

not to continue including it as a junior or senior depends on its relevance and the amount of available space.

Your professional résumé should be more than a list of the jobs and activities you have done. Regardless of the headings you use (“Experience” or other), you should provide relevant and thorough (yet concise) explanations of what you did in each setting. These definitions should always start with strong verbs, and you should avoid repeating those verbs. We have provided a list of action verbs to assist you. In addition, a thesaurus always comes in handy! In each bullet point, focus on what you do (or did), not what the organization does.

As you define your experiences, consider how a particular skill would be transferable to another setting; don’t dismiss an experience as necessarily irrelevant. If you worked in a clothing store, defining your experience as “Ran cash register” would not be an obvious usable or desirable skill outside of retail, but stating that you “Identified and served customers’ needs” may demonstrate a transferable skill that could be desirable in a number of settings.

These definitions are particularly important if a résumé is scanned by an employer. Some companies request that all résumés be submitted electronically, or they scan printed résumés so that they have an electronic version. If “scanning” the résumés, a computer does the first “reading.” If a résumé contains a particular number of predetermined verbs, phrases, skills, accomplishments required for the position, the computer approves forwarding the résumé to that particular job opening. A career counselor can help you review your résumé to see if it will scan well, or you may want to research this topic in our library or on the web.

A résumé should be structured in the way that best identifies your skills and experiences in relation to the opportunity you are pursuing. Many students create a chronological résumé (actually in reverse chronology) that features four primary sections: Education, Experience, Skills, and Activities. This is the most common résumé. A functional résumé categorizes the definitions under relevant headings such as Leadership Experience, International Experience, Teaching Experience, and so on. Some résumés are a hybrid of the two. Most student résumés tend to be one page, though this is not always the case. Meeting with a career counselor is the best way to determine the format and length that are best for you. A career counselor can also assist you with a curriculum vita (C.V.) if such is requested. (A C.V. includes a thorough listing of academic achievements in addition to or even instead of one’s activities and non-academic experiences.)

# 3 DEVELOPING YOUR RÉSUMÉ

Your résumé is one of many tools to help you express your interest in organizations and specific job and internship opportunities. The purpose of your résumé is to provide a snapshot of your education and experiences, giving the reader a concise picture of what you have to offer. Your résumé is, in a sense, an advertisement of yourself. It is important to spend time and seek advice creating this document so that you have the best tool at hand when you need it. Career counselors are available to critique your résumé, as are our peer advisors, during “open hours” or regular appointments.

Review the accompanying guidelines and examples to assist you in developing your own résumé. The examples in this section should not be copied, and they should not be assumed to be the right or only way to present oneself. The content, of course, must be specific to you. The written presentation (the actual wording) should represent your writing ability. The design (layout) can be whatever appeals most to you and is appropriate for the career field(s) of interest.

## CONTENT AND FORMAT

Begin your résumé with an education section. Your Yale degree should be front and center! As a first- or second-year student, include your high-school education. Whether or

# ARTICULATE YOUR SKILLS AND ACCOMPLISHMENTS USING THESE ACTION VERBS

Accentuated	Changed	Drafted	Instituted	Publicized
Accommodated	Charted	Drew	Instructed	Purchased
Accompanied	Checked	Edited	Insured	Qualified
Achieved	Circumvented	Educated	Integrated	Questioned
Acquired	Circulated	Elected	Interacted	Raised
Acted	Cited	Endorsed	Interpreted	Ranked
Adapted	Clarified	Engineered	Invented	Rehabilitated
Addressed	Classified	Envisioned	Issued	Remodeled
Adjusted	Closed	Exchanged	Launched	Repaired
Administered	Commissioned	Executed	Linked	Researched
Admitted	Confronted	Exhibited	Managed	Resolved
Adopted	Conserved	Expanded	Manufactured	Restituted
Advanced	Considered	Expedited	Mapped	Responded
Advertised	Consolidated	Experimented	Marketed	Restored
Advised	Constructed	Explained	Measured	Retained
Aided	Consulted	Explored	Mediated	Revamped
Allotted	Contacted	Expressed	Memorized	Reviewed
Altered	Contracted	Extinguished	Mentored	Revised
Amended	Contributed	Fabricated	Mobilized	Revitalized
Amplified	Controlled	Facilitated	Modeled	Revised
Analyzed	Converted	Finalized	Modified	Revolutionized
Anticipated	Conveyed	Finished	Monitored	Sampled
Applied	Convinced	Focused	Motivated	Sanctioned
Appointed	Cooperated	Forecasted	Navigated	Scheduled
Appraised	Coordinated	Forged	Negotiated	Screened
Approved	Counseled	Formulated	Nominated	Scrutinized
Arbitrated	Corresponded	Fortified	Observed	Selected
Arranged	Created	Fostered	Offered	Served
Articulated	Critiqued	Found	Operated	Serviced
Aspired	Cultivated	Founded	Orchestrated	Settled
Assembled	Debated	Framed	Organized	Set Up
Assessed	Decided	Furthered	Originated	Shaped
Assigned	Deducted	Gathered	Outlined	Shared
Assisted	Defined	Generated	Overhauled	Signaled
Attended (to)	Delegated	Graded	Participated	Simulated
Audited	Delivered	Guided	Partnered	Smoothed
Authorized	Demonstrated	Handled	Passed	Sold
Awarded	Described	Harmonized	Perceived	Solicited
Balanced	Designated	Headed	Performed	Solved
Bargained	Designed	Helped	Persuaded	Sought
Became	Detected	Hired	Perfected	Specialized
Blended	Determined	Hosted	Photographed	Specified
Blocked	Developed	Identified	Pioneered	Spent
Boosted	Devised	Ignited	Planned	Spoke
Bought	Devoted	Illustrated	Played	Sponsored
Bridged	Diagnosed	Implemented	Plotted	Stimulated
Broadened	Diagramed	Improved	Predicted	Studied
Budgeted	Directed	Incorporated	Prepared	Submitted
Built	Disclosed	Increased	Presented	Suggested
Calculated	Discovered	Influenced	Processed	Summarized
Capitalized	Discussed	Informed	Produced	Supervised
Catalogued	Displayed	Initiated	Programmed	Supplied
Cautioned	Dissected	Innovated	Promoted	Supported
Certified	Distributed	Inspected	Proposed	Surveyed
Chaired	Diverted	Inspired	Protected	Taught
Challenged	Documented	Installed	Provided	Targeted

**ETHAN YALE**

P.O. Box 232323, New Haven, CT 06520  
565 South Main Street, Media, PA 19063

ethan.yale@yale.edu  
610-777-7777

**EDUCATION**

**Yale University**, New Haven, CT  
*Bachelor of Arts*, projected major: Economics. Expected graduation: May 2009.

**Penncrest High School**, Media, PA  
*Salutatorian*, diploma 2005. SAT: 780 Math, 750 Verbal.

**College Experience****ACTIVITIES****Yale Entrepreneurial Society**

- Co-wrote mid-year financial report for executive board as Finance Department member
- Co-planned annual educational event in New York City as Events Department member

**Yale Investment Club**

- Member of this organization designed to prepare students for a career in finance

**High School Experience****AWARDS****National Merit Scholarship**

- Scored in 99<sup>th</sup> percentile on the PSAT, 1 of 2500 students nationwide to receive scholarship

**Principal's Leadership Award**

- Awarded to senior with best leadership skills, reflected through ability, style, and success

**Yale Book Award**

- Awarded to junior who best reflects excellence in academics, extracurriculars, and service

**Department Award, French**

- Awarded to senior who best reflects excellence in a specific subject

**Perfect Attendance**

- Achieved perfect attendance during all four years of high school career

**Optimist Oratorical Contest, State Competition**

- Competed in state speaking contest after winning local and regional competitions

**LEADERSHIP****Hi-Q Team, Captain (highest academic or leadership honor available at Penncrest High School)**

- Developed competition strategy, led daily practices, managed budget and schedule for the oldest continuous academic quiz competition in the United States
- Award: Won second place in the Hi-Q championship
- Award: First student selected from high school to join the All-Delco Hi-Q Team

**Envirothon Team, Captain**

- Led daily practices, motivated team members, managed oral presentations for the largest academic science competition in the United States (tests include oral presentations)
- Award: Team won first place in North America after winning county and state competitions
- Award: Personally won first place in North America in individual category

**Physics Olympics Team, Co-Captain**

- Led daily practices, motivated team members, managed schedule, coordinated logistics
- Award: Won first place in Physics Olympics competition to continue longest national record

**National Honor Society, President**

- Coordinated service opportunities and events
- Led annual induction ceremony and managed monthly meetings
- Award: Received the NHS Service Award for school and community service

**Theatre, Secretary/Treasurer**

- Co-directed fall production for three years: wrote scripts, led daily rehearsals
- Award: Awarded 4-Star Thespian in International Thespian Society for dedication to theatre

**World Language Honors Club (French), Co-President**

- Coordinated service opportunities and events
- Led annual awards and induction ceremony and managed monthly meetings

**ACTIVITIES****Philadelphia Inquirer**

- Wrote for newspaper's "Neighbors" section as a student contributor

**The Lion's Roar, Penncrest High School Newspaper**

- Wrote for quarterly publications as a staff writer

**Assistant Principal Office Aid**

- Worked in Assistant Principal's office during study halls

This student effectively fills his résumé with a diverse, well-grouped range of activities.

Print your résumé out - How does it look? Is it easy to read and visually appealing? Can you quickly pick out key information?

Margins can be adjusted to fit your needs, though typically range between .5 and 1 inch on all sides, leaving your top margin slightly larger than your bottom margin.

Your name may be larger than the rest of your text, but don't overdo it.

## Elaine Yale

5555 Elm Street, Vancouver, B.C., V6M 4C8, Canada, (604) 244-2444  
c/o Yale University, P.O. Box 222222, New Haven, CT, 06520, (203) 777-8888, elaine.yale@yale.edu

### Education

#### Yale University, New Haven, CT

Bachelor of Arts in English, graduation expected May 2007, GPA 3.74  
Writing Concentration (selective English track with extra writing courses and final project)  
Coursework includes "Literature of Fact" (journalism), "Non-Fiction Writing: Voice & Structure" (creative non-fiction reportage), and "Daily Themes" (daily creative assignment)

#### Yale-in-London, London, UK (Summer 2005)

- Study-abroad program with two full-time Yale courses, one in art history and one in literature.
- Visited London-area theaters and museums and Oxford and Cambridge universities.
- Traveled during free weekdays and weekends around London, the UK, and Europe.

