

Résumés & Cover Letters for Master's Students

Duke University Department of Economics
Fall 2016

What is the purpose of a résumé?

A résumé is a brief, informative summary of your abilities, education, and experience. It should highlight your strongest assets and skills, and differentiate you from other candidates seeking similar positions. Although it alone will not get you a job or internship, a good résumé is an important element towards obtaining an interview. Be sure to tailor your résumé to the type of position you are seeking. This does not mean that all of your work and academic history must relate directly, but your résumé should reflect the kind of skills the employer would value.

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

As always, it is important to think about your reader. Suppose you are working towards a Master's degree in Economics and applying for quantitative positions in investment banks and consulting firms. You will want to target each résumé to the specific employer. For example, investment banks will be interested in your quantitative analysis skills, so you'd want to be clear how you developed those skills in the course of your degree or internship experiences. Consulting firms will be concerned with how you've developed leadership and teamwork skills; in that case, you might want to include more information about your involvement with student groups, volunteer work, or internships that may have allowed you to develop these skills.

Should my résumé fit onto one page?

For most Master's degree candidates, the answer to this is yes. Having a two-page résumé 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. Normally two-page résumés are acceptable if you are advanced in your career, have years of experience, or have a Ph.D. For B.A./B.S. and MBA candidates, a one-page résumé is the norm.

Are there formatting guidelines I should keep in mind?

Stick to a common font like Times New Roman or Arial, 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 three-quarters of an inch in size.

Can someone at the Career Center review my résumé?

Yes. Career Center advisers hold weekly walk-in hours, as well as additional drop-in sessions for students interested in having their résumés critiqued. See the Duke Career Center website for more information.

Can I apply for interviews on the CareerConnections website?

Master's candidates in economics are able to search for and apply to many campus interview jobs and internships. However, students should be aware that the Campus Interview Program is primarily for entry-level hiring of undergraduates. Employers will indicate in their job description and requirements section whether or not they are willing to receive applications from master's students.

Sample Résumés and Cover Letters

The samples below have been taken from a Harvard Graduate School of Arts and Science website, which provides a nice range of examples. Of course, Duke students' résumés will refer to Duke rather than Harvard!

RESUME #1: Tobin is seeking a position in fundraising and program coordination at a non-profit organization. You will notice he focuses on fundraising, strategic thinking, research and grant management.

Tobin Fatin

54 Dunster Street * Cambridge, MA 02138 * 801-555-5555
xxxx@harvard.edu

EDUCATION

Harvard University Cambridge, MA
MA, Middle Eastern Studies May 2015

MA Thesis: "Dancing Through the House of Many Mansions: *Dabkeh* in Contemporary Lebanon"

Center for Middle Eastern Studies (CMES) Foreign Language & Area Studies recipient, CMES Summer Grant recipient

University of Nevada Las Vegas, NV
BA, Middle Eastern Studies, History, International Studies; Minor in Arabic May 2010

Magna cum laude, Golden Key Scholar, Winner of Memorial Paper Competition

EXPERIENCE

The ADC Discrimination Committee Washington, DC
Development & Special Projects Coordinator February 2014 - Present

- Established fundraising goals, planned and administered quarterly fundraising campaigns, identified potential sponsors and managed terms of support.
- Developed organization's strategic plan and annual objectives with president. Executed entire plan.
- Facilitated outreach efforts with 30+ high school, college, government and non-profit groups; developed and oversaw ADC's monthly educational lecture series.
- Solicited donations by drafting proposals/appeals, maintained correspondence and negotiated terms of support.
- Managed and reviewed grant phases, and directed grant writer by communicating organizational needs.
- Oversaw Internship Program by reviewing applications, interviewing and selecting applicants, managing intern tasks/complaints, and arranging intern orientation/field trips/brown bags.

The Washington Institute for Near East Policy (WINEP) Washington, DC
Research Intern for the Program on Arab Politics June - September 2013

- Drafted research memoranda for interviews and publications on subjects including human rights abuses in Syria, rise of opposition groups in Syria, and parliamentary elections in Egypt and Tunisia.
- Monitored key regional political developments such as the rise of the Ennahda and Muslim Brotherhood parties.

