OFFICE OF CAREER SERVICES

Harvard University • Harvard College and Graduate School of Arts and Sciences
54 Dunster Street • Cambridge, MA 02138
Telephone: (617) 495-2595 • www.ocs.fas.harvard.edu

GSAS: Graduate Student Information

Resumes & Cover Letters for PhD Students

8/19

Office of Career Services
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Resumes and Cover Letters
For PhD Students

When should I use a resume, and when should I use a CV?

Think about who will be reading your resume. For academic jobs, you use a CV so that people in your field will appreciate the specifics of your research and your accomplishments within your field. If you're applying for a nonacademic job where people doing the hiring will have a background similar to your own—say, a research institute, or a research position in industry—then your academic CV is probably fine to use. However, if you're applying for positions for which a PhD isn't necessarily required, or if you can't count on your reader's familiarity with your research, then you'll likely want to use a resume. For most non-research-oriented, non-academic jobs, you will want to use a resume.

What is the difference between a CV and a resume?

A resume is typically shorter, 1-2 pages at most, and will dedicate more space to your experience while focusing less on academic awards, conference presentations, and publications. Depending on your intended reader, you will likely go into less detail on the specifics of your research and teaching topics, but rather highlight the transferable and relevant skills you developed through this work.

I'm planning on applying to several different types of jobs. Will I be expected to write a different resume for each one?

Again, it is important to think about your reader. Let's say you are receiving a PhD in applied physics, and you are applying for R&D jobs in industry, as well as for quantitative positions in investment banks, and generalist positions in big consulting firms. You will want to have three different versions of your resume for these three fields. You might use a version of your academic CV for industry, though perhaps emphasizing practical applications of your research. The investment banks will be more interested in quantitative analysis skills, so you'd want to be clear how you developed those skills in the course of your research. Consulting firms will be concerned with how you've developed leadership and problem solving skills; in that case, you might include less detail about your research experience, but include more information about involvement with student groups, volunteer work, or internships that may have allowed you to develop these skills.

A friend of mine, who is in business school, told me I need to have a one page resume. Is that true?

It depends. If you are a doctoral candidate applying for jobs that require a PhD degree, or if you are being recruited because of your PhD, then having a two page resume is fine. However, if you will be applying for positions that do not require a PhD, then having a two page resume may send a signal that you're "overqualified" or otherwise not fitting the mold of a typical candidate for entry to mid-level jobs in business. For BA/BS and MBA candidates, a one page resume is the norm. It is important to follow the directions of the employers. If they ask for a one page resume, be sure to submit what they ask for. When in doubt, ask one of the GSAS advisers at OCS.

Are there formatting guidelines I should keep in mind?

Stick to a common font like Times New Roman or Ariel, and avoid text boxes, underlining, or shading. Font size should be between 10 and 12 point, and kept consistent throughout the document. Margins should be equal all the way around the page, and should be at least half an inch in size.

Can someone at OCS review my resume?

Yes. Each semester the GSAS advisers hold weekly drop-in hours for GSAS students interested in having their resumes or CVs critiqued. Students may also have their resumes reviewed as part of an advising appointment with a GSAS staff member (to schedule an appointment, visit the OCS website and follow the directions on Crimson Careers).

Consider describing your experiences with these action verbs:

Achievement
accelerated
accomplished
achieved
activated
attained
competed
earned
effected
elicited
executed
exercised
expanded
expedited
generated
improved
increased
insured
marketed
mastered
obtained
produced
reduced
reorganized
reproduced
restructured
simplified
sold
solicited
streamlined
succeeded
upgraded

Help/Teach
advised
clarified
coached
collaborated
consulted
counseled
educated
explained
facilitated
guided
helped
instructed
modeled
participated
taught
trained
tutored

Administrative
arranged
channeled
charted
collated
collected
coordinated
dispensed
distributed
established
executed
implemented
installed
maintained
offered
ordered
outlined
performed
prepared
processed
provided
purchased
recorded
rendered
served
serviced
sourced
supported

Lead/Manage
acquired
administered
approved
assigned
chaired
contracted
controlled
decided
delegated
directed
enlisted
governed
handled
initiated
instilled
instituted
managed
motivated
presided
recruited
retained
reviewed
selected
shaped
supervised

Communication
addressed
arbitrated
articulated
briefed
communicated
conducted
contacted
conveyed
corresponded
delivered
demonstrated
edited
entertained
interviewed
informed
lectured
mediated
negotiated
persuaded
presented
promoted
proposed
publicized
reported
represented
responded
suggested
translated
wrote

Plan/Organize
allocated
anticipated
arranged
catalogued
categorized
classified
collected
consolidated
convened
edited
eliminated
employed
gathered
grouped
monitored
organized
planned
regulated
scheduled
structured
summarized
targeted

Creative
authored
changed
conceived
constructed
created
developed
devised
drafted
established
formulated
founded
illustrated
influenced
introduced
invented
launched
originated
revamped
revised
staged
updated
visualized

Research/Analytical
assessed
compared
critiqued
defined
derived
detected
determined
discovered
evaluated
examined
explored
found
inspected
interpreted
investigated
located
measured
observed
predicted
rated
recommended
researched
reviewed
searched
studied
surveyed
verified

Financial
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compiled
computed
controlled
disbursed
estimated
figured
financed
forecasted
projected
reconciled
tabulated

Technical
adapted
adjusted
applied
built
computed
constructed
designed
diagnosed
engineered
experimented
maintained
modified
operated
prescribed
programmed
proved
reinforced
repaired
resolved
restored
solved
specified
systematized
tested

Resume #1
Abi is interested in a generalist position with a large management consulting firm that recruits PhDs from Harvard. This firm has indicated they are open to receiving a two-page resume and are looking for strong academic achievement. Such companies often look for:

- GRE scores and undergraduate GPA
- Prestigious awards and fellowships (NIH, etc), as well as patents held
- Publications in peer reviewed journals, particularly if you are the first author
- Evidence of ability to work on a team
- Examples of leadership experience
- Demonstration of analytical/quantitative skills

Abi Demir

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EDUCATION

Harvard University — Boston, MA
Ph.D. candidate in Biological and Biomedical Sciences. GRE: 800Q, 610V, 5.5W, 99% BIOCHEM — Expected May 2020

Nanyang Technological University — Singapore
B.S. with First Class Honors in Biological Science. GPA: 3.96/4.00 — May 2014
Minor in Entrepreneurship

University of Melbourne — Melbourne, Australia
International Student Exchange Program — May – Jul 2013

RESEARCH EXPERIENCE

Harvard Medical School — Boston, MA
Graduate Researcher — 2015 – Present

- Designed and executed novel biochemical experiments to test epigenetic inheritance of silent chromatin in budding yeast
- Developed protocol for and mentored 3 postdocs on nucleosome reconstitution
- Developed thermodynamic model to analyze electromobility supershift assays
- Performed statistical analysis on data sets using Excel and Prism Graphpad
- Collaborated with postdocs, a structure biology lab in Germany, and simulation scientists from Denmark and Australia

