

# Developing Professional Documents: A Guide for Career Success

Writing a resume can be easy once you get started! Here are our suggestions:

Step 1: This guide is intended to help you **develop the first draft of your resume**, cover letter, and thank you letter. Start with a draft of your resume. The cover letter and thank you letters will follow after you've identified an opportunity to apply for.

Step 2: When you have a draft, call Career Services in ACCEL at 814.332.2381 to **schedule an appointment with a Career Counselor** for a full critique.

Step 3: After you **make the suggested edits** drop in while classes are in session for our Quick Questions to get 15 minutes with a Career Counselor (Tuesday, Wednesday, Thursday, 2-4 p.m.) when no appointment is needed.

Step 4: **Continue to update your resume** on your own during your time at Allegheny College. Come into ACCEL frequently to stay connected with career resources, job and internship search strategies, and interviewing skills.

For additional information on resume writing, visit the ACCEL Resource Library, where books can be checked out with your Allegheny College ID.

**Allegheny College**  
**Career Services**  
**Reis Hall ♦ 332-2381**  
**ocs@allegheny.edu**  
**[www.allegheny.edu/accel/career/index.php](http://www.allegheny.edu/accel/career/index.php)**

## **In this guide, you will find:**

### **THE COVER LETTER: An Introduction to Your Resume**

- **Step-by Step Suggestions** on developing your cover letter
- **Informational Cover Letter** to guide format and content

### **THE RESUME: An Introduction to You**

- **Step-by Step Suggestions** on developing your resume
- List of **Action Words** to catch the attention of your reader
- **Six Sample Resumes** to guide format and content

### **REFERENCE PAGE: Supporting Your Candidacy**

- **Informational Reference Page** to guide format and content

### **THE THANK YOU: Sending a Positive Message**

- **Informational Thank You Letter** to guide format and content

## THE COVER LETTER: An Introduction to Your Resume

**The Basics:** Your cover letter should be the first document that a potential employer will see. It sets the stage for the reader to accept your resume. It should complement, not duplicate your resume. It works in combination with your resume to give the employer an indication of your qualifications and experience in relation to the position, as well as to determine what kind of person you really are, your professionalism and demonstrated critical job skills (written skills, communication, skills, etc.).

Cover letters should be tailored to each specific company you are applying to. You should conduct enough research to know the interests, needs, values, and goals of each company, and your letters should reflect that knowledge.

### We Suggest You Begin Here:

- Open a new word document. Your letter should look clean, crisp, uncluttered and professional. It is good to keep your margins standard (1 inch) around the page.
- Select a font that is clear and easy to read (Arial, Verdana, Times New Roman). Make sure your font matches the font of your resume and references.
- Set your font between 11pt and 12pt. The size will depend on the amount of content you have in your letter, but make sure that your font size is easy to read.
- Include your contact information at the top of the page.

### Additional Tips:

- Your cover letter should fit on one page; Keep your paragraphs short and your sentences simple. Three to four paragraphs, each three to five lines in length should be sufficient.
- If you don't know the contact name of the person you're writing to, try calling the employer and asking directly, "To whom should I address my cover letter?" Personalizing the letter is always a plus!
- Have a clear purpose in writing your letter – it should be directly related to some action or outcome.
- Put your most important ideas first.
- Your opening sentence should get the attention of the reader and your opening paragraph should clearly communicate your purpose.
- Make sure your letters are oriented toward employers' needs. Tell them about the benefits you will give them. Focus on what you can do for employers, not what you want from them.
- Be assertive about your qualifications without sounding egotistical. Your tone should be professional.
- Write out words – avoid using personal pronouns or abbreviations, except for states (PA) and GPA.
- Don't forget to sign your own cover letter to demonstrate its validity.
- Do both a "spell check" and a "grammar check;" Proofread, Proofread, Proofread. Poor grammar and spelling is one of the first reasons for an employer to throw your cover letter out.
- If an employer states that a cover letter is "optional", take it upon yourself to make it mandatory.
- If mailed or submitted in person, print your cover letter on high quality bond paper ('24-pound' paper is available at the Print Shop and Allegheny Bookstore).
- If submitting via email, save documents as .pdf files and attach into the email. The body of the email should state that the documents are attached and offer an alternative format if necessary. It is convenient for your audience if all submitted documents are merged into one document for ease on opening, printing, etc.

