



Career Connection



**The Ohio State University
Youkin Success Center
1640 Neil Avenue, 2nd Floor
(614) 688-3898**

www.careerconnection.osu.edu

**SAMPLE RESUMES AND COVER LETTERS
OUTSIDE OF ACADEMIA**

Resumes versus Curriculum Vitas (CVs)

Resumes

- Used for applying for positions in business and industry (e.g. outside academia)
- Strategically tailor for each position
- Purpose is to provide a compelling introduction of your experience and skills
- Focus on providing a concise summary
- Use the position for which you are applying to guide the format of your resume, putting the most relevant information first
- 1-2 pages in length, depending on experience and relevance of experience
- References on separate page

CVs

- Used for applying for positions in academia (faculty and administration)
- Fairly standard – make few adjustments for each position
- Purpose is to provide academic credentials and accomplishments in detail
- Focus on providing a detailed list of credentials and experience
- State education first, followed by your experience: research, teaching, professional (in any order)
- Approximately 2-10 pages in length based on number of credentials
- References listed at the end

(Chronological Resume Sample – Translating Education into Practical Experience)

BRUTUS BUCKEYE

110A South Norwich Avenue • Columbus, OH 43210 • 614.291.1269 • buckeye.12@osu.edu

OBJECTIVE

Media Relations Assistant position (#75677) with AARP.

RELATED EXPERIENCE

Strategic Promotions Officer Ohio Area Council on Aging

March 2003-Present
Columbus, OH

- Create and implement a comprehensive strategic public relations plan, including development of media and government relations, creation of a council website, and planning for increased grass-roots education.
- Act as sole editor for Council's 10 page monthly newsletter, including solicitation of articles and editing for content, style, and length. Offer this newsletter in print and web-based formats.
- Develop and maintain Council website using Dream Weaver and featuring message boards; chat rooms for Older Adults and caregivers; a catalog of advocacy and self-help resources; and a community services directory.
- Author press releases resulting in local television news coverage, over 10 published articles, and a broadcast interview with National Public Radio.
- Write speeches for Council president's community, industry, and government speaking engagements and attend meetings with government officials to advocate for policies benefiting older adults.
- Design content and graphic layout for consumer information campaign briefs focusing on Social Security reform and prescription drug legislation, as well as self-help guides concerning bereavement and caregiver burnout.

Gerontology Research Investigator The Ohio State University

September 2002-Present
Columbus, OH

- Demonstrate expertise in gerontology field through 130+ hours of formal training and preparation, resulting in SAGE Gerontology Certification.
- Apply advanced research and data analysis methods transferable to public opinion survey research.
- Author two published gerontology research reports and co-author a Social Security reform policy paper.
- Co-author a National Institutes of Medicine grant, resulting \$75,000 of program funding.
- Enhance public speaking skills through delivery of 10 PowerPoint-Based lectures and two national conference presentations.
- Participate in work teams composed of junior and senior colleagues, collaborating in planning and execution multiple large-scale research projects.
- Train and supervise 6 research project team members in position duties and protocol.

See how Brutus treats his grad school work as a continuous experience

ADDITIONAL SKILLS

- **Computer**, Proficient in Dream Weaver, SPSS and Microsoft FrontPage, Word, Excel, PowerPoint.
- **Foreign Language**, Fluent in oral and written Spanish.
- **Leadership and Management**, Two years experience as Assistant Manager of a Starbucks Café location.

EDUCATION

M.S. in Human Development The Ohio State University Concentration: Gerontology

Focus Areas: Older Adult Public Policy, Psychology of Aging

Expected June 2005
Columbus, OH

B.S. in Geriatrics and Gerontology The Ohio State University Minors: Psychology and Communication

Relevant Coursework: Strategic Communication, Public Relations Writing, Speech Writing, Magazine Writing

June 2003
Columbus, OH

(Modified Chronological Resume – Presenting Education as Practical Experience)

JERMAINE L. THOMPSON

jthompson@pnet.com
110A South Norwich Avenue
Columbus, OH 43210
614.291.1269

OBJECTIVE

Financial Analyst position focusing on agricultural commodities.

