

Marketing Your Experience

A resume is your first opportunity to promote or “sell” your skills and experience to a potential employer. Most internships and full-time jobs require you to submit a resume and cover letter as your application. Think of these application materials as your chance to market yourself as an excellent fit for the position.

As a freshman or sophomore, your resume may list a broad range of experiences. However, as you look for more specific internships and full-time jobs as a junior and senior, it becomes increasingly important to tailor your resume to meet the needs of each employer. Your resume should highlight the key experiences that best represent the skills you will need for the desired position.

Choosing a Resume Format

Many kinds of experiences may be listed on a resume, such as internships, volunteer work, part-time jobs, leadership positions, co-operative education work, research, and on-campus activities. Depending on your background and the type of position for which you are applying, it is important to consider which experiences and style are most appropriate.

Chronological Resume (Samples 1-4)

We recommend that most students start with a chronological resume. It is the most common resume format. This style focuses on your education and work or leadership background. It is written in reverse chronological order, starting with your most recent experience. Use action verbs to describe your accomplishments in each position.

Functional or Skills Resume (Sample 5)

This approach is useful if you are transitioning to a new field. Based on the desired qualifications listed in the job description, you create skill sections highlighting your experiences and competencies. Action verbs are used to describe each accomplishment, which exemplifies a skill relating to the job qualifications. You then simply list the organizations where you worked, along with your title and dates, in a separate section.

Technical Resume (Samples 6-7)

Students in the School of Engineering and Applied Science may consider developing a technical resume. The focus is on

the student’s technical skills, coursework, and technical work experience, such as an internship or co-operative educational opportunity.

Typically, technically-oriented professionals such as Engineering Managers, IT Managers, and Research & Development Managers evaluate students’ resumes to determine how well they meet the job requirements. Therefore, it is important for engineering students to be specific and detailed in conveying their skills and abilities in a professional format.

Students are encouraged to bring their technical style resumes to be reviewed at the Engineering Communications Center in Urbauer Hall, Room 105 (resume reviews by appointment only - call (314) 935-5463 to set up an appointment).

Medical School Resume (Sample 8)

Students applying to medical school should utilize this format.

Resume Layout

Most resumes include several standard sections. You may decide to customize your section headings depending on your background and desired position.

Personal Contact Information

List your name, address, phone number, and e-mail. You may include both a local and permanent address. Your e-mail address should be professional and include your name. Make sure your voice message for the phone number that you list is appropriate for employers.

Summary/Objective

Summary/objective statements are highly recommended for technical resumes. In most cases, employers hiring for technical positions do not require a cover letter. The statement serves as an introduction to the resume. Students writing non-technical resumes are advised not include a summary/objective statement. Most employers will require a cover letter that will allow you to introduce yourself.

Education

Begin with the most recent degree you are pursuing or have earned. Include the institution, degree you will earn, your major(s) and minor(s), month and year of completion, and

location with city and state. List additional degrees in reverse chronological order. Additional educational experiences may also be listed in this section, including study abroad and other summer or academic programs. Transfer students with solid experience at another university might also list that educational institution. However, if you transferred after a year or less and have been at Washington U. for longer than the first institution, you may omit it from your resume. Dual degree students should list both institutions. Relevant, advanced and technical coursework can also be included in this section. List only courses that are relevant to the desired job. High school details should be included only in your freshman and sophomore years. By your junior year, your college experiences should replace any from high school.

Honors, Awards & Activities

List honors, awards and/or activities in a separate section or as a heading under the education section.

Experience

This section includes work, internship, co-ops, leadership, research, student group and volunteer experiences. Employers consider experience, paid or unpaid, an integral part of your resume. Highlight your accomplishments and skills related to each specific experience. As your resume becomes more tailored, you may want to break up your experience into categorized sections (e.g., marketing experience, nonprofit experience).

Computer/Technical/Language Skills

Indicate your knowledge of technical, foreign language, research, computer (software, hardware, platforms, programming languages, operating systems, applications) and other specialized skills. Be accurate with regard to describing your knowledge or proficiency level. Use appropriate wording to describe your language ability (fluent, proficient, or some knowledge). You can quantify your experience as well (e.g., two semesters of college-level French).

Resume Writing Tips

The best resumes are focused, concise, and visually appealing and speak to the employer's needs. Keep in mind the following guidelines.

- Focus on the employer's needs, not yours. What special characteristics would describe the employer's ideal candidate? Determine which of your qualifications best match that "ideal" candidate description and highlight those in your bullet points.
- Think about how your skills are transferable to a new environment and keep this in mind as you write descriptions of your past experiences. For example, customer service skills that you gained in retail could be transferable to other client-based work.
- Limit your resume to one page, make it visually clean, and ensure there are no spelling or typing errors.
- Begin your bullet points with action verbs (do not use

"responsibilities included"). Paint a picture of your experience by including specific duties, program names and actual numbers. Remember, when the employer initially reviews your resume you will not be present to provide explanations or insight.