## Example of an Informational Cover Letter

Include your contact information here

Your Name (optional)  
Address  
City, State Zip

Month Day, Year

Employer Name  
Company Name  
Address  
City, State Zip

Dear Employer Name,

The first portion of the cover letter is an introduction. In this paragraph you should include how you were made aware of the position opening and how it pertains to you. You might have been referred to this company or position by a friend or relative. Maybe you found the position posting online or in a newspaper. Also in this paragraph you should include why you are writing. Tell them that you would like your resume and application materials submitted for consideration.

The second portion of the cover letter is the sales pitch! This is where you provide all the necessary information about yourself that will get the employer interested in reading your resume. Use examples from your resume to provide evidence of the skill sets and qualifications you possess and include reference to the required or preferred qualifications as listed in the job posting. Don't repeat your resume here; instead direct them to read it. This second section of the cover letter is usually one or two paragraphs at most.

The third portion of the cover letter is the logistical "wrap up" portion. Thank the employer for reading your information and provide a request for further contact. Include your contact information or a reference to where your contact information is located.

Sincerely,

Your Name

Enclosure(s)

Since you don't staple or paperclip your professional documents, the word "Enclosure(s)" serves as a reminder to the reader that there are other documents that go with this letter. This isn't completely necessary but could be helpful.

## THE RESUME: An Introduction to You

### The Basics:

There is no *right way* to create a resume, but there are strategies provided in this guidebook to promote your abilities and to catch a reader's attention. Your resume should be formatted in a way that connects with your audience and targeted experience (job posting or graduate program) while reflecting you as an individual. Always be truthful and ethical in your self-representation.

One type of resume traditionally used within the academic community is the curriculum vitae (CV), which features teaching and research experience and a comprehensive list of publications, presentations and related activities. CVs are generally not used for undergraduate degrees, but rather for terminal degrees. For help in writing a CV, see the resources in the ACCEL library.

### We Suggest You Begin Here:

- Open a new word document. Avoid using resume templates which are too generic and don't allow you to easily update and make changes as you edit and add new experiences.
- Set all four margins to about .75" (or up to 1") wide so the "blank white space" in the document is minimized and the document has a "frame" for the reader to hold onto and write notes in.
- Set your font to 11pt or 12pt in an easily read font. Anything much smaller will be difficult to read.
- Open the "header/footer" and insert your name at the very top in a larger font (16-20point), with contact information. Include both your permanent and school addresses, one telephone number and one email address.
- Within the document, create the headings that you want to include in the order of importance (i.e. Education, Related Experience, Activities and Service)
- Under the headings, list your job title, company, location, and dates of related experiences. These experiences should be in reverse chronological order (most recent listed first). Use the "tab" key to align information rather than the uneven spacing of the "space" key.
- Create bullet points under each experience to describe what you accomplished and completed. Begin each of these phrases with an 'action verb' (there is no need to end with a "." as these are not complete sentences).

### Additional Tips:

- Undergraduate experiences should fit on one page; if there are two pages (for pre-professional graduate school resumes) both pages should be completely filled (no half pages).
- Use somewhat varied text size and structure (bold, italics, underline) to separate headings and sub-headings, but keep formatting simple to avoid loss in electronic transfer.
- Write out words – avoid using personal pronouns or abbreviations, except for states (PA) and GPA.
- Begin each word in your thesis title with a capital letter.
- Use bold or underline separately, not together.
- Avoid using more than two font sizes or types in your document.
- Keep sentences short; begin with varied action verbs.
- Do both a "spell check" *and* a "grammar check;" Proofread, Proofread, Proofread.
- If mailed or submitted in person, print your resume on high quality bond paper (resume paper is available at the Print Shop and Allegheny Bookstore).
- If the experience is ongoing, use the present tense of the verb (Cooperate...). If it happened in the past, use the past tense of the action verb (Organized...).
- Present your documents in this order: Cover Letter, Resume, Reference Page – do not staple or clip.
- If submitting via email, save documents as .pdf files and attach into the email. The body of the email should state that the documents are attached and offer an alternative format if necessary. It is convenient for your audience if all submitted documents are merged into one document for ease on opening, printing, etc.

## ACTION WORDS

The following is a list of action words to use in your resume. These words are action-oriented and represent skill areas you may have that would be beneficial to the prospective employer. Use the verb tense which best reflects your experience – if it happened in the past, use past tense; if it's current, use present tense.

