

Chapter 5 - Resumes and Cover Letters

The Resume

Your resume is a powerful marketing tool to land an interview. It's an important part of your total package, and must be clear, concise, appealing, and informative.

Employers typically scan a resume for no more than 15 to 30 seconds. Take advantage of that time by crafting a resume that is clear, concise, and quickly demonstrates how you meet their needs.

Make a list of special qualities that set you apart from other applicants. Employers will be looking for examples of:

- How your skills/experience/knowledge fit with the position/industry/organization
- Your ability to deal with high-pressure situations
- Willingness to assume responsibility
- A high energy level
- Strong interpersonal skills and initiative.

Think of specific examples of where and how each skill or attribute led to a tangible result or achievement. Include work experience, internships, volunteer activities, clubs and organizations, research projects, sports, etc.

Consider the Following as You Get Started

Have you:

- Done something faster, better, or cheaper?
- Increased membership, participation, or sales?
- Saved your organization money or reduced waste?
- Identified and/or helped solve any problems?
- Instituted any new methods, systems, or procedures?
- Suggested a new service, product, or project?
- Re-organized or improved an existing system?
- Refined the nature of an existing task?
- Maintained a consistently high level of performance?
- Demonstrated leadership skills and exhibited good team player skills?
- Reached out for more work or more responsibility?
- Achieved results with little or no supervision?
- Motivated others?

- Coordinated an event or project?
- Trained another person? What were the results?
- Tutored anyone? Did their grades improve?
- Acquired industry-specific knowledge?

Emphasize the Results

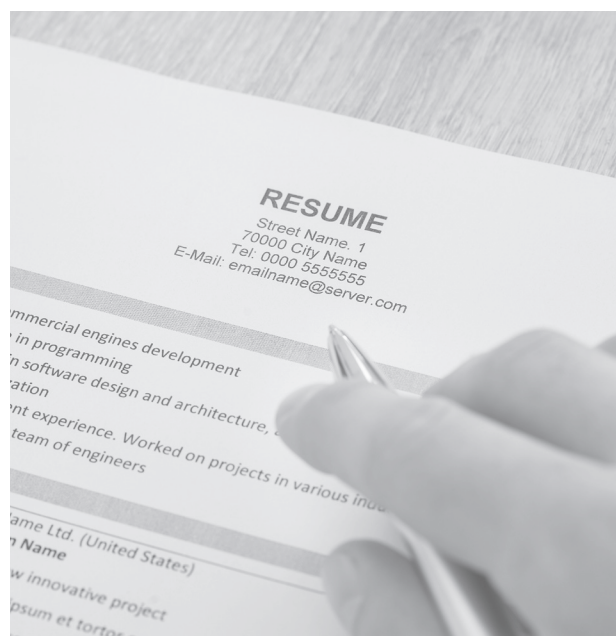
Show measurable results to an employer. Quantifying and qualifying your accomplishments gives prospective employers a sense of how you went about an assignment or project and the bottom-line results of your performance. Numbers speak volumes to people who make hiring decisions.

Similarly, qualifying your results is also important so prospective employers could see the impact of your services. For example, "Collaborated with counselor to provide student service to enhance and support academic and personal growth."

For example, this sentence, "Organized all sorority philanthropic events which resulted in contributions of over \$4000" is much more impressive than "Organized all sorority philanthropic events."

Here's another example of how quantifying your accomplishments can be quite powerful, "Developed tact and diplomacy in dealing with customers in a fast-paced environment" is more effective than "Served food."

The statement, "Commended for efficiency and accuracy in completing office duties" gives you more mileage than, "Responsible for typing and filing."



Resume Content

| Categories | Essentials | Tips |
|---|--|--|
| Essential Categories | | |
| CONTACT INFORMATION | Name (16-18 pts), address, phone #, email, and web address (optional). | Make sure email address and your phone's voicemail greeting are "employer appropriate." |
| EDUCATION | Name of school, degree earned or seeking (i.e., BS, BA, MS, MA, PhD), major and minor, expected graduation date (month and year), and GPA (if required or if above 3.0). | List highest degree first. Include study abroad. High school should be omitted after sophomore year (or earlier). |
| EXPERIENCE | Job title, company name, location (city, state), dates of experience, bullet points describing your actions, skills, and accomplishments (see pg __ for help creating strong bullets). | May include any type of experience: paid and unpaid positions, internships, military service, volunteer, leadership – anything you've done that's relevant to the position you're seeking. |
| Additional Categories (include only those that best represent your qualifications for the position): | | |
| OBJECTIVE | A specific, concise, one-sentence description of the position desired. | For a specific position, include the title and company name. For general use (career fair or networking event), either omit or state the field, industry, and/or type(s) of positions you are seeking. |
| QUALIFICATIONS SUMMARY | List of all of your qualifications for the position (tailored to the job posting). | Typically toward the top of the resume, after EDUCATION. |
| SKILLS | Categorize the relevant skills you possess. Categories may include: <ul style="list-style-type: none"> Languages Computer Laboratory | List only the skills you can perform with little or no supervision. State your proficiency level with languages and programs (fluent, advanced, proficient, intermediate, basic, exposure to, etc.). |
| RELEVANT COURSEWORK / PROJECTS | List course titles (not numbers) of relevant courses, in order of relevance. If a lab, include (Lab) after title. | May be listed separately or as a subsection under Education. |
| HONORS and AWARDS | Students and recent grads can include academic honors, awards, and scholarships. | May be listed separately or as a subsection under Education. Include the date or # of quarters received. |
| CREATE YOUR OWN TARGETED HEADING(S) | Instead of a general EXPERIENCE section, consider creating headings to clearly demonstrate that you have experience relevant to what the employer is seeking. | Examples may include: MANAGEMENT EXPERIENCE, LEADERSHIP EXPERIENCE, WRITING EXPERIENCE, MARKETING EXPERIENCE, etc. |
| RESEARCH | List the research project, department/lab/organization name, dates, and description of the project, methods, and findings. | Use same format as EXPERIENCE section. |
| PUBLICATIONS | Cite publications using the correct format for your discipline (MLA, APA, etc.). Bold your name. | Identify if still in <i>submitted</i> status. May also indicate if peer-reviewed. |
| LEADERSHIP | List office(s) held, organization, dates, and a brief description of accomplishments | Use same format as EXPERIENCE section. |
| ACTIVITIES / VOLUNTEER | List membership in any clubs, sports, or community service experiences. | May not include a description, depending upon the depth of your involvement. |
| INTERESTS | List outside hobbies, interests and talents. | Only include those that are unique, specific, and/or require skill/dedication. OK: Jiu-Jitsu, Tennis, Portraiture Not: Reading, Nature, Music |
| CERTIFICATIONS/LICENSES | List if applicable to the position or field. | |
| Do not include: | | |
| REFERENCES | Do not state "References available upon request," as this is assumed. | Type your Reference list on a separate page. Take with you to the interview. |
| PERSONAL INFORMATION | In the U.S. it is inappropriate to include marital status, citizenship, date of birth. | |
| PICTURES | Do not include a photo of yourself. | May be appropriate for an acting or modeling position or if applying for a job in a country in which it is customary to include a photo. |