FINANCIAL ANALYSIS EXPERIENCE

**Financial Analyst Intern
Price Waterhouse Cooper**

June-September 2002
New York, NY

- Conducted analysis of General Mills breakfast cereals, included in final report of a comprehensive three-year cereal industry forecast.
- Forecasted and valued equity of zinc and nickel securities using records of historical risk and return.
- Acted as data analysis assistant for a soy futures analysis, enhancing applied forecasting skills
- Co-presented risk analysis results to Fortune 500 company executives contemplating a merger, resulting in 12% post-acquisition profit increase.
- Completed weekly training seminars that included equity valuation, risk management, client consultation skills, and use of Hyperion Financial Management Applications.

RELATED FINANCE EXPERIENCE

Translating grad school into an experience

**Economics Student Researcher
The Ohio State University**

September 2003-Present
Columbus, OH

- Developed expertise in sugar, soy, and corn investment risk management and authored a report with applied suggestions for investment and lending industry experts.
- Analyzed the effects Federal subsidy and trade regulation changes on sugar forecasts and profits, published a technical report of findings, and presented results to Sugar Association annual conference.
- Created a statistical prediction model for sugar prices, enhancing predictive accuracy of previous models by 10%.
- Completed intensive training in equity valuation, forecasting models and techniques, and data analysis.
- Enhanced technical writing and presentation skills through two original economics research publications and two PowerPoint-based conference presentations.
- Recruited, trained, and supervised two economics research assistants.
- Collaborated with peers, as well as junior and senior colleagues, on multiple team-based finance research projects.

ADDITIONAL SKILLS

- **Computer**, Proficient in Hyperion Essbase, MATLAB, Excel, Access, and PowerPoint.
- **Language and Cross-Cultural**, Fluent in oral and written Spanish; Summer-long South American study abroad.
- **Management**, Two years experience as Assistant Manager of a Starbucks Café location.

EDUCATION

**M.S. Agricultural Economics
The Ohio State University**
Concentrations: Finance and Agribusiness

Expected June 2005
Columbus, OH

**B.S.B.A. Finance Magna Cum Laude
Michigan University**

June 2003
Ann Arbor, MI

Minors: Economics and Spanish

Relevant Coursework: Investment Portfolio Analysis and Management, Equity Valuation, Corporate Finance

GLADYS SANCHEZ

1456 Buena Vista Road, Columbus, OH 43210 (614) 555-1212

EDUCATION

The Ohio State University, Columbus, OH
MA, Administration and Policy Analysis, Expected 6/XX

Course Highlights: *Social Conflict: Models and Methods of Mediation; Firms, Markets and States; Urban Youth and their Institutions and Topics in Identity Development.*

Kent State University, Kent, OH
BA, History, 5/XX

EXPERIENCE

The Ohio State University Office of Residential Education, Columbus, OH
Intern, Academic and Ethnic Theme House, 9/XX-Present
Review the role of ethnic and academic theme houses for undergraduate students, conduct focus groups with students and staff, assist in development of informational documents for Residential Education Program.

Ohio College Instructional Tutoring Program, Cleveland, OH
Tutoring Supervisor, 9/XX-9/XX
Supervised 8 part-time staff and 60 student tutors, coordinated and directed daily functions of program including tutor training. Coordinated community outreach services for secondary and elementary school students.

Alliance Center for Employment, University Park, PA
Assessment Counselor, 8/XX-6/XX
Created personal development and job preparation programs for over 100 youth ages 14-21. Organized basic skills and job search workshops. Established referral services and community outreach activities.

LEADERSHIP/COMMUNITY SERVICE ACTIVITIES

Member, Ohio College Student Personnel Services Reorganization Task Force
Facilitated discussions on characteristics necessary within the department. Presented final results to a review board.

Volunteer, Columbus Reads
Developed lessons and materials to educate students on English and History subjects.

ADDITIONAL INFORMATION

Proficient with Microsoft Word, Pagemaker, and Excel computer software.
Conversational Spanish.

Shin Chou

Poplar Court
Columbus, Ohio 43210
614-555-1212
chou@osu.edu

OBJECTIVE

Marketing support position in applications software for energy industry.

TECHNICAL SKILLS

- Experienced in using several computer systems, ranging from mainframes to personal computers, including the Apple II, IBM PC, Macintosh, MicroVAX and VAX 11/785.
- Computer operating system experience includes UNIX and VMS.
- Software experience includes USGS geophysical programs and various communication, spreadsheet, and word processing packages.
- Successfully developed computer processing methods for interpreting geophysical data; presented results to an international audience.

