

STARR CAREER DEVELOPMENT CENTER

Resume and Cover Letter Writing Guide and More

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Development
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Resume, Cover Letter and Thank You Email Essentials

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2025 edition

Resume Writing

Overview of a Resume

A resume is a short advertisement of who you are – it leaves the first impression with a potential employer. Within a matter of seconds, it should convince employers that you are a strong candidate for the position and should be interviewed. **Remember** that a resume allows you to best HIGHLIGHT your achievements, skills, and background.

There are two types of resumes:

- **Chronological** resumes are the most widely used formats. Its defining feature is listing work experience in reverse chronological order, with the most recent work experiences listed first. Most employers prefer this type.
- **Functional** resumes omit work experience and instead list various abilities and accomplishments under functional headings. This resume style is typically used for individuals who have been in a career for a few years and desire a career change.

Key Points for a Chronological Resume

| Format and Style | Content | Other Tips |
|---|--|---|
| <ul style="list-style-type: none"> ▪ Must be one-page, unless you have significant experiences (close to 10+ years) ▪ Font size should be 10-12 pt. ▪ Margins can be 0.5 to 1 inch [Note: can adjust to make your resume neatly fit one page] ▪ Bolding and <i>italicizing</i> is used minimally and consistently to emphasize what is important ▪ Use a common and professional font such as Times New Roman, Arial, Calibri, etc. ▪ List your experiences in reverse chronological order by end date in each section (list only past and current experiences, not future plans) ▪ Be consistent throughout your resume on formatting, style, abbreviations, etc. ▪ Minimal colors and graphics | <ul style="list-style-type: none"> ▪ Each bullet point has three parts: an action verb, a specific task that is quantified and an outcome or result ▪ Part 1: Begin each bullet by using action verbs to effectively showcase your skills ▪ Part 2: Describe a specific task making sure to quantify or give specific numbers (e.g. worked with 15 employees, handled over 100 transactions daily, etc.) ▪ Part 3: Describe a specific outcome or result from your task ▪ Ex) “Reviewed employee schedules daily” vs. “Investigated ^(Part 1) over 15 employee schedules daily ^(Part 2) to detect productivity trends and reduce overhead costs ^(Part 3)” ▪ Organize your bullet points so the most relevant ones are listed first | <ul style="list-style-type: none"> ▪ Include the most important and relevant information to demonstrate your skills applicable to the job and provide examples of these skills in your bullet points ▪ Always be truthful about your accomplishments and background ▪ Students in more conservative fields such as finance, accounting and CIS should have a more formal resume style ▪ Students in creative fields such as graphic design, arts and music can have a more creative resume ▪ Use heavy bond paper if you are mailing your resume or attending an internship/job fair [Note: free resume paper is located on the 6th Floor Computer Lab in the library building] |

According to a survey conducted by the National Association of Colleges and Employers (NACE), the average time spent by recruiters looking at a resume is **between 5-7 seconds**. 76% of resumes are discarded for an unprofessional email address or spelling/grammatical errors.



Resume Sections - [Core Sections of All Resumes](#)

Contact Information

- Full Name [Note: can indicate your preferred name in parenthesis] i.e. Jane Doe (Jane)
- Current Address: City, State, Zip Code
- Phone Number
- Email Address: FirstName.LastName@baruchmail.cuny.edu

Additional Considerations:

- ⊕ LinkedIn URL [Note: customize the link]
- ⊕ Personal Website, Blog or Design Portfolio
- ⊕ GitHub

Education

- University
- Degree
- Location: City, State
- Graduation Date or Expected Graduation Date [Month, Year]
- Major(s) and or Minor(s)
- Overall/Cumulative GPA or Major GPA [Note: only if above 3.0]

[Note: if you are a first-year undergraduate or a sophomore, you can list your high school, but it should be removed by junior year]

Additional Considerations:

- ⊕ Previous Undergraduate Institutions
- ⊕ Dual-Degree Programs
- ⊕ Study Abroad Programs
- ⊕ Honors Program: Macaulay Honors, Zicklin Honors and Dean's Scholar
- ⊕ Accounting Majors: Pursuing CPA Eligibility

Experience

- Types: Paid/Unpaid Work, Internships, Volunteer Jobs, Military Service [Note: should be relevant to the opportunity to which you are applying]
- Company and Position Title
- Location
- Employment Date: Month/Year to Month/Year or Month/Year-Present
- Description: start with action verbs to emphasize your skills and use concrete, results-oriented phrases to describe your work and responsibilities

Additional Considerations:

- ⊕ Divide up your experiences into multiple sections such as Marketing Experience, Internship Experience, Research Experience or similar heading to place your most important position first

Additional Skills/Interests

- Computer/Technical Skills
- Foreign Languages [Note: do not list English if applying to positions in the U.S.]

Additional Considerations:

- ⊕ Personal Interests [Note: do not include broad, common categories such as Reading, Travel, etc. and be specific with your interests]
- ⊕ Certificates/Trainings
- ⊕ Organizations

Optional Sections

| | |
|-----------------------------------|---|
| Relevant Coursework | <input type="checkbox"/> Completed Courses [Note: list 3-5 courses directly related to the opportunity you are seeking] <input type="checkbox"/> Courses Not Completed Yet: Course Name (in-progress) |
| Honors and Awards | <input type="checkbox"/> Academic Achievements <input type="checkbox"/> Scholarships and Awards: Dean’s List <input type="checkbox"/> Honors/Societies [Note: this can be included in the Education section as well instead of a separate section] |
| Academic Projects | <input type="checkbox"/> Relevant Projects [Note: include Project Name and bullet points of some of your tasks] <u>Additional Considerations:</u> <input checked="" type="checkbox"/> Side Projects <input checked="" type="checkbox"/> Case Competitions <input checked="" type="checkbox"/> Thesis/publications/Teaching Assistant |
| Leadership Experience | <input type="checkbox"/> Organization and Role/Title [Note: list any involvement that demonstrates leadership qualities such as taking on an e-board position or being actively involved with committee work] <input type="checkbox"/> Location and Date |
| Extracurricular Activities | <input type="checkbox"/> On-Campus Clubs and Professional/Community Organizations <input type="checkbox"/> Athletics and Sports <input type="checkbox"/> Fellowships or Programs |
| Volunteer Work | <input type="checkbox"/> Volunteer Opportunities and Roles <input type="checkbox"/> Community Involvement [Note: great way to share a distinctive skill set or interest in a particular cause] |
| Other Sections | <input type="checkbox"/> Certifications or Licenses <input type="checkbox"/> Professional Affiliations <input type="checkbox"/> Publications |

Examples of Specific Academic Experience

Honors Programs

EDUCATION

Macaulay Honors College at Baruch College/CUNY

Bachelor of Arts

Major: Corporate Communication, **GPA:** 3.5/4.0

New York, NY

Expected June 2028

Baruch College/CUNY, Zicklin School of Business

Bachelor of Business Administration

Major: Accountancy, Zicklin Honors Program, **GPA:** 3.68/4.00

New York, NY

Expected June 2027

Study Abroad

EDUCATION

Baruch College/CUNY, Weissman School of Arts and Sciences

Bachelor of Arts

Major: Corporate Communication, **GPA:**3.5/4.0

Study abroad: University of Hong Kong, Hong Kong

New York, NY

Expected June 2027

August 2024 - December 2024

[Bachelor's/Master's CPA Programs in Accountancy](#)

EDUCATION

Baruch College/CUNY, Zicklin School of Business New York, NY
Bachelor of Business Administration
Major: Accountancy, with CPA 150 Credits eligibility Expected Dec. 2025

EDUCATION

Baruch College/CUNY, Zicklin School of Business New York, NY
Master of Science*,
Major: Accountancy, CPA Eligible with 150 Credits Expected June 2026
Bachelor of Business Administration, Accountancy, GPA: 3.5/4.0 Expected June 2024
Reference a master's program if and only if you have been accepted to the program

[Dual Degree Programs](#)

EDUCATION

Dual Bachelor's Degree Program:
Baruch College/CUNY, Zicklin School of Business New York, NY
Bachelor of Business Administration Expected June 2027
Major: Finance, **GPA:** 3.3/4.0

Southwestern University of Finance and Economics Chengdu, China
Bachelor of Business Administration, Finance and Economics Expected June 2022

Undergraduate Student Groups and Population

[Athletic Involvement](#)

Any student involved in Baruch's athletics programs knows the level of time and dedication required to participate and balance academics and other on- and off-campus involvement. Don't underplay your involvement, as it demonstrates **teamwork and communication skills** as well as **commitment to a goal**. When representing these programs on your resume, consider the following example:

Baruch College/CUNYAC, NCAA Division III Varsity Basketball Team New York, NY
Forward August 2024 – Present

- Dedicate 30 hours per week for practice, conditioning, competition, and team meetings
- Earned Male Athlete of the Year in 2019 and served on the Student Athletes Advisory Committee
- Volunteer at community organizations including local schools, homeless shelters, and sports camps
- Consistently traveled throughout the tri-state area for athletic contests and regional tournaments

[Veteran Experience](#)

The skills you developed as a service member are truly valuable and in high demand but describing those skills to a prospective employer can be difficult. Here are examples on how you can highlight your military experience:

Airborne Infantry Squad Leader in Alpha Company, 1/69th Infantry (National Guard), New York, NY 2023 – 2024

- Managed and trained a 9-man infantry unit in military skills in preparation for possible worldwide deployment
- Instructed over 500 soldiers in media relations during unit's annual summer training

Training Room Noncommissioned Officer in Charge, Ft. Richardson, AK; Combat Outpost, Afghanistan 2021 – 2022

- Supervised a two-man team in charge of personnel and communication matters in a 90-man company
- Organized company's paperwork and records ensuring that all files were properly distributed and completed

Charlie Troop Air Noncommissioned Officer in Charge, Combat Outpost, Afghanistan 2022 – 2023

- Coordinated helicopter assets coming into the combat outpost to resupply unit and airlift personnel
- Assisted helicopter crews and supervised personnel in downloading all military equipment, supplies, and passengers into and out of COP Wilderness

Airborne Infantrymen, C TRP 1-40 Cavalry (Airborne), Ft. Richardson, AK; Baghdad, Iraq 2013–2015

- Deployed to Operation Iraqi Freedom from October 2013 to November 2015 as grenadier in a 20-man Scout Reconnaissance Platoon accomplishing an estimated 200 combat missions
- Served as Team leader in charge of two additional individuals while in Iraq

[LGBTQ Experience](#)

You may wonder whether to include LGBTQ-specific awards or scholarships, advocacy work or involvement in LGBTQ student organizations. Whether or not to come out on a resume or cover letter depends on your own comfort level and interest in sharing your sexuality or gender identity with others. It is a very personal decision to come out at any stage of the job search process.

If you are concerned that the organization, or even the individual reading your resume, is not LGBTQ-friendly, and the experience does not demonstrate relevant skills or qualifications, you may choose to leave it off.

Gender, Love, and Sexuality Spectrum, Baruch College New York, NY
Vice President of Events Fall 2023 – Present

- Plan and manage movie screenings, panel discussions, LGBTQ guest speaker presentations, and other social events by partnering with other queer political activist student groups
- Conduct weekly general body meetings for 20 members
- Co-organized the LGBTQ heritage month with five student organizations to raise awareness

Sample Resume Excerpt: Reducing LGBTQ Community Involvement

Below, the same experience from above is described in ways that focus attention on the individual's role and accomplishments. If there is concern about the organization name, abbreviations are okay. You may also choose to list it as a diversity, community or minority organization without naming it.

Baruch College GLASS (Student advocacy group) New York, NY
Vice President of Events Fall 2024 – Present

- Plan and manage movie screenings, panel discussions, guest speaker presentations, and other social events by partnering with other student groups
- Conduct weekly general body meetings for 20 members
- Co-organized a month-long diversity awareness event with five student organizations



Baruch College's Starr Career Development Center (Starr) offers **walk-in sessions** and **appointments** where you can revise your resume with a professional staff member or a trained peer advisor.

Schedule an appointment in advance on **Handshake** or read our **weekly newsletters** to find out more information about our walk-in sessions! Come visit NVC 2-150 or email us at careerdc@baruch.cuny.edu with questions!

From the Starr Career Development Center YouTube Channel, we present **Starr Career Development Center's Virtual Services** <https://www.youtube.com/user/SCDCBaruc/>

Tips for All Students including International Student

What **NOT** to Include in Resume [Note: for jobs in the U.S.]

- **Personal Information** such as age, marital status, children, pictures (may be required in some countries) or inappropriate email addresses
 - This also includes social security number, passport number or other identification numbers
- For more resume and job search support and advice, check out Interstride in the resources section of Handshake
- **Objective Statements** such as Seeking a position in the finance industry...
 - Instead, use your cover letter to emphasize your interests to the position you are applying for and how your background relates
- **Repetition of Words** such as Responsibilities and Duties included before each description
- Avoid **Personal Pronouns** such as I, my, mine, your, his/her, **Abbreviations** like Corp. and **Acronyms**
- **Typos or Inconsistencies** Ensure that the resume has no spelling or grammatical errors and that all punctuation and/or abbreviation is consistent
- **List of References** such as References Available Upon Request. Prepare a separate document instead and bring this list of references with you to interviews.



Want to watch and listen to a clip instead? From the Starr Career Development Center YouTube Channel, we present **International Student Job Search Series** <https://www.youtube.com/user/SCDCBaruc/>

Boosting Your Resume for the Applicant Tracking System

Most large organizations and many small companies rely on applicant tracking systems (ATS) to help pre-filter resumes. These systems work by scanning resumes for contextual keywords and key phrases based on the job description, mathematically scoring the resume for relevance and sending only the most qualified ones through for hiring managers to review.