Resume Format

| | Do's & Don'ts | Tech Tips |
|-------------------|---|---|
| LENGTH | <ul style="list-style-type: none"> • 1 page for undergraduate students and recent grads. Fill the page completely. • 2 pages may be acceptable for grad students and others with <i>extensive</i> relevant experience. | |
| FONT | <ul style="list-style-type: none"> • Size: 10-12 points • Type: Any that is easily legible (including Arial, Book Antiqua, Calibri, Cambria, Helvetica, Times). Use the same font throughout. • Color: Black is preferred. Color may be difficult for some to see and/or not industry-appropriate. | |
| MARGINS | <ul style="list-style-type: none"> • .5" to 1" on all sides | |
| NAME & CONTACT | <ul style="list-style-type: none"> • At top of resume, centered or justified to left or right. • Name should be larger by at least 4 points. • If you have a preferred name, include it in parentheses between your first and last. • May include contact information on one line, separating address, phone, and email with a bullet. | To insert a bullet in the middle of a line of text, in MS Word select Insert > Symbol > Choose. |
| CATEGORY HEADINGS | <ul style="list-style-type: none"> • Left justified (preferred) or centered. • ALL CAPS and bold (preferred). • May include a bottom border line. | To add a line under your section headings, in MS Word go to Home > Paragraph > select the Bottom Border icon. |
| BOLD | <ul style="list-style-type: none"> • Typical items to bold include Name and Headings. • You may bold whatever content is most relevant to the position, remaining consistent throughout the resume: <ul style="list-style-type: none"> • EDUCATION: your university and/or degree. • EXPERIENCE: your position title and/or company. | |
| DATES | <ul style="list-style-type: none"> • List all dates along the same margin (right preferred). • Best to include months and years for each experience (instead of year only, or quarter/season). • You may format dates as numbers (09/20XX), words (September 20XX), or abbreviate (Sept. 20XX). Be consistent. | |
| BULLETS | <ul style="list-style-type: none"> • Experience descriptions should be in bullet list format. • Use either ■ or ●. Avoid dashes, arrows, check boxes, or diamonds. | To create a bullet list in MS Word go to Home > Paragraph > select the Bullet List icon. |
| SPACING | <ul style="list-style-type: none"> • Include white space between the sections of your resume. The space should go <i>before</i> each section heading (not necessary <i>after</i> each section heading). • Include a space between each item within each section so it's clear where one ends and the next begins. | |
| PAPER | <ul style="list-style-type: none"> • When printing your resume, use 8-1/2" x 11" resume paper in white or ivory. | Resume paper is sold at office supply stores and the UCLA Bookstore. |
| TABLES/TEXT BOXES | <ul style="list-style-type: none"> • Avoid these and other complex formatting, as they may make your resume difficult to scan for keywords. | |

Build Your Bullet Points

| What did you DO? (Your duties, responsibilities, projects) | | HOW did you do it? (Specific tools, resources, or technology; transferrable skills) | ELABORATE with details. (How often? What was the purpose? Who else was involved? How many? Use #'s when possible.) | What were the RESULTS? (What did you accomplish or improve? Did you meet or exceed a goal? Did you create something new? Use #'s when possible.) |
|---|--|--|--|---|
| Example 1 | Directed customers to items | Developed a new merchandising strategy | | Increased average daily store revenue by 9% and average sales per customer by 12% |
| Example 2 | Participated in client meetings | Used PowerPoint, presentation skills | Met weekly with traders on Interest Rate Swap desk. Presented on the interest rate movement in major international markets | |
| | Prepared and presented weekly PowerPoint presentations highlighting interest rate movement in major international markets to traders on Interest Rate Swap desk. | | | |
| Now it's your turn: | | | | |
| 1. | | | | |
| . | | | | |
| 2. | | | | |
| . | | | | |
| 3. | | | | |
| . | | | | |

Action Verbs

(Arranged by Industry and/or Skill)

ANALYTICAL/ RESEARCH

Analyzed
Assessed
Clarified
Collected
Compared
Conducted
Critiques
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Observed
Organized
Proved
Researched
Reviewed
Screened
Searched
Specified
Solved
Summarized
Surveyed
Systematized
Tested
Validated

CREATIVE

Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Devised
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated

Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Revised
Revitalized
Shaped

FINANCIAL

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Controlled
Corrected
Cut
Decreased
Determined
Developed
Estimated
Forecast
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Purchased
Reconciled
Reduced
Researched
Retrieved
Tabulated
Trimmed

INTERPERSONAL/ TEAMWORK

Adapted
Advised
Advocated
Aided
Answered
Arranged
Cared for
Clarified
Coached
Collaborated
Contributed

Cooperated
Counseled
Demonstrated
Diagnosed
Enabled
Encouraged
Ensured
Expedited
Facilitated
Focused
Furthered
Guided
Initiated
Insured
Interacted
Intervened
Involved
Listened
Mediated
Moderated
Motivated
Negotiated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

LEADERSHIP/ MANAGEMENT

Accomplished
Acted
Advanced
Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Completed
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Decreased
Delegated
Developed
Directed
Dispatched
Diversified
Eliminated

Emphasized
Enforced
Enhanced
Enlisted
Ensured
Established
Executed
Founded
Generate
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instigated
Instituted
Integrated
Introduced
Led
Lowered
Managed
Merged
Modified
Motivated
Organized
Overhauled
Oversaw
Pioneered
Planned
Presided
Prioritized
Produced
Recommended
Recruited
Reorganized
Replaced
Represented
Restored
Reviewed
Revitalized
Saved
Scheduled
Secured
Selected
Shaped
Solidified
Spearheaded
Stimulated
Streamlined
Strengthened
Supervised
Terminated
Trimmed
Verified

(cont'd next page)

**ORAL/WRITTEN
COMMUNICATION**

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Demonstrated
Described
Developed
Directed
Discussed
Drafted
Edited
Enlisted
Explained
Expressed
Familiarized
Formulated
Furnished
Illustrated
Incorporated
Informed
Influenced
Interpreted
Interviewed
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Published
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke

Suggested
Summarized
Synthesized
Translated
Wrote

ORGANIZATION

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Contained
Compiled
Coordinated
Corrected
Corresponded
Distributed
Expedited
Executed
Filed
Generated
Implemented
Incorporated
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Planned
Prepared
Processed
Provided
Recorded
Registered
Reserved
Responded
Restructured
Reviewed
Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

