Step Two: Develop Targeted Documentation

Resumes, cover letters, networking and thank you notes, writing samples, follow up correspondence, applications, recommendations, portfolios, project abstracts and summaries, and other materials project goals and qualifications. **Resumes and correspondence samples inspire development of first or next drafts.** Every student seeking internships, research and shadowing experiences, fellowships, admissions to summer programs, and other goals must create effective cover letters, networking notes, and follow up correspondence. Candidates might need additional documents, including personal statements, writing samples, or samples of creative works, or research abstracts. We strongly encourage use of what we call targeted documents!

To draft, and then finalize effective documentation . . .

- Review all samples in this handout to inspire “first drafts” or “next drafts” to be critiqued by one of our staff.
- Don’t be intimidated or confused if your experiences don’t match those appearing in samples; just identify one or two examples that inspire you, and then adapt to your circumstances and create your draft.
- Understand the logic behind UofResume formats and how they project goal-targeted field, function and firm focus.
- Have one of our professional counselors critique drafts before initial distribution and throughout your efforts.
- Email MS.Word.doc drafts to your counselor or bring them on a flash drive to critiquing appointments!
- Regularly review, revise and, most important “target” documents throughout your search for internships, research experiences, or fellowships and application for graduate school programs and other options.

While, you can seek “quick comments” from a Peer Career Advisors or from Resource Counselors in our Goldberg Career Library, establish a relationship with one Career and Internship Center counselor who will consistently serve as your document reviewer and strategy coach. **All students should utilize CareerLink’s resume and document collection and submission capabilities and upload one multi-purpose and several targeted resumes.** Some events and postings require you to submit documentation via CareerLink and/or email contacts directly. Always ask what document submission strategies are most appropriate and effective.

**UofResume samples that follow are examples of effective formats you should model, because . . .**

- Well-crafted headlines inform readers of content presented and reinforce field, function and firm focused goals.
- Content appearing in reverse chronological order under each targeted headline.
- The Summary of Qualifications in each document project knowledge of self and knowledge of field of interest, using appropriate terminology using field function and firm focused phrases.
- Order of presentation highlights most significant and goal-directed information first.
- Selected courses, academic accomplishments, and a brief listing of co-curricular activities are cited.
- Experience descriptions reveal capabilities and industry knowledge, as well as accomplishments.
- The left justified and text block format is easy to e-mail and enter into CareerLink and other web systems.

**Correspondence samples include . . .**

- Letters of Application, specialized “cover letters” used when responding to postings.
- Letters of Inquiry, cover letters to initiate communication with potential employers who don’t have specific postings.
- Networking Notes used to seek consideration, information, support and advice of alumni, employers, and others.
- Follow up emails, that continue communication with, and reinforce your interest in postings, places, people and programs; patiently yet persistently seeking consideration, support, or assistance.

**Do not just copy these samples!**

**With the help of a counselor transform them into unique and effective targeted documents that reveal knowledge of self, and fields, functions and firms!**
Targeted documents clearly, concisely, and immediately reveal field, function and firm goals. Cover letters are perhaps today best identified as “cover notes” (brief comprehensive about 300-400 word targeted statements). Within the first two or three sentences of the initial paragraph identify title or function of internship and job you wish to interview for; and reveal to the reader that a resume and other docs are available to review. With “bull’s eye precision” not “bull-oney” generalizations the next paragraph (or two) focus on two or three academic, experiential or project achievements that evidence worthiness to interview and qualifications to succeed. The closing paragraph reveals you know precisely the nature of the firm as well as job or internship you are targeting; using “key words” and language of that firm (rephrased from their website and job announcement). The note closes with another clear request to speak by phone or Skype or meet in person. Make sure qualifications highlighted match the position you wish to interview for. This requires reading the job description and employer website. Cover letters should NOT be “reflective narrative resumes or bios,” broad biographic summaries of general potential, qualities and past experiences. Like resumes, targeted cover letters and networking notes are most effective. And, they must NOT be just word-for-word copies of the samples you will review. Be inspired by samples to craft, edit (with a counselor) and finalize your own words. Most letters or notes are presented in the text box of an email, closing with an “electronic signature” that also targets the employer and identifies job/interview you seek. Often, cover letters are uploaded via web systems, or sent as email attachments with targeted resumes and other documents (in PDF format). Resume targeting is done via initial Qualification Summaries, carefully crafted Headlines and strategically selected content (and order of presentation). Resumes clearly reflect field and function goals, and can actually target firm goals as well (creating a specific resume for each posting). Each resume you review in this packet very quickly reveals targets, yet each is adaptable to your specific goals. As you find one inspires you, also identify particular headlines, formatting, content, or style of others that you will incorporate in your document.

A curriculum vita (CV) is, for most, best thought of as a “longer resume.” Typically used for graduate school admissions, fellowships, for research experiences, and post-baccalaureate grad school options, vitae are detailed documentations of education and experience, including descriptions of academic and research efforts, papers, presentations, and other achievements. Follow the same guidelines and processes as preparing a resume including adding publications, presentations, and teaching experience. Unlike resumes, vitae have no page limit, are typically 2 pages for most undergraduates, and may or may not need a Qualification Summary. When applying to post-bac fellowships and selective programs you should describe and define, not simply list “honors and awards.” Samples appear later.

Targeting via key words in qualification summaries, resume content, and all correspondence is critical! When entering resumes, notes and letters on-line, be sensitive to “key word search” phrasing. When documenting capabilities as well as abilities, phrases must describe jobs in question with key words. The Summary of Qualifications in UofResume samples illustrates this approach. Create and use web as well as e-mail friendly versions, that can be copied and pasted into e-mail text blocks. And, Career and Internship Center counselors or Peer Career Advisors can help uploading documents into CareerLink.

- It is best to draft, edit and finalize documents, including resumes, cover letters, networking notes, and supplemental pages using MS Word. After, when transmitting via email or using web-based systems send or upload PDF versions.
- Always give resume and cover letter attachments a “field, function and, perhaps, firm identity,” via title like “Hiram E. Now Research Resume.doc,” “Wanda Job Saatchi Internship Cover.doc” or “Wanda Job Marketing Internship Resume.doc.” The name and field, functional, and in some cases firm revealing title enhances a reader’s ability to save, retrieve, and forward your documents. Don’t use “My Resume” or “Resume September 20xx” as your title.
- Check CareerLink Tutorial pages to upload resumes, apply for jobs, submit for on-campus interviews and other efforts.
- Targeted UofResumes require you to identify field and function focused “summary of qualifications” and use “headlines” to highlight key phrases and functional targets as well as achievements. Targeted resumes and other documents project focus, facilitate prescreening and, ultimately, effectively supports ongoing job and internship search actions through interviews! *p you receive contrary advice, please check with one of our professional counselors.*
- We strongly suggest all internship and post-baccalaureate candidates create and upload a “general” resume as well as field and function targeted ones in CareerLink. At first, get the multi-purpose document into the system, and then work closely with our counselors to clarify goals and, ultimately, create and upload targeted documents.
- We also encourage those seeking research and analytical options to create supplemental abstract pages.
- The uploading, retrieval and application and transmission process is similar for Career and Internship Connection events, but **remember, CareerLink and the CIC systems are independent.** Registering and uploading resumes in one, does not automatically do so for the other. Counselors and Peer Career Advisors are ready to clarify and assist with all efforts.
- Web-based job posting sites each have unique mechanisms associated with uploading, attaching and submitting resumes, cover letters and supporting documents. Become familiar with the resources you use, and ask for help when needed.
Mel E. Orah
(555) 555-5555 • jfirstyear@mail.rochester.edu

College and High School Studies, Activities and Honors

UNIVERSITY OF ROCHESTER
Bachelor of Arts Degree
Fall 20xx GPA of 3.4 and Spring 20xx GPA of 3.3 (out of 4.0), Dean’s List Fall 20xx and Dean’s Scholarship Recipient
Anticipated May 20xx
• Exploring potential Economics and Business Strategy as well as International Relations Majors.
• Active participant in Model United Nations, Residence Hall Intramurals, and Hillel.

ANYTOWN CENTRAL HIGH SCHOOL
High School Diploma with Honors
National Honor Society, Anytown High School Alumni Association Scholarship, and AP Scholar Recognition
June 20xx
• As Estrafalario Club member, promoted cultural understanding and enhanced Spanish language skills
• As Social Concerns Club member and officer, planned and participated in fundraising and service learning including: “Walk for Hunger,” sponsoring children in developing countries, and tutoring children with learning disabilities. Helped promote service among students and organize fundraisers and community service projects.
• As Writing Tutor, assisted underclassmen editing and proofreading English papers and other academic writings.

Selected College and High School Courses

UNIVERSITY OF ROCHESTER
English Literature, English Language, Cultural Anthropology, Advanced Readings in Russian, Genetics, Calculus, Spanish, Economics, and Introduction to International Relations.

ANYTOWN CENTRAL HIGH SCHOOL
AP English, AP US History, AP Biology, Introduction to Journalism, and Sustainability.

Community Service and Health Advocacy Internship

NICARAGUA AMIGOS
Correspondent Volunteer for Healthy Households Projects
• Nicaragua Amigos is dedicated to enhancing health status of women and children, hosting hundreds of high school and college volunteers on trips to rural villages, disseminating information and educational messages and assessing community needs.
• Educated families about health related issues, including personal and dental hygiene and environmental awareness.
• Presented programs at schools to educate students in third through eighth grades about health related issues.
• Created mural on school exterior representing goals of the community.

Administrative Employment

STRONG MEMORIAL HOSPITAL, OB/GYN Education Office Assistant
Fall 20xx-present
ASPEN SYSTEMS, INC. Assistant to Accountant
Part-time 20xx-present and Summer 20xx

Internship Qualification Summary

• Research, data collection, analytical and writing skills developed and demonstrated by diverse college and high school courses.
• Strong interest in media, journalism, publishing as well as developing nations, and desire to pursue related career.
• Interview and research skills gained through overseas and domestic volunteerism, projects, and related tasks
• Abilities to use Word, Excel, PowerPoint and Internet to conduct research, develop correspondence and outreach materials, conduct quantitative data analysis and illustrations, and to make presentations.
• Motivational, organizational, and planning skills demonstrated by service activities as well as administrative employment.

This multipurpose UofResume is a good “getting started” document for freshmen and sophomores, who have yet to declare majors, and have limited career focus. Content is presented under headlines in reverse chronological order, with most recent experiences first. While it contains a Qualifications section, it is not truly “targeted.” We encourage you to first create a multi-purpose resume, and after goals are clarified, develop and use several targeted ones. Targeted resumes are most effective! Target resumes towards specific field and function internship, research, and shadowing goals, and actual positions as well as firms when responding to postings.
I. WANDA INTERVIEW
(585) 255-5555 • wi003j@u.rochester.edu

LIBERAL ARTS, BUSINESS, ECONOMICS AND HIGH SCHOOL STUDIES

UNIVERSITY OF ROCHESTER
Bachelor of Arts, with dual majors in French and Psychology
- Will complete minors in Economics and Business.
- French GPA 3.5, Psychology GPA 3.4, Business GPA 3.3 and Economics GPA 3.4 (out of 4.0).
- Dean’s List 2 of 2 Eligible Semesters, Class of 1929 Alumni Scholarship and Lawrence Smith Scholarship.
- Economics Council and Student Activity Board Member and Campus Times Staff Writer and Photographer.

HOBART AND WILLIAM SMITH COLLEGES
Completed varied Economics and Liberal Arts Courses Prior to Transfer
GENEVA HIGH SCHOOL
Regent’s Diploma with Honors

BUSINESS, ECONOMICS, AND PSYCHOLOGY COURSES


FINANCE, MARKETING AND BUSINESS EXPERIENCE

THE FINANCIAL GROUP DISCOUNT BROKERAGE
Operations Management Intern
February-May 20XX
The Financial Group is among Rochester’s largest independent financial advising, brokerage, and wealth management firms with over $150 million in assets being managed by a team that includes Financial Advisors, Trust and Estate Planners, as well as Mortgage Brokers. As Intern, used computerized financial transactions and market tracking systems. Updated customer databases using Excel. Interacted with and completed administrative projects for licensed representatives and addressed client inquiries from high net worth clients.

DAYS ADVERTISING, INC.
Account Management Intern
Summer 20XX
Days is a firm specializing in media planning, production and placement that serves the needs of Rochester’s largest and most profitable firms. As intern, assisted with design of television and radio ads and proposals for varied clients, including Wegmans and Bausch & Lomb. Also developed customer database.

ADEFFECTS
Account Management Intern
May 20XX-July 20XX
AdEffects is a marketing and promotions consulting group serving regional and local clients seeking to expand market share, enhance brand recognition, and increase revenues and profits. As intern, researched and developed promotional materials for local retail, manufacturing and restaurant clients. Enhanced knowledge of small business marketing. Recommended changes in client advertising and marketing materials and consumer outreach strategies.