Here are a few tips on how to ensure that your resume is not eliminated by ATS software:

- **Keep a Simple Format** Avoid headers, footers, templates, borders, lines, symbols (bullet points are fine), shading, fancy fonts and font colors other than black.
- **Use Common Headings** such as Education, Experience, and Skills. Use section headings like Professional Experience instead of Finance Related Experience. Some of these unfamiliar headings like Affiliations, Publications or Memberships can be difficult for ATS to scan.
- **Tailor your resume with keywords** Include verb phrases and skills written in the job description throughout your resume and online application. Keywords are graded both by how frequently they appear and the extent to which they are used in context. Note these systems are smart enough to recognize the difference between random strings of words and words used in context.
- **Avoid Typos** Edit your resume carefully! Your resume should never contain typos.
- **Include both Acronym and the Spelled-Out Terms** Use both acronym and the spelled-out form of any given title, certification or organization, so you're set regardless of which format the ATS is looking for.
 - Example: Certified Public Accountant (CPA)
- **Complete All Fields in Online Applications** Even if those fields are not required, employers may use those fields as filters and, if left blank, your application may not make it through the system.

Using Artificial Intelligence (AI) to Enhance Your Resume and Cover Letter

While using artificial intelligence (AI) to create your entire resume and cover letter is not recommended, it can be used to optimize your professional documents and help you target specific job postings. There are many AI platforms that are free, such as ChatGPT and Microsoft Copilot. Using the proper prompts on AI platforms can optimize resume and cover letters to attract recruiters.

To use AI to enhance your resume or cover letter, copy and paste the document and the job description. After copying the job description and document to be enhanced, use prompts like:

“Evaluate resume from a recruiter’s perspective”

“Identify missing keywords from the resume”

“Enhance resume to target the job posting”

“Improve cover letter to use more key words from the _____ industry”

The trick is to ensure that what the AI platform generated is true. NEVER include a task you did not perform on your resume or in your cover letter. Remember that content on your resume can prompt a recruiter to ask you about that specific experience. Additionally, resumes and cover letters are often used by employers as indicators of your writing skills so review the writing and make it sound more like how you would write it. Use language similar to how you would normally speak and write.

Resume vs. LinkedIn

While a resume and a LinkedIn profile serve similar purposes, they differ in format, reach, and function. A resume is typically a one- page document tailored for a specific job application, emphasizing relevant education, experience and qualifications. In contrast, a LinkedIn profile is broader, more detailed, and accessible online at all times, allowing professionals to showcase their full career history, achievements, and personal brand to a much wider audience. Unlike resumes, which are static and only shared when submitted, LinkedIn profiles are dynamic—constantly updated, searchable by recruiters, and interactive through features like recommendations and endorsements. Together, a strong resume and LinkedIn profile complement each other, with the resume targeted for applications and the LinkedIn profile serving as an ongoing professional presence and networking hub.

| | Resume | LinkedIn |
|---------------------------------|---|--|
| Format | Static, 1 page, tailored for a job application | Online, dynamic, unlimited space |
| Audience | Shared directly with hiring managers or recruiters | Publicly visible to recruiters, employers, and professional connections |
| Content | Concise and selective; only most relevant experience included | Comprehensive; includes full career history, skills, projects, endorsements, recommendations |
| Tone | Formal and targeted | Professional but more personal; allows storytelling and branding |
| Function | Used for specific job applications | Serves as a digital resume and networking hub, accessible anytime |
| Interactivity | Non-interactive static file (PDF, Word, etc.) | Interactive with links, multimedia, endorsements, recommendations, and posts |
| Updates | Updated only when needed for job applications | Continuously updated with new experiences, certifications, and achievements |
| Target Job & Summary | NO | YES |
| Headshot | NO | YES |
| Experience | Current and past | Future aspirations, current and past |

Resume vs. Curriculum Vitae (CV)

A resume and a CV (Curriculum Vitae) both showcase professional qualifications, but they differ in scope and purpose. A resume is a concise, tailored document—typically one page—highlighting relevant skills, experience, and accomplishments for a specific job. It’s designed to quickly capture an employer’s attention.

In contrast, a CV is a comprehensive, detailed account of one’s academic and professional history, often used in academia, research, or international job applications. CVs can span several pages and include publications, presentations, awards, and teaching experience. Think of a resume as a snapshot, while a CV is the full story. The Rhonda Research Resume (page 34) and Rhonda Research Curriculum Vitae (CV) (page 35) in the Sample Resumes section shows how research experience can be used for both documents.

Proficiency Scale for Skills Section

Technical/Computer Skills

Level 1: Basic Proficiency You have a common knowledge, or an understanding of the basic techniques or concepts associated with this competency. [Examples: Basic Knowledge, Working Knowledge and Limited Proficiency]

Level 2: Intermediate Proficiency You can successfully complete tasks in this competency as requested and can usually perform the skill independently. [Examples: Intermediate, Proficient and Intermediate Proficiency]

Level 3: Advanced Proficiency/Expert You have demonstrated consistent excellence in applying this competency across multiple projects and/or organizations. [Examples: Advanced, Expert and Highly Proficient]

Language Skills

Advanced: Native, Fluent, Proficient, Advanced, Upper-Intermediate, Full Professional Proficiency

Medium: Intermediate, Conversational, Competent and Professional Working Proficiency

Beginner: Elementary, Beginner, Basic, Pre-Intermediate and Limited Working Proficiency

Transferable Skills

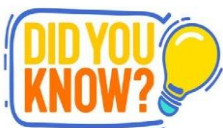
If you’re concerned you don’t have enough skills or experience on your resume, you are not alone. But keep in mind that you’ve been acquiring skills since childhood. Whether learning the value of teamwork by playing sports, communicating during your customer service job, or developing countless skills while completing your coursework, each of your experiences has provided you with valuable transferable skills to highlight on your resume.

What are transferable skills?

A **transferable skill** is a “portable skill” that you can use in different situations and transfer from one job to another. Many skills that employers look for in candidates are transferable and can be acquired through college experiences.

Where do transferable skills come from?

Transferable skills can be developed both inside and outside of college through academic projects, on-campus clubs and activities, volunteer experience, extracurricular learning opportunities and work. Some students may have developed skills through internships and work, and others through extracurricular activities. Regardless of how the skills were developed, they can be showcased on resumes to attract future employers and graduate school programs.



Did you know Handshake has a Resources Tab packed with opportunities to boost your skills? Explore upskilling tools, trainings, certifications, certificates, and even simulation trainings—all in one place!

Academic Projects

Students can use projects completed in courses to demonstrate skills such as teamwork, analysis, technical skills (e.g., Excel, PowerPoint), and soft skills (e.g., presentation, communication).

Communication Projects-Speech Communication

Fall 2025

- Analyzed two sides of an argument and represented one side for an in-class debate
- Created a speech that was used to persuade an audience to vote for a mayoral candidate
- Crafted a mock email that communicated aspects of new employee benefits

Competitive Market Analysis-Market Foundations

Fall 2025

- Analyzed competitors for a consumer product company to evaluate products and pricing
- Generated needs analysis to identify target audience and messaging to increase business
- Collaborated on team of 4 to develop a social media campaign using TikTok and Instagram

On-Campus Clubs and Activities

Student government, cultural club and professional club activities are great ways to become more involved on campus while gaining skills that employers seek. For example, a club leader develops strong negotiation, consensus building, budgeting, project management, and event planning skills.

National Association of Black Accountants (NABA)

Sep. 2025-Present

Treasurer

- Developed fundraising strategy to increase event budget and number of annual events by 10%
- Reconciled receipts for club members to ensure expenses and reimbursements were accurate

Hillel

Sep. 2025-Present

Membership Chair

- Organized tabling events to increase visibility and opportunities to connect with potential new members
- Welcomed new members and managed communication channels to ensure members knew of upcoming events

Volunteer Experience

Volunteering at non-profits, non-government organizations, art venues, and government agencies are a great way to build skills that are valued in the workforce. Whether you are working in accounting or operations at a non-profit or doing direct fundraising, the experience helps students gain skills and the non-profits get the much-needed assistance.

There Is No Limit Foundation

Dec. 2025-Jun. 2026

Marketing and Communication Intern

- Developed graphic designs for social media campaigns to increase fundraising efforts
- Analyzed social media impressions using LinkedIn Analytics tool to evaluate campaign effectiveness

American Civil Liberties Union (ACLU)

Sep. 2025-Jun. 2026

Pre-Law Intern

- Researched online legal databases to find case law applicable to case specifics
- Generated a summary of case law findings summarizing key findings for attorneys' review

Work Experience

Whether you are interning at a Fortune 500 company or working part-time at a fast-food restaurant, there are many transferable skills that you can showcase on your resume.

Customer service representatives learn to resolve conflicts and problem-solve by handling difficult situations with customers. Troubleshooting the credit card machine, copy machine or Point-of-Sale System can demonstrate troubleshooting skills and technology savviness.

Macmillan Publishing

Jun. 2026-Aug. 2026

Technology Intern

- Utilized MS Access to analyze sales by region and created tables in Excel to show data
- Troubleshoot desktop issues of people who came to the in-person help desk

McDonalds

Jun. 2026-Aug. 2026

Customer Service Representative

- Rebooted credit card machine to troubleshoot connection issues on an ad hoc basis
- Input customer orders into Point-of-Sale System and reconciled cash and credit card receipts at end of shift

Upskilling, Extracurricular Learning & Simulations

To gain an edge in the marketplace, many students will take additional classes outside of their coursework to gain skills desired in their target jobs. Finance students might take the free asynchronous Bloomberg Market Concepts course or live Bloomberg Terminal training offered at the Baruch library to show they have an interest in learning about the stock market. Marketing students might take a digital marketing course through the CUNY Upskilling or LinkedIn Learning, which are both free to Baruch students. Additionally, Theforage.com offers free, branded simulations to gain a skill and demonstrate an interest in working for a company.

PwC Virtual Audit Simulation-theforage.com

June 2026

- Analyzed mock transactions and identified indicators of fraud to be further evaluated
- Utilized Excel to organize financial statements and calculated values on the balance sheet and cash flow statements

Bloomberg Market Concepts

Jan. 2026

- Completed a 10-hour online training on economic indicators, currencies, fixed income, equities, equity options, commodities, terminal basics and portfolio management

General Electric (GE) Aerospace Virtual Explore Human Resources-theforage.com

Mar. 2026

- Completed a 4-hour virtual training on providing feedback, Lean Methodology for HR and compensation frameworks (e.g., comparative ratios, pay ranges)

[How to identify transferable skills?](#)

Step 1. Make a list of every job title you've ever held (part-time, full-time and internships), along with volunteer, sports, and other affiliations since starting college. (Be sure to record officer positions and other leadership roles).

Step 2. Using your transcript, list the classes in your major field of study along with foundation courses. Include electives that may be related to your employment interests.

Step 3. For each job title, campus activity, and class you've just recorded, write a sentence describing what you were physically doing. What skills were involved and should be communicated on your resume?

Step 4. Be sure to write strong bullet points that show the reader your skills, through clear examples.

What Are Some Examples Of Transferable Skills?

Working with People

- Sell
- Train
- Supervise
- Organize
- Motivate
- Mediate
- Advise
- Delegate
- Represent
- Negotiate
- Translate
- Entertain
- Collaborate

Working with Objects

- Repair
- Assemble Parts
- Design
- Operate Machinery
- Drive
- Maintain Equipment
- Construct
- Build
- Sketch
- Draft
- Survey
- Troubleshoot

Working with Data

- Calculate
- Develop Databases
- Work with Spreadsheets
- Research
- Compute
- File
- Sort
- Edit
- Gather Information
- Analyze Data
- Budget
- Consolidate

Examples of Transferable Skills

Head Server, Food Restaurant

- Increased daily sales by 15% by promoting new items on the menu and recommending products to over 800 customers
- Conducted training and coordinated all orientation sessions for 3-4 new hires every 6 months, ensuring that new employees are fully aware of the procedures and policies of the restaurant
- Demonstrated **strong communication skills** by accommodating over 60 patrons per shift, making recommendations to suit their needs
- Worked well in a challenging, fast-paced environment, handling several tasks simultaneously and serving more than 40 tables per day



Selling, Taking Initiative



Leadership, Responsibility, Attention



Organization, Multi-tasking

Sales Associate, Retail Store

- Gained an understanding of the customer's needs and preferences and recommended relevant suggestions to improve consumer experience
- Maintained knowledge of current promotions to accurately process transactions of \$500+ on a weekly basis
- Managed the appearance of store displays and restocked merchandise when necessary, ensuring adequate coverage of supplies
- Collaborated with 5-10 other team members to efficiently perform closing duties and prepare the store for the following day



Listening, Problem-Solving



Attention to Detail



Creativity, Organization



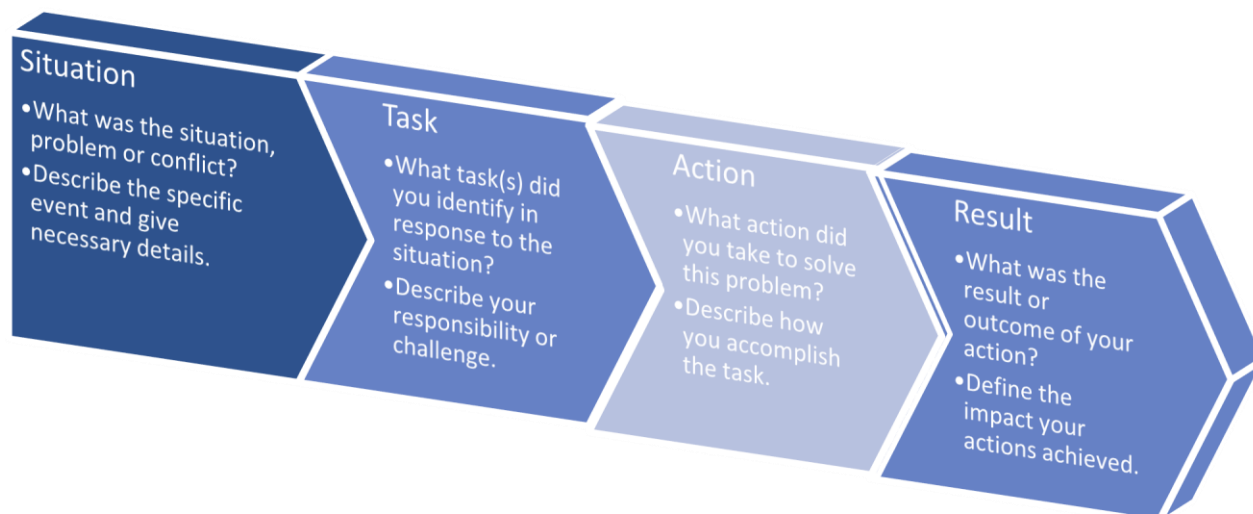
Teamwork, Responsibility



Baruch College's Starr Career Development Center offers **free online career assessment tools** including Focus2, Myers-Briggs Type Indicator, and the Strong Interest Inventory for students to explore skills, values, interests, and personality. Students can access Focus2 via Handshake. Schedule an appointment with a counselor via Handshake to get started with this process.