**Crofton House School**, Vancouver, BC (June 2003) First Class Honours with Distinction, GPA 4.0

### Journalism Experience

#### Yale Herald weekly newspaper, Staff, Yale University, New Haven, CT (2003-present)

- Editor-in-chief (Dec. 2005-May 2006): approved and edited all content, arranged printing and distribution, oversaw event planning, delegated responsibilities, liaised with publisher and Yale administration, ran weekly production, planned special issues, appointed next editorial board.
- Managing Editor (Sept.-Dec. 2005): monitored and advised section editors, managed cover stories, edited pages for content and layout, helped run weekly production, wrote articles.
- Editor-in-Chief, 2005 Freshman Issue (Mar.-Aug. 2005): led production, appointed staff, edited and approved all content, liaised with publisher and Yale administration.
- Section Editor (Sept.2004.-May. 2005): assigned, wrote, and edited articles, laid out section.
- Copy Editor and Staff Writer (Sept. 2003-May. 2004): proofread, wrote various articles weekly.

#### Yale Record magazine, Staff Writer, Yale University, New Haven, CT (2004-present)

- Write 1-2 articles and contribute to group pieces monthly.

#### Reputations Corporation, Intern, Vancouver, BC (Summer 2004)

- Attended press conferences, helped prepare and run conference media room, accredited and liaised with journalists and media outlets from around the world.
- Compiled press coverage, organized and edited databases.
- Wrote and edited documents such as award applications, fresh sheets, brochures, letters, press releases, proposals, final reports, presentations, and business announcements.

#### Media Writing Week, University of British Columbia, Vancouver, BC (Summer 2003)

- Learned tips on pitching and writing freelance humour, lifestyle, and travel articles.

**Crofton Chronicle**, Staff Writer and Copy-Editor, Crofton House School, Vancouver, BC (2001-2003)

### Other Experience

#### Spry Hawkins Micner, Legal Assistant, Richmond, BC (Summer 2003, 2002, 2001)

- Answered phones, faxed, photocopied, sorted mail, and typed and edited client bills and letters.

### Other Activities

#### Yale Taps dance troupe, Treasurer, Yale University, New Haven, CT (2003-present)

- Help run yearly performance, organize workshops and social events, and manage all finances.

**Speech and Debate Team**, Member, Crofton House School, Vancouver, BC(2000-2003)

### Skills

Foreign languages: French, Spanish, some Hebrew

Technology: PageMaker, some Photoshop, Microsoft Word, SMART Boards, Windows and Mac OS X

Your Yale education should be at the top of your résumé.

Avoid using personal pronouns in your descriptions.

Good example of how to illustrate growth and advancement with an employer or activity.

Language and computer skills are highly valued in the workplace -- include them on your résumé!

Format variations, such as bold, italics, and capitalization, create visual appeal - use these tools but don't go overboard.

P.O. BOX 200000, NEW HAVEN, CT 06520  
PHONE (203) 203-2233 · E-MAIL ELY.YALE@YALE.EDU

## ELY YALE

### EDUCATION

**Yale University**, New Haven, CT  
B.A. in Political Science, expected May 2009  
*Coursework includes:* Economics, English, Introduction to Ethics, Moral Foundation of Politics

**Ithaca High School**, Ithaca, NY  
Diploma: 2005

Font size for the body of your résumé should be between 10 and 12 pt.

### LEADERSHIP EXPERIENCE

**First Ithaca Christian Chinese Church**, Youth Group President Fall 2000 to Spring 2005  
Organized social activities, conference trips, winter and summer retreats. Prepared and taught Sunday School classes.

**New York Boy's State**, Chief Justice of the Court of Appeals Summer 2004  
Led campaign for office in a mock New York State, winning the greatest majority for any office. Performed the duties and the functions of the Chief Justice.

**New Haven Chinese Church**, Sunday School Teacher Fall 2005 and Spring 2006  
Led worship. Prepared and taught children ranging from elementary school to high school. Identified and resolved problems between the children as well as handled different personalities.

Ely uses multiple categories to highlight specific skill areas.

### FUNDRAISING EXPERIENCE

**Vitamin L**, Chorus Member Fall 1999 to Summer 2005  
Board Member (one of two youth) Fall 2003 to Summer 2005  
Wrote grants and other funding applications in order to have a sliding scale scholarship fund for concerts at schools and to cover expenses, such as sound equipment and character education conference fees. Administered a budget of \$150,000. Contributed to organizing fundraising events. Organized social functions such as family pot-lucks for ~60 families together. Created a bookmark so that children could take home the lessons of the songs after concerts.

**Habitat for Humanity Bike Challenge**, North Trip Summer 2006  
Solicited support of friends, families, neighbors, and local and national businesses to receive funding for the trip.

### RESEARCH EXPERIENCE

**Insider's Guide to Colleges**, Writer Fall 2005 and Spring 2006  
Contacted and interviewed students at other colleges about their college experiences over the phone. Supplemented interviews with personal research on colleges.

**The History Center**, Student Historian Fall 2003 and Spring 2004  
Researched the ownership of historical objects by searching through archived documents. Interviewed previous owners about their lifetime in Ithaca, and the history behind the object. Wrote the official background and historical description of the object.

### SKILLS

**Computer:** Microsoft Office, Adobe Photoshop, Adobe Acrobat, Macromedia Dreamworks, Macromedia Fireworks  
**Language:** Proficient French, Fluent Spoken Mandarin (Native Speaker)

Begin your statements with action verbs. Verbs should be past tense if you are no longer at the position or participating in the activity.

## Eltron Yale

PO Box 200000, New Haven, CT 06520 (203) 203-2222 eltron.yale@yale.edu

### EDUCATION

- **Yale University**, New Haven, CT
- B.A. Political Science, Expected Graduation May 2004
- G.P.A. 3.4/4.0

### EXPERIENCE – Rowing Highlights

- **United States National Team** (Princeton, NJ) *Summers 2000-2003*  
Represented the U.S. in national and international competition at the junior pre-elite and elite levels.
- *Pan American Games* (Bonaire, Dominican Republic), Men's Eight, Gold Medalist (August 2003)
- *US Rowing National Championships* (Camden, NJ), Men's Elite Pair, Gold Medalist (July 2003)
- *World U23 Regatta* [under-23 world championships] (Genoa, Italy), Men's Pair, Bronze medalist (July 2002)
- *Nation's Cup* [under-23 world championships] (Ortensheim, Austria), Men's Pair, 4<sup>th</sup> Place (July 2001)
- *Junior World Championships* (Zagreb, Croatia), Men's Coxed Four, Bronze Medalist (August 2000)

### Yale University Heavyweight Crew Team

- *Team Captain* for the 2003-2004 season (New Haven, CT) *September 2000 – Present*
- Member of the Varsity boat (2001-2004), practicing over 25 hours a week
- Recipient, George Pew Award, "given to the team member who distinguishes himself through hard work, dedication and loyalty to Yale Crew." (June 2003)
- CRASH-B World Indoor Championships (Boston, MA), Silver Medalist, Collegiate Division (February 2003)
- Recipient, Jerry Romano Bowl, "annually awarded to the oarsman who most thoroughly enjoys the freshman experience." (June 2001)

### Community Rowing Program

- Teach basics and fundamentals of rowing to middle and high school-aged kids from schools around New Haven

### EXPERIENCE – Work

#### Yale Law School Library

- *Research Assistant* (New Haven, CT) *January 2002 – Present*
- Assist professors in finding and retrieving materials from the entire Yale library system
- Perform library administrative tasks

### EXTRACURRICULAR ACTIVITIES

#### Senior Class Council

- *Member-at-large* (New Haven, CT) *September 2003-May 2004*
- Assist in the planning and execution of senior class events (parties, competitions, exhibitions, Class Day and other social events) using a budget of \$135,000

#### Yale Outreach Program

- Visit middle schools around New Haven to discuss the value of participation in sports

### SKILLS

Computer: Reason, Cubase, Peak (music programs); Adobe Photoshop, Pagemaker, Microsoft Excel  
Language: Basic French Proficiency

## Elle E. Yale

121 Maple Ave.  
Brentwood, NJ 31111  
(607) 532-4655

email: elle.yale@yale.edu

P.O. Box 200000  
New Haven, CT 06250  
Cell: (203) 576-2222

### Education

#### Yale University

New Haven, CT  
B. A., expected May 2005  
Major: Ethics, Politics, and Economics  
Coursework includes: microeconomics, macroeconomics, multi-variable calculus, linear algebra, and political philosophy

#### Willow Springs High School

Brentwood, NJ  
Diploma, May 2001 GPA 3.87

### Skills

Computer: WordPerfect, Excel, Microsoft Word, PowerPoint  
Languages: Fluent Spanish and French

### Experience

#### Yale Child Study Center

New Haven, CT  
**Survey Administrator:** Worked under the direction of a Yale Child Study Center Research Team. Administered the SAHA (Social and Health Assessment) survey to middle and high school students in New Haven. Debriefed students at the end of each survey. Documented and discussed student reactions with Child Study Coordinators. (Spring 2002)

#### American Red Cross

Brentwood, NJ  
**Receptionist:** Provided information about Red Cross services. Handled questions and concerns about the Red Cross over the phone and in person. Greeted donors and assisted clients with inquiries at the front desk. Performed word-processing, data-entry, and filing/copying as needed. (1999-2000)

### Activities

**Independent Research:** Designed and conducted independent study of natural resource policy. Researched literature on the economic consequences of pollution, waste management, and energy planning. Wrote a critical research paper on microeconomic consequences of implementing different policies. (2000-2001)

**Environmental Club President:** Organized general assembly and executive board meetings. Supervised volunteers in the Adopt-a-Trail program. Coordinated the Annual Environmental Conference. (2000-2001)

**National Honor Society Treasurer:** Kept accurate account of income and expenditures. Allocated funds to projects and activities within budgetary constraints. Proposed new policies to improve structure of the organization. Prepared financial reports upon every meeting. (2000-2001)

**Literary Magazine Editorial/Advertising Assistant:** Edited poetry and short stories. Assisted with layout and design. Consolidated submissions and sorted them by category. Helped coordinate coffeehouse fundraisers. Publicized the magazine through rigorous advertising. (1999-2001)

**ESL Tutor:** Mentored children of diverse cultures and backgrounds to promote leadership qualities and enhance their academic performance. (1999-2001)

Yale University  
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New Haven, Connecticut 06520  
(203) 203-2222

## Eli Branford

eli.branford@yale.edu

444 Whitefish Drive  
Jasper, Alberta  
Canada T1B 2C3  
(203) 203-1111

### Education

**Yale University**, New Haven, CT  
B.A., Architecture, expected May 2004. Cumulative GPA: 3.3/4.00  
*Coursework includes:* Architecture, Economics, Calculus, French, Chinese

**Jonathan Whitaker Collegiate**, Jasper, Alberta, Canada  
High school diploma, Advanced Program, June 2000

**SHAD Mountain Program**, University of Windsor, Ontario, Canada

Completed an intensive program focusing on science, technology, and entrepreneurship, Summer 1999

### Skills

*Computer:* Statistical Package for Social Sciences, BASIC, Photoshop, Microsoft Word, Excel, PowerPoint  
*Language:* Proficient Chinese, Proficient French

### Experience

**Lehman Brothers**, New York, NY (Summer 2003)

*Wealth and Asset Management Summer Analyst:* Collaborated with the New Product Development Team to launch Lehman Brothers' first closed-end fund. Produced sales-force documents and aided in prospectus drafting. Researched and recommended potential investment products. Performed a variety of comparative analyses.

