

## MAKE YOUR CAREER EPIC!

**Explore** career paths and learn about yourself.

**Prepare** to market yourself in your field.

**Implement** your plan through internships, volunteer work, and other field experiences.

**Career Launch!**

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# RESUME AND COVER LETTER GUIDE

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MEDIA, COMMUNICATIONS & TECHNOLOGY  
CAREER COMMUNITY



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# Your Career Community

Individuals interested in Media, Marketing and Communications tend to be creative, unstructured, unconventional thinkers, and imaginative. They may possess musical, artistic, and literary skills, as well as value originality. These individuals also enjoy innovative and open experiences over organized and structured activities.

**Related career paths include:** Communications & Broadcasting, Corporate Communications, Animation, Motion Graphics, Web Design, Graphic Design, Journalism, Marketing, Music, Entertainment & Media, Performing Arts, Public Relations, Visual Arts

By joining this community, you will hear from your career coach about events, internships, resources, and advice specifically for your career interests. You will have opportunities to talk with your peers, with your career coach, and learn to connect with employers and alumni from your areas of interest.

To join the **Media, Marketing and Communications** Career Community Career Community click [here](#).

## Your Career Coach



**Liam Ross-Fitzgibbons**  
Associate Director  
(914) 674-7298  
[LRossfitzgibbons@mercy.edu](mailto:LRossfitzgibbons@mercy.edu)

### To make an appointment:

Schedule online: <https://mercy.joinhandshake.com/>  
(Log in, Click Career Center (top right), Click Appointments)  
Schedule by phone: (914) 674-7298  
Schedule in person: Bronx Campus 2150

### To drop in:

Contact your Career Coach to find out about drop-in hours.  
They may vary by semester.

Individuals interested in Media, Marketing and Communications tend to be creative, unstructured, unconventional thinkers, and imaginative. They may possess musical, artistic, and literary skills, as well as value originality. These individuals also enjoy innovative and open experiences over organized and structured activities.

Opportunities can be found in every sector from nonprofit organizations, education, and government to Fortune 500 companies. Whether you are interested in working in a museum, a lifestyle start-up, a civic arts council, an established corporation, somewhere in-between, or somewhere beyond, you can find positions

Once you have a sense of the path you want to pursue, it's time to start preparing to market yourself! This guidebook will take you through two of the most important marketing documents you need: your resume, and your cover letter(s). In addition to using this guide, make sure to attend career events and workshops and/or meet with your career coach to discuss these more in depth.

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## Resumes

Your resume is your primary marketing document. It summarizes your experiences and skill sets in a simple, easy-to-read format that employers can quickly browse to assess your qualifications for a position. The main goal of your resume is to land you an interview for a job, internship, or volunteer position. Most of the time, you will submit your resume to an employer for a specific position that you see listed online or hear about from someone you know. Sometimes, you might be asked to share your resume for networking purposes or in case a position opens up later.

A great resume accomplishes the following:

- Summarizes your educational background, including anything in progress (so don't forget to list your Mercy degree!)
- Lists any career-related requirements for your field that you have completed or are currently completing (e.g., certification, field hours, etc.)
- Clearly displays your professional experiences, including organization, location, years, and any promotions
- Gives examples of how and when you demonstrated high level skills (through your accomplishment statements)
- Demonstrates any leadership and teamwork experience you have
- Lists any computer, language, and other concrete skills that are important to your field, or are important to share
- Is formatted cleanly and easy to scan quickly

This section contains helpful tips and formats to help you design and write a resume that showcases your unique combination of experiences. (Note: the resumes discussed in this guidebook are job-focused resumes. At some point, if you apply to a graduate program, you may be asked for a similar document called a Curriculum Vitae, or CV. This is a similar, but slightly different, type of document and we recommend reaching out to your career coach for assistance in formulating your CV). In order to apply to positions listed in Handshake, you first need to upload your resume, and have it approved by your PACT Mentor or Career Coach. To have your resume approved, it must meet all of the specifications in this guidebook, and follow Mercy Format.