STAR Method for Resume Statements

First, read through the job description of a position you are interested in and identify all the skills and qualities they seek (usually in the responsibilities and qualifications sections). Then use the STAR method to create impactful bullet points that incorporate the skills and qualities you identified in the first step for each experience on your resume.



What is an example of using the STAR method for my resume?

- Initiated, wrote and edited the first training manual for company’s data tracking system, which cut training period in half, was adopted across the company, and is still in use today.

[Note: Notice that the final statement is created by starting with the action section above and incorporating the results section when appropriate.]

Constructing your own bullet point

Use the space below to help you construct one of the bullet points in your resume.

- Situation:** What was the situation, problem, or conflict you were facing?
- Task:** What were you tasked with? What were your responsibilities or goals?
- Action:** What action did you take? What did you do to solve this problem? (Start with action verbs)
- Result/Reasons:** What was the result or outcome of your action? Why did you decide to take this action? How did it benefit the organization? Can this result be quantified?

Skills/qualities you want to demonstrate (from job description):

Situation: _____

Task: _____

Action: _____

Result: _____

Action Verbs

Start off each of your resume bullet points with strong action verbs to present your skills and experiences more effectively. Action verbs describe what you know and what you do. Here is a list of action verbs that can help to precisely align your skills and experiences to the employer's needs:

Problem Solving

- Alleviated
- Analyzed
- Assessed
- Brainstormed
- Conceived
- Conceptualized
- Created
- Debugged
- Decided
- Deciphered
- Detected
- Diagnosed
- Engineered
- Foresaw
- Formulated
- Found
- Implemented
- Investigated
- Recommended
- Remodeled
- Repaired
- Revamped
- Satisfied
- Solved
- Streamlined

Quantitative

- Accounted for
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Checked
- Compiled
- Computed
- Converted
- Counted
- Earned
- Estimated
- Figured
- Financed
- Increased
- Maximized
- Processed
- Produced
- Profited
- Projected
- Reconciled
- Recorded
- Reduced
- Totaled

Communication

- Accommodated
- Adapted
- Addressed
- Amended
- Argued
- Clarified
- Communicated
- Collaborated
- Composed
- Concluded
- Convinced
- Consulted
- Corresponded
- Critiqued
- Dedicated
- Defined
- Deliberated
- Demonstrated
- Drafted
- Edited
- Educated
- Explained
- Extracted
- Greeted
- Highlighted
- Illustrated
- Improvised
- Inferred
- Informed
- Instructed
- Interviewed
- Lectured
- Marketed
- Moderated
- Negotiated
- Persuaded
- Presented
- Queried
- Reported
- Represented
- Suggested
- Summarized
- Supplemented
- Supported
- Surveyed
- Systematized
- Tested
- Taught
- Translated
- Verified

Demonstrating Results and Accomplishments

- Accomplished
- Achieved
- Added
- Attained
- Built
- Combined
- Completed
- Constructed
- Contributed
- Delivered
- Demonstrated
- Earned
- Eliminated
- Enlarged
- Ensured
- Excelled
- Expanded
- Extended
- Finalized
- Fulfilled
- Gained
- Generated
- Improved
- Increased
- Innovated
- Integrated
- Introduced
- Joined
- Launched
- Minimized
- Obtained
- Opened
- Overcame
- Prevailed
- Produced
- Qualified
- Realized
- Reduced
- Rejuvenated
- Renovated
- Restored
- Targeted
- Uncovered

Helping/Counseling

- Aided
- Advised
- Assisted
- Assured
- Coached
- Continued
- Cooperated
- Counseled
- Dealt
- Eased
- Elevated
- Enhanced
- Mentored
- Familiarized
- Helped
- Interceded
- Modeled
- Fostered
- Polished
- Prescribed
- Provided
- Protected
- Relieved
- Comfort
- Returned
- Saved
- Served
- Sustained
- Tutored
- Validated

Resume Template I [Note: recommended for first years/sophomores]

FIRST AND LAST NAME

City, State Zip • Phone Number • FirstName.LastName@baruchmail.cuny.edu • LinkedIn URL [Note: if applicable]

EDUCATION

Baruch College/CUNY, School Name

New York, NY

Degree

Expected Graduation Month Year

Major: Minor: **Overall GPA:** [Note: if above 3.0] **Overall GPA:** [Note: if above 3.0 and Overall GPA]

- [Optional Section: list honors and awards, scholarships, relevant coursework, etc.]

High School Name

City, State

Diploma/Degree

Graduation Date

- [Note: can include academic honors, case competitions, AP courses taken, and club organizations]

ACADEMIC PROJECT EXPERIENCE

Name of Course, Name of Institution

City, State

Role Title/ Project Name

Month Year - Month Year

- Start with action words to describe your tasks and responsibilities in detail
- Include the outcome or results of the activities and your contributions
- Each bullet should be a concise and informative phrase instead of a full sentence

LEADERSHIP EXPERIENCE

Organization Name

City, State

Role Title

Month Year - Month Year

- State position if you are on the executive board or in a leadership role
- Highlight accomplishments and include details that will exemplify your abilities and skills
- [Note: description can also be omitted for these activities, similarly to the Volunteer Experience Section]

RELEVANT EXPERIENCE

Company Name

City, State

Position Title

Month Year - Month Year

- List your work positions in reverse chronological order starting with the most recent jobs
- Describe your experiences, responsibilities, skills and results in concise bullet points
- Use action verbs (correct tense) to cite specific examples of achievements and duties
- Quantify where appropriate and do NOT use personal pronouns such as “I”

VOLUNTEER EXPERIENCE

Organization Name, Role Title

Month Year - Month Year

Organization Name, Role Title

Month Year - Month Year

Organization Name, Role Title

Month Year - Month Year

SKILLS AND INTERESTS

Technical: List computer software and programming languages, including level of proficiency such as “Knowledge of, Proficient, Advanced, Expert... “

Languages: List languages other than English and level of fluency such as “Beginner, Conversational, Fluent, Native”

Certifications/Trainings: List certificates or training programs that you have achieved [Note: if applicable, include expiration date]

Interests: List specific personal interests that may spark interview conversation

Resume Template II [Note: recommended for juniors/seniors]

FIRST AND LAST NAME

City, State Zip • Phone Number • FirstName.LastName@baruchmail.cuny.edu • LinkedIn URL [Note: if applicable]

EDUCATION

Baruch College/CUNY, School Name

New York, NY

Degree

Expected Graduation Month Year

Major: Minor: **Overall GPA:** [Note: if above 3.0] **Major GPA:** [Note: if above 3.0 and Overall GPA]

- [Optional Section: list honors and awards, scholarships, relevant coursework, etc.]

Study Abroad School [Note: if applicable]

City, Country

Study Abroad Program

Month Year - Month Year

- [Note: list coursework in the program]

RELEVANT EXPERIENCE

Company Name

City, State

Position Title

Month Year - Month Year

- List your work positions in reverse chronological order starting with the most recent jobs
- Describe your experiences, responsibilities, skills and results in concise bullet points
- Use action verbs (correct tense) to cite specific examples of achievements and duties
- Quantify where appropriate and do NOT use personal pronouns such as “I”

LEADERSHIP EXPERIENCE

Organization Name

City, State

Role Title

Month Year - Month Year

- State position if you are on the executive board or in a leadership role
- Highlight accomplishments and include details that will exemplify your abilities and skills
- [Note: description can also be omitted for these activities, similarly to the Volunteer Experience Section]

ACADEMIC PROJECT EXPERIENCE

Name of Course, Name of Institution

City, State

Role Title/ Project Name

Month Year - Month Year

- Start with action words to describe your tasks and responsibilities in detail
- Include the outcome or results of the activities and your contributions
- Each bullet should be a concise and informative phrase instead of a full sentence

VOLUNTEER EXPERIENCE

Organization Name, Role Title

Month Year - Month Year

Organization Name, Role Title

Month Year - Month Year

Organization Name, Role Title

Month Year - Month Year

SKILLS AND INTERESTS

Technical: List computer software and programming languages, including level of proficiency such as “Knowledge of, Proficient, Advanced, Expert...”

Languages: List languages other than English and level of fluency such as “Beginner, Conversational, Fluent, Native”

Certifications/Trainings: List certificates or training programs that you have achieved [Note: if applicable, include expiration date]

Interests: List specific personal interests that may spark interview conversation

Arthur Accounting

Staten Island, NY 12345 • (646) 200-0000 • Arthur.accounting@macaulay.cuny.edu • [linkedin.com/in/ArthurAccounting](https://www.linkedin.com/in/ArthurAccounting)

EDUCATION

Macaulay Honors College at Baruch College/CUNY, Zicklin School of Business

New York, NY

Master of Science in Information Systems with CPA 150 Credits

Expected Jun 2026

Bachelor of Business Administration

Major: Accountancy (*Pursuing CPA Licensure*)

Jan 2020 – Jun 2024

Minors: Advanced Business Analysis and Honors Interdisciplinary NYC Studies

Merit-based Full Tuition Scholarship; Zicklin Honors Scholar; **GPA: 3.96/4.00**

ACCOUNTING EXPERIENCE

Deloitte Audit Innovation Campus Challenge, New York, NY

Oct 2024 – Mar 2025

Selected Participant & Regional Finalist

- Collaborated with a 5-person team to develop a technological tool/service offering idea for Deloitte's Audit & Assurance business that identify and address a future marketplace issue/need to actively generate value for Deloitte's clients
- Presented a pitch to several Deloitte partners for a regional competition and advanced to national competition

TP Partners Consulting LLC, New York, NY

Sept 2023 – Mar 2024

Accounting Intern

- Analyzed monthly transactions and prepared reconciliations in Excel to verify A/P and GL accounts, ensuring completeness
- Researched and reviewed 10+ tax documents such as Form 1120 and state returns for appointment factors and filings
- Trained 3 team members on the responsibilities and major projects of the tax department, reporting progress to team lead

Volunteer Income Tax Assistance (VITA), New York, NY

Jan 2023 – Mar 2023

VITA/TCE Volunteer

- Conducted interviews for 5-10 persons weekly to gather relevant information on their income, deductions and tax credits
- Provided tax return service to individuals and families by filing out e-forms for federal and state tax returns using TaxWise
- Received training and certification from the IRS and prepared over 40 tax return forms like Form 1040 for individuals

LEADERSHIP & ACTIVITIES

Macaulay Business Club, New York, NY

Sept 2020 – May 2023

Executive President

May 2021 – May 2023

- Organized all professional/social events to help students enhance career skills and gain exposure to various business sectors
- Delegated responsibilities to vice presidents, directors, and committee members to achieve and expand club goals

President of Baruch Chapter

May 2021 – May 2023

- Coordinated all Macaulay Business Club events occurring at Baruch, including networking and professional development
- Led 40+ committee members in the planning and execution of events and helped increase recruitment of members by 10%

Planning Committee of Finance and Accounting

Sept 2022 – May 2023

Students on Ice, Ottawa, Canada

Jul 2020 – Aug 2020

Arctic Expedition Scholarship Participant 2020

- Independently traveled to Canada to join an Arctic expedition through Canada and Greenland with 120+ global students

WORK EXPERIENCE

Martial Arts Center, Staten Island, NY

Jun 2020 – Sept 2023

Head Instructor

- Instructed over 100 students from ages 3 to 18 martial arts skills including Taekwondo, Jiu-Jitsu, and Sparring
- Communicated with students 1:1 and their guardians to develop methods to improve students' behavior and capabilities
- Managed building entrances, oversaw the security alarm system and ensured equipment was appropriately sanitized

SKILLS & INTERESTS

Technical Skills: Microsoft Office Certification (Excel, PowerPoint, Word), Weebly Web Design, Tableau

Interests: 3rd Degree Black Belt with Kukkiwon Certification, American History, Global Exploration, Politics, Sports

Aurora Ads

(917) 400-0000 • Aurora.ads@baruchmail.cuny.edu • linkedin.com/in/AuroraAds • Auroraads.com/portfolio

EDUCATION

Baruch College, City University of New York, Zicklin School of Business

Bachelor of Business Administration

New York, NY

Expected Jun 2026

Major: Marketing Analytics, **Minors:** Psychology & Graphic Design | **Cumulative GPA:** 3.8/4.0

Coursework: Internet Design, I/O Psychology, Marketing Research, Programming for Analytics, Text Analytics for Marketing

MARKETING EXPERIENCE

Warner Media

Social Media & Design Intern

New York, NY

Jun 2025 – Present

- Analyze user journey and website metrics utilizing Facebook Analytics, Google Analytics, etc. to support marketing decisions
- Spearhead weekly promotion campaigns and content planning on Hootsuite, leading to a 50% growth in conversion rate
- Implement new initiatives on branding, graphic design, and communication for publication of events and resources