**Association of Yale Alumni Community Service Summer Fellowship**, Philadelphia, PA (Summer 2002)

*Summer Fellow:* Volunteered at Urban Bridges at St. Gabriel's, a non-profit community outreach organization. Helped organize and run the Vacation Ventures summer program. Mentored and tutored underprivileged children in inner-city Philadelphia.

**University of Saskatchewan**, Saskatchewan, Canada (Summer 2001)

*Research Assistant:* Analyzed Canadian census data using the Statistical Package for Social Sciences (SPSS). Conducted research on current Canadian immigration trends. Completed library research, literature review, and preparation of précis reports.

**Junior Achievement Entrepreneurship Program**, Alberta, Canada (1997-1998)

*Vice President of Finance:* Launched a small company and handled all financial transactions. Collaborated with peers in product fabrication and marketing.

**D.E.S.K. (Dinner Evening Soup Kitchen)**, New Haven, CT (2002)

*Volunteer:* Served food to disadvantaged adults in inner-city New Haven on a weekly basis.

### Activities

**Yale University Varsity Squash** (2000-present)

Most Valuable J.V. Player (2001-2002)  
United States Squash Racquets Association Team "B" Champions (2001)

**Yale Symphony Orchestra**, percussionist (2000-2002)

Performed at Carnegie Hall in New York City (2001)  
Toured and performed in Eastern Europe (2002)

**Racquetball**

World Junior Racquetball Champion (1999 mixed doubles)  
Canadian National Junior Racquetball Champion (1998 doubles, 1999 singles, 2000 doubles)  
Canadian National Junior Racquetball Team Member (1999, 2000)

**Royal Conservatory of Music**

Attained High Honors in Piano and Percussion (1999)

## Emily Yale

emily.yale@yale.edu

### Current Address

P. O. Box 200000  
New Haven, CT  
203.203.2222  
203.333.1111

### Permanent Address

410 Carriage Lane  
Wilmington, DE 19999  
302.222.2222

### Education

Yale College, Yale University, New Haven, Connecticut  
Candidate for Bachelor of Arts, May 2004. Art Major, Graphic Design  
Concentration  
3.86 GPA

### Related Courses

Advanced Graphic Design Intermediate Photography  
Visual Studies in Graphic Design Color  
Typography in Graphic Design I and II Basic Drawing

### Experience

Graphic Design Intern, National Geographic Traveler Magazine, Washington, DC (Summer 2003) Designed promotional booklets, magazine pages, and magazine icons and symbols while observing and learning about magazine production.

Graphic Design Intern, Yale Center for British Art, New Haven, Connecticut (June-December 2002, September 2003-May 2003) Assistant to the Graphic Designer of the Center in the production of exhibition catalogues, advertising, promotional materials, and gallery signs. Designed and edited a 20-page promotional book for the Education Department.

### Activities

Junior Term Abroad, Syracuse University Program, Florence, Italy (Spring 2003)  
Lived for a semester in Florence, Italy, while studying painting, photography, and Italian and traveling in Italy and Spain.

Vice President of Social Advancement, Pi Beta Phi National Sorority, Connecticut Beta Chapter, Yale University, New Haven, Connecticut (Vice President Fall 2003; Member Spring 2002-Present) Organize, educate, and induct new sorority members while being active in philanthropy, fund-raising, social, and academic projects.

Chairperson of Branford College Seminar Selection Committee, Yale University, New Haven, Connecticut (Fall 2002) Chaired student and faculty committee that selects the professors that Branford College will sponsor to teach seminar classes.

### Skills and Interests

Quark XPress, Adobe Illustrator, Photoshop, and After Effects  
Italian Language  
Painting, Drawing, Photography

**L. E. Calhoun**

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New Haven, CT 06520  
(203) 203-2222

l.e.calhoun@yale.edu

5555, rue Montrial  
Québec, QC, Canada H3J 2S2  
(203) 203-1111

**Education**

- Yale University, New Haven, CT
- Bachelor of Arts in Political Science, expected May 2004
- Cumulative GPA: 3.6
- Coursework includes: Visual Approaches to Legal Thought, Public Health, Journalism, Studies in Grand Strategy, Applied Mathematics and E-Commerce
- Senior Essay: How the Gulf War Changed Turkey's Policy toward the Kurds – Or Did It?

**American School of Paris, Paris, France**

- Bilingual International Baccalaureate, 2000; Graduated second in class of 80
- Awards for Excellence in English, French and History; National Honor Society Board Member
- Captain of Varsity Cross Country and Track & Field teams for two consecutive years

**Experience**

- International Conflict Research Group, President and Co-Director, Yale University, 2001-present**
- Organized conference on "AIDS as a Threat to International Security" held in November 2002
- Recruited internationally known experts in the field to be panelists; compiled extensive research on topic of conference in order to ensure attendance of most knowledgeable speakers
- Managed all logistical aspects of conference including itineraries, space reservation and program materials
- Raised \$20,000 to fund conference by soliciting Yale University departments and organizations
- Planning to publish article on conference proceedings in reputable medical and political journals

**TBWACHiatDay, Account Management Intern, Absolut Vodka Account, New York, NY, Summer 2003**

- Lead intern team in conducting market research to develop a new product for Absolut
- Coordinated development of a fully integrated advertising campaign for this product, including print, television and interactive components
- Presented campaign idea to Absolut Marketing Senior Vice President and received favorable feedback
- Created new project status report to clearly outline the status of ongoing projects for all agency departments working on the Absolut account; efforts resulted in enhanced communication and efficient weekly agency meetings

**KPMG, LLC, Human Resources Analyst, Toronto, Canada, Summer 2002**

- Built first centralized HR policy database to ensure consistent and accurate responses to employee inquiries
- Conducted internal interviews and examined staff communication history to identify questions about HR policies that were unanswered or required significant time and resources to address; carried out independent research on possible solutions to identified questions
- Inputted acquired data into Excel sheet and categorized all questions

**Activities**

- Yale International Relations Association, Secretariat Member and Chairperson, 2000-present**
- Chaired Model United Nations (MUN) conference committees, moderating flow and substance of debate; researched and wrote background papers on committee topics
- Served as Under Secretary General for Business for MUN 2000 Conference, managing all logistical and budgetary aspects of conference
- Wrote conference handbook and financed its printing by selling ad space to local businesses

**Faux Pas, French Society at Yale, President and Treasurer, 2001-2003**

- Co-founded society as replacement for inactive organization
- Planned cultural and social events including French movie screenings, cooking classes, wine tasting sessions, seminars with French scholars and business leaders
- Strengthened recruitment strategy with weekly events and sponsorship of Francophone programs on campus, resulting in membership of over 400 and establishment of permanent board

**Skills**

**Computer:** MS Word, MS Excel, MS PowerPoint, MS FrontPage, Adobe PhotoShop and Lexis/Nexis  
**Languages:** French (native fluency) and Spanish (proficient)

**Travel**

- Lived in Canada (country of birth), Saudi Arabia, and France
- Traveled in Europe, Middle East, North America and Asia

**Interests**

- Athletics, creative writing, science fiction, poetry, automobile racing, traveling

P. O. BOX 200000, NEW HAVEN, CT 06520  
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**ELIZA YALE**

**EDUCATION**

Yale University, New Haven, Connecticut  
*Bachelor of Arts in the Humanities, expected May 2004*

Port Columbus High School, Columbus, Ohio  
*Graduated June 2000 with honors*

**LEADERSHIP**

Advised and counseled first-year students as a Freshman Advisor in Berkeley College.  
Served as Vice President of Berkeley College Council. Introduced plan for upcoming alumni panel in collaboration with Undergraduate Career Services.

**ORGANIZATIONAL SKILLS**

Created guidelines with other committee members selected to review and revise policies regarding academic awards.  
Organized three-day international festival featuring performers, lecturers, and writers.  
Collaborated with several academic departments and Office of International Students and Scholars.

**COMMUNICATIONS SKILLS**

Served as Editor (in a student worker position) for campus-calendar website under the auspices of the Yale College Dean's Office.  
Compiled database of alumni of the International Students Organization by utilizing organization's records, reviewing archives of campus newspapers, and seeking assistance from the Association of Yale Alumni.  
Reviewed unsolicited manuscripts, corresponded with authors, and obtained permissions as Summer Intern at Simon & Schuster book publishers.

**CREATIVE SKILLS**

Designed posters and invitations for international festival. Sought bids from in-house and commercial printers. Created PowerPoint presentation to use at opening session.  
Choreographed several selections for alumni concert of a cappella group. Served on committee to work with composer for a piece commissioned for anniversary concert.