## RESUME DO'S

Use this checklist to make sure your resume is formatted properly:

- ☐ Resume is maximum one page (with a few exceptions).
- ☐ Resume is proofread for spelling and grammar – one mistake could cost you the job!
- ☐ Experiences are listed in reverse chronological order (most recent to least recent) in each section.
- ☐ Font size and typeface are consistent (except for name size).
- ☐ Font size is between 10pt and 12pt, with name in size 16pt and bold.
- ☐ Margins are consistent on all sides, and between 0.5" and 1."
- ☐ All dates are aligned far right, and spelled out (including months).
- ☐ Bullets are formatted using strong verbs in the correct tense (present tense for current positions, past tense for previous positions).
- ☐ All text is written directly in the document – there are no headers or footers, tables, columns, or text boxes (your resume won't make it through an Applicant Tracking System with these).
- ☐ Under Education: formal degree is title spelled out (e.g, Bachelor of Science – not B.S.).
- ☐ Under Education: graduation date is listed (e.g., Expected May 2020) – not dates of attendance.
- ☐ Under Experience, Volunteer, Activities, etc.: dates are included (start and finish) for each listing.
- ☐ Under Skills: you have included each program or language and level of proficiency.

## RESUME DON'TS

Use this checklist to make sure you haven't made these common resume mistakes!

- ☐ Don't include an Objective. They are technically allowed on your resume, but based on our employer feedback we don't recommend one. Your objective is to land an interview for that position!
- ☐ Don't let your resume exceed one page, and don't use tiny font or margins to make it fit.
- ☐ Don't use an illegible font (stick with something easy to read - avoid Curlz MT).
- ☐ Don't use elaborate or unconventional formatting, designs, colors, or symbols – they make your resume stand out, but in a negative way.
- ☐ Don't use full sentences; employers won't read them. The first time they see your resume, they scan it for 5-7 seconds.
- ☐ Don't include "I" but still write in the first person, and make sure you use the correct tense.
- ☐ Don't include an unprofessional email address. Just use your name (and numbers) if necessary. Your [mercy.edu](mailto:mercy.edu) email is perfect, but make sure you check it frequently!
- ☐ Don't overload your resume with jargon.
- ☐ Don't list your hobbies. Hiring managers only care about what you can do for their organization.
- ☐ Don't include any unnecessary personal information like height, weight, marital status, religion, photo, or social security number.
- ☐ Don't include references, or a line that says "references available upon request." This is understood.

## **RESUME SECTIONS**

<b>HEADING</b>	This is at the very top of your resume, and includes your name, phone number, email address, location (city and state), and links to any professional sites you want to share, such as your LinkedIn profile.
<b>EDUCATION</b>	You should at least include Mercy College. You can also include any prior institutions that you transferred from. You may include your high school until you are a Sophomore in college. If your GPA is 3.0 or over, you are encouraged (but not required) to list it on your resume to advertise your achievement.
<b>SKILLS</b>	This is usually at the bottom of your resume. List computer skills, languages, and any other hard skills you'd like to advertise (such as laboratory skills). Soft skills, such as teamwork, leadership, and interpersonal skills, should not be listed in this section. Instead, you will demonstrate these through your accomplishment bullets, and you can discuss them in your cover letters and interviews.
<b>EXPERIENCE</b>	Also sometimes listed as Professional Experience or Work Experience. These positions are usually paid, but could also include internships or other unpaid experiences that are directly applicable to your field. List the organization, location (city, state), your title, your dates of work, and a few accomplishment statements as bullet points that describe what kind of work you contributed and what kinds of skills you used. Whenever possible, show measurable results or quantify your work.
<b>TECHNICAL SKILLS</b>	If you are a computer science, information technology, or cyber security major you will want this section. This section will go above your experience and is a place for you to highlight various computer skills you have acquired. You can list out computer languages, software, hardware, operating systems, networks/protocols, and technical certifications all in this section.
<b>PROJECTS</b>	Listing your personal or academic projects can help you to highlight the hard skills that employers will be searching. If you coded something impress in class or on your own this is a great place to talk about it. Even spending time in the recording studio might be advantageous to put on your resume.
<b>VOLUNTEER EXPERIENCE</b>	List any recent or relevant volunteer work you've done. You can format this section exactly like your "Experience" section, or you can simply list each experience on one line, without bullets.
<b>ACTIVITIES</b>	List any clubs, athletic teams, or similar co-curricular activities you've participated in. If these are very relevant to your career path, you can format them exactly like your "Experience" section. Otherwise, simply list each activity on one line to save space.
<b>HONORS AND AWARDS</b>	List any academic awards (such as Dean's List or departmental awards), notable scholarships, or other awards you've received outside of school (e.g., Employee of the Month).
<b>RELEVANT</b>	You might decide to include relevant coursework if you don't have enough