Nanyang Technological University — Singapore
Research Associate — 2011 – 2014

- Managed and negotiated ordering for lab consumables, equipment, and services. Assisted in lab maintenance and organization
- Initiated, designed, and executed 2 independent projects, studying aggregation behavior of nucleosome core particles (NCP), and the self-assembly of NCP-liposome complexes
- Performed statistical analysis on data sets using Origin
- Mentored and trained 2 graduate students

LEADERSHIP/TEAMWORK EXPERIENCE

Harvard Office of Technology Development — Boston, MA
Fellow of Early Technology Assessment — Jan 2019 – Present

- Analyzed potential applications for 4 cases of new technologies from the Harvard biomedical community
- Performed prior art search to facilitate IP development
- Evaluated potential market to project size and value of new biotechnologies
- Performed competitor analysis by investigating companies with related products on market or in pipelines
- Evaluated challenges to facilitate strategy development
- Identified companies with necessary expertise and resources to bring technologies to market

Harvard Biotech Club — Boston, MA
Director of Internal Affairs — 2018 – Present

- Worked in team of 10 to organize the Harvard Biotech Club annual Career Fair, attracting 20+ companies and ~ 650 job seekers
- Recruited and mentored new director of club

Director of IT and Communications — 2014 – 2015

- Established and maintained relationship with ~50 companies/institutions seeking to advertise events/job openings
- Managed biweekly club bulletin which has 2500+ members
- Designed and maintained club website using FrontPage, KompoZer and Cyberduck
- Mentored succeeding director of IT on listserv management and website design

Harvard Division of Medical Sciences Patent Law Path Boston, MA
Co-Leader 2017 – Present

- Initiated and organized biennial Patent Law Info Course, resulting in 100+ applicants each year, expanded from 4 weeks in 2015 to 7 weeks in 2018
- Organized patent law career transition panel discussions, featuring 5 panelists and attracting 100+ attendees

Harvard Graduate Women in Science and Engineering (HGWISE) Boston, MA
Department Representative 2016 – 2017

- Organized "HGWISE McKinsey Women in Consulting Fireside Chat" in team of 6. Wrote 600-word news report, published on HGWISE website

Harvard Medical School Boston, MA
Teaching Assistant Fall 2017

- Selected as teaching assistant for Principles of Genetics, 1 of 3 core courses for the graduate program
- Designed and led weekly lecture review and discussion sections for group of 11 students
- Designed course materials including study problems and exams
- Graded problem sets and exams

Harvard Division of Medical Sciences Bulletin Boston, MA
Editor 2015 – 2017

- Developed and planned content for the quarterly bulletin in team of 5 editors
- Contributed 3 articles to the bulletin

ADDITIONAL EXPERIENCE

Mini-MBA course by Harvard Graduate School of Arts and Sciences Business Club Boston, MA
Participant 2016

- Exposed to basic concepts in business through intensive 5-week courses based on *The 10-Day MBA* by Steven Silbiger
- Actively participated in case discussions led by faculty from Harvard Business School or leading industry professionals

SKILLS

Language:
English – Full professional proficiency
Chinese – Native or bilingual proficiency

PUBLICATIONS

- **A Demir** and D Moazed. *In preparation.* Sir3 cooperative binding to chromatin conferred by its C-terminal winged helix dimerization domain mediates silent chromatin assembly in *S. cerevisiea*.
- F Wang, G Li, **A Demir**, MA Currie, A Johnson, D Moazed (2018). "Heterochromatin protein Sir3 induces contacts between theamino terminus of histone H4 and nucleosomal DNA." *Proc Natl Acad Sci USA* 110(21): 8495-8500.
- NV Berezhnoy, D Lundberg, N Korolev, **A Demir**, J Yan, M Miguel, B Lindman, L Nordenskiold (2017). "Supramolecular organization in self-assembly of chromatin and cationic lipid bilayers is controlled by membrane charge density." *Biomacromolecules* 13(12): 4146-4157.
- Y Liu, **A Demir**, Y Yang, YP Fan, N Korolev, L Nordenskiöld (2016). "Influence of histone tails and H4 tail acetylations on nucleosome-nucleosome interactions." *J Mol Biol* 414(5): 749-764.
- D Lundberg, NV Berezhnoy, **A Demir**, N Korolev, CJ Su, V Alfredsson, MG Miguel, B Lindman and L Nordenskiold (2015). "Interactions between cationic lipid bilayers and model chromatin." *Langmuir* 26 (15): 12488-12492.

RESUME #2

Akila is also interested in a generalist position within a large management consulting firm that recruits PhDs from Harvard. This firm indicated they are specifically seeking a one page resume. You will notice Akila's emphasis on leadership and teamwork. Her quantifiable information in her bullets indicates that she is results driven.

Akila Arap

akila@fas.harvard.edu • 617-555-5555

Education

Harvard University, Graduate School of Arts and Sciences — *Cambridge, MA*
PhD, Biological Sciences in Public Health, GPA: 3.66/4.00 — Jan 2020
- Harvard Merit Fellowship recipient
- GRE Scores: Quantitative 780 Verbal 530

Cambridge University, Faculty of Science — *Cambridge, UK*
MSc, Molecular Biology and Genetics, GPA: 3.90/4.00 — May 2014
- Fellowship recipient (Scientific and Technological Research Council)

University of Oxford, Faculty of Engineering and Natural Sciences — *Oxford, UK*
BSc, Biological Sciences and Bioengineering, GPA: 3.90/4.00 — 2008 - 2012

Leadership and Teamwork

Harvard Graduate Consulting Club | Harvard University — *Cambridge, MA*
Co-President — Jan 2019 - Present
- Leading one of the largest clubs on campus with 15-person executive board and 2500+ members
- Led organization of 5 panels, 7 skills workshops, 4 employer info sessions, 2 social events and consulting career fair; increased total number of yearly events by ~40% from previous year
- Facilitated discussion of women's challenges in consulting by organizing 3 events
- Coordinate with MIT Consulting Club to organize annual Harvard vs. MIT case competition

Co-Vice President — Feb 2018 - Jan 2019
- Organized and facilitated 31 weekly case-practice sessions, attended by 5-15 per session
- Organized and co-led nanocase workshop for 25 Harvard graduate students and postdocs

Harvard Business School | Commercializing Science Field Course — *Boston, MA* — Fall 2018
- Evaluated market opportunity of tissue donor-recipient matching with team of MBA and PhD candidates
- Constructed strategy for combining genomics and social networking for bone marrow transplantation
- Presented project plan to MBA class and outside audience

Nature | The first fact-checking initiative for Turkish media and politics — *Washington, DC*
Co-founder, Scientific Editor — June 2017 - 2018
- Wrote and edited articles on various topics including health policy, economy, politics
- Spearheaded efforts on website design, article evaluation criteria and social media outreach
- Published total 15 articles, achieved 2K+ social media followers and 46K hits within first year

Cambridge University, Faculty of Science — *Cambridge, UK*
Teaching Assistant — 2011 - 2013
- Taught Statistics to class of ~15 sophomores in weekly discussion sessions for 1 semester
- Led weekly laboratory sessions on Molecular Genetics to class of ~35 sophomores for 2 semesters

