



SAMPLE

RESUMES

COVER LETTERS

LETTERS OF RECOMMENDATION

THANK YOU LETTERS

CURRICULUM VITAE

RESUMES



DENISE R. GILLER

2398 Westbrook Way * Columbia, MD 21045
555.555.5555 * drg@yahoo.com

CAREER OBJECTIVE

Degree in Early Childhood Development to start a career helping young people with developmental disabilities to succeed in life.

EDUCATION, TRAINING & OTHER

Wurzburg American High School, Wurzburg, Germany, 20xx-20xx

- Honor Roll Student x 4 semesters
- Advanced Placement: English Literature
- Career Working Experience (Internship/see below)
- Friend's Club, Active Member (Boys and Girls Across America)
- Hinterbrand Challenge: One-week winter survival program in the Alps
- Cheerleading Captain (Wrestling)
- Drama: Actor, Singer, Dancer (*Sly Fox* and *Guys and Dolls*)
- Homecoming Committee
- Spirit Club

Computer Skills

- Software Applications 1 and 2; PowerPoint, Excel, Word, Office, Access, and Publisher
- Typing: 60 + WPM
- Internet (research, AIM, set up and manage e-mail accounts)

Community, Retail, and High School Training: Sure Start and Pre-School Child Development Training, 20xx (40 hours of training), Department of Defense Dependent Schools Seminar (Certified as a Sure Start Aide); Anti-Terrorist Training, 20xx (online certification); AAFES Training, 20xx (Customer Service), 8 hours; Concessionaire Training, 20xx (Customer Service), 3 hours

High School Internships: Career Working Experience, Teacher's Aide, Sure Start, Wurzburg Elementary School 20xx; Career Working Experience, Teacher's Aide, Middle School Language Arts (Inclusions/Remedial), 20xx

EXPERIENCE

SURE START AIDE

U.S. Department of Defense Dependent Schools, Wurzburg, Germany

Summers and Sr. Year
Internship 20xx to 20xx

- Assisted one teacher with 18 students ages 4 and 5 in a Sure Start program providing specialized developmental care and instruction to contribute to their social, emotional, intellectual, and physical development. Worked closely with students to develop self-help skills/motor skills (using scissors, pouring milk, riding bikes, using eating utensils). Coached the development of manners and social etiquette (including eating and personal hygiene). Taught students basic counting and numbers, colors, letters, reading skills, and computer use.

Sample High School Resumes and Cover Letters

JANE SMITH

*1313 Smalltown Lane
Yourtown, TN 37701
(555) 555-5555
jane.smith@myemail.com*

AREAS OF MAJOR EXPERIENCE

Childcare Provider

Caring for children ages 6 months to 12 years.
Developing activities for play time and preparing healthy snacks.
Meeting with parents to discuss their child's experiences.

PROFESSIONAL EXPERIENCE

February 2009 to Present Small World Daycare, Yourtown, TN 37701
Daycare Assistant

May 2008 to September 2008 Private Family, Smithville, TN
In-home Daycare Provider

EDUCATION

May 2011 John Mills High School, Yourtown, TN
Diploma

OTHER INTERESTS

Running on the Cross Country team.
Acting in school plays with the Drama Club.
Teaching Sunday School to 5th graders at church.

SPECIAL ACCOMPLISHMENTS

Certified in CPR and First Aid.

JOHN ANDREW SMITH

1111 Main Street
Anytown, IA 50701
(555) 555-5555
John.smith@emailserver.com

PROFESSIONAL EXPERIENCE

A.J.'s Pet Shop, Anytown, IA
Assistant

10/10 - Present

Assisting the owner with inventory.
Working with customers to meet their pet needs.

A. Town Foodstores, Anytown, IA
Cashier & Delivery

5/09 - 5/10

Worked the cash register helping patrons.
Assisted manager in training new employees.
Delieverd groceries to home-bound customers.

EDUCATION

Washington Irving High School, Anytown, IA
High School Diploma

2011

OTHER INTERESTS

Habitat for Humanity, Volunteer
Meals on Wheels, Volunteer

SPECIAL ACCOMPLISHMENTS

Honor Roll for 4 consecutive semesters.
First chair trombone in symphonic band.
Student of the Month, January, 2010.



AARON SMITH

564 Constantine Road
Anaheim, CA 91913

714.555.5555
aasmith@hotmail.com

OBJECTIVE

Engineering Degree / Automotive

EDUCATION

Department of Defense General Adams High School, Wurzberg, Germany 09/20xx-06/20xx

- Attended Model United National Conference, Germany
- Served on a team that designed and launched the Department of Defense General Adams High School Web site—selected as first-place winner in region
- Varsity Football (Team Captain)

CarTech, Colorado

09/20xx-01/20xx

- * The official technology school of NHRA
- * Student Activities Council Representative

Completing coursework and certification in Specialized Automotive Technology with Chassis Fab & Management:

- Refrigerant Recovery & Recycling Review
 - Drive Train Systems
 - Chassis
 - Basic Engine Management Systems
 - Drivability Diagnostics
 - All Data Information Specialist
 - Certified Automatic Transmission Rebuilders (Qualified and Licensed through 2011 / Automatic Transmission Rebuilders Association)
 - Race Team Technical Specialties
- **Motorsports Chassis Fabrication**
Engaged in hands-on instruction and internships specializing in metal working fabrication and techniques including MIG and TIG frame design and modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication. Laid out cut marks in preparation for cutting, drilling, or machining using oxy-acetylene and plasma; read and drew specialty mechanical drawings, operated grinder and sanders; applied attachment methods, metal finishing, and cutting. Demonstrated the care and usage of common precision measuring instruments for metal fabrication and machining.
- **Street Rod & Custom Fabrication & Custom Painting with Automotive Technology**
Customized vehicles and created works of art for street rods and custom fabrication. Used specialized sheet metal shaping fabrication techniques including chop tops, hidden pin hinges (suicide doors), and body construction including firewalls, floorboards, and transmission tunnels. Applied custom paint techniques including special effects, airbrushing, and pin striping as well as the application of specialized finishes. *Painted mailboxes and laptops for pay, while in school.*



Aaron Smith

- **Applied Service Management**
Learned business management concepts including finances, accounting, computers, and business applications.

EXPERIENCE

Custom Auto Body Technician/Mechanic
Hot Rod Shop, San Diego, CA

05/20xx-08/20xx

- Built a 1970 Firebird. Assembled and disassembled the vehicle to the frame. Removed the old drive train and assembled a new motor, transmission, and wiring harness. Removed rusted sheet metal. Custom upholstered seats and door panels. Installed power windows.

Owner/Manager
Smith Website Design, Anaheim, CA

(Part-time) 03/20xx-02/20xx

- Created a Website design business as a solution for online presence for small and medium-sized businesses, civic clubs, organizations, and churches. Used cutting-edge technology including Macromedia Studio MX 2004, Dreamweaver, Flash, Fireworks, and FreeHand, as well as Graphic Design, Flash, JavaScript, CGI, CSS, HTML, and (X)HTML.
- Designed and developed Web pages; provided computer service and support.

OTHER

- Lived in Germany, Korea, Japan, and Bahrain. Traveled to more than 35 countries.
- Special Olympics, Germany, Group Leader for Bowling Tournament.
- IT Skills: CISCO Networking I & II; LANs/WANs; MS Office Suite; Windows NT, XP, 2000.

Resume designed and edited by Diane Burns



MARCUS F. ZYONS

2876 Thunder Hill Road
Columbia, MD 20145

555.555.5555
marcus@yahoo.com

OBJECTIVE

ADMISSION TO UNIVERSITY OF MARYLAND UNDERGRADUATE PROGRAM

Major: Communications
Specialty: Broadcast Journalism

EDUCATION

Including Activities, Honors, and Distinctions

West County High School, Connelly Springs, MD

09/20xx to 06/20xx

12th Grade, Planned Activities (Will complete 12th grade in 20xx)

- Newspaper Sports Editor (selected for 20xx/20xx school year)
- Key Club (selected as member for 20xx/20xx school year)

11th Grade Accomplishments (Current GPA: 3.75/4.0)

- Who's Who Among American High School Students Honor Society (20xx)
- National Honor Roll
- Newspaper Sports Editor (Authored 13 articles)
- Key Club

10th Grade Accomplishments

- Who's Who Among American High School Students, 20xx
- National Society of High School Scholars, inducted in 20xx as a lifetime member
- National Honor Roll
- Newspaper Reporter (Selected one year early; newspaper positions are reserved for 11th and 12th graders)
- Key Club

9th Grade Accomplishments

- Men's Varsity Basketball Statistician
- National Honor Roll

ON ASSIGNMENT WITH NICKELODEON

Nickelodeon Studios, VIACOM Building, New York City, New York

06/20xx to 09/20xx

- Selected as one of seven of the first team of Nickelodeon GAScasters (game and sportscasters) in the nation, after an audition. Sent to New York City for training by broadcast professionals including CBS Sports Reporters, at the Nickelodeon studios.



Ronald Milestone

1456 E. Marion Street
Baltimore, MD 21204

Cell: 433-333-3333 ■ milestone@md.edu

OBJECTIVE: Seeking an internship to gain professional experience in the construction industry.

EDUCATION

Towson Catholic High School, Towson, MD
Senior: expect to graduate in 20xx

WORK EXPERIENCE

Project Engineer Intern / Assistant Summer 20xx
The Parson Contracting Company, Baltimore, MD

Worked as an assistant to a project engineer on a \$55M construction project to build a visitor's center and underground parking garage.

- Interfaced daily with contractors, engineers, and other construction support professionals to review project status. Completed invoices and other administrative paperwork.
- Wrote and presented status reports at weekly project managers' meetings.
- Enhanced skills in problem resolution, project management, and cost management.

Manager, Park Swim Club, Towson, MD May 20xx to August 20xx

Promoted to Manager within two weeks. Supervised 17 lifeguards. Developed weekly work schedules for all employees. Maintained safe environment for patrons by enforcing club rules and regulations.

- Learned to effectively mediate and satisfy customer concerns.
- Acquired leadership and crew management skills. Selected as Lifeguard of the Year.

Lifeguard, Hawaii Park Center, Outdoor Recreation, Honolulu, HI July 20xx to January 20xx

Performed and assisted with water rescue and situations. Patrolled the harbor. Performed beach maintenance. Received an Aloha Award for customer service.

ACTIVITIES / VOLUNTEER SERVICE

Habitat for Humanity September 20xx to Present
• Participate in community service construction projects

Salvation Army January 20xx to Present
• Gain community service credits helping to sort and process donated items.

SKILLS

- Knowledge of construction principles, basic building systems, and project management.
- Strong problem solving, teamwork, leadership, and project management skills.
- Computer Skills: Proficient in Word, Excel, and PowerPoint; 4-D, AutoDesk Revit, Microsoft Project, and OnScreen Takeoff. Ability to use Excel to assist with takeoffs and cost management.

Resume designed and edited by Carla Waskiewicz



Molly R. Jackson

email@email.com

8637 Burkhall St.
Atlanta, GA 30308

404-555-1212 (Home)
404-555-0000 (Cell)

Profile

Outstanding student with a broad range of talents and interests. Enthusiastic and passionate about greater social and environmental awareness. Chosen to travel to Japan and Australia with an international cultural exchange program. Award-winning scholar, artist, and athlete; recognized by teachers and peers as a true leader. Self-motivated, hands-on attitude with excellent interpersonal skills.

Education

Parker High School; Atlanta, Georgia
High School Diploma, expected June 20xx
International Baccalaureate Certificate Candidate
Notable Courses:

GPA: 96%
(Numeric Average)

- ◆ AP Calculus AB
- ◆ AP Statistics
- ◆ AP Environmental Science
- ◆ AP U.S. History
- ◆ AP World History
- ◆ AP 3-D Design
- ◆ AP Psychology
- ◆ IB 20th Century History
- ◆ IB English

Experience

Max Roland Professional Photographer; Atlanta, Georgia 08/20xx–Present
Intern—Senior Year

Assist photographer with photo shoots, editing of images, and creation of photo albums.

Chattahoochee National Recreational Area; Atlanta, Georgia 08/20xx–12/20xx
Intern—Junior Year

Prepared and supported development of educational materials for school groups and individuals; assisted instructors as needed.

Beaches Aquatic Club; Atlanta, Georgia Summer 20xx/Summer 20xx
Assistant Swim Coach

Planned, organized, and conducted practice sessions for 120 swimmers ages 4–18, twice a day, 5 days a week; provided training, instruction on performance principles, and motivation.