MANAGEMENT, SUPERVISION AND TEAMWORK

- Collaborated in an international scientific experiment, with research teams from 5 countries.
- Organized itinerary and contributed to a scientific expedition in Kenya and Tanzania.
- Taught laboratory course segments at undergraduate and graduate level.
- Supervised research co-team members in the use of programs required for research.

COMMUNICATION SKILLS

- Authored four professional papers, published in leading geophysical journals.
- Produced technical report for upper management of a major oil corporation.
- Presented speeches at professional conferences and in-house progress meetings.
- Co-authored graduate level textbook with 30 scientists across the nation.
- Trained in public speaking.

WORK EXPERIENCE

Earth Sciences Company, Columbus, Ohio April 20XX-present

Geophysicist

- Reporting directly to president of ESC.

U.S. Geological Survey, San Francisco, California

Research Assistant

- Conducted research on the interpretation of seismic data to determine the crustal structure of tectonic significance of the Avalo terrain.

EDUCATION

M.S. Degree in Geophysics, The Ohio State University, Columbus, Ohio April 20XX

Completed coursework toward Ph.D.

B.S. Degree in Geology, University of Miami, Miami, Florida May 19XX

Course work included engineering, sciences, computer science and mathematics.

- Received research fellowship from U.S. Geological Society, Summer 19XX.

BYRON HARPER

19 La Dehesa Drive • Columbus, OH 43210 • (614) 555-1212 • harper@osu.edu

OBJECTIVE

Software development position focusing on operating systems, compilers, graphics or user interfaces.

QUALIFICATIONS

- 7 years experience in software development, requirements analysis, testing and verification of small, medium and very large scientific applications.
- 4 years experience in budget analysis and planning.
- 4 years of practical leadership experience and management training.
- Strong problem analysis and resolution as well as teaching skills.

SPECIAL SKILLS

- Extensive programming experience in OS and VM//CMS on IBM 360/370 and 3090 mainframe computer systems, as well as Pascal, Fortran, PL/1, IBM, TSO CLIST, SPF and JCL languages.
- Detailed training and moderate experience in programming with Apple Macintosh, IBM AS/400, Unix on VAX 8800 computer as well as C, C++, MC68000 Assembler.

EMPLOYMENT EXPERIENCE

TEACHING ASSISTANT

June XXXX -Present

Computer Science Department, The Ohio State University, Columbus, OH
Assisted professor in teaching CS110 (Macintosh68000 Assembly Language).
Designed, created and graded assembly language programming assignments.

SOFTWARE ENGINEER

May XXXX - June XXXX

PSS Systems, Columbus, OH
Created and executed system error recovery test plan for AS/400 to CBX application, prepared requirements, coordinated setup of lab equipment.

TECHNICAL SUPPORT SERVICE

August XXXX - May XXXX

DataCorp, Buffalo, NY
Created and maintained simulation, data analysis and software evaluation tools;
tested and verified requirements for Space Shuttle Navigation System.

EDUCATION

THE OHIO STATE UNIVERSITY, Columbus, OH

June XXXX

Ph.D. Computer Science

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA

December XXXX

M.S. Artificial Intelligence

UNIVERSITY OF BUFFALO, Buffalo, NY

June XXXX

B.S. Aerospace Engineering

REFERENCES

Available upon request

Michael E. Student

155 OUTTAMY WAY
Columbus, OH 43210
(614) 555-1212
student@osu.edu

OBJECTIVE

To obtain a position as an applications engineer.

EDUCATION

The Ohio State University, Columbus, OH
MS in Mechanical Engineering, June 20XX
Focus: Product Design

University of Dayton, Dayton, OH
BS in Mechanical Engineering, 19XX, Magna Cum Laude

**QUALIFICATIONS
AND TECHNICAL
EXPERIENCE**

- computer aided design – CAD
- sensor design
- thermodynamics and heat transfer
- solid mechanics
- fluid mechanics
- signal mechanics
- fluid mechanics
- signal processing, conditioning and analysis
- software requirements for embedded systems
- design and simulation of control systems
- digital control design
- microprocessor architecture
- analog, digital, and clocked circuit design

**PROGRAMMING
SKILLS**

- Experience in C, FORTRAN, FORTH and PASCAL.
- Proficient in MS-DOS environments.