PEARLE VISION CENTER
Sales Representative
Summer 20XX
Pearle is among the nation’s largest retailers specializing in glasses, contact lenses and accessories; and offering examinations and other services. As sales professional assisted customers and ordered inventory designed to increase sales and implement strategy targeting upscale markets.

QUALIFICATIONS
- Internships spanning marketing, financial services, promotions, and retail settings; focusing on completing specific data collection and analysis, promotions and advertising related projects as well as serving customers.
- Marketing research, strategic planning, promotions, and sales talents evidenced by internships and employment accomplishments.
- Technical skills and specialized knowledge gained through economics as well as business courses, projects, and case studies.
- German and French fluency and conversational Spanish capabilities.
- Experience using Word, Excel, PowerPoint and Internet for projects, presentations, data analysis, and writing efforts.

This multipurpose UofResume presents pertinent information under multi-phrase headlines [not one word headers] that broadly reveal information to readers. Content is presented under headlines in reverse chronological order, with most recent experiences first. While it contains a Qualifications section, it is not truly “targeted.” We encourage you to create a multi-purpose resume, and also develop, upload when appropriate, and use several targeted ones for specific circumstances and goals. Targeted resumes are most effective! You can target resumes to career fields and job functions and, with the help of a counselor, also target them towards specific internship, research, and shadowing firms when responding to postings. The next sample shows how this same multi-purpose resume was transformed strategically and effectively into a field-targeted document.
ADVERTISING AND PUBLIC RELATIONS INTERNSHIP QUALIFICATIONS

- Marketing research, strategic planning, promotions, customer service and sales abilities evidenced by advertising, promotions and retail internships and employment; focusing on projects, client and customer presentations, and campaign creation.
- Capacities revealed by academic and internship projects associated with creating broadcast and social media campaigns; identifying market segments and targets; as well as media planning, implementation and assessment.
- Experience using Word, Excel, Photoshop, PowerPoint and Internet for marketing, promotions, and advertising projects, proposals, reports, presentations, and data analysis.
- German, and French fluency and conversational Spanish capabilities.

MARKETING, ADVERTISING, PROMOTIONS AND SALES ACCOMPLISHMENTS

Days Advertising, Inc.  
Account Management Intern  
Geneva, NY  
Summer 20XX
- Days media planning, production and placement firm addresses marketing and communication needs of Rochester’s largest and most profitable firms, including Wegmans and Bausch & Lomb.
- Assisted with design of television and radio ads and proposals for varied clients by conducting detailed research, identifying focus group and marketing research data pertinent to varied decisions, and creating of storyboards as well as client presentations.
- Also used Excel and Access to develop database to track status of existing client projects and outcomes, and enhance efforts to market to prospective new clients.

AdEffects  
Account Management Intern  
Rochester, NY  
May 2006-July 20XX
- AdEffects marketing and promotions consulting group counsels regional and local clients seeking to expand market share, enhance brand recognition, and increase revenues and profits.
- Researched and developed promotional materials for local independently owned and operated retail, manufacturing and restaurant clients.
- Gained extensive knowledge of small business marketing, including use of Internet, Social Networking, Direct Mail and local broadcast media.
- Recommended changes in client advertising and marketing materials and consumer outreach strategies through proposals, presentations, and prototype drafts of brochures, flyers, and web graphics.

Pearle Vision Center  
Sales Representative  
Geneva, NY  
Summer 20XX
- Pearle Vision, among the nation’s largest glasses, contact lens and accessory retailers, sells products, examinations and related services.
- Assisted customers, ordered inventory and created displays designed to increase sales and implement strategy targeting upscale markets.

FINANCE AND GENERAL BUSINESS EXPERIENCE

The Financial Group, Inc. Discount Brokerage Firm  
Operations Management Intern  
Pittsford, NY  
January-May 20XX
- The Financial Group is among Rochester’s largest independent financial advising, brokerage, and wealth management firms.
- Used computerized financial transactions and market tracking systems, interacted with and completed administrative projects for licensed representatives and addressed client inquiries from high net worth clients.

MARKETING, BUSINESS, ECONOMICS AND HIGH SCHOOL STUDIES

University of Rochester  
Bachelor of Arts, with dual majors in French and Psychology and Minors in Economics and Business  
Rochester, NY  
anticipated May 20XX
- French GPA 3.5, Psychology GPA 3.4, Business GPA 3.3 and Economics GPA 3.4 (out of 4.0)
- Dean’s List 2 of 2 Eligible Semesters, Class of 1929 Alumni Scholarship, and Lawrence Smith Scholarship.
- Economics Council and Student Activity Board Member and Campus Times Staff Writer and Photographer.

Hobart and William Smith Colleges  
Completed Economics and Liberal Arts Courses Prior to Transfer  
Geneva, NY  
20XX-20XX

Geneva High School  
Regent’s Diploma with Honors  
Geneva, NY  
June 20XX

This targeted UofResume presents an internship goal via a “bull’s eye” bulleted Qualifications section. Content under field-focused headlines, supports the goal, with most pertinent appearing first. Content is presented under the headlines in reverse chronological order. Qualification bullets projects knowledge of and language pertinent to field(s) and function(s) as well as knowledge of self; “preview and review” the entire resume. Bullets show awareness of future roles as well as references to past achievements. This section is not easy to develop, so work with a counselor to do so. Create, upload, and use as many targeted resumes for as many fields as you wish. Focus does not limit options. Projecting intern, research, shadowing as well as other goals enhances resumes and cover letter effectiveness and, expands your potential to generate interviews. You can have targeted resumes associated with each of your goals.
Bob Day of Days Advertising, where I currently intern, encouraged me to contact you and explore summer internships with Bausch & Lomb. While I am learning a great deal at Days, and I am involved with the firm’s B&L campaign, my desire to use multi-lingual abilities and enhance exposure to international marketing inspires me to contact you. Detailed on the attached resume, I offer advertising, marketing, and specific business development, and product management qualifications. Courses in Marketing, Finance, and Accounting, as well as many internship and academic projects evidence skills associated with campaign research, planning, and implementation, marketing research, budgeting, media production and advertising.

I hope after you review my resume you grant me the chance to speak by phone or meet in person. Through conversations with you or one of your B&L colleagues I can present my qualifications for marketing internships, special projects and, if you would be so kind, also conduct information conversations to learn more about career biographies and potential post-commencement options. I will call to confirm receipt of this email and to discuss your reactions to my inquiry. Please feel free to communicate with me via phone or e-mail below.

Sincerely,

Wanda Interview
Candidate for Marketing Internships
University of Rochester Class of 2011
Dual majors in French and Psychology and Minors in Economics and Business
(585) 255-5555
wi003j@mail.rochester.edu

This networking note or letter of inquiry requests “consideration” for internship options as well as “information” pertaining career biographies and post-commencement options. It reveals how the candidate used a “contact” to connect with another individual. Like all good networking communiqués it states a goal, then seeks consideration, referrals, advice or assistance. While this one focuses on marketing related opportunities, the format and content can be adapted for any internship, research or shadowing goal. The memo format can be used as an MS Word.doc attachment or, most likely, copied and pasted into an email text block. The “signature” appearing at the end can also be used for an “attached document” or an email. All internship, research and shadowing emails should have a target-focused signature and appropriate subject entry.

If an email response is not received within 48 to 72 hours, it is appropriate to send a carefully worded follow up email or call to confirm receipt and seek reactions to this initial query (most likely leaving a brief voicemail). Follow up efforts are crucial and must be conducted persistently, politely and patiently. And, in this case I. Wanda should Cc Bob Day to reinforce her relationship with this individual and to keep him informed of her efforts. Networking involves continued updates, and follow up. Additional networking advice appears in the Step Four handout detailing networking strategies and resources; is offered through Career and Internship Center seminars; and online via www.rochester.edu/careercenter/students/networking
I. WANDA INTERVIEW

Date       April XX, 20XX
To         Jamie Stenson
           Saatchi and Saatchi Account Supervisor
Email      jstenson@saatchiandsaatchi.com
Subject    Account Management Internship

I would like to interview for an account management internship. Noted on the accompanying resume, many internship and academic projects, complemented by courses in marketing, finance, and accounting, evidence skills associated with campaign research, planning, and implementation, marketing research, budgeting, media production and advertising.

Qualifications I offer that match those required for account management interns include:

- Ability to collect, analyze and share information regarding market research with campaign team colleagues as well as clients, using dynamic PowerPoint and Excel illustrated presentations.
- Specialized knowledge of and ability to interact with and contribute to media planning as well as production efforts.
- Experience with retail, consumer and healthcare product manufacturing, as well as entertainment industry clients.
- History of success collecting and analyzing research data, and then translating data into persuasive proposals, reports, graphics, and budget related documents.
- Intense curiosity regarding consumer behavior, varied products and industries, the nature of market segmentation and the desire to assist with new client pitches and existing client accounts.

Broadly, I also offer Saatchi and Saatchi:

- Marketing research, strategic planning, promotions, customer service and sales talents nurtured in advertising, promotions and retail internships and employment.
- Knowledge of International Business approaches, cultural sensitivities, and multiple language talents gained living and working in varied North American, European and Middle Eastern settings.

The most relevant past internships, and we can discuss during an interview include those with Days and AdEffect. At Days I worked on major accounts, including Wegmans and Bausch & Lomb, focusing on supermarket, health product, and consumer eyeware. Saatchi and Saatchi has clients in each of these industries, so I am eager to share what I learned. I welcome the chance to discuss my qualifications for internship opportunities via an initial phone, or Skype conversation and, soon after, an in-person meeting. I will call to confirm receipt of this email and to discuss your reactions to my request. Be aware that I regularly visit New York for information and formal internship interviews. Perhaps we could meet as early as next week? Thank you.

Sincerely,

Wanda Interview

Wanda Interview

This cover letter, a “letter of application” in memo format responds to a posted internship. It can be sent as a PDF attachment or copied and pasted in the email text block, with resume (as PDF) attached. The first two sentences clearly state the targeted position, seeks consideration for an interview, and present greatest strengths. Initial bullets list specific qualifications; are point-by-point “matches” with stated requirements. It also uses some bullets from the Qualification Summary to present overall assets, and identifies two specific internships of note. Cover letters strategically reveal and connect knowledge of self, knowledge of field and function internship targets, and knowledge of firm. It closes with a very clear request to speak or meet. You can “copy, paste, then change,” transforming a letter responding to one posting into a communiqué appropriate for the next, but make sure qualifications highlighted match the position you wish to interview for. This requires additional pResearch [research before internship search] efforts and thorough review of the job description and employer website. Remember to change the name of the firm and the position. Cover letters should not be “narrative resumes,” broad biographic summaries of general potential and past experiences. Like resumes, targeted cover letters and networking notes are most effective. Early in your step-by-step efforts have one of our counselors critique letters and notes. Later you will confidently draft, finalize and send [most often via email or web systems] letters, notes, communiqués, and resumes independently.
After discussing his reactions to the attached cover letter and resume, Jamie Stenson suggested I contact you and request an interview for a summer account management internship. Course and internship projects evidenced skills needed to succeed as an intern and, I hope, after commencement in a career at Saatchi.

I will call to confirm receipt of this email and, at your convenience, to arrange a meeting. Interview trips to New York are easy to arrange and will take place with regularity in the spring. Perhaps we could meet when I am next in the city? Is the week of May Xth good for you? Can we arrange an informal discussion as a next step, or is it appropriate to schedule a formal screening interview? Your consideration, assistance, and support are much appreciated.

Sincerely,

Wanda Interview
Candidate for Advertising Internships
University of Rochester Class of 20XX
Dual majors in French and Psychology and Minors in Economics and Business
(585) 255-5555
wi003j@mail.rochester.edu

This email follow up communiqué is likely the first of many. Clearly, when Wanda spoke with Mr. Stenson, he suggested she contact Ms. Recruiter regarding an internship interview. Rather than a lengthy document, Wanda drafted and sent an email note and attached the original letter and resume. Note the resume and cover letter “titles” are easy to identify and include her name and the nature of each document. She reinforced her desire for an interview and cited how easy it was to arrange a meeting. She actually identified a specific target week for a meeting. And, the email signature was strategically changed.

Follow up is critical. It can be done by phone, and, most likely alternatively, by e-mail, phone, and then email again. Don’t follow up each and every day; but do follow up once a week. Be patient, yet polite, persistent and strategic. Often use closing questions to inspire responses and project appropriate tone when calling and emailing. Talk to a counselor regarding an appropriate and timely approach to creating and disseminating follow up communiqués.

