX

- Systematized a structured entrepreneurial pipeline for startups that are 51% minority or women owned
- Researched and adapted the best practices of other incubators to current company ethic

City of Berkeley, Summer Chief Legislative Intern for City Councilmen Ben Bartlett, Berkeley, CA May 20XX – Aug 20XX

- Drafted and presented new ordinance proposals for city council consideration; Delegated and assessed intern tasks
- Composed responses to constituent concerns and conducted community outreach
- Researched and evaluated city regulations; Provided detailed reports on current events relevant to ordinance enforcement; Updated city databases and website regularly

Office of the Dean of Pomona College, Student Affairs Committee member, Claremont, CA Jan 20XX – May 20XX

- Approved and amended campus policies such as demonstrations and free speech, temporary leave guidelines, post-hospitalization procedures, and enforcement conduct
- Successfully amended college drug and alcohol policy sanctions to a point system with the goal of promoting equality

CO-CURRICULAR ACTIVITIES

Research Fellow, Harvey Mudd College Biology Department, Pomona College Neuroscience Department, Claremont, CA
Mentor, Office of Black Student Affairs, Pomona College, Claremont, CA
Volunteer, Draper Center for Community Partnerships, Pomona Hope, Pomona, CA
Volunteer, Friends of Adeline, City of Berkeley, CA

HONORS AND AWARDS

Finalist, Maryville STEM Research Competition
Hillman Scholar, Hillman Scholars Scholarship Program
Presenter, Howard Hughes Medical Institute

SKILLS

Language: Spanish (Intermediate)
Software Experience: Ektron Web Design, Beginner Adobe Illustrator, Intermediate Publisher and Photoshop

Curriculum Vitae (CV)

What is a curriculum vitae?

A curriculum vitae (CV) is a comprehensive document of a person's experience and other qualifications. CVs are most commonly used for academic applications, such as graduate school or fellowship applications, or for research positions. Some countries use a CV format instead of a résumé and sometimes the words are used interchangeably. The focus of a CV is to present a picture of the applicant in a scholarly context. CVs contain information about publications, presentations, teaching, licenses, professional associations, and conferences. The average length of a CV is two to four pages.

Sample CV section headings may include, but are not limited to

- Education
- Community Service
- Laboratory Experience
- Relevant Coursework
- Software Skills
- Presentations
- Fellowships/Grants
- Summer Education
- Publications
- Teaching Experience
- Work Experience
- Languages
- Special Training
- Research Experience
- Honors/Awards
- Honors Thesis
- Fieldwork
- Internship Experience
- Study Abroad/Travel
- Conferences
- Poster Sessions
- Shadowing Experience
- Professional Affiliations
- Relevant Experience
- Leadership Experience
- Certifications/Licensure

PENELOPE D. POMONA

(203) 621-4747 pdp2017a@mymail.pomona.edu

EDUCATION

Bachelor of Arts, Biology, GPA 4.0

May 20XX

Pomona College, Claremont, CA

- Senior Thesis: "Citizen Science: A Valuable Tool for Urban Biodiversity Research"

RESEARCH AND LEADERSHIP EXPERIENCE

Research Assistant

May – July 20XX

Pomona College Department of Biology

Costa Rica

- Collected specimens and ran female mate choice experiments with *Agalychnis callidryas*, red-eyed tree frogs, in order to research differences in mating behavior by population

Teaching Assistant

Sept 20XX – May 20XX

Pomona College Department of Biology

Claremont, CA

- Tutored students of Introductory Ecology and Evolutionary Biology at weekly mentor sessions
- Aided students during the laboratory section of Introductory Ecology and Evolutionary Biology
- Ran mentor sessions to assist students with problem sets for Introductory Genetics

Research Assistant

Jan 20XX – May 20XX

Pomona College Department of Biology

Claremont, CA

- Researched the effects of urbanization on the distribution of Southern California reptile and amphibian communities, and the utility of citizen science for collecting viable distributional data
- Captured live lizards for measurement and blood collection
- Dissected preserved lizard specimens and collected gut content for identification
- Cared for White's Tree Frogs in the Pomona College Department of Biology vivarium

Research Assistant

May 20XX – May 20XX

Robert J. Bernard Biological Field Station

Claremont, CA

- Howard Hughes Medical Institute summer research grant recipient for 2013, hired thereafter
- Studied the effects of urbanization and wildfires on the arthropod community of the endangered coastal sage scrub ecosystem of Southern California. Specialized in the identification of spiders