**LANGUAGES**

Proficient Russian, Fluent French, Elementary German



**Ellen Berkeley**

P. O. Box 200000, New Haven, CT 06520  
1660 Amsterdam Avenue, New York, NY 10000

ellen.berkeley@yale.edu

(203) 203-2222  
(212) 203-2222

**EDUCATION**

**Yale University**, New Haven, CT

B.A., projected major: Ethics, Politics, and Economics, expected graduation in May 2007

**Horace Mann High School**, Bronx, NY

Diploma 2003

Honors in Mathematics, English, French, History, and Art; National Merit Society; Captain Tennis and Track Teams; Vice President Model UN; Instituted inter-school independent study course on race and education

**EXPERIENCE**

**Edelman Worldwide Public Relations**, New York, NY

*Summer Intern*, 2002

- Received Award of Excellence and served as team leader for winning PR proposal
- Assisted in making pitch phone calls, organizing campaigns, and collecting data
- Attended weekly lectures and workshops on public relations strategy
- Participated in brainstorming meetings for new campaign ideas

**New York Daily News Articles (Sunday Issues)**, New York, NY

*Byline Columnist*, 2001-2003

- Coauthored three medical editorials
- Conducted interviews with prominent physicians and specialists

**SKILLS**

**Computer:** WordPerfect, Excel, Microsoft Word, and PowerPoint

**Language:** Proficient French

**Special Talents:** Empirical data analyses; quick, efficient, and innovative

**ACTIVITIES**

**Debate Team**, Yale University, New Haven, CT

*Member*, Fall 2003 to present

- Chosen in selective process to compete in intercollegiate tournaments
- Won novice speaking awards
- Attended lectures on rhetoric and debate tactics
- Assisted in organizing and judging Yale debate tournaments

**Model United Nations**, Yale University, New Haven, CT

*Alumni Coordinator and Fundraising Representative*, Fall 2003 to present

- Chosen in selective process to attend Harvard and International Model United Nations (in Brazil) Conferences in Spring 2004
- Won speaking award at University of Pennsylvania Conference
- Organized and chaired Yale's Security Council Simulation High School Conference

**Tutoring**, Yale University, New Haven, CT

- Instruct class of fourth-grade students weekly

**Special Interests**

- Hurdling, Backpacking, Mountain Climbing, Dancing, International Travel

**ELLIE YALE**

Cell Phone: 203-203-2222  
1111 Central Ave, Apartment #8  
Brooklyn, New York, 11200  
Email: ellie.yale@yale.edu

**EDUCATION**

**Yale University**, New Haven, CT

Bachelor of Arts in Psychology with Distinction in the Major  
Graduation May 2004, GPA, 3.7

**The Willow School**, Dallas, TX, Cum Laude, GPA 4.0

**ARTS/MEDIA EXPERIENCE**

**Renaissance Woman Magazine**, New Haven, CT, Summer 2003

*Intern:* Researched articles on psychological and physical health, organized training sessions for professional models, assisted photographers in modeling sessions

**Women's Center of Dallas**, Dallas, TX, Summer 2000

*Head Student Editor of the Moira Awards:* Interviewed, researched, wrote, photographed, and edited for a project honoring fifty women who have contributed significantly to the Dallas Community

**Vibrato: A Magazine of Literature and Art**, Dallas, TX, 1996-2000

*Editor:* Selected, contributed, and edited pieces of literature and art, organized lay-out using PageMaker, created advertisements and promotional videos

**Photography Lab of Richard Jones**, Dallas, TX, 1996-2000

*Lab Assistant:* Developed negatives and prints, dark room maintenance, assisted in gallery exhibitions, formatted photographs using Adobe Photoshop

**CLINICAL PSYCHOLOGY EXPERIENCE**

**Fellowship Place** (a clubhouse for the severely mentally ill), New Haven, CT, 2003-present  
*Activities Leader:* Tutored in a GED program, led a drumming circle, participated in a one-on-one Buddy Program designed to reintegrate the mentally ill back into the community through friendship and cultural activities

**Yale Child Conduct Clinic**, New Haven, CT, 2003

*Intern:* Conducted diagnostic interviews for children with conduct disorder; researched correlation of conduct disorder and substance abuse, collated and analyzed data

**AWARDS**

**National Council of Teachers of English Award** for excellence in writing, 2000

**Poetry Society of Texas**, First Place, 1999

**SKILLS**

**Computer:** Adobe Photoshop, PageMaker, SPSS, and Microsoft Office including Word, Excel, and PowerPoint

**Language:** Spanish: speaking, reading, and writing

**Photography:** developing, printing, and taking photographs

**ACTIVITIES**

**Art Night:** founded a society to improve student life at Yale through the joy of sculpture, dance, music, and paint, 2000-2003

**Yale Women's Waterpolo Team**, 2000-present

**Jonathan Edwards**

P.O. Box 200000, New Haven, CT 06520  
 136-27 Cherry Avenue, Flushing NY 11355  
 Email: jonathan.edwards@yale.edu  
 (203) 203-2222

**EDUCATION:**

**Yale University**, New Haven, CT  
 Projected Major in History, B.A. expected May 2009. Cumulative GPA: 3.62  
 Coursework includes: American Military History (1775-Present), Espionage (Projected), World War II  
 (audit), Evolution of International Relations, Revolutionary France 1789-1879, Fashion & Costume in  
 the Western World

**Stuyvesant High School**, New York, NY

Diploma: 2005. GPA: 95.46/100.00  
 Awards and Honors: National Merit Finalist, Secretary to Counter-Clockwise Magazine, Scholarship to  
 MAP program at Bloomingdale School of Music; studied Bassoon

**EXPERIENCE:****Yale Summer Housing**, New Haven, CT (Summer 2006)*Guest Services Assistant*

- Managed and supervised five other Housing Assistants
- Notified Housing manager of any reported problems within rooms, see that they and any other tasks  
that arose were immediately addressed
- Ensured university properties were kept up and un-damaged by completing daily inspections of  
commonly used areas in the college
- Ran check-ins and check-outs for the various programs that occupied Yale during the summer

**Saybrook Squire**, New Haven, CT (Fall 2005 – present)*Short Order Cook/Waiter*

- Run the residential college butterny one night a week, serving students late-night snacks
- Create awareness of the butterny through weekly emails to the students
- Receive several concurrent orders that require ability to multi-task
- Interact with customers to make their visit pleasant and encourage future business

**American Cancer Society**, Flushing, NY (Summer 2005 – Summer 2006)*Fundraising Coordinator*

- In charge of fundraising for the Daffodil Days and making Strides Against Breast Cancer events at  
Stuyvesant High School
- Raised \$1400 total for two years' worth of these events

**SKILLS:**

Basic Chinese and Basic French

**ACTIVITIES:**

- WYBC Yale Radio**, New Haven, CT (Fall 2005 – present)
- Involved in weekly Blueline Report news show, highlight story so far is interviewing Alex Traback  
and Jeopardy Clue Crew when Jeopardy visited Yale October 2003

**Yale Tae Kwon Do**, New Haven, CT (Fall 2005 – present)**Yale Political Union**, New Haven, CT (Fall 2005 – Spring 2006)

- Member of the YPU as well as a member of the Yale Party of the Right

**ELI SILLIMAN**

P.O. Box 200000, New Haven, CT 06520  
 235 Morningstar Lane, Durham, NC 28000

email: eli.silliman@yale.edu

(203) 203-2222  
 (806) 203-2222

**EDUCATION****Yale University**, New Haven, CT

Bachelor of Arts, Ethics, Politics & Economics, Expected Graduation, May 2006, GPA: 3.5  
*Coursework includes:* Ethics, Computer Programming, Multi-Variable Calculus, Linear Algebra,  
 Microeconomic Theory, Macroeconomic Theory

**Norwood School of Science and Mathematics**, Durham, NC

Diploma: 2002. GPA: 5.8  
 Awards/Honors: Interact Service Organization President and Founder, Marial Arts Club President,  
 Carpe Diem Foundation Humanitarian Cum Laude, Department of Admissions Student  
 Ambassador, Varsity Cross Country Captain, Varsity Tennis Captain

**EXPERIENCE****Higher One Incorporated**, New Haven, CT**Information Technology Consulting and Marketing Extern** (March 2003)

- Designed and deployed a new corporate website
- Assisted in marketing and technology development
- Shadowed executives at board meetings making strategic planning decisions

**Information Technology Services**, Yale University, New Haven, CT**ENS Webmail Team**, Special Operations Group (Fall 2002-present)

- Corresponded daily with faculty and staff to resolve email and network service issues
- Created interactive online help documentation to increase technical support efficiency

**North Carolina Public Interest Research Group**, Chapel Hill, NC**Media Relations and Core Convasser** (Summer 2002)

- Arranged public forums, coordinated meetings, and prepared press releases
- Raised \$1,000 through door-to-door fundraising
- Realized our mission by helping to pass clean air legislation in the NC General Assembly

**Department of Aerospace Engineering**, North Carolina State University, Raleigh, NC**Senior Mentorship, Applied Energies Research Laboratory** (August 2001 – May 2002)

- Coordinated the design and construction of a liquid-bipropellant rocket utilizing computer  
models and simulations
- Obtained \$3,000 in research grants from NASA and North Carolina State University
- Researched experimental forms of electric propulsion and presented findings at annual research  
symposium

## Earned \$6,500 in various jobs to finance college education:

- English Tutor, College Preparation Academy, Seoul, Korea (Summer 2003)
- Retail Sales Associate, Gap Inc., Blowing Rock, NC (Summer 2002)
- Housekeeping, Westglow Spas, Blowing Rock, NC (Summer 2001)
- Cashier, Loves Foods, Durham, NC (Summer 2000)

**SKILLS**

Computer: Java, HTML, Adobe Photoshop, Microsoft Excel, PowerPoint, Word  
 Language: Proficient Korean, Proficient Spanish

**ACTIVITIES**

Korean American Students at Yale, Yale University, New Haven, CT  
 Boston Asian Students Intercollegiate Conference, Harvard University, Boston, MA  
 Asian Pacific Americans in Higher Education, Columbia University, New York, NY  
 Yale Sailing Team, Yale Corinthian Yacht Club, New Haven, CT

# E. LI MORSE

P. O. Box 200000, New Haven CT 06520  
12 Pine Ridge Road, Rye, NY 10500

email: e.li.morse@yale.edu

(203) 203-2222  
(917) 262-7777

## EDUCATION

Yale University, New Haven, CT  
B.A., Literature, expected May 2006  
GPA 3.83

Booker T. Washington High School, Rye, NY  
Diploma, June 2002 GPA 4.0  
Cum Laude Society

## SKILLS

Computer: Microsoft Word, PowerPoint, Front Page, Excel, Lotus 123,  
WordPerfect, Adobe Photoshop, Macromedia Dreamweaver  
Computer Language: HTML, Java, C++, SML  
Language: Fluent Chinese and Proficient Spanish

## EXPERIENCE

*Pre-Professional Coop Engineer, IBM TJ Watson Research Center*  
Yorktown Heights, New York (Summer 2000 to Fall 2002)