TechCrunch

Social Media & Marketing Intern

New York, NY

Jun 2024 – Aug 2024

- Deployed content marketing across five media platforms, which resulted in 240% upsurge of social referrals to website
- Strategized closed-loop marketing with sales team, enhancing campaign performance on lead generation by 30%
- Optimized organic keywords on YouTube channel and customer testimonial video descriptions through research

Baruch Women's History Month

Publicity & Co-Sponsorship Coordinator

New York, NY

Jan 2023 – Mar 2023

- Planned 10+ events and executed activations on campus and social media to increase student participation by 60%
- Conducted outreach to 20+ campus organizations and Alumni Relations for collaborations, contributing to new partners
- Designed promotional flyers and brochures for Salary Negotiation Workshop, Annual Awards Ceremony, etc. using Canva

ADDITIONAL EXPERIENCE

Starr Career Development Center

Peer Career Counselor

New York, NY

Aug 2023 – Dec 2024

- Lead 10+ individual sessions with students weekly to review resume, cover letter, and provide guidance on career exploration
- Coordinate with staff to organize and co-facilitate workshops, career fairs and on-campus recruiting events for students
- Participated in a 10-week selective training program to build on professional coaching and leadership skills

Whitney Museum of American Art

Human Resources Intern

New York, NY

Sept 2022 – Apr 2023

- Regulated postings on internal and external job boards weekly for 5+ roles, resulting in 5% engagement increase
- Managed and completed various ad-hoc projects that required research, ideation, planning, and event coordination
- Maintained payroll and other personnel information for 50+ employees on a continuous basis using Excel

Arta Dermatology

Office Receptionist

New York, NY

Feb 2022 – Mar 2023

- Filed 80+ medical records and private documentation daily with absolute confidentiality, accuracy, and completeness
- Resolved back-end and front-facing concerns and complaints through extensive communication with colleagues and clients
- Validated patient and insurance data for compliance with regulations meticulously and scheduled 40+ appointments per day

LEADERSHIP DEVELOPMENT

Baruch Women in Business, Head of social media, Alumnae Relations Committee

Oct 2024 – May 2025

Baruch Rising Starr Sophomore Program, Participant

Aug 2023 – May 2024

Break Through Tech New York Career Readiness Program, Participant

Oct 2023 – Nov 2023

Target Case Competition, Marketing Strategist, Third Place

Nov 2022

ADDITIONAL SKILLS

Technical: Proficient in Microsoft Office, Adobe Creative Suite, Google Analytics/Ads, HTML, Python, Qualtrics Survey, SEMrush

Languages: Fluent in Chinese, Cantonese, Mandarin, and Sze Yup Dialect; Intermediate in Spanish

Social Media: Facebook, Instagram, LinkedIn, Medium, Tumblr, Twitter, YouTube, WeChat, Weibo

Interests: Fitness and Well Care, Literature and Calligraphy, Museums and Arts, Photography

Barbara Biology

New York, NY • (971) 500-0000 • Barbara.Biology@baruchmail.cuny.edu
www.linkedin.com/in/BarbaraBiology

EDUCATION

Baruch College, CUNY, Weissman School of Arts & Sciences New York, NY
Bachelor of Arts Expected June 2026
Major: *Biological Sciences*, **Minor:** *Psychology*, **GPA:** 3.8/4.0
Coursework: Conservation Biology & Sustainable Development, Endocrinology, Principles of Genetics

RESEARCH EXPERIENCE

Mitochondria Lab: (Baruch College) New York, NY
Research Assistant June 2025 – Present

- Assist with administrative aspects of a research project that aims to better understand neurodegenerative diseases
- Ensure lab instruments and equipment are clean and free of contaminants to reduce risk of error in laboratory testing
- Calibrate temperature and lighting for incubators and refrigeration to ensure proper cell growth required for testing
- Provide food and clean environment for live animal subjects of research studies both during the week and the weekends

Benthic Ecology Lab: (Baruch College) New York, NY
Research Assistant June 2024 – May 2025

- Supported a lab that studies the structure and functioning of estuarine and freshwater habitats in urban environments
- Studied the effects of oyster and salt marsh restoration in NYC and participated in water sample collection
- Ensured test tubes, testing supplies, protective clothing in supply kits were clean and fully equipped.

WORK EXPERIENCE

Dunkin Donuts New York, NY
Customer Service Representative January 2024 – Present

- Ensure refrigeration and cooking equipment are at proper temperature to comply with NYC Department of Health requirements for food safety and food preparation
- Coordinate with a team of 3 to deliver quality customer service and food for customers
- Clean deep fryer, cooking equipment and refrigerator to reduce risk of cross-contamination and food spoilage

LEADERSHIP EXPERIENCE

BIOMED Society, President June 2023 – Present
Baruch Sustainability Taskforce, Participant October 2022 – Present
Environmental Cooperation Organization, Participant October 2021 – May 2022

SKILLS

Computer: Proficient in Microsoft Office (Word, Excel, PowerPoint)
Research/Data Analysis: Qualtrics Survey, Survey Monkey, Python, R, STATA, SPSS
Languages: Fluent in Chinese (Cantonese and Mandarin)

INTERESTS

Calligraphy, Nature, Hiking, Photography

Carlos Creative

New York, NY 10010 • (971) 600-0000 • carlos.creative@baruchmail.cuny.edu • www.carloscreative.com

EDUCATION

Baruch College/CUNY, Bachelor of the Arts, New York, NY

Expected January 2026

Ad Hoc: Film Production and Theory • **Minor:** New Media Arts

Cumulative GPA: 3.86/4.00

Relevant Coursework: Law and the Entertainment Business; Introduction to New Media Arts

Brooklyn College/CUNY, 52 college credits, Brooklyn, NY

January 2023 – December 2024

Cumulative GPA: 3.48/4.00

Relevant Coursework: (on E-Permit): Introduction to Production, Screenwriting 2, Film Editing, Film Producing

EQUIPMENT AND TOOLS

Cameras: Canon EOS 80D; Bolex 16mm; RED One MX

Software: Adobe Premiere Pro CC; Final Cut Pro X; Adobe InDesign; Adobe Photoshop; Adobe After Effects; Final Draft; Movie Magic Scheduling; Movie Magic Budgeting

PROJECTS

Producer, Student Film, New York, NY

August 2024 – January 2025

- Scouted potential, cost-effective location options during pre-production which was aligned with \$8,000 film budget and scene image
- Created and managed budget and schedule using Movie Magic Budgeting and Movie Magic Scheduling
- Handled logistics including acquiring necessary permits, equipment transportation to/from set, arranged for food, and rest room accommodations for actors and crew
- Created a pitch and look book that highlighted the vision of the director and how the film financially could be made

Feature Screenplay, Independent Project

February 2023 – July 2024

- Developed a 25–30-page outline using the basic narrative design that can be expanded into a feature-length screenplay
- Created drama on Final Draft by utilizing a beat sheet, location design, and dialogue
- Wrote 110 pages of content, developing each scene individually while analyzing scene transitions, potential costs of locations and props, scene impact, dialogue, and description; wrote approximately 9 drafts

WORK EXPERIENCE

Film Production Company, Screenwriting Assistant, New York, NY

August 2024 – December 2024

- Read 2–4 screenplays daily and worked with a team of 5–7 to read through screenplays to determine which one's the company should invest in to maximize company profit and audience viewership
- Wrote 2-page analysis to pitch a screenplay highlighting the vision of the writer, potential issues, and target demographics

LEADERSHIP EXPERIENCE

The Ticker (student-run newspaper), Production Assistant, New York, NY

August 2024 – Present

- Create infographics weekly per request that increases the visual quality of each section, attracting more readers
- Transcribe interviews ranging from 15 minutes to an hour for writers/editors to accurately attribute and quote sources
- Compile and conduct research for news stories in a timely manner, such as creating a spreadsheet of 2049 emails individually, conducting interviews as needed, following up with sources as leads and tips are disclosed, and creating and tracking surveys

The Ticker (student-run newspaper), Section Editor, New York, NY

February 2023 – June 2024

- Managed the section by preparing the topics and the layout using Adobe InDesign and edited and fact-checked incoming articles using AP Style; acted accordingly when faced with situations such as plagiarism or reluctant sources
- Collaborated with the Ticker Staff to formulate new ideas to engage the readers for the 12 issues produced per semester

T.E.A.M. Baruch, Peer Mentor, New York, NY

August 2023 – December 2023

- Participated in a training program to enhance self-awareness, communication, conflict resolution, and leadership skills
- Heighten leadership skills through intense self-awareness exercises to gain critical insights on team dynamics

ADDITIONAL SKILLS AND INTERESTS

Technical: Proficient in Microsoft Word, PowerPoint, Excel, and Publisher

Interests: 9 years of piano, 9 years of soccer, hiking

Felicia Finance

New York, NY 10010 • (212) 123-4567

Felicia.finance@baruchmail.cuny.edu • linkedin.com/in/felicia.finance

EDUCATION

Baruch College/CUNY, Zicklin School of Business

Bachelor of Business Administration

New York, NY

Expected June 2026

Major: Finance, **Minor:** Communication Studies, **GPA:** 3.6/4.0

Relevant Coursework: Financial Accounting, Corporate Finance, Econometrics, Investment Analysis, Risk Algorithms, Computer Programming

Borough of Manhattan Community College/CUNY

Associate of Arts

New York, NY

May 2024

Major: Business Administration, **GPA:** 3.8/4.0

WORK EXPERIENCE

BlackRock

New York, NY

Multi-Asset Strategies Summer Analyst

June 2024 - August 2024

- Wrote weekly portfolio and market commentaries on attribution and trades for BlackRock's Multi-Asset Income Suite consisting of three income producing funds with over \$25 billion in AUM
- Created a product snapshot as a succinct marketing tool to assist with product development and assisted with completing RFPs for key client wins
- Created an automated Excel tool to show potential clients a time series of portfolio characteristics such as sector allocations and credit quality breakdown
- Participated in meetings with product strategists and portfolio managers to pitch the Fund to retail and institutional clients that resulted in over \$100 million in inflows
- Provided research via Bloomberg and Morningstar Direct to Lead Portfolio Managers to help identify investment opportunities and prove investment theories

Bank of America Merrill Lynch

New York, NY

Global Markets Operations Intern

June 2023 - August 2023

- Conducted business analysis for the investment bank's Global Operations Change Management team to identify opportunities to increase efficiency in database search functionality and comply with new regulations
- Successfully tracked project status, dependencies, issues and risks across multiple projects via Excel
- Provided training and procedural support to impacted teams to support compliance with a bank wide polity
- Consolidated feedback and provided project reporting and risk mitigation recommendations to bank leadership

LEADERSHIP & ACTIVITIES

Baruch Investment Management Group

New York, NY

Junior Analyst

September 2024 - Present

- Perform research on companies for investment analysis, utilizing company filings and presentations; gather company overview, industry news, market drivers, investment rationale
- Create presentation materials to be used in stock pitch presentations
- Complete training courses in corporate finance, valuation (DCF, comps), and Excel

SPECIAL PROJECTS

Goldman Sachs & BMCC Leadership Program

New York, NY

Participant

September 2021 - December 2021

- Analyzed various business scenarios over multiple weeks for Apple Corporation and presented solutions to the senior executives at Goldman Sachs.

SKILLS, CERTIFICATIONS & INTERESTS

Software: Microsoft Office (Word, Excel, PowerPoint, Outlook), CRM, HTML, SQL, CSS, Python (beginner)

Language: Fluent in Spanish

Certifications: Bloomberg Market Concepts (August 2024)

Interests: Skiing, Diving, Long-Distance Running, U.S. Equity Markets

Hortense Human-Resource

Clinton, NJ 14454 · (545)345-5555·

hortense.humanresource@baruchmail.cuny.edu · linkedin.com/in/HortenseHR

EDUCATION

Baruch College-CUNY, Weissman School of Arts and Sciences

Bachelor of Arts

New York, NY

Expected January 2027

Major: Corporate Communication, **Minor:** Human Resources, **GPA:** 3.5/4.0

Courses: Human Resource Management, Fundamentals of Management, Organizational Behavior

Borough of Manhattan Community College-CUNY

Associate of Arts

New York, NY

June 2025

Major: Liberal Arts **GPA:** 3.9/4.0

HUMAN RESOURCE EXPERIENCE

Starr Career Development Center

February 2026-Present

Peers for Career Intern

- Evaluate student resumes and provide feedback to improve document efficacy
- Coach and provide constructive criticism during mock interviews to improve student performance
- Review student LinkedIn profiles and give tips to increase chances of employment in target jobs

Case Analysis of Employee Morale- Human Resource Management course

December 2025

- Evaluated a case scenario of a mock company to determine the reasons for low departmental morale
- Researched solutions for low morale at other companies and proposed 2 options
- Wrote a 10-page paper and created a PowerPoint presentation outlining solutions to a class of 35

Society of Human Resource Management @ Baruch College (SHRM)

September 2025-Present

Student Membership Committee

- Recruit new members interested in human resources from a variety of majors
- Organize events to increase awareness of the human resources functions (e.g., generalist, employee relations, benefits, payroll, training & development, recruiter)

GE Aerospace-Explore Human Resources – TheForage.com simulation

August 2025

- Provided constructive feedback to a faux employee to encourage positive change and improve performance
- Synthesized knowledge of Lean Methodology by applying theory to a routine process
- Analyzed compensation framework, comparative ratios and pay ranges to determine which mock employees should receive pay raises or adjustments

OTHER EXPERIENCE

McDonalds

September 2024-Present

Team Lead

- Interview applicants, created offer letters, gather I-9 documentation (i.e., passport, driver's license, birth certificate) and collaborate with the Human Resource Department for onboarding new employees
- Train new hires on procedures, corporate policies and standards to ensure the employees provide quality service and maintain clean workstations that comply with NYC Department of Health regulations
- Provide constructive feedback on performance and issue corrective action warnings when appropriate

Customer Service Representative

January 2024-September 2024

- Mentored new employees and provided on-the-job training for the Point-of-Sale system, safe machine operation, as well as basic customer service
- Answered customer questions and suggestively sold items to increase sales

EXTRACURRICULAR ACTIVITY

Association of Latino Professionals for America (ALPFA)

September 2025-Present

Member

- Engage with Latino/a professionals and student peers to build professional skills valued in the workplace

SKILLS

Languages- Portuguese (fluent), Spanish (conversational)

Computer- Microsoft Excel, Word, PowerPoint, PeopleSoft

LEONARDO LAWFUL

Brooklyn, New York • Leo04@gmail.com • 718-555-0000 • linkedin.com/in/LeoLawful • eportfolios.macaulay.cuny.edu/leolawful

EDUCATION

Macaulay Honors College at Baruch College, CUNY

New York, NY

Bachelor of Arts

Expected May 2027

Major: Journalism, **Concentration:** Creative Writing and Political Science, **Minor:** NYC Studies, **GPA:** 3.89/4.00

Honors/Awards: Max Berger Pre-Law Program Fellow, Excellence Award in Journalism, Excellence Award in Modern Languages, Henry Wollman Prize, Nonfiction Writing Award, Nonfiction Writing Contest (2nd Place), Outstanding Achievement in Law Award, Schulman Memorial Poetry Contest (3rd Place), Song and Scene Writing Contest (1st Place), Student Media Services Award, Susan A. Locke Award, "Lost & Found" Nonfiction Essay Contest (Honorable Mention)

Scholarships: Full-Merit Macaulay Honors Scholarship, Journalism Department Edyth Becker Scholarship

Study Abroad: Lorenzo de' Medici Institute, Florence, Italy (Winter Intersession 2025)

PROFESSIONAL EXPERIENCE

Law Offices of James P. Dolan

Brooklyn, NY

Legal Assistant

October 2024 – May 2025

- Checked trusts, wills, and advanced directives for signatures, notarization, and potential errors or oversights.
- E-filed property-related documents with NYC Department of Finance.
- Contacted and met with clients to review and return original documents.