SALES/MARKETING

Achieved
Attained
Completed
Conceived
Delivered
Earned
Exceeded
Expanded
Generated

Increased
Improved
Launched
Led
Marketed
Promoted
Resolved
Restored
Saved
Shaped
Succeeded
Surpassed
Transformed
Won

TEACHING/TRAINING

Adapted
Advised
Appraised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Demonstrated
Developed
Educated
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Indoctrinated
Influenced
Informed
Instilled
Instructed
Motivated
Persuaded
Rehabilitated
Schooled
Set goals
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

TECHNICAL

Adapted
Applied
Assembled
Automated
Built
Calculated
Computed
Conserved
Constructed
Controlled

Converted
Debugged
Designed
Determined
Developed
Diagnosed
Drafted
Engineered
Fabricated
Fortified
Inspected
Installed
Maintained
Monitored
Operated
Overhauled
Prevented
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Retrieved
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Basic Resume Template

Full Name

Address · City, State Zip Code · Phone Number · Email Address

OBJECTIVE (Optional)

Briefly and succinctly, state the type of job and the industry you prefer.

Study Abroad can be listed in the Education section.

EDUCATION

University of California, Los Angeles

BA/BS, Major Field of Study

Expected graduation date (month, year)

- GPA: (List if 3.0 or above)
- Relevant Coursework: (Optional)

SKILLS

- Computer (State your computer skills and proficiency level)
- Languages: Include Foreign Language Proficiency

List course titles not course numbers.

EXPERIENCE

Experience can be divided into RELEVANT EXPERIENCE or a category that reflects similar experiences (e.g. Teaching Experience, Marketing Experience Research Experience, etc.)

Employer Name, City, State

Dates

Position Title

- 3-5 bullet points.
- Avoid literal descriptions of duties and tasks;

DEMONSTRATE your skills through results and accomplishments.

Bullets should begin with action verbs (see pages 51-52).

LEADERSHIP EXPERIENCE

Club/Organization Name, City, State

Dates

Position Title

(Format the same as above)

COMMUNITY/VOLUNTEER EXPERIENCE

ACTIVITIES

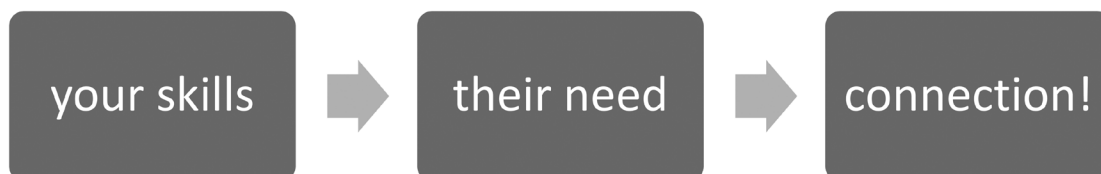
HONORS/AWARDS

These are examples of other sections that can be included in the resume. If you were an active member/participant, simply state the name of the organization with dates of involvement.

State the Honor/Award received and provide the date (month, year) or # of quarters received.

Target Your Resume to the Job

(one size does not fit all)



- Make it easy for the employer to see your fit for the job
- Do not assume they will “know what you mean” – be specific
- Use action verbs to demonstrate what you have accomplished
- Use the job posting as a guideline for targeting your resume

Steps to Target Your Resume

1. Create a general resume following the guidelines in the preceding pages of this chapter.
2. Review job description:
 - Read the specific skills and qualifications: underline words/phrases that match your background
 - Read the job responsibilities: underline words/phrases that match your background
 - Take an inventory of your experiences: how and where have you applied these skills?

Tips:

- Use the **keywords** from the job posting and the targeted industry
(Online applications are often matched to keywords in the job posting for screening out resumes)
- If the job posting is very limited, find similar jobs to use as a guide
- The cover letter will also be targeted and can elaborate on your ‘fit’

Targeting to the job applies to all sections of the resume.

The following is an example of only one section.

Example: Targeting a Resume

INTERNSHIP POSTING: Public Relations

Who We Want ...

Our ideal candidate is a numbers person who loves market research and analytics. This person must also be proactive, organized, and an excellent communicator who works well in teams and independently.

Typical internship responsibilities include but are not limited to:

- Developing media lists/databases
- Drafting press releases and pitch emails
- Identifying and compiling editorial calendar lists
- Creating briefing sheets in preparation for media interviews
- Assisting with PowerPoint presentation development
- Monitoring for client and competitor coverage
- Developing media coverage books, including scanning, clipping, formatting, printing and binding
- Press kits, marketing kits and media coverage books
- Collection, analysis and reporting of internet data for purposes of understanding and optimizing web usage
- General office administration tasks such as managing the subscription database and sorting mail
- Media relations
- Compiling agency marketing kits

Skills and Requirements ...

- Strong research and analytical skills are a must!
- Commitment to a full-time schedule for three months: 8:30A – 5:30P, Monday thru Friday
- BA/BS in English, Journalism, Communications or related field or equivalent work experience
- Proficient in Microsoft Office and strong Internet research skills

GENERAL RESUME (Before)

Financial Relations Board, Los Angeles, CA Jan. - Sept. 20XX Investor Relations & Account Intern

- Assisted with materials for client meetings, including presentations and printed information
- Reviewed newspapers and internet for company information

Terri Hines & Associates, Burbank, CA Summer 20XX Publicity/Marketing Intern

- Assisted with events and promotions
- Contributed in brainstorm to pitch ideas to clients (print, television, radio, online, and grassroots efforts)
- Assisted at pre-screenings of films, etc.

TARGETED RESUME (After)

Financial Relations Board, Los Angeles, CA Jan. - Sept. 20XX Investor Relations & Account Intern

- Offered peer group and investor targeted research, drafted and issued press releases, prepared and delivered presentations using PowerPoint
- Conducted media monitoring, developed media lists and databases, completed investor and media outreach.
- Compiled press kits, marketing kits and media coverage books

Terri Hines & Associates, Burbank, CA Summer 20XX Publicity/Marketing Intern

- Applied strong research and analysis skills to monitor internet usage using Google analytics
- Assisted in publicity and promotions department; client base included Paramount, Sony Pictures, Disney, Focus Features
- Secured and coordinated promotional events, assembled and mailed press packets, followed up with clients
- Contributed in brainstorm to pitch ideas to clients (print, television, radio, online, and grassroots efforts)
- Assisted at pre-screenings of films, promotional events, press junkets, and television interviews by coordinating set-up and prize awards.
- 40 hours/week

Targeted Resume: Management

MASAKO BRUIN

This resume was created using Century Gothic 10 point font.

405 Hilgard Avenue · Los Angeles, CA 90024 · (310) 825-4321 · Mbruin@ucla.net

OBJECTIVE A management trainee position in retail merchandising.

