

## HOW TO WRITE A RÉSUMÉ

A résumé is a concise summation of your goals, education, skills, and experience. Employers may spend as little as 30 seconds looking at each résumé and, for that reason, you want your résumé to stand out.

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### THE FIRST STEP

#### **BEFORE** YOU STARTING WRITING THE RÉSUMÉ!

Make a List of Your Activities: include

- **Paid Work Experience** – and/all part time or full time jobs held
- **Volunteer Work** – activism in the community, high school or college
- **Internships** – paid, unpaid, or for- credit
- **Leadership or Extracurricular Activities** - participating in school or college clubs, sports, charitable events, fundraising, peer mentoring and others.

Depending on how much you have done, your list may go back to high school.

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### THE SECOND STEP

#### DESCRIBE YOUR ACCOMPLISHMENTS AND SKILLS

- Next to each activity listed above, write a short paragraph (maybe 4 sentences) describing your duties and/or accomplishments. For now, do not worry about using "résumé language" – *just write!*

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### THE THIRD STEP

#### HIGHLIGHTING YOUR SKILLS, ACTIVITIES, AND STRENGTHS

#### CREATING AN AUTHENTIC, HONEST QUALIFICATION SUMMARY

Review the list that you created, and ask yourself

- "What are my greatest strengths?" Write them down!  
Now ask yourself
- "What are the skills required for the job(s) or internship(s) that interest me?"  
Write them down as well!

Finally, using your list, write a short summary of your key achievements, skills, experience and qualifications that will serve as your "Qualification Summary" that can demonstrate to an employer or recruiter that you are a good match for the position.

### READY FOR THE NEXT STEP?

## THE FOURTH STEP

### CREATING SECTIONS OF YOUR RÉSUMÉ

List the following sections for a chronological résumé – the most common résumé for college students and new graduates. Browse sample résumés of this style and others at [www.resumegenius.com](http://www.resumegenius.com) or [www.jobhero.com](http://www.jobhero.com)

#### CONTACT INFORMATION

- Use 14-point font for your name. Fonts (16 or over) can overpower your name and take up valuable space on your résumé.
- Include a professional – sounding email that you can check daily; Include a link to your LinkedIn profile
- Including your street address is no longer necessary. Include your city, state and zip code. See page 3 for more information.

#### QUALIFICATION SUMMARY

- This summary section goes right under your contact information on your resume. It should be a brief (maybe 5 to 6 sentences) list of your key achievements, skills, experience and qualifications most relevant to your selected internship or job positions. Do not cut and paste your QS from a resume or career site online. Rather write your summary and have a career specialist review it with you to fine-tune it. Recruiters are not impressed with “canned” Qualification Summaries on resumes. Recruiters look for authentic and honest representations of yourself in your Qualification Summary. See resume samples for more information. page

#### EDUCATION

- While still in college, a recent graduate, or have recently earned a graduate degree or professional degree, your Education section goes directly after your contact information.
- List the name of the University in full. For example “The City University of New York, College of Staten Island”. It is not necessary to list the location of the university.
- List the name of degree you earned and expected year of graduation in full under the university. For example “Bachelor of Science Degree in Accounting, expected, 2024”
- Include your cumulative Grade Point Average if you want to emphasize your academic training relevant to the job or internship position you are seeking. Note: only include your GPA if it is above a 3.0.
- Significant honors and awards can be included in this section as can Study Abroad. If you have many awards and honors, you can create a separate section. Discuss that option with your professional résumé reviewer.

#### RELEVANT COURSEWORK

- This is an optional section on a résumé. You can include higher-level coursework pertinent to the position you are seeking. **LIST THE OFFICIAL NAMES OF ANY COURSES, NOT COURSE NUMBERS.**

#### EXPERIENCE

- List your work experience in chronological order (most recent first)
- List the full and formal name of the company where you worked or interned. No abbreviations. For example “New York Police Department” NOT NYPD.
- List your job title and the dates of your employment. Use months and years only.
- Drawing on the highlights you wrote in Step 2 and 3, choose a few sentences to describe your duties and keep your job bullets to no more than four.
- Use action words and keywords in your writing and include results you have achieved and actions you took rather than vague “cheerleading” bullets. Cite specific numbers and percentages to make your point. For example “Supervised staff of five full time workers.” “Increased sales by 25% in first quarter.”

#### LEADERSHIP/VOLUNTEER WORK

- List any extracurricular or volunteer work with a one-sentence description and the year.

#### SKILLS

- List any specialized “hard” skills or knowledge such as computer systems, world languages, art, music, sports, medical training etc.

## SOME THINGS TO KEEP IN MIND

### ADDRESS VS NO ADDRESS

There are advantages and disadvantages of including your street address on your résumé and cover letter. Review the information carefully as part of your decision-making process. Ultimately, it is your call.

#### ADVANTAGES

- **Relocation concerns** - shows employer that you reside in the area and will not require relocation
- **Demonstrated honesty** – including your address suggests transparency and that you “have nothing to hide.”
- **Commuting issues** - including city, state and zip code provides recruiters with information about any ‘commuting issues’.

#### DISADVANTAGES

- **Personal Safety** - If you post your résumé online, you may be opening yourself to security risks.
- **Rejection Letters** - Eliminating your street address can actually pay dividends. Without a street address, companies cannot send you a formal rejection letter after interviewing you. Instead, reputable employers are bound by professional courtesy to contact you with a non-selection phone call. This gives you an opportunity to have a dialogue with the recruiter and one more opportunity to prove your value. If the company has not made a final hiring decision, you just might make an impression over the phone that makes them reconsider your qualifications.
- **Economic Profiling** - If you include your street address, some employers have been known to use online search engines (think zillow.com) to determine the value of your property, the median income in your neighborhood or how much you paid for your home. They can use this information to develop a salary offer based on your current economic situation. A growing trend among hiring professionals is to look at your street address to determine how long your work commute would be. Some actually eliminate good candidates simply because they feel the commute might be too long.
- **Old Fashioned** - Some recruiters look at the inclusion of street address on a résumé and cover letter as “out of step” with current hiring trends.

#### EXCEPTION!

**Federal job requirement** - Full street address is required for Federal résumés. This remains a requirement for all federal, state, city, and municipal jobs.

## LINKEDIN VS RÉSUMÉ FOR JOB SEARCH

Whether launching your internship or job search, time is of the essence. Should you focus on optimizing your LinkedIn profile or your résumé? The simple answer is **DO BOTH!** LinkedIn and résumés are used by most – if not all – employers and recruiters to screen candidates and are a standard part of the hiring process. Because the two are different, they have different advantages.

