# Career Handbook

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Experiential Learning and Career Education (ELCE) Staff

Sean Lybeck Smoak - Director of Experiential Learning and Career Education at Cardinal Stritch University

Tom Kipp - Assistant Director of Internship & Career Engagement

Selena Webb-Ebo, Employer and Relations Coordinator

Kate Markgraf, Program Coordinator/Career Counselor

The Experiential Learning and Career Education (ELCE) office supports students and alumni as they navigate their career development process. We also work with employers, providing a strong workforce to ensure organizational success and fostering a healthy and vibrant local, statewide, national, and global economy.

Experiential Learning and Career Education Information

Where is the ELCE office?
Bonaventure Hall, Suite 022

What Are the Operating Hours of the ELCE Office?
8:30am – 5:00pm • Evening hours by appointment

How Do I Make an Appointment With a Career Educator?
Call: (414) 410-4157
Online: http://www.stritch.edu/career/
Click on Faculty member and you will be linked to their calendar

What Type Of Appointments Can I Make with The ELCE Office?

- Exploring/Changing Majors & Careers
- Assessments Intake
- Type Focus/MBTI/Strong Interest Inventory Review
- Writing Your First Resume
- Writing Your First Cover Letter(s)
- First-Time Career Fair Prep
- Mock Interviews
- Resume Review
- Cover Letter Review
- Internships/Employment Search
- Utilizing Online Resources
- Job Decision making/Offer Evaluation
# Four-Year Recommendations

## First Year
- Meet with your Academic Advisor to explore resources and services
- Become involved with extracurricular activities for personal and professional development
- Get to know your professors and meet with them during their office hours
- Learn about The Experiential Learning and Career Education (ELCE) at [http://www.stritch.edu/Student-Experience/Career-Education](http://www.stritch.edu/Student-Experience/Career-Education)
- Make an appointment with a Career Educator at the ELCE office
- Register on StritchBriefcase—the CSU online job board
- Reach out to CSU alum, personal contact, or interesting professional to conduct an informational interview or job shadow by using LinkedIn
- Develop and refine your online brand
- Understand how skills obtained in the classroom and in extracurricular activities are transferable to the “real world”

## Second Year
- Make an appointment with a Career Educator at the Experiential Learning and Career Education office
- Develop career related goals: writing, technology, foreign language
- Update, refine, and upload your resume to StritchBriefcase
- Assess your values, interests, personality, and skills through the ELCE self-assessment tools, workshops, and appointments with a Career Educator
- Research majors by talking with faculty, upper-class students and/or a Career Educator to finalize decision on your major
- Refine your online brand
- Participate in career workshops (Brown Bag Lunches) and experiential programs to explore career fields/industries of interest
- Identify potential internships/externships and apply to ones of interest

## Third Year
- Make an appointment with a Career Educator at the Experiential Learning and Career Education office
- Assess your values, interests, personality, and skills through the ELCE self-assessment tools, workshops, and appointments with a Career Educator
- Continue to update, refine, and upload your resume to StritchBriefcase
- Practice interview skills by conducting a mock interview
- Attend career fairs and employer visits
- Identify internships with employers/organizations that do not recruit on campus
- Seek positions of leadership in campus organizations and/or volunteer services
- Explore the option of attending graduate or professional school and prepare to apply. Be aware of exam deadlines (i.e., GRE, LSAT, MCAT, etc.)
- Participate in career exploration and experiential programs

## Fourth Year
- Assess your values, interests, personality, and skills through the ELCE self-assessment tools, workshops, and appointments with a Career Educator
- Organize job search strategies for obtaining full-time employment
- Update, refine, and upload resume to StritchBriefcase
- Attend in career workshops (Brown Bag Lunches)
- Identify employers/organizations that do not recruit on campus
- Know the hiring timelines of various industries—review pg. ___
- Participate in mock interviews
- Prepare thoroughly for each interview that is conducted
- Prepare for salary negotiations through workshops and/or a meeting with a Career Educator
**Major and Career Discernment**

<table>
<thead>
<tr>
<th>ENGAGE IN SELF - ASSESSMENT</th>
<th>EXPLORE</th>
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<tr>
<td><strong>In order to choose a major or career path, you must know yourself. Knowing yourself entails identifying your Values, Interest, Personality, and Skills (VIPS). To achieve long-term career satisfaction it is important to implement all four of your VIPS in your future career. An online self-assessment will provide some clarity on your VIPS, and how to apply them to your education and career search.</strong></td>
<td><strong>Research careers related to what you have learned about yourself.</strong></td>
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<tr>
<td><strong>• Values:</strong> Prioritizing Your Values; Work Values</td>
<td><strong>• O*Net – has detailed descriptions of the world of work:</strong> <a href="http://www.onetonline.org/">www.onetonline.org/</a></td>
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<tr>
<td><strong>• Interests:</strong> Your interests correspond to occupational areas, activities, school subjects, and work environment. Additionally, results compares your interests with working professionals in a wide variety of occupations.</td>
<td><strong>• Use informational interviews with family, friends, alums, and industry experts to gain practical career knowledge and find out details you would not find out on company website.</strong></td>
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<td><strong>• Personality:</strong> Your personality type will dictate your preferences.</td>
<td><strong>• Attend a Career or Internship Fair</strong></td>
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<td><strong>• Skills:</strong> Exploration of your skillset will also help with the career discernment process</td>
<td><strong>• Complete a Job Shadow</strong></td>
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<td><em>Contacting a Career Education is required to access our assessments</em></td>
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<th>STUDY WHAT YOU ENJOY</th>
<th>EXPERIENCE</th>
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<tr>
<td><strong>Your major does not define your career path! You will be more motivated to attend class if you are interested in what you are studying.</strong></td>
<td><strong>Think about how to utilize your time, set goals and ACT! Some experiences to consider: student clubs &amp; organizations, experiential programs, job shadow, research, service, fellowship opportunities, studying abroad and internships</strong></td>
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<tr>
<td><strong>• Speak with faculty in the various departments you are considering and upper class students</strong></td>
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<td><strong>• Participate in Academic Clubs that interest you</strong></td>
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**ELCE**

**Events and Workshops**

**On-Campus Career Fairs**

**Fall Part-Time Job and Internship Fair**

Held the first week of September, this event offers both on and off campus opportunities for students to explore. Undergraduate students from all colleges and majors are encouraged to attend – not only to connect with employers, but also to network and make connections for your future.