- Researched scientific journal findings concerning computer speech synthesis
- Designed and conducted an independent research project titled, *Using Hidden Dynamic Models to Predict Pitch in English and Mandarin*
- Created interactive presentations and presented findings to 20 members of the speech recognition team

*Volunteer, Family Health Clinic, Northern Westchester Hospital*  
Mount Kisco, New York (Summer 1998 to Summer 2002)

- Handled patient questions about appointments, payment, and references
- Organized patient files and prepared preliminary charts for incoming patients
- Translated hospital forms and documents from English to Spanish

*Web Designer, Cavendish College*

- London, England (Summer 1998)
- Attended workshops on graphic design, html coding, and internet safety
- Worked closely with a group of six other students to develop a web site for the Inter Exchange International 1998 program

## AWARDS

Siemens Westinghouse Semi-Finalist (2002)  
New York Science Talent Search Finalist (2002)  
US Army Bronze Medal for Engineering (2002)  
Intel's Excellence in Computer Science Award (2002)  
New York High School Journalism Award – Second Best Website (2001)  
National Merit Commended (2001)  
AP Scholar with Honor (2001)

## ACTIVITIES

Secretary, Publicity manager, Jonathan Edwards College Council (2002-present)  
VP of Information Technology, AIESEC (2002-present)  
Webmaster of Alpha Phi Omega (2002-present)  
Staff, Yale Daily News (2002-present)  
Executive Editor and Webmaster, *Booker T. Washington Tribune*, Rye, NY (2000-2002)  
Student President, HuaXia Chinese School (1998-2002)

## TRAVEL

United Kingdom, France, Spain, Mexico, China, Hong Kong, Japan, Malaysia, Thailand, Singapore

## ELIHU STILES

P. O. Box 200000  
New Haven, CT 06520  
(203) 203-2222  
elihu.stiles@yale.edu

483 Garcia Avenue  
Boulder, CO 77777  
(203) 333-2222

## EDUCATION

Yale University, New Haven, CT  
B.A. Mechanical Engineering and Economics, expected May 2004

Cumulative GPA: 3.68  
Coursework Includes: Finance, Investment Analysis, Multivariable Calculus, Game Theory, Data Analysis, Physics, Material Science, Computer Programming, Fluid Mechanics, and Mechanical Design Studio  
Nominated for the National Scholar-Athlete of the Year

**Roosevelt High School, Boulder, CO**

Graduated with Highest Honors, June 2000, GPA: 3.96  
Varsity Sports: Football (captain) and Lacrosse (captain)  
Awards: Roosevelt School Athlete of the Year (1998), All-County Football (2000), All-American Lacrosse (2000)

## EXPERIENCE

**Kontiki, Inc., Sunnyvale, CA**

- Summer Intern* (2003)
- Financial Analysis: worked with CEO, CFO, and Director of Finance
  - Created research tools to evaluate the cost/benefits of Kontiki's software for clients
  - Researched financial records of prospective clients
  - Managed accounting of expense reports and client billing
  - Product Marketing: designed and created HTML websites for Kontiki's software solutions
  - Q&A Department: tested and resolved software bugs on our clients' operating systems
  - Coordinated the encoding of video tapes from the AlwaysOn Conference at Stanford University

**Yale University Admission's Office, New Haven, CT**

- Dean of Admission's Assistant* (Summer 2001)
- Acted as travel coordinator for Admission officers
  - Interviewed prospective students as part of the admission process
  - Coordinated group tours of 30-80 people around the campus

**Yale University Athletic Department, New Haven, CT**

- Coordinator* (Academic year of 2000, 2001, 2002, 2003)
- Coordinated setup of varsity gymnasiums and track meets
  - Worked Men's and Women's varsity basketball games
  - Stake Boater for Crew Meets

## YALE UNIVERSITY ACTIVITIES

Varsity Football: Four year starter (2000, 2001, 2002, 2003)  
Youth Day Volunteer for underprivileged students (Spring 2002)  
Engineering Program for prospective students (Academic year of 2001, 2002, 2003)  
Residential College Activities Coordinator (Fall 2001)

## SKILLS

Computer: Microsoft Excel, Word, and PowerPoint; Fortran; C++; Mathematica; Macromedia Dreamweaver  
Language: Proficient in Spanish



your activities. Do not simply restate explanations provided in your résumé, rather you want to elaborate on them, focusing on those that are most relevant. Weave your experiences and activities into a diverse representation of your skills. Emphasize transferable skills, connecting your past experiences with the opportunity you are seeking.

Within your cover letter, you should also convey your interest in the industry, the organization itself, and/or the position you are seeking. To do this, you will need to personalize your letter for each opportunity or organization. The closing of your letter should focus on the next steps, such as requesting an interview.

The content of an informational interview request is similar to that of a standard cover letter. Focus on why you are interested in speaking with that person, share information about your career interests and goals, and discuss steps for follow-up.

A poorly written cover letter speaks volumes. Plan to have your cover letter reviewed at least once before you send it out. This can be done at UCS during open hours, or if you need additional assistance in developing your cover letter, you may choose to schedule an appointment with a career counselor.

Review the following examples to assist you in developing your own cover letters. There are examples of cover letters used to apply for internships, create internships, apply for jobs, inquire about job opportunities and ask for informational interviews.

## 4 COVER LETTERS

Cover letters can serve many purposes. The most obvious use is as a “cover” for your résumé when applying for an internship or job. As discussed in the “Getting Started” section, a cover letter can also be used to inquire into the possibility of creating or identifying an unadvertised opportunity, for both jobs and internships, and to request an informational interview.

Your cover letter provides the opportunity to highlight the skills and experiences that you want a potential employer to notice, and to connect a set of experiences and skills to a position that may not be directly related to what is on your résumé. It also enables the reader to gain a sense of your writing style and ability to focus.

Begin the letter by clearly stating who you are and why you are writing. If you are applying to a specific position, state the position title and indicate how you learned about the opportunity. For an inquiry letter, state the type of opportunity you are interested in.

The body of the letter should highlight what you have to offer – personal attributes and the skills gained through internships and jobs, through coursework, and through

January 15, 20XX

Judith Wood  
 Sunday Times  
 1 Pennington St.  
 London E98 1XY  
 United Kingdom

Dear Ms. Wood:

I write to apply for a summer work-experience position at the *Sunday Times*. I plan to enter the newspaper industry in London after I graduate, and working at the *Times* would be my first choice. I read the *Times* as often as possible for its high-quality, original reporting and, given my enthusiasm, diligence, and editorial experience, I would provide a fresh perspective to the newspaper.

My time with publications such as the *Yale Record* and especially the *Yale Herald* has given me valuable experience in print media. Having worked at the *Herald* as a copy editor, staff writer, section editor, managing editor, and now editor-in-chief, I have exposed myself to a variety of responsibilities and challenges. I understand the pressures of writing and editing under deadline, I can give and receive orders, I can write and edit articles in different tones, styles, and genres, and I can work with and lead a group. I also know how to limit myself, such as when to stop working on an article or when not to make an edit. Most important, I have learned that I love to work in a creative journalistic environment, in both an editing and a writing capacity. The two inform each other and, since I enjoy and practice both, I feel in a capable position to pursue them equally.

My studies, too, are preparing me to pursue print journalism. As a member of the Writing Concentration in the English major, I take one writing class each semester, meet with working writers, and will create an extended final writing project. The concentration provides the theoretical counterweight to my practical experience with the *Herald*: through writing classes, I can practice the craft of long-form journalism, with more time, more revisions, and more word length than a weekly newspaper can allow.

For these reasons, I know I would both learn from and contribute to the *Sunday Times* as an intern. I would relish the opportunity to work for you this summer. Enclosed is a copy of my résumé for your review. Thank you for your time, and I look forward to hearing from you.

Regards,

E. Lynn Yale  
 PO Box 210210  
 New Haven, CT 06520  
 United States  
 (203) 210-2100  
 e.lynn.yale@yale.edu

Address your letter to a specific person.

- Access the company website to try and find specific contacts.
- Check the Student Internship Evaluation Database for potential contacts.
- Contact the organization to inquire to whom you should direct your letter or the name of the position supervisor/department head.

Use the body of your cover letter to elaborate on specific experiences or skills that relate to and qualify you for the position.

Don't forget to include your contact information on your cover letter in case your cover letter gets separated from your résumé.

February 8, 20XX

E. Stiles, Managing Attorney  
E. Stiles & Associates, PC  
2000 Woodbridge Avenue,  
Edison, NJ 08817

Dear Mr. Stiles,

As a rising junior in the Ethics, Politics, and Economics major at Yale University, I would like to apply for the law clerk internship at E. Stiles & Associates, PC, which I found through Yale's Undergraduate Career Services internship search engine. I am strongly interested in pursuing a career in criminal law and I believe that the opportunities and experiences offered with this internship will help guide me down this path. Furthermore, I believe my own project managing and leadership skills along with a lifelong interest in legal affairs will help me contribute greatly to your office this summer.

I have developed and honed strong interpersonal and managing skills throughout my time at Yale. As the personnel manager of the Saybrook Orchestra, I have recruited for and helped to manage the 90-person orchestra, involving constant collaboration and compromising with various musicians and people. Furthermore, I served on the Secretariat for the 2006 Yale Model United Nations Conference, coordinating with over 1300 high school students and 150 faculty advisors spanning 15 states and 10 countries to run a four-day Model UN conference. Much of my experience with the Model UN conference involved responding to a myriad of concerns and being able to troubleshoot problems ranging from fee payments to schedule crises to instances of student disorderliness. All of these experiences have developed my ability to adapt quickly in dealing with a vast range of different people, an ability that will come in handy when I will be expected to deal with the variety of people ranging from clients to judges as a law clerk intern.

Furthermore, my interest in the law has been augmented through my participation in organizations such as the Yale Mock Trial team. For all of the significant differences between Mock Trial and the actual practice of the law, my participation has helped me to understand legal proceedings and rules of evidence more completely. I have also taken classes such as the political theory class Crime and Punishment that have to do with legal theory and practice, which has strengthened my determination to work in the field of law to gain firsthand experience this summer.

Thank you for taking the time to consider my application. I am enclosing my resume and I look forward to the opportunity to interview for this position. Please let me know if any additional information is necessary to help you come to a decision. I am sincerely excited about taking advantage of this opportunity!

Yours,  
Eli Calhoun  
PO Box 200000  
New Haven, CT 06520  
(203) 333-4444  
Eli.calhoun@yale.edu

Eli's first paragraph clearly states who he is, why he is writing and makes a connection to the position he is applying for.

