



Resumes, Cover Letters, and Internships!

Erica Ely & Rachel Wobrak

...because you can't stay in school forever!

Resumes

Think Before You Write:

- What is the purpose of a resume?
- Who is the intended reader?
- What message do I want to send?

Elements of Resume

- Heading
- Objective
- Education
- Experience
- Extracurricular

Justin Times

Home Address:
1234 SW Archer Road
Towson, MD 21204
Home: (410) 555-0000
Cell: (410) 444-4444

Current Address:
7658 Fake Street
College Park, 20742
Phone:(301)392-1683

Terp_Dude@umd.edu

OBJECTIVE

To obtain an entry-level position in the journalism field.

EDUCATION

B.A. in Journalism	12 / 2011
University of Maryland	College Park, Maryland
Minor: Political Science	
GPA: 3.0134	

Relevant Coursework: Chemistry I, UNIV 100, Introduction to German, World History, Magazine and Feature Writing, Reporting, Newspaper Editing, Sports Reporting

Work Experience

Sports Reporter, <i>The Diamondback</i>	March 2009- Present
Reported on news and wrote articles.	College Park, Maryland

Web Journalist Intern, <i>Baltimore Sun</i>	May 2008 – August 2008
Produced several news articles. Fixed company's website.	Baltimore, MD

Sportscaster, WBAL Television Station	May 2008 - Present
Broadcast updated information. Responsibilities included going to sporting events.	Baltimore, MD

ACTIVITIES

Association of Minority Communicators, Treasurer	April 2009 – April 2010
Managed budget and prepare documents.	

Maryland Imagers,	September 2009 -Present
Gave tours and served as host.	

High School Outreach Volunteer	October 2007 -Present
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Peer Mentor	November 2006-June 2007
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Element

- Heading
- Objective
- Education
- Experience
- Extracurricular

Element

- Heading
- Objectiv
- Educati
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- Extracur



Elements of a Resume

- Heading
- Objective
- Education
- Experience
- Campus & Community Involvement

Heading

Include:

- Name (largest font on the page – 16 pt. font)
- Address
- Phone Number
- Email Address – keep it professional

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১২৩৪: (৫১০) ৫৫৫-০০০০
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৭৬৫৮: (৩০১) ৩৯২-১৬৮৩

Heading

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123 College Avenue • College Park, MD
(555) 555-5555 • janed@umd.edu

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College Park, MD
(555) 555-5555
janed@umd.edu

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Objective

- Provides the employer with insight into what you are seeking – especially if it is an internship outside of your major.
- Needs to be tailored according to the position in which you are applying – include skills **you** bring to the internship
- Not necessary if submitting a cover letter.

OBJECTIVE

To obtain an entry-level position in the journalism field.

To obtain an entry-level position in the journalism field.

Education

- Degree and major
- University of Maryland - College Park, MD
- Graduation date
- GPA if above a 3.0
- If applicable: minors, coursework, scholarships, study abroad

EDUCATION

B.A. in Journalism

University of Maryland

Minor: Political Science

GPA: 3.0134

12 / 2011

College Park, Maryland

Relevant Coursework: Chemistry I, UNIV 100, Introduction to German, World History,
Magazine and Feature Writing, Reporting, Newspaper Editing, Sports Reporting

Magazine and Feature Writing, Reporting, Newspaper Editing, Sports Reporting

Relevant Coursework: Chemistry I, UNIV 100, Introduction to German, World History

Experience

- Employer, location, job title, dates, bullet points
- Detailed, but concise bullet points
- Strong action verbs; Quantify experience! #,\$,%
- Would an outsider understand your experience and impact?

Work Experience

Sports Reporter, <i>The Diamondback</i> Reported on news and wrote articles.	March 2009- Present College Park, Maryland
Web Journalist Intern, <i>Baltimore Sun</i> <u>Produced several news articles.</u> <u>Fixed company's website.</u>	May 2008 – August 2008 Baltimore, MD
Sportscaster, WBAL Television Station Broadcast updated information. Responsibilities included going to sporting events.	May 2008 - Present Baltimore, MD

Broadcast updated information. Responsibilities included going to sporting events.

WBAL Television Station

Baltimore, MD

Writing an Effective Resume

Which is more impressive?