Student Farm Leader and Academic Coordinator

Apr 20XX – May 20XX

Pomona College Organic Farm

Claremont, CA

- Organized and ran workshops and events about organic farming practices
- Arranged and led Farm tours for elementary school, high school and college student groups
- Scheduled use of the Farm for academic purposes with Pomona College professors
- Managed Farm affairs, \$2000 annual budget, planting and maintenance with other Farm Leaders

NSF REU Independent Research

June – Aug 20XX

Rocky Mountain Biological Laboratory

Crested Butte, CO

- Conducted independent research investigating the effect of pollen type on parasitism, development, and survival rates of parasitic wasps in the genus *Sapyga*
- Administered independent research investigating the effect of floral orientation in *Mertensia ciliata* on fruiting success, seed set and pollinator visitation behavior

Orientation Adventure Leader

Aug 20XX

Pomona College Outdoor Education Center

Claremont, CA

- Led 11 first-year students on four-day orientation trip to Yosemite National Park with co-leader
- Mediated conflicts and facilitated team-building activities

Pomona College Sponsor

Sept 20XX – May 20XX

Pomona College Office of Campus Life

Claremont, CA

- Lived with 14 first-year students throughout the year to help with personal and academic problems
- Planned social and educational group activities along with a co-sponsor

Rooftop Garden Environmental Mentor

Sept 20XX – May 20XX

The Draper Center for Community Partnerships

Claremont, CA

- Mentored local high school students (Teen Green) interested in environmental issues
- Ran the Pomona College Rooftop Garden with Teen Green students and other mentors
- Led biweekly workshops on sustainability and environmental issues with a Teen Green student partner

Classroom Assistant

Jan 20XX– May 20XX

Vista Elementary School

Claremont, CA

- Assisted in after school homework help program and a third grade classroom for several hours each week

Field Assistant

Aug 20XX – July 20XX

ASVO Matapalo

Matapalo, Costa Rica

- Managed ASVO Matapalo sea turtle conservation project with other administrators
- Collaborated with staff of researchers to collect data about sea turtle nesting habits and survival rates
- Organized and led groups of international volunteers in sea turtle and beach conservation projects
- Trained new volunteers in sea turtle conservation techniques and proper handling of animals
- Planned and constructed sea turtle beach hatchery

AWARDS AND GRANTS

Thoreau Scholar (20XX – 20XX)

NSF REU summer research grant (20XX)

Marshall Scholarship Finalist (20XX)

Howard Hughes Medical Institute summer research grant (20XX)

Downing Scholarship Finalist (20XX)

Pomona College Scholar all semesters

PUBLICATIONS AND PRESENTATIONS

Staubus, W.J., Boyd, E.S., Adams, T.A., **Pomona, P.D.**, & Meyer, W.M. 20XX. Ant communities in native sage scrub, non-native grassland, and suburban habitats in Los Angeles County, USA: conservation implications. *Journal of Insect Conservation*. In publication.

Kaiser, K., Caruso, M.F., Gormally, B.M., **Pomona, P.D.**, & Pauly, G.B. 20XX. Spatiotemporal patterns in lizard digestive tract parasite diversity and abundance across the Los Angeles Basin. Invited presentation at the International Urban Wildlife Conference Annual Meeting, Chicago, IL.

Meyer, W. M., III, M. W. J. Staubus, M. Wheeler, & **Pomona, P.D.** Conservation importance of native coastal sage scrub and non-native grassland habitat patches in urban/suburban Los Angeles County, California, USA. 100th Annual Ecological Society of America Meeting, August 20XX.

Pomona, P.D. Asteraceae pollen specialization affects vulnerability to brood parasitism in mason bees. Rocky Mountain Biological Laboratory Research Symposium, May 20XX.

Pomona, P.D. Preserving spider biodiversity in suburban Southern California. Howard Hughes Medical Institute Summer Research Symposium, August 20XX.

LABORATORY AND FIELD SKILLS

- Identification of spider species and insect families using dissecting microscope
- Extensive dissection experience with lizard specimens
- Proper handling of live animals, including sea turtles, tree frogs, and fence lizards
- Wilderness First Aid certified

COMPUTER AND LANGUAGE SKILLS

LANGUAGE – Spanish, written and conversational proficiency

COMPUTER – Statistical software including R, IBM SPSS, Primer, JMP; Microsoft Excel, Microsoft PowerPoint; ArcGIS and GPS technology

Action Verbs

Use the most powerful and expressive verbs possible to accurately describe what you accomplished.

