

First Year and Sophomore Resume and Cover Letter Samples

Customized Towards Specific Opportunities

Sample Volunteer Description

Massachusetts Community Water Watch

- Students will collect, identify, and analyze samples. During the field days, students will gather and split into groups to collect samples, do shoreline surveys, and learn about the issues.
- A smaller set of students will further catalog and analyze the samples taken from the river. Students will interpret data and present it in graphs, with the ultimate goal of creating a map of species populations overlaying an aerial map, with photos of species samples and habitat. This information will be published on a website and in a report that will be delivered to media, as well as turned into an educational curriculum for schools.
- Students will work with local nurseries and the campus to gather plant materials and supplies for a planting event on Earth Day in April. Students will coordinate volunteers, visibility, and media for the event.
- River Monitoring Workshops Students will coordinate field days in which student will learn why and how to perform water quality testing and shoreline surveys. Days will include expert speakers and education on water quality issues.

Sample Cover Letter

511 Goodell Drive
Brett, MA 01002

September 8, 2014

Volunteer Coordinator
Massachusetts Community Water Watch
44 Winter Street
Boston, MA 02108

Dear Volunteer Coordinator:

This letter is to apply as a volunteer with Massachusetts Community Water Watch found through the Office of Community Service Learning at the University of Massachusetts Amherst. I am available to intern from September 1st 2011 to May 16th 2012.

I am a first year student interested in pursuing a career in the field of biology. Through my coursework at the University, I continue to master the art and science of collecting, analyzing and interpreting data. I have strengthened my organizational skills through my lab courses and have developed specialized skills in using Excel.

With my experience as a camp counselor, I am confident in interacting with and presenting educational topics to a young audience. Specifically, I was assigned by my supervisor to serve the role of Head Counselor. Through this role, I was able to coordinate and collaborate with other counselors and share ideas on fun interactive activities for campers.

I look forward to utilizing my organizational and leadership skills in addition to my interest in biology to this internship. Thank you for your time and consideration.

Sincerely,

Lucy Bugs

Want some feedback on
your resume & cover
letter? Come to
Walk In Hours
Monday-Friday
1-4pm

Lucy Bugs
511 Goodell Drive
Amherst, MA 01006
413-555-3434
lbugs@umass.edu

EDUCATION **University of Massachusetts Amherst** May 2014
Bachelor of Science in Biology GPA 3.2

Chadborne High School, Webster, MA June 2010
High School Diploma

EXPERIENCE **Timberlake Camp**, Brown, MA Summer 2010
Camp Counselor

- Facilitated daily arts and crafts projects for a group of 33 elementary school aged campers
- Ensured that camp policies were enforced and campers were safe
- Assisted in coordinating with fellow counselors major camp events, including Love Our Earth Day, Parents Day Celebration, Variety Show

Chadborne High School Debate Team, Webster, MA Sept. 2007 - May 2010
Team Member

- Designed pamphlets and posters in order to promote club events such as guest speakers
- Presented to eight classrooms on effective speaking techniques
- Elected team President for 2009 - 2010 academic year

ACTIVITIES **Biology Tutor, Learning Center**, UMass Amherst, Sept. 2010 - present

Environmental Horticulture Club
University of Massachusetts Amherst, Sept. 2010 – Present

Chadborne High School Women’s Varsity Tennis
Webster, MA April 2008 - June 2010

Community Service Volunteer, Food Pantry
Webster, MA, Sept. 2007 – 2009 and during college breaks

COMPUTERS MS Word, MS Excel, MS PowerPoint and Photoshop

LANGUAGES Conversational Spanish

INTERESTS Photography, Hiking, Sports, Reading

Sample Internship Description

Boston Bruins Pre and Post Game Show Intern

SUMMARY DESCRIPTION:

- Provide a variety of production support to NESN's Boston Bruins Pre and Post Game shows
- Log games
- Archive video vResearch and present statistics
- Assist editors and production team members with various aspects show production

QUALIFICATIONS:

- Must be able to receive college credit for this internship and provide verification that credit will be received.
- Knowledgeable about the game of hockey (NHL & College).
- Interest in television production and communications.
- Excellent organizational skills and must be detail oriented.
- Ability to work in a fast paced, loosely structured environment.
- Must be a self-starter who can work independently with minimal supervision but also able to work effectively within a team environment.
- Available and willing to work nightly shifts during the week generally beginning at 3:00 PM (shift end-times vary) and some weekend shifts starting at Noon or earlier. Available to work some holidays.

Please send resume to jobs@nesn.com and reference "Bruins Pre/Post Game Internship" in the subject line.

Sample Cover Letter

46 Matthews Road
Field, MA 02138

October 10, 2013

New England Sports Network
480 Arsenal Street, Building #1
Watertown, MA 02472

Dear Mr. Berger:

I am excited to have found your listing for the Boston Bruins Pre and Post Game Show Internship through the University of Massachusetts Amherst Career Services. I can receive college credit for an internship and could provide verification. I am available to intern from January 19th to May 16th 2014.

I am working towards completing my Bachelor of Arts in Communication. Through my coursework, I have gained knowledge about television production and effective advertising. I have played on the University of Massachusetts Hockey Club team for the past three years. I am passionate about the game and it has been a part of my life for as long as I can remember. As a co-captain for the upcoming season, I am a leader who works well both individually and as part of a team. With my experience in scoring games for the varsity hockey team, I am confident that my knowledge of the game, excellent organizational skills and attention to detail is an asset for logging games, archiving video and presenting statistics. In addition, my experience working as a waitress for a busy local restaurant provided me with great experience working in a fast paced environment.

I believe that this opportunity would provide me with valuable experience while simultaneously being involved with something that I truly enjoy. I will be available to work night, weekend and Holiday shifts as necessary.

I look forward to speaking with you. Please feel free to contact me at 413-555-1234 or via e-mail at icestar@umass.edu.

Thank you for your consideration.

Sincerely,

Ice Star

Ice Star
46 Matthews Road
Field, MA 02138
413-555-1234
icestar@umass.edu

EDUCATION

University of Massachusetts Amherst
Bachelor of Arts in Communication

May 2014

Relevant Courses: Media Programming, Media Markets and Power, Film and Television Production Concepts, Introduction to Statistics

RELEVANT EXPERIENCE

Hockey Score Keeper

Sept. 2012 - Present

University of Massachusetts Amherst Athletic Department

- Recorded scores of over 20 home games
- Logged statistics into computer database
- Attended staff meetings and contributed marketing ideas

Television Broadcasting Project Member

Oct. 2011 - 2013

University of Massachusetts Amherst Communication Department

- Developed script for sports report on Men's Varsity Soccer team
- Videotaped 5 minute sports report to be aired in classroom
- Elected to air sports report on UVC-TV 19 student run public television station

Men's Club Hockey

Nov. 2011 - Present

University of Massachusetts Amherst

- Assisted head coach with scheduling scrimmages with 7 different local colleges
- Elected Captain for 2009-2010 season
- Trained 15 teammates during 2009 off season

ADDITIONAL EXPERIENCE

Server

April 2008 - Present

Freshest Sushi Ever, Moore, MA

- Served food to over 17 tables nightly in fast paced environment
- Familiarized customers with nightly specials
- Trained nine new employees
- Summers and school breaks

COMPUTER SKILLS Microsoft Word, Excel, PowerPoint, Adobe Photoshop