Fordham Law School Clinical Program

New York, NY

Intellectual Property & Information Law Clinic and Housing & Litigation Clinic Intern

July – August 2025

- Compiled newspaper and theater information for reprint requests, and addresses, served populations, and offered services of NYC shelters.

Manhattan District Attorney's Office

New York, NY

Post-Conviction Justice Unit Intern

September – December 2024

- Reviewed trial transcripts, case briefs, and legal databases to compile information about re-investigations into closed criminal cases.
- Processed and analyzed intake information, presenting cases during biweekly team meetings.

Kings County Supreme Court

Brooklyn, NY

Civil Court Intern

July 2023

- Coordinated Judge's motion calendar; observed and later discussed court proceedings, including pre-trial motions and contempt hearings.

Fox News Media

New York, NY

Digital Editorial Intern

February – April 2022

- Selected clips daily from live broadcasts and managed video content on website; drafted headlines and descriptions using editor feedback.

CAMPUS EXPERIENCE

The Ticker

New York, NY

Editor-in-Chief

May 2022 – May 2025

- Led a 40-person staff, overseeing editorial direction, production schedule, and marketing, during production of 25 issues.
- Managed annual budget along with Treasurer and Student Life Office staff.
- Oversaw hard-copy relaunch following three years of online-only production.

News Editor

May 2021 – May 2022

- Devised weekly list of newsworthy topics; edited articles for cohesion and accuracy; developed writers' abilities via 1:1s and workshops.

Baruch College Pre-Law Society

New York, NY

Co-President

May 2024 – May 2025

- Moderated weekly events with panelists for over 30 members; collaborated with Pre-Law Advisor and eight-student Executive Board.

Lucia Law

Bronx, NY • Phone: (917) 500-0000

Lucia.Law@baruchmail.cuny.edu • www.linkedin.com/in/LuciaLaw

EDUCATION

Baruch College/CUNY, Weissman School of Arts and Sciences, New York, NY *Expected December 2028*

Bachelor of Arts

Major: History, **Minor:** Law & Policy

GPA: 3.0/4.0

- **Relevant Courses:** *Civil Rights Legislation and Litigation, Urban Public Policy, Law, Public Policy and Legal Theory*

LAW PROJECT EXPERIENCE

Americans with Disabilities Act (ADA) - *Civil Rights Legislation and Litigation* Spring 2025

- Studied the Americans with Disabilities Act to learn about reasonable accommodations
- Searched for case law where civil rights were violated under the ADA to identify patterns
- Wrote a report for how employers could comply with the ADA and avoid lawsuits

LGBTQ Employment Protection -*Urban Public Policy* Fall 2024

- Researched literature and wrote report arguing for LGBTQ employment protections
- Found evidence of improved LGBTQ+ mental health in regions with inclusive employment and marriage laws
- Wrote a report arguing for policy changes that include employment protection and same sex marriage

WORK EXPERIENCE

Proskauer, New York, NY December 2024– Present

Legal Assistant Intern

- Research case law using online databases such as LexisNexis, Bloomberg Law and ProQuest
- Discuss case specifics with attorneys and determine search keywords to best find similar cases
- Wrote summaries of case law findings and present results to attorneys to help support their legal cases

New York State Attorney General Office, New York, NY June 2023 – August 2024

Legal Intern

- Analyzed financial information to search for inconsistencies that might point to money laundering
- Reached out to banks to obtain information subpoenaed by the courts
- Documented findings in a clear manner to ensure understanding by attorneys, defendants, and juries.
- Organized evidence for cases in a sequential or logical manner to assist lawyers when presenting in court

VOLUNTEER EXPERIENCE

Legal Aid Society, New York, NY Summer 2023 & Summer 2024

Legal Aid Volunteer

- Performed intakes of people seeking free legal assistance for their cases
- Listened to potential clients' situations, wrote up summaries, and presented write-ups to supervisor

SKILLS

Languages: Fluent in Polish, Intermediate in Mandarin

Computer: Microsoft (Word, Excel, PowerPoint, Access)

Law Databases: LexisNexis, Bloomberg Law, ProQuest

INTERESTS

Film, Ping Pong, Coffee tasting

Nia Nonprofit

Staten Island, NY 12345 • (646) 200-0000 • nia.nonprofit@macaulay.cuny.edu • linkedin.com/in/nianonprofit

EDUCATION

Baruch College/CUNY, Weissman School of Arts & Sciences, New York, NY Expected Jun 2027
Bachelor of Arts
Major: Sociology, **Minor:** Black and Latino Studies, **GPA:** 3.96/4.00

EXPERIENCE

United Way of New York, New York, NY Oct 2024 – Mar 2025
Development Intern

- Collaborated with the Development Director to engage corporations offering automatic payroll deductions, strengthening partnerships and increasing United Way donations
- Analyzed organization donation totals to identify giving trends, which was used by the director when conducting outreach
- Shadowed Development Director on meeting with corporate executives to learn relationship management skills

Harlem United, New York, NY Sept 2023 – Mar 2024
Fundraising Intern

- Organized attendee lists, name tags, and table assignments for fundraising events during the holiday season
- Reached out to famous people, agents, and influencers to identify potential keynote speakers
- Called prior event volunteers to obtain help at future fundraising events
- Canvassed local businesses to ask for donations for a silent auction at fundraising events

LEADERSHIP & ACTIVITIES

Difference Makers Club, New York, NY Sept 2023 – Jun 2024
President

- Organized professional/social events to help students enhance career skills and gain exposure to various industries
- Delegated responsibilities to vice presidents, directors, and committee members to achieve and expand club goals

Conversation Partners, New York, NY Jul 2022 – Jul 2023
Native English-Speaking Partner

- Partnered with English language learner students to enhance conversational proficiency and build meaningful connections

VOLUNTEER EXPERIENCE

POTS Soup Kitchen, Bronx, NY Mar 2023 – Sept 2023
Food Distribution Volunteer

- Distributed over 200 meals weekly to people who were low-income and homebound
- Cooked, packaged and delivered healthy meals during the COVID crisis to reduce food insecurity
- Managed and organized a volunteer staff of 10 per shift to ensure food is delivered in a timely manner

SKILLS & INTERESTS

Technical Skills: Microsoft Office (Excel, PowerPoint, Word, Publisher), Adobe, Canva

Interests: Krav Maga, American History, Cheese tasting, Ice Skating

Noah No Experience

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EDUCATION

Baruch College/CUNY, Zicklin School of Business

Bachelor of Business Administration

Major: Accounting, **Minor:** Spanish, **GPA:** 3.6/4.0

Coursework: Principles of Accounting, Computer Information Systems, Financial Accounting, Accounting Information Systems

New York, NY

Expected January 2027

LICENSES AND CERTIFICATES

Volunteer Income Tax Assistance (VITA) Basic Certification November 2024

- Passed basic certification exam for the VITA program
- Assessed on knowledge of tax credits and filing statuses

ACCOUNTING SIMULATION EXPERIENCE

PwC US Audit Job Simulation on The Forge June 2024

- Completed a simulation focused on control testing of a purchasing process for PwC's Audit team
- Compiled thorough walkthrough documentation including findings
- Outlined the purchase process in a flowchart and risk control matrix

PwC US Digital Assurance & Transparency Job Simulation on The Forge June 2024

- Completed a job simulation focused on client engagement to assess digital processes
- Used a workpaper to test sample items to understand if the control is working
- Completed a deficiency analysis with information provided by the client

Goldman Sachs Excel Skills for Business Job Simulation on The Forge May 2024

- Acquired command of Excel and data analysis techniques, including data cleansing and manipulation
- Gained expertise in data visualization using Excel by creating impactful charts
- Outlined the purchase process in a flowchart and risk control matrix

Koch Industries Accounting Job Simulation on The Forge May 2024

- Developed an internal memo to assist the VP of Consumer products with a financial inquiry
- Analyzed financial data sets and articulated findings to senior leadership
- Completed a deficiency analysis with information provided by the client

ACADEMIC PROJECT EXPERIENCE

Excel Project: *Computer Information Systems* March 2024

- Prepared a mock income statement with an "if" function to calculate income tax expenses
- Utilized VLOOKUP to return values that were used in formulas to project growth of revenues & expenses

Excel Project: *Principles of Accounting*

Financial Tools and Functions: *Principles of Accounting* March 2024

- Calculated depreciation of assets via the straight-line and (double) declining balance methods
- Wrote payment formulas to calculate loan payments for a mock hospital

Inventory Analysis February 2024

- Added scenarios to compute revenues and expenses with varying attendance for a mock training firm
- Made use of solver and added several constraints to calculate the number of training sessions available each day of the week

Homework Assignments: *Principles of Accounting* March 2024

- Analyzed and categorized transactions to post them into the general ledgers for mock companies
- Prepared mock financial statements using account balances

SKILLS & INTERESTS

Technical: Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Language: Intermediate in Spanish

Interests: Fitness, Snowboarding, Music, Films, Photography

Nova Numbers

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EDUCATION

Baruch College/CUNY, Zicklin School of Business

Bachelor of Business Administration

Major: Finance, **Minor:** Spanish, **GPA:** 3.9/4.0

- **Dean's List:** Fall 2023 – Spring 2025

New York, NY

Expected Jun 2026

Berlin School of Economics and Law

Study Abroad Program

- **Coursework:** International Business, Economics and Public Policy

Berlin, Germany

Sept 2024 – Dec 2024

COURSEWORK

- Real Estate Capital Markets • Corporate Finance Investment Analysis • Financial Accounting I • Elements of Calculus I/Matrix Algebra • Intensive Intermediate Spanish I

WORK EXPERIENCE

Operations Intern, ES Limited, New York, NY

Jan 2025 – May 2025

- Created a vendor rating system to identify reliable suppliers, resulting in an 80% reduction of product defects
- Worked with the director to manage the purchasing annual budget of \$1.0 million, saving over \$20,000 in related costs
- Renegotiated 5-8 suppliers' contracts and initiated a team goal of reducing inventory level for the year (30% decrease)

Financial Analyst Intern, Amazon, Seattle, WA

May 2024 – Aug 2024

- Leveraged an internal system to standardize the process of recording expense accruals and proposed process changes to the Finance and Business partners, training them on requirements for onboarding/implementation plan
- Streamlined the account reconciliation process by developing an Excel summary table to consolidate 30+ account schedules and ending balances, mitigating the risk of human errors and eliminating manual inputs from 15 to 5 hours
- Assessed for material risk of 40 licensing agreements from a Salesforce report, approximately \$10 million in dollar-value, to test for expense misstatement over the quarterly threshold in Excel and to support financial decision-making

Participant, SYEP Summer Bridge 2022 at the Queens Community House, Woodside, NY

Jul 2022– Aug 2022

- Collaborated with 20+ high school and college students to design an app that improves literacy in young students
- Created a marketing pitch with 16 other students to highlight why SYEP is important to both young students and potential business partners in the healthcare sector
- Developed professional skills and knowledge of the workplace from weekly presentations, Hats & Ladders, and career panels

LEADERSHIP EXPERIENCE & ACTIVITIES

Vice President, ALPHA at Baruch College, New York, NY

Jan 2025 – Present

- Spearhead and organize 5-10 meetings and professional events through collaboration with executive board members
- Research and educate members about Ecuador and its culture through a new initiative: two bi-weekly Instagram series
- Supervise the Treasurer and Secretary, providing oversight and assistance on financial budget and club outreach
- Utilize Google Suite to organize the club's important documents, create agendas and design a shared calendar of events

Peer Mentor, T.E.A.M. Baruch, New York, NY

Mar 2024 – May 2025

- Selected to be one of about 150 students in the school's competitive leadership program
- Developed leadership skills during one-day boot camp and 2 workshops on strengths and weaknesses and skills building
- Responded to students' inquiries and provide guidance regarding academic, professional, and personal concerns

LANGUAGE AND TECHNICAL SKILLS

- **Technical:** Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, & Outlook), HTML, & CSS
- **Languages:** Basic Spanish, Fluent in Tagalog
- **Certifications:** Responsive Web Design (from FreeCodeCamp), Advanced Google Analytics

Oscar Operations

Olive, NY 12345 • (347) 234-5678 • Oscar.Operations@baruchmail.cuny.edu
linkedin.com/in/Oscar.operations

EDUCATION

Baruch College-Zicklin School of Business

Bachelor of Business Administration

Major: **Operations Management and Analytics**

Minors: **Economics** and **Advanced Business Analysis**

New York, NY

June 2026

PROFESSIONAL EXPERIENCE

Owens Corning

Supply Chain Procurement Intern

Toledo, OH

June 2024-August 2024

- Generated machine learning regression model using market drivers to forecast supplier pricing of asphalt with an error of 2%.
- Coordinate with 30 plants to identify \$800,000 in packaging cost savings, gaining buy-in for pallet supplier reuse system.
- Designed a railcar performance tracker of 50+ shipments and offloads daily to resolve ad-hoc supplier shipment and movement errors.