EDUCATION

University of California, Los Angeles

Bachelor of Arts in English

June 20XX

- GPA: 3.46
- Relevant Coursework : Elementary Accounting, Statistics, Business Writing, Research Methods, and an independent research project.

Using bullets can be a great way to separate your contact details. To add these in MS Word select "INSERT" from the toolbar then "Symbol" then choose "."

EXPERIENCE

Assistant Manager

SANDS FURNITURE, Santa Monica, California

20XX - Present

- Schedule and supervise a staff of seven employees to ensure sales goals are achieved and ample coverage during shifts.
- Increased sales volume by 25% in just six months through enhanced knowledge of inventory and effective communication.
- Joined firm as sales associate; rapidly promoted to Assistant Manager.

List courses in order of relevance to the position / industry

Round GPA to two decimal points; you do not need to include all of the numbers listed on your DPR.

Program Coordinator

ASIAN EDUCATION PROJECT, UCLA

20XX - 20XX

- Trained 15 new volunteers to work with at-risk elementary school children to enhance their overall GPA.
- Wrote, compiled and edited a 20 page manual for training volunteers.
- Expanded the program to include five additional elementary schools.
- Began as volunteer; selected for promotion to Program Coordinator.

Office Assistant

THOMAS TEMPORARIES, INC., Sherman Oaks, California

20XX - 20XX

- Provided clerical support for several large corporate offices and law firms.
- Enhanced administrative skills and became proficient in the use of Word, Excel and Powerpoint software.
- Received several offers for permanent employment based on excellent performance.

SKILLS

Programs : Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Access.

Operating Systems: Familiarity with PC and Mac.

Languages: Fluent in Spanish; Conversational in Japanese.

Use PRESENT tense for current tasks or positions and PAST tense for completed tasks or positions you've already ended.

HONORS & ACTIVITIES

Deans List (20XX)

Career Director, Undergraduate Business Society at UCLA

Contributing Writer, "Pacific Ties, UCLA" (student special interest newspaper)

Consider giving categories to your skills such as "computer programs" and "languages."

Targeted Resume: Editor

MASAKO BRUIN

405 Hilgard Avenue, Los Angeles, CA 90024, (310) 825-4321 Mbruin@ucla.net

CAREER OBJECTIVE: An entry-level position on a newspaper editorial staff.

EDUCATION

To add a line under your contact information in MS Word go to "Borders and Shading" and select the "____" grid to create a line under your text.

Bachelor of Arts in English

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Expected June 20XX

- GPA: 3.46
- Independent Research Project: Wrote a 40 page report on Latino influences on mainstream popular American culture. Researched current periodicals covering cultural, educational, economic and social issues.

Be as specific as possible when applying to a particular position.

WRITING EXPERIENCE

Contributing Writer

PACIFIC TIES, UCLA

20XX - 20XX

- Authored articles targeting Asian American issues for special interest newspaper.
- Researched community issues and interviewed prominent community leaders.

Program Coordinator/Editor

ASIAN EDUCATION PROJECT, UCLA

20XX - 20XX

- Compiled and edited a 20 page training manual for volunteers.
- Expanded program to include five additional elementary schools.
- Recruited and trained volunteers to work with at-risk elementary school children.

RELATED EXPERIENCE

Assistant Manager

SANDS FURNITURE, Santa Monica, California

20XX - Present

- Created ad copy and developed other promotional materials.
- Composed a wide variety of business correspondence.
- Joined firm as sales associate; rapidly promoted to assistant manager.

Office Assistant

THOMAS TEMPORARIES, INC., Sherman Oaks, California

20XX - 20XX

- Enhanced administrative skills and became proficient in the use of computers.
- Received four offers for permanent employment based on excellent performance.

SKILLS

- Proficient in Microsoft Word, PowerPoint, Adobe Photoshop, Web Design, and Blogging.
- Bilingual Spanish/English (oral and written translation); Conversational Japanese.

Business Resume Sample

BENJAMIN BRUIN

330 De Neve Dr, Room #C5-315 · Los Angeles, CA 90024
(310) 555-5555 · bbruin@ucla.net

Created using the Calibri font.

EDUCATION

University of California Los Angeles | Los Angeles, CA

B. A. Business Economics

Minor in Accounting, Specialization in Computing

- Cumulative GPA: 3.83; Major GPA: 3.86; SAT: 2310
- National Champion – DECA Business Plan Competition (2014)
- Relevant Coursework: Finance, Managerial Accounting, Computer Science, Statistics, International Trade

Some employers may ask for SAT Scores; include the breakdown if your quantitative score helps emphasize your quantitative abilities.

June 20XX

UCLA Travel Study | London, England

- Studied International Business Law & Taxation within the European Union

Summer 20XX

PROFESSIONAL EXPERIENCE

Jefferies & Company, Inc. | Century City, CA

Wealth Management Intern

June 20XX - September 20XX

- Assisted Managing Director in creating performance reports and asset allocation proposals
- Identified new opportunities to realize capital gains and maintain credit quality, coupon rate, and maturity
- Worked closely with 2 financial advisors on preparing investment plans for existing and prospective clients

Beacon Economics | Los Angeles, CA

Intern

January 20XX - April 20XX

- Conducted literature reviews and gathered data analyzing shortage of future Allied Healthcare workers
- Created written reports and Powerpoint presentations to assist in gaining media coverage of recent research findings

UCLA Daily Bruin | Los Angeles, CA

Account Executive

Consider breaking the traditional grammatical rule if you want to add extra emphasis to a number less than 10.

March 20XX - December 20XX

- Implemented innovative marketing strategies to develop stronger partnerships with potential clients
- Generated 20 new clients and over \$15,000 in sales within the first 3 months of employment
- Collaborated with a team of 10 representatives to exceed Student Media's annual revenue goal of \$900,000

LEADERSHIP AND CAMPUS INVOLVEMENT

The "+" symbol can be a great way to show an estimate or can be used in place of words like "more than" or "over."

UCLA Bruin Consulting | Los Angeles, CA

January

Finance and Outreach Director

- Collaborate with a 9-person board to implement over 7 quarterly professional events for 450+ members quarterly
- Planned and hosted UCLA's largest annual Consulting Fair with over 20 firms and 250+ attendees
- Developed and implemented innovative marketing campaign that increased event attendance by 70%

UCLA Undergraduate Business Society | Los Angeles, CA

September 20XX - October 20XX

Investment Banking Workshop Participant

- Selected to participate in a 6-week intensive workshop series on valuation techniques, merger & acquisition models, restructuring and market/industry trends led by top investment banking firms

Strategy & Operations Healthcare Case Competition | UCLA

Team Leader

April 20XX

- Led a team of 4 to develop strategic and operational recommendations for new market entry
- Created strategic plan for partnership with a major pharmaceutical corporation to gain advanced sales and marketing workforce

Use symbols instead of writing out the words "percentage" or "dollar," as in 25% or \$2 million.