**Summer Job and Internship Fair**

This February event is a great opportunity for students to connect with employers to learn about both full and part-time Summer Jobs and Internships. Attending this event will also prepare you for the annual WorkForce Career & Internship Fair.

**Workforce and Internship Job Fair**

Co-sponsored by the schools in the Wisconsin Private College Career Consortium (WIPCCC), held at State Fair Park each February, this event is open to students and alumni from each of the participating institutions. With an average of 1000 students and alumni, and close to 200 employers, many employers indicate this is the best career and internship fair in the state.

**Workshops**

The ELCE staff plan and present many workshops and presentations each year. Topics include:

- How to Work a Job Fair
- Resume Ready
- LinkedIn
- Internships

For information about all workshops and events THE ELCE offers, visit [http://www.stritch.edu/career/](http://www.stritch.edu/career/)
Experiential Career Opportunities

Experiences are often the best way to ignite your interests and clarify your goals. Through the ELCE’s experiential opportunities, you can build your resume, hone in on your areas of interest and build your network within the field you hope to enter upon graduation. Whether you are studying studio art, on track to join a big company, or entirely undecided, internships can be a beneficial experience.

Career Ready Internship Program

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An internship is a directed, practical experience that integrates knowledge and theory learned in the classroom. Internships can be paid or unpaid. Most internships are exploratory and offer work experience or on-the-job training in a field that the student wants to learn more about.

Tips for a Successful Internship

During your first few days at the internship:

- Dress Like a Professional: Dress and behave more conservatively until you get a feel for the culture.
- Take Notes: Write down the people’s names so you can start remembering them.
- Show Interest: Ask questions to demonstrate that you are absorbing information about the company, people and culture.
- Be prepared: Research the company, prepare before meetings, and stay up to date on industry specific topics by reading professional trade journals and magazines.

Throughout the Internship:

- Dress appropriately
- Act like a professional: Avoid gossip and office politics
- Treat it like a real job
- Stay off social media: Save social media, texting and general cell phone usage for after work
- Be optimistic: Maintain a positive attitude
- Take Initiative: Volunteer to help with projects and learn about new departments.
- Network: Create professional relationships
- Reflect: Journal about experiences to trace growth and development
- Start and Finish Strong: End the internship with the same excitement and energy you began with
Job and Internship Search

When beginning your search for job and internship opportunities it is important to have three basic criteria established: industry and hiring timeline, function, and compensation. Knowing these will help you begin to search for opportunities of interest.

Industry and Hiring Timeline

- Industry and position are rarely determined by major
- Learn more about the recruiting process and what opportunities are available
- Know when your industries of interest hire
- Not every industry recruits on campus

Function

- Your search will be more productive if you understand positions and functions before you begin
- Understand what skills you possess that are transferable to this function
- Identify on-campus activities as a student to gain experience and boost your confidence and marketability for a specific function
- Specific functions cross over many industries, e.g., a public relations role can be found in banking, fashion, entertainment, sports industry, and education

Compensation

- Discover the salary level of the function and industry which you are pursuing (NACE salary survey/salary.com)

General Recruiting Deadlines

Fall Recruiting
- Accounting
- Actuarial
- Consulting
- Education
- Engineering Fields
- Financial Services
- Government
- Healthcare
- Insurance
- Investment Banking
- Marketing
- Post-Graduate Service
- Retail
- Technology

Spring Recruiting
- Architecture
- Advertising
- Design Fields
- Education
- Entertainment/Media
- Government Sector
- Human Resources
- Insurance
- Marketing
- NGOs
- Nonprofit Sector
- Public Relations
- Publishing
- Real Estate
- Research
- Sports/Recreation
- Sales

There are always exceptions, but these are the general hiring timelines for internship and full-time positions.
How to Prepare for a Career Fair

Compose a Resume that Markets your Background and Skills
- Review the “Writing your Resume” section in this guide
- Visit the Career Office for a resume review

Prepare, Prepare, Prepare
- Attend a “Career Fair Prep” Brown Bag workshop
- Determine your objectives for attending
- Review the companies attending the fair and position descriptions on Stritch Briefcase
- Select which organizations you plan to visit and conduct further research
- Visit company websites to review mission statements, annual reports, and products or services
- Develop and refine networking skills
- Develop your “30 Second Message”

Developing your “30 Second Message”
A good 30-second message includes:
1. Relevant background information: education and experience
2. Summary of your career interests and skills
3. A relevant question or request

The Foundation
- Hello, I’m … (name, year, and any connection to Organization Industry/position)
- Articulate interest in industry/career field. Her are a few suggestions:
  - I have experience with … (explain something from a relevant experience, class, etc.)
  - Your company is … (demonstrate knowledge of company)
  - I’m interested in X because … (explain your interest in company/industry)
- I can … (match your skills with their needs)
- End with an engaging question

Sample 30 Second Messages

Career Fair Specific

Hi, my name is … I am a junior majoring in English and Accounting. I specifically enjoy studying Religious literature, doing close readings of text to determine underlying meanings, and crafting arguments supported by those readings. My Accounting studies allow me to explore the more quantitative and structured part of my nature through the study of statistics, economics, and marketing analysis. Together these allow me to combine big picture, creative thinking with analytical abilities. Because of this, I think I would have a lot to offer an organization like yours. Can you tell me about the work you do at … and what qualities you look for in your intern and entry-level candidates?

Question to Ask
1. Could you tell me more about the client responsibilities of the Business Analyst position?
2. What are some of the campus and internship experiences that help candidates complete successfully for this position?
3. What is your position with the organization/company?
   a. What have you enjoyed most about your position?
   b. What have you found most challenging about your position?
4. What career paths are open to people who have succeeded in this position and what is a typical time frame for advancing to a different opportunity?
5. Could you describe your training program for new hires?
6. What do you think are some of the most important skills and experiences undergraduates need to enter this career field?
7. Ask about an issue or current event that may be impacting the company (from your careful research).
Professional Dress Options

Business Casual vs. Professional

Tips for Success in Any Business Situation

1. When in doubt, dress conservatively.
2. A suit (suit & tie for males) will suffice in most situations.
3. Make sure your outfit is wrinkle-free.
4. Stick with solid colors and tighter-woven fabrics or simple patterns.
5. Accessories should be kept simple: basic pumps, modest jewelry, light make-up & light perfume.
6. Wear a belt and a watch.
7. Be sure your hair is neatly trimmed or groomed. Avoid the "messy" look.
8. Shirts with lettering or graphics should not be worn.
9. Check your outfit for missing buttons, lint, or a crooked tie.
10. A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).
INTERVIEW TIPS