Lowe's Corporation

Vendor Management Intern

Mooresville, NC

June 2024-August 2024

- Simplified prospect vendor intake process by one week to maximize efficiency of vendor lifecycle and speed to market.
- Transformed vendor process through stakeholder outreach and analysis of vendor gross purchases and allowances, which is projected to generate \$1.2 million in revenue.

Dunkin Donuts

Customer Service Representative

New York, NY

May 2022-Present

- Ensure customer fulfillment process remain under 1 minute from wait time to in-store product delivery, even at peak times.
- Maintain a clean workspace to comply with NYC Department of Health and corporate guidelines.

LEADERSHIP & ACTIVITIES

Consult Your Community at Baruch College

Executive Secretary

New York, NY

September 2024-Present

- Oversee organization with 45 members through strategic planning and execution to prepare members for consulting-related roles.
- Delivered 90-day plan of brand restructuring to CEO of a lifestyle management company to establish a niche, profitable brand.

Baruch College, Starr Career Development Center

Peer for Career

New York, NY

September 2023-Present

- Increase resume and cover letter effectiveness by providing detailed feedback regarding format and tips for targeting specific jobs.
- Coach students on the STAR method for resume bullets and interview preparation.

SKILLS & INTERESTS

Computer- Microsoft Excel, Word and PowerPoint

Languages- Cantonese (Fluent), Mandarin (Conversational)

Interests- History, Boxing, Hiking, Skiing, Bluegrass music

Pauline Policy

New York, NY • (718) 700-0000 • pauline.policy@baruchmail.cuny.edu • www.linkedin.com/in/paulinepolicy10

EDUCATION

Baruch College/CUNY, Marx School of Public and International Affairs

Bachelor of Science

Major: **Public Affairs**, Minor: **Communications**, Cumulative GPA: **3.7/4.0**

New York, NY
Expected June 2025

WORK EXPERIENCE

Office of Manhattan Borough President

Constituent Services Intern

New York, NY
August 2024 – May 2025

- Served as a liaison by providing live updates to the three Manhattan office locations and escalating constituents' issues and concerns requiring attention to the Borough President
- Drafted and edited 3-5 memos weekly on matters brought forth by constituents for record-keeping procedures
- Adapted proposal templates for specific foundations and managed physical and electronic copies of files

College Bridge for All

NYC Department of Education College Coach

New York, NY
March 2023 – August 2023

- Mentored 73 senior students and guided them on the college enrollment process, improving matriculation rates
- Maintained regular contact with seniors through spring and summer to ensure updating FAFSA/TAP, first-year class registration, enrolling in Support Programs through email, messages and Google Meets
- Updated students' progress through Enroll NYC database consistently to narrow down areas of improvement

CUNY Census 2020

Field Team Member for Queens Borough

Queens, NY
January 2022 – May 2022

- Raised community awareness about Census resources, data privacy, and the importance of participation through NYC events.
- Communicated with 100 New Yorkers hourly through Hustle texting app to provide assistance with Census
- Supported 2020 non-partisan Student Voter Registration Drive at Flushing High School to acknowledge students on the importance of civic duty and registered 1,200 student citizens to vote

Health + Hospitals/Queens: Summer Youth Employment Program (SYEP)

Clerical Worker/Patient Care Assistant

Queens, NY
July 2021 – August 2021

- Assisted nurses in obtaining materials for 20 patients daily post-surgery, increasing reliability of care
- Organized individual files for 20 patients circulating in and out of unit to keep up-to-date track on patient health
- Communicated between cross-functional medical departments for successful transportation of patient and files

ACADEMIC PROJECT EXPERIENCE

Traffic Accident Pattern Analysis

Public Campaigns and Advocacy

Fall 2024

- Analyzed data from publicly available databases to evaluate traffic accidents by zip code
- Identified patterns of accidents to inform future legislation and reduce fatalities
- Presented findings to a class of 30 using PowerPoint and tables and charts from Excel to visualize the data

LEADERSHIP ACTIVITIES

Circle K International Club of Baruch College

Secretary /Vice President

New York, NY
September 2023 – September 2024

- Volunteered in *Key to Your Future* to discuss on panel about college process and experience to 20 high schoolers
- Attended New York Speaking Fellowship Convention to acquire team and club development methods
- Coordinate *Reinvention Meeting* to inform interested students about the Service, Fellowship and Leadership foundations of the club and how it improves one's personal and professional skills to entice member participation

SKILLS

- **Technical:** Proficient in Microsoft Office (Excel, Access, Outlook, Word and PowerPoint)
- **Language:** Beginner in Spanish
- **Organizations:** Ladders for Leaders, Summer Youth Employment Program, T.E.A.M. Baruch Leadership Development Program

Punjab Psychology

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EDUCATION

Baruch College/CUNY, Weissman School of Arts and Science, New York, NY

Expected June 2027

Bachelor of Arts

Major: Psychology GPA: 3.8/4.0

RESEARCH & STATISTICS PROJECT EXPERIENCE

Statistics Projects-*Statistics in Social Science*

Spring 2025

- Analyzed nominal and continuous variables and calculated descriptive statistics using STATA
- Generated graphs and scatterplots to identify outliers and evaluate data for normalcy
- Evaluated statistics (t-tests, correlations, regression) and translated findings in layman's terms
- Conducted a literature review, wrote scientific paper using APA format, and presented research findings to a class of 30+ students

Study Design Project-*Research Methods in Psychology*

Fall 2024

- Designed a qualitative research study which explored the college student experience during COVID crisis
- Analyzed interviews using Atlas software to identify themes to be converted to quantitative research study
- Researched existing literature to identify appropriate measures that were both valid and reliable
- Developed a framework for a quantitative research study that included measures on sadness, loneliness, and resilient behaviors to evaluate the student experience during the COVID pandemic

WORK EXPERIENCE

McDonalds Corporation, New York, NY

December 2024 - Present

Customer Service

- Collaborate with a team of 10 to consistently fulfill orders in less than a minute
- Maintain a clean workspace to comply with corporate policies and NYC Department of Health regulations
- Interact with people from around the world and provided customer service to those who were unsure of what to order

VOLUNTEER EXPERIENCE

Skaneateles Summer Camp, Skaneateles, NY

Summers 2023 & 2024

Camp Counselor

- Observed child behavior to ensure safety, increase inclusion and reduce risk of bullying
- Addressed behavioral issues and used positive reinforcement to encourage prosocial interactions
- Documented situations that required reporting to senior staff, medical professionals and parents

SKILLS

Languages: Fluent in Urdu, Intermediate in Mandarin

Computer: Microsoft (Word, Excel, PowerPoint, Access)

Statistical Analysis: STATA, SPSS, Excel, Python, R

INTERESTS

Origami, Film, Basketball, Coffee tasting

Tim Technology

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EDUCATION

Baruch College/CUNY, Zicklin School of Business, New York, NY

Bachelor of Business Administration

Expected Jan 2027

Major: *Computer Information Systems*, **Minor:** *Communication Studies*

Major GPA: 3.63/4.00

- **Related Courses:** Database Management Systems I, Information Systems/Technologies, Applied Calculus

TECHNICAL SKILLS

Languages: Java, C++, Python, SQL, HTML, CSS
Design & IDE Tools: Eclipse, Spyder, MS Visual Studio, Visio
Databases: Oracle Express DB, MySQL Server/Workbench, MS Access
Project Tracking Tools: Jira by Atlassian, IBM's Rational Software
Office Tools: MS (Word, Excel, PowerPoint), Bloomberg Terminal
Operating Systems: macOS Tahoe, Sequoia, Windows 11, 10

RELEVANT EXPERIENCE

Bloomberg, New York NY

Data & Technology Architecture Intern

Jan 2025 – May 2025

- Built custom web portal for the Data & Technology Architecture Team, containing over 8,000 files
- Collaborated with application and information architects to plan, design, and implement a high-level taxonomy
- Brainstormed with business analysts to gather requirements for the web portal
- Provided technical expertise and assisted in the migration of enterprise knowledge repository content
- Participated in weekly meetings to discuss the progress of the intranet portal
- Utilized content types to add metadata to documents on the web portal to improve search results

NYC Department of Labor, New York, NY

Technical Support Intern

Jul 2023 – Dec 2023

- Provided help desk-based IT phone support to end-users including troubleshooting hardware and software
- Maintained 10% above average customer satisfaction in post surveys, working with over 30 clients daily
- Installed 20+ Windows computers and server parts and responded to hundreds of requests for service support
- Managed the IT onboarding of new user accounts and regular upgrades, ensuring seamless access to all systems

ACADEMIC PROJECT

Systems Analysis and Design, Baruch College

University Library System Project

Aug 2024 – Dec 2024

- Modeled a university library system using IBM Rational Software Architect and Lucid Charts
- Designed a Use Case Diagram to track users' behavior when interacting with the system
- Created Class Diagrams to enhance and clarify visualization of information around Class storage and interactions
- Constructed a Sequence Diagram illustrating the objects that participate in a Use Case and show the messages that pass between objects for a particular use-case

OTHER WORK EXPERIENCE

Starbucks Coffee, New York, NY

Barista

Jun 2022 – May 2023

- Processed monetary and credit transactions around \$1,200-\$1,500 daily using the point-of-sale system
- Exhibited professionalism during peak hours in a high traffic location while serving over 600-900 customers
- Trained three new baristas to ensure quality customer service practices, register transactions and drink-making

EXTRACURRICULAR ACTIVITIES

Cybersecurity Club, Events Committee Member

Feb 2023 – May 2023

Data Science and Analytics Society, Club Member

Sept 2023 – May 2024

SKILLS

Languages: Intermediate in French

Interests: International Travel (to over 10 countries), Badminton, Bitcoin

Ji Min (Emily) Park

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EDUCATION

Baruch College/CUNY, Weissman School of Arts and Sciences

Bachelor of Arts

Major: Corporate Communication, **Overall GPA:** 3.8/4.0

New York, NY

Expected Jan 2025

Kingsborough Community College/CUNY

Associate of Science in Business Administration (completed 50 credits), Overall GPA: 3.7/4.0

Dean's List: 2017-2018 (3 semesters)

Brooklyn, NY

Jun 2021

ACADEMIC PROJECT

Business Fundamentals: AT&T, Baruch College

Jan 2025 – May 2025

- Summarized 15+ primary and secondary sources of the company into a clear, concise summary paper and a group presentation of 5 members, which received a grade of A
- Analyzed and managed data about the company's 1-year stock prices, 3-year revenue trends, competitors, current events using Excel and PowerPoint to propose possible future strategies and recommendations
- Presented findings and reported analysis on AT&T and recent news to an audience of 30+ students

PROFESSIONAL EXPERIENCE

ABC Ads, Inc., New York, NY

Internet Marketing Intern

May 2024 – Sept 2024

- Drafted 3+ informative posts/blogs on WordPress weekly to increase customer engagement and impressions
- Designed presentation decks and client proposals to educate clients about the pros of ad network marketing
- Researched new marketing leads and brainstormed content for business opportunities with a team of 3+ interns
- Liaised between publishing and advertising teams to ensure clear communication and scheduling of events

Mark Von Furstenberg, New York, NY

Public Relations Intern

Sept 2023 – Dec 2023

- Communicated with stylists and editors from various magazines to arrange sample send-outs to increase brand awareness
- Utilized Fashion GPS, a B2B software for the global fashion industry, to organize sample trafficking and keep staff aware of sample locations
- Archived and summarized daily press release reports from 10 news sources for the communications team

XYZ Events Group, Westchester, NY

Event Coordination Intern

Jan 2023 – May 2023

- Supported a cross-functional team of 10 members by tracking and managing the logistics of 3 conferences
- Coordinated the arrangements of travel and shipping documents via Intra, the firm's scheduling system
- Developed conference booklets, presentation sessions, and advertisements for over 200+ attendees
- Managed 50-75 client questions, inquiries, and any customer service-related issues or concerns weekly

VOLUNTEER EXPERIENCE

New York Cares (August 2023–Present); **Habitat for Humanity** (2022); **American Red Cross** (2021-2022)

SKILLS

Languages: Fluent in Russian, Intermediate in Spanish

Computer: Microsoft (Word, Excel, PowerPoint, Access), Adobe (Photoshop, InDesign, Illustrator)

Social Media: X, Facebook, LinkedIn, Pinterest, Hootsuite, Snapchat, Google Analytics

INTERESTS

Photography, Film, Basketball, Football, Creative Writing, Snowboarding

RHONDA RESEARCH (Resume for marketing role)

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EDUCATION

Baruch College, Weissman School of Arts & Sciences

New York, NY

Bachelor of Arts

Expected June 2026

Major: Psychology, Minors: **Marketing**, Communications

Awards: Dr. Wendy Heyman Public Interest Fellowship (Spring 2025), Dean's List (Fall 2021-Fall 2025)

Courses: Marketing Foundations, Market Research, Video Communication & Production, Persuasion

MARKETING PROJECT

Market Research, **The Pepsi Company's Market Analysis Project**

June 2024-July 2024

- Researched the history of Pepsi Company's marketing strategy over the past 10 years
- Analyzed reports on beverage industry and market share information to identify potential opportunities
- Observed beverage offerings at over 100 food vendors around the NYC area to gather market data
- Developed a marketing strategy to convert food vendors in the NYC area to Pepsi products
- Cooperated with 3 team members and pitched proposal using PowerPoint to a group of 30

MARKETING EXPERIENCE

Center for Health, Identity, Behavior, & Prevention Studies (CHIBPS)

Marketing & Research Assistant January 2024-Present

- Collaborate with Project Director on images, look and feel of study marketing campaign
- Design flyers for research using royalty-free images and Canva to attract potential participants
- Generate graphics and images that are used on social media platforms (Instagram, Facebook)
- Utilized Adobe to create a poster presentation that included tables, charts and images to visually depict research findings and study implications
- Analyze social media engagement using Instagram and Facebook analytics to determine most effective design for attracting participants

McDonalds

Customer Service

January 2022-Present

- Persuade customers to purchase additional or larger products to increase sales for the store
- Mentor new employees and train on customer service skills, upselling techniques, and multitasking
- Explain mission of Ronald McDonald House charity and encouraged customers to donate change

EXTRA-CURRICULAR ACTIVITIES

Baruch College Psychology Club

January 2025-Present

Event Coordinator

- Create flyers and social media graphics using Canva to advertise events using Instagram and TikTok
- Evaluate the data on social media posts to determine which design generated more impressions

Caribbean Student Club

Membership Chair

January 2023-Present

- Share photos taken of people and food at events on Instagram and TikTok

PROFESSIONAL ORGANIZATIONS

American Marketing Association 2025-Present

PUBLICATIONS

Pillai, N. V., Halkitis, P. N., & Research, R. A. (2024). Impact of service delivery model on healthcare access among HIV-positive women in New York City. *AIDS Patient Care & STDs*. 23(1), 51-58.