Research Experience

PhD Researcher | Harvard University — *Cambridge, MA* — Sept 2014 - Present
- Spearheaded collaboration between 2 principal investigators for thesis work
- Identified novel genetic requirement for dietary restriction-mediated beneficial effects in mice
- Presented work at local and international scientific meetings

MSc Researcher | Cambridge University — *Cambridge, UK* — 2012 - 2014
- Worked in 3 laboratories in Turkey and France to characterize epigenetic regulation in liver cancer
- Defended thesis to jury of 3 professors and department of ~60 researchers

Skills and Interests

Computer: Proficient in programming with C++, Perl, Python; using Photoshop, Illustrator, Graphpad Prism English,
Languages: Turkish (native), French (beginner)
Interests: Ballroom dancing, drawing, graphic design, board games

Publications

- 2 first-author publications: Cell Reports (2019), Biochemical Journal (2018, Review Article)
- 4 co-authored publications: Cell (second author), Nature Communications, J. of Nutrition (2019); Science Signaling (2017)

RESUME #3:
Sachi is applying for data analytics or data scientist positions at various organizations. She includes information on her analytical skills and programming languages she is familiar with.

Sachi Nabulsi

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Cambridge, MA 02138

Education

Harvard University — Cambridge, MA
Ph.D. Physics — expected 2020
National Science Foundation Graduate Research Fellowship, National X Grant recipient

University of Oxford — Oxford, UK
M.Phil. Physics — July 2016
Relevant Coursework: Data Analytics, Economics

Stanford University — Stanford, CA
B.S. Physics; graduation with Honors; GPA 4.0/4.0 — June 2013
Axline and Lingle Scholarships

Research Experience

Harvard University — Cambridge, MA
PhD Researcher — Feb. 2016 - present

- Use microscopy to study structure and dynamics of various systems
- Investigate fluctuations in specific crystals, and analyze data in Matlab
- Discovered novel structure of gels formed by oppositely charged particles
- Gave presentation at national conference to 50 attendees

University of Oxford — Oxford, UK
Master's Researcher — Sep. 2015 - Aug. 2016

- Prepared paramagnetic salts and characterized hydrostaticity for ultra-high-pressure physics
- Conducted extensive data analysis via MatLab
- Interpreted technical material for non-technical audience at local physics conference

Stanford University — Stanford, CA
Summer Undergraduate Researcher — June - Aug. 2013

- Studied relationship between knot theory and quantum field theory
- Computed values of various figure-eight knots. Presented results to 10 research team members

European Organisation for Nuclear Research (CERN) — Geneva, Switzerland
Summer Undergraduate Researcher — June - Sep. 2012

- Tested detectors for specific nuclear barrels
- Compiled and analyzed 20+ data sets and presented results to CERN researchers

Stanford University — Stanford, CA
Summer Undergraduate Researcher — June - Aug. 2010

- Polarized gas nuclei and took measurements using magnetic techniques

Leadership Experience

Harvard University Cambridge, MA
Teaching Fellow Sep. 2018 - present

- Assisted in teaching 10 Harvard undergraduate courses ranging in size from 9-280 students. Topics included: current research in physics, introductory electromagnetism, science and cooking, and reality physics
- Prepared course material including laboratory experiments, lectures, exams, homework, and practice problems
- Led weekly laboratory and/or problem-solving and discussion sections for groups of 13-30 students
- Supervised students in final projects, graded exams and weekly homework
- Wrote primer on setting up integrals in physics problems

US Physics Olympiad Team Training Camp College Park, MD
Junior Coach June 2015

- Assisted in training and selecting 20 US team members to compete at the 2008 International Physics Olympiad
- Presented solutions to exam problems. Assisted with laboratory experiments. Graded exams

Skills

Computer: Python, MATLAB, Java, C++
Lab: Confocal microscopy, Rheology

Selected Publications (1 of 3)

S. Nabulsi, X. Xxxxxx, X.X. Xxxx and X. Xxxx. "Oppositely Charged Particles"
Soft Matter, 2(22), 2222-2222 (2018).

Selected Contributed Talks (2 of 8)

S. Nabulsi and X. Xxxx. "Colloidal Wigner Crystals" APS February Meeting, San Francisco, CA, Mar. 18, 2017

S. Nabulsi, X. Xxxxxx, X.X. Xxxx and X. Xxxx. "The Role of Charge Interactions" APS December Meeting, Atlanta, GA, June 15, 2016.

RESUME #4:
Jerry is seeking a position in higher education administration. He highlights his most relevant transferable skills by including teaching, program management and student outreach skills. He includes a section on Higher Education Experience in order to make his resume relevant to the reader.

Jerry Li

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xxxx@fas.harvard.edu

EDUCATION

Harvard University Cambridge, MA
Ph.D. in Social Anthropology Expected May 2020
Secondary Field in Science, Technology and Society. Awarded Presidential Scholar Award in 2019.

University of California- Berkeley Berkeley, CA
B.A. in Anthropology with Highest Honors May 2016
Minors in Japanese and American Studies. Phi Beta Kappa. Awarded 2014 National Undergraduate Paper Prize.

University of Tokyo Tokyo, Japan
Coursework in Japanese, Gender Studies, and Cultural Studies. Sep. 2014 - July 2015

HIGHER EDUCATION EXPERIENCE

Harvard University, Office of Admissions Cambridge, MA
Graduate Admissions Associate Sep. 2018 - Present

- Supported recruitment and outreach efforts, including Diversity Recruitment Program, 1 open house, 2 information sessions, and 2 interview days (for doctoral applicant finalists).
- Researched and contacted 27 new marketing opportunities to advertise graduate programs.
- Prepared comparative marketing report on higher education recruitment and outreach strategies for Assistant Director and Director of Admissions.
- Analyzed trends in applicant survey data to improve future recruitment and outreach efforts.
- Pre-screened 400+ graduate program applications.
- Evaluated 8 applications in mock admissions review session held by Assistant Directors.
- Provided assistance to 100+ prospective graduate students on application process.
- Aided Assistant Directors with research projects and administrative tasks.

Harvard University Cambridge, MA
Teaching Fellow Sep. 2018 - Present

- Taught and facilitated 4 tutorial sections for undergraduates in medical anthropology, environmental policy, and gender studies.
- Advised 60 students on course material, research design, and extracurricular opportunities.
- Received excellent student evaluation scores that surpassed course benchmarks for teaching quality (4.67/5, with course benchmark of 4.07; and 4.47/5, with course benchmark of 4.17).
- Assisted faculty with administrative tasks and curriculum development.

Harvard University, Political Ecology Working Group Cambridge, MA
Program Coordinator Sep. 2018 - Present

- Planned and implemented workshop program (~14 workshop sessions per academic year).
- Facilitated introduction of speakers and discussion during workshop sessions.
- Trained incoming coordinator to assist with program, budget, and recruitment.
- Managed annual budget of $3,000.
- Developed and launched recruitment campaign (increased membership by 500% and increased membership diversity by 4 academic disciplines and 2 university affiliations).
- Organized, executed, and fundraised $1,600 for graduate student conference (~90 attendees).