This sample can easily be transformed into an “initial contact” networking note as well. Always think of ways you can adapt samples into documents you can use.
DATE: May X, 20XX
TO: janerecruiter@saatchiandsaatchi.com
FROM: iw003@mail.rochester.edu
SUBJECT: Internship Interview Appreciation
CC: jstenson@saatchiandsaatchi.com; bburton@saatchiandsaatchi.com
BCC: Bday@daysadvertising.com

Thank you for coordinating and participating in my internship interviews. The more of the “Saatchi family” I meet and the more I learn from enthusiastic professionals like you, Jamie Stenson, and Bill Burton, the more eager I am to be an intern. Please convey my appreciation to Mr. Stenson and Mr. Burton, and to Justin and Beth, the interns I had lunch with.

As an Account Management Intern I will effectively serve in research, analysis, campaign development and client relations roles while I prove my value to my team, the client, and the firm. Confirming our discussions, the Crest, JCPenney, Lucky Charms or Toyota teams are most interesting. I look forward to hearing about the outcome of the selection process. The writing sample you requested will be emailed within 48 hours. Should you require any additional information, please do not hesitate to ask. Again, thank you for interviewing me and for all assistance provided from initial contacts until now. And, I can begin immediately completing some projects remotely.

Wanda Interview
Candidate for Advertising Internships
University of Rochester Class of 20XX
Dual majors in French and Psychology and Minors in Economics and Business
(585) 255-5555
wi003j@mail.rochester.edu

Effective communication paid off with an interview. I. Wanda continues follow up efforts via a thank you note. Key components include an “I want this internship” as well as “I understand this internship” statements. Wanda emailed this note to the coordinator and Cc’d others with whom she met. In this case, she didn’t send a thank you email to everyone she met, because time was of the essence. She also Bcc’d her current internship supervisor, and will, as per the next sample, seek his active involvement and support.

DATE: May X, 20XX
TO: Bday@daysadvertising.com
FROM: iw003@mail.rochester.edu
SUBJECT: Internship Recommendation Note
CC:
BCC:

As per the email sent as a blind copy just prior to this one, I interviewed with Saatchi and Saatchi. Yes, this is “the one!” Could you send Jane Recruiter and Jamie Stenson a brief email supporting my candidacy? Although they didn’t ask for “references,” or “recommendations,” I am sure a few well-crafted words from you, highlighting what I have done at Day and potential to succeed as an intern at Saatchi would do a great deal to enhance my chances of an offer. I think they will decide by the end of the week, so an email sent soon will have the most impact. Thanks for your ongoing referrals, support, and guidance. Of course, I’ll keep you informed of how all finalizes with Saatchi and progresses with other firms. See you tomorrow.

Wanda Interview
Candidate for Advertising Internships
University of Rochester Class of 20XX
Dual majors in French and Psychology and Minors in Economics and Business
(585) 255-5555
wi003j@mail.rochester.edu

This follow up communiqué asks an “advocate” to send a supportive note, hoping to positively impact the decision making of those involved in interview deliberations. This is an often-effective strategy to use, but not abuse. Only if you are very, very interested in a particular internship should you make this request of someone in your “job search network” (faculty, past supervisor, alumnus who works at the firm, etc.). It should be requested for what you consider “ideal opportunities,” not after every interview.
As a UR alumna who works in PR, please connect via LinkedIn, so I can seek your consideration, advice, and referrals.

Wanda wishes to contact an alumna who works for a firm via LinkedIn. Transmits this 117 character carefully worded (under the maximum allowed) “request to join my network.” LinkedIn is a great tool to use. Access www.rochester.edu/careercenter/students/networking/ to learn more about networking in general, and view sample networking notes as well. Details on LinkedIn strategies appear on http://www.rochester.edu/careercenter/students/networking2/linkedin/

As spring semester ends, I am looking for Public Relations internships. Recently I identified a Ketchum representative who recruited at a January event. Attached to this note are copies of documents I will soon send Mr. Hiram E. Now. Once you review these I hope you determine I am worthy of your advice and support. Perhaps we could continue to email or, better, speak by phone to discuss how I can maximize my efforts to be interviewed and, eventually, offered an internship. And, while I wish to obtain an internship at Ketchum, information about your career in the PR and referrals to other individuals and firms in New York City would also be appreciated.

Thank you,
Wanda Interview
Candidate for Public Relations Positions and Internships
University of Rochester Class of 20XX
Dual majors in French and Psychology and Minors in Economics and Business
(585) 255-5555 • wi003j@mail.rochester.edu

After the alumna connects via LinkedIn, Wand sends the networking note above. She seeks support of her efforts, soon to be initiated through a recruiter contact, and also begins to develop a direct relationship with an alumna. Other alumni networking notes will state her goal and then seek consideration, referrals, advice or support; not necessarily all four, depending upon the individual's background and firm. Again, www.rochester.edu/careercenter/students/networking/ contains comprehensive information about networking in general, as well as view sample networking notes.
TO: Hiram E. Now
RE: Public Relations Position or Internship

I’m sorry I did not have the opportunity to speak with you at the Career and Internship Connection. Communications with Rochester alumni who work for your firm (including May I. Help) and Internet research regarding Ketchum inspire me to seek consideration for an internship from early May until late August. The attached targeted resume documents qualifications I posses. These include:

*Marketing research, strategic planning, promotions, customer service and sales talents nurtured by in depth and diverse advertising, promotions and retail internships and employment experiences.*


*Experience using Word, Excel, PhotoShop, PowerPoint and Internet for marketing, promotions, and advertising projects, proposals, reports, presentations, and data analysis.*

Through initial telephone interviews and, ultimately, in person discussions in New York City, I can with great focus support my candidacy for an account management, client relations, event planning, or press relations internship. I will call to confirm receipt of this email and to clarify next steps. Be assured relocation to NYC will take place immediately after spring semester ends in early May, and that I would be eager to serve as a paid or volunteer intern. And, if necessary, I can arrange to earn academic credit or transcript recognition for the experience as well.

Thank you,

**Wanda Interview**  
*Candidate for Public Relations Internships*
University of Rochester Class of 20XX  
Dual majors in French and Psychology and Minors in Economics and Business  
(585) 255-5555  
w003j@mail.rochester.edu

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This *sample networking note* and *cover letter* reveals how I. Wanda Interview contacts a recruiter who attended a past event, the Career and Internship Connection. Use *directories of recruiters* or any printed or web publications, like professional association membership listings, to identify “recruiter contacts,” and initiate contact with a potential internship, research, or shadowing sites. When emailing, memo format is appropriate and effective. Carbon copy individuals you have spoken to about internships, especially someone with the firm you are targeting. A bit of cyber sleuthing, internetworking, and alumni networking always helps with identification of names to contact. And, because bullets may not appear neatly in an email text block message, she simply italicized her key assets, a few of the statements from her Qualification summary. She also identified that she would be willing to earn credit or transcript recognition if the employer requires. More and more these circumstances arise. The University options regarding earning credit or transcript recognition appear on the Career and Internship Center and College Center for Advising Services websites. Also note that she followed up by phone immediately with her alumna contact after sending this email.
Phil Maker

(585) 555 5555 • pmaker@u.rochester.edu

FILM PRODUCTION INTERNSHIP QUALIFICATIONS

• Experience in pre- and post-production roles gained via individual and group projects.
• Experience contributing to production processes, including writing, casting, filming, logistics management, editing and distribution.
• Technical skills including hand-held mini-DV camera work, lighting, and sound recording and editing.
• Computer and editing talents using FinalCut Pro, Adobe AfterEffects and Photoshop, as well as familiarity with Vegas.
• Academic training and personal motivations reflecting strength of interest in and commitment to career in film.

FILM AND MEDIA STUDIES DEGREE AND COURSES

UNIVERSITY OF ROCHESTER ROCHESTER, NY
Bachelor of Arts in Film and Media Studies Anticipated December 20XX

• Selected Film and Media Studies and Related Courses: Sound Cinema; Intro to Video and Sound Production; Advanced Video and Sound Production; Intro to the Art of Film; Social Uses of Media; Introduction to Visual and Cultural Studies; Introduction to Creative Writing; Technical Theater; Introduction to Photography; History of Japanese Cinema; Horror Genre Films; and Studies of Hitchcock.
• Overall GPA of 3.0/4.0

FILM, VIDEO AND MULTI-MEDIA PRODUCTION PROJECTS, GENRE AND TECHNIQUES

The Dancing Cats in The Tower, in production (20XX), 10 min – A modern-day fairy tale with a dark twist. Utilizes hand-drawn and computer drawn images animated using AfterAffects and edited in FinalCut Pro. Voice and real instruments recorded with GarageBand.

Murder Plan, 20XX, 9 min – A dialogue driven story of betrayal and bloodlust amongst a group of college friends. Shot with handheld Sony mini DV camcorder, Hollywood-like fast paced editing done in FinalCut Pro, original scoring in GarageBand, and broad scope of the piece all come together in exciting and sometimes humorous ways.

Uplink, 20XX, 3 min – An open-ended psychological thriller about a surveillance expert caught up in an unexplainable life-threatening conspiracy. Shot with a tripod and lighting kit in order to emphasize the ominous glow of screens, the clutter of the surveillance station, and other details in set and costume.

Gate 10, 20XX, 8 min – A documentary-style record of an experience through JFK airport. Shot with a handheld Sony handheld mini DV in crowded high-security areas. Done with no cuts in shooting or editing, but fast-forwarded at times for length and aesthetic purposes in post-production.

Fund-A-Mental, 20XX, 5 min – An intimate, surreal, and ironic look into the psyche of a young man struggling with his identity. Utilizes a variety of editing, animation, and shooting techniques for continuous changes of space and feeling. Edited in FinalCut Pro and animation done in AfterAffects.

Pandem Anthology, 20XX, 4 min – A found-footage project transformed into an experimental symphony of sounds and images broken into three distinct acts. Every aspect, including the ‘music’ and occasionally unrecognizable images, are taken from the provided footage and reflects the days spent learning the ins-and outs of the program. Edited using FinalCut Pro.

ADDITIONAL FILM AND THEATRICAL PRODUCTION EXPERIENCE

UNIVERSITY OF ROCHESTER ROCHESTER, NY
URTV Pre- and Post-production Assistant January 20XX-present
• Contributed to skit writing, sound, lighting, location scouting, acting, editing, filming, prop making, and all logistics related tasks for eclectic productions of student run television station.

Cinema Group Trailer Editor Fall 20XX-present
• Assisted with editing and uploading of trailers for student created films to the group’s website.

Technical Theater Course Lighting Production Assistant Spring 20XX
• Supported lighting tech efforts for production of Hello Again and A Family Affair, including hanging and focusing.

This targeted UofResume presents an objective via the initial Qualifications headline. Additional field-focused headlines and content support the stated goal, with most pertinent information appearing first. Under each headline, content is presented in reverse chronological order. Please work with a counselor to create the best Qualification presentation possible. Do create and use as many targeted resumes for as many internship or research fields as you determine strategically sound. Projecting goals enhances resumes and cover letter effectiveness and, expands your potential to generate interviews for internships, research, and shadowing experience. As documented by this resume and following letter, comprehensive search involves postings, places, people and program-targeted actions. Programs can be fee-based domestic and overseas internship programs, research experiences, or ones like Art New York.
Phil Maker

Date November X, 20XX
To hiremeplease@freedpictures.com
Subject Art NY internship
Attachments PhilMaker Film Production Internship Resume

Approaching senior year at University of Rochester, practical and academic experiences have supported my pursuits of a career in film and media production. As I progress on this path an internship at Freed Pictures, contributing to animation and music video projects, would be a much-needed next step. In Spring 20XX, through the University’s Art NY Program, I will live in New York City, complete a credit-bearing internship of 20-25 hours per week, and take related courses. I hope this internship will be at Freed Pictures!

While the accompanying resume details academic and practical experiences, I will highlight a few in this letter and hope a review of my qualifications will inspire you to interview me. Academics to date included the critical study of film and media, as well as studies in production. I have explored cinematic movements and formative elements through courses that covered genres, history, directors, and national and transnational film.

Much of my studies and independent work focused on projects. Production courses yielded extensive knowledge of cameras and equipment, Adobe After Effects and Final Cut Pro talents, and, ultimately, clips I am proud to show. I’ve also worked on theatrical productions; setting lights for stage performances. As a member of URTV, Trailer Editor for Cinema Group, and member of the Film Council I have become adept organizing and executing large scale projects that require working with various individuals, departments and budgets. Most relevant to being an intern, I have in all contexts been a leader and follower, doing whatever it took to complete tasks large and small for the project or production to be completed on time! Please review projects on the resume for details of eclectic efforts completed and skills required to do so.

I am most interested in a production internship in your motion pictures department, but I would be highly enthusiastic about working in other areas that may have a need for interns. I hope after you review this letter and my resume you will judge me qualified to interview by phone and, soon after, in person. During our discussions I will share capabilities and explain the Arts New York program’s internship component. Thank you for your consideration and I look forward to speaking soon.