### Advantages of LinkedIn

- **Flexible** – LinkedIn allows you to include attachments, video and hyperlinks and to share work samples, media or speaking clips, which can drive recruiters to your website. Additional sections for volunteer activities, publications, even testimonials invite you to include more content that you can normally offer on a résumé.
- **Dynamic** – Your LinkedIn profile has the advantage of being dynamic and ever changing unlike a résumé, which is created at a specific point of time
- **Shareable and Searchable** – LinkedIn is frequently searched by recruiters and employers looking for candidates, so a carefully constructed professional profile can provide opportunities beyond your own job search reach.

These advantages will only work for you if your LinkedIn profile is optimized and you are active on the platform. Give your LinkedIn profile the following “check-up.”

- Is it updated with your latest role and responsibilities?
- Does your Summary highlight your achievement, skills, and expertise and showcase specific accomplishments including keywords relevant to your target?
- Do you take advantage of specific features – attachments, video, extra sections, and social features with professional networking intent?
- Do you demonstrate your knowledge via posts, comments, and group activity?
- Is your contact information up to date and do you get notifications of recruiters who are trying to reach you?
- Are all your interactions professional and **NOT** personal or social? Remember the purpose of LinkedIn is to search for jobs and internships so your online interactions should be appropriate to employers and recruiters who are looking to recruit you!

### Advantages of the Résumé

- **Private** – You control the distribution – the who, what, when and where.
- **Tailored** – You can customize your résumé to different job or internship targets
- **Free** – You are free to create and distribute your résumé with no additional cost other than résumé paper.

The bottom line is you need a résumé and a LinkedIn profile to conduct a job or internship search so set-aside time to optimize both. Focus on your résumé first and that will help you outline your overall value profile – much of which can be transferred to LinkedIn. As you proceed with your job search, remember to update both your résumé and LinkedIn profile as needed. Pay close attention to feedback from your Career Specialists, recruiters, employers and other trusted sources.

*Keep it professional at all times!*

## INFORMATICS

Recruiters and hiring managers agree: clarity in your résumé design should always outweigh “catchy” design elements. When considering current résumé trends, keep this in mind: less is more when it comes to adding flair to your résumé. Keep it simple! Avoid busy borders, images, artwork, photographs and informatics that are distracting to recruiters and oftentimes can inadvertently get your résumé thrown in the “NO” pile. Unusual or “wacky” section headers can also confuse an Applicant Tracking System (ATS) or annoy an actual recruiter reviewing your résumé. Remember, your accomplishments, experience, and education should take center stage on your résumé, not your design skills. Overly decorating your résumé cannot only detract from the vital information in your résumé, but it can also disqualify even a qualified applicant.

## SOCIAL MEDIA PRESENCE

- **Search Engines** – Search Engines can be powerful tools in seeking employment so choose them wisely. Select those search engines that are legitimate, have a reliable reputation, and are targeted to your career field. Avoid search engines that ask you for personal or confidential information and/or guarantee unrealistic or “quick fix” placements while soliciting money from you. Never provide personal or confidential information to any online search engine such as social security number, bank account information, health status etc.
- **Social Networking** – Selecting social networking sites are legitimate resources for seeking employment, but there can be pitfalls that can stop your job search right in its tracks. Remember that anything you post to a Social Networking site is likely to be accessed by a potential employer and may influence their decision-making in hiring you. Be smart in cleaning up and maintaining a professional digital presence and changing/keeping your filter to private when you are conducting your job search. If you post a picture of yourself on Linked In, and other popular sites, make sure it is a professional pose. These, and others like it, are employment-networking sites, not social and personal media sites. Remember, even though it may seem like an invasion of your privacy, employers will “google” you and what comes up will create a “first” impression of you. *Always look and sound professional.*

## BEFORE YOU BEGIN...

- Most employers spend only 10 to 20 seconds reviewing each résumé during the first read through, so it is important to make an immediate impact. Here's how:
- Résumé design matters! Choose a résumé style with a layout that is clean, simple, and well organized.
- Consider limiting your résumé to one page but here is the guideline you should use. If you have a great deal of measurable and quantifiable achievements and accomplishments and lots of relevant work experience, you can and SHOULD go to a second page. Never sacrifice relevant and marketable experience just to follow the "rule" of a one-page résumé. Work with a résumé specialist who can give you professional guidance on the length. For most postgraduates and career changers with a long academic and/or employment history, two-page résumés are standard.
- Leave margins that show plenty of white space.
- Design your résumé for easy reading – it should be visually pleasing with a consistent font and size, use boldface and italics to emphasize categories and achievements, and use bullet instead of paragraphs. If you bold a specific category, do not underline as well. Using bold and underlining at the same time is redundant and looks too "busy" in the presentation.
- Pay special attention to your "SKILLS" section using critical keywords that snapshot your core strengths, hard skills, and measurable attributes. Avoid cheerleading statements that show no accomplishments or skills.
- Highlight recent examples of what you can bring to a job or internship. Statistics r percentages of accomplishments that build on your skills have the most impact and IMPACT is what you want! Cultural improvements, specific projects and customer growth also have an impact.
- Use a current font that is both business like and easy to read. Font size should be consistent throughout the résumé and can be as large as 12 or as small as 10. Do not use Times Roman font – it is outdated. (Consider Garamond, Calibri Light, Bodoni,) Avoid using lines as dividers that can sometimes be confused as a letter – use small round bullets instead.
- Leave off salary requirements, tables or columns, and social media profiles that do not support your job objective. (Facebook, Twitter, Instagram)
- Make sure you develop and include a LinkedIn presence on your résumé. *It is a must!* Get help from a Career Specialist in how to develop and update a professional LinkedIn profile.
- Keywords – Do not send out the same generic résumé for every job posting. Take a few minutes to "mirror" your résumé to the keywords and phrases in a specific job posting you are targeting, especially if an "Applicant Tracking System" (ATS) is involved in the hiring process. Get as close to the language of the job posting as possible.
- Always name your resume file with your first and last name! A recruiter who receives your resume file labeled "resume" will not even bother to open it. Your file should be named "John Smith" or "Jane Doe" so recruiters know ahead of time whose resume they are about to review.
- Check with the Chazanoff School of Business, the School of Education, Learning Communities (Macaulay Honors, The Verrazano School, SEEK, COPE, C-STEP, Clinical Mental Health Master's Program, ASAP and others), or the Academic Department of your major to find out the correct wording in the EDUCATION section of your résumé.
- Eliminate "References Available upon Request" at bottom of resume– no longer required.
- Arrange for a Career Specialist to review your final draft so you can be sure you have included all the tips above and you can discuss issues specific to YOUR résumé with a professional.