- Arrive 5 – 10 Minutes early
- Cell phones should be OFF – not vibrate
- Bring extra copies of your resume, and a copy of transcript/project/design/art/ or architecture
- Greet interview(s) with a pleasant handshake and a warm smile
- Taking a pause before delivering your answer is OK. Asking for clarification can also provide you with time to make it more clear
- Have well thought-out questions
- Make sure you close the interview reiterating your interest in the organization and the position
- Ask for the next steps and for the hiring time-table; it is ok to ask
- Ask for a business card to follow-up with a thank-you note

REMEMBER- all interactions with members of the organization impacts the decision-making process – including those you meet in information sessions, receptionists, or office assistants – so be friendly and courteous

POST-INTERVIEW FOLLOW-UP

Follow-up
A critical aspect of interviewing is the follow-up. You should send a thank you letter or email to each person with whom you spoke that reiterates your interest in the position in the organization. ASK for business cards or ask the person arranging the interview for the correct spelling and business emails of each person with whom you met. Make each note somewhat different and include a reference to something you discussed in the interview. After that, wait at least one week beyond the date when they said they would contact you. A phone call to see if a decision has been made is appropriate.

A Sample Thank You Letter Text:
It was a pleasure to meet you to speak about ___ (insert title of position) position at (insert organization name). I especially appreciated talking with you about ...

If given the opportunity, I am confident I can make valuable contributions to your organization. Thank you for the time you took to interview me. I look forward to hearing from you about this position.

Should You Accept the Offer?

You need to think very carefully about the offer. Don’t accept until you are ready, and your acceptance is made in good faith with an intention to honor the acceptance. Some questions you should ask yourself are:

- Are the organization’s values and culture aligned with mine? Did I enjoy the interactions with the people I met?
- Will they provide me with valuable professional development opportunities? Is the work challenging?
- Will it take me on my desired professional path in a reasonable time?
- Even if it isn’t the exact position I was hoping for, will I gain skills that will positively influence my career/professional development?
- Does the compensation package (salary, benefits, vacation, health and retirement plans) meet my needs?
- Is the geographical location interest me?
- How do I feel about the required level of travel?

If you would like to discuss your situation please contact The Experiential Learning and Career Education to speak with a Career Educator.
Resume Guidelines and Checklist

The first impression you make to a potential employer is your resume. Use this Resume Guideline and Checklist to make sure your resume will help you stand out.

REQUIRED ELEMENTS ON YOUR RESUME

**Header is your Contact Details:**

- Name
- Email Address (professionally appropriate)
- Phone Number (be sure to have a professional message on your voicemail including your name)
- LinkedIn Address (when established)

**Education:**

- Degree (Major, Minor) with Month/Year of graduation
- University Name & Location (City, ST)
- GPA (if a positive reflection of your efforts, usually 3.3 and higher)
- Core Certificates
- High School for freshman. Sophomores can include if returning to hometown for an internship

**Work Experience (starting with the most recently held job):**

- Job Title
- Company Name, Location (City, State) & Dates (Month, Year)
- Quantified

*Demonstrate your skills and accomplishments in each position with short but detailed bulletted phrases. Bullets should each begin with a strong, unique, tense-appropriate action verb and should focus on quantifiable results or impacts when possible.

**Skills:**

- Include job related skills (e.g. customer service, multi-line phones, filing, computer, language, science/lab) and production skills when applicable
- Specialized skills (e.g. bilingual skills, Software)

OPTIONAL ELEMENTS

**Objective Statement**

- Objective Statements are not effective when uploading to mass websites or using your resume to network.
- If you are applying for a specific position, you can use an objective statement that focuses on the position and the employer’s needs. This helps you reinforce what position you’re applying for, that you’ve done your homework, and that you know what you want. An ex. *An Accounting position within a Fortune 500 company that will utilize strong communication, detail, and Excel skills.*

**Relevant Courses**

- Consider adding unique courses beyond general or introductory requirements of your major
- Include courses related to your career goals, objective, and/or skill set in this section – this should only be a list of all the classes you have taken in college
- Relevant coursework can be incorporated into “Education” if you have advanced/specialized coursework related to the industry/position

Presentation / Format Tips and Insights:

- One page for most industries - unless experiences merit more pages
- Margins between .6 and 1 inch
- Include results and accomplishments
- Make your name stand out – accent font & size, bolding, heading, and lines in selective areas
- If less than 2 years of professional work experience, list your education first
- List accomplishments that are tied to your work or education experience
- Font size between 11 - 12 pt (except contact details such as phone and email that can be 10 pt)
- Verb tenses (past experience, past-tense verb usage)
- Convert to PDF when submitting electronic applications, checking no format changes occur
- Use Action Verbs
- Use spell check AND have several people proofread
Types of Resumes & Common Resume Sections

Types of Resumes

Reverse Chronological
This is the most common resume format for college students. A chronological (or reverse chronological) resume organizes information by jobs/experiences in reverse chronological order, with the most recent experiences listed first. This format works well when:

- You are seeking an entry level position
- You have a steady history of employment position

Functional
A functional (or skills-based) resume works well for professionals but not for undergraduates. It organizes information into functional groupings of skills or accomplishments. This format works well when:

- You want to demonstrate a clear relationship between your skills and the position you are seeking

Combination
This type of resume organizes information with an emphasis on skills in reverse chronological order. Experience and skills can be tailored to fulfill the specific requirements. This format works well when:

- You want to highlight skills related to specific jobs
- You want to emphasize relevant skills
- You are looking to jump into a new industry
- You’re applying for a position that requires a lot of technical skills and expertise

Creative
Typically utilized for applying to design positions, this type of resume does not follow a specific format. A creative resume highlights a student’s design capabilities while delivering key accomplishments in a unique aesthetic.
### Action Verbs for Resumes

<table>
<thead>
<tr>
<th>LEADERSHIP</th>
<th>Accomplished</th>
<th>Achieved</th>
<th>Administered</th>
<th>Analyzed</th>
<th>Assigned</th>
<th>Attained</th>
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Resume Template I (with Bullet points)

Your Name

● name@wolffmail.stritch.edu ● phone number

EDUCATION

Degree, Major: __ & __ (if double major); Minor: ___

Graduation Date

Cardinal Stritch University, Milwaukee, WI

GPA [Note: Optional]

[Multiple degrees from same school: Degree; (if applicable)]

Relevant Coursework or Certificates: [Note: Optional. Academic Awards and Honors can also be listed here]

EXPERIENCE

ORGANIZATION

Position Title

Month Year - Month Year

• Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
• Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
• Quantify where possible.
• Do not use personal pronouns; each line should be a phrase rather than a full sentence.