Foundation for the Defense of Democracies (FDD) Washington, DC
Intern for the Center for the Study of Terrorist Radicalization (CSTR) May - August 2013

- Performed research for appearances and publications on subjects including: NGOs in Somalia, economic and political instability in North and East Africa, radicalization in the Horn of Africa, and domestic counter-terrorism efforts.
- Reviewed and edited materials for Daveed Gartenstein-Ross' publication *Bin Laden's Legacy*.

Harvard University, Lecturer in Government & Economics Cambridge, MA
Research Assistant July 2012 - July 2013

- Revised articles on topics including: identity formation, sectarianism, resource sharing groups and secularism.
- Reviewed and edited manuscript entitled: *The Unmaking of Nation-States: Case Studies from the Middle East*.

SKILLS

Language: Levantine Arabic, *Fluent*; Modern Standard Arabic, *Advanced*; Persian, *Intermediate*
Computer: Raiser's Edge, WordPress, Microsoft Office

RESUME #2: Wendy is seeking a data analyst position at a financial institution or insurance company. Therefore she clearly emphasizes her programming and statistical analysis skills.

Wendy Chang

54 Dunster Street □ Cambridge, MA 02138 □ (617)775-9146 □ wendychang@gmail.com

EDUCATION

Harvard University Cambridge, MA
A.M. in Statistics, GPA: 3.84/4.0, GRE: 680V, 800Q Expected May 2016
□ Relevant coursework: Linear and Generalized Linear Models, Bayesian Data Analysis, Statistical Computing Software

Peking University Beijing, China
B.S. in Statistics, GPA: 3.95/4.0, June 2014
□ Relevant coursework: Probability Theory, Mathematical Statistics, Scientific Computing, Multivariate Analysis
□ Awards: Outstanding Graduates Awards 2014; National Talents Training Base Scholarship, 2013, 2012

Lunda University Lund, Sweden
Exchange Student at Department of Statistics, Equivalent to 4.0/4.0. August-October 2013

EXPERIENCE

Harvard University Cambridge, MA
Research Assistant February-June 2014
□ Conducted research on modeling and statistical inference of response-adaptive randomized designs
□ Allocated patients in clinical trials, conducted various randomized procedures, and compared results with traditional doubly-adaptive biased-coin-designs method with R
□ Modified generalized drop-the-loser rule, which reduced probable number of deaths in clinical trials in model

Municipal Bureau of Statistics New York, NY
Intern July-August 2013
□ Administered Social Facts & Public Opinion Survey in Center on Labor Force Survey

Peking University Hangzhou, China
Team Leader of Student Research Training Program May 2012-April 2013
□ Investigated quantitative stock selection in China's market based on statistical methods
□ Applied stepwise regression method, principal component regression method and modern portfolio theory in building stock selection models with SAS and MATLAB. Succeeded in verifying China's market from 2008 to 2012
□ Wrote 13-page paper for stock selection in China's market in 2013

LEADERSHIP

Harvard Square Homeless Shelter Cambridge, MA
Volunteer April 2012-present
□ Served food to 50+ homeless on a monthly basis. Prepared food, set up tables and greeted attendees

Peking University Chapter, Forum for American/Chinese Exchange at Stanford Beijing, China
Co-officer December 2011-December 2012
□ Organized 2012 China Conference at Peking University, attended by 40 representatives from U.S. and China

Research Center- Peasant, Rural, and Agriculture Association Beijing, China
Director September 2010-August 2011
□ Led research on rural migrant workers' living conditions in Hangzhou

SKILLS AND INTERESTS

- Computer: Expert in R, MATLAB, SAS, C; Frequent user of EViews, Minitab, SPSS; Basic knowledge of Python
- Language: Fluent in English, Mandarin Chinese
- Interests: Traveled widely through Europe and China; Played basketball for college team.
- Volunteer: Compassion for Migrant Children, National Center for the Performing Arts

RESUME #3: Hitomi is an alumnus who sought a position in international business. You will notice she highlighted her primary and secondary research skills as well as her project management skills and experience working with diverse audiences.