Communication

Address	Convey	Formulate	Network	Report
Advertise	Convince	Incorporate	Observe	Resolve
Advise	Correspond	Influence	Outline	Respond
Aid	Define	Inform	Participate	Solicit
Arbitrate	Describe	Interact	Persuade	Specify
Arrange	Develop	Interpret	Present	Speak
Ascertain	Direct	Interview	Promote	Suggest
Author	Document	Involve	Publicize	Summarize
Brief	Draft	Lecture	Publish	Synthesize
Clarify	Edit	Market	Question	Translate
Collaborate	Educate	Mediate	Recommend	Write
Communicate	Enlist	Meet	Reconcile	
Compose	Explain	Moderate	Recruit	
Consult	Express	Motivate	Refer	
Contact	Follow-up	Negotiate	Reinforce	

Creative

Act	Develop	Fashion	Modernize	Remodel
Adapt	Direct	Formulate	Modify	Renovate
Advertise	Discover	Illustrate	Originate	Replace
Broaden	Display	Imagine	Perform	Revise
Combine	Draft	Improvise	Photograph	Revitalize
Compose	Dramatize	Initiate	Pioneer	Shape
Conceive	Draw	Institute	Plan	Sketch
Conceptualize	Entertain	Integrate	Present	Spearhead
Conduct	Establish	Introduce	Produce	Start
Create	Execute	Invent	Recommend	Stimulate
Customize	Exhibit	Market	Redesign	Strategize
Design	Explore	Model	Rehearse	Transform

Analytical/Financial

Account for	Develop	Multiply	Reform	Staff
Administer	Estimate	Perform	Regard	Strengthen
Allocate	Evaluate	Plan	Relate	Submit
Analyze	Figure	Prepare	Relieve	Substantiate
Appraise	Finance	Procure	Remedy	Suggest
Audit	Forecast	Project	Research	Supplement
Balance	Maintain	Provide	Reserve	Sustain
Budget	Manage	Purchase	Revive	Tailor
Calculate	Market	Raise	Satisfy	Transfer
Compute	Measure	Rate	Scrutinize	
Control	Minimize	Reconcile	Secure	
Correct	Mobilize	Reduce	Sought	
Determine	Monitor	Refine	Settle	

Management/Leadership

Accomplish	Conduct	Employ	Increase	Realize
Account for	Confirm	Enforce	Initiate	Recommend
Administer	Consent	Enhance	Institute	Recruit
Adjust	Consolidate	Establish	Lead	Regulate
Analyze	Contract	Evaluate	Leverage	Reorganize
Appoint	Consult	Examine	Maintain	Replace
Approve	Coordinate	Execute	Manage	Review
Assign	Correlate	Expand	Merge	Revitalize
Assume	Convince	Facilitate	Motivate	Reward
Attain	Cultivate	Formulate	Orchestrate	Save
Centralize	Decide	Found	Organize	Schedule
Certify	Decrease	Fulfill	Overhaul	Set goals
Chair	Delegate	Generate	Oversee	Streamline
Change	Determine	Grow	Perfect	Strengthen
Choose	Develop	Handle	Plan	Supervise
Commission	Devote	Head	Preside	Terminate
Commit	Direct	Hire	Prioritize	Unify
Conceptualize	Dispense	Implement	Produce	
Conclude	Eliminate	Improve	Propose	
Condense	Emphasize	Incorporate	Protect	

Organization/Time Management

Achieve	Contract	Generate	Plan	Schedule
Approve	Control	Identify	Prepare	Screen
Arrange	Coordinate	Incorporate	Prioritize	Set up
Assign	Correct	Implement	Process	Shape
Catalogue	Decide	Inspect	Produce	Specialize
Categorize	Delegate	Integrate	Purchase	Specify
Classify	Develop	Join	Record	Streamline
Code	Diagram	Log	Reorganize	Substitute
Collaborate	Distribute	Maintain	Reshape	Standardize
Collect	Establish	Monitor	Respond	Systematize
Compile	Enlist	Negotiate	Retrieve	Tabulate
Conserve	Execute	Obtain	Revamp	Target
Consolidate	Expedite	Operate	Review	Update
Consult	Extract	Organize	Revise	Validate