University of Maryland, College Park, MD
RA, September 2011–Present

- Responsible for residents in hall
- Planned programs for residents
- Advised hall council

-OR-

University of Maryland, College Park, MD
Resident Assistant, September 2011–Present

- Counsel and responsible for 60 residents on academic, transition and social issues
- Plan eight educational programs each semester on topics such as diversity awareness, academic success, conflict resolution and other related topics
- Advise hall council on group development, advertising, programming and financial management of a \$2,000 budget
- Designed and presented two sessions on financial wellness and career preparation

Campus Involvement

ACTIVITIES

Association of Minority Communicators, Treasurer Managed budget and prepare documents.	April 2009 – April 2010
Maryland Imagers, Gave tours and served as host.	September 2009 -Present
High School Outreach Volunteer	October 2007 -Present
Peer Mentor	November 2006-June 2007

Peer Mentor	November 2006-June 2007
High School Outreach Volunteer	October 2007 -Present
Gave tours and served as host.	

Justin Times

1234 SW Archer Road • Towson, MD • (410) 555-0000 • justintime@umd.edu

OBJECTIVE

To obtain an entry-level position in the field of Journalism that will utilize exceptional communication, writing, editing and broadcasting skills

EDUCATION

Bachelor of Arts in Journalism
University of Maryland
Minor: Political Science
GPA: 3.01/4.00

December 2011
College Park, Maryland

Relevant Coursework: Sports Reporting, Newspaper Editing, Magazine and Feature Writing, History of Mass Communication, Multimedia Reporting

WORK EXPERIENCE

Sports Reporter
The Diamondback

March 2009 - Present
College Park, Maryland

- Perform field reporting and write 200-plus news articles for a popular student operated newspaper.
- Compile media guides, operate company's database using Excel, and handle media promotions.

Sportscaster
WBAL Television Station

March 2008 – Present
Baltimore, Maryland

- Broadcasted the latest information on collegiate and professional sporting events at local campus television station.
- Researched and attended sporting functions, prepared news stories, and gained first-hand knowledge on production work.

Web Journalist Intern
Baltimore Sun

May 2008 – August 2008
Baltimore, Maryland

- Produced several news articles on fashion, health issues, and extreme sports online using HTML coding.
- Redesigned company's website to be more user friendly using Oracle software.

ACTIVITIES

Member
Maryland Imagers

September 2009 –Present
College Park, MD

- Performed campus tours for potential students and parents.
- Volunteered as personal hosts for presidential and alumni functions.

Treasurer
Association of Minority Communicators

April 2009 – April 2010
College Park, MD

- Managed and allocated yearly budget of more than \$5,000.
- Prepared various finance documents for association approval.

General Resume Tips

- Font size 10 – 12 pt.
- Margins: ½ inch – 1 inch
- One page (exceptions?)
- No high school after sophomore year – unless very relevant!
- Clean, consistent format
- Avoid excessive white space

Cover Letters

- A well-crafted cover letter can help “market” you to an employer. It should accomplish three main things:
 - Introduce yourself to the employer.
 - Sell yourself. Briefly state your education and the skills that will benefit the employer.
 - Request further action. Request the next step, interview, appointment, phone conversation, etc.

Structure of a Cover Letter

Return Address/Your Address: The address should be aligned with the rest of the text (generally left)



Date: Written out: ex. April 18, 20XX



Name and Address of the Recipient: The following should be included in this sequence:

- Line 1:** Person's full name (always make an effort to know the name rather than just "Human Resource")
- Line 2:** Person's Title
- Line 3:** Department
- Line 4:** Company Name
- Line 5:** Street Address
- Line 6:** City, State, ZIP code



Salutation: Dear Mr., Ms., Dr., etc



Opening: 1 short paragraph that announces the purpose of the letter and gives the reader a reason to read on



Body: 2-3 paragraphs telling the reader why you are interested and why you are qualified



Closing: 2-3 sentences thanking the reader and defining next steps/follow-up



Cover Letter Opening, Body and Closing

Ms. Jane Student
10 Terp Drive
City, MD 20748

April 18, 2002

Mr. John Benefit
Human Resources Manager
Human Resources Division
Shell Shock, Inc.
19 Saddle Street
City, MD 20748

Dear Mr. Benefit:

Opening/Introduction

Body

Closing

Sincerely,

Jane Student

Jane Student

Opening/Introduction: Reference previous conversation or correspondence, if there has been any. State how you found the job – were you recommended by a person the employer may know? Briefly state your current situation – why are you interested in the job? Mention company name, job title, etc. – **customize**.