PROJECT TEAMS

- Designed and developed a product involving artificially intelligent robots, radio-controlled robots, and electro-mechanically interactive games.
- Semifinalist in robot design competition. Designed and built a stand-alone robot.
- Designed precision machined parts using AUTOCAD.
- Constructed the user-interface and designed the software of a hunting robot that traversed a grid as it picked up objects and determined their shapes, conductivity, and tone-emitted.

SPECIAL SKILLS

- Trained in making presentations and writing.
- Studied Spanish for six years

(COVER LETTER: RESPONDING TO AN AD)

Your Street Address
City, State, Zip Code

Date

Name of Person
Job Title
Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Dr./Ms./Mrs. XXXXXXXXXX:

FIRST PARAGRAPH: The beginning of your letter should catch the reader's attention, but avoid catchy phrases and gimmicks. Also, tell why you are writing (e.g., name the specific position or type of work for which you are applying) and mention the resource used in finding out about the opening or company/organization. Introduce your credentials, professional experiences and personality traits.

SECOND PARAGRAPH: Explain why you are interested in working for that employer or in that field of work, and most importantly, what your qualifications are (e.g., academic background/training, work experience, personal skills). Point out achievements that relate to the field in which you are applying, without duplicating exactly what is included in your resume. Connect them to the company and show them you have researched them.

THIRD PARAGRAPH: Refer the reader to the enclosed resume or other application instrument. Indicate that your resume summarizes your qualifications and background. Include any additional information that you think it is relevant for your future employer to know.

CLOSING PARAGRAPH: Indicate your desire for an interview. State that you will call on a specific day to see if an interview can be arranged at this person's convenience. If you will be in the geographic vicinity on a certain day, stress the importance of setting up an interview on that day.

Sincerely,

Your Name

Enclosure

(This sample letter is taken from Steele, J.E. & Morgan, M.S. (1998). *Career Planning and Development for College Students and Recent Graduates*. Lincolnwood, IL: VGM Career Horizons)

(Sample Job Response Letter)

1090 Peachtree Lane
Columbus, OH 43210

March 5, 2002

Ms. Bea Healthy
Director of Personnel
American Association of Retired Persons
45 Elm Street
Deerfield, IL 64321

Dear Ms. Healthy:

While searching for gerontology-related communications employment, I discovered the Media Relations Assistant position advertised at cooljobs.com. As I examined the qualifications outlined in the job posting, I sensed that my background would be an excellent fit with your needs for the position. Extensive technical and public relations writing experience and advanced training in gerontology equip me with all the necessary skills to succeed with AARP's Communications Division.

The AARP is America's single most effective vehicle for education and advocacy on behalf of older adults, and an effective communications program is essential to AARP's ongoing impact on society and public policy. As you will see on my enclosed resume, I am presently affiliated with the Ohio Area Council on Aging, where I have had the opportunity to participate in a wide range of communications projects. These include webpage development and editing, authorship of multiple press releases, and creation of original community education briefs on topics ranging from caregiver burnout to Social Security reform. My initiatives with the OACA have also resulted in a number of interviews featured in major local television, magazine, and newspaper outlets. In addition to these public relations credentials, I have developed a strong working knowledge of the needs and values of AARP's member base by completing multiple research projects and courses in gerontology and the psychology of aging. For example, my research on the role of religious faith in Alzheimer caregivers' coping was recently accepted for publication in the *American Journal of Gerontology*. This combination of gerontological knowledge and media relations experience could be a significant asset to AARP's communications program.

My enclosed resume describes the aforementioned experiences in greater detail. Please note that I also have strong competence with web design software, such as Dreamweaver and FrontPage, along with extensive presentation and public speaking experience. I have also included two writing samples, which should provide you with a somewhat more tangible sense of the communication skills I would bring to the position.

I want to restate my interest in the position. Should you wish to contact me to schedule an interview, I can be reached by calling (614) 555-1212 or by e-mail at buckeye.1@osu.edu. Thank you for your time and consideration.

Sincerely,

Brutus Buckeye

Enclosure

(Sample Job Response Letter)

4456 Limelight Way
Columbus, OH 43214

June 13, 20XX

Ms. Christa Sanders
Community Health Organization
1456 Seaway Drive
Columbus, OH 43210

Dear Ms. Sanders:

While researching the Ohio Public Health web site, I learned of your current opening and would like to be considered for the position of Program Development Officer for the Public Health Division. I believe my related internship experience couple with my educational training would make me a qualified applicant for this position.