SKILLS

- Computer: Experienced in Excel, Powerpoint, Word; Adobe InDesign, Photoshop; basic C++
- Language: Intermediate Fluency in Spanish; Conversational Farsi
- Interests: Classical piano, camping in the Sierras, scuba diving, Sudoku

Include categories to highlight your skills.

Accounting Resume Sample

JESSICA BRUIN

501 Westwood Plaza, Los Angeles, California 90095 · (310) 206-1931 · jjbruin@ucla.net

EDUCATION

UNIVERSITY OF CALIFORNIA, LOS ANGELES
Bachelor of Arts, Business Economics
Minor in Accounting

- Cumulative GPA: 3.76; Accounting GPA: 3.9
- Honors: 20XX William Sharpe Fellow; UCLA Dean's List
- Activities: Beta Alpha Psi, Student Accounting Society, Undergraduate Business Society, Delta Sigma Pi
- CPA Eligible (September 20XX)

Consider listing "Relevant Coursework" in its own section. This is especially important for industries, like Accounting, that require specific coursework.

Los Angeles, CA
Expected June 20XX

RELEVANT COURSEWORK

Principles of Accounting
Tax Principles and Policy

Intermediate Accounting
Macroeconomic Theory

Management Accounting
Microeconomic Theory

EXPERIENCE

PRICEWATERHOUSECOOPERS LLP

Tax Intern

- Audited Quarterly tax provisions of companies such as Bruin Corp, Fast Bruin, and Bruin Net
- Collaborated with a team to advise major companies on international tax structuring strategies
- Performed a tax review and compliance for Bruin Enterprise Corporation

Los Angeles, CA
August 20XX

SONY PICTURES

Accounting Intern

- Prepared bank reconciliations for 45+ corporate, production, and international bank accounts on a monthly basis
- Researched and resolved discrepancies in account activity and actively verified bank balances
- Analyzed accounting data, performed revenue validation tests, and created cash allocation schedules
- Processed international employee expense reimbursements and retrieved supporting statements

Los Angeles, CA
June 20XX

LEADERSHIP

DELTA SIGMA PI, UCLA

Vice President

- Compiled and created Annual Business Report and submitted final copy to the National Chapter
- Managed financial statements, recorded activities, and contacted employers to support organization's efforts

Los Angeles, CA
September 20XX- March 20XX

PRICEWATERHOUSE COOPERS CASE COMPETITION

Tax Project – Team Leader

- Led a team of five students to develop an effective healthcare reform proposal for a small fictitious company
- Analyzed data, assisted team members with finalizing and delivering the group presentation in front of the judges

Los Angeles, CA
November 20XX

GIRL SCOUTS OF AMERICA

Gold Award Recipient

- Planned and executed a community-wide book drive generating 1,240 books for a library in Botswana
- Developed curriculum about Botswana and Africa and taught the material to a class of 25 elementary school students

April 20XX

COMMUNITY INVOLVEMENT

UCLA Volunteer Income Tax Assistance (VITA)

Income Tax Preparer

- Provide support to low-income residents filing their income tax to make sure they meet federal and state tax regulations
- Assist clients in filling out 1040 Individual Tax forms and answer questions regarding deductions and refund policies

Los Angeles, CA
September 20XX - Present

SKILLS

- Computer: Proficient in Microsoft Word, Excel, PowerPoint, and Adobe Photoshop and QuickBooks
- Language: Fluent in Mandarin

Teaching Resume Sample

JAMES BRUIN

501 Westwood Plaza, Los Angeles, CA, 90095 • 310-555-5555 • bruin@ucla.net

EDUCATION

University of California, Los Angeles

Bachelor of Arts, Sociology

Expected June 20XX

- GPA: 3.3
- Awarded the Chancellor's Service Award
- Relevant Coursework: Child Development, Social Psychology of Higher Education, Understanding Gifted Students, and Academic Success in your Undergraduate Experience

CERTIFICATIONS: CBEST, CSET, CPR

TEACHING EXPERIENCE

Tutor, Project Literacy, UCLA

Sept. 20XX-Present

- Travel once per week, four hours per week, to tutor a 4th grade student in a low-income, urban community
- Assist the student in developing personal learning strategies
- Review homework, create flashcards, and engage the student in the learning process
- Consult with teachers and parents regarding student progress and attendance

Undergraduate Section Leader, Sociology Department, UCLA

Sept. 20XX-Dec. 20XX

- Led section of 15 students through discussion of course material and review for midterm
- Utilized learning theories to create interactive lessons and student-run discussion
- Assisted students in selecting and writing a 20-page research paper
- Oversaw the development of a training manual for future section leaders

Workshop Leader, "Academics in the Commons," UCLA

Sept. 20XX-June 20XX

- Trained to provide educational workshops to fellow undergraduates
- Presented 4 workshops per quarter, on topics including: "Preparing for Law School," "Transfer Adjustment," and "Study Skills"
- Utilized technology to engage students through visual and interactive learning

Swim Instructor / Lifeguard, YMCA, Los Angeles, CA

Summers 20XX, 20XX

- Taught 30-minute swim lessons to students, ranging from 2 years old to adults
- Presented safety workshops to educate the students on issues including: pool safety, community health, and handling emergency situations
- Evaluated mastery of techniques for advancement to the next skill level

LEADERSHIP EXPERIENCE

Resident Assistant, Office of Residential Life, UCLA

Sept 20XX-Present

- Assisted with the high school to college transition for 90 first-year students
- Facilitated roommate contracts and effectively handled counseling situations
- Created 7 active and passive programs per quarter on academics, personal growth, citizenship and community development
- Awarded Hall of Fame programming award for canned food drive
- Served as part of a rotating duty team enforcing on-campus housing policy

Limited Experience Resume Sample

ANDY BRUIN

405 Hilgard Avenue, Los Angeles, CA 90095
(310) 825-4321 abruin@ucla.net

Created using the Arial font.

EDUCATION

University of California, Los Angeles (UCLA)
Bachelor of Arts, Economics, Computing Specialization

Expected December 20XX

Fresno City College
Associate of Science, Mathematics

If you transferred from a junior college but didn't receive an Associate Degree, you can state under UCLA that you transferred from "xyz college" with "x" GPA.

June 20XX

RELEVANT COURSEWORK

Systems Programming, Computer Architecture, Operating Systems, Modeling, Network Fundamentals, Programming Languages, Compiler Construction, Artificial Intelligence, Algorithms & Complexity, and related mathematics courses.