## A WORD ABOUT VIDEO RÉSUMÉS

A video résumé is a short video created by a candidate for employment and uploaded to the Internet (or emailed to a hiring manager) for prospective employers to review. A video résumé describes the individual's skills and experience and is typically used to supplement a paper résumé. Some job search and networking sites provide a means for users to incorporate video résumés into their profiles. It is important to keep in mind that a video résumé is not going to get you a job. However, it can assist you in marketing yourself to prospective employers – **if it is done right.**

Creating a video résumé is an optional task for job seekers (companies do not often require or request a video résumé from candidates). For some job seekers, particularly those in visual arts, media, or creative arts, a video résumé can highlight important skills. Remember not all employers are interested in video resumes, so check carefully with each recruiter before sending one.

### Caution!

It is easy to miscalculate in a video résumé – there is a high risk of the script, filming style, or location being inappropriate. If you make it yourself and have little filming experience, your video might come across as unprofessional. Keep in mind that as with anything on the Internet, once your video file is out there, you cannot control how it is shared. Done poorly, it can, at best, hinder your chances of getting an interview. At worst, it can knock you out of contention and embarrass you. Therefore, while a video résumé can be a great way to be noticed, consider carefully before creating one and make sure a video résumé is the right fit for you, and a good use of your time.

### Tips for Creating a Video Résumé

- **Be professional:** Dress as you would for an interview, and maintain a professional demeanor. Avoid slang and, of course, profanity. Make sure the setting looks professional with no audio or visual distractions in the background.
- **Prepare a script:** Although you want to seem natural and unrehearsed, you should have a sense of what you want to say, and how you want to phrase it. Do not read directly from a script, or from your résumé, since that leads to an uninspiring or dull video. Your plan is to express what you can offer the company, and to highlight your major strengths, skills, and accomplishments.
- **Know your audience:** Consider who will watch the video, and plan accordingly.
- **Show, do not tell:** Use visuals to illustrate what you are saying in the video script and display your talents and skills. For instance, if you are applying for a job where presentations are a major part of the role, you can film yourself assembling a PowerPoint.
- **Keep it brief:** Videos should be between 30 to 90 seconds.
- **Do not mix your personal life with your professional one** - If you have information on your Facebook or Twitter page that you do not want employers to access, don't link your **video résumé to any of these pages**
- **Get feedback from a Career Specialist:** This is a necessary step. Make edits and changes based on their review. .

Always keep in mind that once your video is on the Internet, you no longer have control over who sees it, or how it is shared. Consider feedback from Career Specialists carefully and, if your video résumé is determined to be a misfire, do not share it and work with your Career Center to start again! **See Page 23 for links with more information on Video Résumés.**

## SELF-BRANDING OR “TELLING YOUR STORY”

**BEFORE YOU GO ANY FURTHER IN WRITING YOUR RESUME AND COVER LETTER, ASK YOURSELF THESE QUESTIONS**

- What do I think recruiters or interviewers remember about me after I leave the interview?
- Will they remember me in a positive way, a neutral way or a negative way?

LinkedIn defines this as your “personal brand” or “personal identity unique to you”  
In short, your personal brand is your “story.”

**NOW ASK YOURSELF HOW WELL YOU CAN TELL IT!**

Recruiters and interviewers are focusing on a student’s personal brand or their ability to tell their story through resumes and cover letters, internship and job interviewing, and networking, now more than ever in a post COVID job market.

### SELF-BRANDING IN WORD AND ACTION

#### WORD

- Your resume, cover letter, thank you notes, and even includes applications you fill out online or in person!

#### ACTION

- Behavioral interviewing, pre/post interview negotiations including emails, HR involvement, salary negotiation, etc.)

*Why* has this become increasingly important for you as you enter a highly competitive internship market – made more so by COVID now and in the future?

- According to Forbes, 83% of recruiters and hiring managers report that students who “know themselves” and are able to communicate their story through cover letters, resumes, thank you notes, interviewing and post interview follow up advance to the next step in the hiring process.
- Both LinkedIn and Indeed report, 77% of hiring managers evaluate “hirability” on how well students realistically know their strengths and challenges and can speak about them (that is, tell their story)

So, packing your resume with “cut and paste” Qualification Summaries or loaded with achievements taken directly from Job Hero or other online career resources places you at a disadvantage in the hiring process. “Cookie Cutter” Cover Letters and Thank You Notes do the same thing.

It is important to remember that the shift is now towards students knowing themselves better and being able to show that in their resumes, cover letters and all other correspondence and interaction with recruiters.

For assistance with developing your self-brand, visit our Center! It can be a game changer for developing resumes and cover letters than get you noticed by recruiters!



## READY TO PUT IT ALL TOGETHER?

✓ Visit one of the following for examples of résumé styles

[www.résumégenius.com](http://www.résumégenius.com)

[www.jobhero.com](http://www.jobhero.com)

✓ See some examples on the following pages

Use the **"One Minute Resume"** to write your first draft

(Next page!)

✓ Visit our Center to review your draft

✓ Finalize your résumé!

## ONE MINUTE RÉSUMÉ

### 1. IDENTIFYING INFORMATION

Name \_\_\_\_\_  
 Address \_\_\_\_\_ *(remember this is now optional)*  
 Telephone \_\_\_\_\_ *(where an employer can easily reach you)*  
 E-mail \_\_\_\_\_ *(professional not personal!)*  
 LinkedIn profile (a must! Create one if you do not already have one)

### 2. QUALIFICATION SUMMARY

- A brief (maybe 5 to 6 sentences) list of your key achievements, skills, experience and qualifications most relevant to your selected internship or job positions. Do not cut and paste your QS from a resume or career site online. Recruiters look for authentic and honest representations of yourself in your Qualification Summary. See resume samples for more information.

### 3. EDUCATION

The City University of New York, College of Staten Island  
 Bachelor of \_\_\_\_\_ Degree, Major \_\_\_\_\_ Minor \_\_\_\_\_ GPA \_\_\_\_\_  
 Any other academic honors \_\_\_\_\_ Date of graduation \_\_\_\_\_

### 3. RELEVANT COURSEWORK (sometimes optional)

List any upper level courses related to your job/internship search. Use the official name of the course – NOT the course number.

### 4. INTERNSHIP EXPERIENCE

Company name \_\_\_\_\_ Dates of internship \_\_\_\_\_ (only months/years)

List three internship duties:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 5. WORK EXPERIENCE *(list in chronological order – current job first)*

#### Current Job:

Company name \_\_\_\_\_ Dates of employment \_\_\_\_\_ (only months/years)

Job title \_\_\_\_\_

List three job duties:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 6. ACHIEVEMENTS

List any academic or other awards, accomplishments, volunteer work **with dates (only years)**

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### 7. SKILLS

List any skills (language, computer, music, athletics etc.)