Body: Define your accomplishments and how they relate to the job. Elaborate on experiences on your resume that connect with the qualifications/experiences the employer seeks – **be specific and customize**. Show that you have researched the company, Ex. *“Shell Shock, Inc. has a long standing tradition of great customer service, my experience as a . . . will contribute to . . .”* You may also explain large gaps of unemployment.

Closing: State the action you expect from the recipient and/or the action you will take. Offer specific time frames for the action, Ex. *“I will follow-up with you in two weeks.”* Thank the reader for his/her time and consideration.

Do's of Cover Letter Writing

Specific Examples:

Draw from your resume, use specific experiences to illustrate qualifications that the employer is seeking.

Salutation:

Make a concerted effort to get the name and title of the person to whom you are sending the cover letter. If you cannot find the name, "Dear Hiring Manager" or "Dear Internship Coordinator" will do.

Introduction:

If appropriate, use someone else's name to connect you to the person to whom you are writing. However, you must have the contact's permission to use his/her name AND the contact must be recognized and regarded highly.

Effective
Cover
Letter

Company Knowledge:

Work in research that you have done on the firm (recent articles firm published, employees in the media, mission, etc).

Successful Applicants Will:

- Create multiple versions of their cover letter, update and personalize for each position/application.
- Not simply repeat experience on resume.
- Pick one or two relevant experiences and go into depth of how their skills and experience relate to the position they are applying to.
- Identify keywords within the job description and include them in their cover letter.
- Show, don't tell. Use concrete examples to demonstrate to the reader how they have developed a relevant skill or exceeded expectations in their current role.

Additional Source: AgCareers.com

Key thoughts about resume and cover letter writing

- ☑ When writing resumes and cover letters, pay attention to grammar, spelling, typos, relevance, specificity, and flow. If scannable, pay special attention to scannable format.
- ☑ Cover letters and resumes are meant to be used as a **team**: always submit both.
- ☑ Do your research! Learn about the employer and his/her needs with regard to the job opening, understand the job description fully. Be sure to reflect your ability to meet those needs in your resume and cover letter.
- ☑ Both resumes and cover letters are most effective when targeted for a specific job; developing more than one resume **can** lead to greater interview potential.
- ☑ Do not underestimate your experiences and/or education; show how your qualifications **do** apply.



What is an internship?

An internship is a *monitored* work experience in which an individual has *intentional goals* and *reflects actively* on what she or he is learning throughout the experience.

Getting Started...

Before you begin searching, it is important to ask yourself these questions:

- What type(s) of career fields am I interested in?
- Where do I want to do my internship?
- When do I want to do the internship?
- Do I want to do a paid or unpaid internship?
- Academic Credit?

Step One: Visit the Center

Take advantage of University Career Center & The President's Promise Programs and Services:

- Career/Employer Events
- Career Fairs
- Advising Appointments
- Resource Room
- On-Campus Interviews
- Careers4Terps

Careers4Terps: *Job and Internship Search Database*

Free 24-Hour Access to:

- Job/Internship Listings
- On-Campus Interviewing
- Employer Profile Information
- Calendar of Career Events
- Access to other important Career Resources

Access through www.careers.umd.edu

Step Two: Search Online

(a sampling of good online databases)