<b>COURSEWORK</b>	experiences to fill out your resume yet, or if you want to make sure an employer knows about some specific courses you've taken. This section would fall under Education, either as a sub-heading in that section, or with a heading of its own.
<b>LICENSES AND CERTIFICATIONS</b>	If you are pursuing a licensed or certified profession, this section will ultimately be at the top of your resume when you are close to earning that credential. In the meantime, if you hold other certifications (e.g., CPR or First Aid) you can list them in this section.
<b>PROFESSIONAL PROFILE</b>	Also known as a Summary. Used only by experienced professionals to further summarize their relevant skills and implement higher level key words. If included, this would be the first section of your resume, right under your Heading.

## ACTION VERBS

Each bullet on your resume should begin with a strong verb that indicates the skill you used in that accomplishment. Below are some verbs to help you write strong bullet points:

Management	Communication	Clerical	Research	Creative
administer analyze assign attain chair contract consolidate coordinate delegate develop direct evaluate execute improve increase organize oversee plan prioritize produce recommend review schedule strengthen supervise	address arbitrate author correspond develop direct draft edit enlist formulate influence interpret lecture mediate moderate motivate negotiate persuade promote publicize reconcile recruit speak translate write	approve arrange catalogue classify collect compile dispatch execute generate implement inspect monitor operate organize prepare process purchase record retrieve screen systematize tabulate validate	clarify collect critique diagnose evaluate examine extract identify inspect interpret interview investigate organize review summarize survey systematize	act conceptualize create design develop direct establish fashion found illustrate institute integrate introduce invent originate perform plan revitalize shape

Helping	Technical	Teaching	Financial
assess assist clarify coach counsel demonstrate diagnose educate expedite facilitate familiarize guide refer rehabilitate represent	assemble build calculate compute design devise engineer fabricate maintain operate overhaul program remodel repair solve train upgrade	adapt advise clarify coach communicate coordinate develop enable encourage evaluate explain facilitate guide inform initiate instruct persuade set goals stimulate	administer allocate analyze appraise audit balance budget calculate compute develop forecast manage market plan project research



## **SAMPLE BULLETS**

Some positions are very common jobs for people to take, especially early on, as part time jobs or resume builders. If you've held one of those jobs, we've developed some bullet points for you to use – but be sure to edit them if they don't completely describe your own experiences. You can also use these bullets as examples of how to write your own accomplishment statements for these and other positions.

### **Babysitter**

- Oversee and care for children in the nonattendance of parents at employer's home
- Maintain a healthy and safe environment for children
- Organize and participate in activities such as games, crafts, reading and outings
- Prepare daily meals for family members
- Transport children to and from activities
- Supervise homework to ensure it is complete

### **Cashier**

- Handle financial transactions between guests and company
- Advise customers on purchases and provide excellent customer service
- Developed reputation for prompt, efficient service with high level of accuracy
- Maintain thorough knowledge of store merchandise
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Ensure customers are satisfied with order and transaction

### **Lifeguard**

- Led group swimming lessons for children ages X-X, and provided instruction and support for beginning and intermediate swimmers
- Upheld the pool's safety standards, preventing swimming accidents through vigilant supervision
- Provided first aid care for on-site injuries
- Implemented the latest methods in lifeguarding and water safety techniques

### **Camp Counselor**

- Designed and planned camp activities for children ages 8-12
- Implemented daily schedule, and directed and supervised children in planned activities
- Ensured safety, personal care and discipline of children
- Instructed campers regarding (insert activities here)
- Demonstrated use of camp equipment to campers
- Monitored daily arrival and departure of campers