LEADERSHIP AND ACTIVITIES

ORGANIZATION

Role

Month Year - Month Year

• This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
• If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

SKILLS & INTERESTS [Note: Optional]

Technical: List computer software and programming languages

Language: List foreign languages and your level of fluency

Laboratory: List scientific /research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation
RESUME TEMPLATE II (paragraphs)

Your Name

- name@wolfmail.stritch.edu  
- phone number

EDUCATION

Degree, Major (and Minor if applicable)
Cardinal Stritch University, Milwaukee, WI
Relevant Coursework or Certificates: [Note: Optional. Academic Awards and Honors can also be listed here]

Graduation Date  
GPA [Note: Optional]

EXPERIENCE

Position Title  
ORGANIZATION  
City, State  
Month Year - Month Year
Examined lab cultures of cancer cells using spectrum analysis. Managed focus groups and data results from over 500
data points. Created ideas for different research opportunities. Presented finding to senior managers using
quantitative analysis and creative visuals in combined PowerPoint presentations.

TEEN ADVISORY  
City, State  
Month Year - Month Year

Teen Advisory Group Intern  
Researched and assembled group data for medium-sized non-profit who focus on medical care for teenagers.
Implemented new web site, including back end database storage system and dynamic web pages.

LEADERSHIP and ACTIVITIES

ORGANIZATION  
Role  
City, State  
Month Year – Month Year
[Note: This section can be formatted similarly to the Experience section, or you can omit descriptions for activities. If
this section is more relevant to the opportunity you are applying for, consider moving this above your Experience
section.]

ORGANIZATION  
Role  
City, State  
Month Year – Month Year
[Note: This section can be formatted similarly to the Experience section, or you can omit descriptions for activities. If
this section is more relevant to the opportunity you are applying for, consider moving this above your Experience
section.]

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages
Language: List foreign languages and your level of fluency
Laboratory: List scientific / research lab techniques or tools [If Applicable]
Interests: List activities you enjoy that may spark interview conversation

Note that the Graduation Date and GPA is different from the previous page. Whatever format you choose, just be consistent with
your alignment of dates format.
Robert Josephina Maddox
● maddox@wolfmail.stritch.edu ● (262) 262-5959

Education
Bachelor of Arts | English
Cardinal Stritch University, Milwaukee, WI
Certificates: [Note: Optional. Academic Awards and Honors can also be listed here]

Associates Degree (If Applicable)
IRVINE HIGH SCHOOL
Graffon, WI
GPA: 3.7 [If an employer asks for your SAT scores or GPA, include in your Education section]

Experience
PEARLS FOR TEEN GIRLS
Program Coordinator Intern
Milwaukee, WI
September 2016 - Present
• Facilitate group work among inner city and under-resourced children
• Produce and implement curriculum for girls ages 11-12 exposing campers to female leaders in community
• Implemented social media platforms, including Twitter, Snap Chat, Instagram and Facebook

APPLEBEES
Waitress
Milwaukee, WI
January 2016 – September 2017
• Refined and developed people and sales skills with our customers
• Managed closing duties, including money

FROSTY’S
Sales Associate
Milwaukee, WI
Summer 2016
• Accommodated customer needs by providing produces in a fast paced environment by delegating responsibilities with team members

Activities
• Mending Minds, Volunteer/Member
• The Bold and the Beautiful, Member
• Friends with Sisters, Volunteer

Skills
• Language: Bilingual, Spanish
• Computer: Microsoft Office, Adobe Illustrator, Photoshop
**Education**

**Bachelor of Arts in Chemistry**
Cardinal Stritch University, Milwaukee, WI

*Honors: Academic Dean’s List 2016, 2017,*

May 2019  
GPA: 3.70/4.00

**Research Experience**

**School of Freshwater Sciences Global Water Center Intern**  
University of Wisconsin - Milwaukee, Milwaukee, WI

- Conducted lab research with inorganic media using cell culture, microscopy, gel electrophoresis, and FACS analysis
- Plotted calibration, tracking against lab standards using the Thermo Scientific Evolution 201 UV Visible spectrophotometer
- Summarized results of analysis and presented to Principal Investigator and senior research team, preparing graphs for publication

**Lab Experience**

- Agarose Gel Electrophoresis
- Cell Staining
- Protein Assay
- Titrations
- Filtration
- Spectrophotometry
- Column/Size exclusion Chromatography
- Polyacrylamide/Agarose Gel Electrophoresis
- Bacterial Culture
- DNA Extraction

**Work Experience**

**Library Assistant**  
Cardinal Stritch University, Milwaukee, WI

May 2016 – Present

- Professionally greet and serve students, alumni, and the greater community during their time in the library
- Catalog library materials, ensuring patrons could easily locate needed resources

**Warehouse Inventory Assistant**  
Home Depot

Nov 2012 – Sept 2014

- Monitored and performed administrative warehouse functions to maintain inventory equipment (30k+) records
- Operated forklifts to transport HAZMAT material from one warehouse to another

**Skills**

- Bilingual (Spanish)
- CPR Certification
- First Aid certification
OBJECTIVE
Teaching position in grades PK – 6 classroom

EDUCATION
Bachelor of Science in Elementary English
Cardinal Stritch University, Milwaukee, WI
May 20XX
GPA [Note: Optional]

CERTIFICATIONS
Wisconsin Early Childhood through Middle Childhood (Pre-K – 6)
Qualified for Wisconsin 5-year license (20XX-20XX), Codes: 71-777

TEACHING RELATED EXPERIENCE
Student Teacher Grade 2
Lloyd Street Global Education School, Milwaukee, WI
Semester, Year
• Assumed all classroom teaching responsibilities for three weeks
• Facilitated reading and writing workshops, word sorting and guided reading groups
• Created hands-on science activities integrating math and technology
• Provided additional instruction for underachieving math small group
• Participated in parent/teacher conferences, staff meetings and grade level meetings
• Developed strong classroom management and conflict resolution skills