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*This is only a guideline!*

- Street Address • City, State Zip Code (optional)**  
 • Phone Number • [Firstname.lastname@cix.cuny.edu](mailto:Firstname.lastname@cix.cuny.edu) • LinkedIn profile
- 

## QUALIFICATION SUMMARY (5 to 6 sentences)

### EDUCATION

The City University of New York, College of Staten Island

- *Bachelor of Arts (Science) Degree in Major, list expected month, year of graduation*
- *Grade Point Average (Include if 3.5 or above)*
- *Study Abroad Program, Name of University, Country, Semester/Year*

### HONORS AND AWARDS *(List here if you have 3 or more; less than 3, list under education section)*

- *Name of Scholarship or Award (List month, year received)*
- *Honor Societies (Include any honor society you are a member of)*
- *Dean's List (list semester(s)/year(s) on Dean's List)*

### RELEVANT COURSEWORK *(List completed courses related to your objective; list by course title)*

- Course
- Course
- Course
- Course
- Course

### INTERNSHIP / EXPERIENTIAL LEARNING EXPERIENCE

Internship Organization Name

*Job Title* month/year – month/year *(or present)*

- *Describe responsibility (Begin with strong action verbs, e.g. managed, researched, organized)*
- *(Think about what you accomplished)*
- *(Use present tense for current positions, past tense for prior positions)*

### WORK EXPERIENCE

Employer Company Name

*Job Title* month/year – month/year *(or present)*

- *Describe responsibility (Use a variety of action verbs for each job and bullet point)*
- *(Use action verbs that highlight a particular strength)*
- *(Quantify information: instead of assist customers-assist over 50 customers daily)*

Employer Company Name

*Job Title* month/year – month/year

- *Describe responsibility (What transferrable skills can you highlight or demonstrate?)*
- *(Eliminate personal pronouns, e.g. I, me, we)*

### LEADERSHIP / VOLUNTEER ACTIVITIES

- *Name of Organization, (Give a brief description of your duties)*
- *Student Club/Organization (List your title, e.g. President, Treasurer, Member)*
- *Sports Team (Include dates, month/year – month/year (or present))*

### SKILLS


- *Computer (e.g., Proficient in MS Word, Excel; basic knowledge of PowerPoint)*
- *Language: skills (e.g., Fluent in Mandarin, Basic knowledge of Spanish)*
- *Any other measurable skills (art, sports, technical (if you're not sure, ask a career specialist*

## COVER LETTERS

Cover Letters are almost becoming more important than resumes in internship and job searches today. Unlike a resume, a cover letter gives you the opportunity to “tell your story” in a way that will be memorable to the recruiter. Because of the “memorability” factor, include a cover letter whenever you when you send out your résumé, even if not specifically asked to do so in the application. A well-written cover letter demonstrates your communication skills, your level of professionalism, your interest in a particular company and incorporates your personal brand. Ideally, it attracts an employer’s interest in you so that they are more likely to review your résumé rather than putting it aside. It boosts your “hiring power.” That is the goal of a successful cover letter!

### Tips on writing a great cover letter

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- Create an individual cover letter for each job application that is tailored to the organization and position.
- Address your letter to a specific individual, preferably the head of the department in which you are hoping to work. For example, “Dear Mr. Smith, Dear Dr. Jones or Dear Mrs. Smith.  
**Never use the first and last name in your salutation.**
- **Dear Mr. John Smith is wrong!** 
- If you are unable to get the name of an individual, use a job title, for example, Dear Campus Recruiter or Dear Hiring Manager.
- Use simple, direct language, and use “I” sparingly. Strive for a warm but professional tone.
- Remember self-branding tips to make your cover letter memorable.
- Close your cover letter with a “Call to Action”- a final few sentences where you express your enthusiasm for the position and where you request the hiring manager to follow up and speak with you further about the job or internship opportunity. Finish the letter by stating “I look forward to hearing from you.”
- Proofread your letters for errors!
- Make certain your contact information is plainly visible.

For more information and assistance in developing a cover letter, visit

[www.jobhero.com](http://www.jobhero.com)

Or

TinyURL.com/CSIHETS

Access Code: hets0313

## Formatting Your Cover Letter

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Name

City, State, Zip Code

Date

Name of Person, Title

Company/Organization

Street Address

City, State, Zip Code

Dear Mr./Ms./Dr.

Introduction: State your reason for writing. Name the specific position or type of work for which you are applying. (Mention how you heard about the opening, if appropriate.)

Body: Explain why you are interested in working for that employer, or in that field of work, and what your qualifications are. Highlight two to three achievements that relate to the position and field. Refer the reader to the enclosed résumé, application, and/or portfolio.

Closing: Thank the reader for his or her time and consideration. Indicate your desire for an interview and provide your contact information. If the employer is willing to accept phone calls, state that you will call to discuss the possibility of scheduling an interview. Here is where you include your "Call to Action" sentence!

Sincerely,

Your Name

Enclosure / Attachment

## THANK YOU LETTERS

Just as with Cover Letters, Thank You Notes have jumped to the front of the line in hiring strategies. Recruiters actively seek them out and sending a poorly written note or not sending one at all can “crash and burn” your internship or job search process.

After an interview, it is recommended that you send a thank you letter to the recruiter both as a professional courtesy and as a method of establishing communication with the company. The letter should be mailed within 24 to 48 hours of your interview in order to insure that you stay in the forefront of the recruiter’s mind. It is good practice to send the thank you note right after the interview! The sooner, the better by beating out the other applicants!

### BE SURE TO:

- Compose a letter no longer than one short paragraph (6 to 8 sentences)
- Hand write the letter on professional business note paper (ask at Staples)
- Always write in ink and make sure your writing is legible. **Spelling and grammar must always be correct.** If you have questions about the content, spelling and/or grammar, ask someone who has exceptional writing skills to review and/or edit the letter before you mail it. Never rely on Spell-check.
- Use the person’s name as provided on their business card and address the letter with the recruiter’s formal name (Mr., Mrs., Ms., Dr.) even if the recruiter insisted you use his/her first name in the interview. Request business cards for all the recruiters you meet so you have this information readily available.
- State the date and place of your interview and the formal title of the company or organization.
- Express your thanks for the interview as well as your continued enthusiasm about the position and the company.
- Recap your strengths and relate your strengths to the requirements of the position and the company.
- Finish the letter by stating “I look forward to hearing from you.” or another statement suggesting your continued interest in a follow-up meeting.
- If you interviewed with more than one person, send a thank you letter to **each** of those in the interview. If that is not possible, send a thank you to the main contact person and the individual who will be making the hiring decision.

**SAMPLE**

**RÉSUMÉS**

**COVER LETTERS**

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**THANK YOU NOTES**

# RÉSUMÉS

Remember  
Self-Branding in writing your  
résumé!