### **Bookkeeper / Administrative Assistant**

- Processed payroll weekly for employees
- Audit billing process for clients
- Ensure all transactions are recorded properly in QuickBooks
- Managed monthly payroll for 50 employees, at approximately \$9000 per month
- Maintained data on various programs in Excel
- Managed office communications and traffic flow including phones, email, visitors and guests

**Tutor**

- Instruct students in various mathematics courses
- Teach students about proper study habits and support resources available on campus
- Assist students with organizational skills and time management
- Designed lesson plans to ensure students' academic growth and comprehension

**Sales Associate**

- Assisted customers in the selection of clothes and accessories
- Managed inventory to optimize space
- Organized displays to showcase current store inventory

**Restaurant Server**

- Present menu to patrons and answer questions about menu items
- Provide customers with a pleasant dining experience and quality service
- Conduct final check of food items prior to serving customers to ensure quality maintenance
- Prepare checks and collect customer payments
- Clean all work areas, equipment, utensils, dishes and silverware and ensure they are stored appropriately in accordance with state law

**Coach**

- Develop the skills and fundamentals of the sport to athletes
- Create a strong atmosphere of sportsmanship among athletes
- Coordinate team travel to away matches
- Prepare materials for parents, students, and administrators
- Oversee pre-season camps and all non-game events
- Assist with presentation and analysis of game day film to improve on players skills

**Studio Engineer**

- Manage recording sessions in a professional studio
- Setup and properly place microphones and other equipment
- Operate hardware EQ and compression during recording sessions

**ACTIVITIES****Club XYZ – President**

- Planned and executed events to increase awareness for club cause
- Created marketing materials to advertise for club events
- Recruited new club members via social media outreach
- Participated in fundraisers for Relay for Life

**Club XYZ – Secretary**

- Transcribed and distributed bi-weekly meeting minutes
- Monitored and recorded member attendance
- Assisted Club President with creating marketing materials for club events
- Ensured organization of all club materials and files
- Maintained club and member calendar

#### **Club XYZ – Member**

- Participated in club meetings and provided ideas for fundraising efforts

#### **“The Impact” – Mercy Newspaper – Staff Writer/Editor**

- Write articles for the monthly publication producing two articles per issue
- Create columns for the website on various topics
- Conducted interviews to produce articles and columns

## **MERCY FORMAT & RESUME SAMPLES**

Based on our collective experiences hiring, working with employers, and learning from industry professionals, the CPD team has put together a Mercy Format that we believe will help you put your best foot forward when it comes to your resume. We strongly encourage you to use this, and not any of the templates you can find online or in Word. Only resumes in Mercy Format will be approved for use in Handshake. If you want to use a different format, consult your Career Coach first! On the following pages are some samples in Mercy Format to help you create or update your resume. Remember to remove the “sample” banner from the top left corner for your own use.

First Name Last Name

Port Washington, NY  
(123) 456-7890  
[jmaverick@mercy.edu](mailto:jmaverick@mercy.edu)

EDUCATION

**Mercy College**, Dobbs Ferry, NY  
*Bachelor of Science in Media Studies: Radio and Television* Expected May 2022

**Port Washington High School**, Port Washington, NY  
*High School Diploma* June 2018

HONORS AND AWARDS

*Member*, National Honor Society 2015 – 2017

EXPERIENCE

**Wild Honey**, Port Washington, NY  
*Server* June 2017 – Present

- Present menu to patrons and answer questions about menu items
- Provide customers with a pleasant dining experience and quality service
- Prepare checks and collect customer payments
- Clean all work areas, equipment, utensils, dishes and silverware and ensure they are stored appropriately in accordance with state law

VOLUNTEER EXPERIENCE

**Town of Hempstead Animal Shelter**, Wantagh, NY  
*Volunteer* July 2017 – Present

- Collaborate with staff members and volunteers to ensure daily care for animals including bathing, walking, and feeding
- Clean and prepare cages and reception area

**Relay for Life**, Port Washington High School  
*Participant* 2014 – 2017

- Raised money, recruited volunteers and helped coordinate annual event at school