Awards and Honors

Academics/Leadership/Community

- People to People International Ambassador
- Interact Club
- President—Environmental Club
- Parker High Ambassador
- Columbia College Scholar
- Erskine Fellow Award
- Northeastern Book Award
- Wofford Scholar
- Principal's Scholar Award

Athletics/Leadership in Sports

- Athletic Leadership Council
- Varsity Swimming Achievement Award
- Most Valuable Swimmer (Varsity Girls)
- Most Valuable Defense Player (Varsity Lacrosse)

Resume designed and edited by Sharon M. Bowden

XXXXXXXXXXXXXXXXXX – City, ST **19XX – 20XX**
Residential remodeling and landscaping services company.
SALES EXECUTIVE / PARTNER

- Construction Sales** ▶ **Prepared and produced construction estimates;** sold services to residential homeowners and built strong customer relationships and referrals. Partnered with Garden Design division to provide full scope of inside/outside services.
- Project Management** ▶ **Managed all aspects of construction projects from start to finish;** projects included new decks, interior and exterior paint, wood floors, windows and doors, patios, walkways, walls, closets, fencing, and kitchen/bath remodeling.
- Efficiency Improvement** ▶ **Established streamlined systems, technologies, and processes** to maximize efficiency and productivity. Enhanced company image through highly professional sales and marketing presentations and strategies.

XXXXXXXXXXXXXXXXXX – City, ST **19XX – 19XX**
Fundraising for environmental change
FUNDRAISING FIELD MANAGER

- Team Leadership** ▶ **Promoted from field canvassing role to manager** based on excellent fundraising accomplishments and leadership potential. Trained, organized and managed teams of canvassers in door-to-door fundraising.
- Top Performance** ▶ **Ranked as the #1 door-to-door fundraiser in the nation** and set new record for the highest amount ever collected in a single night.

*** Early career as an independent construction subcontractor, working on projects for contractors in the new home construction and residential remodeling industries.

Education

A.S., Building Construction Technology (19XX)
XXXXXXXXXX College – City, ST

Completed additional coursework toward degree in Architectural Drafting and Design

Strong computer skills, including Quickbooks Pro, MS Office Suite, and Adobe Photoshop

Associate Member, Micro Credit XX

Whitman Carley

Address
City, ST XXXXX

whitman@xxxxxxxx.net

H: (555) 555-5555
C: (555) 555-5555

Sales & Business Development Representative

Building Construction ~ Residential Remodeling ~ Home Improvement Industries

- ▶ Experienced professional with more than 18 years of experience emphasizing sales, marketing, and business development in the building construction, residential remodeling, and home improvement industries. Skilled and knowledgeable with all tools and blueprints related to residential construction. Degree in building construction technology.
- ▶ Highly customer-centric with excellent relationship building skills as evidenced by achievement in building 6-figure annual sales and more than 700 new customer accounts in past 7 years, primarily through referrals. Strong sales and marketing skills to build new business and cultivate existing customer relationships. Self-confident, organized, and motivated. Bring creativity and an entrepreneurial spirit to all business endeavors.

Sales & Business Development Qualifications

- New Business Development
- Word-of-Mouth Marketing
- Trade Show Marketing
- Customer Relations & Service
- Lead Generation
- Sales & Pricing Strategies
- Cold Calling & Prospecting
- Sales Presentations
- Competitive & Market Analysis

Professional Highlights

XXXXXXXXXXXX – City, ST

20XX – Present

Installer of maintenance-free gutter systems throughout the Southeastern U.S..

BUSINESS DEVELOPMENT MANAGER / GENERAL MANAGER

Broke new ground by introducing maintenance-free gutter systems in the region, effectively pioneering and selling a product and system that has since become mainstream in residential construction/remodeling.

Business Growth

- ▶ **Developed and built business from start up** to generate 6-figure sales annually; established strong 700-account customer base of residential home owners, contractors, and commercial businesses.

Sales Increases

- ▶ **Increased sales year-over-year** by leveraging referenceable accounts to build credibility and introducing new sales tools and marketing collateral.

New Market Development

- ▶ **Opened the market ahead of the competition**, persuasively overcoming customers' concerns about product viability through combination of techniques that included product demonstrations, a strong guarantee, and referral lead generation.

Sales & Marketing Presentations

- ▶ **Created marketing presentations and demo products** for multiple annual exhibitions at regional home shows; developed highly effective sales approach that emphasizes personal service, consumer education, and relationship building.

Customer Loyalty & Referrals

- ▶ **Produced 80% of all new business in 2006 through referrals.** Fostered excellent relationships and referrals by building trust and rapport with customers.

Staff Supervision

- ▶ **Hired, trained, and supervised estimators and installers**, providing guidance in use of tools, on-the-job safety guidelines, customer interactions, and effective presentation of project estimates.

PERRY JAMESON

1515 Stanley Drive #62
Hometown, KS 66202
perry.jameson@dbplanet.com
(913) 555-1938

OBJECTIVE

To obtain knowledge of the day-to-day workings of a communications, public relations, or publishing firm through a part-time job or summer internship.

EDUCATION

Completed three years at Hometown High School.

Graduation date: May 2013.

G.P.A. 3.85. Top 5% of class.

EXPERIENCE

Newspaper Staff Member, Hometown High School

- **Aug 2012 - present.** Features editor of campus newspaper.
- **Aug 2009 - Aug 2012.** Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

Yearbook Committee Member, Hometown High School

- **Aug 2012 - present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- **Aug 2009 - Aug 2012.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

RELEVANT HIGH SCHOOL STUDIES

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

HONORS, AWARDS, AND MEMBERSHIPS

- **U.S. Media Association Scholarship recipient**
Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
- **2011 Best High School Newspaper Design winner**
Central State Regional Communications Contest, sponsored by the Communications Department, State University.
- **President of high school chapter of Future Communicators of America (FCA), 2011 - present**
Member, 2010 - present.
- **Treasurer of National Honor Society, 2011 - present**

G.I JOE

99 Any Street • City, ST 10100 • Home: (555) 555-5555 • Cell: (555) 555-5555 • email@emailaddy.com

EXECUTIVE SUMMARY

Multifaceted, driven and highly motivated professional seeks career in a **management or supervisory** capacity; offering 20 years of leadership roles, complimented by proven skill to significantly enhance corporate objectives by utilizing the following areas of expertise:

- **Operations Management**
- **Logistics Management**
- **Personnel Management**
- **General Management**
- **Training / Instruction**
- **Maintenance Management**
- **Client Relations**
- **Aviation Management / Engineering**

MANAGEMENT QUALIFICATIONS

Methodology:

- Drive business through aggressive management initiatives resulting in increased revenue growth
- Implement and identify opportunities to improve cost efficiency and productivity
- Establish strategic relationships to leverage significant long term business opportunities
- Build solid reputation for effective leadership by implementing process innovative techniques, overseeing business goals, protocols and functions
- Train and motivate new hires for operations to ensure optimal efficiency
- Verify appropriate action plans and performance measurements based on corporate goals
- Ensure customer service and satisfaction is afforded highest attention and priority
- Creative approach to problem-solving
- Sensitivity and commitment to diversity in the workplace

Results:

- Ensure customer service and satisfaction is afforded highest attention and priority
- Developed and established plans, policies, and procedures projects **valued at over \$1 billion**
- Annually **evaluated \$23 million contractor training program** for compliance with USAF training criteria
- **Created a rigorous training program** for 10 subordinate Flight Engineer Instructors
- Established student training syllabus guidelines and procedures
- Analyzed and **assessed current training programs and calculated future requirements** through the development of lesson plans and training seminars
- **Facilitated an extensive library** of regulations and training record documentation

CLEARANCE

- Security Clearance – SECRET

EMPLOYMENT HISTORY

UNITED STATES AIR FORCE

Flight Engineer Superintendent / KC-10A

06/1997 – Present

517TH Airlift Squadron - Elmendorf Air Force Base, Alaska

- Develop, initiate and oversee plans policies and procedures for 40 assigned Flight Engineers operating 15 aircraft; translate broad guidance into specific guidelines for 5 subordinate supervisors as well as develop and implement new work methods that ensures maximum productivity
- Mentor personnel and utilize TQM to work towards effective resolution
- Conduct comprehensive ground and flight personnel evaluations; continuously conduct qualification, remedial and upgrade training

Flight Instructor

10/1986 – 06/1997

517TH Airlift Squadron - Elmendorf Air Force Base, Alaska

- Developed extensive training program for Flight Engineers
- Conducted annual evaluations of \$23 million contractor training program to ensure total compliance
- Developed lesson plans and facilitated classroom training seminars
- Forecasted future requirements via analysis of current training programs
- Administered an extensive library of regulations and training record documentation
- Managed, scheduled and assigned training events for students and instructors

Maintenance Technician / B-52G

10/1982 – 03/1986

517TH Airlift Squadron - Elmendorf Air Force Base, Alaska

- Charged with troubleshooting, installation, repair and inspection of aircraft components
- Conducted comprehensive pre and post flight maintenance inspections
- Diligently maintained all aircraft technical orders and documents
- Supervised 2 apprentice technicians

LICENSES

- FAA Airframe and Power Plant
- FAA Flight Engineer – Turbojet
- FCC Radio Operator

EDUCATION

Associate Degree: Applied Science – Aviation Operations	2002
Associate Degree: Applied Science – Aircraft Maintenance Technology	2002
First Sergeant's Symposium	2000
Total Quality Management Course - USAF	1995
Leadership and Management Academy - Distinguished Graduate – USAF	1994
Airman Leadership Course - Graduated Top 3%	1984

COVER LETTERS

Name: _____ Date: _____

Steps to Creating a Cover Letter

Directions: Fill out the various parts of a cover letter with your information.

(Your address)

(Date)

(Address of audience)

(Salutation) Dear _____:

(Paragraph 1: If you are applying to a college or for a scholarship/award, state the name of that college/scholarship/award and briefly explain why you are the best choice. If you are applying for a job, state what position you are applying for and briefly note what makes you the best candidate. You should also state where you learned about the position.)

(Paragraph 2: Describe in more detail what you will bring to this college or why you are the best choice for the scholarship/award. If you are applying for a job, describe what you will bring to the position. Discuss your qualifications and how those relate to the audience's needs.)

(Paragraph 3: Describe your interest in what you are applying for. Show the reader that you know what they value, why it is important, and how you meet their criteria.)

(Paragraph 4: Tell the reader to contact you if they need additional information. Provide your phone number and/or email and the best time to reach you.)

Sincerely,

Your typed name

(Closing: Be sure to leave 2–3 line spaces between “Sincerely” and your typed name for your signature.)

1313 Smalltown Lane
Yourtown, TN 37701
October 1, 2011

Peter Jones
Assistant Manager
Happy Time Daycare
774 Mytown Drive
Yourtown, TN 37701

Dear Mr. Jones:

I am writing to apply for the Daycare Assistant position that was advertised in our local newspaper, The Yourtown Journal. I have much experience working with young children and think I would be a good addition to your daycare facility.

I have been a childcare provider for three years, having cared for children ages 4 through 12. My experience includes short-term and long-term positions. By this, I mean that I have babysat for children for one evening or day, and I even cared for a family of four children for three months during the summer.

I hope that you will consider me for this position. You may contact me by phone at (555) 555-5555 or by email at jane.smith@myemail.com. I look forward to speaking with you to discuss my experience and how I can be a good addition to Happy Time Daycare.

Sincerely,

Jane Smith

1111 Main Street
Anytown, IA 50701
October 1, 2011

Susan Johnson
Director
Humane Society
548 First Avenue
Pleasantville, IA 50701

Dear Ms. Johnson:

I would like to apply for the Pet Assistant position advertised by you. I saw the position listed on the Hotjobs.com website. My experience as an Assistant at A.J.'s Petshop has reinforced my feelings that a career with animals is in my future, and I know I can bring many skills from this experience to the Humane Society.

Having worked at A.J.'s Petshop for over a year, I have learned a lot about the skills needed to care for animals. In my job, I am responsible for bathing and grooming the animals our store serves. Doing this, I have learned how to work with a variety of animals and their different personalities. I also work with our customers by helping them find the products they need in the store. This has taught me good "people skills" too.

I would like to meet with you to discuss my experiences and share with you how much I would enjoy working at the Humane Society. You may contact me at (555) 555-5555 or by email at jas@funmail.com.

Yours truly,

John Andrew Smith

COVER LETTER for High School Students

Many teenagers who pass high school look for part time or full time jobs for earning pocket money. A job can be an experience-building stepping-stone if you already know what type of career you would like to make in future. Nowadays there is huge number of jobs available for high school student. You just need to prepare an effective cover letter if you want to secure a decent job.

In this case the Cover Letter is used for another purpose like Scholarships. It is used to introduce you and your work to a Scholarship Board or Sponsor. The first person to read your Cover Letter may be the person that decides whether your information should be looked at further. You are trying to grab their attention as well as give them a brief picture of who you are. It should be a short letter that may even pick some information from your Resume or Application that comes after.