If you are unsure of the contact person's gender, don't guess! Contact the organization and inquire as to the appropriate salutation, or, if unable to obtain that information, use his/her full name in the salutation.

Use the concluding paragraph to reiterate your interest in the position and focus on the next steps (interview, follow-up conversation).

Eli does an excellent job of providing quantifiable examples of how he has developed skills applicable to the position he is seeking.

Make the connection.  
Why are you interested  
in that organization,  
company, or position?

**ELIAS BERKELEY**

PO Box 205454 New Haven, CT 06520-5454

cell: (203) 999-9999

berkeley@aya.yale.com

July 12, 2006

Harriet Harris  
Managing Director  
New Repertory Theatre  
200 Washington Avenue  
Boston, MA 02472

Dear Ms. Harris:

I write to apply for the development assistant position advertised on the HireCulture website. I recently graduated from Yale University, *summa cum laude*, and I would like to put my skills and knowledge towards supporting an exciting performing arts organization. The New Repertory Theatre strikes me as an especially dynamic theatre company, and I know that my experiences and skills can help strengthen the development department's fundraising campaigns and facilitate its daily office activities.

As an intern for Behrman Publishing House, I put my organizational skills to use by creating a searchable computer database for the company's collection of over 8,000 images. My initiative transformed their image collection from a wall of jumbled file cabinets into an accessible, organized tool for the entire editorial and design staff. I would apply the same eye for detail in managing the New Repertory Theatre's databases, coordinating fundraising efforts, and researching grants opportunities.

During my term as Education Vice-President of the Yale Hillel, I worked with the Hillel staff to design, coordinate and publicize classes for the Yale community in a variety of subjects, from text study to holiday cooking. I also facilitated a lunchtime series where students could join a renowned professor for informal conversation. These experiences taught me how to juggle many different responsibilities and gave me an insider's perspective on the administration of a cultural center.

I also have the oral and written communication skills necessary to succeed at the New Repertory Theatre's development department. As a tour manager for a student-run cappella group, I promoted Magevet's concerts in various performance locations by sending publicity packets with personalized letters, and contacting representatives of the venues by phone. Furthermore, my internships at a publishing house and at an international newspaper have honed my writing and editing abilities, as did many writing-intensive courses at Yale. At graduation, the English department awarded me the Tinker Prize for the outstanding senior in the department.

The development assistant position at the New Repertory Theatre would allow me to learn and achieve at an innovative and exciting theatre company. I have attached my résumé and would appreciate the opportunity to discuss my experience and qualifications for this position, as well as answer any further questions. Thank you for your consideration.

Sincerely,

Elias Berkeley

Weave your academics, activities, and employment together to provide a complete picture of what you can bring to the company/organization.

Your cover letter should be only one page. Font should match your résumé and should be sized within one point. Keep your margins no less than .5 inches. If your cover letter is too long or too dense you run the risk of it not being read.



February 1, 20XX

Ms. Jane Doe  
Executive Director  
Old South Meeting House  
310 Washington Street  
Boston, MA 02108

This is a strong example of a letter of inquiry. Elizabeth makes clear her interest in the organization, motivations for pursuing an opportunity, and the skills she has to offer.

Dear Ms. Doe:

As a sophomore at Yale University majoring in history, I am interested in the possibility of interning at the Old South Meeting House this summer. I would value any opportunity to shadow a curator, work on a project, or assist with the administrative details of the museum's operation. Based on my background and experience, I offer demonstrated project management, organizational, and administrative skills and a strong interest in the history of colonial and early America.

My role as editor of the Berkeley College Facebook requires me to establish goals and priorities and orchestrate the details of a major project. Managing the publications and distribution of over 500 books involves coordinating photo shoots and students and staff, collaborating with the Dean's Office to compile student biographical information, and serving as a liaison to the publisher to ensure a timely and smooth process. This past summer, I worked as an office assistant in the Office of Public Affairs at Boston University. This position demanded significant multi-tasking and administrative skills. In addition to updating media contact lists and distributing press releases to national media, I provided front-line administrative support for a fast-paced office of fifteen professionals, including fielding phone inquiries, receiving visitors, filing and faxing. The combination of my project management and administrative skills will allow me to contribute to a wide variety of museum projects as well as administrative needs on a daily basis.

A strong interest in colonial and early American history currently shapes my academic pursuits. As a freshman, I took Revolutionary American and am presently enrolled in The Colonial Period of American History. Since I was quite young, I have enjoyed visiting history museums, and was always mesmerized by objects from everyday life in the eighteenth century. Because the Old South Meeting House played such a pivotal role in the events leading up to the American Revolution as well as in the cultural history of colonial Boston, the museum and its collections are of particular interest to me. I visited the museum last summer and especially enjoyed its use of multi-media to engage visitors and make historic artifacts and events accessible in a modern and familiar context. I would especially enjoy working with and learning from experienced professionals at the museum who might share their knowledge and insight with me as I contemplate a career in the museum field.

In closing, I would be delighted to be a part of your team this summer. I am quite flexible as I will be in Boston for the entirety of the summer and am open to either a part-time or full-time position. If you would like to meet with me, I will be in the Boston area from March 8 through March 21. I will call you during the week of February 16 to inquire about the viability of scheduling a short meeting at a time that is convenient for you. In the interim, please do not hesitate to contact me at the number below. Thank you very much for your time and consideration.

Sincerely,

Elizabeth Yale  
PO Box 200000  
Yale Station  
New Haven, CT 06520  
(203) 555-2030  
Elizabeth.yale@yale.edu

Elizabeth does an excellent job of presenting follow-up options and setting the stage for a future conversation.

The corresponding résumé and cover letter provided here illustrate how you can use your cover letter to highlight and expand upon specific experiences, relating them to the opportunity you are seeking, without simply restating the information provided in your résumé.

## ELLY YALE

P. O. Box 222  
York, PA 17500  
(717) 777-7777

elly.yale@yale.edu

P. O. Box 200000  
New Haven, CT 06520  
(203) 203-2222

### EDUCATION

**YALE UNIVERSITY, NEW HAVEN, CT**  
B.A., Literature, 2004 (expected)  
GPA 3.88/4.00

**NATIONAL OUTDOOR LEADERSHIP SCHOOL (NOLS), LANDER, WY (SUMMER 2003)**  
Month-long backpacking course in the Olympic Mountains in Washington State, with an emphasis on rigorous off-trail travel through remote sections of the Olympic National Park, outdoor leadership skills, and the Leave No Trace wilderness ethic. Grade: A, with endorsements from both leaders to apply to be a NOLS leader in the future.

**PENNSYLVANIA GOVERNOR'S SCHOOL FOR THE SCIENCES, PITTSBURGH, PA (SUMMER 1999)**  
Intensive, college-level coursework in the sciences, mathematics, and computer sciences.

**MCALISTER HIGH SCHOOL, York, PA**  
Graduated 1999; Class rank: 1 in 471; GPA: 3.98/4.00  
Awards/Honors: President, National Honor Society; National Merit Finalist; Recipient of Taylor Publishing Company Scholarship; National Council of Teachers of English (NCTE) Writing Award

### EXPERIENCE

**THE YALE HERALD (FALL 2000-SPRING 2004)**

- **SENIOR EDITOR (FALL 2003-PRESENT)**  
Worked as part of the senior advisory board of weekly newspaper, circulation 5,000. Duties included evaluating overall content and design of paper, developing story ideas, training new editors, assisting with editing and production, revising bylaws, corresponding with faculty and administration, and writing feature articles, including 2,400-word fronts on such topics as grade inflation at the Ivies and the Teaching Assistant program at Yale.
- **MANAGING EDITOR (WINTER-SPRING 2003)**  
Devoted approximately 40 hours/week to position on five-person executive board. Duties included developing story ideas, corresponding extensively with faculty and administration, managing front-page feature articles, overseeing production, designing and laying out pages, and organizing and running editorial meetings.
- **ARTS & ENTERTAINMENT EDITOR (FALL-WINTER 2002)**  
Served as one of three editors for the A&E section, working approximately 15-20 hrs./week on editing and layout.
- **CALENDAR EDITOR (FALL-WINTER 2001)**  
Redesigned and expanded Calendar section of newspaper.

**PSYCHOLOGY TODAY MAGAZINE, EDITORIAL INTERN (SUMMER 2002)**  
Worked closely with the editorial board on a daily basis as one of four editorial interns, for approximately 30 hours/week. Published four short articles in the September/October and November/December 2001 issues of a national magazine. Duties included developing story ideas, interviewing psychology researchers, and conducting internet research and polling.

**CASHIER, EAST SIDE BAGEL & APPETIZING, NEW YORK, NY (SUMMER 2001)**

**FIGURE SKATING COACH, YORK FIGURE SKATING CLUB, YORK, PA (1997-1999)**

### ACTIVITIES

**PHI BETA KAPPA, MEMBER (FALL 2003-SPRING 2004)**  
Elected to the Connecticut Chapter of PBK based on academic placement during first six semesters. Awarded to only the top 5% of each graduating class in the fall of senior year.

**SENIOR CLASS GIFT REPRESENTATIVE (SPRING 2004)**  
Served as a student liaison between the administration and the student body in order to raise funds for the Yale Alumni Fund.

**YALE COALITION FOR PEACE, MEMBER (FALL 2003-SPRING 2004)**  
Helped to organize activities as part of a student protest group committed to peaceful resolution of global problems.

### SKILLS

- **LANGUAGE:** Fluent French and Basic Korean
- **COMPUTER:** Windows 95/98 & XP, Adobe Photoshop, Adobe PageMaker, MS Word, MS Excel, Lotus 123
- **EMT-Basic training**

February 10, 2004

Ann McAlister  
Human Resources Recruiter  
Random House Publishers  
1340 Broadway  
New York, NY 10000

Dear Ms. McAlister:

I am currently a senior at Yale University seeking a full-time job at Random House in the Associates Program. Since my intent is to pursue a career in the publishing industry, I would like to work for Random House, one of the preeminent publishing houses world wide. Random House owns many of the smaller publishers, such as Doubleday and Broadway Books, whose books I relish reading. I have grown up amidst the words of Margaret Atwood and have savored Bill Bryson's colorful accounts of his adventures in the woods and in the world. The Associates Program especially appeals to me since, as a soon-to-be college graduate, I would like to have some time to explore various facets of the publishing industry before committing myself to a specific department. Eight years of experience in high school and college newspaper journalism have instilled in me a healthy respect for the printed word and for the work that it takes to transform ideas into finished texts. I have the necessary experience, ambition, and love of books to contribute significantly to the world of Random House.