Harvard University, Department of East Asian Languages and Civilizations Cambridge, MA
Senior Tutor Aug. 2017 - Present

- Advised 2 undergraduates on senior theses concerning East Asia, and edited thesis drafts.
- Evaluated and assigned grades for theses while serving as member of faculty committee.

ADDITIONAL EXPERIENCE

Cultural Anthropology **(Journal)**
Contributing Editor Dec. 2018 - Present

- Developed content for and strategized branding of journal through social media activities (Twitter, Facebook) as part of Social Media Team.
- Analyzed data (Google Analytics) to improve site content and increase site traffic.
- Edited 4 articles submitted to journal.

University of California Berkeley Berkeley, CA
Research and Outreach Program Assistant July 2014, Jan. 2016 - Aug. 2016

- Supported faculty with molecular ecology experiments and administrative tasks.
- Facilitated public education and outreach efforts, such as Biotechnology Outreach Program (21 events on 4 islands) and Gene-ius Day Program for elementary students (4 events).

Golden Key International Honor Society Berkeley, CA
Director of Members and Honorary Members Aug. 2014 - May 2016

- Planned and managed 18 volunteer opportunities, 2 blood drives, and 4 award ceremonies.
- Supervised ~10 undergraduate volunteers at each event.
- Trained 2 incoming directors to use student and alumni database.
- Analyzed attendee data to improve structure and content of future award ceremonies.
- Coordinated high-profile alumni and honorary member participation at events (e.g. famous local comedian and local singer) for entertainment at 2 award ceremonies.

Student Health Advisory Council Berkeley, CA
Chair (2015-2016) and Vice Chair (2014-2015) Aug. 2014 - May 2016

- Advocated for student interests on key university health policies and services, in particular on-campus HIV/AIDS testing and affordable health insurance.
- Chaired and facilitated Council meetings to discuss agenda and university health policy.
- Trained incoming Chair to plan, execute, evaluate, and lead Council events and meetings.
- Collected and summarized student survey data to identify and prioritize healthcare needs.
- Planned Council activities and managed 4+ members during events (e.g. blood drive).

SKILLS

Computer: Macintosh and Windows operating systems, Adobe Photoshop, Blackboard, and Technolutions Slate (student database system).
Language: Fluent in Japanese. Traveled extensively in Asia.

PUBLICATIONS AND CONFERENCE PRESENTATIONS

Publications: 4 refereed journal articles and 2 book chapters.
Conference Presentations: 8 refereed conference papers at national conferences.
Invited Lectures: 2 invited lectures at universities in Japan and Australia.

RESUME #5:
Henry successfully landed a position with a life science consulting firm. The firm stressed the importance of leadership skills and quantitative ability, thus prompting Henry to start with his "Leadership Experience" rather than "Research Experience." You will notice he clearly emphasizes leadership and teamwork by providing examples from his activity in student organizations and teaching.

Henry Matthews

12 Main Street ♦ Boston, MA 01841♦ hmatt@gmail.com ♦ (555) 666-7777

SUMMARY

Ph.D. candidate trained in physics and biology, with strong communication skills developed from extensive teaching experience and ability to work independently or as part of a team. Special expertise in the following areas:

- Data Analysis
- Experimental Design
- Critical Literature Review
- Molecular and Cellular Biology
- Microfluidics/Microfabrication
- Image Processing

EDUCATION

Harvard University — Cambridge, MA
Ph.D., Applied Physics — May 2019
- Hertz Graduate Student Fellowship semi-finalist (top 25% of applicants)

University of Pennsylvania — Philadelphia, PA
B.A., *magna cum laude*, Physics, GPA 3.75/4.0 — May 2013
- Phi Beta Kappa
- William E. Stephens Prize for Physics

LEADERSHIP EXPERIENCE

Harvard Graduate Biotechnology Club — Boston, MA
Director, *Biotechnology Journal Club* — September 2018 - present
- Organized discussion group (15+ members) focused on current events in biotechnology industry

Private Tutor — Greater Boston Area
- Tutored 5 students in Greater Boston area in math and science — August 2016 - present

Harvard University — Cambridge, MA
Teaching Fellow *Quantitative Biology* — September - December 2018
- Presented 3 lectures during semester
- Graded assigned homework and held weekly office hours for class of 10 students
- Achieved overall student approval rating of 4.17 on 5 point scale

Teaching Fellow *Introduction to Soft Matter Physics* — September - December 2017
- Graded assigned homework and held weekly office hours for class of 20 students
- Achieved overall student approval rating of 4.25 on 5 point scale

Veritas Tutors (now Signet Education) — Cambridge, MA
Private and Group Tutor — April 2014 - August 2016
- Provided private tutoring for high school and college students (15+) in math and science
- Taught crash course in Physics in preparation for MCAT

RESEARCH EXPERIENCE

Harvard University, School of Engineering and Applied Sciences — Cambridge, MA
Ph.D. Student — August 2014 - present
- Designed and fabricated advanced microfluidics to generate well-defined physical and chemical environments to study cellular chemotaxis
- Identified and described ability of motile cells to determine path of least hydraulic resistance
- Characterized response of chemotactic cells to various well-defined static and dynamic chemical environments
- Identified novel phenomenon of directional persistence in migrating neutrophils
- Presented results at departmental seminars and retreats to audiences ranging from 5 to 30+ people

MGH BioMEMS Resource Center Charlestown, MA
Lab Technician August 2012 - August 2014

NIH funded Resource Center, with state-of-the-art microfabrication facilities, focused on basic research and innovative clinical technologies.

- Developed novel on-chip microfluidic proportional flow controller
- Generated Finite Element Model (FEM) of microfluidic valve and presented work at annual FEM conference
- Quantified chemotactic response of primary neutrophils to dynamic chemotactic fields

University of Pennsylvania Philadelphia, PA
Research Assistant May 2011 - May 2013

- Designed and built table-top gravitational lensing model for use in classroom demonstrations
- Demonstrated gravitational lensing effects to 80+ students ranging from high school to graduate school

Harvard Smithsonian Astronomical Observatory Cambridge, MA
NSF REU Intern June 2010 - August 2011

Largest US Astrophysics research organization with over 300 scientists

- Developed algorithm to combine data collected from multiple detectors of X-ray microcalorimeter and correct for thermal drift
- Presented poster at 2010 American Astronomical Society meeting

TECHNICAL SKILLS

- Software: Finite Element Modeling in Comsol, MATLAB, Microsoft Office

PUBLICATIONS

Matthews, H., Chang, C., Mahadevan, L., Mitchison, T., Irimia, D., Shah, J., (2019). Biased migration of neutrophil-like cells in asymmetrical hydraulic environments. PNAS. 110 (52): 21006-11.

Kane, B., Younan, G., Helm, D., Dastouri, P., **Matthews, H.,** Irimia, D., Chan, R., Toner, M., Orgill, D., (2016). Controlled induction of distributed microdeformation in wounded tissue via a microchamber array dressing. J Biomed Mater Res A. 95 (2): 333-340.