## Résumé Sample 1

**COLLEGE STUDENT**

Staten Island, New York 44444 • (444) 444-4444  
[student@cix.csi.cuny.edu](mailto:student@cix.csi.cuny.edu) • [Studentslinkedin.com](#)

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**QUALIFICATION SUMMARY**

Accomplished Assistant Manager with four years of experience consistently rising through ranks • Well-versed in sales, personnel management, accounting and inventory management • Dedicated to complete knowledge of company products and services for optimized customer service.

**EDUCATION**

**Lucille & Jay Chazanoff School of Business, College of Staten Island  
The City University of New York**

- *Bachelor of Science Degree in Business, expected 2024*
- *Concentration in Marketing and Finance*

**AWARDS & ACHIEVEMENTS**

**The City University of New York Special Program Certificate of Recognition, 2010**

- *Successfully completed “Effective Leadership” course*
- *Collaborated on developing the CUNY – wide “BESST Project”*

**INTERNSHIP EXPERIENCE**

**The XXXXX Magazine**

*Intern, Advertising Department* (07/2021 – 01/2022)

- Worked with “Street Team” to market magazine at events
- Prepared media kits and other promotional materials

**WORK EXPERIENCE**

**United States Census Bureau**

*Enumerator* (05/2021 -present)

- Locate and contact residents and conduct non-response follow up
- Complete/submit Enumerator Questionnaire for each assigned address
- Collect/organize/document data for housing units

**Century 21 Department Store**

*Sales Associate* (02/2019 – 05/2020)

- Processed all cash/credit transactions and answered sales inquiries
- Oversaw day to day operations including opening/closing of store and cash reconciliation
- Provided prompt and efficient customer service and problem resolution

**BBBBBBB Studio**

*Administrative Assistant* (03/2017 – 06/2018)

- Prepared/placed internet ads and drafted recommendations for studio staff
- Greeted/directed clients & answered inquiries regarding studio recordings/CD's
- Created spreadsheets tracking client payment

**SKILLS**

- Proficient in Microsoft Word, Excel
- Extensive experience with QuickBooks

## Résumé Sample 2

**STUDENT STUDENT**

Staten Island, New York 10310 • (999) 999-9999

[student@gmail.com](mailto:student@gmail.com) • LinkedIn profile**QUALIFICATION SUMMARY**

Self-motivated and goal oriented team player seeking to leverage academic knowledge to find position in government relations or related department • Offering understanding of legislative process and ability to perform at high level in challenging environments to improve communication and efficiency.

**EDUCATION****The City University of New York, College of Staten Island**

- *Bachelor of Arts Degree in Political Science*
- *Candidate for Graduation, May, 2018*
- *Selected for Study Abroad Program in Taiwan, Spring 2018 semester*

**WORK EXPERIENCE****College of Staten Island, Office of XXXX*****Operations Assistant, Game Room (08/2019 – present)***

- Supervise all operational functions consistent with work plan and fiscal budget
- Develop marketing strategies to increase student flow and maximize profits
- Monitor student traffic and notify administration of adjustments to games as needed
- Coordinate event planning and execution with outside vendors
- Provide prompt and courteous customer service and problem resolution

**XXXXX Company*****Vendor Assistant (06/2018 – present)***

- Manage daily product deliveries, maintaining order and avoiding damage
- Reorganize and replenish product deliveries and prevent stock loss
- Provide prompt and efficient customer service and problem resolution

**MMM Nursery*****Garden Center Assistant (06/2017 – 08/2017)***

- Maintained garden center, insuring plant health and safety
- Operated forklift and lifted heavy merchandise and equipment
- Assisted customers with purchase and plant information

**VVVV Home Improvement*****Home Improvement Assistant (01/2016 – 03/2017)***

- Assisted with basic construction/renovation of homes
- Lifted/transported heavy equipment, supplies, and materials

**SKILLS**

- Proficient in Microsoft Office Suite
- Trained musician (drums)

**Résumé Sample 3****STUDENT STUDENT**

Staten Island, New York 10309 • (333) 333-3333

[student@gmail.com](mailto:student@gmail.com) • LinkedIn profile

**QUALIFICATION SUMMARY**

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Experienced marketing associate with exceptional understanding of marketing techniques and strategies • Team player with impressive organizational/planning skills • Knack for building marketing campaigns from the ground up

**EDUCATION**

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**The City University of New York, College of Staten Island**

- Bachelor of Science Degree in Communications, expected 2024

**University of Northern Texas**

- Bachelor of Arts Degree in Social Sciences, 2011

**WORK EXPERIENCE**

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**The City University of New York, College of Staten Island****Career Assistant** (02/2019 – present)

- Greet and direct all students, faculty, staff, recruiters, and visitors
- Assist professional staff with developing/hosting special career events
- Inspected/revised Center website/other social media programs

**Samsung****Vendor Representative** (09/2018 – 01/2019)

- Coached /trained vendors on current processes/procedures in marketing
- Accurately prepared promotional materials for sales staff in high volume store
- Conducted research to disseminate up to date information on Samsung brands
- Collaborated with vendors/distributors/suppliers to get information on products
- Developed/implemented marketing strategies to boost sales almost 25%

**SAKS Five Avenue****Brand Ambassador, Alexis Bittar Jewelry** (09/2017 – 12/2018)

*Promoted from Sales Associate*

- Achieved/exceeded monthly and annual sales goals for Alexis Bittar brand
- Developed/shared ideas with selling manager to maximize and drive sales
- Liaised with buying office and vendors to communicate product needs
- Maintained superior product knowledge of brand to cultivate customer base and boost sales

**Sales Associate** (06/2014 – 09/2014)

- Cultivated strong client base by providing exceptional product knowledge
- Executed extensive outbound client contact utilizing technology and social media, surpassing personal best in monthly sales goals

**SKILLS**

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- Proficient in Microsoft Office, Word, Excel, Power Point, Mac, POS
- Trained in Visual Marketing, Merchandising

Résumé Sample 4

## STUDENT STUDENT

(718) 444-4444 | [careerchanger@gmail.com](mailto:careerchanger@gmail.com)

<https://www.linkedin.com/in/student-33333333/>

### PROFESSIONAL SUMMARY

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### SKILLS & EXPERTISE

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- Entrepreneurship • Event Management • Client Services • Mature “Can-Do” Attitude
- Superior

### EDUCATION

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**Lucille & Jay Chazanoff School of Business, College of Staten Island  
The City University of New York**

- *Bachelor of Science Degree in Accounting, January 2022*
- *Minors in Business and Finance*
- *Overall Grade Point Average: 3.5*
- **Related Coursework:** Federal Taxation I, Advanced Accounting, Cost Accounting, CPA Problems and Current Issues, Accounting Information Systems, Managerial Finance

### RELEVANT INTERNSHIP EXPERIENCE

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**Volunteer Income Tax Assistance Program**