- Use present tense for activities, internships or jobs with which you are still involved. Use past tense for activities or jobs you have completed.
- List your GPA if you are proud of it. GPA is more important in some fields than in others. If GPA is important in your field, list it with two decimal points (i.e. 3.47/4.0 not 3.5/4.0). If you have questions about whether or not to list your GPA, consult a Career Advisor.
- Check for consistency and parallel structure. Employers spend just seconds reviewing each resume; make the information on your resume easy to absorb. Make sure that each of your work, volunteer and internship experiences are in the same format. Always list the organization, title, location, and dates of employment/experience in the same order, style and font. Check your use of parallel structure in any bullet points.
- Use a conservative font such as Times New Roman and use 10-12 point type. In general, do not mix fonts within a resume. Top, bottom and side margins may vary between half-inch and one-inch.
- Spell out the names of organizations that go by acronyms. Employers may not be familiar with your campus clubs. In general, you should also avoid abbreviations, particularly when you have room to spell out the full word.

References

- Prepare a list of references on a separate page instead of writing "References available upon request." That way, you will have them ready to go if an employer asks for them. Copy and paste your name and contact information from your resume onto a second page and list the name, title, address, phone and e-mail of three to four people. Great people to list include professors, employers, student group advisors, and internship supervisors. Contact all references before you list them to ensure that they are comfortable acting as a reference for you. Once you have provided the reference list to an employer, contact each reference and provide him/her with the job title, description, company name and the name of the person who will be in contact.
- Print your resume and references page on quality 24 lb. white or off-white paper. Do not use regular copy paper.

Resume Reviews

Ask several people to review your resume for flow, grammar and formatting. For a critique, bring your resume to Quick Questions at the Danforth University Center, Suite 110. Technical resumes can be reviewed by appointment at the Engineering Communications Center in Urbauer Hall, Room 105.

Cover Letter Writing

A cover letter is your introduction to a prospective employer. Your letter should demonstrate your ability to think clearly and write persuasively. An effective cover letter makes you stand out as a candidate. In fact, some employers consider it even more important than your resume.

Your cover letter should create a link between the needs of the organization and your skills and experience related to those needs. Demonstrate your motivation, creativity and knowledge of the organization. Rather than restating what is on your resume, enhance your qualifications by describing HOW your past experience will benefit the employer. A cover letter should always accompany your resume. Occasionally, in engineering fields, a summary statement replaces a cover letter. Make an advising appointment to learn more about engineering summary statements.

Cover Letter Writing Tips

- Write a custom cover letter for each position and print it out on the same paper as your resume. Use the same font that you used on your resume so your materials look like a package.
- Address your letter to a specific person. If you do not have a name, call the organization and ask for the name and title of the person who should receive your letter. As a last resort, you may use “Dear Hiring Manager.”
- In general, cover letters specifically state the position you are seeking (do this in the first sentence), tell the reader why you think you should be considered and suggest the next course of action (e.g., you will follow up with a phone call).
- Research the organization, study the position description, and tailor your letter accordingly. Your initiative and knowledge will make your letter stand out from others. Resist the temptation to use a standard letter that only changes the company name.
- Focus on the reader’s needs, not yours. Make your qualifications clear and emphasize how you can help the organization.
- Limit the letter to one page. Business writing is different from academic writing. Keep it simple, straight-forward and to the point. See the samples in this packet.
- Make the most of referrals and connections. Name the person who referred you in the opening sentence. The familiar name will grab the reader’s attention. (See the prospecting letter on page 15.)
- Cover letters serve as a method to help employers evaluate your writing ability. Spelling and grammar must be perfect. Ask friends, mentors and advisors to review your letter and provide feedback. Read your cover letter out loud to pinpoint grammatical mistakes.
- For a critique, bring your cover letter to Quick Questions in the Danforth University Center, Suite 110. Technical resumes can be reviewed by appointment at the Engineering Communications Center.

Submitting Your Application Materials

There are several ways to send your cover letter and resume to an employer. Sometimes the position description indicates if the employer prefers or requires a particular method.

Hard Copy

Sending a hard copy of your cover letter and resume involves printing them on quality paper and sending them through the postal service. Some boxes of resume paper come with business envelopes. If you choose to use a 9 x 12 envelope, be sure to use correct postage. When possible, feed your envelope through the printer or make a label instead of hand writing the address.

E-mail

It is extremely important to exercise professionalism when corresponding with employers through e-mail. Be sure to use a concise, business-like style and check for spelling, punctuation and grammar. Choose an appropriate subject line. When applying for a job, an example of an appropriate subject is “Tom Lauer, Public Relations Assistant application.”