Matthews, H., Toner, M., Irimia, D., (2015). Microfluidic proportional flow controller. J. Micromech. Microeng. 20 (11):1-8.

RESUME #6:
Maisha is seeking opportunities in local, state and/or federal government. She highlights her dissertation topic in her "Education" section as it directly relates to her desire to work in positions that deal directly with housing or the economy. She emphasizes her internships and previous government experiences. She uses the category header "Relevant Experience" to indicate she has direct relevant experience to the positions she is applying for.

Maisha Ahmed

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(555) 666-7777, mahmed@harvard.edu

EDUCATION

Harvard University — Cambridge, MA
PhD, Government — Expected 2020
- Fields: Political Economy, American Politics, Comparative Politics
- Dissertation: *Appreciating Assets: How Housing Wealth Affects Political Preferences and Behavior*

M.A., Government — 2017

Wellesley College — Wellesley, MA
BA, Political Science (Honors) and Economics — 2014
- Political Science Honors Thesis: *The Transnational Anti-Sweatshop Movement: Realities and Politics of the Global Labor Market*
- Recipient, Jerome A. Schiff Fellowship. $3000 research grant, travelled to Bangladesh to conduct field research

RELEVANT EXPERIENCE

United States Department of the Treasury — Washington DC
Special Assistant to Alan Krueger, Chief Economist and Assistant Secretary for Economic Policy — July 2017 - Aug. 2017
- Managed document clearance process, ensured proper review and timely submission of documents, served as internal Treasury point person for Office of Economic Policy (EP), drafted documents, and compiled Weekly Report for Secretary and agendas for daily staff meetings
- Collaborated with colleagues from Treasury to produce report titled, "An Economic Analysis of Infrastructure Investment." Drafted initial outline and substantial portions of text, performed data analysis, provided research support, produced graphics, managed document throughout drafting process, and coordinated publishing process
- Outlined and drafted Assistant Secretary's testimony for Senate Banking Committee. Compiled briefing materials for hearing, and drafted responses to questions for record
- Represented EP at National Economic Council meetings about transportation infrastructure policy; commented on interagency documents
- Served as EP point person for external groups regarding HIRE Act-related data; outlined and managed clearance process for op-ed about HIRE Act, and drafted HIRE Act summary memo

Harvard Business School — Boston, MA
Research Associate — Aug. 2015 - July 2016
- Provided research support, case writing and data analysis, managed case submission process, edited, redrafted, and commented on working papers
- Drafted successful grant proposal for funding from Gordon and Betty Moore Foundation for experiment on "work-around" situations
- Co-authored 2 cases about Baltic Beverages Holding, a European beer company. Analyzed data and compiled case exhibits, drafted text of case, and provided research support. Case was taught in strategy classes at HBS and Sloan School of Management
- Conducted field research in 2-3 large hospital complexes to understand nurses' work and clinical environment. Interviewed nurses and participated in 2-3 site visits as background research for research publication

United States Department of the Treasury Washington DC
Intern, Office of the Executive Secretary Summer 2014

- Managed Treasury Secretary's Congressional correspondence. Ensured correspondence went through proper channels
- Gathered and compiled Secretary's briefing materials for: Strategic and Economic Dialogue with China, House Financial Services Committee (FSC) Testimony on Regulatory Reform, and House FSC Testimony on OTC Derivatives
- Edited Secretary's Congressional correspondence and daily briefing for White House

United States Agency for International Development (USAID) Washington DC
Intern, Latin America and Caribbean Bureau (LAC), Education Team Summer 2013

- Authored policy proposal memoranda to USAID Administrator and Congress on behalf of Education team
- Generated informational summaries of LAC programs and challenges which were posted on USAID's website to educate internal and external parties about LAC's programmatic role at USAID
- Compiled resource book about need for science education in Latin America to aid in project design
- Created comprehensive overview presentation of LAC programs for incoming leadership of Bureau

Office of United States Senator Barbara Mikulski Washington DC
Intern, Subcommittee on Aging and Retirement Security Summer 2012

- Generated complete database of Senator's health-related correspondence for legislative reference
- Consolidated and produced reports for staffers to be used for legislative decision making
- Represented Senator's office at congressional hearings and briefings, and prepared summary memos

ADDITIONAL EXPERIENCE

Harvard University, Government Department Cambridge, MA
Teaching Fellow (TF) Sept. 2017 - present

- Courses taught: *Foundations of Comparative Politics* (student evaluation: 4.40/5.00); *Sophomore Tutorial* (Head TF, student evaluation: 4.60/5.00)
- Led discussion sections and tutorials of 8-18 students, planned lessons and activities, graded papers and provided comments
- Awarded Certificate of Distinction in Teaching

Harvard University, Government Department Cambridge, MA
PhD Researcher Aug. 2017 - present

- Grant Recipient: Institute for Quantitative Social Sciences ($2980), Center for American Politics ($1000)
- Presentations: "Asset Shocks and Social Insurance" (Inequality Conference, 2015, Tampere, Finland), "Appreciating Housing" (American Political Science Association Conference, 2016, Washington DC)

PUBLICATIONS

- Alcacer, Juan, Rasmus Karl, Gustaf Molander, and **Maisha Ahmad**. "Baltic Beverages Holding: Competing in a Globalizing World (A)." HBS Case 710-430.
- Alcacer, Juan, Rasmus Karl, Gustaf Molander, and **Maisha Ahmad**. "Baltic Beverages Holding: Competing in a Globalizing World (B)." HBS Supplement 710-471.
- Alcacer, Juan, Tarun Khanna, Mary Furey, and **Maisha Ahmad**. "Emerging Nokia?" HBS Case 710-429.
- Brochet, Francois, and **Maisha Ahmad**. "Securities Trading: Front-, Middle- and Back Office." HBS Note 110-070.

SKILLS & INTERESTS

- Computer Skills: Proficient in LaTeX, STATA, JSTOR, Factiva, LexisNexis, etc.
- Language Skills: Fluent in Bengali, Basic Spanish skills
- Interests: Certified Yoga Instructor; completed 200 hour teacher training at Karma Yoga Studio (Cambridge, MA) in 2017

RESUME #7:
With Michele's strong science research and technical experience, she successfully landed a job at a patent law firm. She emphasizes the in-depth research knowledge she obtained throughout her PhD but she also demonstrates her ability to work on a team through her participation in student groups and innovation course. She uses some technical language throughout her resume but not enough to alienate the patent law audience.

Michele C. Spencer

mcs@email.com • 919-555-5555
16 Divinity Avenue, Bio Laboratories, Cambridge, MA 02138

EDUCATION

Harvard University Cambridge, MA
Ph.D., Biology (Microbial Sciences Fellow) May 2019

- Received C-DEBI Graduate Research Fellowship from National Science Foundation.
- Presented research at American Society for Microbiology and American Geophysical Union national meetings.

Stanford University Stanford, CA
M.S., Biology May, 2016

- Nominated by department head and received Achievement Rewards for College Scientists Fellowship.
- Received National Science Foundation Graduation Research Fellowship.