Accomplish	Correspond	Formulate	Monitor	Replace
Accelerate	Counsel	Forward	Motivate	Report
Achieve	Create	Find	Navigate	Represent
Act	Defer	Foster	Negotiate	Research
Activate	Define	Gather	Observe	Resolve
Adapt	Delegate	Generate	Obtain	Respond
Adjust	Deliver	Govern	Operate	Responsible for
Administer	Demonstrate	Guide	Organize	Restructure
Address	Design	Handle	Originate	Retrieve
Adopt	Detail	Head	Oversee	Review
Advertise	Detect	Help	Paint	Revise
Advise	Determine	Hire	Participate	Rewrite
Align	Develop	Identify	Perfect	Save
Analyze	Devise	Illustrate	Perform	Schedule
Anticipate	Diagnose	Implement	Persuade	Select
Apply	Direct	Improve	Photograph	Serve
Appraise	Discover	Improvise	Pilot	Sew
Arbitrate	Dispense	Increase	Pioneer	Shape
Arrange	Display	Index	Plan	Simplify
Ascertain	Dispose	Indoctrinate	Play	Sketch
Assemble	Disprove	Influence	Predict	Sell
Assess	Dissect	Inform	Prepare	Solve
Assist	Distribute	Initiate	Prescribe	Sort
Attain	Divert	Innovate	Present	Spark
Audit	Draft	Inspect	Preserve	Specify
Bargain	Dramatize	Inspire	Preside	Speak
Budget	Draw	Install	Print	Stimulate
Build	Drive	Institute	Process	Strengthen
Calculate	Edit	Instruct	Produce	Study
Calibrate	Educate	Instrument	Proficient at	Suggest
Catalogue	Effect	Integrate	Program	Summarize
Chair	Electrify	Interpret	Project	Supervise
Change	Eliminate	Intervene	Promote	Supply
Chart	Enforce	Interview	Propose	Survey
Classify	Enlarge	Introduce	Protect	Synthesize
Coach	Entertain	Invent	Provide	Systematize
Collect	Establish	Inventory	Publicize	Tabulate
Communicate	Estimate	Investigate	Purchase	Talk
Comply	Evaluate	Judge	Quote	Teach
Complete	Examine	Launch	Raise	Tend
Compose	Exhibit	Lead	Reason	Test
Compute	Expand	Lecture	Receive	Time
Conceive	Expedite	Locate	Recommend	Train
Conceptualization	Explain	Log	Reconcile	Transcribe
Conciliate	Explore	Maintain	Record	Transfer
Conduct	Express	Manage	Recruit	Translate
Confront	Extract	Map	Reduce	Transmit
Conserve	Fabricate	Market	Reinforce	Treat
Consolidate	Facilitate	Master	Revise	Tutor
Construct	Familiarize	Measure	Refer	Unify
Consult	File	Mediate	Rehabilitate	Upgrade
Contract	Filter	Mentor	Render	Update
Control	Figure	Model	Reorganize	Vitalize
Coordinate	Fixe	Modify	Repair	Write

# Sample Resume #1

## Your Name

Permanent Address: 1 Franklin Street, Hometown, State Zip Code or Country

Campus Address: 520 North Main Street, Box 37, Meadville, PA 16335

(xxx) xxx-xxxx • email

### EDUCATION

Bachelor of Science or Art – department

May 2012

Allegheny College, Meadville, PA

Minor: department

GPA: #.##/4.00 (list your GPA if above a 3.00)

**Title of Senior Thesis:** brief description (add when you are a senior)

#### **Study Abroad and Experiential Learning Seminars:**

- Title of seminar – Destination City, Country – Dates: Brief description of learning

#### **Academic Honors:**

- Title – Brief explanation of what was involved Dates

#### **Relevant Courses:**

- Title of Course – List 4-6 relevant courses Dates

### RELATED EXPERIENCE

**Position Title**, Company Name, City, State

Dates

- Action words start your phrases to qualify and quantify your accomplishments
- Action words describe your major responsibilities and skills gained that directly relate to skills and knowledge necessary for the position
- Action words should always begin these bullet points to enhance impact and grab attention
- Use bullets or dashes that are visually appealing

### ADDITIONAL WORK EXPERIENCE

**Job Title**, Company Name, City, State

Dates

- Action words start your phrases to qualify and quantify your accomplishments
- Action words describe your major responsibilities and skills gained that directly relate to skills and knowledge necessary for the position