When you send your cover letter and resume via e-mail, we generally recommend that you send it as a MS Word attachment so it will print out as nicely as if you had mailed it. In a professional manner, introduce your attachments with a brief three to four sentence note in the body of the e-mail. Your note should reference the position to which you are applying. Be sure to include your contact information.

Online Application Forms

Some employers require applicants to paste resume information into online application fields. In this case, you may want to remove your resume formatting so that the information is organized and easy to read in electronic form. If an application requires you to list your skills, carefully consider those you wish to include and provide a comprehensive list. Applicants are often sorted by the skills and experiences provided on the application.

Most electronic resumes are sent in Microsoft Word (.doc) or Adobe Acrobat Reader (.pdf). However, some guidelines might ask you to submit your resume as text-based or ASCII format. A text-based resume will eliminate most of the formatting such as bold, italics, bullet points and underlining. Review your text-based resume before you submit it to the employer. Be sure to check spacing and page alignment if you are pasting it from a Microsoft Word document.

Employers in some industries are investing in computer systems that use OCR (Optical Character Recognition) technology to scan and screen resumes. You may want to work with someone at the Career Center if you have questions about preparing a scannable resume. Electronic and scannable resumes are only to be used at the employer’s request.

SAMPLE ACTION VERBS

Listed by Functional Skill Area in Alphabetical Order

Communication/ Interacting with People

Aided
Arbitrated
Advised
Apprised
Arranged
Clarified
Collaborated
Conferred
Consulted
Contributed
Coordinated
Counseled
Debated
Defined
Directed
Enlisted
Explained
Expressed
Helped
Influenced
Informed
Inspired
Interpreted
Interviewed
Manipulated
Mediated
Merged
Negotiated
Participated
Promoted
Recommended
Represented
Resolved
Spoke
Suggested
Unified
Verbalized
Wrote

Creative

Acted
Abstracted
Adapted
Composed
Conceptualized
Created
Designed
Developed
Directed
Drew
Fashioned
Generated
Illustrated
Imagined
Improvised
Integrated
Innovated
Painted
Performed
Planned
Problem Solved
Shaped
Synthesized
Visualized
Wrote

Detail Oriented

Analyzed
Approved
Arranged
Classified
Collated
Compared
Compiled
Documented
Enforced
Followed through
Met deadlines
Prepared
Processed
Recorded
Retrieved
Set priorities
Systematized
Tabulated

Financial

Administered
Allocated
Analyzed
Appraised
Audited
Budgeted
Calculated
Computed
Developed
Figured
Managed
Performed
Prepared
Projected
Tracked records

Investigative/ Research

Calculated
Catalogued
Collected
Computed
Correlated
Critiqued
Diagnosed
Discovered
Examined
Experimented
Extrapolated
Evaluated
Gathered
Identified
Inspected
Interpreted
Investigated
Monitored
Observed
Organized
Proved
Reviewed
Surveyed
Tested

Managerial

Achieved
Assigned
Administered
Consulted
Contracted
Controlled
Coordinated
Decided
Delegated
Developed
Directed
Established
Evaluated
Fired
Hired
Implemented
Initiated
Led
Negotiated
Organized
Planned
Prioritized
Produced
Recommended
Reported

Manual Skills

Arranged
Assembled
Bound
Built
Checked
Classified
Constructed
Controlled
Cut
Drove
Drilled
Handled
Installed
Lifted
Maintained
Prepared
Pulled
Operated
Tested

Service

Advised
Attended
Cared
Carried Out
Coached
Coordinated
Counseled
Delivered
Demonstrated
Earned
Empathized
Expanded
Explained
Facilitated
Furnished
Generated
Inspected
Installed
Issued
Mentored
Referred
Related
Repaired
Provided
Purchased
Sent
Served
Serviced
Submitted
Transmitted

Technical

Authored
Charted
Compiled
Condensed
Eliminated
Estimated
Graphed
Installed
Instructed
Invented
Logged
Minimized
Routed
Upgraded

JENNIFER McLAREN

mclaren@wustl.edu / (412) 555-5555

University Address:

6515 Wydown Boulevard, Campus Box 5555
St. Louis, MO 63105

Permanent Address:

1234 Paragon Street
Pittsburgh, PA 15241

EDUCATION

Washington University in St. Louis

St. Louis, MO

Candidate for Bachelor of Arts, May 2013

Major: Biochemistry Minor: Spanish

Honors and Activities:

- Dean's List (Spring 2010)
- Lock and Chain Sophomore Honorary, Member (2010 - present)
- Varsity Tennis (2010 - present)

Xavier High School

Pittsburgh, PA

Diploma, May 2009

EXPERIENCE

Alpha Epsilon Delta

St. Louis, MO

Member and Chair of the Community Service Committee

April 2010 - present

- Plan monthly health-related volunteer activities for members of the Washington University pre-health honorary society
- Mentor group of seven pre-health students on course selection and other academic and extracurricular issues
- Lead bi-monthly planning meetings for the community service sub-committee