North Carolina State University Raleigh, NC
B.S., Biology (Minors in Genetics and Toxicology) May, 2014
B.A., Science Journalism May, 2014

- Valedictorian, *summa cum laude*, Phi Beta Kappa.
- Top Scholar Award in Life Sciences (top 5% of junior class).

RESEARCH AND TECHNICAL EXPERIENCE

Harvard University Cambridge, MA
Graduate Researcher 2017 - Present

- Discovered and characterized carbon-cycling and energy-generating metabolisms in deep sea hydrothermal vent microbes using molecular, bioinformatic, microbiological, and geochemical approaches.
- Established next generation sequencing collaborations between 5 academic institutions and sequencing facilities.
- Led field collections and *in situ* instrumentation with deep sea submersible for research cruises in Gulf of Mexico at hydrocarbon seep-and oil spill-contaminated sediments.
- Developed novel bioreactor systems to mimic seafloor environment and study high temperature metabolism.
- Mentored 3 undergraduate student research projects in microbial molecular biology and enrichment technology.

Research Square Cambridge, MA
Scientific Editor 2013 - 2016

- Reviewed and revised papers for non-native English speakers in a broad range of subject areas including Cell Biology, Bioengineering, Biotechnology, Chemistry, Genetics, Geology, Neuroscience, Nutrition, Physiology, and Systems Biology.
- Advised over 300 individuals in writing and preparation of manuscripts for publication.
- Recruited 6 editors in life sciences and engineering fields at Stanford and Harvard University.
- Received Top Editor Award (95th percentile) in Biological and Environmental Sciences based on quality and deliverables.

Stanford University Palo Alto, CA
Graduate Researcher 2014 - 2016

- Characterized molecular mechanisms underlying phosphorus deprivation responses in thermophilic cyanobacteria using culture-based, genetic, and molecular techniques in lab and environmental chemical analyses in field.
- Analyzed genomes of microbial isolates and metagenome of hot spring microbial community.
- Led 3 field expeditions to hot spring sites in Yellowstone National Park for microbial mat collections.
- Published results in microbiology journal as first author and presented at 2 NSF-funded conferences.

University of Alaska – NSF Research Experience for Undergraduates Program Juneau, AK
Research Fellow and Lab Manager Summer 2012, 2014

- Investigated endocrine regulation of molting physiology in commercially important snow crabs.
- Compared expression of heat shock proteins in different *Chionoecetes* species.
- Selected by College Dean to present results at Southern California Conference for Undergraduate Research.

Environmental Protection Agency Durham, NC
Undergraduate Research Assistant 2013 - 2014

- Studied effects of exposure to pesticide Atrazine on rat brain neurochemistry.

LEADERSHIP EXPERIENCE

Harvard Medical School Boston, MA
Healthcare Innovation and Commercialization Workshop 2017 - Present

- Selected for 10-week workshop on medical and life science entrepreneurship to study industry trends in life sciences, venture capital, technology transfer, startup financing, and IP strategies.
- Developed and presented VC pitch of early stage invention by Harvard investigators on genetic manipulation of RNA viruses for vaccine production as part of 6-member team to panel of expert industry judges.

Harvard University Cambridge, MA
Teaching Fellow and Head Course Grader 2017 - Present

- Taught weekly discussion sections and lab course for 40 undergraduate and graduate students.
- Developed interactive course material to understand phylogenetic trees and bioinformatics software.
- Created grading rubric and organized grading of 400 exams by 5-teaching fellows.
- Awarded Certificate of Distinction in Teaching through Harvard Bok Center for Genetics, Genomics, and Evolution course.

Harvard Graduate Women in Science and Engineering Cambridge, MA
Department Representative 2016 - Present

- Mentored 3 undergraduate women science majors on exploring career opportunities, setting important development goals, and striving for work/life balance.
- Assisted in organizing 2 talks by women Harvard Professors - each attended by 50+ members.
- Represented HGWISE at Software Carpentry Bootcamp hosted by Microsoft to learn and improve programming methods.

SKILLS & INTERESTS

Skills: Computer/Technical (Linux, Adobe Photoshop & Illustrator, MATLAB)
Bioinformatics (Experience with Python, SQL, GitHub, QIIME, MG-RAST)
Scientific Diving/Advanced Scuba Certification, Sailing

Affiliations: Association for Women in Science (Mentoring Circle Program), Redline Fight Sports Running Club (Boston Marathon Qualifier), Dream Big! (Fundraiser for Boston 2016 Marathon)

PUBLICATIONS

- **Spencer M**, Hoarfrost AL, Bose A, Joye SB, and Girguis PR. (2018) Anaerobic oxidation of short-chain alkanes in hydrothermal sediments: potential influences on sulfur cycling and microbial diversity. *Frontiers in Extreme Microbiology*. 4:1-11.
- Bose A, Roger DR, **Spencer M**, Joye SB, and Girguis PR. (2017) Geomicrobiological linkages between short-chain alkane consumption and sulfate reduction rates in seep sediments. *Frontiers in Aquatic Microbiology*.
- **Spencer M**, Wankel SD, Johnston DT, Hansel CM, Joye SB, and Girguis PR. (2017) Anaerobic methane oxidation in metalliferous hydrothermal sediments: Influence on carbon flux and decoupling from sulfate reduction. *Environmental Microbiology*. 14(10):2726-40.
- **Spencer M**, Gómez-García MR, Grossman AR, and Bhaya D. (2016) Phosphorus deprivation responses and phosphonate utilization in a thermophilic *Synechococcus* sp. from microbial mats. *Journal of Bacteriology*.190(24): 8171-8184.
- Tamone SL, **Spencer M**, and Dutton JM. (2016) Effect of eyestalk-ablation on circulating ecdysteroids in hemolymph of snow crabs, *Chionoecetes opilio*: Physiological evidence for a terminal molt. *Integrative and Comparative Biology*. 45:166–171.

RESUME #8:
Johanna is most interested in teaching at a private high school and has crafted a resume to be directly relevant to her audience. She emphasizes her mentoring and teaching experience as well as her ability to communicate through her invited talks and conference papers.

Johanna Patel

Harvard Yard Mail Center
Cambridge, MA 02138
jpatel@fas.harvard.edu
(555)555-6666

EDUCATION

Harvard University — Cambridge, MA
Ph.D. in Historical Musicology — Expected August 2020
Dissertation: "Towards a New Negro Folk Opera: Hall Johnson's Musical Plays of the 1930s"

The City College of New York — New York, NY
B.A. in Music, *magna cum laude* — June 2013

The Julliard School — New York, NY
B.M. in Violin Performance — May 2007

TEACHING AND MENTORING EXPERIENCE

Harvard University — Cambridge, MA
Head Teaching Fellow — Jan 2019 - Present

- Assist professors Henry Louis Gates Jr. and Lawrence Bobo with administrative duties for *Introduction to African American Studies* including managing course website.
- Work with professors to revise course syllabus, create midterm and final exams, and writing assignments.
- Lead teaching fellow team consisting of 5 graduate student colleagues. Provide teaching advice and support, hold weekly meetings to discuss lesson plans, teaching strategies, and assignments.