My work as an editorial intern at *Psychology Today* magazine, during which I wrote four nationally published articles, exposed me to the daily routines of magazine journalism. In my amateur newspaper journalism experience I often devoted as many hours a week to my work as I would have committed to a full-time job. Through my various editorial positions at the *Yale Herald* I have learned how to thrive under pressure, meet deadlines, communicate with coworkers and business affiliates, function as part of a cohesive team, and conduct effective interviews with professors, students, researchers, and other professionals. These skills coupled with a proficiency in word-processing, internet research, page design, and layout make me particularly well suited to work in the publishing industry.

My leadership experience as a newspaper editor was augmented this past summer by a month-long backpacking course with the National Outdoor Leadership School (NOLS). The curriculum focused on instruction in wilderness leadership skills, and for the duration of the month I worked closely with the other students on my trip to accomplish tasks such as planning routes and navigating through off-trail wilderness. Toward the end of the course I was chosen as one of two student leaders of a three-day-long, off-trail traverse in the Olympic Mountains, independent of our two instructors. In the mountains I cooperated with others out of inclination, necessity, and shared purpose. The experience imparted to me invaluable skills both in the task of leading and in the necessary compromise that is essential to working on a team.

I am excited about becoming part of the process by which rough drafts travel to bookstore shelves and finally into my own hands. I am confident in my ability to contribute to Random House, and I have enclosed my resume for your review. I look forward to the opportunity for an interview with you at your convenience.

Thank you for your consideration.

Sincerely,

Elly Yale  
P.O. Box 200000  
New Haven, CT 06520  
(203) 203-2222  
elly.yale@yale.edu

June 15, 2004

B. Garcia  
Art for the Community  
1515 Eighth Avenue, Suite 111  
New York, NY 10000

Dear Sir or Madam:

I am applying for the position of Program Assistant. I graduated from Yale University in May 2004 with a B.A. in Art History. At Yale I was fortunate to have worked at the Yale Art Gallery, where I was able to interact with children and adults from New Haven in an art and educational setting.

As a facilitator for the Yale University-sponsored program *Artful Tales*, I developed three-hour workshops for groups of children (ages 5 to 8). Based around a theme, each session included a story, brief tours/discussions in the gallery, and the completion of creative hands-on craft projects. After working mainly with middle- to upper-class suburban children with extensive exposure to the arts, I realized that the lack of arts education in New Haven Public Schools was tremendous. Working with another peer, we cofounded a program entitled *Adventures in Art*, the goal of which is to bring art to children who have had little chance to develop their creativity. *Adventures in Art* allows Yale students to create a three-week block of sessions (for children ages 7 to 12) that culminates in a field trip to the Yale Art Gallery. Each one-hour lesson consists of a presentation/discussion of a specific theme and an art activity. I would be happy to provide a copy of a sample lesson plan.

As a cofounder of *Adventures in Art*, I was responsible for meeting with school officials to organize program times, discuss the curriculum, and arrange the field trips to the Yale Art Gallery. I also worked with an artist-in-residence to create and execute the original art activities we used during the sessions. Other responsibilities included gathering student volunteers and teaching class sessions. Having volunteered as a teacher's assistant in an elementary school in Spain, I am also comfortable interacting with children in a classroom setting and am fluent in Spanish (speaking, reading, and writing).

Working as the Campus Loan Assistant in the Registrar's Office of the Yale Art Gallery, I acquired the computer and organizational skills necessary for organizing and running an art program. My tasks included the generation of condition and inventory reports, the movement of art objects, and frequent correspondence with curators and Yale staff. I maintained the loans to over 115 sites on campus and am able to handle multiple tasks and responsibilities. I am proficient in the use of Microsoft Office tools as well as Excel and TMS, the art gallery database.

The excitement of making works of art accessible and enjoyable to children and adult members of the public is what inspired me to become involved in arts education. I am confident in my ability to contribute both my experience as well as my enthusiasm for the opportunity to learn more about how to educate others about the arts. I look forward to hearing from you.

Sincerely,

Ellie Yale  
(203) 203-2222  
ellie.yale@yale.edu

February 26, 2004

Marilyn Johnson  
That Film Company  
345 Houston Street  
New York, NY 10000

Dear Ms. Johnson:

As a highly motivated and creative Yale undergraduate, I would like to be considered for an internship with That Film Company this summer. After my internship last summer with Francis Ford Coppola's American Zoetrope, I am especially eager to explore film as a career path.

In the last six years I have gained solid experience in communications both inside and outside the academic environment and have come to understand the field from multiple angles. In my time at Yale, I have worked extensively on my expository writing in a wide variety of English and humanities classes. I sharpened my creative writing in an intense program under the guidance of published author Cathryn Jones. Through various editorial positions I have developed both my leadership skills and a true team spirit. Last summer, as a reader at *Zoetrope: All-Story*, Francis Ford Coppola's short-story magazine, I sifted through endless submissions, evaluating each for literary merit and publication potential. The final decision on most of these stories rested in my hands, and, although I had to write many rejection letters, I truly felt the process made me a better writer and editor. Meanwhile, as an intern with American Zoetrope, I covered numerous screenplays, from both agented and amateur writers. I was definitely led to reevaluate what makes a good film and a good narrative and why certain films fail while others flourish.

Through Yale's career-services department, I read an excellent evaluation of your internship program. Your biweekly workshops sound great, offering a real opportunity to hear about the film industry from insiders. I have always had a deep interest in film, more independent work in particular, and I am very excited by the diverse learning experience that an internship with That Film Company would offer. I truly respect the work that That Film Company has done and would enjoy the chance to work closely with your staff and contribute to the production process.

I would welcome the opportunity to offer my creative energy and initiative to That Film Company. I know I am up for the challenge. If you would like to contact me to schedule an interview, I can be reached at (203) 203-2222, or the address listed below. Thank you for your attention, and I look forward to hearing from you.

Sincerely,

Ellie Yale  
P.O. Box 200000  
New Haven, Connecticut 06520

February 11, 2004

Jill Austin  
The Abernathy MacGregor Group  
501 Madison Avenue,  
New York, New York 10000

Dear Ms. Austin:

I would like to participate in your summer internship program with the Abernathy MacGregor Group. I am interested in working in your New York office. Your company's vision of streamlining corporations pulls together many aspects of the commercial arena that are of interest to me. Having grown up in New York, I have always been immersed in the business world. Classes that I have taken this year as a freshman at Yale, such as micro and macroeconomics, have given me a better understanding of market mechanics and consumer preferences. I have become adept at tracking economic behavior on the internet and am working on anticipating market activity. I am eager to learn how this is done on a professional level.

My extracurricular activities at Yale have been focused on communications. As a member of the debate team I am constantly learning how people view various topics and strategically talking my way through conflicts. For both the debate and the Model United Nations teams I have been responsible for organizing tournaments and conferences, which has required extensive communication and efficiency skills. Through my position as alumni coordinator and fundraising representative for Model United Nations, I have developed strong interpersonal skills.

I was exposed to the executive arena and gained a sense of the public's tastes and responses via my work with Ellsworth International Public Relations. My internship there involved researching consumer reaction to new marketing techniques, making pitch phone calls, drafting press releases, coordinating and working at promotional events, and participating in brainstorming meetings. I also led six interns in a mock public-relations campaign where we developed ways in which a large client might increase its share in the market. This presentation taught me how to use PowerPoint and create an appealing presentation. After several weeks at Ellsworth I was able to assist in many sectors of the company and help out wherever there was an overflow of work.

My experience writing articles for the *New York Daily News* provided me with strong writing skills. I learned which details were appealing to the public and discovered how to condense information. My writing-intensive classes, such as English and political science, have furthered these abilities.

I am delighted at the prospect of applying my skills and experience to the challenging work of the Abernathy MacGregor group. I enclose my resume and look forward to the opportunity to interview with you in the near future. Thank you for your consideration.

Sincerely,

Ali Yale  
P. O. Box 200000  
New Haven, CT 06520  
(203) 203-2222  
ali.yale@yale.edu

March 4, 2004

Jason Sontag  
Children's Hospital of Philadelphia  
3535 Market Street, 9th floor  
Philadelphia, PA 19000

Dear Mr. Sontag:

I am interested in the Protocol Behavioral Interventionist (PAL) position in the endocrinology division at the Children's Hospital of Philadelphia. I am a psychology major at Yale University and learned of this opportunity through the career-services office at Yale. I believe my experiences working in research labs and with children will help me perform well as a PAL.

I have refined my analytical, communication, and people skills through various activities throughout college, and as a PAL. I can combine these abilities with my psychology interests and desire to work with children in a research setting. I developed my ability to not only help children learn but also improve their self-confidence through my work as a math tutor for sixth-grade students and through composing instructional English-language materials for Taiwanese students. My recent work as a research assistant for Dr. Paul Davidson's Health, Emotion, and Behavior Lab at Yale has enhanced my knowledge of research protocols and specific considerations for persuasive health messages. I would value the chance to work with the population of youth with type II diabetes to monitor their progress toward developing a healthy lifestyle and further explore the connection between psychological factors and physical health.

I am excited about this opportunity. Please let me know if I can provide additional information. I look forward to hearing from you soon, and thank you for your consideration.

Sincerely,

Ellen Yale  
P. O. Box 200000  
New Haven, CT 06520  
(203) 203-2222  
ellen.yale@yale.edu

November 3, 20XX

Karin Johnston  
2 Canal Park  
Cambridge, MA 02111

Dear Ms. Johnston:

I write to apply for the position of undergraduate consultant at the Monitor Group. The Monitor Group's global leadership in corporate strategy consulting owes in part to its expertise in customer management. I am a senior in Yale College, pursuing a degree in psychology. My academic program has given me a strong foundation in the study of people, from their neural circuitry to their motivations and beliefs, which informs my perspective on consumer behavior. I can bring to the Monitor Group's team a breadth of intellectual success, a record of teamwork and leadership, and a rich analytical background, all of which will enable me to evaluate critically the strategic considerations facing clients.