### LEADERSHIP and SERVICE EXPERIENCE

**Your Title**, Name of Organization, Place (ie. A.C.)

Dates

- Action word to describe what you did as a member of this organization
- Action word could relate to your involvement in student professional associations/clubs, intramural sports, volunteering, and community service

### INTERCOLLEGIATE ATHLETICS

**Your Title**, Sport, Allegheny College

### SKILLS

Certifications: CPR, First Aid

Computer: *Microsoft Office 97-2003*: Word, Excel, Power Point, Publisher; Adobe

Language: English (fluent), Spanish (fluent), Latin (reading, listening)

Personal: Listening, Public Speaking, Enthusiastic, Creative

## Sample Resume #2

### Your Name

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Campus Address:  
Box 37, Allegheny College  
Meadville, PA 16335

814-332-2381  
email@allegheny.edu

Permanent Address:  
520 North Main Street  
Meadville, PA 16335

### Education

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#### Bachelor of Science or Art - department

Allegheny College, Meadville, PA  
GPA: X.XX/4.0 (only list your GPA if above 3.00)  
Minor: department

May 2013

### Honors

- ◆ Member of National Biological Science Honor Society, Beta Beta Beta 2009-Present
- ◆ Alden Scholar (Dean's List) 2010-2011

### Experience

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#### Independent Senior Thesis, Meadville, PA

Allegheny College Biology Department

Fall 2012-Spring 2013

- ◆ Determined the localization of gravity response initiation and the defect in auxin mechanism of auxin-resistant mutants of *Nicotiana plumbaginifolia*
- ◆ Determined the effects of auxin on gene expression
- ◆ Wrote an 80-page paper and defended it orally to a committee

#### Research Assistant in the laboratory of Dr. Fred Sack, Columbus, OH

The Ohio State University Plant Biology Department

Summer 2012

- ◆ Collected data for the characterization of sepals and hypocotyls of *Arabidopsis* mutant with altered stomata phenotypes with the use of microscopy and statistical analysis of phenotypic differences
- ◆ Assisted in characterization of GFP expression in transgenic *Arabidopsis* mutants
- ◆ Responsible for genetic transformation of *Arabidopsis*, maintenance of greenhouse plant collection, screening of transgenic plants, preparation of media

#### Research Assistant in the laboratory of Dr. Catharina Coenen, Meadville, PA

Allegheny College Biology Department

Summer 2011-Present

- ◆ Assisted with analysis of gravitropic responses of *Nicotiana plumbaginifolia*
- ◆ Responsible for maintenance of greenhouse plant collection, screening of transgenic plants, preparation of media, maintenance of general lab, supervision of younger student

#### Teaching Assistant in the laboratory of Dr. Susan Rankin, Meadville, PA

Allegheny College Biology Department

Spring 2011

- ◆ Plant Physiology - Conducted laboratory prep work, student assistance, and taxonomic instruction

### Leadership and Activities

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- ◆ Secretary, Beta Beta Beta Spring 2012-Present
- ◆ Orientation Leader, Allegheny College Community Fall 2011, Fall 2012
- ◆ Freshman Seminar Assistant, Allegheny College Fall 2011
- ◆ Volunteer, Humane Society and After-school Tutoring Programs Fall 2010-Spring 2012

# Sample Resume #3

## Name

email  
(xxx) xxx-xxxx

Current Address:  
Box xxx, Allegheny College  
Meadville, PA 16335

Permanent Address:  
123 Smith St.  
Pittsburgh, PA 15228

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## EDUCATION

**Allegheny College, Meadville, Pennsylvania** Anticipated graduation May 2013

- Bachelor of Arts in Art & Technology
- Minors (or Double Minor) in Psychology and Communication Arts

**Experiential Learning Term, South Africa** 5/20/05—6/10/05

- Participated in the three week EL term to South Africa, worth four credit hours towards graduation
- Gained the opportunity to experience another culture and country

## EXPERIENCE

**Career Peer Advisor, Allegheny College Center for Experiential Learning (ACCEL)** 8/06—Present

- Design flyers, PowerPoint presentations and other advertising pieces for the promotion of ACCEL programs
- Schedule appointments, respond to quick questions, assist in reviewing resumes and cover letters
- Complete various clerical office duties

**Waitress, Red Star Tavern, Pittsburgh, PA** 5/06—12/06

- Worked 40 + hours a week using communication and teamwork skills on a daily basis
- Used strong organizational skills as a shift leader to create the floor chart and side work for the other staff members