Harvard University — Cambridge, MA
Freshman Proctor — August 2018 - Present

- Reside in freshman dorm and create academic and social community for 32 first-year students.
- Provide personal and academic advising to students.
- Serve as academic advisor to 5 students. Help students plan course schedules, assist with academic difficulties, and guide them with overall plan of study.
- Implement and enforce rules and regulations of Harvard College. Work with Resident Dean and veteran proctors to determine best disciplinary responses.

UpBeat NYC Summer Program — Bronx, NY
Violin Teacher — June - July 2018

- Taught violin in El Sistema-based orchestra program in South Bronx to youth ages 10-16 with special emphasis on developing teamwork and democratic rehearsals.

Harvard University — Cambridge, MA
Teaching Fellow — September 2015 - 2018

- Taught and facilitated 4 sections for undergraduate courses in African and African American studies department and music department. Taught sections for courses on African American history and culture, Western music history, and music theory.
- Assisted professors in courses ranging from 70-150 students. Taught 2-3sections each semester (30-53 students total). Designed weekly lesson plans to supplement lecture material, and held weekly

office hours for students seeking additional help.
- Contributed to creating exams and quizzes for the course, taught review sessions before midterms and finals. Graded written assignments, midterms, finals, and quizzes.
- Guest lectured and led discussion-based sections.

Boston Urban Music Project Dorchester, MA
Curriculum Developer 2012 - 2013
- Worked with director to create textbook and lesson plans for curriculum on African American music history for middle-school students in the Boston Area.

Heilbrun Music School, Bronx House Bronx, New York
Early Childhood/Violin Teacher 2010 - 2012
- Taught music appreciation classes for 3-5 year olds.
- Taught children and adults how to play violin and basic musicianship skills.
- Provided director with written attendance and progress reports for each student.
- Performed in faculty recitals.

INVITED TALKS AND CONFERENCE PAPERS

Harvard University Cambridge, MA
Guest Lecturer March 2018
"The New Negro and the Art versus Propaganda Debate."

Society for American Music Lancaster, PA
Conference Presenter February 2018
"In the Service of Racial Uplift: Primitivism and Spirituality in Hall Johnson's *Run, Little Chillun!*"

Harvard University Cambridge, MA
Guest Lecturer for Introduction to Music April 2017
"In Search of the 'Real' America: George Gershwin's *Porgy and Bess.*"

PUBLICATIONS

"Towards an American Folk Opera: Performing Negro Folk Culture in Hall Johnson's *Run, Little Chillun!*" in *In Search of the "Great American Opera": Trends in Musical Theatre,* ed. Frédéric Döhl and Gregor Herzfeld (Münster:Waxmann) (2017).

"Eugene Thamon Simpson," *Grove Music Online, Oxford Music Online* Oxford University Press, http://www.oxfordmusiconline.com. (2015).

LANGUAGES

Reading knowledge of German, French, and Spanish

RESUME #9:
Lok is applying for finance positions at various organizations. He includes information on his analytical skills, statistical modeling ability and internship experience in the field.

Lok Wang

lw@harvard.edu (•617)555-6666• 54 Dunster Street, Cambridge, MA 02138

EDUCATION

Harvard University Cambridge, MA
Ph.D. in Physics May, 2019
Award: Purcell Fellowship GRE Physics: 990/990 (98%)
Relevant Coursework: Stochastic Process, Risk-Neutral Pricing, Black-Scholes Model, Regression Analysis, Monte Carlo

Fudan University Shanghai, China
B.S. Physics (Outstanding Graduate) GPA: 3.84/4.00, Rank: 1/100 May, 2013
Awards: National Scholarship (Top 1%) 2007; Undergraduate Research Fellowship

EXPERIENCE

Goldman Sachs, Securities Division New York, NY
Strat Summer Associate, Interest Rate Product Swap Trading Jun - Aug 2019

- Investigated correlation between reported interest rate swap from Swap Data Repositories (SDR) and swap rates
- Developed and backtested trading strategies based on correlation study
- Developed programs to detect missed trading opportunities and large position holders

Strat Summer Associate, FX G10 Option Trading Jun - Aug 2018

- Applied scenario analysis on range reset average strike (an exotic barrier option) and evaluated different hedging strategies; developed program to automatically send risk reports to traders based on scenario analysis
- Upgraded backtesting platform for various hedging strategies
- Backtested different hedging strategies for barrier and basket options

Harvard University Cambridge, MA
Research Team Leader 2016 - 2019

- Directed experiment and analysis that led to discovery of critical point in high-T_c superconductor; initiated and led collaboration of 15 researchers from 8 major institutes in US, Japan and China
- Developed novel data analysis technique based on Fourier transform to extract nanoscale superconducting signal from scanning tunneling microscopy measurements
- Discovered competing relationship between pseudogap and superconductivity states by investigating the spatial cross-correlation between 2 different signals
- Performed first scanning tunneling microscopy study on Kondo insulator SmB_6; decomposed tunneling spectra into different quantum states by fitting a non-linear co-tunneling model (in review: Nature Communications)
- Maintained and upgraded data analysis platform in lab for more than 3 years; provided technical support to other labs using our platform
- Presented different research topics in top level conferences and universities in Canada and US

Teaching Fellow 2016 - 2019

- Teaching fellow with positive evaluation 4.28/5.00 from 93 students, 35% higher than evaluation of whole course
- Supervised 2 undergraduate summer projects resulting in talks at major conferences and manuscripts for publication

Harvard Graduate Consulting Club Cambridge, MA
Vice President 2017 - 2018

- Arranged social events with alumni in consulting field for 300+ students
- Hosted strategies journal clubs and organized workshops with senior consultants from top consulting firms

SELECTED PUBLICATIONS

- **Lok Wang**, et al, "Fermi Surface and Pseudogap Evolution in a Cuprate superconductor," **Science** 355, 608 (2019)
- R. Comin, et al, "Charge Ordering driven by Fermi Arc instability," **Science** 345, 390 (2019)
- Soumyanarayanan, M. M. Yee, **Lok Wang**, et al, "Quantum Phase Transition…" **Proc. Nat. Acad. Sci.** 122, 1623 (2017)

SKILLS & INTERESTS

- **Programming**: C/C++, MATLAB, R, IDL
- **Language**: Cantonese (native), Mandarin (native), English (fluent)
- **Interests**: Inter-city biking and hosting regular poker games

Cover Letter Template:

Note that in an email message, you would omit both your and the addressee's contact information, as well as the date. Simply start with the salutation.

Your Name
Street Address
City, State Zip Code

Month Day, Year

Contact Name
Title (if known)
Organization Name
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

Opening paragraph: Clearly state why you are writing. If applying for a job, indicate the position title and where you saw it advertised. If you were referred to the position from someone within the organization, or by someone the addressee knows, mention that as well. You may want to add a sentence on why you feel you are a good fit for the position.

Middle paragraph(s): You should have one or two paragraphs that elaborate on how you have developed the relevant skills required for the job, and any relevant experiences or education you have acquired. Providing an example can help you emphasize your point. Of equal importance is your argument for how your interest in both the *job* and the *organization* developed. You will want to ensure that you include your interest and why it would be a logical decision to hire you.