COMPUTER SKILLS

- Programming Languages: HTML, XML, ASP, Visual Basic, PHP, Java, JavaScript,
- Operating Systems & Environments: Windows 7, Windows XP
- Application Software: Microsoft Office 2010, 2007 (Word, Excel, PowerPoint, Access, Outlook, Publisher); Adobe Photoshop, Final Cut Pro

PROJECTS

Computer Science Students Association (CSSA), UCLA
Active Member

September 20XX- Present

- Collaborated with a team of 5 students on designing a computerized chess game using artificial intelligence problem solving.
- Designed CSSA's homepage using HTML, XML, and Java.

VOLUNTEER EXPERIENCES

Habitat for Humanity
Volunteer

Summers 20XX, 20XX

- Participated in local chapter's fundraising events and assisted with logistics, registration and set-up
- Designed marketing flyers utilizing Microsoft Publisher
- Created a short video of the chapter's accomplishments with Final Cut Pro (www.abchh.com)
- Worked as a team with other college students and people from the community on building homes

Camp Grow Summer Camp
Recreation Assistant

Summers 20XX, 20XX

- Organized and led arts and sports activities for 50+ children ages 6-13 on daily basis
- Collaborated with camp counselors and other staff on managing conflicts, while providing a fun and safe environment
- Became CPR certified in order to respond to unexpected injuries or crises

ACTIVITIES / HONORS

Computer Science Students Association, UCLA
Webmasters Student Group, UCLA
UC Regents Scholars, UCLA

For those who have creative / technical / programming skills, employers like to see what you've done – provide a link to your work.

Technical Resume Sample

Created using the Times New Roman font.

JENNIFER BRUIN

501 Westwood Blvd., Los Angeles, CA 90095 | (310) 555-555 | jenbruin@seas.ucla.net

OBJECTIVE

Full time electrical engineering position focused on integrated circuit design

EDUCATION

University of California, Los Angeles

Expected June 20XX

Bachelor of Science, Electrical Engineering

Major GPA 3.5

Coursework includes: Circuit Analysis, Analog Circuits, Digital Design, Laser Laboratory, Semiconductor Device Design, Integrated Circuit Components

TECHNICAL SKILLS

C, C++, Matlab, SPICE, HTML, XML, and JAVA

ENGINEERING PROJECTS

Electrical Engineering Department, UCLA

Winter 20XX

Circuit Analysis

- Worked on eight-bit ADC using successive approximation method in CMOS.
- Created layout and performance analysis of D-FF using MNOS and CMO.
- Designed and conducted SPICE analysis of dual stage operational amplifiers.

Electrical Engineering Department, UCLA

Fall 20XX

Digital Circuit Design

- Designed, implemented, and debugged digital logic circuits.
- Programmed in AHDL in conjunction with the Altera 610 EPLD.

EXPERIENCE

Raytheon, El Segundo, CA

Summer 20XX

Engineering Intern

- Assisted with designing a man-machine interface for system planning device.
- Tested integrated circuits.
- Obtained U. S. Industrial Secret Clearance.

LEADERSHIP

Institute of Electrical and Electronic Engineers (IEEE), Student Chapter, UCLA

September 20XX - Present

Project Manager

- Initiated pc-board electronics projects for members using a computer program to design pc-board layout and fabrication.
- Increased member base by 50% during recruitment campaign.

Eta Kappa Nu, Electrical Engineering Honor Society, UCLA

March 20XX - Present

Information System Coordinator

- Maintained organization's website.
- Tutored members in C++, HTML, XML, and JAVA.

ACTIVITIES

Society of Women Engineers (SWE), UCLA

National Society of Black Engineers (NSBE), UCLA

Student Athlete Resume Sample

TERRY BRUIN

Created using the Calibri font.

501 Westwood Blvd., Los Angeles, CA 90095 | (310) 555-555 | terryb@ucla.net

EDUCATION

University of California, Los Angeles
Bachelor of Arts, History

Expected June 20XX

EXPERIENCE

Team Member, UCLA Women's Volleyball

- Compete at Division I level in one of the nation's most recognized conferences
- Practice up to 25 hours per week and travel while maintaining full course load and meeting other related commitments
- Work directly with coaches and team captain on strategy and team building exercises
- Serve as a mentor to potential recruits and current freshmen class

August 20XX - Present

Volleyball Instructor, UCLA Volleyball Camps

- Taught communication and teamwork skills to children ages 5-14
- Developed weekly lesson plans and goals customized to various skill and learning levels
- Communicated with parents, students and other coaches
- Promoted additional UCLA-sponsored clinics resulting in improved attendance and revenue for the athletic department

Summers 20XX - 20XX

Server, Chili's Bar & Grill

- Provided excellent, friendly customer service which resulted in positive evaluations from patrons
- Quickly learned complex order-entry system and trained new servers on the system
- Polished interpersonal skills and assisted the manager in scheduling

Summer 20XX

COMMUNITY/VOLUNTEER

Outreach Volunteer, Sierra Club

- Educated groups of 25-30 children in 4th and 5th grades about conservation and the environment
- Assisted outreach manager, educators and other staff on local field trips (hikes, nature walks and visits to the aquarium)
- Collaborated with other volunteers to create fun and interactive activities to inspire children about the environment

Spring 20XX

SKILLS

- Computer: Mac and PC; Microsoft Word, Excel, and PowerPoint; Adobe Photoshop and Illustrator
- Language: Spanish (fluent)
- Professional: team building, leadership, presentation, public speaking, time management

Biotechnology / Science Resume Sample

Lindsay Bruin

501 Westwood Plaza
Los Angeles, CA 90095
555-555-5555
bruin_lindsay@ucla.net

OBJECTIVE

Seeking an entry-level Manufacturing Associate or Quality Associate position in order to develop a foundation for an opportunity in project management or regulatory affairs.

EDUCATION

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Bachelor of Science, Molecular, Cellular, Developmental Biology

Overall GPA: 3.6; Major GPA: 3.75

Coursework includes: Biochemistry, Organic/Inorganic Chemistry

Los Angeles, CA
Expected June 20XX

LAB TECHNIQUES / SKILLS

- Assays
- Protein purification
- Gel electrophoresis
- PCR
- Autoclave
- Spectroscopy

RELEVANT EXPERIENCE

AMGEN

Supply Quality Management, Corporate Quality

Quality Assurance Intern

- Assessed and resolved non-compliance issues with 10+ major suppliers
- Evaluated and changed material specifications within a defined change control system
- Updated company supplier database using Excel

Thousand Oaks, CA
June 20XX - Present

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Department of Molecular, Cellular & Developmental Biology

Lab Assistant

- Generated lab strains for projects (Bordetella strain with Tetracycline resistance)
- Assisted with numerous lab projects under the supervision of Post Docs (competition assays)
- Prepared plasmid samples with micro centrifuge protocol using micro columns or phenol / chloroform precipitation
- Disposed of biological and hazardous waste following safety protocols
- Cleaned and sterilized equipment/stock solutions
- Maintained sterile supplies in lab

Los Angeles, CA
May 20XX - June 20XX

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Chemistry Department

Lab Assistant / Clerk

- Cleaned toxic spills (mercury) and disposed of waste (organic solvents, acids and bases)
- Maintained equipment and monitored supplies inventory
- Prepared stock solutions and set up labs for use
- Stocked commonly used chemicals
- Maintained NMR functionality

Los Angeles, CA
August 20XX - May 20XX

ACTIVITIES

UCLA Rock Wall

Climbing Instructor

- Supervise climbers' safety in gym and teach belaying technique courses for new climbers

Los Angeles, CA
September 20XX - Present

First Year Student Resume

Fletcher Bruin

501 Westwood Plaza
Los Angeles, CA 90095
310-555-5555 fbruin@ucla.net

EDUCATION

University of California, Los Angeles, Los Angeles, CA
Bachelor Degree in Progress

If you are unsure of your major, you can just put "Bachelor Degree in Progress."