Uptown Cafe

Pittsburgh, PA

Assistant Head Waitress

Summers, 2008 & 2009

- Trained servers in procedures and customer service skills
- Resolved operational and customer service issues
- Provided excellent customer service
- Earned "Employee of the Month" designation in 2008

Mano a Mano

Colombia, South America

Volunteer

July 2007

- Participated in cross-cultural youth leadership and service program
- Crafted and delivered presentation to community groups in U.S. upon return

SKILLS

- Proficient in Spanish.
- Proficient in Microsoft Word, Access, and Photoshop

Maria Lopez

mlopez@wustl.edu
(314) 555-5555

Campus Address: 5555 Delmar Boulevard, Apartment 408, St. Louis, MO 63130

Permanent Address: 5 Grove Drive, Rose, NJ 07450

EDUCATION

Washington University in St. Louis

Bachelor of Arts Candidate, May 2012

Majors: Social Thought and Analysis; Math

Cumulative GPA: 3.52/4.0

Relevant Coursework:

Principles of Financial Accounting

Calculus I for Life, Managerial and Social Sciences

Capital Markets & Financial Management

Principles of Marketing

Washington University Praxis Program (August 2009 - present)

Focus on business skills for liberal arts students.

HONORS AND ACTIVITIES

Washington University Danforth Scholar (2008 - present)

Kappa Kappa Gamma Fraternity (2009 - present)

Intramural soccer (2008 - 2009)

EXPERIENCE

Phi Lambda Psi, Women's Health and Wellness Honorary, St. Louis, MO

Secretary (Fall 2008 - present)

- Co-direct an AIDS Awareness Initiative on campus and designed flyers and promotional materials for the event.
- Manage communication during meetings and update 30 members about events.

Wachovia, Charlotte, NC

Risk Management Intern (May - August 2010)

- Researched compliance issues integral to major U.S. bank operations.
- Documented transportation routes around a key hub and its four satellites for an Urban Check-Cashing Pilot to allow compliance with the Community Reinvestment Act.
- Completed an anti-money laundering training course.
- Assisted with administrative duties, as needed.

American Red Cross, St. Louis Chapter, St. Louis, MO

Intern, Communication and Public Affairs Department (January - May 2009)

- Researched, wrote, and edited articles for quarterly magazine and official website.
- Conducted interviews, gathered information, and wrote summaries for monthly volunteer newsletter.

Camp Miniwanca, Shelby, MI

Cabin Leader (Summer 2008)

- Supervised and mentored cabin of seven 11-year old campers.
- Developed outdoor cooking curriculum and taught to 40 campers.
- Led morning reflection program to support camp philosophy of balanced living.

SKILLS

Computer: Proficient in MS Word, Excel, Access, PowerPoint, and Photoshop

Language: Familiar with Italian

BRYAN SMITH

bsmith@wustl.edu
(314) 555-5555

Current Address: 5555 Delmar Boulevard, Apartment 5, St. Louis, MO 63130
Permanent Address: 55 North Grand Avenue, Portland, OR 97229

EDUCATION

Washington University in St. Louis, MO

Bachelor of Arts, May 2011

Major: English Minor: Psychology

Honors and Awards:

Dean's List, 5 semesters

Lock and Chain Sophomore Honorary, 2008

University of Queensland, Brisbane, Australia

Spring Semester 2007

Focus: Environmental Studies and immersion in Australian culture

INTERNSHIP EXPERIENCE

Interdisciplinary Environmental Law Clinic

Student Consultant

St. Louis, MO

January - August 2010

Work with student attorneys to provide legal and technical assistance on environmental and community health problems to individuals and organizations.

Joe Brown's Campaign to the U.S. Senate

Intern

Portland, OR

May - August 2009

Gathered information, maintained a database, wrote letters, participated in organizing conferences, and represented the candidate in various situations. Participated in fundraising events and personally raised \$10,000 through telephone pledges and door-knocking activities.

LEADERSHIP AND SERVICE EXPERIENCE

Washington University Residential Life

Resident Advisor

St. Louis, MO

May 2009 - Present

Supervise, counsel and advise 60 freshmen residents. Design and implement weekly floor programs intended to educate and develop residents and their community. Completed over 100 hours of training in areas including conflict resolution, diversity awareness and leadership.

Office of Judicial Affairs

Board Member of Conduct Council

St. Louis, MO

October 2007 - May 2008

Appointed by the Director of Judicial Affairs and the Dean of Students to participate in four hearings for the resolution of complaints against students. Created and enforced academic and social sanctions against students who violated the Code of Conduct.

Boston Visitor's Bureau

Visitor Center Associate

Boston, MA

May - August 2008

Assembled, organized and mailed visitors packets to over 500 prospective tourists. Selected "July Associate of the Month" for providing superior customer service. Greeted tourists and promoted merchandise sales.