Closing paragraph: Express interest in speaking with the addressee further in a personal interview, and indicate that you will follow up within an appropriate time frame. Thank them for their time and consideration of your application.

Sincerely,

Name (typed)

Sample Cover Letter #1:

Abi is applying online to a global consulting firm that recruits Harvard students, but expects cover letters and resumes to be uploaded to its website. As such, he uses a formal business letter format.

Abi Demir
54 Dunster Street Cambridge MA 02138 · (555) 555-5555 · xxxx@gmail.com

April 14, 2019

The Boston ADC Recruiting Team
Boston Consulting Group
53 State Street
Boston, MA 02109

Dear Recruiting Manager,

I am writing to apply for the 2019 Bridge to BCG workshop. I recently learned about this program when I attended the presentation by Dr. Panier at the reception for Advanced Degree Candidates at BCG's Boston office. I expect to complete my Ph.D. in Cellular Biology at Harvard University in May 2019 and look forward to the chance to get an insider's view of consulting at BCG this summer. Based on my analytical skills, communication ability, and problem-solving mindset, I think I would be a great fit for this workshop.

My intellectual curiosity and passion for asking questions is what led me to pursue my Ph.D. in Cellular Biology; however, my interest in a business career is also long-standing. At UMass, Amherst, I combined my interests by pursuing a chemistry and economics double major and enjoyed gaining the quantitative and analytical skills. A Global Strategies course gave me a taste of the real-life challenges faced by companies, such as decisions Novo Industri of Denmark had to make in response to the technology developments for insulin purification in the 1980s. On the other hand, a bioinformatics course introduced me to the challenges biologists encounter in producing and analyzing large scale biological data. Throughout my Ph.D. education, in addition to improving my research and analytical skills, I kept up my interest in the business of science. I participated in a workshop on Healthcare Innovation and Commercialization to explore how science is applied in the business world. I collaborated with five of the workshop participants to prepare a venture capital pitch to commercialize a real-life innovation in anesthesia for child-birth. Our "VC pitch" was selected, by a panel of five expert judges, as the best among four presentations.

My passion for teaching has provided me with a unique skill set that I believe will be critical for a successful career in consulting. My communication skills strengthened as I challenged myself to understand and respond to students' questions while they tackled complex biological concepts. To convey material clearly to students with diverse learning styles, I developed different approaches to explain a single concept. I also embraced and supported a team culture, utilizing student feedback to improve my own performance and encouraging students to engage each other in their learning.

The analytical and communication skills I have honed throughout my PhD work will provide a strong foundation as I transition from the life sciences to a career in consulting. I am specifically interested in BCG due to its unique approach to personal growth and tailored solutions for each client. A commitment to support and train ADC members and global opportunities offered through BCG are invaluable. I look forward to hearing back from you about the opportunity to participate in the 2019 Bridge to BCG workshop and to learn even more about BCG. Thank you for your time and consideration.

Sincerely,
Abi Demir

Sample Cover Letter #2:

Jerry is applying to academic administration positions and therefore provides examples of his management, program development and organizational skills. Notice he chooses to emphasize skills directly relevant to the position.

54 Dunster Street
Cambridge, MA 02138

April 22, 2019

University of Nebraska Humanities Center
1664 N Virginia St
Omaha, NE 68182

Dear Hiring Manager:

I am writing to express my interest in the Coordinator of Publications and Programs position at the Humanities Center of the University of Nebraska. I will graduate with my PhD in Social Anthropology from Harvard this May, and I am confident my 5 years of experience in higher education administration (including program coordination) and two years of experience in editing, would allow me to contribute to the successful coordination of publicity, seminar program logistics, fellowship program administration, and other related duties.

Previously, I have worked on several relevant projects that provided me with the skill sets I need to be an effective coordinator. These projects have included: marketing the content and brand of an academic journal through social media; planning, advertising, and facilitating a workshop program (the Political Ecology Working Group), whose membership increased by 500%; organizing logistics for workshop speakers, including travel, lodging, honoraria, and event setup; and assisting faculty with administrative, computer, and audio/visual needs.

I would be excited to join the Humanities Center's team. The Center has exceptional appeal for me because of its vital mission to foster interdisciplinary discussions and collaborations through a range of exciting formats (e.g., lectures, conferences, seminars) and opportunities (e.g., Foundation Postdoctoral Fellowships). As a scholar of social anthropology, I appreciate the comprehensive support of the humanities, particularly in a political climate often hostile to the allocation of resources to such disciplines. As a program coordinator and editor, I would relish the opportunity to leverage my past experiences for this worthy cause, and learn from the experiences of my fellow team members.

Thank you for your consideration. I look forward to the opportunity to speak with you and discuss the position in more detail. Please feel free to contact me at (555)555-5555 or jerryli@harvard.edu.

Sincerely,

Jerry Li

Sample Request for Informational Interview:

This email message is not designed to accompany a resume as a job application, but rather to request an informational interview to learn more about the field of investment banking. As such, Suzanne is careful to avoid asking for a job, or for anything other than the chance to listen and ask questions about the alumna's experience making the transition from academia to investment banking.

Dear Ms. Ramos:

I found your name through Harvard's Alumni Directory and saw that you completed your PhD in Applied Math before beginning your work as a quantitative analyst. I will be completing my PhD in Biology at Harvard next summer and am interested in learning more about how I might use my quantitative and analytical skills in investment banking.

Banking is a career option that I have been reading and thinking about for some time. While I do not have specific work experience in finance, I am an avid reader of the Wall Street Journal and the Financial Times and have spoken to a few former members of my department about their own decisions to leave academe and use their skill sets in the private sector. Working as a quantitative analyst appeals to me because I feel it would allow me to continue to use and develop my mathematical modeling and statistics skills, while indulging my fascination for the business world.

I will be in New York the week of October 9th and would greatly appreciate the chance to speak with you about your experience at Wall Street Bank. If this time frame is not convenient for you, I am happy to arrange a time to speak on the phone.

Thank you very much for your time and consideration.

Sincerely,

Suzanne Lilly

Sample Thank You Letter:

Having completed a formal interview with this organization, Alina sends out a thank you note within 24 hours. She sends it via email, as the interviewer has indicated that the organization intends to make a decision about her candidacy within a few days.

Dear Ms. Funahashi:

Thank you very much for taking the time to meet with me yesterday morning about employment opportunities with Global Education Associates. I am even more enthusiastic about the work you do now that I have had the chance to learn more about it.

As we discussed, my experience at WorldTeach and my extensive international travel have instilled in me the desire to foster educational opportunities worldwide, and to promote cross-cultural understanding of educational methods and adapt them as appropriate in developing countries. I am particularly interested in the Educating for Global Citizenship Program due to its commitment to meeting the educational needs of the emerging global community by offering teachers, youth leaders, and community organizers ways to comprehend and respond to the critical and creative task of educating the world in the 21st century.

Thank you once again for your time and consideration. I look forward to speaking with you further about the contribution I could make to your organization and its constituents.

Sincerely,

Alina Cestari