Expected June 20XX

Thomas Jefferson High School, Oakland, CA

June 20XX

LEADERSHIP EXPERIENCE

Sproul Residential Hall, Los Angeles, CA
Assistant Social Chair

High school is acceptable on a resume during your freshman and sophomore years; once you're a junior it can be omitted.

September 20XX-Present

- Coordinate team-building activities for residential community of 50 students.
- Collaborate with 4-member leadership team and participate in bi-weekly meetings.
- Brainstorm creative ideas and plan weekly social events to facilitate relationship building amongst residents.
- Develop promotional campaigns resulting in 25% increase in fall quarter program attendance.

Thomas Jefferson High School Warrior Press, Oakland, CA
Assignment Editor

September 20XX-June 20XX

- Oversaw staff of six for award-winning student newspaper.
- Researched news stories and organized weekly meetings to discuss potential article topics for upcoming edition.
- Collaborated with advisor, section editors and writers to identify and prioritize stories for publication.
- Assigned topics and reviewed content and submissions.
- Worked closely with photographer and assisted with selection of images for each article.

CUSTOMER SERVICE EXPERIENCE

Steve Fisher's Steak and Eggs, Berkeley, CA
Host

August 20XX

- Provided quality customer service in a fast paced, high volume establishment.
- Assisted staff with serving food and beverages to 100+ customers daily.
- Resolved customer complaints and polished multi-tasking capabilities.
- Processed cash and credit card payments, and informed customers about daily specials and new menu items.

COMMUNITY OUTREACH EXPERIENCE

Rosemary Meadows Senior Center, Richmond, CA
Volunteer

January 20XX-June 20XX

- Led 25 residents in weekly creative art projects.
- Kept detailed records of attendance for Gold Star Program.
- Collaborated with staff on preparing and serving meals and provided assistance with clean-up

MEMBERSHIP

UCLA Undergraduate Business Society

September 20XX-Present

SKILLS

Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver; Type over 75 wpm

Please note that Microsoft Office includes Word, Excel, PowerPoint, Access, and Outlook. If you are not familiar with all programs in the suite, list those that you are familiar with.

You can determine your typing speed online at www.typingtest.com

International Student Resume Sample

If you have adopted an American first name, indicate this in parenthesis at the top of your resume. If your name is difficult to pronounce, you might include the phonetic spelling beneath your name.(Way-Kong).

Try to keep it to one page, unless you are writing a CV. Be consistent in your formatting (e.g., bolding). Use font size 10-12 for the body. Focus the content on qualifications and requirements. Don't include personal information (e.g., marital or health status, religion, ethnicity, photograph, hobbies, or employment status.)

WAI KWONG (PETER) LEE

CURRENT ADDRESS

1234 Strathmore Street
Los Angeles, CA 90025
Phone: (310) 869-5432
waikwong@ku.edu

PERMANENT ADDRESS

843 Tung Lung House
Flat 4, 6/B
Kowloon, Hong Kong
Phone: 123-4567-8910

If you include an objective, keep it concise and list the position or type of position you are seeking.

OBJECTIVE

To obtain a software engineering position with emphasis on communication software development.

SUMMARY OF QUALIFICATIONS

Optional, but can help highlight how your experience, academic background, and personal abilities relate to the specific needs of the position.

- Three years of experience developing dynamic and interactive databases
- Proven communication skills as demonstrated through campus leadership, multiple presentations
- Tutoring other international students in reading, writing and speaking English
- Fluent in English, Chinese (Mandarin and Cantonese), and Malay. Proficient in French
- Proficient in Microsoft Office, SPSS, PageMaker, Dreamweaver, and C++
- Traveled extensively throughout Asia, France and Russia and developed a solid understanding of the cultures and customs

EDUCATION

Master of Science in Computer Science
University of California, Los Angeles (UCLA)
• GPA: 3.5 / 4.0

Only list schools you received degrees from or are currently pursuing a degree from. If you list degrees from foreign institutions, provide a frame of reference when possible. If you include a GPA from a foreign institution, convert the number to be consistent with the 4.0 GPA scale.

Expected: June 20XX

Bachelor of Science in Computer Engineering
The University of Hong Kong Pokfulam, Hong Kong
• Globally recognized and ranked as the #1 university in both Hong Kong and China

May 20XX

RELEVANT EXPERIENCE

Systems Analyst / Programmer

August 20XX - Present

Academic Technology Services – University of California, Los Angeles

- Created the personnel database for the Department of Educational Services
- Analyzed, designed and implemented the Job Matching Program for the University Career Center
- Helped implement inter-departmental computer communications systems (Outlook)
- Wrote FOCUS programs to extract information from student records database
- Established supercomputer connection with XYZ State University
- Coordinated and presented training sessions for computer users in the Department of Student Affairs

LEADERSHIP EXPERIENCE

Vice President of International Students Association - (UCLA)

Member of Kappa Alpha Psi Fraternity – (UCLA)

20XX-20XX
August 20XX-Present

HONORS & AWARDS

Dean's List – UCLA

Recipient of Academic Scholarship; \$4000- UCLA Department of Computer Engineering

Winter 20XX – Present

Group all of your relevant experience into one section or various sections depending on relevance to position you are applying to. Various subsections may include research experience, leadership experience, or additional experience. The order of these subsections depend on how much they relate to the position you are applying for.

Include relevant part-time jobs, internships, lab experience, and volunteer experience. Group other less relevant experience into a separate section, such as "Additional Experience." Start descriptions with active verbs (e.g., developed, led, created, organized, etc.). Focus on accomplishments and outcomes of your experiences, not just responsibilities or duties. Since dates aren't as important as job titles and descriptions, it's better to put the dates on the right side rather than the left.

The Cover Letter

A cover letter should communicate your strong interest in the company and your enthusiasm for the position/internship you are applying for.