Teaching Aid Clinical Grade 4
Catholic East Elementary, Milwaukee, WI
Semester, Year
• Assisted fourth grade teacher with reading groups
• Read one-on-one with underachieving students
• Developed educational and seasonal bulletin boards
• Taught in multiculturally diverse classroom
• Created electronic newsletter for parents

Classroom Assistant
St. Francis Children’s Center, Milwaukee, WI
Fall 20xx – Spring 20xx
• Assist lead teacher with learning and play activities in 2-3 year old room
• Work with children with developmental delays or disabilities
• Lead activities and learning units for children
• Interact with parents, providing behavior reports and answering questions

Camp Counselor
Summer 20xx – 20xx
• Supervised twelve 9 – 10 year old girls cabin for 10 weekly overnight camping sessions
• Fostered supportive and positive community during camping experience
• Assisted with new counselor training in 2009 and 2010
• Led arts and crafts programming including ordering supplies in 2010

ACTIVITIES
Student Wisconsin Education Association, Cardinal Stritch University
2015 – Present
OBJECTIVE
To obtain a full-time position in the communications industry applying teamwork and leadership skills

EDUCATION
Bachelor of Arts, English, May 20XX
Cardinal Stritch University, Milwaukee, WI
GPA: 3.12/4.00
Certificate: Health and Wellness

RELEVANT COURSES
Creative writing         Social Media         Creative Branding         Accounting
Publishing Narratives   Sport Branding        Marketing              Communications

EXPERIENCE
OFFICE OF MARKETING AND UNIVERSITY BRANDING    Milwaukee, WI
Social Media Branding Manager, Winter 20XX
• Sourced, edited, and created all content regarding the University’s social media presence
• Maintain website content relevant to University events

NAIA ATHLETICS
CARDINAL STRITCH UNIVERSITY TRACK AND FIELD TEAM
Hurdler, 20XX – Present, Captain, Present
Teamwork:
• Help lead team to four consecutive Conference titles
• Develop communication skills while working with twenty team members
• Set and achieved individual targets that fostered ultimate team goals

Character:
• Accustom to performing in pressure situations
• Establish strong work ethic to perform at a high level
• Successfully balance academic and athletic time commitments

LEADERSHIP
HISPANIC PROFESSIONAL OF GREATER MILWAUKEE    Milwaukee, WI
Member, Fall 20XX – Spring 20XX
• Work with peers and Hispanic organizations to represent the program in monthly meetings, retreats, and workshops

ACTIVITIES
Planning Committee Member, Freshman Retreats, 20XX – 20XX
Volunteer, Urban Plunge, Milwaukee, WI, December 20XX
Alex Martin

amartin@wolfmail.stritch.edu  I  (414) 410 -4157

EDUCATION

Bachelor of Arts, Major: Accounting, May 20XX
Cardinal Stritch University, Milwaukee, WI
GPA: 3.12/4.00
Certificate: Social Media and Corporate Responsibility

EXPERIENCE

Hispanic Professional of Greater Milwaukee Milwaukee, WI
Member, Fall 20XX – Spring 20XX
- Work with peers and Hispanic organizations to represent the program in monthly meetings, retreats, and workshops
- Develop public and private connections
- Led the Fall 20XX semester agenda which entailed developing a networking plan

Jewish Community Center Marketing Assistant, Intern, Milwaukee, WI, Summer 2017
- Connected with community leaders as part of our fundraising efforts
- Developed a strategic marketing plan to engage twenty- thirty new potential partners
- Asked to transition to part-time employee following the ending of the internship to continue to foster new relationships

United Way Accounting Department Assistant, Intern, Milwaukee, WI, Summer 2016
- Conducted relative and intrinsic valuation of a partnering non-profit using DCF modeling
- Prepared data for valuation of our different projects

Cardinal Stritch University, Undergraduate Representative, Milwaukee, WI, Fall 2016
- Presented University information and carried out campus tours for prospective students
- Tailored messaging relative to the population to which I was guiding to ensure a quality campus tour

SKILLS

Computer: Proficient in MS Word, Excel, Photoshop, Premier Pro and Final Cut Pro
Interests: Volunteering, Chess, Sports
Objective
Patient-focused Certified Nursing Assistant and ambitious nursing student with 4+ years of experience in health care field, with a passion for learning and growing, seeking a position within a dynamic healthcare environment.

Education
Bachelors of Science in Nursing, GPA: 3.95/4.00
Cardinal Stritch University: Milwaukee, WI

Clinical Experience
- Pediatrics: Children’s Hospital of Wisconsin: Milwaukee, WI, Fall 2017
- Obstetrics: Aurora Hospital: Milwaukee, WI, Fall 2017
- Operating Room: Aurora Hospital: Milwaukee, WI, Spring 2017
- Medical-Surgical: Aurora Hospital: Milwaukee, WI, Spring 2017
- Psychiatries: Rodgers Behavioral Health: Milwaukee, WI, Spring 2017
- Medical-Surgical: St. Mary’s Medical Center: Grafton, WI, Fall 2016

Work Experience
Aurora Hospital: Milwaukee, WI, Nurse Tech – Trauma Medical-Surgical Unit
- Obtain and record patients’ vital signs, intake and output and blood glucose
- Assist patients with activities of daily living
- Follow isolation precautions and infection control procedures
- Obtain sample for urinalysis and stool samples
- Experience using Eclipsys EHR
- Experience with patient positioning
- Experience with JP drains, abscess drains, nasogastric tubes, Foley Catheters, rectal tubes

Froedtert Medical Hospital: Milwaukee, WI, Patient Care Tech
- Obtained and recorded patients’ vital signs, intake and output and blood glucose
- Worked with diabetic, cardiac and oncology patients
- Assisted patients with activities of daily living
- Followed isolation precautions and infection control procedures
- Obtained sample for urinalysis and stool samples
- Experience using Meditech HER software

The Legacy at West Allis: West Allis, WI, Certified Nursing Assistant
- Followed infection control procedures
- Provided feeding and mobility assistance
- Provided assistance with activities of daily living

Certification, Additional Skills and Awards
- Certified Nursing Assistant
- CPR certified through American Heart Association
- Write and speak Spanish, Portuguese and English fluently
Combination Resume

Sean Webb

swebb@wolfmail.stritch.edu, (414) 410 -9796

EDUCATION

Bachelor of Arts in Accounting
Cardinal Stritch University, Milwaukee, WI
May 2017
GPA 3.3/4.0