SKILLS

Computer: Proficient in Microsoft Word, Excel, and Dreamweaver

Language: Proficient in Spanish

Benjamin Nguyen

5555 Westgate Avenue, Apartment G, St. Louis, MO 63130
bnguyen@wustl.edu / (314) 555-1234

EDUCATION

Washington University in St. Louis, MO
Bachelor of Arts Candidate, May 2011
Majors: Psychology, Spanish
Minor: Drama

Tulane University
School of Liberal Arts, 2007-2008

THEATRE EXPERIENCE

The Children's Theatre Boston, MA
Intern June - August 2009
Worked with Senior Set Designers to conceptualize and build the sets for four shows. Designed, sewed and altered costumes for 10 actors. Transported actors, ordered meals and inventoried supplies.

Washington University Edison Theatre St. Louis, MO
Intern May - August 2007
Managed theatre box office operations during peak hours including opening and closing the office, handling a high volume of phone inquiries and overseeing the sale of tickets. Booked performances, wrote content for programs and maintained calendar.

WORK EXPERIENCE

Washington University Performing Arts Department St. Louis, MO
Office Assistant September 2007 - present
Created and implemented new office filing system that increased efficiency by 20%. Develop and update multiple departmental databases. Provide general assistance, as needed.

Bath & Body Works Boston, MA
Sales Assistant May - August 2005
Provided excellent customer service to a diverse clientele in busy shopping district in downtown Boston. Counted inventory, ran cash register and helped arrange product displays.

ADDITIONAL EXPERIENCE

American Heart Association, *Department Assistant* (November 2004 - present)
Association of Latin American Students *Publicity Committee Co-Chair* (September 2003 - present)

LANGUAGES

Fluent in Spanish. Familiar with French.

TRAVEL

Traveled throughout South America, including Chile, Argentina, Brazil and Venezuela.

Corey Johnson

1334 Hall Street, Chicago, IL 65807

cjohnson@wustl.edu

(314) 555-5555

EDUCATION

Washington University in St. Louis, Bachelor of Arts Candidate, May 2011

Major: Anthropology

Minor: African and African American Studies

Washington University Summer Program in Kenya, Summer 2009

Focus: Full immersion into language and culture through projects, lectures and excursions

SKILLS SUMMARY

Community Relations Skills

- Created and executed web-based marketing strategies such as brochures, newsletters and flyers.
- Collaborated with technology team to design and maintain Web site.
- Recruited community center directors to participate in outreach programs.
- Represented organization at community expos, conferences and fairs.

Fundraising Skills

- Assisted Development Director with writing and editing three grants and two proposals for funding.
- Researched philanthropic organizations to develop a prospective donor target list.
- Raised \$2,000 for literacy programs at the family courts by organizing product sales and fundraising drives.

Event Planning Skills

- Worked with Education Director to coordinate overall summer outreach programs.
- Provided logistical support for youth club events such as making reservations, securing space and corresponding with club members.
- Co-organized alternative spring break trip to Dominican Republic for 25 students.

WORK EXPERIENCE

Technology Assistant, **Procter & Gamble**, Chicago, IL (May 2009-August 2010)

Administrative Assistant, **Boys & Girls Club**, Chicago, IL (June 2007-August 2009)

ACTIVITIES

Co-President, *Pride Alliance*, **Washington University**, St. Louis, MO (January 2007-present)

Service Chairperson, *Alpha Phi Alpha Fraternity*, **Washington University**, St. Louis, MO (January 2007-present)

Volunteer, *Alternative Spring Break*, **Campus Y**, St. Louis, MO (September 2007-May 2008)

Allison Ranard

CURRENT ADDRESS
1515 Wydown Boulevard
St. Louis, MO 63105

jts8@wustl.edu
212-555-1591

PERMANENT ADDRESS
126 Sandy Avenue
Munster, IN 76321

SUMMARY

First-year B.S. biomedical engineering student seeks summer internship to gain experience in the practical application of biomedical engineering in research and medicine. Applicant is motivated, hard-working, and flexible. Key skills include research, problem solving, and communications. Available June 1 to August 15, 2011.

EDUCATION

Washington University in St. Louis

Bachelor of Science in Biomedical Engineering
Minor: Biophysics, Expected Graduation: May 2014

St. Louis, MO
GPA 4.0 / 4.0

Munster High School

Graduated with an Academic Honors Diploma and Highest Honors

Munster, IN
GPA 4.5 / 4.0

ENGINEERING EXPERIENCE

Washington University, Engineering Biomechanics Group

Student Researcher

- Acquired the ability to perform basic Fourier analysis and image analysis with Matlab
- Analyzing MRI data in Matlab in order to contribute to researching the mechanics of brain injury

St. Louis, MO
September 2010 - Present

Shadowing Experiences

- Shadowed Dr. Ericson, pathologist, in gross room and histology lab
- Shadowed Dr. David Jayakar, cardiothoracic surgeon, witnessed minimally invasive surgery
- Shadowed Dr. James Cantora, internist and pediatrician, at wound clinic