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint  
Language: Fluent Spanish

First Name Last Name

Yorktown Heights, NY 10598 • (123) 456-7890 • [Abcdefg@mercy.edu](mailto:Abcdefg@mercy.edu)

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**EDUCATION**

**Mercy College**, Dobbs Ferry, NY

*Bachelor of Science in Media Studies: Journalism*

Expected May 2021

- GPA: 3.32
- Quill Award

**EXPERIENCE**

**BronxNet Studios**, Bronx, NY

*Intern*

September 2018 – December 2018

- Operated and controlled cameras on the floor for live broadcast in the controlled camera unit (CCU)
- Instructed team members as the floor manager for live broadcast
- Worked as graphics operator for live broadcast

**Camp Nabby**, Mohegan Lake, NY

*Counselor*

Summer 2017

- Designed and planned camp activities for children ages 8-12
- Implemented daily schedule, and directed and supervised children in planned activities
- Supervised two Counselors in Training

*Counselor in Training*

Summers 2015 – 2016

- Partnered with fellow Counselor in Training to supervise campers ages 8-12, under supervision of Counselor
- Ensured safety, personal care and discipline of children
- Monitored daily arrival and departure of campers

**LEADERSHIP & ACTIVITIES**

**The Impact, Mercy College Newspaper Publication**, Dobbs Ferry, NY

*Associate Editor/Staff Writer*

January 2018 – Present

- Write articles for the monthly publication producing two articles per issue
- Develop columns about sports, current events, and pop culture
- Conduct interviews with local authors, professors, police officers, Israeli Defense Force Active Duty Reservists, podcasters, and small business owners

**Mercy College Theater Club**, Dobbs Ferry, NY

*President*

September 2017 – Present

**SKILLS**

*Computer:* Microsoft Word, Excel, and PowerPoint

*Language:* Intermediate Spanish; Basic French

First Name Last Name

Bronx, NY 10000 • (123) 456-7890 • [jmaverick@mercy.edu](mailto:jmaverick@mercy.edu)

EDUCATION

Mercy College, Dobbs Ferry, NY

Bachelor of Science in Music Production and Recording Arts

Expected May 2020

- GPA: 3.86

Relevant Courses: Audio Production, Music Theory, Electronic Music, Live Sound, Music Business

RELATED EXPERIENCE

Independent Studios, Yonkers, NY

Engineer Intern

May 2016 - Present

- Manage recording sessions in a professional studio
- Setup and properly place microphones and other equipment
- Operate hardware EQ and compression during recording sessions

Professional Audio Engineer, New York, NY

Freelance Audio Engineer

January 2016 – Present

- Track, mix and produce various local artists and touring acts
- Record using more than 30 inputs
- Set up, break down and mix with PA systems

ADDITIONAL EXPERIENCE

Antonio’s Trattoria, Bronx, NY

Server

June 2015 – January 2016

- Present menu to patrons and answer questions about menu items
- Provide customers with a pleasant dining experience and quality service
- Prepare checks and collect customer payments
- Clean all work areas, equipment, utensils, dishes and silverware and ensure they are stored appropriately in accordance with state law

ACTIVITIES

President, Music Technology Club

Fall 2016 – Present

Member, Mercy College A Capella

Fall 2016 – Present

Member, Creative Writing Club

Spring 2016 – Present

SKILLS

Audio Engineering Software: Pro Tools, and Logic Pro X

Computer Software: Microsoft Office (Word, Excel, and PowerPoint), Google Docs

Instruments: guitar, bass guitar, and percussion

## First Name Last Name

Bronx, NY • (123) 456-7890 • [jmaverick@mercy.edu](mailto:jmaverick@mercy.edu)

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### EDUCATION

**Mercy College**, Dobbs Ferry, NY

*Bachelor of Science in Cyber Security*

May 2020

- GPA: 3.53

### TECHNICAL SKILLS

**Program Languages:** Python, HTML, JAVA, and SQL

**Operating Systems:** Microsoft Windows 7/8.1 and 10, Windows Server 2003, Android, Mac Os X

**Software:** Microsoft Office Suite, Novell, eDirectory, Active Directory, Technology Service, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, AutoCAD.