The following letter is an EXAMPLE of a Cover Letter that you should change/adapt to what fits your needs. Do not copy and use this letter and please ask an adult for help with this.

*This article came from an Online Source: <http://EzineArticles.com/3287549>
This is one of many that may be of use to you.*

Your Name

Your Address

Your City, State, Zip Code

Your Phone # *(this should be a number where messages can be taken for you)*

Your Email *(you should be checking this daily)*

Date

Employer/Scholarship Name

Company

Address

City, State, Zip Code

Dear Mr. /Ms. Last Name,

I am responding to the employment/Scholarship opportunity within our Local Scholarship program. Please accept this letter and accompanying resume/application as evidence of my interest in applying for this job/scholarship. I feel my qualifications and my skills would prove to be an asset for your organization.

I will graduate from Argonaut High School this June 1999. Now, I am looking for a job that will add experience to my developing career. Here are some of my key strengths that I would bring to the position. I am:

1. A self-starter.
2. Disciplined.
3. An excellent communicator.
4. Very willing and eager to learn new things.
5. Exceptional at customer service.
5. Great team worker.

Accepting challenges is the foundation of my life experiences and something I do with confidence. You will find me a totally committed individual with pride in being direct, spontaneous and communicative. I can maintain records, perform numerical calculations with accuracy and I need little direction to complete assigned tasks. These are the qualities that make an excellent candidate for this post.

I am responsible for handling and organizing various important activities in my school. I have participated in numerous cultural/community activities. I have a working knowledge of MSWord, MSPowerPoint, MSEXcel and the Internet.

I would appreciate your consideration of my credentials. If you do think there is a shared interest, I would greet the chance to meet with you to hear more about your company, the requirements of the position, and how my skills would be a good fit.

Thank you in advance for your consideration.

Sincerely,

Your Signature

Your Typed Name

LETTERS OF RECOMMENDATION

How to Write a Letter of Recommendation

A letter of recommendation follows a business-letter format. We will use the block letter format which means there are no indentions. The sample letter on the back has the sections of a business letter labeled for you. It is an example of a letter for a college admission. The letter below is an example for a technical school admission. To get the letters to fit on this handout, I have reduced the font size and margins. Your letter should be Arial 11 point font with one-inch margins on all sides.

Here is an explanation of what goes in the body of a letter of recommendation. The body should be five to seven paragraphs.

The **first** paragraph of the body should include the following:

- an indication that this is a letter of recommendation for you
- an explanation for how this person knows you (examples: taught you, was your counselor or coach or club sponsor)
- general comments about your talents, abilities and achievements.

The **next** paragraphs provide specific evidence of your talents, abilities and achievements and covers these areas:

- **Academic achievements** – class rank, academic achievements, how you compare to others, academic strengths (problem-solving ability, thinking skills, speaking and writing abilities, etc.)
- **Performance in a classroom or other setting** – specific evidence of your skills and talents in action such as projects you completed or tasks you undertook
- **Personal characteristics** – at least **five** personality traits (examples: responsible, dependable, mature, motivated, enthusiastic, efficient, independent, able to work well with others) with **explanations** that illustrate how you demonstrated these traits to the person who is recommending you
- **Extracurricular activities** – clubs, organizations, sports, leadership roles, jobs

The **concluding** paragraph of the body should include the following:

- a summarizing sentence that states the writer's general thoughts about you
- an indication that the writer feels strongly and positively about you
- a statement that shows the writer believes you will be successful in the program that you are applying to enter

3647 Main Street
Duluth, Georgia 30096
April 16, 2004

Admissions Office
Greenberg Technical School
9000 E. Granger Avenue
Atlanta, Georgia 30322

Dear Sir or Madam:

I am writing on behalf of Chris Starling who has been a student in my drafting and design program for the past three years. In the second year of the program, he was named a Lead Technician, and this year he was charged with leading the technical and design portion of the automotive chassis test laboratory. Without a doubt, Chris is the finest student I have encountered in my program over the past fifteen years. His knowledge and abilities would lead someone to assume he is a graduate of a technical school program, not a high school senior.

Over these three years Chris has gained a commanding expertise within the fields of hydraulics, electronics and controllers, computer programming, troubleshooting and fixture design. His capabilities and leadership allowed me to expand the test laboratory to a level that rivals high schools with five times the resources. I never had to worry when Chris was in charge because the younger students admired and respected him.

One characteristic that is commendable of Chris is his willingness to undertake any project, no matter how complex, and complete that task in a timely and professional manner. His ability to thoroughly understand many computer languages allows him to have a large "toolbox" from which to solve many diverse problems. On many occasions Chris has gotten to the bottom of a difficulty that no one else in the program could tackle.

In his other high school courses Chris has done equally well. His Technical English teacher tells me that he communicates very well both verbally and in writing which would be an asset in your program. The fact that he is in the top ten percent of his senior class while working part time at a local automobile shop shows his willingness to work hard and his ability to set priorities. Amazingly, he has also found time and to use his outstanding artistic talents to design and create sets for the drama department's productions the past three years and to enthusiastically participate in the Big Brother program for two years. His devotion to his little brother is a key reason why he wants to stay in this area for the next few years.

I highly recommend Chris Starling as a motivated, knowledgeable young man who will succeed at any task. If you would like to discuss Chris's capabilities and qualifications further, please feel free to call me at (770) 495-3478. I feel confident that he will take full advantage of the training opportunities that your school offers and likewise prove to be a student in whom you can take great pride.

Sincerely yours,



Ted Robinson
Teacher
Holymount High School

3647 Main Street
 Duluth, Georgia 30096
 March 20, 2004

← Heading

(skip two lines)

Ms. Jillian Shepperd
 Director of Admissions
 Admissions and Recruitment Office
 MacDonald University
 1449 Dorchester Ave.
 Grover, Pennsylvania 16866

← Inside Address

(skip two lines)

Dear Ms. Shepperd:

← Salutation

(skip one line)

I am very pleased to write this recommendation on behalf of Brittney Bell. Brittney has been a student in the advanced college preparatory program at Holymount High all four years of high school. As the assistant principal for student affairs, I have had numerous occasions to work with her during her high school career, and I have observed her grow into a poised and accomplished young woman with superior communication skills. She is an exceptional student with excellent grades resulting from diligent work habits, and she ranks in the top five percent of the senior class. Furthermore, she is very well liked and respected by both her peers and her teachers.

B

Brittney has superior interpersonal skills and works equally well independently or in a group setting. The fact that she single-handedly designed a program to improve voter registration for her senior project and that she has been on the Student Council for four years illustrates these skills and abilities. She also displays good leadership skills when involved in group projects and school organizations. She has been the president of the Student Council this year and was the vice-president last year.

O

Among her many school service activities, Brittney was a coach of the junior track team for the past two years, and she was a member of the senior cross-country team. She also took part in the Mentoring Program and helped freshmen navigate their way through their first year of high school. In addition, Brittney was involved in organizing a number of fund-raising projects at the school, including a team marathon event that raised over \$5,000 for cancer research.

D

Brittney has shown an ongoing interest in world affairs and international development. She has traveled extensively and has written outstanding reports with observations on conditions she has witnessed throughout the world. Her work as a summer volunteer in Africa last year made her a passionate spokesperson in our school for the ONE campaign to fight the poverty and disease she saw. I am certain that she will pursue these interests further in the years ahead since she intends to pursue an honors degree in Political Science or Sociology.

Overall, I believe that Brittney Bell has tremendous potential as a college student. I feel quite confident that she would be an asset to both student life and the academic program at MacDonald University. I assure you that you would not regret admitting her to your university.

Y

(skip two lines)

Yours truly,

← Closing

Allan S. Fenton

← Signature

Allan S. Fenton
 Assistant Principal
 Holymount High School

Recommendation Letter	Name:	Date:	Period:	Points	Possible
Introduction Errors		Late -7.5	-15		5
not stated that this is a letter of recommendation for you			not clear what school/ program you are applying for		
no general comments about your talents, abilities, etc.			not clear how writer knows you		
inadequate comments about your talents, abilities, etc.					
Body Errors					10
academic achievement– did not cover or did not cover thoroughly			did not include at least five personality traits		
extracurricular activities – did not cover or did not cover thoroughly			did not illustrate any / all personality traits		
classroom or lab setting performance – did not cover or did not cover thoroughly					
Conclusion Errors					5
did not sum up writer's general thoughts about you			did not show writer feels strongly/positively about you		
conclusion is abrupt or does not feel conclusive			did not show writer's belief you will be successful in program		
Format Errors					10
heading missing/inaccurate		inside address missing / inaccurate	salutation missing / inaccurate		
closing missing / inaccurate		signature missing/ inaccurate	body has fewer than five paragraphs		
indentions used		incorrect margins	lines not skipped correctly		font not 11 pt Arial
General Error – Did not write letter as from a high school teacher about you		- 5	Your Total Points =		30

MIAMISBURG SPORTS MEDICINE
MIAMISBURG HIGH SCHOOL
MIAMISBURG, OHIO 45342
HEAD ATHLETIC TRAINER – DAVID BOGENSCHUTZ
(937) 866 – 4053 EXT. 206 dbogenschutz@miamisburg.k12.oh.us

June 2, 2010

Dear National Honor Society Committee,

I am writing this letter in regards to Kaley Bell. I have had the pleasure of getting to know Kaley over the course of the last two years. I have gotten to know Kaley as a student, an athlete and as a person.

As a student, Kaley has excellent work ethics and she takes her academic success very seriously. I have had Kaley in a unique situation where I have had the chance to see her work both academically and physically. It doesn't matter if it is in the classroom or in the weight room, she still gives a great effort. I am thrilled that she will be a part of my exercise science program the next two years.

As an athlete, Kaley carries the excellent work ethic from the classroom to the field. She is highly competitive but she maintains a good balance between that competitiveness and always staying under control. Above all when she is participating as an athlete she seems to have fun.

As a person, Kaley is a kind, caring friendly individual. They think Kaley embodies the saying "Sound body, sound mind." She certainly seems to have a very healthy balance between her academics and athletics. She seems to get along with everyone and she cares about others and her school. Kaley exemplifies the characteristics expected from a member of the National Honor Society.

I can recommend Kaley Bell with absolutely no reservations. I think you will be getting a true honor student in Kaley. If I can be of any further help please don't hesitate to contact me.

Sincerely yours,



David P. Bogenschutz, ATC
Teacher / Athletic trainer
Miamisburg High School



1860 Belvo Road
Telephone: 937-866-0771

Miamisburg, Ohio 45342
FAX: 937-865-5267



Greg Whitehead
Principal

Stacie Moore
Assistant Principal

Craig Morris
Assistant Principal

July 22, 2010

Recommendation for Kaley Bell:

I have no hesitation in writing this National Honor Society letter of recommendation for Kaley Bell. I have had the pleasure of knowing Kaley for two years. During Kaley's freshman year I had the delight of having her in my accelerated Algebra I class. In her sophomore year she was a teacher's assistant for me as well as my starting shortstop on the varsity softball team.

As a student, Kaley is one of the hardest workers I have seen, especially as a freshman. She always strived to achieve an 'A'. She may have fallen short of this goal sometimes, but it certainly was not due to lack of effort. She is a pleasure to have in class and was always one to participate, both by asking and answering questions. Being willing to help others around her who might be struggling is another wonderful trait for Kaley. Kaley is serious and hard working, yet still finds time to let her great personality shine.

As a softball player, I see much of the same work ethic and desire that Kaley has in the classroom. As a sophomore, she was a leader by example. She was always working on improving, even as she was leading our team statistically in many offensive and defensive categories. As the season progressed, Kaley also became more of a vocal leader, which is highly unusual for a young player. I am certainly looking forward to two more great years with Kaley on the softball field.

The two previous paragraphs tie into Kaley as a person. She is soft-spoken at times, but is willing to speak when she feels it is needed. She is always looking to find the good in others, but is often critical of herself. This is not to say she lacks self-confidence, but rather she knows she can improve and always wants to do that. All of this is complimented with a great personality and a fun sense of humor!

I feel that, without a doubt, Kaley Bell would be a great candidate for National Honor Society. Her integrity, work ethic, and personal convictions are of the highest caliber.

Sincerely,

Kathleen McGaha
Mathematics teacher
Varsity softball coach
Miamisburg High School

Sample Letter of Recommendation - Undergraduate Student

Free Sample Recommendation Letter

By Karen Schweitzer, About.com Guide

A good letter of recommendation from a high school teacher can help undergraduate students get admitted to business programs. This sample letter of recommendation was written for an undergraduate program applicant. See more [sample recommendation letters](#).