EXPERIENCE

Marketing

Fun and Fit Athletic Club
Madison, WI
Marketing Assistant, Winter 20XX – Present
- Assist Marketing Department’s efforts to expand membership enrollment through increased brand promotion in print and online
- Identify areas for potential growth through profit loss analysis

Media

Cardinal Stritch University Marketing Communications
Milwaukee, WI
Blogger, Marketing Assistant, Fall 20XX – Present
- Ensure the online content is published without error with attention to detail
- Coordinate with a team of 10 staff to produce quality news
- Conduct strategic planning on when we want to post relevant content

Leadership

Cardinal Stritch LEADERS Program
Milwaukee, WI
Student Leader Participant, Fall 20XX
- Coordinated efforts with 14 other students to host two events for 70 freshmen
- Facilitated discussion and built trust and community within a group of 15 students

Customer Service

Applebees Restaurant
Milwaukee, WI
Server, Fall 20XX –
- Welcomed patrons and met their customer needs through courteous interactions
- Served over 40 tabletops on the busiest of nights, ensuring guests received their meal in a timely fashion

CAMPUS EMPLOYMENT

Experiential Learning and Career Education Office, Student Assistant, Fall 20XX – Present
The Bean, The Grove, Barista, 20XX – 20XX

SKILLS

Computer: Adobe, Creative Cloud InDesign, Illustrator, Photoshop, Microsoft Word, and Powerpoint
Language: Bilingual in Spanish, Basic French
PROFESSIONAL PROFILE

- Customer service representative with over 4 years of experience of account administration and telephone sales
- Expert at designing and implementing sales strategies
- Possesses excellent customer service, sales, and communication skills
- Implemented a new sales strategy, cutting training expenses by 90% while increasing close ration by 10% within 3 months

PROFESSIONAL EXPERIENCE

Auto Insurance Group
Telephone Sales Representative
Milwaukee, WI
September 2011 – Present
- Implemented a new sales strategy, cutting training expenses by 90% while increasing close ration by 10% within 3 months
- Average 60 cold calls a day to business and private individuals by telephone in order to solicit sales for goods and services
- Conduct client or market surveys in order to obtain information about potential customers
- Respond to all customer inquiries and complaints and conduct collection activity on active and inactive accounts
- Maintain all billing and & collections records

Pfister hotel
Front Desk Clerk
Milwaukee, WI
September 2006 - 2011
- Provided information to guests in a 150+ room hotel policies, services and amenities, and provided information to guests about the local dining area (e.g., directions, places to eat)
- Trained 30+ new staff members, including front desk clerks, housekeepers, and maintenance workers
- Sold rooms to walk-in customers, entering/changing reservation information on the computer system
- Posted charges to guest accounts and processed payments, making corrections where necessary, and informed housekeeping department about room status/availability
- Listened to and resolved guest complaints, via operating the hotel switchboard or PBX

EDUCATION

Bachelor of Arts, Major: Accounting, May 20XX
Cardinal Stritch University, Milwaukee, WI
GPA: 3.12/4.00
Certificate: Social Media and Corporate Responsibility

ADDITIONAL SKILLS

- Proficient with Microsoft Office – Word, Excel, Publisher, PowerPoint
- Excellent communication skills with a focus on customer service
- Familiarity with Point of Sale terminal
SKILLS
- Contract negotiations and compliance
- Employee training and development, including orientation program
- Budgeting and strategic planning

EXPERIENCE

Human Resources

Employee Training
- Provided project management for employee training in new division of 400 staff
- Developed in-service training program for new employees
- Compiled and edited comprehensive training manual, which was adopted company-wide
- Updated and procedures within Human resources department and trained staff on new programs

Hiring and Benefits
- Recruited, screened and interviewed applicants for positions, filing 100 openings annually
- Achieved first year staffing goals in 10 months
- Revised and improved benefits package, resulting in 17% cost savings

Management/Additions
- Monitored organizational budgets of $100,000 monthly
- Managed all aspects of fitness club operations including full financial accounting of $750,000 annual revenues
- Negotiated and monitored contracts for equipment and supplies, cutting administrative costs by 20% through effective supply purchasing
- Oversaw human resources office of 15 and restaurant staff of 25

Program Development / Coordination
- Lead strategic planning efforts for fitness center staffing
- Designed and implemented stress management program
- Selected social and athletic activities to be offered; coordinated implementation, promoted programs and registered participants
- Planned, coordinated and promoted first annual company family picnic for 500 guests

EMPLOYMENT

Human Resources Manager – Jeffrey’s Engineering, Waukesha, WI 2005 – Present
Human Resources Representative – Novacorp, Milwaukee, WI 2002 - 2005
Assistant Manager – Denny’s Restaurant, Harland, WI 1998 – 2000

EDUCATION

Bachelor of Science in Business Administration
Cardinal Stritch University, Milwaukee, WI August 2000

Certificate in Human Resource Management

COMMUNITY / ASSOCIATION INVOLVEMENT
Society for Human Resource Management, Compensation Committee Member 2000 – Present
Habitat for Humanity, Volunteer and Coordinator 2002 - Present
JOAN E. JOBSEEKER
E: joane@jobseeker.com . M: 555-555-5555 . New York, NY 10128
Linkedin.com/in/joanejobseeker

Functional Format
– Experienced

Financial Analysis & Reporting
Meticulous Financial Analyst who undertakes complex assignments. Meets tight deadlines and delivers superior performance. Possesses practical knowledge in corporate finance and financial markets. Applies strong financial planning and analytical skills to inform senior management of key trends and reduce company expenditures by more than $255,000. Operates with a strong sense of urgency and thrives in a fast-paced setting. Fluent in Spanish. Core competencies include:
- Financial Reporting
- Project Management
- Financial Analysis
- Statistical analysis
- Corporate Finance & Financial Services
- Market Analysis
- Client Relations
- Strategic Planning
- Forecasting

Professional Experience
Company ABC. New York, NY. 2010–present
One of the largest global pharmaceutical companies, producing a portfolio of products and medicines that support wellness and prevention, as well as treatment and cures for diseases across a broad range of therapeutic areas.