Purpose of the Cover Letter

- Brief overview of qualifications
- Differentiate yourself from the crowd
- Captivate the attention of the reader
- Communicate interest in the organization
- Convince the employer of your skills and accomplishments

Rules for Cover Letters

- Address the employer's "wish list"
- Assess the employer's needs
- Actively promote yourself

Focus on What You Have to Offer

- Describe how your skills, expertise, and past accomplishments can benefit the employer.
- Follow standard business protocol
- Write clearly and concisely, and check your letter for spelling and grammar.
- Use the same font and paper that you used for your resume.

Send Your Letter to a Specific Individual

- Ideally, the letter should be addressed to the

person who is likely to make employment decisions. It may take some resourcefulness on your part to identify this person, but the letter will probably be better received.

- Make sure you have the correct spelling of their name and title before mailing.
- If you cannot find the name of the person the letter is addressed to, you may use a title that is specific such as "Dear Human Resource Representative" or "Dear Hiring Manager" or "To Whom it May Concern."
- Don't forget to sign your letter, if sending a hard copy.

Additional Cover Letter Resources

Meet with a Career Counselor during drop-in hours or schedule an appointment for a one-on-one cover letter critique. For more information, please go to career.ucla.edu/CareerCounseling

Visit the Career Center Library (career.ucla.edu/Library) to read additional cover letter tips and samples:

- *Cover Letters That Knock 'Em Dead*
- *Gallery of Best Cover Letters*
- *Perfect Phrases for Cover Letters*
- *The Adams Cover Letter Almanac*
- *The Perfect Cover Letter*

Cover Letter Webshop

Participate in the Cover Letter Webshop coming soon to career.ucla.edu.



Cover Letter Template

Your Name

Address, City, State, Zip Code

Phone number, Email

Use the same heading as your resume to create a "letterhead" for your documents.

Date

Name of Contact

Title

Name of Organization

Address

City, State Zip Code

If you cannot find the name of the contact, consider addressing the letter to "Hiring Manager" or "Internship Coordinator."

Dear _____,

INTRODUCTION: State the position or type of work for which you are applying. Identify how you heard of the position (e.g., UCLA Career Center or through a business contact / referral). Briefly (in one or two sentences) introduce yourself and explain your interest in the job and something about the company that attracts you (will show your ambition, passion, and interest).

SELL YOURSELF: Expand on why you're qualified for the position. Highlight two or three major accomplishments that demonstrate your initiative, creativity, follow through, communication skills, and problem-solving capabilities. Be sure to draw a connection between the needs of the current job opening and the skills you can bring to the job. Research the company and industry beforehand.

ASK FOR AN INTERVIEW: Reemphasize your interest, politely thank the employer for their time, and request an interview.

Sincerely,

The "SELL YOURSELF" section can be either one or two paragraphs.

Sign your name here.

When sending an electronic copy, leave four lines of space in place of your signature.

Your name typed

Enclosure: Resume

You might also include other documents requested in the job description. For example, an unofficial transcript, writing sample, or salary history.

Internship Cover Letter Sample

JESSICA BRUIN

501 Westwood Plaza • Los Angeles, California 90095 • (310) 206-1931 • jjbruin@ucla.edu

January 06, 20XX

Internship Program
Walt Disney Studios
500 South Buena Vista Street
Burbank, CA 91521

If the location is not listed on the job description, use Google to find a street address for the local office.

Dear Internship Coordinator:

If the position description does not include a contact name, consider using "Internship Coordinator" for internship applications.

I would like to be considered for the Walt Disney accounting internship program posted on UCLA's BruinView™ website. I am currently a junior and majoring in Business Economics with a minor in Accounting at the University of California, Los Angeles. My academic integrity and work experience have given me the essential skills to excel as a member of your team.

My interests in accounting first started last year when I had the opportunity to volunteer with low income residents and help them with their federal and state income tax returns. My coursework in accounting, finance, and management has provided the strong quantitative and analytical skills mentioned in your internship posting.

This internship program provides a great opportunity for me to apply my communication, organizational, creative, and quantitative skills in a collaborative and interactive environment. For the past two years I have worked as a student assistant for the UCLA Anderson School of Management. This position requires organization, effective communication, and technical skills, as I am responsible for scheduling appointments and interfacing with prominent alumni and professionals. Having such an important role, I have truly learned how to effectively manage my time to balance my work, school, and leadership commitments. This position has provided me with an opportunity to develop strong communication and computer skills from using programs like Excel and Powerpoint in addition to learning how to prioritize tasks to ensure all projects are completed in a timely manner.

I believe that I will provide an immediate benefit to the Accounting team at Disney because I am a dedicated and determined individual. Thank you for your time and consideration, I look forward to scheduling an interview where I can talk more about my interests and qualifications.

Sincerely,

Jessica Bruin

JOB DESCRIPTION:

The Financial Audit Internship is located in Glendale, California and resides within Corporate Management Audit at The Walt Disney Company. Corporate Management Audit consists of a team of audit professionals that performs integrated audits in the areas of design, efficiency, and effectiveness of internal controls. The department schedules and plans audits, monitors fieldwork progress, and communicates results and recommendations with senior management. The intern will assist Financial Audit Seniors and Managers with audit planning, fieldwork, documentation, and reporting tasks; develop financial auditing, accounting, and general analytical skills; work with Enterprise Resource Planning system (SAP) to extract data and perform analytics using Excel, Access, and other tools; and assist in preparation and presentation of various projects in assigned audit areas and provide solutions to problems as needed.

Emphasis in **ACCOUNTING**, Finance, Business Administration, or related field is desired. General accounting and business process knowledge related to financial statements, revenue recognition, account reconciliation, amortization, etc.

Strong proficiency in Microsoft Office, with an emphasis in **EXCEL AND POWERPOINT**. **EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS**. Ability to adapt behavior and approach to different people and situations, including working well independently and with teams. Maturity, self-confidence, and tactful assertiveness. Only students who are actively enrolled in a college and working towards a degree will be considered for this opportunity.

Reference List Sample

Use the same heading as your resume to create a "letterhead" for your documents.

Roger Bruin

501 Westwood Plaza · Los Angeles, CA 90095 · 310.555.5555 · rbruin@ucla.net

REFERENCE LIST

Mr. Samuel Rivers

Director, Big Brothers Big Sisters of LA
800 South Figueroa St. Suite 620
Los Angeles, CA 90017
(310) 555-5555
sr@bbbslaie.org
Relationship: Supervisor

Ms. Brenda Smith

Owner, Market Café
1111 Montana Ave.
Santa Monica, CA 90403
(310) 999-9999
bsmith@market.net
Relationship: Employer

Dr. Sally Wonder

English Professor, University of California, Los Angeles
158 Humanities Building
Los Angeles, CA 90095
(310) 555-5555
wonder@ucla.net
Relationship: Professor