**Front Desk Attendant, Wise Center, Allegheny College** 9/05—05/06

- Responded to questions about the Wise Center from students and community members
- Monitored access to athletic facility for student and community members

**Student Assistant, Allegheny College Center for Experiential Learning** 8/04—05/05

- Posted experiential learning opportunities on the college web site
- Designed, posted and distributed marketing materials promoting ACCEL programs
- Contacted alumni to verify participation in ACCEL programs

**Office Assistant, American International Relocation Solutions, Pittsburgh, PA** 6/04—8/04

- Updated information pertaining to the status of individual international moves
- Answered international phone calls and carried out various clerical duties as needed
- Helped to schedule the arrival of movers to pack goods relating to an entire household

## LEADERSHIP & SERVICE

**Allegheny Student Government: Director of Concerts and Special Events, Cabinet** 8/06—Present

- Co-Chair the Concerts and Special Events committee
- Work with other organizations to plan important events such as Homecoming and Springfest
- Coordinate and schedule specific details of special campus wide events

**Alpha Chi Omega, Delta Chapter** 3/05—Present

- Help to advertise special sorority events through the publicity committee
- Part of the Fraternal Relations committee
- AXO Chaplain and Mystagogue

**Allegheny Student Government: President, Class of 20xx** 8/05—05/06

- Organized Class of 2008 meetings outside of Student Government meetings to discuss issues and concerns
- Helped to plan and organize “Help A Neighbor Day” for the members of Student Government
- Oversaw the planning of potential fundraisers for the Class of 2008

**READ Tutor, the Crawford County READ Internship** 8/05—12/05

- Tutored an adult in the Meadville community to improve her literacy and life skills
- Earned four credit hours towards graduation

**Allegheny Student Government: Senator, Class of 20xx** 8/04—05/05

- Represent the interests and concerns of the Class of 2008 in Student Government meetings
- Actively survey class members to identify concerns
- Assisted in the planning of various campus wide activities through the Social Committee

# Sample Resume #4

## Name

Box XXXX Allegheny College  
Meadville, PA 16335

email@allegheny.edu  
xxx.xxx.xxxx

123 Collions Rd  
Austin, TX 12345

## Education

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- Allegheny College, Meadville, Pennsylvania GPA-X.X/4.0 May 2011  
Bachelor of Arts in English: Creative Writing Track  
Minor in Interdisciplinary Studies: Science, Health, and Society  
Alden Scholar (Deans List) 2010 - 2011
- Travel Student, Study Abroad Experiential Learning Term, Italy May 15 - June 4, 2011  
⌞ Took part in three week travel writing course in Italy  
⌞ Focused on combining the historical, literary, and sociological aspects of Italian culture  
⌞ Completed written project on travel experience
- Creative Writing Student, Senior Comprehensive Project March - November 2011  
⌞ Approved to write unique project in poetry for the Allegheny Senior Project  
⌞ Working with professors to create an individual book of poems  
⌞ Will work with other creative writing students to discuss writing options

## Internship Experience

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- Special Collections Intern, Meadville, PA September 2011- Present  
Meadville Library  
⌞ Organizing, processing and cataloguing collection of Civil War Letters  
⌞ Completing project independently  
⌞ Following correct techniques for long-term preservation
- Arts Management Intern, Austin, TX June - August 2011  
Office of Cultural Affairs, Austin City Government  
⌞ Created website for arts festival and Arts in Charleston online calendar  
⌞ Marketed arts events in Charleston through ConstantContact, web design and calendars  
⌞ Participated in art community by attending events
- Tutor, Meadville, PA January - May 2011  
READ Internship, Allegheny College/Crawford County READ Program  
⌞ Assisted foreign adult learner in learning to write and converse in English  
⌞ Completed tutor training prior to meeting learner  
⌞ Took part in community of tutors discussing issues of literacy  
⌞ Supported learner in her job search and assisted her in preparation for interviews
- Research Assistant, Austin, TX May - August 2009  
University of Texas Medical Center, Cord Blood Bank  
⌞ Processed umbilical cord stem cells used for bone marrow transplant  
⌞ Cryopreserved final stem cell product for transplant  
⌞ Observed laboratory work and its effect on healthcare in hospitals