Financial Analyst
Prepares financial presentations for senior management by incorporating new and existing reports along with analysis of business trends for Company ABC’s $2.1 billion Nutrition segment. Supports the development of executive reports, presentations and ad-hoc reporting capabilities. Formulates annual operating budgets and monthly forecasts, and tracks team spending for budget exceeding $1.3 million.
- Generated approximately $452,000 in annual savings by employing a new procedure with streamlined the business’s vendor relationships
- Improved spending reports to enhance clarity of expenses and increase efficiency of ten different groups
- Conducted financial analysis to support senior leadership with developing the business segments long-range financial plan of more than 30$ billion over the next five years

Leading provider or investment advisory services with a core focus institutional investors such as Pension Funds. Endowment Funds and Foundations, and high net worth individuals.

Performance Analyst
Responsible for conducting quantitative analysis of index statistics and market data, performing benchmark analysis, and compiling performance data for more than ten Pension Fund clients ranging in value from $15 million to $1.2 billion. Utilizes in-house financial software systems to provide analytical, financial and presentation support for the account management activities surrounding quarterly earnings meetings and ad hoc monthly reports.
- Within first three weeks in the organization, took on and organized one of the company’s largest clients, valued at $1.2 billion with more than 100 money managers.
- Increased data mining 62% by creating a more efficient process to collect information from money managers.
- Reorganized and streamlined database of global indices to provide intra quarterly returns.

EDUCATION
Bachelors of Science in Business Administration (cum laude)
SYRACUSE UNIVERSITY. Syracuse, NY. 2008

TECHNICAL SKILLS
Proficient in Microsoft Office Suite: Advanced Excel, Word, PowerPoint, Outlook, Access, QuickBooks software, In-house proprietary financial software, SAP
Cover Letters

Cover letters serve as the bridge between your resume and the specific job to which you are applying. Therefore, there is not a “one size fits all” cover letter. A cover letter is a reflection of your writing skills, so take the time to conduct a spell check and grammar check, and proofread, proofread, and proofread again. The key to a great cover letter is to be specific to the organization and position — a generic cover letter will HURT you, not help you.

You Should Send a Cover Letter When:
- Applying through StritchBriefcase or another online database and employer has requested it
- Responding to a job posting via direct mail or email
- Sending a response to a referral from a friend or acquaintance

Guidelines

Your Cover Letter Should Be:
- Format, polished, and grammatically correct
- Precise, concise, cordial, and confident
- Written in the active voice
- Varied in sentence structure — don’t begin all sentences with “I”
- Printed on the same type of paper as your resume
- Targeted to the needs of the company and requirements of the position
- A way of connecting the job description with your resume and skills
- The font and formatting of your cover letter should match the font and formatting of your resume

Cover Letters Should be Addressed to a Specific Person
If you do not have a contact name:
- Investigate the company website and other online resources for contacts and addresses
- Call the company and request the name of the person responsible for hiring college graduates in your career area
- If all efforts fail, use a proper saturation such as “Dear Sir or Madam” or “Dear Hiring Manager”

Additional Tips
- Your cover letter should not be a repetition of the wording on your resume
- When sending a resume via email, you may follow the cover letter format to introduce your attached resume and pull it into the body of the email (do not include the forms format with addresses and the date)
- The subject line for cover letters sent via email should have the position/job title and your full name
- Use the term “Enclosure” or “Enclosures” only if you are sending hard copies of your documents

Content

The First Paragraph — “Why Them”
- States WHY you are writing
  - Responding to an advertised opening
  - Inquiring about a possible opening

- States WHY you are applying to, or are interested in, this employer
  - Company’s training program
  - Company’s product or service
  - Demonstrate your company research

- Mention your contract/referral if you have one

The Second Paragraph — “Why You?”
- States WHAT qualifications you bring to the position
- Highlights two or three experiences or academic achievements that directly relate to the qualifications the employer is seeking
- Proves through examples of experiences and activities that you have key skills for the position — i.e., leadership, communication, problem-solving ability, and analytical skills
- May close with a summary sentence of your qualifications and a confident statement that you can make a contribution to the organization

The Third Paragraph — “Next Steps”
- States WHAT you WANT — an interview or an opportunity to further discuss your qualifications and any employment opportunities the employer may have
- May reference your enclosed or attached resume
- Thanks the person and indicates that you look forward to speaking to or meeting with him/her, but indicates flexibility as to time and place
- Optional: Can state that you call the contact person at a certain time/day to discuss scheduling a meeting or an interview:
Sample Cover Letter

Your Street Address
City, State, Zip

Date

4 blank lines here

Mr. Sean Ebo
Director of Sales
ABC Corporation
Street Name
City, State Zip

2 blank lines here

Dear Mr. Sorrell:

I recently spoke with Mr. Connors at the Spring Internship and Career Fair at Cardinal Stritch University regarding career opportunities within the pharmaceutical industry and he suggested I contact you. ABC Corporation’s recent market expansion and use of the most current biotechnology in its products is particularly impressive. I am very interested in a Pharmaceutical Sales Representative position within your company and have enclosed my resume for your review.

My Science and Business education has exposed me to principles of business – marketing, accounting, finance, and management – while also establishing the strong science foundation necessary in the pharmaceutical industry. As a marketing intern last summer, I applied and developed these skills in a corporate environment. Through interaction with clients ranging from computer hardware business to local grocers, I fostered strong communication skills and the ability to work with diverse customers. Additionally, I am committed to achieving results. For example, my new approach to marketing an on-campus service program increased student participation by 25%. Given my goal-driven nature and desire to succeed, I am confident that I can make a positive contribution to your Sales Department.

I would like the opportunity to further discuss my qualifications and any sales opportunities within ABC Corporation. I will call you during the week of November 1st to see if we might schedule a convenient time to meet. I look forward to our conversation.

Sincerely,

4 blank lines for signature

Sue Mait

Enclosure
Include if sending a hard copy of the letter and resume.
Sample Cover Letter

123 Street Name  
City, State Zip

February 12, XXXX

Mr. Tom Cardinal  
Cardinal Corporate Center  
Milwaukee, WI

Dear Mr. Cardinal:

I am a senior at Cardinal Stritch University studying History and English. I am writing to apply for the Marketing and Communications position at (insert company name) posted on Indeed.com. I’ve very excited about the field of education, and would welcome the opportunity to bring my strong communication skills, creativity, and marketing experience to your growing team.

(Company’s name)’s commitment to early education for every child is of particular interest to me because of my passion for youth development. This past summer, I worked as a senior counselor in the Summer READing Program(SRP), which is dedicated to preventing summer learning loss for children in Milwaukee. I designed and taught fun, interactive classes to a group of 10 fifth graders, and planned and led local field trips and workshops daily with a junior counselor. Throughout the summer, I consistently strived to create math, science, and reading lessons and activities that were engaging and tailored to my students’ needs.