***IRS- Certified Advanced Tax Preparer*** (02/2018 – 04/2018)

- Assisted over 60 clients with wide range to tax related issues and upheld client confidentiality
- Prepared financial statements analysis and delivered results within prescribed time-frames
- Maintained up-to-date knowledge of federal, state, and local tax laws

### LEADERSHIP EXPERIENCE

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***President, College of Staten Island Student Club*** (2020)

- Recruited new members and approved all marketing materials for club
- Collaborated with faculty and staff on club meeting agenda
- Supervised club treasurer on budget and expenditures of \$1,850.00

**WORK EXPERIENCE**

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**Richmond University Medical Center*****Nurses Aid*** (09/2019 – 08/2022)

- Performed venipuncture and collection of specimens
- Sent specimens to laboratory for testing
- Verified patient/insurance information
- Communicated with physicians regarding abnormal lab results

**Career Changer Deli*****Owner/CEO*** (10/2018 – 10/2022)

- Oversaw day to day operations of two high volume heavily trafficked stores
- Managed account receivable and sales; oversaw income of approximately \$40,000 – 50,000
- Analyzed costs/revenues to project future trends; ***reduced costs by 50% quarterly on average***
- Managed 17 employees; hiring, training, supervision, and payroll
- Supplied detailed tax documentation needed to submit accurate business returns

**Résumé Sample 5****PATRICIA M. PARANOIA**

Staten Island, New York 13333 • (333) 333-3333

patriciaparanoia@gmail.com • linkedin

**EDUCATION**

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**The City University of New York College of Staten Island**

- *Master of Arts Degree in Clinical Mental Health Counseling, December 2021*
- *Mental Health Counselor, New York State Limited Permit, (full licensure pending)*
- *Overall Grade Point Average: 3.96*

**The City University of New York, Brooklyn College**

- *Bachelor of Arts Degree in Psychology 2018*
- *Overall Grade Point Average: 3.7; Dean's List 2016 – 2018*

**CLINICAL FIELD WORK EXPERIENCE**

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**Richmond University Medical Center, Psychiatric Continuing Day Treatment Program****Graduate Mental Health Counseling Intern** (2000 – 2000)

- Conducted individual, group, crisis intervention counseling to psychiatrically disabled clients including clients diagnosed with co-occurring substance abuse disorders using multiple treatment approaches including CBT, DBT, Motivational Interviewing, Solution- Focused Therapy
- Develop/facilitate psycho-educational groups that focus on symptom management, medication management, coping skills, and daily living skills development
- Participate in Multidisciplinary Treatment Team meetings, psychiatric consultations, case reviews, clinical/peer supervision and Discharge Planning meetings
- Generate required client clinical progress documentation including daily/weekly chart notes, comprehensive treatment plans and updates, and discharge plans/summaries
- Facilitated health/ wellness psycho educational groups for severely mentally ill clients
- Assisted in client linking and referral procedures with community based mental health facilities
- Conducted research on evidence-based treatments and developed culturally sensitive programs to enhance positive treatment outcomes

**PROGRAM DEVELOPMENT PROJECTS**

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**"Healing through Literacy" Program, collaborative initiative between College of Staten Island and Richmond University Medical Center**

- *Researched nationally standardized assessment to determine, evaluate, and quantify current educational levels of severely mentally ill and/or substance abuse clients*
- *Conducted wide-spread individual assessment of patient population with findings of 58% functional illiteracy in at least one area of language arts and mathematics*
- *Developed and individualized literacy curriculum, and implemented on-site literacy program to facilitate cognitive skill development and promote healthy literacy for chronically mentally ill clients*
- **Authored grant to seek program funding**

**"Pack to School" Program, New York City Department of Education**

- *Assisted in organizing and fundraising effort for annual community action project to supply over 700 students with new backpacks filled with school supplies*

**"Community Action Day" Program**

- *Organized day long program in partnership with "Yellow Boots/Boots on the Ground" to assemble 50 volunteers who assisted in demolition of homes destroyed by Super Storm Sandy.*

**Thanksgiving Project**

- *Developed, organized and expanded local food pantry program to purchase/ deliver food to over 100 families in need enlisting volunteers from New Dorp High School, Intermediate School 75, and other local community-based organizations*

## **WORK EXPERIENCE**

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### **The Co Dependent Center**

#### ***Certified Nutrition and Wellness Specialist*** (2016 – 2019)

- Offer individual/group sessions to evaluate client's health/wellness goals
- Assist clients in identifying/articulating strengths and in development of SMART goals
- Work with clients in exploring resistance to increase motivation and goal achievement
- Evaluate client ongoing progress and generate chart notes and goal achievement updates
- Enlist client in identification of cognitive distortions and reframing patterns of thought

### **The Zoloft Help Center**

#### ***Strategic Intervention Pill Coach*** (2015 –2016)

- Provided individual coaching to clients to improve quality of life, relationships, and career utilizing practical and effective forms of strategic action planning and communication including Ericksonian Therapy, Strategic Family Therapy, Humanistic Psychology, Neurolinguistics, Psychology of Influence, and negotiation, mediation, and conflict resolution strategies.

### **New York City Department of Education, Public School 000**

#### ***Third Grade, Gifted and Talented Teacher*** (2014 – 2016)

- Developed and implemented daily and unit lesson plans for 3<sup>rd</sup> grade Gifted and Talented class, administered testing, tracked and analyzed class performance data based on whole group and individualize instruction.
- Piloted "Columbia University's Teacher's College Reading and Writing Workshop" at P.S. 251 in conjunction with a two year mentorship in "Balanced Literacy."
- Conducted school-wide staff development sessions to "turn key train" new teaching models and methods to all classroom personnel.

## **PROFESSIONAL DEVELOPMENT**

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- Survivors of Sexual Abuse Workshop, Rutgers University, 2016
- Eating Disorders Workshop: "Finding Hope in Families; Focus on Mom, Dad, and You", 2017

## **CERTIFICATIONS**

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- Certified New York State Mandated Reporter, 2020
- HIPPA (Health Insurance Portability and Accountability Act) Certification, 2019
- Certified NLP Practitioner, Institute for Neuro-Linguistics, Psychological and Therapeutic Studies, 2018
- Certified Strategic Interventionist, Prozac Center for Strategic Intervention, 2018

## **PROFESSIONAL AFFILIATIONS/COMMUNITY ORGANIZATIONS**

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- Chairperson, Young Professionals Network, Staten Island Board of Realtors, 2015 – 2020
- Member, Steven Stiller Tunnel to Towers; The Grace Foundation, Staten Island Zoo, 2020 - present
- Member New York Mental Health Counseling Association (NYMCA), 2018 – present

## **SKILLS**

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- Proficient in Microsoft Office Suite, Quick Books, Key note
- Trained in use of Meditech, Avatar (online Mental Health documentation programs)
- Fluent in Spanish