## Work Experience

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- Career Peer Advisor, Meadville, PA September - December 2011  
Allegheny College Center for Experiential Learning  
⌞ Designed and marketed recruiter visits and career programs  
⌞ Organizer of Women's Professional Panel for Allegheny community  
⌞ Participated in leadership development opportunities with professional staff  
⌞ Interacted with students to assist in career planning and preparing for interviews
- Hostess, Hula Hut, Austin, TX June - August 2011  
⌞ Greeted customers upon arrival and prepared organization of restaurant for guests
- Server, Trudy's, Austin, TX May - August 2010  
⌞ Opened restaurant daily and provided service to customers

# Sample Resume #5

## Name

Campus Address: 520 N. Main St., Box 123, Meadville, PA 16335

Permanent Address: 123 Smith St., Erie, PA 16507

[email](#) · xxx-xxx-xxxx

## Education

**Allegheny College**, Meadville, Pa

Bachelor of Science: Psychology, Minor: History

May 2012

- **Senior Thesis:** "Title," 2-3 line description, independent research that was presented and orally defended
- **Related Coursework:** Behavioral Psychology, Cognitive Psychology, Personality, Psychological Inquiry: Ethics in Biomedical/Psychological Research, Child Development

## Experience

### **Service Leader**

St. Mark's Church, Meadville, PA

October 2009-May 2010

- Worked with community agencies and volunteer to meet the needs of Meadville residents
- Attended weekly meetings on service and youth management
- Participated in semi- annual youth and community building workshops

### **Day Camp Coordinator**

St. Mark's Church, Meadville, PA

October 2009-May 2010

- Responsible for planning daily activities as well as weekly field trips for day camp participants
- Taught substantive educational courses including, but not limited to, reading and team building
- Helped children develop better social and independent skills

### **Research Assistant**

Psychology Department, Allegheny College

May-June 2009

- Assisted Allegheny professor in independent research
- Learned how to operate different lab equipment
- Expertise in using multiple research databases
- Completed daily progress reports on updated assignments

### **Teachers Aid**

Emerson-Gridley Elementary School, Erie, PA

June-July 2008

- Taught educational activities with children including reading and writing prep activities
- Maintained cleanliness of facilities and organization of classroom
- Ran administrative errands and copies for faculty and staff

## Leadership and Service Experience

### **Black Heritage Month Chair**

Association for the Advancement of Black Culture

May 2009

- Responsible for planning and organizing club events, which included educational events to promote cultural awareness, community buildings activities and the annual Ebony Ball
- Expertise in booking and set-up of facility spaces for multiple events

### **Active Member**

Sister Circle, Allegheny College

August 2008-May 2009

- Actively participated in a wide-range of academic and professional development workshops consisting of sessions with guest speakers, attending cultural field trips and group discussions
- Attended biweekly meeting for professional and academic development

### **Conference Leader**

Collegiate Leadership Conference

August 2008

- Led a group of five peers in daily educational dialogues related to leadership and social justice
- Facilitated team building activities for over seventy-five student and staff participants
- Attended workshops given by Allegheny College faculty and staff that consisted of a variety of topics in leadership, wellness and professionalism

# Sample Resume #6

## Name

Address · City, State Zip · Phone Number · Email

### EDUCATION

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**Allegheny College**, Meadville, PA

Expected January 2010

- Bachelor of Science in Neuroscience, Bachelor of Science in Psychology, Minor in French
- Cumulative GPA: X.X/4.0

**Université Paris Sorbonne (Paris IV)**, Paris, France

December 2008

- Studied French grammar, literature, history, and art for sixteen weeks
- Participated in “Nocturnes du Louvre” by presenting *Les baigneuses* by Jean-Honoré Fragonard during an evening where students exhibited various paintings at the Louvre Museum

#### Related Coursework:

Foundations of Neuroscience, Physiological Psychology with Lab, Research Design and Statistics I & II

General Chemistry I & II

### RESEARCH EXPERIENCE

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#### **Discriminative Properties of Cocaine and Caffeine: Effects of A2a, D1, and D2 Receptor Antagonists**

Allegheny College Neuroscience Department, Meadville, PA, 2008

- Trained Zucker rats to discriminate cocaine from caffeine
- Once responses stabilized, administered several dopamine antagonists to determine possible shared sites of various sub-receptors

#### **The Effects of Abrupt Withdrawal of Valproic Acid**

Allegheny College Neuroscience Department, Meadville, PA, 2008

- Administered three doses of valproic acid chronically in Sprague-Dawley rats and discontinued after seven days to determine possible seizure activity
- Researched and wrote a comprehensive paper on the uses and effects of valproic acid