SKILLS

Language: Spanish (Fluent)

Technical: Excel, Word, PowerPoint, Canva, Adobe

Social Media: Facebook, Instagram, TikTok, LinkedIn

RHONDA RESEARCH -(Curriculum Vitae (CV))

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EDUCATION

Baruch College, Weissman School of Arts & Sciences
Bachelor of Arts
Major: Psychology, Minor: Communications

New York, NY
Expected June 2026

AWARDS/FELLOWSHIPS

Dr. Wendy Heyman Public Interest Fellowship
Dean's List

January 2025-May 2025
Fall 2022-Fall 2025
August 2025

American Psychological Association (APA)

Summer Undergraduate Psychology Experience in Research (SUPER) Fellowship

EXPERIENCE

Center for Health, Identity, Behavior, & Prevention Studies (CHIBPS)

Assistant Project Manager/ Research Assistant

November 2024-Present

- Utilize online survey tools to survey young gay men on their sex, substance use and mental health
- Recruit study participants at venues where young gay men are known to gather
- Conduct phone screenings to determine participant's eligibility for the study
- Administer HIV and other STI tests, which includes urinalysis, finger stick and cheek swab methods
- Collaborate with faculty to analyze research data and conduct literature reviews for journal articles

Research Assistant

January 2024-November 2024

- Co-managed the day-to-day operations of a program evaluation for 5 AIDS service organizations
- Coordinated recruitment events to encourage participation in survey
- Utilized Excel to manage the stipend payments and equipment rental process
- Conducted literature reviews that were used for writing articles in peer-reviewed journals

McDonalds

Customer Service

January 2022-Present

- Follow corporate protocols on cleanliness and food hygiene to also comply with NYC Dept of Health requirements
- Assemble and disassemble equipment at store opening and closing to properly maintain the store
- Ensure that customers are served in a fast, friendly and efficient manner

EXTRA-CURRICULAR ACTIVITIES

Baruch College

2025 Research & Creative Inquiry Day

May 2025

- Research findings were accepted for a poster presentation at the 2025 Research and Creative Inquiry Day Conference
- Explained research findings, methods and statistics in layman's terms to students, faculty and staff
- Generated an academic-style poster for a conference to visualize research data and explain the methodology used in the research study
- Created reference page and in-text citations using American Psychological Association citation style

Psychology Club

January 2025-Present

Event Coordinator

- Educate students on careers in psychology that are open to students with a bachelor's degree and careers that require a master's or doctoral degree
- Organize events with professionals in Applied Behavioral Analysis (ABA), Mental Health Counseling (MHC), Social Work and Psychology
- Communicate research opportunities to club members using club website and social media channels (Instagram, TikTok, Snapchat)

Caribbean Student Club

January 2023-Present

Membership Chair

- Invite new students to learn about Caribbean culture at the club fair and other on-campus events
- Organize the Caribbean Food Day event to showcase the cuisine of the Caribbean islands
- Share photos of people and food taken from events on platforms such as Instagram and TikTok (Resume for marketing role)

RESEARCH (ONGOING)

Strategies for Identifying At-risk African American MSM who Unaware of Their HIV Status are

Funder- **Centers for Disease Control (CDC)**

1UR6 PS000369 (Rohatgi)

Dates of Project: June 2024- Present

Role: Research Assistant

This multi-site project gathered data from four locations on the east coast of the United States (i.e. New York, NY, Atlanta, Ga., Baltimore, MD, Washington, D.C.) The New York site was a community-centered collaboration between Harlem United and CHIBPS. The goals were to compare the efficacy of three strategies for identifying and testing previously-undiagnosed, 18-64 year old, African American MSM; to conduct a cost/resource analysis, to evaluate the relative cost of identifying each previously undiagnosed, HIV-positive African American MSM for each of these strategies; and to determine the key variables associated with resistance and barriers to HIV testing in African American MSM, which will contextualize the cost efficacy of each recruitment strategy.

RESEARCH (COMPLETED)

Evaluation of Women's Case Management Services

Funder- **United Way/NYS AIDS Institute**

(Halkitis)

Dates of Project: January 2024-December 2024

Role: Research Assistant

The goal of this evaluation research project was to document and assess the effectiveness of case management services delivered by AIDS service organizations to women living with HIV/AIDS. The project assessed access to and utilization of healthcare, health, mental health, and quality of life of HIV-positive women. The study utilized quantitative and qualitative methods to analyze the services received.

ACADEMIC PUBLICATIONS

- Dayton, A. B., Guschlbauer, A., Halkitis, P. N. & **Research, R. A.**, (Manuscript submitted for publication). Case manager reported utilization of support group, substance use and mental health services among HIV-positive women in New York City. *AIDS Care*.
- Pillai, N. V., Halkitis, P. N. & **Research, R. A.**, (2024). Impact of service delivery model on healthcare access among HIV-positive women in New York City. *AIDS Patient Care & STDs*. 23(1), 51-58.

PRESENTATIONS

- **Research, R. A.**, Dayton, A. B., Guschlbauer, A., Mukherjee, P. P., Pillai, N. V., & Halkitis, P. N. (2025, May). Case Management, Utilization, and Service Delivery Impact on HIV-Positive Women. Poster presentation at the 2025 Baruch College Research and Creative Inquiry Day Conference, New York, NY.
- Lucas, D. P., **Research, R. A.**, Pillai, N., & Halkitis, P. N. (2024, April). Evaluating HIV/AIDS-related supportive and case Management services for women. Presented findings at the Eastern Evaluation Research Society, Absecon, NJ.

PROFESSIONAL ORGANIZATIONS

American Psychological Association (APA)

2025-Present

VOLUNTEER

Harlem United

Volunteer HIV Tester

January 2023-December 2025

Living Beyond Belief

Online Silent Auction Assistant

January 2022-May 2022

Functional Resume Sample [Note: for experienced candidates]

JORDAN F. NAVAREZ

Brooklyn, NY 10700 • (347) 555 – 2345 • jordan.navarez@baruchmail.cuny.edu

EDUCATION

Baruch College – New York, NY
Bachelor of Arts in Political Science

Expected June 2027

GPA: 3.4/4.0 • Dean's List (2024-2025, 2 semesters)

STRENGTHS

Leadership

- Demonstrated leadership as elected captain of basketball team
- Solved arguments quickly and acted as a role model while providing high-quality child-care
- Assisted in teaching Taekwondo classes after attaining second-degree black belt status

Organizational

- Reconciled vendor statements and filed vendor invoices as an accounts payable intern
- Planned educational activities and recreational events for children while cooperating with parents
- Organized highly efficient loading and unloading system in cabinet warehouse
- Developed strategy to organize candidate's schedule to efficiently use his time and avoid double-booking of appointments and other scheduling errors
- Assisted in planning annual ski trips for Snowboarding Club
- Managed delivery of food to diners so that meals progressed at an unhurried pace at Blue Moon Diner

Interpersonal

- Effectively worked in professional team environment and met fiscal year-end deadlines
- Displayed excellent customer service and utilized strong communication skills in dealing with vendors
- Developed lasting friendships with coworkers while keeping a professional atmosphere
- Collaborated with team of volunteers to collect petition signatures, which successfully gathered a record number of signatures and secured candidate's position on the ballot
- Utilized knowledge and experience to answer questions at fitness center
- Experienced cultural differences through interaction with locals while traveling through Southeast Asia

EMPLOYMENT HISTORY

- Accounts Payable Intern – **Carmel Fleet Services**, New York, NY June 2024 – August 2024
- Child Care/Home Management – **Self Employed**, Brooklyn, NY June 2023 – May 2024
- Cabinet Delivery – **Canarsie Cabinet Corporation**, Brooklyn, NY January 2023 – May 2023
- Campaign Intern – **Jones for Congress**, New York, NY September 2022 – December 2022
- Front Desk Clerk/Weight Room Supervisor – **New York Sports Club**, New York, NY May 2022 – June 2022
- Waiter – **Blue Moon Diner**, New York, NY January 2022– May 2022

ACTIVITIES

- Undergraduate Student Government – **Baruch College** January 2024 – January 2025
- NCAA Division III Basketball – **Baruch College Bearcats** August 2023 – December 2024
- Community Service – **Habitat for Humanity** April 2022 – June 2023

SKILLS

- Computer: Proficient in Microsoft (Excel, Access, PowerPoint, Word), Quicken, and HTML
- Language: Fluent in Italian

Reference List

Ask people, such as, professors, past employers, and work supervisors if you can use them as references before you give out their names and contact information. Please note that this is not the same as recommendation letters.

Recommendation letters are used for academic-related applications such as graduate schools, scholarships or fellowships.

Take your reference list with you on an interview. **IF** you are asked for references, present it to the interviewer.

Remember to notify the people you use as references that a prospective employer may be calling them.

| | | |
|-------------------------|---|---------------------|
| Mr. James Rodriguez | → | Name |
| Director of Personnel | → | Title |
| State Community College | → | Organization |
| 123 W. Main Street | → | Address |
| New York, NY 10055 | → | City/State/Zip Code |
| (212) 555-5555 | → | Telephone Number |
| james.rodriguez@scc.org | → | Email |
| Supervisor | → | Relationship |

Dr. Rosa Smith
Professor of History
State Community College
123 W. Main Street
New York, NY 10055
(212) 555-5555
rosa.smith@scc.org
Academic Advisor

Ms. Martha Perone
North Center Counseling Center
34 E. Oak Street
New York, NY 10056
(212) 555-3456
martha.perone@nccc.com
Supervisor

Mr. Roberto Samuels
67 W. Apple Street
New York, NY 10088
(212) 555-4567
r_samuels@yahoo.com
Personal Reference

Cover Letter Writing

Overview of a Cover Letter

A cover letter is a one-page statement of objective that should demonstrate your qualifications/skills/strengths to the employer and why you are a good match for the organization and the position you are applying for. **Tailor your cover letter for each company and position.** A general template-like cover letter will not enhance your application.

Keep in mind two things you want to show in a cover letter: (1) you are competent and qualified to do the job/role well; (2) you will fit in with the team and company culture.

BEFORE You Write the Cover Letter

- **Research the Employer** Learn enough about the organization so that you can articulate why you are a strong fit for that firm. Review the website, speak with current or previous employers, and read articles.
- **Analyze the Job Description** Look for skills, duties, and qualifications of the job so you can design your letter to prove you match these as much as possible.
- **Analyze your Background** Ask yourself what you have done that is similar to the duties required of the job, including classes, projects, work experiences, internships, volunteer, activities, travel, etc.



Want to watch and listen to a clip instead? From the Starr Career Development Center YouTube Channel, we present **Power Half Hour: Cover Letter Writing** <https://www.youtube.com/user/SCDCBaruc/>

Format/Content of a Cover Letter

Cover letters usually have at least three paragraphs (introduction, body and conclusion) with a heading and a closing.

- Keep cover letters short—typically **three or four paragraphs** and less than **one page**. A cover letter is structured like a business letter, as shown in the samples.
- Your contact information should be listed at the top of the page either in the same format as your resume or on the top left or right margin as shown in the samples.
- Your letter should be addressed to the specific individual who has the capacity to hire you. If you do not know the name of the person, try to research the organization online or call to find out the correct name and spelling and the person's title. [Note: If you cannot get this information or are not 100% sure, address the letter to Dear Hiring Manager or to the title mentioned in the job description.]
- Use the active voice, keeping your tone positive and professional. Avoid beginning too many sentences with "I." Make sure that the grammar, sentence structure, and spelling are perfect.
- When sending your resume and cover letter by email, you may include your cover letter in the body of your email or attach it along with your resume with a short email stating the position and that your materials are attached.

Style and Other Tips

Write clearly and concisely. Do not try to impress a prospective employer with a lot of wordiness and jargon. Most employers are pleased to read a concise, cogent letter. And don't send your first draft. Rewrite the letter a few times. Revision almost always improves a written communication. Again, similarly to a resume, please proofread your cover letter carefully. A mistake in spelling or grammar is not the way to impress a prospective employer.

Tailoring a Cover Letter

When writing a cover letter, you want to make sure that it is always tailored to the position and company you are applying to. Developing a habit of writing a new cover letter for an opportunity is important.