## LINKS FOR OTHER SPECIALIZED RÉSUMÉS AND RESOURCES

### General

<https://www.myperfectresume.com>

<https://www.livecareer.com/career/advice/resume/13-best-resume-designs-2018>

### Technical

<https://zety.com/blog/technical-resume-example>

<https://novoresume.com/career-blog/it-resume>

<https://www.indeed.com/prime/resources/talent/6-tips-for-crafting-a-tech-resume-that-will-get-you-hired>

### Career Changer

<https://www.thebalancecareers.com/career-change-resume-writing-tips-4134292>

<https://www.themuse.com/advice/this-is-how-you-spin-1-resume-for-5-different-industries>

<https://www.topresume.com/career-advice/how-to-write-resume-for-career-change>

### Veterans

<https://www.livecareer.com/career/advice/resume/military-to-civilian-sample-resumes>

<https://hireourheroes.org/veterans/build-a-resume/>

### Digital or Social Media

<https://www.thebalancecareers.com/digital-media-skills-2062387>

<https://www.resume-now.com/templates/entertainment-media>

<https://www.digitalvidya.com/blog/social-media-marketing-resume/>

### Video

<https://www.thebalancecareers.com/tips-for-creating-a-video-resume-2064219>

### Applicant Tracking System

<https://www.thebalancecareers.com/what-is-an-applicant-tracking-systems-ats-2061926>

<https://www.indeed.com/career-advice/resumes-cover-letters/how-to-beat-applicant-tracking-system>

<https://www.indeed.com/career-advice/resumes-cover-letters/ats-resume>

<https://www.indeed.com/career-advice/career-development/what-are-applicant-tracking-systems>

<https://www.indeed.com/hire/c/info/applicant-software>



# COVER LETTERS

Use Self-Branding!  
Make your cover  
letter "memorable".

## Cover Letter Guide

**NAME**City, State, Zip Code • Phone Number  
Email Address

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**Date****Employer Contact Information (if you have it)**

Name

Title

Company

Address

City, State, Zip Code

**Salutation**

Dear Mr. Ms. Last Name (If you do not have a contact, write Dear Recruiter or Dear Human Resources Manager)

**First Paragraph**

The first paragraph of your letter should let the employer know the position you are applying for and specifically how you learned about the position or organization. If an individual referred you, include that person's name.

**Middle Paragraph**

This section of your cover letter should describe what you have to offer the employer. Convince the reader to look at your résumé. Mention how your skills/qualifications match the position you are applying for. Call attention to elements of your background - education, work/internship, volunteer experience, leadership abilities, skills - that are relevant to a position you are seeking. Be as specific as possible, using examples.

**Final Paragraph**

Conclude your cover letter by thanking the employer for considering you for the position. Include a closing statement focusing on follow-up activity such as a phone call or interview. **Include your Call to Action sentence here!**

**Valediction**

Sincerely,

*Handwritten Signature***Typed Signature**

**STUDENT STUDENT**  
Staten Island, New York 10306 • (718) 777-7777  
College student @ Gmail.com

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Dear Human Resources Manager:

Please accept this letter and accompanying résumé as evidence of my interest in the position of XXXXXX as advertised at the Center for Career and Professional Development.

As my résumé indicates, I am currently pursuing a Bachelor of Science Degree at the College of Staten Island with a major in Psychology and a minor in Legal Studies. I believe that my career and employment goals fit well with the requirements of the position of XXXX and I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in this position.

The following skills and achievements demonstrate my potential for this position:

- Commitment to outstanding performance in fast-paced environments
- Excels in balancing multiple tasks while providing organizational, interpersonal, and problem-solving skills
- Performs complex, detail-oriented and diverse administrative activities promptly and efficiently with minimal supervision
- Basic knowledge and experience working in legal sector; capable of establishing productive working relationships with legal professionals to accomplish assignments
- Experienced in working in large municipal systems with skill and ability to cut through bureaucratic obstacles and deliver what is needed without delay

My skills in general administration and organization, along with my collaborative abilities and my positive attitude and work ethic match with the position description and, given the opportunity, I believe I can make a valuable contribution to your organization.

Please consider my request for a personal interview to discuss my qualifications and experience in more detail.

Thank you for your consideration. I look forward to talking with you.

Sincerely,

*Handwritten signature*

Typed Signature

## Cover Letter Sample 2

**NAME**City, State, Zip Code • Phone Number  
Email Address

Dear Hiring Manager,

I am looking for a position in public accounting where I can continue to develop my skills in a team environment and become an asset to both my employer and our clients.

I am a graduate of The City University of New York, College of Staten Island with a Bachelor's Degree in Accounting. I am CPA qualified and am currently an Enrolled Agent with the IRS. As my résumé indicates, I have years of accounting experience, specifically in retail and individual/corporate tax including the close interaction with business transactions and business owners. I also possess broad knowledge of financial statements preparation and preparing business books for audits. I have strong computer skills, being proficient in a multitude of the most popular accounting software's, as well as Microsoft programs.

Throughout my career of progressive responsibilities, I have touched upon facets of tax consulting, bookkeeping and tax preparation, garnering solid references from past employers as well as both individual and business clients. As an employee, I will strive for accuracy, efficiency, and veracity in all of my work, and I am confident that my combination of academic and workplace experience makes me an excellent candidate for an accountant position.

I am a proud member of the Staten Island chapter of the NYSSCPA's. I have been a Staten Island resident for twenty-six years and possess a clean driving record. I own a vehicle with no lien attached to its title and is very well maintained.

Attached, you will find a copy of my résumé. I look forward to hearing from you for a discussion of my qualifications. I would love to further clarify my competency and answer any questions you might have in person.

Thank you for your time and consideration.

Sincerely,

*Handwritten signature*

Typed Signature

## Cover Letter Sample 3

**STUDENT STUDENT**  
Staten Island, New York 10314 • (333) 333-3333  
Student@gmail.com

---

Dear Human Resources Manager,

I am interested in applying to your organization as a member of the 2018 CUNY Service Corps Program from the College of Staten Island.

I am currently in my sophomore year at The City University of New York, College of Staten Island pursuing a Bachelor of Science Degree in Psychology. As my résumé indicates, I gained valuable work experience in the field of Cosmetology with over 12 years of starting my own business and of also working collaboratively as part of a team where I profited from strong entrepreneurial, organizational and community relations skills. Although I enjoyed a very gratifying career in that field, my leadership experience and drive to help others through civic engagement and community outreach programs motivated me to pursue a career in the helping professions. My ultimate goal is to pursue a career in Neuroscience where I can contribute to the needs of others through research.

