



Cover Letter & Resume Workshops

For Rubenstein Internships & Research Positions

Spring - Summer 2023

Cover Letter Foundations

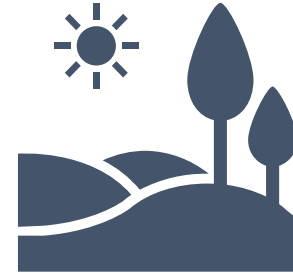


Purpose:

Way to show interest and passion for the position and/or site

Highlight skills & experiences (3-4) that are listed in position description AND do a little storytelling about how you hold those skills/gained those skills and experiences through work, travel, classes, etc

Show a bit of your personality – passions, values, interests



Preparation:

Look up the employer – get some background knowledge of mission, vision, things that stand out about company

Look over position description

Make a list of specific skills/experiences/background that relate to position

Start brainstorming: what can I contribute to this position/employer?

Cover Letter Formatting

- **Header:**

- Your contact information
- Date
- Employer contact information – name + address
- Address the letter to specific person/people if possible (site supervisors)

- **Introductory Paragraph:**

- What position are you applying for?
- How did you hear about the position?
- Why this job/this employer?
- Why YOU?

- **Body Paragraphs (1-2):**

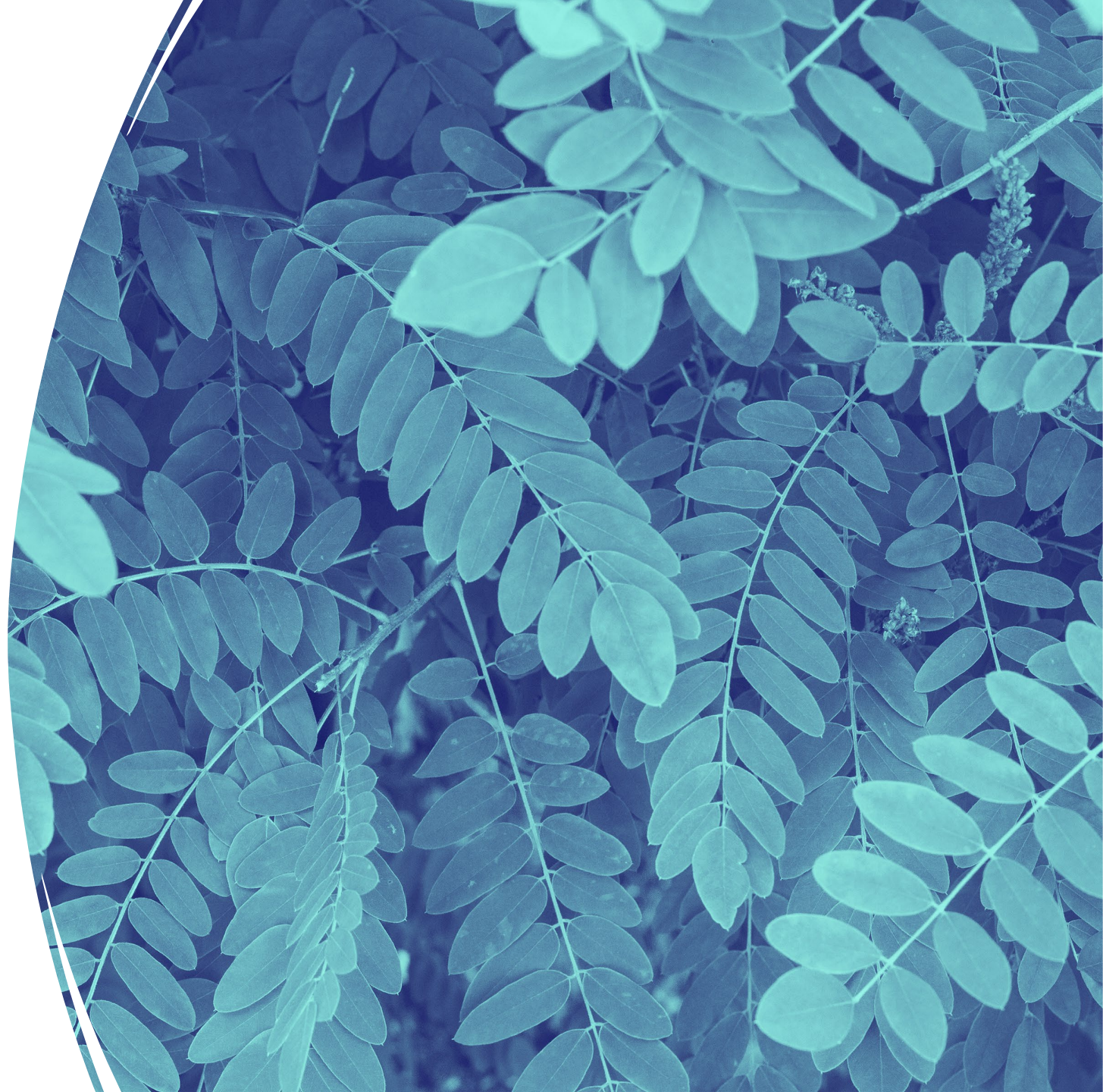
- This is where you write about examples of experiences/skills by telling specific stories from jobs, school and coursework, travels, etc.
- Connect your background to specific needs from job description
 - Context – what is the setting?
 - Action – what steps did you take, what skills did you use/gain?
 - Result – what was achieved/learned?