Munster, IN
2009
2009
2008

Operation Catapult, Rose-Hulman Institute of Technology

Summer Engineering Program, Participant

- Successfully created a "smart car" programmed to follow a white line on a black surface using concepts and equipment within electrical and computer engineering
- Gained ability to problem-solve, write technical reports, and build circuits

Terre Haute, IN
2009

TECHNICAL SKILLS

Software: proficient in MS Office and MS Windows, experience in Matlab

Communication: experience in public speaking and technical writing, strong comprehension of Spanish and Hindi

LEADERSHIP EXPERIENCE

Speech and Debate Team, Munster High School

- Served as member of Speech and Debate Council, coached novices
- Achieved Distinction in National Forensic League
- Placed sixth in state of Indiana in Poetry Interpretation

Munster, IN
2009 - 2010
2006 - 2010
2010

National Honor Society, Munster High School

- Served as NHS Secretary
- Tutored student in algebra and chemistry, improved grade from D to B

2009 - 2010
2008 - 2010

Music, Munster High School

- Percussion Section Leader
- Organized a women's choral group to sing/entertain at nursing homes during holidays

2007 - 2010
2009

AWARDS AND HONORS

- Dean's List
- Departmental Award for Outstanding Achievement in Science
- National Merit Commended Scholar
- Hoosier Girls State at Indiana State University: elected as Good Citizen of Clark City
- Science Olympiad: placed in top five in Science of Fitness event at four state competitions

2010
2010
2009
2009
2005 - 2008

JENNIFER D. ALGER

jdalger@wustl.e

3501 Lindell Boulevard, #2A
St. Louis, MO 6310
314.555.5318

SUMMARY

Motivated, disciplined B.S. in Mechanical Engineering candidate with technical manufacturing experience. Strong desire to contribute in a manufacturing, design or technical support function utilizing my experience and education. Willing to travel and relocate. Available June 2011.

EDUCATION

Washington University in St. Louis
Bachelor of Science, Mechanical Engineering

Expected Graduation: May 2011
GPA: 3.35/4.0

Advanced Engineering Coursework

Fluid Mechanics	Optimum Design for Engineering	Mechanical Engineering Design
Technical Writing	Modeling, Simulation, and Control	Aerodynamics
Mech. Design and Machine Elements	Engineering Design: CAD	Fracture Mechanics

TECHNICAL SKILLS

Software: AutoCAD, SolidEdge, MATLAB, MS Office, MS Windows

Equipment: CNC rotary turning Lathe and Mill, Resistance Welding Machines, Coordinate Measurement Machines, Heat Treat Ovens, Vibratory Bowls, X-ray Machines

Manufacturing: Hot & Cold Die Casting, Leak Testing, Adhesive Dispensing, Machining, Assembly, Inspection

Methods: Lean Manufacturing, QS9000 and Quality Systems, AS400, Product Launches

ENGINEERING EXPERIENCE

Spartan Light Metal Products

Sparta, IL & Mexico, MO
May – August 2010

Die Services Technician/ Maintenance Support Technician

- Polished, de-burred, and cleaned die inserts
- Performed mechanical repairs to production tooling in Aluminum and Magnesium Die-Casting to reduce downtime of production operations
- Removed core pins and stuck castings from die inserts
- Worked on and repaired CNC machines to keep production running

Spartan Light Metal Products

Sparta, IL
May – August 2009

Process Control Technician

- Established statistical process control parameters for die casting machines
- Metal fluid flow and heat transfer analysis for mold design to improve castability and part profitability
- Evaluated porosity, non-fill, and crack issues, provided and implemented counter measures to resolve problems for production development
- Performed DOE to find inner reactions of process control parameters and improve running conditions

Spartan Light Metal Products

Mexico, MO
May – August 2008

Production Operator

- Operated die cast, heat treatment, machining, and finishing machinery
- Ensured products were manufactured to customer demands and met internal metrics
- Programmed and operated robotic machinery

DESIGN EXPERIENCE

Optimization of machine layout on plant floor in manufacturing facility

- Converted manufacturing facility to GT cell operation using genetic algorithms in MATLAB and AutoCAD
- Successfully decreased the material handling cost and time of production by 20%

Prescription bottle de-labeler

- Led team of three students to design and construct prescription bottle de-labeling device
- Built prototype and tested for manufacturability
- Demonstrated and presented device to fellow students and facility

ADDITIONAL EXPERIENCE

Nanny - 25 hours/week for two families while pursuing education

2005 - present

Dinesh Patel

School:
5555 Tulane Avenue, Apartment G
St. Louis, MO 63130
(813) 555-5555, dpatel@wustl.edu

Home:
2389 Lake Circle
Hoffman Estates, IL 60179

EDUCATION

Washington University in St. Louis, St. Louis, MO
Bachelor of Arts Candidate, May 2011
Major: Biology

RESEARCH & CLINICAL EXPERIENCE

Harvard Medical School, Cell Biology and Physiology
Research Assistant, Marchal Lab

Cambridge, MA
May 2008 - August 2010

- Collected, pooled and analyzed data for study of the septin family of proteins in *Saccharomyces cerevisiae*.
- Performed Genomic DNA Preps, PCR, DNA transformations, Western blotting, gel electrophoresis, spectrometry, fluorescence microscopy, and other experimental procedures.
- Co-authored journal article for national publication.
- Maintained detailed lab notes and assisted with lab upkeep.