Sincerely,
Phil Maker
Film and Media Studies Class of 20XX
(585) 555 5555
pmaker@u.rochester.edu

This cover letter, a “letter of inquiry” was sent as an MS.Word.doc or PDF attachment, but could have been sent in the text block of an email, to a contact from his “hit list” of film production firms. It clearly cites Phil’s candidacy for an internship, reveals the nature of a structured program, and presents qualifications. While courses and academics are noted, more attention is paid practical projects and experiences. Determining whether academics, co-curriculars, or practical experiences are most important, and presenting them higher on the resume, enhances your potential to get interviews. Although tempted, don’t present a comprehensive narrative list of many, many multi-faceted and interdisciplinary achievements in your cover letter or networking notes. More isn’t better when writing cover letters or networking notes. But, more targeted and focused information shared via less content is best!
Cara Giver
585-222-2222 • cara.giver@rochester.edu

Mental Health and Psychology Internship Qualifications

• Interest in observing and supporting mental health programs and services for children, adolescents, young adults, adults and geriatrics with severe and persistent mental illness.
• Knowledge of eating disorders, anxiety disorders, addiction, schizophrenia diagnoses and treatments gained via honors psychology and pre-medical courses, as well as broad based experiential learning.
• Specialized counseling and support skills enhanced working with geriatric and pediatric patients.
• Desire to create and implement awareness campaigns to aid efforts to reduce stigma associated with mental illnesses.
• Experience conducting intensive literature reviews and drafting research reports related to mental health and psychology.
• Certified by the American Heart Association for Basic Life Support including proper CPR and AED.

Psychology, Pre-med and High School Studies

UNIVERSITY OF ROCHESTER
ROCHESTER, NY
Bachelor of Arts in Psychology (Honors Degree), with Minor in Statistics
• Cumulative GPA: 3.29 (out of 4.0) and Dean’s List Spring 20XX and Fall 20XX
• Activities: Psychology Undergrad Council (2008-Present), Charles Drew Pre-Health Society (2008-Present)

JOHN ADAMS HIGH SCHOOL
BOSTON, MA
High School Diploma
• 4 Volleyball Letters, Volleyball Coach's Award (20XX), Youth Volleyball Camp Instructor (20XX and 20XX)

Selected Psychology, Statistics and Science Courses, Labs and Projects


• Used DSM-IV classification and knowledge of mental disorders to diagnose the character Gollum from The Lord of the Rings with schizophrenia. Presented findings in an organized and insightful final paper as well as PowerPoint presentation.
• Thoroughly studied the assessment, diagnosis, and treatment of mental health disorders including substance abuse and addiction, depression, body dysmorphic disorder, anorexia and bulimia nervosa, generalized anxiety disorder, and dissociative identity disorder.
• Analyzed both the neurological and social factors influencing everyday behavior such as neurotransmitter imbalances, brain development, social interaction, classical and operant conditioning, and drive-based motivation.

Psychology, Patient Care, Care Giving and Service Experience

UNIVERSITY OF ROCHESTER
ROCHESTER, NY
Social Psychology Teaching Assistant
• Gained extensive knowledge on the concepts of trait and type theories, motivation, attitudes, stereotyping and prejudice, attraction, aggression, and conformity and how each of these topics effects modern society.
• Attended all faculty lectures and addressed questions in weekly recitation and through individual student questions.
• Developed and presented a three-session “mini-course” focusing on research related to Cognitive Dissonance and therapeutic implications of Cognitive and Behavioral theories.

PRIVATE CHILDCARE
BOSTON, MA
CPR-Certified Nanny
• Prepared various after school activities based on child interest, nurtured self-esteem and served as a positive role model, prepared meals, and performed basic household chores.

BOSTON MEMORIAL HOSPITAL
BOSTON, MA
Patient Care Volunteer
• Improved demeanor in geriatric and pediatric wards by communicating with patients and provided emotional and social support.
• Organized new mother information packets for the neonatal ward that covered topics including breast-feeding, postpartum depression, caring for a newborn, and support networks for new mothers.
• Directed and informed patients' visitors at the hospital entrance desk.

BOSTON ANIMAL SHELTER
BOSTON, MA
Animal Caregiver Volunteer
• Prepared and served food, interacted with the animals, and cleaned the space.

This targeted UofResume also has an initial target focused Qualifications headline and well-conceived bullets. Content is presented in order of importance. Particularly relevant courses, projects and papers are presented prominently, as they should for this field. Like all samples, while targeted to a particular field, the format can be adapted for others.
Rachel Rey Searcher  
(485) 333-8888 • rrey@u.rochester.edu

Social Science, Economics and Quantitative Research Qualifications

- Interest in studying effects of government policy on economy, especially in environmental and health sectors
- Experience critically examining market behavior of individual consumers and firms to understand decision-making process of firms and households through mathematically driven eonomic microeconomics course
- Qualitative and quantitative research and analytical skills evidenced by social science and math courses, papers, projects, by research focused internships, and by comprehensive business communication training and competition
- Confidence identifying, collecting, then reviewing data and creating narrative and illustrated summaries of key findings
- Ability to apply economic principles to analyses of public policy
- Word, Excel, PowerPoint Internet abilities for research, data analysis, and creation of reports, proposals, and presentations
- Bilingual Chinese-English, and experience translating in business and academic settings

Economics, Mathematics and International Relations Studies

University of Rochester Rochester, NY  
Bachelor of Arts in Economics with Minors in Mathematics and International Relations  
Anticipated May 20XX

- Overall GPA of 3.43 out of 4.0; Dean's List 3 of 4 eligible semesters
- Wilder Trustee Scholarship, Roger & Caroline Friedlander Scholarship, New York State Excellence Scholarship
- Social Chair for AEPi Fraternity, Business Manager for University of Rochester Genocide Intervention

Social Science and Quantitative Courses, Concepts and Research Techniques

Topics in Microeconomics, Honors Intermediate Microeconomics, Principles of Economics, Introduction to Probability, Linear Algebra with Differential Equations, Introduction to International Relations, and Introduction to Comparative Politics

- Analyzed Game Theory, Auction Theory, Efficiency Criterion, various methods of performing welfare analysis, Externalities, and Public Goods in an advanced level Microeconomics course
- Developed many mathematical tools needed to study microeconomics, including methods for utility maximization, profit maximization, cost minimization, and an understanding of general and partial equilibrium
- Studied basic concepts of supply and demand, welfare analysis, and monopoly theory

Business Language Immersion Program, Competition and Project

New York University New York, NY  
Dream Careers American Business Immersion Program Participant  
July xx - August xx 20xx

- Completed simulations, projects, and competition components of course that enhances English language abilities, analytic and conceptual knowledge of business, as well as collaborative problem solving skills and presentation talents
- Contributed to simulated cases that focused on Language and Communication in the American business world
- Collaborated with team in corporate project competition to develop marketing campaign for hypothetical new US automobile to be launched in spring 2015 requiring allocation of specific tasks, data analysis, creation of chart, graph and illustration laden PowerPoint and proposal, and presentation before panel of leading business professionals

Economics and Mathematics Teaching

University of Rochester Rochester, NY  
Teaching Assistant for Principles of Economics  
Spring 20XX – Present

- Assisted Professor Landsburg with fundamentals of microeconomic and macroeconomic theory course involving comprehensive case analyses.

Teaching Assistant for Linear Algebra with Differential Equations  
Spring 20XX – Present

- Supported Professor Gage with course that covers basics of linear algebra: matrices, determinants, vector spaces and linear transformations, as well as to ordinary differential, with applications to physical, engineering, and life sciences.

Business Research and Project Management Experience

Aviva Insurance PLC Hong Kong  
Summer Fund Analyst Intern  
July-August 20xx

- Aviva is among the region and world’s largest full range insurance, investments and retirement services firms
- Devised fund portfolio after technically analyzing 140 equity and bond funds that helped client yield 0.97% in fifteen days
- I secured eleven-year HKD$ 18,000 yearly investment wealth management plan with client

Bank of Jilin Changchun, China  
Corporate Banking Intern  
July 20xx

- Bank of Jilin is a commercial bank offering banking services and financial products with registered capital of over RMB 6.5 billion, 6,800 employees, 340+ branches across Jilin province with assets over RMB 100 billion
- Evaluated financial status of Tianyao Biotechnology via cash-flow statement and balance sheet analysis and on-site inspections
- Processed final issue of one-year RMB 14,000,000 credit loan to Tianyao Biotechnology

This targeted UofResume supports efforts to find a research experience, also has a target focused Qualifications headline. Content is in order of importance. Relevant courses, concepts, projects and papers as well as special training are presented. This format can be adapted for many fields. Research can be associated with social sciences, natural sciences, engineering, medicine, as well as humanities. Freshmen and sophomores should consider research projects in addition to internships. If research is your goal, we recommend you create a supplemental Research Abstracts Page that details a selected research projects as well.
Date: April XX, 20XX
To: dr.reseacher@rochester.edu
From: rrey@u.rochester.edu
Subject: Research support position...
Attachment: RachelReySearcherResearchResume.doc

Review of the Simon School’s website identified your investigations on use of valuation models for automated and advisor linked investment decision-making. As an undergraduate Economics major, also earning minors in Mathematics and International Relations, I would very much like to support your research efforts. After you review the attached resume you will see academic strengths as well as research, quantitative, analytical, and communication talents I offer. While compensation for a 10 to 20 hour week research support position during the academic year would be appreciated, and much needed, I would be willing to volunteer. If necessary, I would take steps required to earn academic credit or transcript recognition. An email response to this request would be well received, but because you must be very busy, I will also call to confirm receipt of this note and, ideally, to arrange a brief meeting. Thank you.

RACHEL REY SEARCHER
University of Rochester Class of 20XX
Candidate for BA in Economics with Minors in Mathematics and International Relations
(485) 333-8888
rrey@u.rochester.edu

This email networking note is sent to a faculty member of another school, identified through cyber sleuthing. It will be "copied, pasted, changed, then sent" other New York City based faculty selectively. Broadcast campaigns, sending general notes to many potential internship, research, or shadowing "hosts" or "employers" are not likely to be effective. Targeted efforts that include some reference to specific research topics are preferred and often yield success. Addressing earning credit or transcript recognition is becoming one important. Note that the email "signature" provides recipients important information.

Date: April XX, 20XX
To: fieldexpert@nyu.edu
From: rrey@u.rochester.edu
Subject: Research support internship
Attachment: RachelReySearcherResearchResume.doc

Review of NYU’s Stern School’s website identified your work on TOPIC, TOPIC and TOPIC. After reading some of your writings, I was inspired to seek consideration for a summer research experience while I am completing an exciting and challenging summer language immersion program at NYU that will involve a team oriented research, analysis, and presentation focused competition. Detailed on my resume, through undergraduate Economics, Mathematics and International Relations studies I gained academic strengths as well as research, quantitative and qualitative, analytical, and presentation talents. While compensation for a 10-15 hour per week research experience would be appreciated, and much needed, I would be willing to volunteer. If necessary, I would take steps to earn academic credit or transcript recognition. And, if a decision can be made soon, I can apply for stipends offered by University of Rochester’s Career and Internship Center. An email response to this request would be appreciated, but I will also call to confirm receipt of this note and, I hope, to arrange a brief meeting. Can we speak over the phone, or Skype, prior to an in person meeting? I will be in New York City to meet and will be available to start in research and project targeted roles as of May XXth, 20XX.

In advance, thank you for any consideration, referrals and support you might offer.

Sincerely,

RACHEL REY SEARCHER
University of Rochester Class of 20XX
Candidate for BA in Economics with Minors in Mathematics and International Relations
(485) 333-8888
rrey@u.rochester.edu

This email networking note is sent to a faculty member of another school, identified through cyber sleuthing. It will be "copied, pasted, changed, then sent" other New York City based faculty selectively. A polite request for payment is made, but volunteer option also identified; and Reach Funding referenced. Targeted field, function and firm [in this case school] focused internship, research and shadowing search efforts do work! Initial email contact is followed by phone calls, additional emails, and proper communication until offers are attained.
I.M. Technical
585-555-1212 • im004a@mail.rochester.edu.