===Sample Letter of Recommendation===

To Whom It May Concern:

Cheri Jackson is an extraordinary young woman. As her AP English Professor, I have seen many examples of her talent and have long been impressed by her diligence and work ethic. I understand that Cheri is applying to the undergraduate business program at your school. I would like to recommend her for admission.

Cheri has outstanding organizational skills. She is able to successfully complete multiple tasks with favorable results despite deadline pressure. As part of a semester project, she developed an innovative collaborative novel with her classmates. This book is now being considered for publication. Cheri not only headed the project, she ensured its success by demonstrating leadership abilities that her classmates both admired and respected.

I must also make note of Cheri's exceptional academic performance. Out of a class of 150 students, Cheri graduated with honors in the top 10. Her above-average performance is a direct result of her hard work and strong focus.

If your undergraduate business program is seeking superior candidates with a record of achievement, Cheri is an excellent choice. She has consistently demonstrated an ability to rise to any challenge that she must face.

To conclude, I would like to restate my strong recommendation for Cheri Jackson. If you have any further questions regarding Cheri's ability or this recommendation, please do not hesitate to contact me using the information on this letterhead.

Sincerely,

Professor William Dot

This letter is intended to serve as a college recommendation for Ezra Edlarruti. I have been acquainted with Ezra for four years but came to know him well last year, as he was in the one class that I taught, a thirteen-student junior English class.

Last spring, while he was singing the lead in "The Marriage of Figaro," Ezra became especially interested in a short story that we read as a class, Albert Camus's "The Guest." It is a challenging story for any reader, and Ezra became interested in the subtleties of interpreting it, especially in the difficulties inherent in the translation of such a story. What did Camus really mean to say and how might his intentions have been compromised by its English translation? Ezra read the original, French, version of the story and then wrote a superb analysis of the compromises inherent in its English translation. His essay was flawless -- his wording apt, and his analysis insightful, logical and comprehensive. Some of our English faculty can't write so well.

Students and faculty often remark that Ezra is blessed with considerable talent. What many of them overlook is how hard Ezra works to cultivate his talent, whether it be the development of his beautiful voice for an operatic performance or of his writing skills as he works through an essay. I know of the effort that he put into book reviews of _1984_ and _Animal Farm_ because he shared early drafts with me. I also appreciate the time that he put into his analysis of "The Guest" because he stopped by periodically to share his enthusiasm for the project and his progress with it.

In over twenty-five years of teaching, I have known other students with talent equivalent to Ezra's. Many of them lacked his good nature and humility, and few demonstrated the genuine intellectual curiosity that Ezra has exhibited over and over -- a curiosity that is often accompanied by his excitement or enthusiasm for an idea, an author, a literary work or the lead role in a challenging operatic performance.

When I decided to set up a debate on Henry David Thoreau's "Civil Disobedience," regarding the role of government in our lives today, in an effort to have the class appreciate more fully the contemporary implications of Thoreau's sophisticated essay, it was Ezra who was most helpful in creating a resolution that would lead to that appreciation. Ezra, to no one's surprise, then agreed to argue on any side of the debate.

Ezra is a motivated young man of numerous talents and considerable self-discipline. He is fun-loving, likable, enthusiastic, trusting and trustworthy.

Gary Youstis

What makes an effective letter of recommendation? What format and content is appreciated in admissions offices? And most importantly, what does a good letter look like?

The letter of recommendation is often a vital part of a student's college application file. Here is a sample format, along with some [helpful suggestions](#) and a complete sample letter, to assist recommendation writers with the process of putting together an impressive statement endorsing a student's application.

The Introductory Paragraph

Start off with a simple *To Whom it May Concern* (Bonus points for knowing the name of an Admissions Counselor, as it suggests the student has done research into the school's Admissions Office, but it's not necessary). *Dear Admissions Officer* or the standard *Dear Sir or Madam* are also acceptable.

The first line should state who the letter is being written for. Admissions officers should not have to fish for the name of the student; it should be front and center. *I am writing this letter on behalf of (name of student)* is sufficient. *Letter of Recommendation for (Name of Student)* as a header (centered, before or even in place of the salutation) is also a clear way to make that statement.

Next, mention in what capacity and for how long you've known the student, for example: *I have known Student X for two years, when he was a student in my U.S. History class. During that time, I found him to be* (here, insert a few adjectives that best describe the student).

The Heart of the Letter

Examples, examples, examples are key here. Admissions counselors do not want to hear about GPAs, achievements, and extracurricular activities in a letter, as that is information they can get from a transcript or application. They want to learn about students' personal qualities, be it leadership ability, generosity, dedication, or ambition, to name a few common (and effective) adjectives. But with those adjectives have to come specifics, i.e. *why* a student is so dedicated or ambitious.

Full Sample Letter

Here is a short and sweet sample using the above suggestions:

Dear *(name of counselor, if known)*:

I am writing this letter on behalf of Jane Doe, who has been a student in my history classes for the past two years. During that time, I have found her to be both a strong student academically and a role model and leader for her peers.

Jane is the type of student who always takes the initiative to help out fellow students who may not quite grasp the material, and she does so in a way that is neither condescending nor boisterous. Though she is aware of her own intelligence, as evidenced by her willingness to

challenge herself with honors courses and extra credit work, she has an air of modesty about her that makes her approachable and well-liked among her classmates.

In addition to being Jane's teacher, I also had the opportunity to serve as an advisor for the school community service organization she founded. Jane single-handedly organized group meetings to encourage student participation, and contacted local organizations to coordinate volunteer opportunities. Though I was her go-to person for advice, I trusted her completely in managing the group on her own.

Jane would make an excellent addition to *(name of university)*'s Class of 2013. I recommend her without hesitation. Should you have any questions, please feel free to contact me.

Sincerely,

(Signature)

Take the above information into account, and the whole process of thoughtful recommendation writing can be much easier. Above all, an effective, high-quality letter will give an admissions officer an idea of who the student is beyond the grades and standardized test scores.

Read more at Suite101: [Sample College Recommendation Letter: Guidelines for Writing to Admissions Officers about a Student](http://www.suite101.com/content/sample-college-recommendation-letter-a82975#ixzz1EJpmVQwA) <http://www.suite101.com/content/sample-college-recommendation-letter-a82975#ixzz1EJpmVQwA>

Senior Counselor
Alexander Hamilton High School

[Top](#)

Sample college recommendation (graduate)

To Whom It May Concern:

As Principal of George Mason High School I am delighted to recommend to you a stellar member of our teaching staff, Mr. Samuel Cohen, and to write this letter on his behalf. Sam has taught American History at the school for three years. He is one of our most popular and effective instructors and has already won several teaching awards.

He came to us directly upon completion of his bachelor's degree, but immediately settled in as if an old pro. Sam is a master of all of the ingredients of successful teaching, especially the ability to inspire.

This gentleman is highly professional in both dress and demeanor. To my knowledge Sam has never come to work without both a suit and tie, more times than not a bow tie. The majority of others at the school, both teachers and students, dress differently and lean to more informality. Never once, however, has Sam's manner of dress elicited the slightest comment. Why? It is simply because Sam's attire seems entirely natural given his dignified comportment.

That comportment in turn is driven by Sam's love and respect for American History. Sam views himself as the messenger for something serious and important, and this is reflected in the way he teaches and in the way his students respond.

Reaction to Sam's classes has been overwhelmingly positive. So much so that more than once it has been reported to me that study hall students have been spotted lingering outside the door to Sam's classroom listening to his lessons.

Sam's impact has even been felt outside the school with the parents themselves. His section on the importance of voting has inspired students to cajole their parents to register to vote. Several have mentioned this to me at parent-teacher meetings. One even called the school to have me pass on their thanks to Mr. Cohen.

The only thing that we in the school administration have ever worried about in regard to Sam is the prospect of funding his bottled water. Sam is such a passionate and prolific speaker that he needs a steady supply to maintain his voice. So far we have gotten a pass on this, as students have bought it for him, including what must have been a year's supply on his last birthday.

It will be a sad day when we announce that Sam will be pursuing his graduate degree on a fulltime basis. We can only hope that he keeps his promise and returns to us as soon as the ink is dry on his new diploma.

Sincerely,

Harold W. Brown
Principal
George Mason High School

[Top](#)

Sample fellowship recommendation

To Whom It May Concern:

It gives me great satisfaction to recommend John H. Smythe for the Salem-McKenzie Fellowship in Specialized Journalism. I was John's professor in three undergraduate Communications courses and

Sample Letters of Recommendation

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Home

Sample letters of recommendation	<ul style="list-style-type: none"> Sample college recommendation (undergraduate) Sample college recommendation (graduate) Sample fellowship recommendation Sample chef recommendation Sample engineer recommendation Sample librarian recommendation 20 additional sample recommendations
Personal references for friends, relatives, service providers	<ul style="list-style-type: none"> Sample character reference letters
Create a reference letter for employment	<ul style="list-style-type: none"> Job recommendation letter generator
Create a college letter of recommendation	<ul style="list-style-type: none"> College recommendation letter generator

Sample college recommendation (undergraduate)

To Whom It May Concern:

I am very pleased to recommend Martha Holden for admission to your university program. As her guidance counselor for three years I have watched this young woman develop both academically and personally into a mature individual ready in every way for her college years.

Martha is bright, energetic, compassionate and genuinely well rounded. Her grades have been consistently above average in all of her courses, and she has actively participated in a diverse assortment of extracurricular activities ranging from track and field and chorus to the school yearbook and our drama club.

Martha has also spent considerable time outside the school involved in the community. This has included work with Meals on Wheels and volunteering 10 hours a week at one of our area's shelters for battered and abused women.

They think so much of her at the shelter they have offered her a paid internship for next summer. Previously, this internship had never been awarded to anyone before the end of their college sophomore year. Despite all the preparations that will be required for going off to college next fall, Martha told me she is absolutely thrilled about this opportunity and feels it will enhance her university studies.

Unlike many students who are not sure which field to pursue, Martha has made clear to us all that her goal is to do Social Work. To this end she has worked tirelessly in our pilot program for mentoring Special Education students mainstreamed into our school.

In closing, let me take a moment to recount an incident which I believe speaks volumes about the superior nature of this candidate. Two years ago I was returning from lunch to my office when I saw ahead of me in the hallway 90 pound Martha, arms stretched out between two 180+ pound students, one a Special Ed student and the other a school bully. Other students were standing by motionless or laughing while Martha showed the leadership and courage to immediately put an end to the embarrassing fight that had erupted.

It is clear to me as I hope it is to you that this young woman, Martha Holden, is an exceptional candidate, one that would contribute greatly to any program. I wholeheartedly recommend her and wish her the very best in all future endeavors.

Sincerely,

Jean Atkins

worked closely with him at both our college radio station and campus video center.

Like a number of my former students, John has kept in touch. Through his letters I stayed abreast of his television news career in Sacramento and witnessed his development as a professional journalist.

It came as a wonderful surprise last year when John announced his intention to return to school for his master's degree. Knowing John I am sure he has exhibited the same enthusiasm for his graduate studies as he did with us.

John is highly charismatic and has a terrific on air presence. More importantly, he thinks critically, reasons well and has all the instincts of a good reporter.

His grace under pressure became abundantly apparent to me during John's junior year. John hosted our weekly TV interview show, "Live on the Mall", which is fed via closed circuit across the university. As John was discussing campus politics with the president of the student government, a fire broke out in one of the dormitories. John immediately headed toward the blaze and began covering the story. Back at the video center the technician called all the local television stations, three of which wanted John's feed and went live with it for more than half an hour. The fire was quite unsettling and involved considerable damage as well as loss of life. John's calm professionalism shown through so much that his feed was also picked up briefly by two national cable news channels.

John also has a good feel for balanced and objective reporting. Case in point, while John was with us a supremacist group sprang up on campus. Although not sanctioned by the university, the group was allowed to conduct a rally. This drew protests from the vast majority of the student body. Nevertheless, John felt it important for freedom of speech to interview the group's leaders on his show.

The interview, conducted on the mall, drew a large demonstration with animus directed not only at the group's leaders but also at John. A number of John's friends held this against him, but he unequivocally believed what he did was right. I would go so far as to say it was not only right but a reflection of mature journalistic judgment.

It was a real honor to witness John's development here at the university and it has been a joy to watch his growth since then. I cannot imagine a better recipient of this fellowship. I enthusiastically recommend him to you.

Sincerely,

David P. Kroger
Professor of Communications
Davis University

[Top](#)

Sample chef recommendation

To Whom It May Concern:

It is with pride that I recommend Gina Marie Sullivan for a responsible position in your pastry department. I am chef-proprietor of River's Edge Inn, a restaurant in Hudson Valley, New York.