Drive/Motivation/Results

Accelerate	Contribute	Extend	Measure	Standardize
Accomplish	Decrease	Fortify	Obtain	Succeed
Achieve	Double	Improve	Pioneer	Transform
Add	Effect	Increase	Prove	Trim
Advance	Eliminate	Initiate	Reduce	Triple
Attain	Enlarge	Introduce	Re-establish	Validate
Augment	Establish	Launch	Resolve	Widen
Award	Exceed	Lower costs	Restore	Win
Complete	Excel	Map	Select as	
Compound	Expand	Maximize	Stabilize	

Quantitative/Research

Accumulate	Compare	Extract	Interest	Organize
Acquire	Compute	Extrapolate	Interpret	Process
Amplify	Conduct	Evaluate	Interview	Prove
Analyze	Correlate	Formulate	Investigate	Research
Approximate	Critique	Gather	Involve	Review
Ascertain	Diagnose	Grow	Issue	Study
Attest	Design	Guarantee	Judge	Summarize
Authorize	Detect	Hypothesize	Justify	Survey
Bolster	Determine	Identify	Lead	Systematize
Boost	Discover	Index	License	Test
Calculate	Disprove	Infer	Link	Train
Catalogue	Dissect	Innovate	Locate	Trouble-shoot
Chart	Evaluate	Inspect	Minimize	Verify
Clarify	Examine	Inspire	Modify	
Collect	Experiment	Institute	Monitor	

Teaching/Counseling/Helping

Accept	Cooperate	Focus	Listen	Set standards
Adapt	Coordinate	Generate	Model	Simplify
Advise	Correct	Guide	Modify	Solicit
Analyze	Critique	Head	Motivate	Speculate
Apply	Define	Hypothesize	Observe	State
Appraise	Demonstrate	Identify	Organize	Stimulate
Appreciate	Designate	Implement	Participate	Structure
Assess	Develop	Incorporate	Persuade	Support
Assign	Direct	Indicate	Postulate	Synthesize
Attend	Discipline	Individualize	Praise	Systematize
Categorize	Educate	Inform	Provoke	Teach
Challenge	Elaborate	Initiate	Question	Thank
Clarify	Elicit	Inquire	Reinforce	Theorize
Coach	Enable	Instill	Represent	Train
Command	Encourage	Instruct	Rephrase	Tutor
Communicate	Evaluate	Integrate	Research	Verify
Compliment	Explain	Interact	Reward	
Conduct	Facilitate	Investigate	Set goals	

Technical

Activate	Coordinate	Disperse	Formulate	Regulate
Adapt	Create	Display	Fortify	Rehabilitate
Apply	Customize	Elevate	Implement	Remodel
Appraise	Debug	Endorse	Install	Repair
Assemble	Decipher	Enforce	Integrate	Resolve
Begin	Dedicate	Engineer	Maintain	Retrieve
Build	Define	Enhance	Navigate	Scree
Calculate	Deliberate	Enrich	Operate	Service
Compute	Deliver	Excel	Overhaul	Streamline
Configure	Design	Exercise	Participate	Survey
Conserve	Detect	Exhibit	Program	Train
Consolidate	Determine	Fabricate	Reconfigure	Troubleshoot
Construct	Devalue	Familiarize	Rectify	Upgrade

Cover Letter Basics

What is a cover letter?

A cover letter or letter of interest is a one page document that accompanies your résumé and/or application. It introduces you and your résumé, explaining both your reasons for writing and your qualifications for the position.

Cover Letter Guidelines

- **Always Target Your Message** - It's more effective
- **Highlight Your Accomplishments With Measurable Results** - It shows 1) your qualifications for the job, 2) your knowledge of the organization, and 3) how you accomplished what's on your résumé.
- **Demonstrate What You Have To Offer** - Let them see, through your skills and expertise, how you can benefit the employer.
- **Use Standard Business Protocol** - Write clearly and concisely, and check your letter for spelling and grammar.
- **Send Your Letter To A Specific Person** - Identify the person who is likely to make the hiring decisions.
- **Format:**
 - **Header:** Use same header as you used for your résumé
 - **Greeting:** Dear Mx. (if pronouns aren't known)
 - **First Paragraph:** Tell why you're writing. Name what you are applying for at the organization. If you spoke with an employee at the organization, include their name. Also mention why you are interested in the position using specific information about the organization.
 - **Second/Third Paragraph:** Tell how your qualifications match what the employer is seeking. Give specific examples. State one or two of your qualifications that you think would be of interest to the employer that might help you stand out among other candidates. Tell why you are particularly interested in this type of work. Point out any related experience/specialized training. Expand (don't repeat) on the information contained in your résumé.
 - **Final Paragraph:** Reiterate your interest, make the "ask" for an interview by stating your desire to talk with them, and thank the reader for their consideration.
 - **Closing:** "Sincerely," is the standard, but "With appreciation," "Best regards" also work and then include your signature/name