Mechanical Engineering Internship Qualifications

- Breadth of academics that enhanced skills associated with and potential to serve within design, research, and testing roles.
- Abilities gained via projects using tensile strength and strain gauge analysis, hardness testing, and analysis using Excel and LabView virtual instruments.
- Potential to apply fundamentals of engineering, specific quantitative focused techniques, hypothesis testing and problem-solving methods as well as business courses to address industry-focused issues.
- History of success planning and implementing research and problem solving efforts independently as member of a team.
- Report writing, presentation, as well as data collection and analysis abilities manifest via academic exercises and projects.
- Proficiency in written and spoken Spanish and capacity to use bilingual abilities in engineering and manufacturing settings.
- Experience with MATLAB, Simulink, NASTRAN, PATRAN, MTS Machines, Pro/ENGINEER, LabView, Dr. Frame, Mathematica, and Microsoft Office.
- Knowledge evidenced by completion of Fundamentals of Engineering Examination, anticipated April 20XX

Mechanical EngineeringStudies

University of Rochester
Bachelor of Science in Mechanical Engineering with Minors in Spanish and Business
Rochester, NY
Anticipated May 20XX
- GPA 3.32 (out of 4.0)
- American Society of Mechanical Engineering Member as well as Social Chair, and Executive Board Member, Fall 20XX – Present
- Study Abroad: Sydney, Australia, Spring 20XX and Italy, Summer 20XX
- Business courses: Money, Credit, and Banking; Cost Accounting, Intermediate Microeconomics, Principles of Economics, Principles of Accounting, and Statistics

Selected Mechanical Engineering Courses and Projects


• **Solids Laboratory Project:** As one of two person team, designing pressure apparatus to obtain Young's Modulus of yield stress fluids. Determining air pressure necessary to cause yield stress fluids to act like liquids while using pressure gages, an LVDT to measure elastic deformation, and lasers and photocells to establish moment that fluid yields. Will cite efforts in detailed report, PowerPoint updates and presentation as well as Poster Presentation for faculty and peers. Fall 20XX

• **Construction of Cantilevered Bridge:** As member of three person team, using NASTRAN and PATRAN for structural design and analysis of model bridge. Optimizing design for greatest strength to weight ratio, given size and load constraints. Fall 20XX

• **Fluids Project:** As one of two person team, designing pressure apparatus to obtain Young's Modulus of yield stress fluids. Determining air pressure necessary to cause yield stress fluids to act like liquids while using pressure gages, an LVDT to measure elastic deformation, and lasers and photocells to establish moment that fluid yields. Will cite efforts in detailed report, PowerPoint updates and presentation as well as Poster Presentation for faculty and peers. Fall 20XX

• **Characteristic Behavior of Heat Sink:** As one of two person team, modeled performance and optimized design of a fin cooling system for a power supply through use of MATLAB. Co-authored project's PowerPoint presentation and final paper. Fall 20XX

• **Roman Structures Project:** Tivoli, Italy: Independently, conducted research on Hadrian's Villa regarding engineering and design issues of construction of water supply and concrete vaults in early second century. Presented on site to colleagues and professor and submitted written report. Summer 2007

• **Bridge Design Project:** As member of three person team, designed bridge using Dr. Frame software, addressing safety, structural, environmental, and potential community issues. Documented efforts via individual reports as well as group Poster Presentation. Fall 20XX

Engineering and Technical Experience

Rochester Institute of Technology
Materials Processing Center Research Intern
Rochester, NY
Investigated DWDM optical communication systems under the direction of Professor Rajeev Najeem. Characterized fiber optic components including SOA, EDFA, and AWG using optical spectrum analyzer. Designed and built functional fiber optic network with 40 Gbit/s bandwidth. Wrote technical reports and presented findings to various research groups.

National Aeronautics and Space Administration
Johnson Research Center Research Intern
Houston, TX
Conducted materials science research under direction of Dr. John Nevin on projects involving fatigue and fracture mechanics of materials. Ran computational analysis finite-element model that applied crack-propagation theory to predict the structural integrity of materials used in Space Shuttle and helicopter applications. Published technical report.

New York Department of Transportation
Engineering Intern
Syracuse, NY
Served as lead web designer for roadway projects, including updating job status and deadline web sites. Performed construction inspection including the testing concrete of various bridges and roadways.

This targeted UofResume supports the candidacy of an engineering and research-focused candidate. But, this resume for an engineering student, reveals approaches applicable to any major. Targeted documents focus on fields, not majors. Your experiences and targets will influence how you create your resume, order of presentation, whether you detail projects and describe courses, or whether you expand on co-curriculars. Students targeting engineering, research, life sciences, public health and related fields might, in addition to resumes, create supplemental projects and research abstract pages. Engineering and technical students may wish to review a special Step Two document targeting these majors and career fields that is available at the Career and Internship Center’s Goldberg Library.
Clinical Research Internship Qualifications

- Experience working in the laboratories, preparing solutions, following protocols associated with biology, physiology, and chemistry lab assignments, and using varied techniques and equipment.
- Abilities to conduct and document detailed library and laboratory research.
- Strong interest in neurological and psychological research topics, particularly in cognitive function.
- Expertise using Word, SAS, Excel, and Internet research tools.

Science, Pre-medical and Overseas Studies

University of Rochester
Bachelor of Arts in Brain and Cognitive Science
- Overall GPA: 3.10 and GPA in Brain and Cognitive Science: 3.0 (out of 4.0)
- Fulfilling pre-medical requirements
- Volunteer with Habitat for Humanity in Rochester; Member of Outing Club and Interpres Yearbook Staff

Sydney Summer Institute
Studied Australian Culture, Society, Cinema and Social Policy

Research, Laboratory and Medical Experience

Strong Memorial Hospital
Department of Neurology Researcher
- Assisted Annamaria Bellisimo, MD/PhD and Andrew Smithers, PhD candidate, with virtual reality research on young control group subjects and Alzheimer’s patients.
- Performed neuropsychological tests including Cognistat (The Neurobehavioral Cognitive Status Examination), Hooper Visual Organization Test, Test of Memory and Learning (TOMAL), and Test of Variables of Attention (T.O.V.A.).
- Assessed visual-spatial abilities and spatial orientation abilities using uniquely designed virtual reality hardware and software.

Pediatric Infectious Diseases Lab Assistant
- Enter blood sample results in database, and perform light lab work as needed.

Office Assistant
- Performed library and web-based research for Michael Kane, M.D. Cardiologist, and assisted with administrative tasks as needed.

Boston Medical Center
Project Assistant
- Assisted with research survey studying trends of meningococcal meningitis cases in Massachusetts colleges and universities.
- Entered data into Excel, conducted analysis, and then created illustrations to reveal annual trends and demographic breakdowns of findings.
- Created PowerPoint presentation as well as several posters to be used to present findings to administrators of area colleges and universities.

William Beaumont Hospital
Neurology Research Intern
- Assisted Mary Robinson, PhD, with research study assessing endoscopic minimally invasive surgical techniques for Spinal fusion, Pedicle screw fixation, Laminectomy, Lumbar spinal stenosis surgery, Decompression laminectomy for stenosis, Decompression of nerves and spinal cord lining, Artificial disc replacement for the neck and back, Artificial vertebral interbody replacement, and Discectomy
- Conducted literature searches, data analysis, as well as document summary efforts.

Youth Services Experiences

Rivendell Child And Adolescent Services
Intern
- Rivendell is a 20 bed facility that offers child and adolescent mental health service a Department of Education residential school.
- Studied medical records, acted as mentor for adolescents, and assisted with interviews and assessments of students used as diagnostic as well as treatment and intervention assessments.
- Sited symptoms, family histories of mental illness, and progress at weekly clinician meetings.

Rochester Leadership Academy School
Mentor
- Leadership Academy is a charter school designed to offer rigorous mathematics, language arts and science to elementary students with co-curricular activities targeting college admissions as well as community service and government.
- Assisted kindergarteners and first graders with general study and reading skills.

University of Rochester Community Service Network
Middle School Mentor
- Read books, assisted with homework, and served as positive role model for sixth grade adolescents.

This targeted version also uses a field focused Qualifications statement appearing first. Under the Experience headline entries, initial bullets detailed descriptions of research-oriented experiences provide context for the reader about the settings within which the candidate worked. After, subsequent bullets cite roles, responsibilities and achievements. Reah Searcher strategically and correctly presented research experience first, then youth services experience, with content remaining in reverse chronological order under each. If research is your goal, we recommend you create a supplemental Research Projects Abstracts Page that details a selected research projects as well.
Research, Science, and Medical Internship Qualifications

• Academic background in biology, supplemented by broad based natural and physical science pre-medical studies.
• Confidence within medical and research facilities, interacting with patients, physicians, researchers, and health care professionals.
• Experience following laboratory protocols, documenting findings in detailed reports, and conducting, then summarizing literature searches associated with specific topics.
• Abilities to use Word, Excel, PowerPoint and Internet applications to complete research, editing, data collection, retrieval and analysis, and presentation focused projects.

Biology, Pre-Medical, and Research Focused Education

University of Rochester
Bachelor of Arts Biology
- Biology GPA 3.3 (out of 4.0)
- Two Three-course Clusters to be completed in Applied Economics and Religion
- Vice-President of Sigma Alpha Mu Fraternity
- 4 years of Men’s Ice Hockey and Captain for 20XX-20XX and ECHL 1st team All-star for 20XX-20XX season
- Rochester Area Underprivileged Hockey Developmental Program Volunteer

High School Education and Advanced Placement Science Courses

Pittsford Mendon High School
Regents Diploma with Honors
- Completed AP Biology and AP Chemistry Classes and Scored 4 on Biology and 5 on Chemistry AP Examinations
- 3 Varsity Hockey Letters, Hockey Coach’s Award (20XX), Youth Volleyball Camp Instructor (20XX and 20XX)

College Biology and Pre-Medicine Courses, Labs, and Research Projects

Principles of Genetics, Molecular Cell Biology, Mammalian Anatomy, Mammalian Physiology, General Chemistry I and II, Organic Chemistry I and II, General Physics I and II, Introduction to Computers, Principles of Genetics, Mammalian Anatomy and Physiology

- Principles of Genetics Laboratory: Performed various lab procedures including gel electrophoresis, and several DNA transformation and conjugation techniques
- Mammalian Anatomy: Gained experience using a microscope and dissecting animals and tissues as well as analyzing structures and systems
- Mammalian Physiology: Performed techniques such as ECG’s, EMG’s, respiratory volume tests, and urine analysis
- Organic Chemistry I and II: Became familiar with techniques such as Northern Blotting, gel filtration chromatography, ion-exchange chromatography, size-exclusion chromatography, IR analysis, and separatory techniques

Research, Science, and Medical Experience

University of Rochester
Avian Ecology Independent Research
- Performed field experiment and analysis of trends of species of birds in certain habitats.
- Used avian ecological research techniques, including counting, nest monitoring, as well as capturing and marking.
- Documented findings in detailed field notes as well as in comprehensive paper and poster presentation reviewed by faculty.

Strong Memorial Hospital Hematology/Oncology Department Volunteer
- Experienced working with physicians and patients, participated in medical team meetings and patient clinics, watched several procedures such as spinal taps, brain tumor analysis, and general chemotherapy techniques

Employment

Wilmorite Inc.
Maintenance and Landscaping

This targeted internship resume that addresses the needs of many Rochester undergraduates, like most UofResumes, uses a field focused Qualifications statement first. Multi-phrased and descriptive headlines (not one word headers) for education and experience reveal to readers that this is a Medicine and Research oriented candidate. Descriptions of laboratory, courses, and project experience highlight education generated and practical competencies. These appear earlier then experience headline and entries, because this candidate has very little practical experience. And, a Research Projects and Papers Abstracts Page that expands upon the descriptions on the resume can enhance the efforts of those seeking research experiences, REUs, or related internship experiences.
Ima Counselor

(585) 555-6639 • Imar@aol.com

YOUTH SERVICES, TEACHING AND COUNSELING INTERNSHIP CAPABILITIES

- Experience in counselor, teaching, tutorial and related roles in classroom and recreational settings.
- History of successful interactions with children involved in healthcare linked recreational and counseling programs.
- Creativity and knowledge to plan and implement lessons for subjects including English, Math, Religion and Art.
- Capacities to develop relationships with youth of varied socioeconomic and cultural backgrounds.
- Knowledge of child development gained through courses including Social Psychology, Abnormal Psychology, Language Development,
  Development of Mind and Brain, Social and Emotional Development, and Adolescent Development.
- Training in American Sign Language and special interest in hearing, language and related issues.
- Word, PowerPoint, and Internet skills to create creative instructional, motivational, outreach and visual materials as well as presentations.

UNDERGRADUATE PSYCHOLOGY AND HIGH SCHOOL EDUCATION

UNIVERSITY OF ROCHESTER   ROCHESTER, NY
Bachelor of Arts in Psychology, with minor in American Sign Language   anticipated May 20XX
- Overall GPA 3.2 (out of 4.00)
- Cross-Country and Track Team Member, New York State and UAA Scholar-Athlete, and Division III Intercollegiate All-Academic Team

UNIVERSITY OF ADELAIDE   ADELAIDE, AUSTRALIA
Studied and Researched Australian and Aboriginal Cultures   Fall 20XX

COLUMBIA HIGH SCHOOL  MAPLEWOOD, NJ
High School Diploma, with Honors   June 20XX
- Graduated in top 10% with an overall GPA of 3.8/4.0.
- Varsity Track and Field Team Member and Letter Recipient.