Gina Marie has been with my establishment for more than four years. She began while still in high school working an entry level position in my kitchen. Upon graduating she came on board fulltime doing food prep and working the hot line. Occasionally she would help me with our breads and the signature desserts for which River's Edge is well known.

Over time Gina Marie became more and more interested in the pastry end of the business, learning from me but also from experimentation and independent study. She has a definite flair for pastries, and has surpassed my abilities in many respects.

It is only right that she be allowed to develop her talent to the extent of its limits. I understand and support her desire to seek employment in a large Manhattan kitchen.

Let me say that I have no doubt she can adeptly meet the challenges. She has shown me repeatedly that she is profoundly dedicated and responsible. She has done double shifts, worked on most holidays, and filled in a number of times for wait staff.

Gina Marie is also the personification of calmness in tough situations. Two months ago she spent all day creating five fabulous Gâteaux de Madame (Génoise cake filled with Chantilly cream and covered with shaved chocolate). This was for a party of thirty-five. As the cakes were leaving the kitchen, all on one cart for presentation effect, one of the two attendant waiters tripped and knocked over the cart. Her creations crashed on the floor. Not concerned about recrimination, and in no sense panicked, Gina Marie proceeded immediately to review ingredients on hand in the kitchen. She managed in short order to produce thirty-five parfait glasses of Romanoff complete with ripe strawberries, Grand Marnier and a garnish of fresh whipped cream.

Even though it would continue to benefit my restaurant and its customers, I would feel guilty and be doing her a disservice to persuade her to stay. And so I refer to you a genuinely talented young lady whom I feel is already evolving into a first-rate pastry chef.

Sincerely,

Chef Samuel Wimet
Owner, River's Edge Inn

[Top](#)

Sample engineer recommendation

To Whom It May Concern:

It is a distinct pleasure to recommend to you my esteemed business associate and long time friend William J. Marshall. In my capacity as Vice President of Marketing at Lacotex Corporation I have worked closely with William for more than a decade.

As Director of Engineering William has managed the design of more than two hundred Lacotex products. His work has been a major factor in our company's continued success in the machined components industry. He has proven consistently that customer need and company profit are not mutually exclusive.

Like most manufacturing businesses, our company is organized into functions. Engineering interacts with virtually all of them. There are natural tensions between the functions which if not managed correctly can prove disastrous. William has always understood the old axiom that we rise or fall together and has made teamwork with others job number one for his department.

I can remember the nature of our weekly management meetings ten years ago before William arrived. We would spend most of the allotted two hours pointing fingers at each other any time problems needed to be solved. When William came on board the meetings changed dramatically. He showed us all how to get beyond the blame game.

William has a zest for life and has a variety of interests. He can relate to people in many ways and on many levels, and would have made a great sales executive. In fact, William's people skills have saved the day for on more than one occasion.

A particularly difficult account springs to mind. It was a company run by a hard-boiled individual that neither I nor any of our sales people could ever seem to get close to and consequently could never sell much to. We asked William to join us on a call to this difficult customer. In the course of the sales meeting William noticed a picture of the man beaming with pride as he stood next to a young woman in a basketball uniform. William asked about the picture and then struck up a long conversation about the subtleties of women's basketball and what turned out to be the man's daughter. To make a long story short we left hours later with new business in an account that has grown to be our fourth largest.

I could continue on with more glowing accounts of William, but will instead simply say that I really do think the world of him and respect him greatly. It saddens us all the William must leave us so he can relocate to help with his aging in-laws.

I would without any reservation recommend William to you. He would be a tremendous asset in any company.

Sincerely,

Frank Pierce
Vice President, Marketing
Lacotex Corporation

[Top](#)

Sample librarian recommendation

To Whom It May Concern:

This letter provides me the opportunity to recommend my Assistant Director, Jennifer Alistair, for the position of Library Director at the Main Library in the Farris County, Colorado Public Library System.

Jennifer came to us upon finishing her Master of Library Science degree and first worked as a Reference Librarian. After three years she was promoted to Assistant Director, a position she has performed well in.

With her bachelor's degree in Computer Science, Jennifer has been invaluable as we have transitioned to a digital environment.

She chaired the countywide committee that reengineered our Information Management and Delivery System two years ago. She also worked on the follow-up committee to oversee the implementation of changes. Through her efforts and those of others on the committees, countywide we are slated to save more than \$2 million dollars annually while simultaneously providing much improved, state-of-the-art services to patrons.

Jennifer is well prepared for the social interplay that goes hand and hand with the director's job. She displayed an infectious zeal during her tenure as Reference Librarian and was very popular with the public. She has aptly administered the twenty-five individuals in her areas. Through her committee work she has also shown considerable ability for managing disparate forces both inside and outside the library.

Jennifer is rightly seeking additional challenge and since there are currently no opportunities in our system it is only natural for her to look elsewhere. For this I commend her.

Bright, dedicated and skilled, Jennifer garners my unequivocal recommendation. She is ready and fully prepared to assume the duties of Director at your library.

Sincerely,

Amanda Wrigley
Director, Central Library

[Top](#)

20 additional sample letters of recommendation*

Recommendation letters for a range of careers. All in a convenient RTF file for you to save on your computer.

- 100% editable, opens in any word processor
- Includes recommendations for
 - *Office* administrative professional, receptionist, school secretary
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THANK YOU LETTERS

After the interview:

- Send a thank you note either the same day or the next day after your interview. The note should be basic and professional.
- In the event that multiple people interviewed you, each individual should receive a thank you note.
- Thank you notes should be hand-written.
- Depending on the timeframe the employer has told you in which they will make a decision, a follow-up call inquiring about the status of the position may be appropriate.

Here's a sample thank you note:

Dear Mr./Ms. Interviewer,

Thank you for the opportunity to interview with your company. I enjoyed learning more about your company and appreciate the time you and the members of your team spent with me.

After interviewing with you, I am even more excited about the possibility of using my skill sets and experience to further the vision and mission of your organization.

If you have any questions, or need more information, please contact me at: phone number or email address.

Sincerely,

Your Name Here

THANK YOU FOR THE INTERVIEW LETTER EXAMPLE

Written correspondence with a potential employer is one of the most effective ways to display your communication skills. Take advantage of this opportunity by sending a thank-you letter after you have had an interview and especially after an interview associated with a company visit. Sending a thank-you letter is also a simple matter of courtesy.

A Few Guidelines to Follow:

1. As soon as possible after the interview or company visit, a letter should be sent to express your appreciation for the time the interviewer spent with you.
2. Use this as an occasion to add information, not covered in the interview, that you feel the employer needs to know about you and/or your qualifications for the position.
3. Use this as an occasion to clarify any information you feel was not accurately shared during the interview.
4. Use this as an occasion to supply additional information that was requested by the employer during the interview.

Street Address
City, State, ZIP Code

(Date of Writing)

Ms. Blank, President
XBlank Consultants, Inc.
900 State Street
Chicago IL 00000-0000

Dear Ms. Blank:

Thank you for the opportunity to interview for the _____ position on Friday, *(Date of Interview)*. I enjoyed meeting you and learning more about your company. I am extremely grateful for the opportunity to learn more about XBlank Consultants, Inc. and am very interested in the employment possibility.

Optional paragraph(s) --(see suggestions below for possible applicable paragraphs.)

This position offers an incredible opportunity and I am confident that with my experience and education, will significantly contribute to your company. Also, I am excited about the challenge this position presents and look forward to possibly working with you.

Again, thank you for the time and courtesy you extended toward me. I appreciate the opportunity to be a candidate for the _____ position. Please contact me at (555) 555-0000 if I can provide you with any additional information.

Sincerely,

(Handwritten Signature)

Your Name Typed

Enclosure

1. Paragraph to add information not covered in the interview--(In reviewing the interview, I realized that we did not discuss the area of I failed to mention that my summer employment provided an opportunity for development of some expertise in the ... aspect of ...)

and / or

2. Paragraph to cover information unsatisfactorily presented in the interview--(Reflecting upon the interview, I feel that I did not accurately answer your question about travel, schedule requirement, etc... I may have conveyed hesitancy about (travel or extra working hours, or other special considerations). Your later explanations and descriptions of the job revealed to me the fact that I would find the situations mentioned to be of no real obstacle to me ...)

Sample Thank You Note Format:

Your Address

Date

Mr./Ms. Name of Interviewer

Title

Company Name

Address

Dear Mr./Ms. Name of Interviewer:

1st Paragraph: Thank the interviewer for his/her time (for the interview, for the opportunity to discuss the position, etc.) and consideration. You may also express how much you enjoyed the meeting and learning more about the position (use the title of the position) at his/her firm. Mention the date of the contact.

2nd Paragraph: Personalize it! Mention something that you learned that enhanced your interest in the position or a skill or experience that you were not able to discuss during your contact, OR address a particular topic of interest (to your interviewer or to you) that arose during the conversation, especially where that topic reflects favorably on your job-related skills (for example, you talked for 15 minutes about the mountaineering trip you led last summer or your research on the health care industry); OR address an interviewer's specific concern in greater detail than was possible during the actual interview (for example, the interviewer seemed concerned that you did not have the quantitative skills necessary for the job). Be enthusiastic and sincere with your comments. The notes you jotted down after your interview will help you formulate comments for this second paragraph.

3rd Paragraph: Thank the employer once again for his/her interest in you as a candidate. You may also write something to the effect of "I look forward to learning of your decision" or "I am excited about gaining more knowledge in the field of advertising" or "The position at your firm sounds like an exciting opportunity." Tell the employer that you look forward to hearing from them.

Sincerely,

Your Name

Tips

- Maintain a professional tone in the note: No matter how friendly a relationship you feel you have developed with the person, to whom you are writing, be professional. The note will probably become part of your personnel file and be read by others.
- Other tips: Remember to carefully proof read each letter for spelling and grammar errors. Use business stationery or notepaper
- Follow up: Follow up the thank you letter with a phone call a week later. Follow-up with a telephone call to the employer within a week (or sooner, if the employer had a shorter timetable) to ask about the position. And do continue to build rapport and sell your strengths during the phone call.
- Alert your references: Tell your references that they may be getting a phone call from the employer.

JOSEPH MOGLIA
12 Dakota Lane
Central Islip, NY 11722
(631) 939-1123
joseph-moglia@tourolaw.edu

November 25, 2012

Mary Jones, Esq.
Haynes & Jones
2 Bleeker Street
New York, NY 10001

Dear Ms. Jones:

Thank you for taking the time to interview me for the summer internship position. I enjoyed our conversation about how liability law has changed after the *Jones* decision. In fact, after we spoke I further researched *Jones* and found a recent Court of Appeals case, *Smith v. Concord*, 35 NY2d 316 (2008), which appears to further extend *Jones* on the issue of the vicarious liability of corporate actors. It will be interesting to see how lower courts interpret the *Jones* and *Smith* cases.

Again, thank you for your consideration of my candidacy. I hope to have the opportunity to meet with you again.

Sincerely,

Joseph Moglia

CURRICULUM VITAE

CURRICULUM VITAE

Name: Nathan A. Hardrock **Rank:** SSG **MOS/AOC:** 11B3U **SSN:**

Current Address/Home Phone Number: 148 Lee Road 2134
Smiths Station, AL, 36877
(715) 616-5977

Home of Record: Westminster, Maryland 21157

Date and Place of Birth: / Long Beach, CA

Age (as of 1 January 2013): 25

Sex: Male **Race:** Caucasian **Citizenship:** USA **Marital Status:** Married

Dependents <18 y/o: 3 **Dependents >18 y/o (not including spouse):** 0

Basic Active Service Date: 30 June 2005

Time in Service (as of 1 January 2013): 7 yrs, 7 mo

Pay Entry Basic Date: 30 June 2005

Present Assignment/Phone Number: RSTB, RSTC, 75th Ranger Regiment
Ft. Benning, GA 31905
COM: (705) 545-5748
DSN: 835-5748

E-mail Address: Nathan.a.hardrock@us.army.mil,
 Nathan.a.hardrock@ahqb.soc.mil

Expiration of Term of Service: 5 Years

Active Duty Service Obligation (ADSO): 5 Years

Date of Last PCS: 15 February 2006

Total Years/Months of Active Federal Service (as of 1 Jan 13): 7 yrs, 7 mo

Military Education:

Advanced Leadership Course (ALC)	2011
Survival Evasion Resistance Escape, High Risk (SERE)	2009
Unit Prevention Leader (UPL)	2009
Team Leader Course	2009
Warrior Leadership Course (WLC)	2008
Jumpmaster Course	2008
Ranger Regimental Master Breacher/Demolition Course	2007
Ranger School	2007
Ranger Indoctrination Program (RIP)	2006
Airborne School	2005
Advanced Individual Training, Infantryman	2005
Basic Combat Training	2005

Military Decorations/Awards and Year Awarded:

Bronze Star Medal w/ Valor Device	2011
Bronze Star Medal	2011
Joint Service Commendation Medal	2011
Army Commendation Medal w/ 1 Oak Leaf Clusters	2006, 2012
Army Achievement Medal w/ 1 Oak Leaf Clusters	2009, 2009
Good Conduct Medal w/ Bronze Clasp (2 nd Award)	2008, 2011
National Defense Service Medal	2005
Afghanistan Campaign Medal w/ 2 Campaign Stars	2009
Iraq Campaign Medal Army w/ 2 Campaign Stars	2006
GWOT Service Medal	2006
NCO Professional Development Ribbon w/ Numeral 2	2008, 2011
Army Service Ribbon	2005
Overseas Service Medal	2008
NATO Medal	2009
Ranger Tab	2003
Combat Infantryman's Badge	2006
Expert Infantryman's Badge	2009
Senior Parachutist Badge	2012
Peruvian Parachutist Badge	2008
Ecuadorian Parachutist Badge	2008
German Marksmanship Badge w/ Gold Clasp	2011
Presidential Unit Citation	2007

Promotions:

SSG: 01 SEP 09

SGT: 01 SEP 07

CPL: 26 JAN 07

PFC: 30 JUN 06

PV2: 30 JUN 05

Military Assignments:

2012-Present **Pre-RASP NCO RSTC, RSTB, 75th Ranger Regiment, Ft. Benning, Georgia**

Responsible for the health and welfare of 100 soldiers; In-Processes candidates from the rank of E-1 to E-5 from across the Army to start the Ranger Assessment and Selection Program (RASP); Develops a physical fitness program to prepare candidates for the rigors of RASP; insures that all personal and professional issues are addressed and pre-requisites are completed prior to the start of each class; teach, mentor, and lead candidates to be successful throughout the selection process and for further on assignment in the Ranger Regiment.