■ All Opportunities

■ www.internships.com

■ www.indeed.com

■ Non-Profit Opportunities

■ www.idealists.org

■ Federal Opportunities

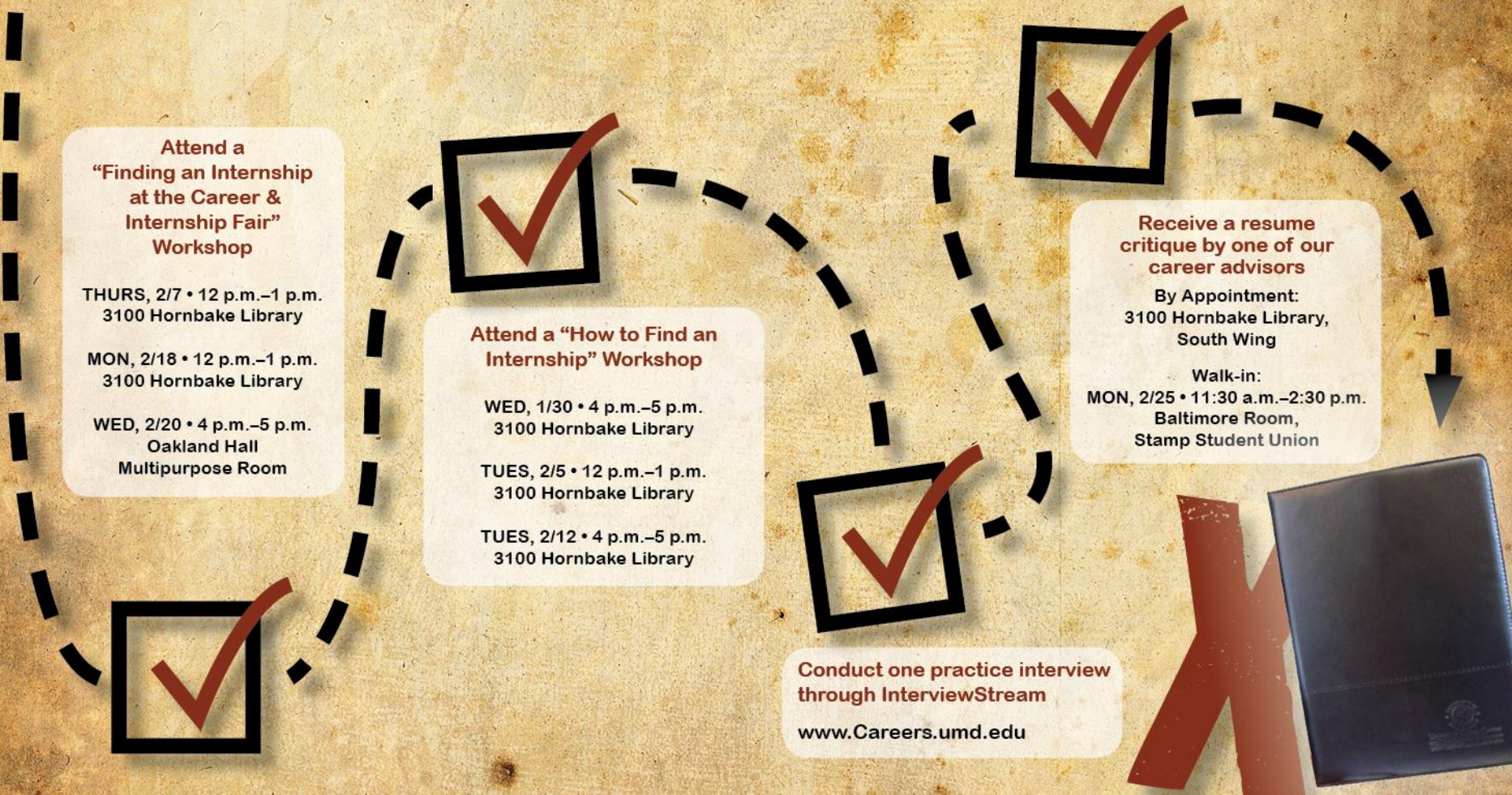
■ www.usajobs.gov

■ www.makingthedifference.org for career exploration

February 2013

INTERNSHIP WORKSHOP SERIES

Complete all four before the Spring Career & Internship Fair (Feb. 26–28) to receive a padfolio and internship search certification!



WWW.CAREERS.UMD.EDU/INTERNSHIPCERTIFICATE

Contact Us

- Rachel Wobrak
 - rwobrak@umd.edu
 - 301.314.7242
- Erica Ely
 - eely@umd.edu
 - 301.314.0362
- Visit Careers.umd.edu to learn more about our services such as:
 - Individual Appointments
 - Careers4Terps Jobs/Internship Database
 - Upcoming Workshops
 - Schedule Interviews with Employers (internship, part-time and full-time)
 - And more!
- Visit PresidentsPromise.umd.edu to learn how to become competitive in your job/internship search by gaining experience.