**Networks & Protocols:** LAN/WAN, TCP/IP, DNS, POP3, SMTP, FTP, TFTP, Ethernet, Cisco Routers, wired and wireless switches, WAP, VPN, PPP

**Certification:** *CompTia A+*

### EXPERIENCE

**Ellucian**, Dobbs, NY

*IT Help Desk*

April 2018 – Present

- Monitor and conduct troubleshooting of computer systems
- Participate in hardware and software maintenance projects
- Resolve all requests for computer support and maintenance
- Provide remote desktop support utilizing email, phone, and screen sharing
- Install firewalls, virus software, and configure VPN

**IBM**, Austin, TX

*Remote Intern*

September 2017 – December 2017

- Completed tasks to help develop Artificial Intelligence
- Tracked and submitted data into online database

### LEADERSHIP & ACTIVITIES

**Mercy College Computer Club**, Dobbs Ferry, NY

*President*

September 2016 – Present

- Lead biweekly club meetings
- Discuss current events in regards to Computer Science
- Organize fundraisers for Yonkers High School Mac Lab donations

**Mercy College Video Game Club**, Dobbs Ferry, NY

*Member*

September 2016 – May 2017

- Attended weekly meetings and club events
- Assisted in coordination for club events and fund raisers

### OTHER SKILLS

**Language:** Fluent in Spanish



# Cover Letters

When you have the option of speaking with a potential employer in person, at a career fair for example, you have a chance to talk with them about your background, strengths, career goals, and interests with their organization. When you apply online, or through another method that is not face-to-face, you instead need to write a letter that conveys that information. This accompanies your resume, and is known as a cover letter.

Some positions will require a cover letter as part of the application. However, even if a cover letter is not a requirement, we strongly recommend that you write one anyway. Cover letters show that you have carefully considered the position and determined how you would be a strong candidate. They also provide an opportunity for you to demonstrate your writing skills, which are necessary in any profession.

A great cover letter accomplishes the following:

- Identifies the exact position you're applying for
- Summarizes your strengths and experiences that are *relevant to the job description*
- Gives examples of how / when you developed or demonstrated those particular skills
- Explains why you are interested in that particular organization or position (demonstrating a deep understanding of the job description and some additional research of your own)
- Helps the hiring manager understand how this position fits into your short term and long term career plan
- Identifies specific people who are acting as a referral into the position (if that's the case)
- Alleviates any concerns or red flags that you think they might have when reading your resume

## COVER LETTER FORMATTING

Cover letters are written in a business letter format. Use this checklist to make sure your letter is formatted properly:

- ☐ Use the same heading (name and contact information), font, and margins as your resume to maintain a consistent look in your documents.
- ☐ Align the entire letter flush left – do not indent any lines.
- ☐ Write out the date (month, day, year) at the top left.
- ☐ Write out the full street address of the company (even though you will likely not be mailing it), including the name and title of a specific person, if the job description lists someone. You may have to research the address if it is not included in the job description.
- ☐ Address your letter to the specified contact. If you do not have a contact name, use something like "Dear Hiring Manager" or "Dear Hiring Committee." Do not use "To whom it may concern," as this is outdated and impersonal.
- ☐ Write your content, referring to the qualifications in the job description. Do not exceed one page. The standard cover letter is broken into 3 paragraphs, but use whatever paragraph structure makes the most sense for your letter.
- ☐ "Sign" your letter with your full name (this may be typed rather than signed in pen).



## COVER LETTER TIPS

- **Write a new letter every time.** This adds time to every application, but it is worth it. If you copy and paste a cover letter, or use *Save As* to use an old letter as a template, it will be obvious to a hiring manager that you did not write the letter to them specifically. Even if you change the pieces that you think are important, it's clear when you try to fit a previous cover letter to a new position. And, in the worst case scenario, you might forget to change all instances of the organization name or position title, and your application will not be considered.
- **Tell your story.** Writing your letter is more than using a template and dropping in your skills, work history, and the name of the company. All of those elements should be included, but they should be presented in a cohesive letter that helps the employer understand where you are in your career path, where you plan to go, and how this position fits into that plan.