2011-2012 **Anti-Armor Section Leader 3rd Battalion, 75th Ranger Regiment, Ft. Benning, Georgia**

Section Leader of an Airborne Ranger Rifle Squad; prepares his Section to deploy to a tactical environment worldwide within 18 hours; responsible for the individual and collective training of his section; responsible for the accountability and maintenance of all assigned equipment in excess of \$400,000; responsible for the development of his subordinate leaders; responsible for the health and welfare of all assigned Rangers and their families.

Major Exercises: Forward Observer Targeting Exercise, Team Live Fire Exercise, Platoon Live Fire Exercises, Fixed Wing Multi-Lateral Training (MLAT)

2009-2011 **Rifle Squad Leader 3rd Battalion, 75th Ranger Regiment, Ft. Benning, Georgia**

Squad Leader of an Airborne Ranger Rifle Squad; prepares his Squad to deploy to a tactical environment worldwide within 18 hours; responsible for the individual and collective training of his squad; responsible for the accountability and maintenance of all assigned equipment in excess of \$300,000; responsible for the development of his subordinate leaders; responsible for the health and welfare of all assigned Rangers and their families.

Combat Service: OEF DEC 10- MAY 11; OEF MAR- JUL 10

Major Exercises: Squad Live Fire Exercises, Platoon Live Fire Exercises, Emergency Deployment Exercise (EDRE), Fixed Wing Multi-Lateral Training (MLAT), Rotary Training Exercises

2006-2009 **Fire Team Leader 3rd Battalion, 75th Ranger Regiment, Ft. Benning, Georgia**

Team Leader of an Airborne Ranger Rifle Squad; prepares his Team to deploy to a tactical environment worldwide within 18 hours; responsible for the individual and collective training of his Team; responsible for the accountability and maintenance of all assigned equipment in excess of \$75,000; responsible for the development of his Team; responsible for the health and welfare of all assigned Rangers and their families.

Combat Service: OEF MAY-AUG 09(Afghanistan); OEF JUN-OCT 08(Afghanistan); OIF OCT 07- JAN 08(Iraq); DEC06- APR 07(Iraq)

Major Exercises: Team Live Fire Exercise, Squad Live Fire Exercises, Platoon Live Fire Exercises, Fixed Wing Multi-Lateral Training (MLAT), Rotary Training Exercises

2006 **Saw Gunner 3rd Battalion, 75th Ranger Regiment, Ft. Benning, Georgia**

Member of a Ranger Fire Team; Responsible for the maintenance of all Squad and personal equipment; expert in skill level one tasks; Sensitive Site Exploitation (SSE) Team Member.

Combat Service: OIF MAR-JUL 06 (Iraq)

Major Exercises: Team Live Fire Exercise, Squad Live Fire Exercise, Platoon Live Fire Exercise, Fixed Wing Multi-Lateral Training (MLAT), Rotary Training Exercise

Civilian Education:

2011-2013 **General Education Coursework**
Chattahoochee Valley Community College, AL
2012-2013 **Physician Assistant Pre-Requisite Coursework**
Thomas Edison State College, Online

Honors/Civilian Awards/Accomplishments:

Military:

Warrior Leadership Course (WLC) Honor Graduate	2008
Expert Infantryman's Badge Section Evaluator	2011
T-11/MC-6 Train-The-Trainer	2011

Volunteer/Community:

Ranger Rendezvous 2011 Football Team (1 st Place)	2011
Phenix City, AL Youth Softball Assistant Coach	2012
Ducks Unlimited Wildlife Conservation Member	2012

Yoseph E. Akbaar, MD FIPP

American Medical School Graduate

Board Certified, fellowship Trained

Diplomat, American Board of Anesthesiology

25 Year Military Career, Decorated Army Officer

Diplomat, World Institute of Pain Board Certification

State Medical Licenses

California, Texas, New Mexico

1234 Medical Lane
El Paso, TX 79999
yosepheakbaar@msn.com

Home: 915-400-0000
Cell: 915-300-0000
Fax: 915-200-0000

Curriculum Vitae

Objectives

- Staff Anesthesiologist
- Interventional Pain Management Position

Board Certifications

- Board Certified Anesthesiologist, American Board of Anesthesiology
- Board Certified Interventional Pain Specialist, World Institute of Pain

Education

- Graduate, Pain Management Fellowship Training, Walter Reed Army Medical Center, Washington, D.C., 2006
- Graduate, Anesthesiology Residency Training, SUNY Downstate Medical Center, Brooklyn, NY, and University of Medicine and Dentistry New Jersey, Newark, NJ, 2005
- Graduate, Internship in Family Medicine, The Medical Center, Columbus, GA, 2002
- Doctor of Medicine, East Tennessee State University, J. H. Quillen College of Medicine, Johnson City, TN, 2001
- Pre-Medical Studies, Microbiology and Philosophy, East Tennessee State University, Johnson City, TN, 1992 - 1996
- Post Graduate Diploma, Cytotechnology, Military Academy of Health Sciences, University of the Air Force, Fort Sam Houston, TX, 1990
- Certification (Mitteltstufe) in German Language Arts, University of Munich, Germany, 1980
- BSC, Agriculture Science, University of Alexandria, Egypt, 1976

Military Education

- Fellowship Training in Pain Management, Walter Reed Army Medical Center, Washington, D.C., 2006
- Medical Service Corps Basic Officer Course, Ft. Sam Houston, TX, 1997
- Military Academy of Health Sciences, School of Cytotechnology, Ft. Sam Houston, TX, 1990
- Advanced Military Leadership Course, Ft. Sam Houston, TX, 1991
- Basic Military Leadership Training Course, US Army Leadership Academy, Grafenwoehr, Germany, 1989
- Basic Military Training Course, Ft. Sill, OK, 1986

Accreditations

- Written Board Exam, American Board of Anesthesiology, July 2005
- Oral Board Exam, American Board of Anesthesiology
- Fellow Of Interventional Pain Physicians Board Certification
- Doctor of Medicine
- US Medical Licensing Examination I, II, & III
- Basic Life Support (Current February 2009)
- Advanced Cardiac Life Support (Current February 2009)
- Pediatric Advanced Life Support (Current February 2009)
- Technologist in Cytotechnology, CT(ASCP), American Society of Clinical Pathology (1990 Ongoing)

Professional Experience

- Director of Interventional Pain Management Clinic, William Beaumont Army Medical Center, Ft. Bliss, TX; Baghdad, Iraq, 2006 - Present
- Staff Anesthesiologist, William Beaumont Army Medical Center, Ft. Bliss, TX; Baghdad, Iraq, 2006 - Present
- Fellowship, Pain Management, Walter Reed Army Medical Center, Washington, D.C., 2005 - 2006
- Clinical Anesthesiology, CA-II & CA-III, UMDNJ, Newark, NJ, 2003 - 2005
- Clinical Anesthesiology, CA-I, SUNY Downstate Medical Center, Brooklyn, NY, 2002 - 2003
- Internship, Family Practice and Transitional Residency Program, The Medical Center, Columbus, GA, 2001 - 2002

Patents, Research and Publications

- Patent Pending, "Innovative Airway Management Device to Facilitate Intubation, Especially Under Emergency Circumstances," U.S. Patent Office
- Publication Pending, "Survey in Pediatrics Airway Management / ETT Selection." UMDNJ Anesthesia Department, Newark, NJ
- Research Ongoing, "New Methods of Adult Airway Management." *Biological Science research assistant in the field of medical entomology. Research for methods to protect US Army troops in tropical climates.* Letterman Army Institute of Research (LAIR), San Francisco, CA, 1996 - 1998
- Research, "Planning for Development of Nomad Communities of the Western Egypt Sahara Desert." United Nations Children's Fund and United Nations Center for Development of Third World Countries, 1997
- Publication, "Evaluation of the Cotton Fabric Model for Screening Tropical Mosquito Repellents," Rutledge LC, Gupta RK, Elshenawy KB, JAM Mosquito Control Association 1989 March, 51(1): 73-6 pmio, 278992; vi89215776

Professional Membership

- American Society of Anesthesiologists
- American Medical Association
- American Society of Regional Anesthesia and Pain Medicine
- New York Society of Anesthesiology
- American Society of Clinical Pathology
- Society for Biomedical Ethics

Academic and Military Honors and Awards

- Phi-Kappa-Phi (Lifetime Member)
- Tri Beta Biological Honor Society
- James H. Quillen College of Medicine Honor Society
- Dean's List, 8 Awards, East Tennessee State University, 1992-1996
- US Army Commendation Medal
- US Army Good Conduct Medal
- Iraqi Army Surgeon General Certificate of Appreciation
- US Army National Defense Service Medal
- US Army Service Ribbon
- US Army Overseas Service Ribbon
- US Army NCO Professional Development Ribbon

Languages

English, Arabic, German and French

John E. Medical

12345 FIRST STREET • IOWA CITY, IA 52245
PHONE 319-123-3455 • E-MAIL JOHN-E-MEDICAL@UIOWA.EDU

EDUCATION

August 2006–present
University of Iowa College of Medicine

- Doctor of Medicine, anticipated May 2010

August 2002–May 2006
Simpson College, Indianola, IA

- Bachelor of Arts, Biology, *cum laude*

September 2003–January 2004
Mercy College of Health Sciences, Des Moines, IA

- Emergency Medical Technician–Basic

PROFESSIONAL EXPERIENCE

Fall 2008–present
Lippincott Williams & Wilkins
Reviewer

- Review texts and manuscripts that are being edited for publishing

February 2008–February 2009
University of Iowa Hospitals and Clinics
Pathology Externship

- Rotated on surgical pathology, autopsy, and electives including hematopathology, cytopathology, and immunopathology to gain fundamental experience in pathology

June 2003–August 2004
Sacajawea Girl Scout Camp, Boone, IA
Camp Medical Staff

- Distributed prescription medications to campers, treated basic medical needs as necessary, and organized medical information for staff and campers

TEACHING EXPERIENCE

September 2008–May 2009
University of Iowa College of Medicine
Tutor to Medical Students

- Tutored second-year medical students in their pathology course and in their preparation for USMLE Step 1 exam

May–August 2003
Science Center of Iowa, Des Moines, IA
Summer Intern

- Taught a variety of science subjects in a fun environment to children aged 8 to 13

ACTIVITIES

American Medical Student Association

Co-President, local chapter, May 2007–May 2008

- Responsibilities included arranging an instrument sale for first year medical students; generating interest for, and arranging transportation and lodging for the national and regional conventions; and creating “Funny Movie Night.”