TEACHING AND COUNSELING EXPERIENCE

MT. HOPE FAMILY CENTER  ROCHESTER, NY
After-School Program Counselor: Mt Hope is a facility that conducts research and offers therapeutic and diagnostic services focusing on issues related to at-risk and abused adolescents and youth. Planned and led activities aimed at improving the social skills of children ages 6 to 10 identified to be at-risk by social services. Participated in monthly supervisor meetings to learn specialized behavior modification techniques and become a more knowledgeable and effective counselor as well as to discuss curriculum topics (drugs, respect, relationships). 20XX-20XX

KIDS ADJUSTING THROUGH SUPPORT (KATS) PROGRAM   ROCHESTER, NY
Child Illness Program Group Co-Leader: KATS helps children and families cope with loss, serious illness, or death through individual and group support and education through Bereavement and Illness Coping Support Sessions, Summer Camp, as well as individual mentoring. As Group Co-Leader facilitated sharing times to help campers talk about dealing with serious illness, particularly in school. Supervised recreational activities. As Counselor, completed training and logged over 1000 hours hours prior to promotion to Co-Leader. Summers 20XX and 20XX

ST. JOSEPH’S PARISH   ROCHESTER, NY
Vacation Bible School Fourth Grade Teacher: Planned daily lessons. Organized balloon scavenger hunt. Created and became “Zucchini-Man,” a masked mascot to help teach Bible stories in an exciting way. Summer 20XX

ST. MARY’S SCHOOL   BRONX, NY
Summer School Program Sixth Grade Religion and Fourth through Eighth Grade Art Teacher: Created daily lesson plans. Taught drawing skills. Oversaw production of backdrop for musical production. Chaperoned outings. Summer 20XX

CORPUS CHRISTI   ROCHESTER, NY
After School Program Supervisor/Aide: Supervised approximately fifteen elementary school children in arts and crafts. Managed childhood behavior in a group setting. Fall 20XX

ST. PAUL’S SUMMER DAY CAMP   BRONX, NY
Counselor: Supervised twenty 7-8 year olds during daily activities such as Art, Gym, and English class. Taught math and computer skills. Chaperoned weekly outings to Bronx Zoo, movies, roller-skating, and swimming. Summer 20XX

ADMINISTRATIVE EXPERIENCE

UNIVERSITY OF ROCHESTER   ROCHESTER, NY
Interfaith Chapel Administrative Assistant   Winter 20XX-Spring 20XX

This targeted version also uses a field focused Qualifications statement first. Multi-phrase headlines for education and experience, reveal to the reader that this is a “psychology, teaching and counseling” oriented candidate. Choice of words used for headlines and order of presentation do impact resume effectiveness. Using well-crafted headlines, you can present most pertinent experience first, and diminish the importance of other experience by presenting it later.
**U.R. REDINOW**

(585) 555-1111 • ure008g@mail.rochester.edu

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### Finance and Banking Internship Qualifications

- Comprehensive valuation techniques and methodologies training complementing analytics, quantitative and research focused studies.
- Knowledge of data collection, portfolio and model construction and analysis, as well as statistical based interpretation techniques gained via intensive professional training program, academic studies and specialized research projects and presentations.
- Ability to apply academic focused accomplishments and abilities to investment planning, budgeting, risk management, equity and fixed income research, and other financial efforts.
- Capacity to conduct outreach to potential clients and customers and communicate effectively with existing clientele.
- Time management and multi-tasking talents gained as a scholar-athlete and expressed via academic outcomes.
- Capacities to use Word, PowerPoint, Excel, Minitab, Photoshop and Internet capabilities.

### Financial Economics, Finance, Accounting and Quantitative Studies

- **Bachelor of Arts in Economics, with Minors in Mathematics and Business**
  - May 20XX
- **Certificate of Mathematical Modeling**
  - May 20XX
  - *Minor in Business* to be earned for business and track courses taught by Simon School and College faculty and current Business GPA 3.5.
  - *Mathematical Modeling Certificate* to be earned for completion of political science and economic courses focusing on use of data collection and analytical techniques to create predictive models and case studies and current Mathematics GPA 3.6.
  - Simon Early Leaders Award and Scholarship for MBA Studies Available Upon Graduate School Enrollment Post-baccalaureate.
  - Varsity Football

### Investment Banking Analyst Training

**INVESTMENT BANKING IMMERSION PROGRAM**

- Analyst Training Participant through Dream Careers
- July X-August X 20XX
- Completed training with content that parallels what is offered analysts at Investment Banks Private Equity Firms and Hedge Funds.
- Comprehensive valuation techniques and methodologies training complementing analytics, quantitative and research focused studies.
- Knowledge of data collection, portfolio and model construction and analysis, as well as statistical based interpretation techniques gained via intensive professional training program, academic studies and specialized research projects and presentations.
- Ability to apply academic focused accomplishments and abilities to investment planning, budgeting, risk management, equity and fixed income research, and other financial efforts.
- Capacity to conduct outreach to potential clients and customers and communicate effectively with existing clientele.
- Time management and multi-tasking talents gained as a scholar-athlete and expressed via academic outcomes.
- Capacities to use Word, PowerPoint, Excel, Minitab, Photoshop and Internet capabilities.

### Financial Economics, Business, and Mathematics Courses and Projects

  - Conducted regression analysis on effects of Real Personal Disposable Income, Real Current Account, Real Consumer Price Index, Inflation, and Unemployment on Real GDP. Identified that 99.8% of variation of Real GDP can be explained by variations in Real PDI, Real Current Account, Real CPI, Inflation, and Unemployment and represented findings via paper containing hypothesis testing and regression data.
  - Researched, analyzed and cited opinions and findings in paper examining ‘Credit Crunch” and collapse and bail out of Bear Stearns. Hypothesized that most efficient process of rescuing economy from recession was lowering lending rate to increase supply of loans. Also, concluded that Bear Stearns bail out established principle of federal government obligation to also bail out other collapsing lending institutions.
  - Used Excel to conduct regression analysis to examine status of chivalry on campus. Concluded that demands of college causes deterioration of chivalry and presented findings via presentation and paper containing illustrations of statistical hypothesis testing.
  - Used Minitab to evaluate effectiveness of Football postseason conditioning program. Identified program effectively increased overall strength and presented findings via paper containing regression analysis data and illustrations.

### Employment

**PITTSFORD HIGH SCHOOL**

- **Strength and Conditioning Coach and JV Offensive Line Assistant**
  - Winter 20XX-Present
- **TARGET DISTRIBUTION WAREHOUSE**
  - **Shipper, Receiver and Dock Manager**
  - Summers 20XX-20XX and Summer 20XX
- **WEGMANS**
  - **Cashier**
  - May-August 20XX

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This targeted internship resume uses a Qualifications Summary to focus reader on candidate goal. Headline phrasing and order present education as well as courses and projects more important than employment. Experience in this case is “limited,” and “not related.” This resume shows that this “business, finance and economics” student has much to offer. Relevant courses, an off-campus summer immersion program and, most significantly, papers and projects are presented effectively and highlighted with detailed descriptions. These are the key foundations upon which the internship candidacy will be built. Presentation of courses, papers, projects and case studies can be critical, particularly for candidates with little experience. Often, “sign up, pay up and show up” immersion, internship and bridge programs are springboards into selective careers. Pre- and post-commencement internships are strategically sound goals for many. If field, function and firm goals requires strong research, analysis and presentation skills, candidates may wish to create one page supplemental documents that summarize the nature of one or two projects. How this document is organized and its content reveals skills associated with these goals.
From: ure008g@mail.rochester.edu
To: jdoe@bigbank.com
Subject: Summer Internship at Big Bank, Inc.

Mr. Doe:

Studies as an Economics major at University of Rochester and long-term goal to build a career in commercial banking motivate me to seek an internship at Big Bank. Courses in Financial Markets, Money Credit and Banking, Econometrics, and Accounting, as well a background in Macro and Microeconomics allowed me to develop knowledge needed to contribute in project focused as well as customer service roles. Through projects for courses taught by Simon School of Business faculty, I evidenced quantitative and analytical skills needed to research investments, identify trends, and document findings in written and verbal formats. These talents might be applicable to operations, investments, trust, or other areas. Through athletics, co-curriculars, and employment I evidenced communication and customer service abilities needed to succeed in retail banking, lending, and commercial banking areas.

I would appreciate the opportunity to serve in internship capacities this summer. I will call to confirm receipt of this email, the attached resume, and to clarify next steps. Can we conduct initial telephone or Skype communications, as well as formal in-person interviews? While compensation would be appreciated, if volunteer internships are available, please consider me an enthusiastic candidate for these options. If needed, I will take actions to earn academic credit or transcript recognition for volunteer experiences. And, if a decision could be made soon regarding my serving as an unpaid intern, I can apply for stipends made available through the University’s Career and Internship Center. An email response would be well received, but because you must be very busy, I will call to discuss your reactions to this email and, I hope, to arrange a phone or in person discussion. Thank you for your consideration.

Sincerely,

U.R. Redinow
Candidate for Financial Analyst Internship
University of Rochester Class of 20XX
Candidate for BA in Economics, with Minors in Mathematics and Business
Candidate for Certificate of Mathematical Modeling
(585) 274-1111 • ure008g@mail.rochester.edu

This email is actually a cover letter, “letter of inquiry,” or “networking for consideration note,” for opportunities in a targeted field and functional area. A “letter of application” is used when specifically applying for a posted internship. This candidate is making first contact with a person on a “hit list.” Initially, contacts are identified via printed directories or websites, then confirmed through telephone conversations. Cover letter (or note) writing doesn’t have to be difficult to be effective. You can “copy, paste and change” or “save as a new title, then revise” one for the next. But make sure you change names of companies and descriptions of areas within which you wish to intern. General narrative listings of “good experiences” are not as effective as presentations of directly related academic, experiential, or project oriented achievements. Initial critiques of a Career and Internship Center counselor will empower you to be more independent when creating and transmitting later communiqués.
I. Wanda Intern  
(585) 555-5555 • iw004@mail.rochester.edu  

Economics and Litigation Consulting Internship Qualifications

- Capacity to apply past consulting experience and academics to law and economics, public policy, and business strategy cases associated with litigation, arbitration, mergers and acquisitions, regulatory hearings, and business planning.
- Experience collecting and analyzing quantitative and qualitative data within specified timeframes and following appropriate guidelines.
- History of success summarizing and then disseminating complex information via illustrated reports, proposals, as well as presentations in consulting as well as academic and finance settings.
- Quantitative abilities demonstrated through multiple actuarial internships, projects and cases and through statistical and economics courses.

Consulting, Finance, and Technical Experience

LONGAKER, RIMKUS & ASSOCIATES  ROCHESTER, NY  
Pension Actuary Intern  
Fall 20XX

- Longaker is a local actuarial and administrative services consulting firm for employee benefit plans that addresses issues and provides services related to independent compliance review, maintenance of benefit and retirement plans based on constantly changing tax laws and regulations; and advice on pension and profit-sharing plans.
- Computed defined benefit and terms calculations for a third party administrator.
- Entered 403b data and generated reports.
- Performed general accounting tasks.

BUCK CONSULTANTS  NEW YORK, NY  
Actuary Intern  Summer 20XX

- Buck is among the nation’s oldest and most prestigious actuary and benefits consulting firm that offers specialized services and resources related to compensation, human resource technology, health and productivity, human capital management and retirement.
- Used programming language to program, run, and analyze FAS 106 data.
- Completed over 20 hours of training in actuarial, health and welfare, health care, retirement, systems, and ethics. Constructed questionnaire matrix from RFP.
- Created commissions report.

SAGEMARK CONSULTING  ROCHESTER, NY  
Financial Planning Intern  Spring 20XX

- Sagemark is a national wealth management firm that addresses client based estate, business transfer, retirement, and investment issues.
- Analyzed, researched and constructed an optimum portfolio for customers.
- Researched background and history of companies for possible stock investment.
- Contacted businesses to set up 401(k) presentations.
- Edited phone approach used for contacting companies.

Economics and Statistics Studies, Courses, Projects, Honors and Activities

UNIVERSITY OF ROCHESTER  ROCHESTER, NY  
Bachelor of Arts with Dual Majors in Economics and Statistics  expected May 20XX

- Overall GPA 3.5/4.0; Dean’s List two of four eligible semesters
- Anticipate Completion of Business minor as well as a cluster of three thematically related courses in music
- Swim Team Member, 20XX-present
- Selected project: In group, analyzed and summarized potential for restaurant/night club in Rochester. Analyzed local market and calculated potential costs and profits. Created full marketing plan including cost summaries, advertising campaign, and marketing strategies. Presented efforts to class.