In June of 2003, I will complete my Master of Public Health degree at The Ohio State University. The program is intensive and allowed me to draw on knowledge and skills from a variety of disciplines to help define, critically assess and resolve a broad spectrum of public health problems and issues, which I might face during my professional career. In addition, I completed an internship as a Program Adviser for Central Ohio Center for Health Development and Promotion. My responsibilities focused on conducting educational seminars for different community organizations around the greater Columbus area. As a volunteer at the Columbus Health Agency, I was able to further enhance my client services skills. As a volunteer, I interviewed sexually transmitted disease patients for contact information, drew blood samples, and referred cluster suspects and associates for examination. I look forward to the opportunity to combine my strengths in public health education and direct service to benefit Community Health Organization.

For your review, I have enclosed a copy of my professional resume. I am confident my skills and experience would prove beneficial to your organization and would welcome an opportunity to discuss my qualifications with you in person. I can be reached at (614) 555-1234, or you may email me at ivanabastar@osu.edu. Thank you for your attention and consideration.

Sincerely,

Ivana B. Astar

Enclosure

(Sample Networking Letter)

4456 Limelight Way
Columbus, OH 43214

April 9, 20XX

Mr. Thomas Chen
Columbus Public Health Company
555 Elm Boulevard, Suite 500
Columbus, OH 43210

Dear Mr. Chen:

Kristen Hill, Director of Volunteer Programming at Columbus Public Health Company, suggested my contacting you to learn more about opportunities within your organization. I am aware Columbus Public Health provides a wide range of vital services to young mothers and expectant mothers. I believe firmly in the value of these services, and would like the opportunity to share my knowledge and contribute to your organization in the area of volunteer management.

For the past two years, I have worked in diverse public health settings that have provided me with skills and experiences in which I would like to apply to your organization. Currently working as a volunteer coordinator at City Hospital, I work in collaboration with the Director to plan, organize, and implement a full-range of volunteer services to medical departments, patients and the community. In addition, I have been able to enhance both the depth and breadth of perspective necessary to serve as a public health professional. By interning as the health education coordinator at the Ohio Department of Health, I had attained a firsthand experience in implementing and managing a year-round public health program, building coalitions with community health organizations and governmental agencies, while navigating a rigorous work environment where expectations were high and the pace was fast. I am fortunate in that these positions have been diverse in their responsibilities and have sharpened my organizational, communication, and program development skills.

In addition to applicable skills, it is my sincere belief that some of my unique experiences have allowed me to develop traits that would be assets to your organization. First, both the public health education and volunteer relations areas require impeccable judgment and a high degree of professional decorum as one is constantly shifting roles in working with volunteers, administrators, patients, and other service providers, sometimes all in the same day. In addition, I believe I could make a viable contribution in terms of more hands-on skills as well. For instance, I have implemented educational programs, facilitated seminars on a host of public health-related topics, and provided volunteer coordination as regular responsibilities in all of the positions I have held. The opportunity to continue to engage in these activities while facilitating the growth public health provider is the primary feature that compels me to apply for this position.

I believe that my professional experiences, combined with my strong work ethic and dedication to public health issues provide a solid fit with the qualifications you seek. Further details of my professional experience are included in the accompanying resume. Should you wish to contact me to further discuss my qualifications, I can be reached by calling (614) 222-1234. Thank you for your time and consideration.

Sincerely,

Anita Job

Enclosure

(Sample Thank You Letter)

4456 Limelight Way
Columbus, OH 43214

April 9, 20XX

Mr. Thomas Chen
Columbus Public Health Company
555 Elm Boulevard, Suite 500
Columbus, OH 43210

Dear Mr. Chen:

Thank you for your courtesy and the generous amount of time you gave to our meeting yesterday. Your explanation of the roles played by the Volunteer Manager for the Columbus Public Health Company was very informative. As the interview progressed, I became more and more energized discussing the services provided by your organization and relating how my experiences would enable me to contribute and further advance the volunteer program. I have developed skills regarding volunteer programs, and communicating with a wide variety of individuals. As I mentioned in my interview, these skills combined with my desire to demonstrate my competence make me a qualified candidate for this position.

Again, thank you for the pleasant and informative interview. Please advise if there is any further information you require regarding my application materials. It would be a pleasure to work for you and the Columbus Public Health Company. Should you or your staff have any additional questions, please do not hesitate to contact me at (614) 555-1212. I look forward to hearing from you.

Sincerely,

Anita Job