Vital Signs, student newspaper

Writer/Editor

- Wrote/edited “Profiles,” an article that highlighted medical students, faculty, and staff; September 2008–May 2009

PROFESSIONAL MEMBERSHIPS

American Medical Student Association, 2006–present

American Medical Association, 2006–present

ACADEMIC AWARDS

Doft Scholar, 2005-2006

Honorable Mention, Mathematical Contest in Modeling, 2005

President’s List, 2005

Dean’s List, 2004

Outstanding Performer as a Freshman in Biology, 2003

HOBBIES, INTERESTS, AND ACTIVITIES

Bowling, koshomatsu-ryu karate, motorcycle riding, reading, playing bass guitar

Sample CV

ROBERTA C. VALENTINI

25 Wayne Avenue
Oakland, California 94610
(510) 555-1234 rcv331@columbia.edu

EDUCATION

Columbia University, New York, NY

Ph.D. in American History, May 2008

Dissertation: "Politics in Working Class Los Angeles," passed with distinction

Dissertations Advisor: John Smith, Ph.D.

Fields for qualifying exams: Urban America, History of American Journalism

M.A. in American History, December 2003

Master's Thesis: "The Use of Video in Presidential Campaigns"

University of Southern California, Los Angeles, CA

B.A. *summa cum laude* in History, May 1999

Honors Thesis: "The Nixon Administration"

FELLOWSHIPS AND AWARDS

Postdoctoral Fellowship, Columbia University, 2008–2010

Matriculation and Facilities Fellowship, Columbia University, 2006–2008

Interdisciplinary Fellowship, Columbia University, 2005–2006

President's Fellowship, Columbia University, 2004–2006

Gross Travel Grant, Jayne State University, 2004

TEACHING AND RESEARCH INTERESTS

Media and Memory; Journalistic History of America; Class and Politics in 20th-Century America; The American Working Class; Political History of Los Angeles

TEACHING EXPERIENCE

Columbia University, New York, NY

Lecturer, 2006–2008

Taught the course "Early American History." Designed course structure and requirements; lectured and administered all grades.

Adjunct Instructor, 2006–2007

Taught the course "U.S. History to 1900." Created syllabus; lectured and administered grades.

Teaching Assistant, 2003–2005

Assisted Professor Chris Columbus in his course "The United States in 1945." Helped create curriculum; composed exams and term paper assignments; led weekly discussion sessions; graded all written work and determined final grades.

RESEARCH EXPERIENCE

Columbia University, New York, NY

Postdoctoral Fellow, 2008–2010

Conduct research on the history of the working class in the United States from 1900–1940. Article accepted by *Journal of American History*, publication forthcoming.

New York Historical Society, New York, NY

Researcher, 2004–2005

Researched issues in New York City history; selected writers for publications and exhibits.

Houghton Mifflin Company, Boston, MA

Writer, 2001–2002

Researched and wrote reference articles on diverse topics in American history.

ABC News, Los Angeles, CA

Researcher, 1999–2001

Verified the historical accuracy of special programming on American history.

PUBLICATIONS AND PRESENTATIONS

“Class Conflict in a Working Suburb of San Francisco in the 1920s.” Paper presented at the Annual Meeting of the Association of Geographers. San Francisco, CA, March 2007.

“Working Class in Los Angeles in the 1920s.” Paper presented at the Los Angeles History Research Group. San Marion, CA, November 2006.

“Alcoholism in America” (with Alison Lee). Report prepared for the National Institute on Alcohol Abuse and Alcoholism. Los Alamitos, CA, May 2005.

“An Analysis of the Recent Presidential Campaigns.” Paper presented at the Conference on the Presidency, sponsored by the Center for the Study of the Presidency. Erie, PA, April 2003.

MEMBERSHIPS AND SERVICE

American Historical Association

Organization of American Historians

Western Association of Women Historians

President, Graduate History Association, Columbia University, 2004–2005

LANGUAGES

Reading and basic speaking competence in French, Spanish, and Modern Greek. Translation competence in Italian.

This CV is only a guide to give you an idea of what to include in your own CV.
We suggest that you write the first draft of your CV without using a sample to guide you.
Do not copy any wording or formatting directly from this sample.

CURRICULUM VITAE



SUMMARY OF QUALIFICATIONS

- Exposed to neuropsychological assessments with a broad range of psychological and neurological disorders.
- Developed a broad experience base in neuropsychology and diagnostic testing through externships, internships, fellowships and professional experience.
- Committed to professional growth and development through continued achievement of formal educational goals, certification and licensure in psychology.

United States Coast Guard
Office of Health, Safety & Work-Life
Operational Medicine / Medical Readiness
Psychological health & Traumatic Brain Injury Program
Neuropsychologist / Program Manager
Supervisor: CAPT [REDACTED], MD, USPHS

Washington, DC
March 2011 to Present

As the Neuropsychologist / Program Manager and the TBI Subject Matter Expert (SME) for the Coast Guard, I serve as a key advisor and consultant to the Surgeon General of the Coast Guard on policy matters relative to the program and specific mission requirements. I keep abreast of new policies, procedures, regulations, directives, etc.; develops and recommends the framework for program-wide policies, programs, controls, and/or systems designed to increase the efficiency and economy of functions and operations. I coordinate and manage in the analysis and review of various organizational entities, proposals, or program changes. I exercise surveillance/oversight over the program through review of reports, studies, operations plans, accountability and control instruments. I oversee long range and short range work plans of the program, and the implementation of directives and requirements. I review various reports and recommendations and initiates and/or recommends action to improve operations. I develop, reviews, edits, and approve briefing material and curriculum. I maintain liaison with higher headquarters, other commands, other government agencies, installations, and academia to form a basis of understanding and to reach a mutual agreement on training. I appear before individuals, groups, and committees and speak for the Directors in clarifying administrative matters, explaining command views or explaining implications of pending problems and programs. I perform the full-range of supervisory duties for assigned staff. I develop and coordinate training schedules for required NeuroCognitive training sessions at national and overseas locations. I collaborate with CG-11 on the budget for the CG TBI Program. Exercises limited control in the areas of resource (both dollar and workers) planning and management, training administration, public relations, evaluations, discipline, and liaison activities. I develop and update the NeuroCognitive Training curriculum in partnership with various subject matter experts and Department of Defense TBI representatives. I maintain databases on training participants, pre- and post-training knowledge assessments and program evaluations for outcome measures. I serve as subject matter expert for development of the Coast Guards training modules and provide additional trainings in TBI assessment and management to behavioral health providers. I attend weekly department of defense (DOD) Traumatic Brain Injury (TBI) Meetings with each services' TBI representatives.

Henry M. Jackson Foundation
Center for Deployment Psychology
Neuropsychologist / Program Manager
Site Supervisor: [REDACTED], MD, CAPT, USN BUMED
Primary Supervisor: [REDACTED], Ph.D.

Bethesda, MD
September 2010 to March 2012

Designed and implemented four new highly ambitious training programs: A standardized military acute concussion evaluation (MACE) Program, a MACE Train the Trainer Program, MACE Line Leader training, & the MACE Lead Train the Trainer Program tailored for the Navy, Marine Corps and the Coast Guard. I conducted over 60 training sessions at 25 different worldwide locations for over 1300 medical providers assigned to operational deploying units from all of the Uniformed Services. This enabled medical providers to learn current strategies for managing blast concussion in the CENTCOM (Iraq, Afghanistan, Kuwait, etc.) presenting permanent disability by identifying service members requiring immediate evaluation. The MACE Train the Trainer program and the MACE Lead Train the Trainer program was institutionalized in the Navy, Marine Corps and the Department of Defense as its curriculum is integrated into existing pre-deployment training.

University of Miami's Miller School of Medicine
Global Institute's Medishare Project
Trauma Psychologist
Site Supervisor: [REDACTED], Ph.D.

Port-au-Prince, Haiti
March 2010 to April 2010

The Medishare project is currently providing much of primary medical and mental health services for the residents of Port-au-Prince, Haiti who have been injured or displaced by the earthquake of January 12, 2010. During my voluntary humanitarian deployment, I was an integral part of a team of psychologist, social workers, and a Haitian children services worker. My primary responsibility was to provide psychological first aid, trauma assessment, and counseling services to child orphans, earthquake victims, and unaccompanied children. In addition, the team and I provided counseling support to the children's staff and other volunteers.

US MILITARY RESERVE ACTIVATION

Recalled under Title 10 Orders and participated in a contingency operation (Iraqi Freedom) from Apr09 to Feb10 – Assigned to Combat Task Group 56.5 and served in imminent danger area.

Sound Shore Assessments
Professional Psychologist/LMHC

Larchmont, NY
March 2008 to April 2009

As a professional Psychologist and a licensed mental health counselor in private practice in Westchester County, New York, I provide comprehensive psychoeducational evaluations of children, adolescents and adults. As a highly motivated professional, I enjoy conducting for children and adults. I tackle demanding evaluations with great enthusiasm, while providing accurate, comprehensive findings and recommendations within the context of clear, concise reports. ***Administered, scored multiple neuropsychological tests (see attachment).

Staten Island University Hospital
Department of Rehabilitation Medicine
Clinical Neuropsychologist
Site Supervisors: [REDACTED], Ph.D.

Staten Island, NY
February 2008 to April 2008

As a Clinical Neuropsychologist I identified the cognitive behavioral and emotional needs of inpatient and outpatient populations and provide appropriate treatment based on assessment of these needs. Conducting Neuropsychological consults to the inpatient rehabilitation medicine department, and conducting neuropsychological evaluations to outpatients referred from a variety of referrals to include the New York State Vocational / Employment Division.

***Administered, scored multiple neuropsychological tests (see attachment).

POST-DOCTORAL EXPERIENCE

Primary Supervisor: ██████████, ABCN, ABPP

Department of Veterans Affairs
Newark Regional Office
Vocational Rehabilitation & Educational Division
Counseling Psychologist

Newark, NJ
September 2007 to March 2008

Site Supervisor: ██████████

I provide and coordinate a wide range of neurorehabilitation counseling and case management services to veterans with disabilities and other eligible individuals. I perform initial evaluations, make eligibility determinations, conduct rehabilitation planning and problem solving, and conduct counseling. Some of my duties include coordination and implementation of rehabilitation services, case documentation, employment services, and administration and interpretation of vocational testing. Make recommendations and referrals to other sources, which may assist the veteran. In addition, acts as Contracting Officer's Technical Representative to acquire services needed in the rehabilitation process.

RUSK Institute for Rehabilitation Medicine
Psychology Department / Brain Injury Day Treatment
Postdoctoral Fellow in Neuropsychology
Site Supervisor: ██████████ Ph.D.

New York, NY
July 2006 to October 2007
Total fellowship hours: 2400

I actively assist in an intensive day program dedicated to the cognitive, social / emotional, and vocational neurorehabilitation of individuals with brain injury. The program includes individual and group sessions, based on tailor-made treatment plans. I work systematically coaching Trainees in their guided work trials in vocational neurorehabilitation. I provide ongoing guidance in the areas of independent living and self-management of daily living skills and responsibilities to assist with the transfer of strategies acquired in the program.

PRE-DOCTORAL EXPERIENCE

Westside NeuroRehabilitation Services
Department of Neuropsychology
Intern in Neuropsychology

Lewiston, ME
July 2005 to July 2006
Total internship hours: 1750

Primary Supervisor: ██████████, Ph.D., FPPR, ABPN

Perform clinical and diagnostic interviewing, administration of psychometric measures, scoring, and interpretation. Execute case conceptualization, treatment planning, treatment and goal monitoring, termination and other activities related to direct service provision. I developed consultation, outreach, and instructional/psycho-educational skills. Work successfully in individual, couples and group formats. Conduct individual cognitive behavioral therapy (CBT), psychosocial, anger, depression, anxiety and substance abuse groups.

**Administered, scored multiple neuropsychological tests (see attachment).

Medical University of South Carolina
Department of Neurological Services
Extern in Neuropsychology

Charleston, SC
July 2004 to March 2005
Total externship hours: 1000

Primary Supervisor: ██████████, Ph.D.

I developed skills as a Psychometrist through clinical experience in a wide array of psychological, neurocognitive and clinical interview techniques. Acquired experience in the assessment of neurological and neurosurgical patient populations in in-house and outpatient clinics.

*Administered, scored multiple neuropsychological tests (see attachment).

The Citadel (The Military College of South Carolina)
Office of Access Services, Instruction & Support
Assistant Director

Charleston, SC
June 2004 to March 2005

Primary Supervisor: [REDACTED], Ed.D

I developed and coordinated college-wide disability services, ensure compliance with related federal and state regulations, develop and implement short and long term goals in support of the College's mission and strategic plan, provide leadership and administrative management to the Director, manage department/project budget, and work collaboratively with college departments to ensure access for individuals with disabilities. Conducted support groups, 1:1, and seminars on topics related to students with disabilities. Was directly responsible for developing and implementing all the aspects of the College Success Institute which is a summer transition program for incoming Citadel freshman to enhance their academic and military performance.