University of Illinois-Chicago Medical Center

Hospital Lab Technician

Chicago, IL
June - August 2009

- Performed chemical, bacteriological, serological and microscopic procedures on human specimens.
- Interpreted laboratory results and shared findings with physicians and other clinical staff.
- Worked with lab team to identify areas for process improvement such as identification of patients. Helped implement new priority identification system to reduce time specimens sit in queue.

TEACHING & EXTRACURRICULAR EXPERIENCE

Emergency Support Team

Medic

St. Louis, MO
September 2007 - Present

- Selected to be the first responder on Washington University campus for medical emergencies.
- Completed thorough training process resulting in licensure by the State of Missouri as an Emergency Medical Technician.
- Provided emergency response coverage six hours per week, including nights and weekends.

Pre-Med Society

Events Chair

Member

St. Louis, MO
January 2010 - Present
September 2007 - Present

- Served as general member and Events Chair for student-led group that provides advice and educational support to more than 200 pre-med students at Washington University.
- Planned and executed variety of special events including medical admissions panels and group socials.
- Led committee that organized fall visits to five medical schools across the country. Delegated tasks to committee members, ran meetings, and ensured planning committee met deadlines.

Washington University, Department of Biology

Teaching Assistant

St. Louis, MO
January - May 2010

- Served as teaching assistant for Biology 105 course with enrollment of 150 students. Took attendance, graded homework, and wrote exam questions.
- Held weekly office hours to help students better understand course materials and prepare for exams.

PUBLICATIONS

Marchal, Jennie, Chris Kandy, and **Dinesh Patel**. "Biochemical and Crystallographic Analyses of a Portal Mutant." *Journal of Biological Chemistry* 12.8 (2009):12-18.

SKILLS

- Proficient in Microsoft Office
- Fluent in Spanish; knowledge of French

Cover Letter Format

Your Full Street Address (no abbreviations)*
City, State Zip

*Note: Your address, the date and the contact's address do not need to be added if you are e-mailing the cover letter.

Month Day, Year

Contact's Name
Contact's Full Title
Organization's Name
Organization's Full Street Address (no abbreviations)
City, State Zip

Salutation:

Opening Paragraph: In the first sentence, state why you are writing and/or the position or type of work for which you are applying. State how you heard of the opening or organization, including the name of your reference person, if applicable. The last line should give a brief synopsis of who you are and what you can contribute to the organization or position. A good way to do this is to indicate the top two or three skills that make you a great fit for the position. The first paragraph should be three to four sentences.

Middle Paragraph(s): Explain why you are interested in working for the employer by demonstrating your knowledge of the organization, and tell the employer how you will perform in your desired position based on concrete references to your previous accomplishments. Think from the employer's point of view as you write. How are you a good fit for the organization? Enhance your resume by connecting the dots between what the employer wants and how your past experience will enable you to fill his/her needs. When appropriate, talk about the results of your past responsibilities. Write with concise, confident statements. Remember that this letter will serve as a writing sample. If this paragraph starts to get long, split it into two short paragraphs to make them easier to absorb.

Closing Paragraph: Indicate that you would like to talk with the employer in person to further discuss the opportunity. Give your phone number and e-mail address (no hyperlink) in case they would like to contact you for further information. State your planned next steps, such as calling to ensure that your application materials have been received. Close by thanking the person for his/her time and consideration.

Sincerely,

(leave room to sign your name in black ink if you are mailing or hand-delivering the letter)

Type your name

Enclosure (This indicates your resume is enclosed in the envelope; you do not need to add for e-mailed documents.)

Internship Application Letter (student interested in internship at an advertising agency)

Campus Box 3128*
6515 Wydown Boulevard
St. Louis, MO 63105

*Note: Your address, the date and the contact's address do not need to be added if you are e-mailing the letter.

February 22, 2011

Mr. Andrew Dugan
President & Chief Operating Officer
Allen & Holman
85 School Street
Watertown, MA 02472

Dear Mr. Dugan:

I am writing to apply for the summer Graphic Design Internship position that I heard about from my uncle, Mr. Louis Williams. I am excited by your award-winning work and I believe my creative style, successful work with clients, and extensive work in layout makes me an excellent fit for your agency. My ability to contribute to your projects and desire to learn from this experience make me an enthusiastic applicant.