**Employer Insight** → When you are applying to an internship or job, employers may have a few things in mind:

- *Will this applicant make the most of the experience?*  
For internships, employers often disrupt their daily operations to teach you, so they want someone who will learn a lot and represent them positively when they eventually move on to something else. In the case of a full time job, employers want someone who will enthusiastically contribute to their position (and maybe beyond), so they want a motivated team player.
  - *Will this applicant contribute meaningfully to my team / projects?*  
Whether you're in an internship or a full time position, employers want to feel confident that the time, energy, and money they invest in training and supporting you will be worthwhile and that you will make a meaningful impact.
  - *Could this applicant eventually work for me full time / will this applicant stick around?*  
A job offer is *never* a guarantee after an internship, but some employers hire interns with the intent to observe and assess them for potential full time opportunities. And, even if that is not their original intention, interns who perform very well are often considered for full time jobs – at graduation, or in the future. In the case of a full time job, a potential employer wants to feel confident that you will stay in this job for a while, and not cause them to go through another hiring process very soon.
- **Don't overshare.** There is a very fine line between *genuine* and *too personal*. You do want to be honest during the hiring process, but you don't have to tell an employer everything. Leave out information about your family, hobbies, health, etc. In addition to being unnecessary, an employer might find it unprofessional of you to share those details. And, there are also certain subjects that you avoid to protect yourself from illegal discrimination.

## **MERCY FORMAT & COVER LETTER SAMPLES**

On the following pages are some samples in Mercy Format to give you an idea of how to formulate your cover letters. Cover letters do not need to be approved for use in Handshake, but you are strongly encouraged to have at least your first letter reviewed by your Career Coach to make sure you are on the right track!

First Name Last Name  
Dobbs Ferry, NY 10522  
(123) 345-6789  
Jmaverick@mercy.edu

August 5, 2020

Virtue and Vice Studios  
54 Franklin Ave,  
Brooklyn, NY 11205

Dear Hiring Manager,

I am writing to you with regard to the Art Director Internship, posted on Greenhouse. I'm interested in this position because I'm very interested in the convergence of art, design, and business. I've been a fan of Vice for several years now, particularly their attention to aesthetic detail. I've been a photographer for the past 5 years and have developed, in my opinion, a strong eye for aesthetics and design.

As I mentioned above, I am a professional photographer with 5+ years of experience shooting fashion, lifestyle, street, and editorial photographs. In addition to that, I am studying Media Studies at Mercy College. Over the past few years, I have been fortunate enough to have several impactful experiences working as a photographer. From winning a photo contest, to having my work printed and hung on the walls of various stores. In this time, I have developed a strong understanding of Adobe software, specifically Lightroom and Premiere Pro, as well as Photoshop and some InDesign.

I am also an intern at Treble. Treble is an online platform aimed at connecting up-and-coming musicians with the people and resources they need to create music, develop their brands, and grow as an artist. My role, so far, has been to capture images at their weekly 'Treble Tuesday' events. I take photos and videos that both highlight the performances of the night and the sponsors of Treble. The branded content we make is very important in keeping the sponsors interested in supporting Treble as a company.

This experience working as a freelancer, student, and intern has prepared me to be able to thrive in a position like an Art Director Intern. I think my passions for design and business, coupled with my relentless work ethic and drive to learn and grow, will help me be a good fit. I appreciate you taking the time to read my cover letter and I look forward to speaking more in depth about my qualifications. You can contact me by email at Jmaverick@mercy.edu.

Best,  
John Maverick

First Name Last Name  
Dobbs Ferry, NY 10522  
(123) 345-6789  
Jmaverick@mercy.edu

September 7, 2020

Sony Studios  
New York, NY

Dear Hiring Manager,

I am writing in reference to the Studio Engineer position on the Mercy College job board. My educational background in Music Technology, along with my professional experience, makes me an excellent candidate for this role. Having experience in various studio internships and experience in recording will make me an asset to Sony Studios.