#### **Physiological Psychology Teaching Assistant**

Allegheny College Psychology Department, Meadville, PA, 2007-present

- Assist students in performing brain surgery on rats
- Maintain and care for laboratory animals
- Execute perfusions and histological assessments on laboratory animals

### HONORS

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#### **Psi Chi/J.P. Guilford Undergraduate Research Award Competition**

- Awarded first-place for best empirical research paper written by an undergraduate, “The Effects of Abrupt Withdrawal of Valproic Acid in Sprague-Dawley Rats”

**Psi Chi** Achieved academic standing in top 35% of class with GPA greater than 3.00 in Psychology

**Doane Scholar** Earned highest cumulative grade point average in graduating class of 2010 for the academic year

**Distinguished Alden Scholar** Maintained 3.80 or higher grade point average for the academic year

### LEADERSHIP AND ACTIVITIES

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**Tour Guide**, Allegheny College Admissions Office, 2007-present

- Promote Allegheny’s campus to prospective students and their families
- Conduct office work, such as preparing mailings and assembling admissions applications

**Team Captain**, Relay for Life, Allegheny College, April 2007, 2008

- Recruited twelve members to raise funds and partake in event, and managed team’s paperwork

**Alternative Spring Break Trip**, Allegheny College Center for Experiential Learning, March 2007

- Explored the Seneca language, tradition, and culture, and taught children the water cycle in Salamanca, NY

## REFERENCE PAGE: Supporting Your Candidacy

Use the same header as your resume so that these pages appear to go together.

### Your Name

Permanent Address: 1 Franklin Street, Hometown, State Zip Code  
Campus Address: 520 North Main Street, Box 37, Meadville, Pennsylvania 16335  
email@allegheny.edu  
814-332-2381

#### Organic Chemistry Professor, Academic Advisor, Organic Workshop Supervisor

Dr. S. Shaun Murphree  
Department of Chemistry  
Allegheny College  
520 North Main Street  
Meadville, PA 16335

T: 814 332 5358  
F: 814 332 2789  
smurphre@allegheny.edu

#### Informational/Example Reference Page

You should have about 3-5 professional references, which could include your professors, academic advisors, or job/internship supervisors.

#### German Professor, Academic Advisor

Dr. Jochen Richter  
Department of Modern and Classical Languages  
Allegheny College  
520 North Main Street  
Meadville, PA 16335

T: 814 332 2327  
F: 814 337 4445  
jochen.richter@allegheny.edu

It is courteous to ask your references in advance of placing them on this page if they are able to serve as a positive reference for you. Give your references a copy of your updated resume and keep them informed of the opportunities for which you'll be applying.

#### Supervisor at Summer Internship

Dr. Kerstin Weissenbach  
Research, Development, Technical Services Silanes  
Degussa GmbH  
Untere Kanalstrasse 3  
79618 Rheinfelden  
Germany

T: 011 49 7623 91 8131  
F: 011 49 7623 91 68338  
kerstin.weissenbach@degussa.com

Provide any necessary notes with your references to help make the connection easy and smooth for both parties.

*Due to the time difference and her schedule, Dr. Weissenbach is best reached by email. Phone calls should be made 3-11 a.m. EST. She is able to communicate fluently in German and English.*

## THE THANK YOU: Sending a Positive Message

### Informational/Example Thank You Letter

Your Name (optional)  
Address  
City, State Zip

Month Day, Year

Employer's Name  
Company's Name  
Address  
City, State Zip

Write directly to the person you met. If you interviewed with a panel, you could write one letter to the chair of the interview committee and ask that your appreciation be shared with the group.

Dear Employer,

The first portion of the thank you letter expresses your appreciation of the time/energy of the individual(s) you met with or talked with over the phone. In this paragraph you should include specifics about what you appreciated in your conversation or meeting.

The second portion of the thank you letter reinforces your interest in the position and highlights more specific information about how you may fit into this position. This may be in regard to specifics of the job or of the personality/culture of the company/employer. You should include a few examples of your connection and potential areas of contribution.

The third portion of the thank you letter restates your interest/disinterest in this position. If you decide you are no longer interested in this position your letter should still reflect professionalism and appreciation, though it may be much shorter.

Sincerely,

Don't forget to sign your thank you letter.

Your Name