CURTIS HUNTLEY
Claremont, CA

Header -
student's name
is **bolded** and in
CAPS to stand
out

(909) 999-9999
cah2XX@mymail.pomona.edu

Current Date

Hugh R. Hired
Executive Director
Health Access for All
123 Mountain Place
Main Town, CA 90005

Dear Mx. Hired,

When possible,
address to a
specific person

This section
mentions a
particular class
and how the
knowledge
relates to the
position

Clear and
concise
introduction

Lists an email
address that is
appropriate and
easily identifiable
to employer

Highlights a specific
aspect of the
organization that is
appealing

I am writing to apply for the Marketing Intern position at Health Access for All. I am a sophomore majoring in Public Policy Analysis with emphasis in Biology at Pomona College. I learned about this position through Pomona College's Career Development Office that attracted me to your organization is its clear mission to enhancing the wellness of those who lack access to adequate healthcare through education and outreach.

Last semester, I took a class titled the Politics of Food and Community and studied how the lack of access to healthy food options for a community directly impacts the health and well-being of its residents. What was encouraging and inspiring about this class is how we examined communities that took a grassroots approach to advocating for greater health access through new park development and the availability of grocery stores offering affordable healthy food options (such as locally-sourced produce). In this internship, I would use this knowledge to present ways that Health Access for All can educate the community about food injustices through the organizations' website and ways that residents and community leaders can advocate for greater health access.

In addition, I currently serve as the Student Liaison for the Public Policy department at Pomona College. Through this experience, I have developed skills in effectively planning and marketing events. For example, I was responsible for **planning** a panel of education policy leaders last spring and I learned to **manage time effectively**, widely **market** the event to students, and **collaborate** with faculty to identify speakers. I would use these skills to effectively manage my time and plan community outreach events for Health Access for All.

I welcome the opportunity to put my skills and experience to work for Health Access for All and look forward to further discussing my qualifications in person. Thank you for your time and consideration. I can be contacted at 909-607-0111 or at cah20XX@mymail.pomona.edu.

Sincerely,

Curtis Huntley

An electronic signature is
not necessary, using a
script font is suffice (font
used: **freestyle script**) or
type your name

Identifies ways this
knowledge can be
applied to benefit the
organization

Specific skills are
teased out from
this experience
(see highlighted
phrases).

IMA NEWGRAD

909-607-0000 • isn20XX@mymail.pomona.edu

Current Date

Liv Dawork
Product Design Director
Ingenious Toy Company
1 Andonly Way
Job Town, CA 90000

Dear Liv Dawork:

I am writing to apply for the position of Product Design Assistant, which I learned about through the Career Development Office. As a graduating senior at Pomona College, I am interested in the position because it offers the opportunity to use my graphic design background, my interest in foreign languages and cultures, as well as the chance to put my skills to work in the toy manufacturing industry.

As an intern for ABC Toys, I honed my creative and market research skills in toy design development. Through this internship, I assisted the creative development team in creating illustrations by using Adobe Illustrator for a toy aimed at helping kids ages 2-4 to identify animals that live in jungles. My internship also afforded me the opportunity to gain a great perspective on how the toy manufacturing industry functions. Additionally, I spent several summers working with children as a camp counselor, which provided me with tremendous insight into children's interests and activities. These experiences combined with my enthusiasm and ability to learn quickly make me an excellent match for the position.

In learning about the Ingenious Toy Company, I found it interesting that there are various products that help kids learn basic words and phrases in French and Italian. I have travelled throughout Europe and understand the importance of an awareness of other cultures and traditions and desire to be part of a company that also shares those values.

I would welcome the opportunity to put my skills and experience to work for Ingenious Toy Company and look forward to further discussing my qualifications with you in person. I can be reached at 909-607-0000 or by email at isn20XX@mymail.pomona.edu. Thank you for your consideration.

Sincerely,
Ima Newgrad



PREPARED BY
THE POMONA COLLEGE
CAREER DEVELOPMENT
OFFICE

☎ (909) 621-8144

✉ cdo@pomona.edu

🌐 cdo.pomona.edu