Job Description

Your time here will look something like this...

You will learn how to navigate the summer intern recruiting process, participate in technical trainings and business specific workshops, and have a mentor guide you.

We provide you with the knowledge/skills you need...

The Leadership Program is a five-week virtual leadership program designed for undergraduate sophomores and is open to all majors and disciplines. We know you might need some help navigating the opportunities available, so we'll help you match your interests and core skills you're looking to build by offering you educational webinar series.

Who we think will be a great fit...

Dedication to learning and a true passion for the business are vital. We value diversity and so do you. We'll also be looking for the following: commitment to personal growth and career development, a drive to learn, success in team environments, strong communication, planning & organizational skills, analytical & quantitative skills, and a desire to develop a deep understanding of the financial services industry. Knowledge of the global or domestic business landscape is preferred.

Body Paragraph

My interest in business stems from the pre-business courses I've taken at Baruch. I learned about the fundamentals of business law, macroeconomics, and foundations of the financial market. My education has taught me to keep an open mind to all aspects of business. I have had different experiences working in diverse teams such as coming together to pitch an idea for the community at WiTNY using technology as a means to provide a solution. During my past internship at Cornell Tech, I developed marketing materials and helped implement a user study from the beginning to the end of the cycle. In handling data about user behaviors using Google Sheets and a MySQL visualizer, I learned how to effectively work in an agile environment and drive results.

I am excited to pursue the program opportunity at Citi, especially in gaining exposure to all different sort of business functions within Citi. I look forward to developing my skills and learning more in-depth about the financial services industry. I believe my educational interests as well as my previous internships provided me with the background and skills necessary to excel in the fast-paced training program.

Cover Letter Template – General Layout

Your Address
City, State, Zip Code

Date

First Name and Last Name of Contact Person
Title of Contact Person
Name of Organization
City, State, Zip Code

Dear Mr./Ms. Last Name:

Introduction State who you are and why you are writing to this company. Identify the position, field or general area of your inquiry that draws you to this company. Tell how you heard of the opening or organization. Most importantly, write a closing sentence summarizing what qualities and/or experiences make you a great fit for the company and/or position.

[Note: If you have a connection, here would be a good place to mention them, but make sure you received permission from the contact first.]

Body Paragraph Here is where you will describe how your career or job goals are particularly suited for this company or type of work. Highlight your particularly relevant achievements and qualifications while linking them to skills directly stated on a job description posted by the company or from a similar company. Elaborate on key transferable skills from your resume without repeating your resume word-for-word.

[Note: Show your company research, passion, qualifications, and your personal brand here. Why you are a good fit for the company? Make edits that show personalization. Be authentic throughout because the purpose of a cover letter is to build a rapport with the hiring manager and to secure yourself an interview. Utilize the job description, VAULT, and any other research/experience you have to build a connection.]

Final Paragraph Your closing paragraph starts by reiterating your interest in the position while also communicating to the employer how you hope to enhance your current skills or develop newer skills. Next you politely request an interview and provide specific contact information where you can be reached. Finally, thank the employer for his/her time and consideration.

Sincerely,

Your Name Typed

Your Name

Enclosure: Resume

Sample Cover Letter

Cary Armand

Brooklyn, NY 12345 | cary.armand@yahoo.com | 917-555-5555

September 05, 2025

Ms. Marcia Hollins,
Vice President
DPD Consulting
New York, NY 10012

Dear Ms. Hollins,

As a rising senior at Baruch College pursuing a bachelor's degree in marketing, I was excited to find the opening for a Public Relations Summer Internship position at DPD Consulting on Handshake. I believe my education as well as my past internships at Viacom provided me with the experience and skills necessary to excel in the fast-paced environment at DPD Consulting.

Like DPD, I also believe that effective public relations require companies to strategically understand the media and craft compelling stories, brands, and campaigns. However, challenges persist which stem from both the development of relationships with diverse companies and the constant need to create unique, effective media for existing clients. In my past internship positions at Viacom, I regularly established relationships with new clients, developed media summaries and product presentations, and created press releases and image repair campaigns for corporate clients. On several occasions, I advised management on the selection and use social media (such as Facebook and Yelp) and graphic visual images to present complex information quickly and clearly in corporate presentations. I accomplished my goals by learning how to negotiate with management, collaborate within larger teams, and communicate with clients to meet their bottom line.

I am excited to pursue the summer internship position at DPD, especially I am interested in learning how to develop, manage and assess the effectiveness of a comprehensive marketing and PR campaign for a large brand. I would greatly appreciate the chance to work for DPD Consulting, and I look forward to further explaining how I can contribute to your team. My resume summarizes my background and is included in this application for your review. In the meantime, I can be reached at (917) 555-5555 or you can email me at cary.armand@yahoo.com.

Thank you for your time and consideration.

Sincerely,

Cary Armand

Enclosure: Resume

Sample Cover Letter

Ridgewood, New York 10825

September 05, 2025

Mr. Michael Money
Vice President
Bank of America Merrill Lynch
New York, NY 10001

Dear Mr. Money:

In response to your advertisement posted with Baruch College's Starr Career Development Center, please accept this letter and resume as an application for the Summer Finance Internship Program at Bank of America.

My past experiences had taught me the importance of taking initiative both academically and professionally. My relevant experience includes working in telemarketing for the Baruch College Fund, where I was able to raise over \$50,000 in donations to the college through telephone solicitation (10% more than the average donation amount) by going above and beyond. I shared the impact of their donation to Baruch students and develop relationships with donors. Additionally, in my coursework I have had exposure to statistics, economics, banking practices, and futures and options. I have taken additional courses in Reuters and Bloomberg at Baruch College's Wasserman trading floor and am very interested in using these skills at Bank of America.

After meeting with Ms. Mary Boyle from Bank of America's M&A team and having attended the Bank of America's information session at Baruch, I am attracted to Bank of America's corporate culture and the excellent reputation of your mergers and acquisitions specialty. I am excited to be part of your M&A team to learn how to structure a deal and support some of the outgoing M&A projects.

A resume is enclosed which covers my experience and qualifications in greater detail. I would appreciate the opportunity to discuss my credentials with you in person. I can be reached at 347-987-6543 or richard.hernandez@baruchmail.cuny.edu. Thank you, and I look forward to speaking with you.

Sincerely,

Richard Hernandez

Richard Hernandez

Informational Interview Request and LinkedIn Connection Request

Be brief, personalize the message for the recipient, no slang or emojis- do not be too familiar in your verbiage, do not ever ask if they know of any internships or jobs that are available at their company or elsewhere.

Subject: Request for Informational Interview (Option 1- Email without referral)

Dear [Recipient's Name],

I hope this message finds you well. My name is (XXXXXX), and I am a [*finance*] student at Baruch College's Zicklin School of Business, graduating next year. Your work in [industry or specific field] caught my attention, and I'd appreciate the chance to learn more about your professional journey as I'm currently exploring a career path in this area.

If you're open to it, I'd love to schedule a brief 15–20-minute conversation at your convenience—either over the phone, via video call, or in person. I'm particularly interested in hearing about your experiences at [Company Name or Role], and any advice and insights you might have for someone looking to grow in this space.

Thank you for considering my request. I understand your time is valuable, and I'd be grateful for any opportunity to connect. I can be reached at (917) 555-5555, your email (Baruch email preferable), and your LinkedIn profile information.

Warm regards,
(Name)

Subject: Request for Informational Interview (Option 2- Email with referral)

Dear [Recipient's Name],

I'm a senior majoring in Finance at Baruch College's Zicklin School of Business, and my Principles of Finance professor, Thomas Grant, suggested I reach out. I admire your work in [industry or specific field] and would love the chance to learn more about your career path as I explore opportunities in this area.

If you're available, I'd greatly appreciate a brief 15–20-minute conversation—by phone, video call, or in person—whenever it's convenient for you.

Thank you for considering my request. I can be reached at (917) 555-5555, your email (Baruch email preferable), or via LinkedIn (your profile link).

Best,
[Your Name]

Here's a concise LinkedIn-style version you could use as a connection note or follow-up message :(with referral)

Hi [Recipient's Name], I'm a senior at Baruch College's Zicklin School of Business who is majoring in Finance. My professor, Thomas Grant, suggested that I reach out to you. I admire your work in [industry/field] and would love to connect and, if you're open to it, learn about your career path through a brief conversation.

Here's a LinkedIn connection note under 300 characters: (with referral)

Hi [Recipient's Name], I'm a senior at Baruch College's Zicklin School of Business. My professor, Thomas Grant, suggested that I connect with you. I admire your work in [industry/field] and would love to briefly learn about your career path.

Here's a concise LinkedIn-style version you could use as a connection note: (Alumni)

1. Hi [Recipient's Name], I'm a Finance major graduating next year and a fellow Bearcat at Baruch. I'd love to connect and learn more about your career path after Baruch as I start exploring options. I look forward to connecting with you.
2. I'm a fellow Bearcat at Baruch, expected to graduate in May 2028, and have been exploring career paths in Operations Management. I'd love to learn more about your experience with Amazon. I know you must be incredibly busy, but any chance you have even 10 minutes for a quick Zoom chat?

Thank You Email Writing

[Overview of a Thank You Email](#)

After an interview or networking conversation, it is important to follow-up with a thank you note **within 24 hours or one business day**.

For a [thank you email after a job interview](#), you would want to focus on three main areas: (1) thank the interviewer for their time; (2) reiterate 1-2 important points/skills from the interview or any follow-up responses; and (3) express interest in staying connected or next steps.

For a [thank you email after a networking event](#), you want to touch on these three aspects: (1) thank the professional for their advice/insights; (2) reiterate notable talking points from your conversation; and (3) follow-up questions or comments.

[Thank You Email Template](#)

Dear [Interviewer Name],

Thank the interviewer for their time and note the date interview. Express enthusiasm for meeting them and the potential role. Note something you discuss and how it relates to your experience. Add a sentence communicating appreciation for any insights shared.

Express interest in the position using specifics either from the job description or the discussion during the interview. Communicate interest in hearing about next steps in the hiring process. Offer willingness to clarify if there are any additional questions or information needed.

Best Regards,

[Interviewee Name]

Sample Thank You Emails

Example 1:

Subject Line: Heather Feline | Thank You!

Dear Ms. Python,

Thank you very much for taking the time from your busy schedule last Friday to interview me for the internship position at the Animal Rescue Foundation. After our meeting, I am convinced that your organization is an excellent place for me to learn about nonprofit management, my long-term career goal. As you may remember, I have skills in desktop publishing and news writing and would be able to write press releases as well as work on your newsletter. I was pleased by your interest in my ideas for an updated office brochure and flyer. I also appreciated your detailed explanation of the position and how it can expand to other roles.

Please let me know if I can provide you with any additional information about my background or goals. I can be reached at 718-987-6543 or Heather.Feline@baruch.cuny.edu. I look forward to hearing from you soon.

Sincerely,
Heather Feline

Example 2:

Subject: Thank You – Marketing Analyst Interview

Dear [Interviewer's Name],

It was a pleasure meeting you yesterday. Thank you for the opportunity to speak with you about the Marketing Analyst position at L'Oréal during the Baruch College event. I am very enthusiastic about the role and confident that my skills and interests align well with L'Oréal's commitment to innovation and excellence in marketing.

As we discussed, my internship at American Marketing Company gave me hands-on experience developing business presentations for sports initiatives—a project closely related to the type of work I would be doing at L'Oréal. That experience strengthened my ability to translate data-driven insights into compelling marketing strategies, and I am eager to bring that same energy and creativity to your team.

Thank you again for your time and consideration. Please don't hesitate to reach out at (212) 555-5555 if you need any additional information. I look forward to the possibility of contributing to L'Oréal's marketing success and hearing about the next steps in the process.

Best regards,
[Your Full Name]

Thank You Letter Template

Your Address
City, State, Zip Code

Date

Mr./Ms. Name of Interviewer
Title
Company Name
Address

Dear Mr./Ms. Name of Interviewer:

1st Paragraph: Thank the interviewer for his/her time and consideration and specify the day and time of your interview. You may also express how much you enjoyed the meeting and learning more about the position at his/her firm.

2nd Paragraph: Sum up some important accomplishments, skills and qualifications you possess which make you a good candidate for the position. Be enthusiastic and sincere with your comments. Also take this opportunity to share new information, such as further clarifying your answer to an interview question or mentioning a relevant skill or experience that did not come up during the interview. The notes you jotted down after your interview will help you formulate comments for this second paragraph.

3rd Paragraph: Thank the employer once again for his/her interest in you as a candidate. You may also write something to the effect of "I look forward to learning of your decision" or "I am excited about gaining more knowledge in the field of advertising" or "The position at your firm sounds like an exciting opportunity."

Sincerely,

Your Name Typed

(Don't forget to sign your name before mailing the letter and keep a copy for your records!)

Sample Thank You Letter

Rockville, NY 10587

October 20, 2024

Ms. Penny Python
Animal Rescue Foundation
New York, NY 10020

Dear Ms. Python,

Thank you very much for taking the time from your busy schedule last Friday to interview me for the internship position at the Animal Rescue Foundation. After our meeting, I am convinced that your organization is an excellent place for me to learn about nonprofit management, my long-term career goal.

As you may remember, I have skills in desktop publishing and news writing and would be able to write press releases as well as work on your newsletter. I was pleased by your interest in my ideas for an updated office brochure and flyer. I also appreciated your detailed explanation of the position and how it can expand to other roles.

I neglected to mention during the interview that I found my passion for nonprofit management working at the American Society for the Prevention of Cruelty to Animals. My experience has helped me develop communication skills, which would also be an asset to the program. I believe I can contribute to the Animal Rescue Foundation while I learn as much as possible about how the organization is administered.

Please let me know if I can provide you with any additional information about my background or goals. I can be reached at 718-987-6543 or Heather.Feline@baruch.cuny.edu. I look forward to hearing from you soon.

Sincerely,

Heather Feline