In both my academic and work experience, I have gained the ability to integrate superior organizational, analytical, and communication skills across all levels. I am confident that my proven work history in both the field of business and in my volunteerism and community activism will translate into both dedication and diligence for the position in your organization.

Thank you for your time and consideration. I look forward to meeting with you to discuss my background and qualifications in more detail.

Sincerely,

*Handwritten signature*

Typed Signature

**Cover Letter Sample 4****COLLEGE STUDENT**

Staten Island, New York • (917) 999-9999  
student@gmail.com

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Dear XXXXXX,

With this letter and the attached résumé, I would like to express my interest in the research and investigative position you have available as recommended by XXXXXX.

As my résumé indicates, I graduated Summa cum Laude from The City University of New York, College of Staten Island with a Bachelor of Arts Degree in English and a Concentration in Writing and Linguistics, earning an overall Grade Point Average of 3.9. During my tenure at CSI, I conducted research in the areas of Linguistics and English Writing and was selected to present my research at the prestigious CUNY Undergraduate Conference of Research, Scholarship, and Performance in 2015. Through my experience, I have become well versed in conducting research and analyzing data in a detailed and analytical manner.

The following skills and achievements demonstrate my potential for this position:

- Excelling at conducting research for the CUNY Undergraduate Conference at the College of Staten Island including completing research protocols focused on identifying and evaluating the study of non-standard past participles in Staten Island English
- Conducting in-depth research and examination of the creative and analytic elements of poetic canon; researching/analyzing the range of contemporary women poets with the goal of reflecting comprehensive knowledge of poetic form and structure
- Utilizing superior organizational, leadership, and interpersonal abilities to provide an outstanding level of support
- Working effectively and collaboratively with team members to maximize productivity and efficiency.
- Key experience in organizing, analyzing, and managing data sets to drive research project success.
- Proficiency in various software programs, including Microsoft Office Suite, as well as in Thomson Reuters Legal Tracker, Ariba, Concur, Basic Word Press, Audacity ( audio software for multitrack recording and editing), and PRATT (scientific software program for analysis/reconstruction or acoustic speech signals)

In both my academic and work experience, I have gained the ability to integrate superior organizational, entrepreneurial, and communication skills across all levels. I am confident that my outstanding attention paid to detail—as well as my proven record of accomplishment in supporting complex research projects - will translate into both dedication and diligence for the research work performed by your organization.

Thank you for your consideration. I look forward to meeting with you to discuss my qualifications and interest in more detail.

Sincerely,

*Handwritten signature*

Typed Signature

# THANK YOU NOTES

## Use Self-Branding!

## Make your note memorable.

## "Personalize"

Two important tips about Thank You Notes!

Today, Thank You Notes have become much more important to recruiters as they strive to find job applicants that are authentic and confident. Some recruiters indicate that they are a bit uncomfortable with thank you notes that are copy and pasted from an online career site and that are more "cookie cutter" than an honest genuine response.

If you want to make your Thank You Note stand out to recruiters, follow the tips below.

First Tip:

- Make sure you send an individual thank you note to each person who interviewed you. If there are five people interviewing you, there are five opportunities to share something interesting and impactful after your interview.

Second Tip:

- Make a point to ensure your message is not generic. While sentences such as "I really enjoyed talking to you about X/Y/Z position." are standard for Thank You Notes, you can "individualize" your thank you note and use it as an opportunity to sell yourself one more time to the recruiters reading it. Remember one or two key points that the recruiters may have mentioned or that may have been discussed during your interview and reference that in your thank you note. It need only be a sentence or two but it "personalizes" the note and it gives you the opportunity to stand out among other candidates.

We have included the following examples of "personalized Thank you Notes. It is up to you to select material discussed during your interview and personalize it in your note.

If you need help in "personalizing" your thank you note, visit the Center for Career and Professional Development for assistance. It does not take much time but the payoff can be tremendous in boosting your hiring power!

SAMPLE BUSINESS APPROPRIATE  
THANK YOU NOTE

November 14, 2019

Dear Dr. Miller,

Thank you for taking the time to interview me on Friday, November 15, 2019 for the position of Cancer Information Specialist at Memorial Sloan-Kettering Cancer Center. I truly appreciated the opportunity to learn more about the Center and, in particular, the position of Cancer Information Specialist. *I especially felt motivated to do some research on the innovative treatments you spoke about that could bring such help to those struggling with late stage illness.* After meeting with you, I am even more enthusiastic about the possibility of working for the Center and am convinced that I can meet your need for a dedicated, hardworking employee.

I look forward to hearing from you concerning the position we discussed.

Thank you once again. It was a pleasure meeting with you.

Sincerely,

*Handwritten signature*

Student Student



SAMPLE OF A BUSINESS APPROPRIATE  
THANK YOU NOTE

February 19, 2020

Dear Mr. College,

Thank you for taking the time to interview me for the position of Substance Abuse Nurse at Endeavor House on Thursday, February 18, 2020.

I enjoyed the tour of your facility and learning more about the services you offer at Endeavor House. As I mentioned in our interview, I have had experience working with psychiatric patients in a major health care facility, many of whom also suffered with addiction disorders. *I found your plan to include Medication Assisted Treatment for clients to be very hopeful for the recovery process. Being a part of the team that brings that treatment option to clients would be very gratifying and I look forward to applying my experience and interest to that and other treatment planning at Endeavor House.*

Again, thank you for the opportunity to interview with you. I look forward to speaking with you again soon.

Sincerely,

*Handwritten signature*

Student College

SAMPLE OF A BUSINESS APPROPRIATE  
THANK YOU NOTE

October 16, 2021

Dear Ms. Business,

Thank you for taking the time to interview me on Wednesday, October 15, 2021 for the position of Associate Examiner at FINRA's Risk Oversight & Operational Regulation Department. *As you mentioned in our interview, you believe that staff should share the same goals and values in working in Risk Oversight and Regulation and I am fully committed to that process.* I am excited at the possibility of joining the FINRA team. I am confident that the multi-tasking skills that I apply to my current job, my coursework, as well as extracurricular activities are a solid foundation for the position of Associate Examiner. If given the opportunity, I can assure you that I will dedicate myself tirelessly to supporting the mission of the FINRA team.

Again, it was a pleasure speaking with you and spending the day at FINRA. Thank you for your time and interest.

Sincerely,

*Handwritten signature*

Student Student

FOR MORE INFORMATION ON RÉSUMÉ AND  
COVER LETTER DEVELOPMENT OR OTHER  
CAREER RELATED TOPICS,

VISIT US ON CAMPUS OR ONLINE!

**CENTER FOR CAREER AND PROFESSIONAL  
DEVELOPMENT**

BUILDING 1A, ROOM 105

718 982-2300

[WWW.CSI.CUNY.EDU/CAREER](http://WWW.CSI.CUNY.EDU/CAREER)