Thank you for your consideration. I very much look forward to the opportunity to speak with you in person about my interest in the position.

Sincerely,

Sally Times

Address to a particular person if possible and remember to use the colon

Keep letters concise and factual. Make sure your resume and cover letter are prepared with the same font and size.
Communication

Request for Informational Interviews
Dear Mr. Smith:

Dr. Brown, my business professor at Cardinal Stritch University, suggested that I contact you. She recommended that as a Cardinal Stritch alumnus, you would be an excellent person to talk with about pursuing a career in human resources.

I am currently exploring which aspect to human resources to pursue. Training and development, compensation and benefits as well as labor relations all sound intersecting to me at this point. I want to go into my full time job search next spring with a clear sense of direction and I would greatly appreciate your insight into the long-term career implications of each path. I would also like to learn more about the day-to-day activities of a human resources professional.

I would greatly appreciate the opportunity to meet with you for an informational interview in the coming weeks. I am interested in learning more about how you began your career and what recommendations you might make for someone transitioning into the field. I will call you in the next week to see if we might be able to arrange a convenient time to talk. In the meantime, feel free to contact me at (414) 555-1234. Thank you for considering my request.

Sincerely,
(Signed Name)
Typed Name

Thank You Letters
Thank You Letter
Timing is critical! Thank you letters should always be sent within 24 hours after the interview. Ideally, send a thank you letter to every person you interviewed with; otherwise, send it to the Human Resources Director or the chair of the screening committee. This letter is to express appreciation and reiterate your interest in the position. As with your other application materials, pay attention to the standards in your industry. For example, a neatly handwritten thank you letter could reinforce your commitment to customer service while a typed letter could reinforce your professionalism and provide more space for you to describe your interest in the position and appreciation for the interview.

Dear Ms. Jones:

Thank you for the opportunity to interview last Thursday for the Lab Technician position with the ABC Company. It was nice to meet with you and learn more about the goals for your department. I became even more enthusiastic about the position when you mentioned that flu vaccine research would be part of the responsibilities of the position.

As we discussed during the interview, I enjoy conducting experiments and problem solving. College courses of biology and chemistry have affirmed this interest and developed my attention to detail. Furthermore, my work experience leading a data entry group at Children’s Hospital
Medical Center provided professional experience in laboratory testing and research. I am enthusiastic about the opportunity to bring these experiences to your position.

I look forward to hearing from you by March 18, as you mentioned. If, in the meantime, you have any further questions, please call me at 414-288-7423.

Sincerely,
(Signed Name)
Typed Name

Acceptance Letter

Acceptance Letter
This letter is sent to accept a formal job offer and is probably the most exciting letter of all to write. This information should confirm the terms of your employment, including starting date, salary, etc. Express your appreciation for the opportunity and enthusiasm in beginning employment.

Dear Ms. Smith:

It is with pleasure that I accept the position as a staff accountant with the ABC Corporation. According to our telephone conversation, I will begin on August 27th and will receive a salary of $_____.

I am looking forward to working with you and the staff at ABC Corporation.

Sincerely,
(Signed Name)
Typed Name

Replying to not having been chosen

Rejection Letter
You will be tempted not to write this one. Always reply by letter, whatever the circumstances. Thank employers for their time and consideration. Reinforce the positive aspects of the company and ask to be kept in mind for future positions with them or with colleagues. Wish them well. While you may not have been chosen for this position, maintaining a positive and invested relationship leaves a professional impression.

Dear Mr. Jones:

Thank you for your letter bringing me up to date on the status of my application for the ____ position. I am sorry, of course, that my experience did not match the requirements for the position which was recently available.
I hope that you will continue to consider me as a candidate for new positions that become available. I am very interested in working for you in the Marketing Department for the ABC Corporation. (Or – for the ABC Corporation.)

Sincerely,
(Signed Name)
Typed Name

The “Stall” Letter
Upon occasion, candidates find that they must respond to a job offer before they are ready to make a decision. Communication about delaying a decision should be pursued only when you are seriously considering the offer and this communication can take the form of a conversation or written letter. While a letter is acceptable, a conversation could offer the opportunity to explain the reason for the delay more fully while also getting immediate feedback from the employer. Either way, let the employer know that you are interested in the position and explain briefly why you cannot make a decision at this time. State a specific date by which you will be able to determine your plans with certainty. It is not ethical to accept an offer and keep looking.

Dear Ms. Brown:

I greatly appreciate your offer for the Communications Outreach Specialist position. The commitment of your organization to serving disadvantaged youth was affirmed during the interview and I would look forward to working to support the YMCA mission of building healthy spirit in body and mind. I greatly appreciate the offer.

Although the position is very attractive, I must ask for additional time to consider your offer. As I indicated during the interview, I am in the process of second-round interviews with three organizations. All interviews will be completed by the end of the second week of June.

A two-week extension of your offer deadline would be appreciated. I firmly believe that I can make a definite decision by DATE. I will contact you in one week to see if an extension can be given. Again, thank you for the offer.

Sincerely,
(Signed Name)
Typed Name

Withdrawal Letter
It is a matter of common courtesy to notify an employer once you have made a definite decision to reject an offer of employment. Rejecting an employment offer should be done thoughtfully. (You never know who they might know and whether you might want to apply for a different position at that organization in the future.) Indicate that you have carefully considered the offer and have decided not to accept it. It is not necessary to give a long explanation. Thank the employer for his/her offer and confidence in you.
Dear Ms. Smith:

Thank you for your employment offer for the position of Sales Manager with ABC Company. I am writing to inform you that I am withdrawing my application due to accepting an offer for a similar position with a different company.

Thank you for providing the opportunity to interview with you, to discuss career possibilities, and to learn about the work of the ABC Company. I wish you the best and for your company’s continued success.

Sincerely,
(Signed Name)
Typed Name

Further Questions?

We hope this guide is a helpful, too, in your self-marketing. If you have further questions, please contact Career Education to set up an appointment.

Cardinal Stritch University
Career Education
6801 North Yates Road
Milwaukee, WI 53217

Office: (414)410-4157
Toll Free: (800)347-8822
Fax: (414)410-4160
Email: career@stritch.edu
Web: http://career.stritch.edu