This targeted version is ideal for a junior with experience seeking an internship; a candidate submitting a field or firm targeted document for a Career and Internship Connection employer postings, or for any specific posting. The Qualifications headline clearly reveals the candidate’s field and functional target. Experience appears before education, for it is more significant and directly related to field and functional goals. The very targeted Qualification section through introductory and other bullets, clearly projects knowledge of field[s] and function[s] of interest as well as knowledge of self. It reviews the past, while projecting to the desired internship future.
I. Wanda Intern
(585) 555-5555 • ur001j@mail.rochester.edu

Date November 15, 20xx
To Steve Smith
Economist Inc.

Subject Career and Internship Connection Internship Interview

I would like to interview with Economist Inc., at the Washington, DC Career and Internship Connection in January. After you review the accompanying resume you will see that I have succeeded in consulting and case focused internships already, and have targeted economics and litigation consulting as my summer internship as well as career goal. Skills and abilities developed in other consultative and client oriented settings enhanced my capacities to contribute to EI, and now give academics new meaning.

All past internship experiences, including those at Longaker and Buck, evidenced my ability to identify, analyze and track data and, after, draft and finalize documentation and illustrations. I understand how to interpret data, then present findings to a variety of constituency groups. Augmenting research and analytic skills is my inquisitive nature. By asking questions, within academic and experiential settings, I become more driven by processes and reasoning behind assignments. Sound academics and financial services experience have refined my ability to communicate financial information via PowerPoint to coworkers as well as current and potential clients.

Capacities to excel are demonstrated by achievements on my resume, by strong GPAs in both Economics and Statistics, and by the writing sample provided. The sample contains three excerpts from a report created for the restaurant feasibility project cited on my resume. Through an interview I will share how I can apply past consulting experience and academics to law and economics, public policy, and business strategy cases associated with litigation, arbitration, mergers and acquisitions, regulatory hearings, and business planning. Review of IE’s website revealed these to be the cornerstones of your firm’s success.

While I do hope I am selected for the prescreened interviews to be held at the Career and Internship Connection event, if you wish to communicate prior, by phone or Skype, please let’s do so. Again, my hope is to obtain an internship with Economist Inc., but I also wish to reinforce my interest in post-commencement career opportunities as well. In advance, thank you for your consideration

Sincerely,
I. Wanda Intern
Candidate for Internship with Economist Inc.
University of Rochester Class of 20xx
Dual Majors in Economics and Statistics
(585) 555-5555 • ur001j@mail.rochester.edu

This sample cover letter, a “letter of application” for a Career and Internship Connection posting illustrates via a memo format how a candidate targets field, function and firm focused communiqués. Like the resume, it focuses on past experiences, not just academics. And, strategically, it effectively presents specific qualifications and experiences, not simply listing a variety of past achievements. This letter presents a targeted and qualified internship candidate, not just a “generally qualified,” well rounded person. It also reveals the writer understands the target firm [likely gained from web based research]. It is can be adapted for any posting, on-campus recruiting, or off-campus recruiting event and targeted specifically for many firm and internship descriptions. It can also be adapted and transformed into a more field and function focused “letter of inquiry.” The letter can be sent as a MS.Word.doc or PDF attachment, uploaded via a web-based system, or copied and pasted into an email text block. It closes with an “electronic signature” that should be used for all e-communications.
Poly Sye
585.222.3333 • polysye@u.rochester.edu

**Legislative and Public Policy Internship Qualifications**

- Confidence within roles associated with monitoring legislation, conducting research, editing legislative drafts, investigating and addressing constituent issues, assisting with media releases, web based information dissemination, and medial relations efforts.
- Confidence conducting library and Internet research, collecting, analyzing and interpreting data then crafting concise papers, memos, and briefs.
- Understanding of legislative processes, political systems and related terminology gained via specialized programs, courses and readings.
- Information dissemination, debate, and cooperative abilities evidenced via political campaign work, academic group projects and co-curriculars.
- Word, Excel, Power Point, Proquest, LexisNexis, Final Cut Pro, Front Page, iLife, iWork, Photoshop, and Internet skills.

**Legislative, Campaign and Policy Related Programs and Experience**

<table>
<thead>
<tr>
<th>University Presidential Inauguration Conference</th>
<th>Washington, DC</th>
<th>January 20xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Attended 44th Inauguration, met with Al Gore, heard from acclaimed politicians and members of the media including Colin Powell, Paul Begala, Tucker Carlson, James Carville, Mary Matalin, and directors for McCain-Palin 2008.</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Obama for Rochester</th>
<th>Rochester, NY</th>
<th>August 2008 – November 20xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Phoned citizens on upcoming campaign events, helped citizens get registered, and delivered campaign signs.</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Young Leaders Conference</th>
<th>Washington, DC</th>
<th>Spring 20xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Conducted intensive critique of legislative, judicial, and executive processes and powers.</td>
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<tr>
<td>• Met with senators, representatives, and presidential speechwriters.</td>
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</tbody>
</table>

**Collegiate Political Science and High School Education, Leadership and Co-curriculars**

<table>
<thead>
<tr>
<th>University Of Rochester</th>
<th>Rochester, NY</th>
<th>expected Fall 20xx</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Arts, Political Science</td>
<td></td>
<td></td>
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<tr>
<td>• Overall GPA of 3.22 (out of 4.00) and Dean’s List One of Two Eligible semesters</td>
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<tr>
<td>• Will complete two clusters of three thematically related courses in Environmental Sustainability and Film Production</td>
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<tr>
<td>• University of Rochester Leadership Development Program, Varsity Track &amp; Field, Kappa Kappa Gamma Sorority, College’s Against Cancer Relay for Life, Political Science Undergraduate Council</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Honeoye Falls-Lima High School</th>
<th>Honeoye Falls, NY</th>
<th>June 20xx</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma, with Honors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Overall GPA of 94 (out of 100) and High Honor Roll (20XX-20XX)</td>
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<tr>
<td>• Class President (20XX-20XX) and Vice President (20XX-20XX)</td>
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</tbody>
</table>

**Political Science Courses Concepts and Projects**

**Political Inquiry:** Introduced students to data analysis in political science. Addressed "science" in political science and development of hypotheses about political behavior. Read published research from journals that used techniques discussed in class.

**Public Opinion, Voting, and Elections:** Addressed questions involving public opinion and voting, paying special attention to generational matters.

**The Presidency:** Topics included: rationales for and effects of separation of powers; presidency in comparative perspective; nature and origin of president's influence on policy; president's role in lawmaking; presidential management of executive branch; war powers and national security.

**International Relations:** Introduced students to workings of the state system, causes of international conflict and violence, and international economic relations. Also examined nature of power post-Cold War as well as nation-building and proliferation of weapons of mass destruction.

**Comparative Politics:** Studied domestic political institutions, processes, and outcomes across and within countries. Cases were drawn from different countries and historical periods to apply methods of comparative analysis.

**Politics of Sport:** Examined issues of suburbanization, neighborhood change, political conflict, urban poverty, economic development, and the fragmentation of cities over the last century through the prism of sports. Also addressed decisions of sports franchises to build ballparks and stadiums, relocate teams, and seek governmental funding all reflect forces that drive urban politics.

**For Public Opinion, Voting, and Elections**, conducted extensive research analyzing early voting election reforms including voting by mail, early in-person voting, and no-excuse absentee voting and how turnover changes in underrepresented groups. Argued and provided evidence that election reforms do not increase turnout, but rather make voting easier for those who would normally vote. Presented findings in a twelve-page report.

**For Politics of Sport**, researched and analyzed football hooligans in Yugoslavia and subsequent violence prior to the breakup of Yugoslavia. Concluded that football hooligans impacted collapse of Yugoslavia through instigating ethnic tensions and rivalries resulting in violence and eventually the break-up of Yugoslavia. Presented findings in an eleven-page report.

This targeted internship resume reveals special assets. Poly Sye has strong academics and interesting specialized programs as well as volunteer experiences. Her courses are described, not just listed, to share what she has learned with readers. Often freshmen and sophomore resumes should expand upon courses, concepts, papers and projects, because those reflect their greatest strengths. Juniors without related experiences might do the same.
Date: April XX, 20XX
To: officeholder@usa.gov
From: polysye@u.rochester.edu
Subject: Legislative, constituent relations, and media relations internship....
Attachment: PolySyeLegislativeInternshipResume.doc

Review of the attached resume reveals many courses, seminars and special programs that enhanced my knowledge of the federal government. This summer I wish to apply concepts, research and communication techniques learned through classroom and experiential education to practical projects and day-to-day tasks of an intern in your office.

Two conferences in Washington, D.C. provided insights into the nature of government, and far exceeded what I could have learned through academics alone. Visiting the Eisenhower Executive Office Building, floors of the House and Senate, various departments, and offices of representatives and senators gave me unique perspectives associated with day-to-day functions of office holders and staffers. Furthermore, meetings with elected officials, their staff, and members of the media enhanced my understanding of the interplay between elected officials, constituencies, and many others. Courses at University of Rochester, including Arguments in Political Science, The Presidency, International Relations, Public Opinion & Elections, and Political Inquiry expanded my understanding of political concepts, related vocabulary as well as theories. More important, research papers and case briefs required that I use and enhance research, technical writing, and analytical abilities.

It is with academic preparation, realistic expectations, enthusiasm and confidence that I seek to serve in legislative, media relations, constituent relations, and administrative roles of an intern this summer. Through a phone, Skype, or in person interview I can share what skills I possess to monitor pending legislation, conduct research, edit legislative drafts, provide advice and counsel, investigate and address constituent issues, and assist with web based information dissemination, as well as press relations tasks.

I will call soon to confirm receipt of this email and, I hope, to arrange an interview. While an initial phone screening would be easy to schedule, I would be happy to visit Washington, DC whenever you wish to conduct an in person interview. Of course, I can, if needed arrange to earn credit or transcript recognition for a summer internship, and would be available to start as soon as May XXth. If you need additional information, please do not hesitate to ask. In advance, thank you for your consideration.

Poly Sye
Candidate for Legislative Internship
University of Rochester Class of 20XX
Political Science Major
585.222.3333 • polysye@u.rochester.edu

This very focused email cover letter, “letter of inquiry” (because no actual posting was being responded to) can easily be adapted to actual postings and programs, by targeting more specific skills in the third paragraph. Those seeking positions with elected officials must also network for consideration in order to be effective. And, “sign-up, show up and pay up” programs are very, very effective.
Undergraduate Researcher Fall 20XX-Summer 20XX

Pediatric Inpatient Unit Volunteer Summers 20XX-20XX

Information Analyst Fall 20XX-Present

Bachelor of Arts in Psychology, with minor in Brain and Cognitive Science anticipated August 20XX

- Psychology GPA of 3.6, Spring Semester 20XX; Overall GPA of 3.9 and Dean’s List 4 of 7 Eligible Semesters
- Selected Psychology and Brain and Cognitive Science papers: Auditory Systems in Pinnipeds, When Interventions Harm, Problems and Behavior, A Randomized Effectiveness Trial of Interpersonal Psychotherapy for Depressed Adolescents, Family Treatment of Childhood Anxiety: A Controlled Trial, Success of Person-Centered Therapy, Strange Situation: A Closer Look, and Physical Attraction Correlates Health: Fact or Fiction?

Clinical, Developmental and Social Psychology Research

University of Rochester Rochester, NY

Information Analyst Fall 20XX-Present

- Create study applications, amendments, and audit reviews for University of Rochester Research Subjects Review Board and assist with development of study design, protocols, and measures for various projects including: “Anorexia Nervosa and Executive Function in Adolescents,” “Reducing Second Hand Tobacco Smoke Exposure through Pediatric Inpatient Interventions,” and “Adolescents’ Use of Over the Counter Medications.”
- Recruit, obtain informed consent, and enroll eligible subjects into research studies investigating: executive function in adolescents with restrictive eating disorders, the efficacy of inpatient smoking cessation programs, and adolescents’ knowledge of common medications.
- Independently conduct studies on adolescents and pediatric inpatients using computer tests, questionnaires, in-person and telephone interviews, and chart reviews.
- Conduct literature searches regarding developmental and neurological pathways, executive function impairments, neuropsychological implications, and cognitive assessment tools associated with eating disorders.
- Collect, enter, and maintain data in SPSS, Excel, and Access databases; perform and interpret statistical analyses shared with principle investigators including Elizabeth R. McAnarney MD, Jennifer Zarcone PhD, and Karen Wilson MD, MPH.
- Contributed to various journal submissions to be reviewed in the future.