As a student at Washington University in St. Louis, I am studying design and photography. My course background includes work in two-dimensional design, three-dimensional design, drawing, photography, and typography. My skills have developed both in the classroom and in my work with student organizations. I created flyers that were distributed across campus and the surrounding area and designed logos for two student clubs. My experience working with clients to understand their needs and fulfill them through design has been an excellent opportunity for growth. I am confident that my project management skills will benefit my work in the internship position at Allen & Holman.

I look forward to speaking with you to discuss my qualifications and the possibility of an interview. Please feel free to contact me at (314) 333-9090 or jswilliams@wustl.edu if you have additional questions. However, I will call you in two weeks to learn about the next steps in the application process. Thank you very much, and I look forward to speaking with you soon.

Sincerely,

Jeremy Williams

(Sign your name on hardcopy or leave blank if e-mailing.)

Jeremy Williams

Enclosure (This indicates your resume is enclosed in the envelope; you do not need to add for e-mailed documents.)

Prospecting Letter (senior inquiring about job possibilities in an environmental advocacy organization)

3001 South Providence Road*
St. Louis, MO 63021

*Note: Your address, the date and the contact's address do not need to be added if you are e-mailing the letter.

November 7, 2010

Sandra Wilshire
Director, Human Resources
Sierra Club
111 Market Street
Chicago, IL 55555

Dear Ms. Wilshire:

Jamal Smith recommended I write you regarding job possibilities at the Chicago Chapter of the Sierra Club. I will graduate from Washington University in May 2011 with a bachelor of arts in political science, a minor in biology, and a strong interest in environmental advocacy. The work of the Sierra Club is inspiring to me on a number of levels, including your connections with the League of Conservation Voters and Vote Watch activities.

My coursework, internship experience and involvement in student activities concerning environmentalism helped me develop a fundamental understanding of key issues and the administrative skills to contribute in an entry-level role. The accomplishment of which I am most proud is founding Verde, a program that empowers Washington University students to teach elementary aged children about environmental issues. Verde's volunteer teacher base has grown by 300 percent in its first two years, and has reached approximately 60 children. Developing and growing this program has demonstrated my organizational and writing skills, as well as my ability to work collaboratively with various parties.

I will be in Chicago during the week of January 7, 2011 and would welcome the opportunity to talk with you in person to learn more about the Sierra Club and your future plans. I will contact you in the next two weeks in the hopes of scheduling a time to meet. Feel free to contact me if I can provide any additional information. I can be reached at (314) 444-5555 or LGilman@youreemail.com. I look forward to talking with you.

Thank you for your time and consideration.

Sincerely,

Lana Gilman

(Sign your name on hardcopy or leave blank if e-mailing.)

Lana Gilman

Enclosure (This indicates your resume is enclosed in the envelope; you do not need to add for e-mailed documents.)

Job Application Letter (student applying for a full-time research consulting position)

5555 Delmar Boulevard, Apartment 5*
St. Louis, MO 63130

*Note: Your address, the date and the contact's address do not need to be added if you are e-mailing the letter.

February 10, 2011

Jennifer Stonebraker
Director of Talent Sourcing
301 South 68th Street Place
Lincoln, NE 68510

Dear Ms. Stonebraker:

Please accept my application materials to join the Emerging Leader Associate Consultant program with the Gallup Organization in Washington, D.C. I learned about this opportunity from the Washington University Career Center website. My strong strategic conceptualization skills, ability to establish and maintain long-term working alliances, and desire to be a life-long learner would allow me to support Gallup's goal of providing cutting-edge employee and organizational performance development.

Gallup's research-based model of identifying and strengthening employee and customer engagement strategies is extraordinarily critical in today's dynamic world of work. As an intern with the American Civil Liberties Union, I learned the importance of responding quickly to clients' needs, as well as how to develop a positive working relationship with a diverse clientele. While serving as the vice president of my sorority, I managed the process of identifying and coordinating a new philanthropy effort for our chapter. As the leader of this process, I discovered how to strategically consider an issue, identify different possible solutions to the problem, and gain support from different constituencies. My experiences demonstrate my ability to contribute and produce as a team-player, qualities that would enable me to add value to the Emerging Leader Associate Consultant program.

It would be a pleasure to discuss with you further your desired qualities for this position. Please contact me at (314) 555-5555 or at ashaw@wustl.edu, if I may answer any additional questions for you. I will follow-up with you in the near future to discuss the opportunity. In the meantime, thank you for your consideration. I look forward to talking with you soon.

Sincerely,

Allison Shaw

(Sign your name on hardcopy or leave blank if e-mailing.)

Allison Shaw

Enclosure (This indicates your resume is enclosed in the envelope; you do not need to add for e-mailed documents.)