At Yale, I have challenged myself in fields ranging from organic chemistry to esoteric philosophy and have achieved a 3.95 grade point average while maintaining heavy extracurricular commitments. However, a great deal of my growth has come from research I have pursued outside the classroom. I have worked closely with Yale School of Medicine faculty on research relating to Alzheimer's Disease, ever since my freshman year. I have been entrusted with a great deal of responsibility, from helping refine our statistical techniques to presently preparing manuscripts for publication – including one as first author. As a consultant for the Monitor Group, I would leverage my attention to detail and my experience in collaborating with professional researchers to add value to case team recommendations about corporate strategy. Since a business idea is only as useful as the clarity with which it is explained, my skills in public speaking, for which I have won awards in undergraduate competitions, will enable me to be an effective communicator for the firm.

The Monitor Group's ability to produce valuable recommendations for its clients depends on the talent and teamwork of its consultants. My leadership experience has given me the skills to handle unfamiliar situations and work with others to solve problems. From planning events as president of Davenport College Council to raising funds for a community youth program, my extracurricular endeavors have required that I learn both how to lead and how to follow. I am never daunted by a steep learning curve but I also know when I should ask for help. My experience as a leader in diverse field will enable me to effectively and prudently tackle any research assignment I may encounter at the firm.

I am excited to bring to the Monitor Group a strong foundation for success in strategy consulting: my broad academic background, my conscientious ethic for research, and my teamwork and leadership experience. I look forward to speaking with you about my qualifications.

Thank you for your consideration.

Sincerely,

Ellis Yale  
(203) 203-2222  
Ellis.yale@yale.edu

L. E. Yale  
P.O. Box 200000  
New Haven, Connecticut 06520  
(203) 203-2222  
l.e.yale@yale.edu

November 13, 2004

Susan Santiago  
Director of Human Resources  
58 East 68th Street  
New York, NY 10000

Dear Ms. Santiago:

I am a senior graduating in May and am interested in pursuing a career in the foreign relations, specifically in the field of US foreign policy and international affairs. I am sending you my resume in case you anticipate any openings at the Council on Foreign Relations in June.

With my double majors of history and international studies, my academic career has given me a great capacity to understand international issues and to produce reports on this subject. A passion for international affairs, especially in South Africa, has prompted me to spend time in the province of KwaZulu-Natal and to establish a thorough understanding of Southern Africa's culture, politics, security, and language (Zulu). Aside from South Africa, I have made international connections throughout the rest of the world including the Netherlands, where I studied for a semester, and Argentina and the Dominican Republic, where I lived for two different summers. I consistently attend guest lectures and presentations on international issues (including two recent speeches on the Mbeki Dilemma and AIDS, and US Security After 9/11), and have attempted to spread my enthusiasm for international issues with middle-school students by volunteering with the Connecticut Project in International Negotiations. The international component of the Council on Foreign Relations makes your organization an ideal fit with my background and my career goals.

If you would like to know more about my credentials, please contact me and I will provide you with any necessary information. Also, I am available at any time for an interview in New York City.

Sincerely,

L. E. Yale

February 12, 2004

Mr. Jonathan Hastings  
Vice President of Recruiting  
Lazard Freres & Company LLC  
30 Rockefeller Center  
New York, NY 10000

Dear Mr. Hastings:

As a sophomore economics major at Yale University, I am writing to inquire about an investment banking internship at Lazard Freres & Company LLC for the upcoming summer. I was informed about your internship through a counselor at Yale Undergraduate Career Services. I am interested in pursuing investment banking as a career and believe that my experience in the finance sector, background in economics, and strong analytical skills make me an excellent candidate for the position at Lazard.

Last summer I interned in the mutual funds department at Jones Murphy Smith LLC in Boston. This experience afforded me exposure to the frenetic pace of the finance industry, and I became accustomed to producing results while working under pressure. Such experience would help me to quickly become a productive contributor for Lazard Freres. In addition, my background in economics will enable me to apply the theories that I have studied at Yale to real-world situations. This will be helpful in analyzing growth trends of markets or individual companies as well as other projects assigned to me. I can also offer Lazard my analytical skills. Working at FSR Inc, I wrote market summary reports of both the semiconductor and data storage industries, which were implemented into the company's business plan. Furthermore, I have extensive experience with computers including a strong knowledge of Microsoft Excel and JAVA.

Interning for Lazard interests me because I find the size of the company appealing. Such an experience would give me a hands-on opportunity to learn about investment banking and would be an opportune way to build on the experience I gained last summer.

In addition to my work experience I will bring my diligence and tenacity to Lazard Freres & Company LLC. The attached resume outlines my credentials in greater detail. I look forward to setting up a mutually convenient meeting time to discuss my application for the internship. Thank you for giving me the opportunity to apply.

Sincerely,

E. Lai Yale  
P. O. Box 200000  
New Haven, CT 06520  
(203) 203-2222  
e.lai.yale@yale.edu

enclosure

Elliott Yale  
P. O. Box 200000  
New Haven, CT 06520  
(203) 203-2222  
elliott.yale@yale.edu

September 25, 2003

Sarah Jacobs  
McKinsey & Company, Inc.  
55 East 52nd Street  
New York, New York 10000

Dear Ms. Jacobs:

In May 2004 I plan to graduate from Yale University with a degree in East Asian Studies. I am extremely interested in beginning my career in consulting with McKinsey & Company because of your company's reputation and commitment to excellence. McKinsey's work in the greater China region, in particular, impressed me. I have studied business in post-WTO China and Taiwan extensively, and McKinsey's depth of knowledge and adept navigation of the deregulating Chinese market, as demonstrated by its successful conversion of state-owned enterprises into a world-class utility, is electrifying.

I feel I can bring the wide range of experiences necessary to excel at McKinsey. My coursework in economics and multivariate calculus gives me a solid foundation for the analysis that is vital to consulting. I also understand how to work effectively as part of a team and as a leader. As the chair of the Ethnic Studies Committee, I employed strong teamwork skills to organize professors, administrators, and students toward a demanding agenda that I helped create. I worked closely with the Associate Dean of Yale College to construct strategies to encourage Yale to increase its course offerings in Ethnic Studies. To accomplish this, communication, enthusiasm, and determination were key. After my team and I selected candidates for our speaker series project, I was responsible for contacting and coordinating the visits of these renowned scholars from two other Ivy universities to Yale. Without my strong interpersonal skills, empathy and drive, Yale's Asian American Studies Speaker Series and Ethnic Studies Teach-In would not have been successful. I believe I can readily apply all these skills to management consulting.

I am familiar with McKinsey's commitment to excellence and its "learning culture." Like Yale, McKinsey consultants are routinely challenged and pushed to reach their potential in a dynamic environment. This is an ideal place for those with drive like myself to learn and exceed expectations. McKinsey's work and atmosphere excite me, and I believe I can adapt quickly, contribute, and succeed at McKinsey given the opportunity.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Elliott Yale

September 30, 20XX

Janeen Smith  
McKinsey & Company  
55 East 52<sup>nd</sup> Street  
New York, NY 10000

Dear Ms. Smith:

I am applying for the business Analyst position posted with Yale Undergraduate Career Services. I am currently a senior at Yale, where I plan to receive my Bachelor of Science degree in Mathematics this May. The Business Analyst position is of great interest to me because of its emphasis on problem solving and client interaction. As is apparent from my transcript, I have great interest in problem solving of all types and have sought out challenging analytical coursework in a variety of departments including mathematics, computer science, and economics. I have also had the opportunity to develop many of the "soft skills" that an analyst needs through my work as a counselor, tutor, and martial arts instructor over the past three years, and through my long tenure with the Boy Scouts, which continues to this day.

McKinsey's focus on improving client profitability while maintaining integrity and personal values, as well as the firm's many non-profit clients, leads me to believe that I would enjoy a position with the company. Also, McKinsey's many offices around the globe open the possibility of working in a variety of exciting and demanding environments worldwide. Though my first preference would be to work in New York, I am also intrigued by the possibility of working in London, Dublin, or Tokyo.

In addition to my coursework I have been involved in analytical research over the course of two separate summer internships. The first, with the Brain Research Institute at UCL, involved using computers to examine the human genome. My research scrutinized vast amounts of data looking for unknown genetic sites related to the neurotransmitter protein that my lab studied, gamma amino butyric acid. In the end, I provided statistical proof that all sites related to the processing or production of this protein had been discovered and that the lab could therefore move ahead in its research without fear of missing a piece of the puzzle.

My second research project was conducted through the Yale Computational Linguistics Laboratory and Professor Samuel Li. I worked independently over a period of ten weeks, improving a program that I had written during the academic year. The program broke down large written documents, including novels, in order to learn words and functional work-pieces (morphemes) on its own. After reading the text, the program tried to break new words into their functional pieces using what it had learned. By August, my program completed in effectiveness with a similar program developed by tenured professors at Carnegie Mellon University.

I am confident that my quantitative skills will enable me to be extremely effective as a Business Analyst, and am delighted by the prospect of working at a firm as respected as McKinsey. I enclose my resume and would very much appreciate the opportunity to discuss my experience and qualifications, as well as answer any further questions. Thank you for your attention.

Sincerely,

Elihu Yale  
P.O. Box 200000  
New Haven, CT 06520  
(203) 203-2222  
Elihu.yale@yale.edu

Elias Yale  
P.O. Box 200000  
New Haven, CT 06520  
(203) 203-2222  
Elias.yale@yale.edu

Aaron Albaugh  
*New York Times China*  
Box 100-B33  
Beijing, China

Dear Mr. Albaugh:

I am a senior East Asian Studies major at Yale University hoping to pursue a career in journalism after graduation. I have been following your byline in the *New York Times* for several years now. I imagine after your extensive experience reporting in China, you might have some advice for a student hoping to break into the field, particularly in Asia.

I'm not sure how often you make it back to the New York office, but if you have a moment while you're in town I would be most appreciative if you would be willing to sit down for coffee and answer some of my questions about pursuing a career as a correspondent in China. If that is inconvenient, perhaps we could speak on the telephone.

I was especially drawn to an article you wrote last year on unemployment in northeast China. As a summer student at Harbin Institute of Technology, the tension you described was palpable. On a bus to my teacher's apartment one afternoon, I couldn't help but notice three men scrubbing the asphalt of a round-about on their hands and knees (surrounded, of course, by government-funded yearly construction projects). The desperation of many of the citizens and the government of Harbin was something unfathomable to me before last summer. Reading your story on the economic crisis in the Northeast as I struggled to write my own experiences from the summer was inspiring.

Thank you for considering my request for an informational interview. I look forward to receiving any advice you might offer. I will contact you in two weeks to explore the possibility of arranging a meeting.

Sincerely,

Elias Yale