- **Concluding Paragraph:**

- Why are you a good fit for the position?
 - Re-emphasize skills, personal qualities, values, and alignment with position/site
- Mention interest in interview/next steps and be sure to thank the contact!

Cover Letter Tips

- Keep to 1 page
- Make sure the cover letter is unique for each position (don't just copy and paste for all applications)
- Use similar or same formatting/fonts/styles between resumes and cover letters
- Focus on what you would bring to position and site



Cover Letter – Example + Additional Video

- [Cover Letter Sample – Assistant Coordinator](#)
- [Cover letter video](#)

Resume – Format



Header:

- Name, address, email contact, LinkedIn

Education Section:

- School, degree, grad date, GPA is optional
- Can include honors, coursework and study abroad

Professional Experience Section

- Jobs, internships, research positions – unpaid and paid

Optional: Specific Topic Area Experience

- Ex: Watershed experience, research experience, internship experience, renewable energy experience, leadership experience, etc

Relevant Skills and Interests Section:

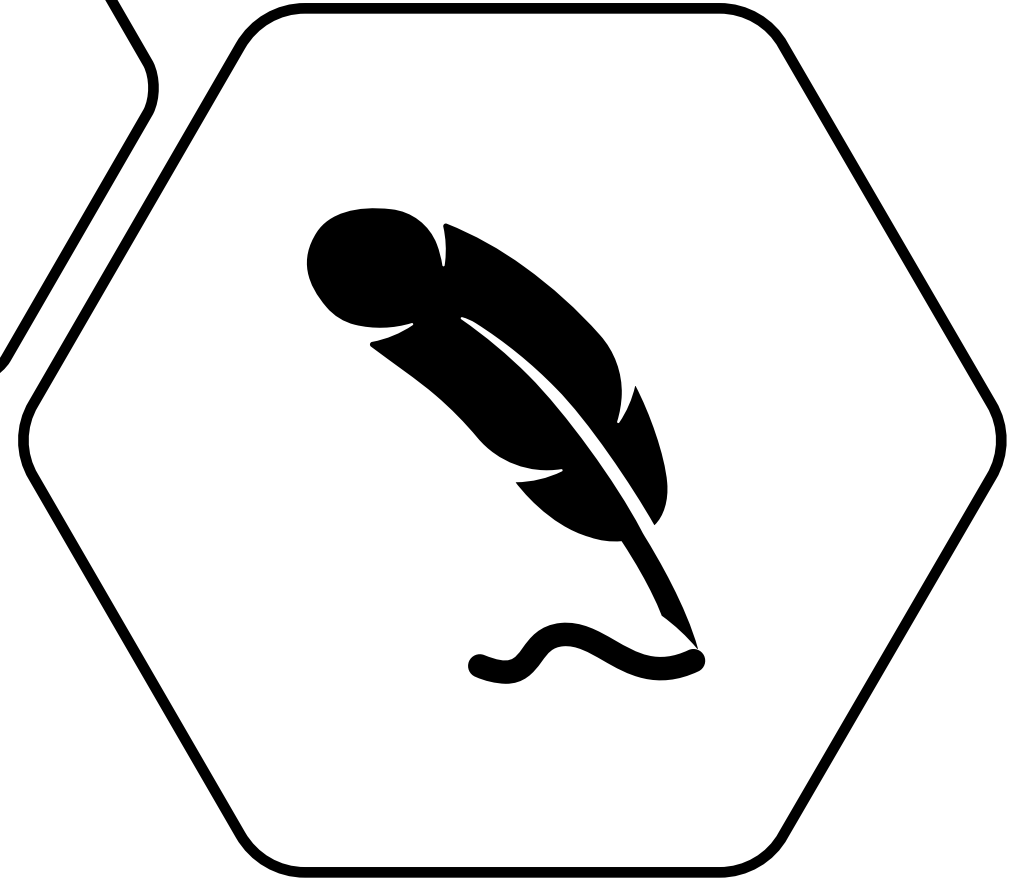
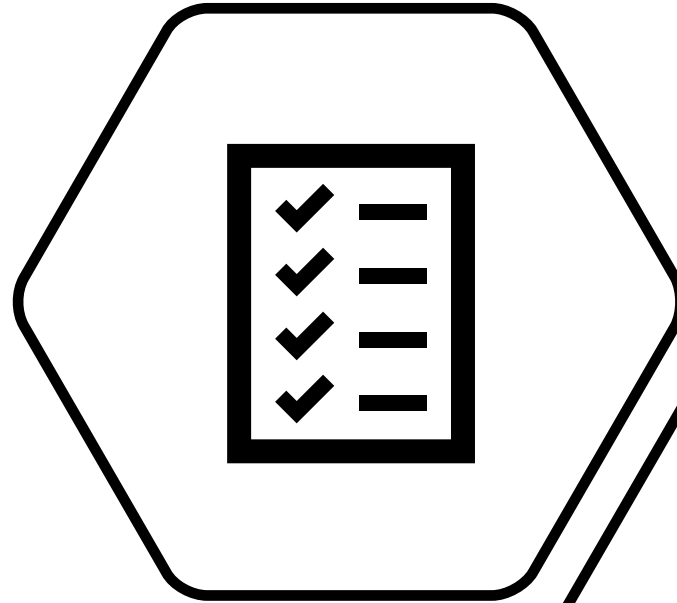
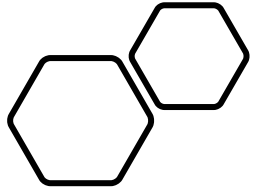
- This is where you could put in specific courses and certifications, clubs, hobbies

- Can use super small margins
- 11-point font is best
- Use bullet points to save space and organize sections:
 - Start with action-oriented verbs
 - Ensure verb tenses are consistent within sections
 - Describe briefly highlights, results, achievements – quantify when possible

Resume - Examples

- [Resume - Template](#)
- [Resume - Various Experience](#)
- [Resume – Internship](#)

- [Resume How-Tos video](#)



Final Thoughts

- Proofread!
- Edit multiple ways – re aloud to yourself, go by section
- Get feedback! Schedule time to meet with RSENR Experiential Learning Coordinator Meghan Young (mkyoung@uvm.edu) or the UVM Career Center