SUPERVISEE

[REDACTED], EdS, LPC, NCC
Department of Veterans Affairs - New Jersey

October 2007 to May 2009
Total Supervision Hours: 300

ACADEMIC PREPARATION

Fielding Graduate University
Postdoctoral Neuropsychology Certificate

Santa Barbara, CA

Supervisor: [REDACTED], Ph.D. ABPP, ABCN

Capella University
Ph.D. in Counseling Psychology

Minneapolis, MN

Dissertation: Attention Deficit/Hyperactive Disorder and Postsecondary Education:
The Relationship between Disability Services, Medication Usage, Symptom Severity, &
Grade Point Ratio's for College Students with Attention Deficit/Hyperactive Disorder

New York University
Master of Arts in Rehabilitation Counseling

New York, NY

Webster University
Master of Arts in Counseling

St. Louis, MO

The Citadel, the Military College of South Carolina
Bachelor of Arts in Political Science

Charleston, SC

LICENSURE AND CERTIFICATION

- Certificate of Specialized Training in Mass Disasters & Terrorism Specialty from ICISF
- Certified Rehabilitation Counselor (#00071051)
- Certified Trainer for the Individual Crisis Intervention & Peer Support class from ICISF (#1334)
- Certified Trainer for the Group Crisis Intervention class from ICISF (#1334)
- Licensed Clinical Professional Counselor in the state of Maine (#CC3015)
- Licensed Mental Health Counselor in the state of New York (#003308)
- Licensed Professional Counselor in the state of South Carolina (#4669)
- National Certified Counselor (#210101)

CLINICAL RESEARCH INTERESTS

Attention Deficit / Hyperactivity Disorder (AD/HD)
Traumatic Brain Injury (TBI) / Depression
Neuropsychology – NeuroRehabilitation / Post-Traumatic Stress Disorder (PTSD)

PROFESSIONAL AFFILIATIONS

American Psychological Association (#5254-9494)
American Counseling Association (# 6199936)
International Critical Incident Stress Foundation (# 24613)
International Neuropsychological Society (# 419319299)
National Academy of Neuropsychology (# 6777)
New York State Psychological Association (# NYSP08214)

PUBLICATIONS

- [REDACTED] (2011).
Management of Concussion in Deployed Settings : Just-in-Time Pre-Deployment Training Process. Poster session presented at the 5th Annual Defense & Veterans Brain Injury Submit, National Harbor, MD.
- [REDACTED] (2011).
Management of Concussion In Deployed Setting: TBI / Concussion / Military Acute Concussion Evaluation (MACE) Training Program Development. Poster session presented at the 5th Annual Defense & Veterans Brain Injury Submit, National Harbor, MD.
- [REDACTED] (2005). Attention Deficit-Hyperactive Disorder and Post Secondary Education. Dissertation Abstracts International, (UMI No. 3179176).
- [REDACTED] (2006). Brain Injury: Incidence of Depression and Suicidality. International Neuropsychological Society, 34th Annual Meeting Program & Abstract Book, 228. Abstract retrieved.
- [REDACTED] (2006, February). Brain Injury: Incidence of Depression and Suicidality. Poster session presented at the International Neuropsychological Society, 34th Annual INS Conference, Boston, MA.
- [REDACTED] (2006). Memory Complaints & Memory Test Performance after Brain Injury. Archives of Clinical Neuropsychology, 21, 509-606. Abstract retrieved.
- [REDACTED] (2006, October). Memory Complaints & Memory Test Performance after Brain Injury. Poster session presented at the National Academy of Neuropsychology, 26th Annual Conference, San Antonio, TX.
- [REDACTED] (2006). Depression & Treatment. Brainstorm, Brain Injury Association of Maine's Bi-Annual Magazine on Brain Injury. Fall/Winter 2006. Waterville, ME.

[REDACTED] (2007, February). CISM Interventions Utilized with Military First Responders in Critical Incidents. Poster session presented at the International Critical Incident Stress Foundation, 9th World Congress on Stress, Trauma and Coping, Baltimore, MD.

[REDACTED] (2007). CISM Interventions Utilized with Military First Responders in Critical Incidents. ICISF 9th World Congress on Stress, Trauma & Coping, Congress Proceedings, 83-86. Poster Handout.

[REDACTED] (2007, July). AD/HD And Postsecondary Education: The Relationship Between Disability Services, Medication Usage and Symptom Severity. Poster session presented at the Association on Higher Education And Disability, 30th Annual AHEAD Conference, Charlotte, NC.

CONFERENCE PRESENTATIONS

[REDACTED]. "MACE: Lead Train-the-Trainer Course," Navy/Marine Corps TBI Meeting, National Harbor, MD, August 25, 2011.

[REDACTED]. "ICISF: Assisting Individuals in Crisis (Peer Course)," United States Coast Guard, Newport, RI, May 14, 2007 & May 15, 2007.

[REDACTED]. "ICISF: Critical Incident Stress Management (CISM): Group Crisis Intervention," United States Coast Guard, Newport, RI, May 16, 2007 & May 17, 2007.

[REDACTED]. "ICISF: Assisting Individuals in Crisis (Peer Course)," United States Coast Guard, Corpus Christi, TX, February 7, 2007 & February 8, 2007.

[REDACTED]. "ICISF: Critical Incident Stress Management (CISM): Group Crisis Intervention," United States Coast Guard, Corpus Christi, TX, February 5, 2007 & February 6, 2007.

[REDACTED]. "Test Anxiety." The Citadel, the Military College of South Carolina, Charleston, SC, August 2002.

PROFESSIONAL HONORS

Official Senate Proclamation
New York State Senator Suzie Oppenheimer

Albany, NY
August 2006

MILITARY EXPERIENCE

United States Coast Guard Reserve
Current Assignment: Port Security Unit 301
LT / O3E Assistant Security Officer

February 2000-present
Cape Code, MA

Primary Supervisor: CDR [REDACTED], Commanding Officer

Accomplishes Coast Guard Unit mission by analyzing strategic objectives; examining current situation and conditions; directing enlisted personnel; coordinating operations of communications and navigation systems and equipment. Teach the Peer Individual Crisis Intervention & Peer Support class and the Group Crisis Intervention class certified by the International Critical Incident Stress Foundation (ICISF), to Coast Guard personnel.

NEUROPSYCHOLOGICAL TESTS

***Neuropsychological Assessments - Staten Island University Hospital and Sound Shore Assessments:

- Beck Anxiety Inventory (BAI)
- Beck Hopeless Scale (BHS)
- Brief Test of Attention (BTA)
- Clock Drawing
- FAS - Phonological Fluency
- Grip Strength
- Hooper VOT
- Paced Auditory Serial Addition Test (PASAT)
- Rey-Osterreith Complex Figure Test
- RUFF 2 & 7
- Stroop Color Word Naming Test
- Trail Making A & B
- Wechsler Adult Intelligence Scale IV (WAIS-IV)
- Wechsler Intelligence Scales for Children IV (WISC-IV)
- Wechsler Memory Scale IV (WMS-IV)
- Wisconsin Card Sorting Test (WCST)

- Beck Depression Inventory II (BDI-II)
- Boston Naming Test (BNT)
- Brown Attention-Deficit Disorder Scales
- Controlled Oral Word Association Test (COWA)
- Finger Tapping Test
- Grooved Pegboard
- Minnesota Multiphase Personality Inventory II (MMPI-II)
- RBANS
- RUFF Figural Fluency
- Self-Directed Search
- Test of Memory Malingering (TOMM)
- Wechsler Adult Intelligence Scale III (WAIS-III)
- Wechsler Individual Achievement Test II (WIAT-II)
- Wechsler Memory Scale III (WMS-III)
- Wide Range Achievement Test III (WRAT-III)
- Woodcock-Johnson III/Test of Achievement (WJ-III)

**Neuropsychological Assessments - Westside NeuroRehabilitation Services:

- Beck Anxiety Inventory (BAI)
- Beck Hopeless Scale (BHS)
- Brief Test of Attention (BTA)
- Clock Drawing
- FAS - Phonological Fluency
- Grip Strength
- Hooper VOT
- Paced Auditory Serial Addition Test (PASAT)
- RUFF Figural Fluency
- Self-Directed Search
- Test of Memory Malingering (TOMM)
- Wechsler Adult Intelligence Scale III (WAIS-III)
- Wechsler Intelligence Scales for Children IV (WISC-IV)
- Wide Range Achievement Test III (WRAT-III)
- Woodcock-Johnson III/Test of Achievement (WJ-III)

- Beck Depression Inventory II (BDI-II)
- Boston Naming Test (BNT)
- Brown Attention-Deficit Disorder Scales
- Controlled Oral Word Association Test (COWA)
- Finger Tapping Test
- Grooved Pegboard
- Minnesota Multiphase Personality Inventory II (MMPI-II)
- Rey-Osterreith Complex Figure Test
- RUFF 2 & 7
- Stroop Color Word Naming Test
- Trail Making A & B
- Wechsler Individual Achievement Test II (WIAT-II)
- Wechsler Memory Scale III (WMS-III)
- Wisconsin Card Sorting Test (WCST)

* Neuropsychological Assessments - Medical University of South Carolina:

- Barkley Attention Deficit/Hyperactive Disorder Scales
- Beck Depression Inventory (BDI-II)
- Boston Naming Test (BNT)
- Clock Drawing
- FAS - Phonological Fluency
- Gordon Vigilance/Distractibility Task
- Grooved Pegboard
- NEO Personality Inventory - Revised
- Personality Assessment Inventory (PAI)
- Stroop Color Word Naming Test
- Trail Making A & B
- Wechsler Memory Scale III (WMS-III)
- Wisconsin Card Sorting Test (WCST)

- Beck Anxiety Inventory (BAI)
- Beck Hopeless Scale (BHS)
- Brief Test of Attention (BTA)
- Consortium to Establish a Registry for Alzheimer's Disease (CERAD)
- Geriatric Depression Scale
- Grip Strength
- Hooper VOT
- Paced Auditory Serial Addition Test (PASAT)
- Self-Directed Search (SDS)
- Test of Memory Malingering (TOMM)
- Wechsler Adult Intelligence Scale III (WAIS-III)
- Wide Range Achievement Test III (WRAT-III)
- Woodcock-Johnson III/Test of Achievement (WJ-III)

MILITARY AWARDS

Coast Guard Achievement Medal – August 2011
Coast Guard Commendation Medal – August 2011
Commandants' Letter of Commendation – May 2011
Coast Guard Meritorious Team Commendation – June 2011
Coast Guard Unit Commendation Award – May 2010
Armed Forces 10 year Hourglass Device – February 2010
Army Achievement Medal – January 2010
Global War Terror Expeditionary Medal – December 2009
Navy / Marines Overseas Service Ribbon – December 2009
Coast Guard Meritorious Team Commendation – December 2009
Coast Guard Meritorious Team Commendation – September 2009
Commandants' Letter of Commendation – August 2009
Armed Forces Reserve Medal (2nd Mobilization Device) – April 2009
Coast Guard Commendation Medal – March 2009
Coast Guard Meritorious Team Commendation – December 2008
Coast Guard Meritorious Team Commendation – September 2008
Coast Guard Meritorious Team Commendation – May 2008
Military Outstanding Volunteer Service Medal – August 2007
Coast Guard Achievement Medal – August 2006
Commandants' Personalized Coin – August 2006
Coast Guard Reserve Good Conduct Medal – June 2006
Coast Guard Presidential Unit Citation (Hurricane Device) – May 2006
Coast Guard Unit Commendation Award – January 2006
Global War Terror Service Medal – January 2005
Coast Guard Meritorious Unit Commendation – September 2004
Commandants' Letter of Commendation – November 2003
Coast Guard Good Conduct Medal – May 2003
Transportation 9/11 Ribbon – April 2003
Armed Forces Reserve Medal (1st Mobilization Device) – March 2003
Coast Guard Meritorious Team Commendation – December 2002
Commandants Letter of Commendation – October 2002
Commandants Letter of Commendation – July 2002
Commandants' Personalized Coin - June 2002
Master Chief Petty Officer of the Coast Guards' Signature Pen – May 2002
Master Chief Petty Officer of the Coast Guards' Personalized Coin – April 2002
National Defense Service Medal – May 2002
Military Outstanding Volunteer Service Medal – April 2002
DOT Outstanding Unit award – October 2001
Commandants Letter of Commendation – June 2001
Coast Guard Unit Commendation Award – January 2001
Coast Guard Special Operations Service Ribbon – December 2000
Coast Guard Meritorious Unit Commendation – September 2000
Coast Guard Rifle Marksman Ribbon – August 2000
Best Shipmate Award, Coast Guard Basic – April 2000
Leadership Award, Chief Petty Officer Association, USCG – April 2000
Coast Guard Pistol Sharpshooter Ribbon – March 2000
Army Service Ribbon – July 1996

References Available Upon Request