Undergraduate Researcher

Fall 20XX-Summer 20XX

- Contributed to design and implementation of research protocol for clinical and developmental psychopathology investigating: the development of psychological problems in children exposed to high levels of family discord, “Family Relationships and Child Coping and Adjustment.”
- As member of team of doctoral and undergraduate students, conceptualized and designed assessments, and analyzed data obtained via research on child development and family relations that hypothesized that children with maladaptive coping strategies to family stress are more likely to experience psychological maladjustment later in life.
- Assisted in creating and refining interviews to measure sibling relationships and diagnostic psychological assessments.
- Assisted with development of training protocols for experimenters, and developed strategies for contacting and recruiting Rochester families.
- Collected data and submitted an undergraduate paper documenting efforts.
- All efforts were supervised by Patrick Davies PhD, and contributed to his longitudinal investigation of children’s socioemotional adaptation and maladaptation with respect to family environment.

Research Assistant

Fall Semesters of 20XX and 20XX and Summer 20XX

- Under supervision of Andrew Elliot PhD, developed protocols to explore the impact of sound on motivation, and conducted personality and motivation research on University of Rochester students using questionnaires, intelligence tests, and logical reasoning exams for “Unconscious Human Motivation” study.

Research Assistant

Summer-Fall 20XX

- Implemented developmental psychology research techniques for experiments on Rochester families assessing disclosure among early and middle adolescents to parents about various types of activities for “Disclosure and Secrecy in Adolescent-Parent Relationships” investigation.
- Used questionnaires, interviews, videotaping, and psychological assessment tools in order to assess the degree of disclosure in parent-child relationships and
- Collected and analyzed data, presented at weekly meetings, and

Publications and Presentations

- As third author, contributed to, edited and submitted Anorexia Nervosa and Executive Function in Adolescents: A Focus on Set-Shifting to The Journal of Pediatrics for review and publication.
- As second author, contributed to, edited and submitted Knowledge Gaps and Misconceptions about Over-the-Counter Analgesics among Adolescents to Academic Pediatrics for review and publication.
- At Pediatric Academic Societies Conference, Spring 2009, developed presentation and attended conference with Principle Investigator, Elizabeth R. McAnarney MD, summarizing research background, methodology, and findings from study titled “Anorexia Nervosa and Executive Function in Adolescents”

Clinical Healthcare and Volunteer Experience

University of Rochester Strong Memorial Hospital Rochester, NY

Ambulatory Pediatrics Information Analyst Fall 20XX-Present

- Shadow clinical coordinator in outpatient clinic and observe diagnoses, interventions, and treatment plans for adolescents with eating disorders.

Pediatric Inpatient Unit Volunteer Summers 20XX-20XX

- Assisted pediatric and adolescent patients with daily tasks and independently managed patient recreational activities in the pediatric unit.
- Shadowed doctors and aided nurses with childcare activities.

This multipurpose resume supports applications for specialized research experiences or programs (REUs) as well as academically focused programs and might be presented in two or more pages as a curriculum vita. Multipurpose, content and headlines reveals achievement-laden history while order targets qualifications. Resumes supporting graduate school admissions, some programs, fellowships and scholarships don't require qualification summaries and might involve more detailed descriptions of achievements and honors. A counselor can address program and graduate school admission issues including personal statements. The next sample reveals a fellowship and scholarship format.
Reese C.V. Fellowship js002i@mail.rochester.edu (518) 555-5555
5555 Parkville Place • Niskayuna, NY 12309

History and Political Science Education and Honors

UNIVERSITY OF ROCHESTER
Bachelor of Arts, Double Major in History and Political Science
• Overall GPA: 3.99; History GPA 4.0; and Political Science GPA 4.0 (out of 4.0).
• Phi Beta Kappa and Dean’s List 7 out of 7 Eligible Semesters
• Annual $15,000 Rush Rhees Scholarship Awarded for Academic Achievement and SAT Scores of 660 Verbal and 730 Math.
• Proposal for independent multi-disciplinary study of Global and Cultural Economics, incorporating courses and a research paper, was developed, submitted and accepted; yielding entry into University’s prestigious tuition-free fifth year Take Five Scholars Program.

Honor Societies, Awards, and Affiliations
• Inducted into Phi Beta Kappa Honor Society as Junior in recognition of academic performance and placement in top 2% of the class.
• Named Junior Fellow in American Academy of Political and Social Science as one of approximately one hundred in the United States.
• Inducted into Golden Key International Honor Society Member in recognition for academic excellence and class standing.
• Selected for Who’s Who Among Students in American Universities and Colleges.
• Member of Phi Alpha Theta National History Honors Fraternity.
• Member of Undergraduate History Council.

Collegiate Co-curricular Leadership

UNIVERSITY OF ROCHESTER
Resident Advisor
• Act as resource person for floor addressing all needs of residents.
• Trained in counseling, advising, programming, resource referrals, emergency services and interpreting policies and procedures via rigorous selection process.
• Held position for three consecutive years, overseeing both first-year and upper-class floors.
Senior Class Council Social Chair
• Elected by incoming senior class to coordinate and plan social events for seniors throughout the year.
• Assisted with Commencement planning as well as with fundraising and selection of the Senior Class Gift.

Student Association At-Large Vice President for Executive Cabinet
• Assigned role of facilitating that freshman, sophomore, and junior class councils function as effective programming bodies.
• Held interest meetings designed to explain council roles and election procedures.
• Supervised and organized election process and assisted with other cabinet projects.

Class of 20xx Council Vice President of Programming
• Coordinated and implemented all class programs, including planning class-sponsored study break and class trips.

Teaching and Research Experience

UNIVERSITY OF ROCHESTER
Teaching Assistant for Introduction to Historical Methods: The World of Thomas Jefferson
• Led recitations to promote discussion of course material, graded papers, and addressed individual tutorial needs of students.
• Selected as first undergraduate to serve as teaching assistant for this course.

ALAN HILFIKER
Researcher
• Conducting detailed political, economic, cultural and historical research for author and University Trustee’s research and writing of novel on refugee family fleeing Estonia in World War II.

Legal Internship

MONROE COUNTY DISTRICT ATTORNEY’S OFFICE
Intern for Assistant District Attorney in City Court
• Performed discovery and subpoena requests.
• Pulled daily docket, and organized and arranged case files for trials and hearings.
• Attended and observed at trials.
• Wrote research paper analyzing organization and efficiency of Rochester City Court and the Monroe County District Attorney’s Office.

Employment

UNIVERSITY OF ROCHESTER
Mail Services Student Director
• Sorted, and processed mail, addressed needs of student, faculty and others, and sold stamps, packages and other related materials.
• Promoted to Student Director after two semesters, and then oversaw, trained and motivated student employees.

This multipurpose resume supports applications for fellowships, scholarships, or specialized academic or co-curricular programs and might become a multiple pages curriculum vita. Mailing address appears if requested. Scholarships, honors, and affiliations are highlighted and described. Criteria for selection of honors are defined. Honors are presented with most significant first. No need to list classes for some fellowship, but might for others. Qualification summaries critical for internships, are not needed, but could appear at the end if a counselor determines.
PROJECT ABSTRACTS

UNIVERSITY OF ROCHESTER
Senior Capstone Project

- With partner, redesigned hypothetical chemical manufacturing pilot plant to optimize efficiency, maximizing energy savings while minimizing capital expenditures. Designed chemical reactor to increase valuable product production and decrease waste production, and modeled heat exchanger dynamics for client. Final project summary report with supporting data and figures gave clear, concise recommendations to moderately technical audience based on our findings.
- Redesigned heat exchangers to minimize external energy requirements using "pinch analysis," creating program on Excel to optimally integrate distillation columns into heat exchanger network so waste could be utilized; yielding 90% reduction in energy requirements.
- Used Excel to perform cost analysis that maximized energy savings and minimized capital costs; calculating total revenue of 5.62 billion € from carbon dioxide saved that could be sold on current European cap and trade pollution market.
- Modeled catalytic reactor that for optimal product yield.
- Demonstrated two methods of analysis for modeling heat exchanger dynamics; using Mathematica to analytically model dynamics and used Excel to numerically model dynamics using the finite element method.

AUBURN UNIVERSITY DEPARTMENT OF POLYMER AND FIBER ENGINEERING
Research Experience for Undergraduates (REU) National Science Foundation Fellow

- Conducted research in Micro/Nano-Structured Materials, Therapeutics, and Devices. Worked with faculty mentor to research project; develop hypothesis; design and execute an experiment; then write research paper and present final poster.
- Extended release drug delivery systems are used in pharmaceuticals and medical devices to deliver exact concentrations of drugs at specific rates. Studied novel controlled drug delivery from halloysite, an inexpensive clay forming naturally occurring nanotubes.
- Compared how molecular properties, i.e., solubility, size of molecule, and surface interactions, affect the release curves of material.
- Observed general relationships between molecular properties and release rates; offered recommendations for further studies examining polarity of molecules. Research applicable to non-pharmaceutical extended release applications such herbicides, pesticides, paints and sealants, and cosmetics. Findings to be published in chapter of “Nanomaterials for Biomedicine.”

This and pages that follow illustrate Project and Research Abstracts and Profiles. For some fields supplemental pages [not second pages of one-page resumes] evidence talents and expand upon project entries from a resume. In most cases they are good tools to use during interviews and to leave with those you meet then.
BIOMECHANICAL ENGINEERING PROJECT ABSTRACTS

MonoMano Cycling Control System  Senior Design Project  September 20xx - Present
• Team designed, built, and tested detachable and adjustable recumbent tricycle control system, allowing disabled users to steer, brake and shift gears easily, intuitively and effectively with the use of a single fully-functional arm.
• Worked in cooperation with Rochester Rehabilitation’s SportsNet Program, an organization that conducts hands-on clinics and events designed for people of all abilities to try adaptive sports and equipment.
• Personally responsible for designing handlebar attachment clamp using Solidworks CAD; and parts manufactured using CNC machining.
• Funding gathered from crowd funding (Innovocracy.org) and winning local, regional and national business plan and design competitions; including Finalist 2012 Rehabilitation Engineering & Assistive Technology Society of North America (RESNA) Design Competition; 1st place – 2012 Charles and Janet Forbes Entrepreneurial Competition; and 2nd place – 2012 Mark Ain Business Model Competition
• Details available via www.monomanocycling.com

Geometric Modeling of the Tibia Independent Research and Design Project  Fall 2011
• Conducted research in biomedical imaging and modeling to assist osteoarthritic diagnosis and prevention research. Worked with faculty mentor to research project, analyze MRI images, develop geometric modeling technique, and write research paper and present final poster.
• Osteoarthritis is the condition where joint cartilage (flexible tissue separating bone-to-bone contact) breaks down, causing pain, swelling, and stiffness. Current research techniques include computer modeling of the tibia and simulating various loading conditions and wear.
• Current model methods involve converting MRI scans into computer models through tediously tracing; time consuming and cost inefficient.
• Developed new modeling technique using data collected from research papers on subjects of different gender, sizes, ages, and ethnicity and finite element analysis program, Abaqus CAE, to create customizable geometries to model tibia for various patients.
• New modeling technique reduces time and cost of modeling tibia for osteoarthritic research, ultimately expediting cure and prevention.
CEIS promotes regional and statewide economic development by leveraging world class scientific and engineering resources at New York’s research Universities; and therefore require substantial knowledge of the regions industries strengths, needs, and potential opportunities. Recently, CEIS was awarded a 19M dollar grant known as the RRPA to accelerate growth of small and medium-sized optics, photonics, and Imaging companies. I contributed substantial market research about the industry and companies in question; then used data to create diagrams and charts to demonstrate the importance of the industry to the region and the trajectory of employment clusters, and predicted what the future could look like with and without the type of acceleration proposed. Below are diagrams created for this purpose:

Currently, CEIS has teamed with stakeholders from around the state to prepare and submit a white paper in response to the request for Information issued by the office for the National Network for Manufacturing Innovation (NNMI). This is a new $1 billion proposal to catalyze up to 15 manufacturing innovation institutes around the country and CEIS along with regional partners are teaming up to propose that one of the institutions be focused on optics, photonics and imaging. For this purpose, I contributed market research which is used in the creation of the white paper.

Coordination and marketing of conference titled Strengthening Women’s Business Leadership in the EU: A focus on Women from a Migrant Background. I oversaw every aspect of the process including: communications with co-sponsoring organization UNITEE and other speakers; creation of the poster used to advertise the event; promoting the event through social media, and coordinating with caterers. The conference a great success; attended by over two-hundred and eighty people from Belgium, the Netherlands, Germany, the UK and further afield. It was hosted by Vice President of the European Parliament Ms Isabelle Durant, German MEP Ms Gesine Meißner, and Italian MEP Ms Barbara Matera who joined the conference via video-link from Rome. Additional speakers included: Mr Ali Babacan, the Deputy Prime Minister of Turkey, Ms Madi Sharma, a member of the European Economic and Social Committee, Dr. Adem Kumcu, President of UNITEE and also Mr Marko Curavic, Head of Unit for Entrepreneurship at the European Commission’s Directorate-General for Enterprise and Industry.

Pictures of the poster created to advertise conference and of the conference appear above.