I had the opportunity to intern at Studio G Brooklyn as a Studio Engineer Intern. During my experience, I had the opportunity to record many local artists. I gained experience working directly with artists and took part in creating their records. I learned to properly set up equipment and gained experience operating hardware EQ and compression during recording sessions. Additionally, I was able to gain a strong understanding of Logic Pro and Pro Tools.

I have also had the opportunity to be a student worker at the Mercy College Recording Studio. I worked on a number of student projects, helping the student musicians create tracks and offer my assistance. In collaboration with the studio engineer, I was able to record outside clients that used the studio. I maintained the organization of the studio and troubleshoot any issues that arose with the equipment and technology.

Please find my resume attached which further describes my experience and education. I believe my previous experiences in recording will make me an effective and successful Studio Engineer. I would appreciate the opportunity to speak with you about how I could contribute Sony. Thank you for your time and consideration.

Sincerely,  
Jane Maverick

First Name Last Name  
Dobbs Ferry, NY 10522  
(123) 345-6789  
[Jmaverick@mercy.edu](mailto:Jmaverick@mercy.edu)

September 4, 2020

Westchester County Department of Information Technology  
148 Martine Ave  
White Plains, NY 10601

Dear Hiring Manager,

I am writing in reference to the Cyber Security Internship at Westchester County that I saw on Mercy College's job board. I have spent many years programming and creating new applications using Python, C++, PHP, and JAVA. These included security applications designed to test or enhance a system's security. As a resident of Westchester County, I am very excited to apply what I have learned and to develop my skills while serving my community.

I have learned various skills in my courses at Mercy College to harden servers and secure data. I am familiar with SQL injection, Cross Site Scripting, CSRF, packet sniffing, denial of service, MITM attacks, and have analyzed the OWASP 10 composition. My network security training has given me the knowledge to work in a professional environment. I have worked with IIS and Apache servers on virtual systems. Over the years, I have examined source codes from many exploits, spyware, malware, and other forms of malicious code.

I am able to effectively work with a team and communicate frequently to relay useful information. I have leadership skills from my previous role as a help desk technician and in my college courses. I am able to motivate others to stay focused on their tasks and properly guide others in a team to ensure consistency. I am very organized and able to manage my time properly.

Please find attached my resume, which further describes my experience and education. Thank you for your time and your consideration. If you have any questions, please reach me at [Jmaverick@mercy.edu](mailto:Jmaverick@mercy.edu) or (123) 345-6789.

Best of Regards,

John Maverick

First Name Last Name  
Dobbs Ferry, NY 10522  
(123) 345-6789  
Jmaverick@mercy.edu

August 5, 2020

Hiring Manager  
New York Power Authority  
White Plains, NY 10603

Dear Hiring Manager,

I am writing in reference to the Programmer position on the Mercy College jobs board. My educational background in Computer Science, along with my professional experience, makes me an excellent candidate for this role. Having experience in various technical internships and experience in cyber security will make me an asset to New York Power Authority.

I had the opportunity to intern at Con Edison as a Web Development Intern. During my internship at Con Edison, I created an Excel macro that enabled my manager to check reports for errors. This reduced the time spent on checking for errors from a few hours to a few minutes. I was also given the opportunity to help create and design pages of their website. I utilized JavaScript to complete multiple projects on their website and was able to contribute to the launch.

During my time at Mercy I utilized many different computer languages for various academic projects. I have experience using Python, Java, C++, and SQL. I also had the opportunity to work as a student worker at Mercy's College IT department. During my internship, I learned valuable professional skills such as troubleshooting, remote support, and incident management. I was able to resolve over 150 requests and 4 incidents. Whether working on academic, extracurricular, or professional projects; I apply technical, problem-solving, and analytical skills.

Please find attached my resume, which further describes my experience and education. I believe my previous experiences in programming will make me an effective and successful programmer at New York Power Authority. I would appreciate the opportunity to speak with you about how I can contribute to New York Power Authority. Thank you for your time and consideration.

Sincerely,

Jane Maverick



DF Campus  
BX Campus  
MT Campus



CPD@mercy.edu



914.674.7203



Handshake

<https://mercy.joinhandshake.com/>

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