HITOMI LEE

54 Dunster Street Cambridge, MA 02138
(617) 555-5555
xxxx@harvard.edu

EDUCATION

Harvard University Cambridge, MA
MA, Regional Studies: East Asia: Business and Economics Concentration May 2015

- Awards: Harvard Foreign Language and Area Studies Scholarship recipient, Summer Research Grant recipient
- MA Thesis: The Failure of Regulatory Reform after the 2006 Beijing Stock Exchange Correction
- Relevant coursework: Econometrics, Upper-Level M.S. Mandarin, Economic History of the Far East, Energy Business and Geopolitics.

Smith College Northampton, MA
BA, East Asian Studies May 2011

WORK EXPERIENCE

The Corporate Executive Board Arlington, VA
Senior Analyst Aug 2015-present

- Managed over 20 projects across geographically dispersed team.
- Analyze business problems for clients at Fortune 500 companies using root cause analysis, hypothesis generation, and surveys. Conduct secondary research to supplement analyses.
- Conduct interviews with and present research findings to senior executives and industry experts.
- Create project deliverables including white papers, case studies, presentations, implementation tools, e-learning modules, and website pages.
- Supervise junior colleagues' projects and development.

Harvard University, Department of Economics Cambridge, MA
Teaching Assistant Spring 2014

- Taught section of 30 students for the course: The Economics of Financial Markets.
- 90% of students rated over 4.4/5.0 in course evaluations

Maguire Associates Concord, MA
Research Assistant, Market Research Division Oct 2010-Apr 2012

- Implemented and analyzed customized surveys probing strategic pricing, messaging, and branding for a higher education consulting firm.
- Collected, processed, and analyzed data; performed secondary research to inform results.
- Prepared, data checked, and edited tables, reports, online surveys, and client presentations.
- Provided focus group coordination and management for over 10 projects.

Office of Institutional Research, Smith College Northampton, MA
Research Assistant Mar 2008- May 2010

- Collaborated with senior research team to administer and interpret surveys
- Assisted with data processing and coding/interpreting survey responses.
- Created, proofread, and edited reports and presentations for Senior Staff of the College.

SKILLS

Computer: Microsoft Access, Excel, PowerPoint, Word, Outlook, SPSS, STATA.
Language: Five years studying Mandarin.

RESUME #4: Michelle is seeking a position as a quantitative analyst in an investment bank. As such, she begins with her business experience and financial analysis skills. She also makes her research understandable to the layperson while emphasizing her analytical and communication skills. In addition, she is careful to highlight her student group involvement in the Leadership section and identifies her programming experience in a separate Skills section.

MICHELLE LU

54 Dunster Street, Cambridge, MA 02138 □ xxxx@fas.harvard.edu □ (919) 548-1748

EDUCATION

Harvard University Cambridge, MA
Candidate for Master of Arts in Statistics, GPA: 4.00/4.00 May, 2015

Cornell UNIVERSITY Ithaca, NY
Bachelor of Science in Mathematics (Distinction) and Economics (High Distinction) with
Concentration in Financial Economics, Minor in Statistical Science, GPA: 3.90/4.00 May 2013
Phi Beta Kappa, magna cum laude, Dean's List with Distinction & Dean's List

BUSINESS EXPERIENCE

XXXX Seoul Office Seoul, Korea
Summer Intern, Banking & Finance 1 Division June-July 2014
□ Collected articles on Woori bank and subsidiaries, presented research summary to team members and translated 200 pages of Samsung Fire Insurance Accounting Manual from Korean to English

Asset Management Co., Ltd. Ithaca, NY
Summer Intern, Fixed Income Strategy Team May-June 2012
□ Analyzed effects of macroeconomic news on global financial markets, designed tentative portfolios and assisted traders in executing market transactions

RESEARCH EXPERIENCE

Cornell University, Mathematics and Economics Department Ithaca, NY
Financial Economics Researcher, Fellow PRUV (Program for Research for Undergraduates) Jan 2013-May 2014
□ Analyzed 13-years of minute-by-minute price data of 8 individual stocks and examined correlation between stocks and S&P 500 as proxy for overall market by developing method for measuring common jumps
□ Delivered 20-min talk to math audience and published result in Journal of Economics, 2014

Cornell University, Mathematics Department Ithaca, NY
Research Assistant Aug-Dec 2012
□ Investigated carbon assets trades in current carbon credit markets and applied Black-Scholes Pricing Model on carbon credit options

LEADERSHIP EXPERIENCE

Cornell Math Union (CMU) Ithaca, NY
Guest Lecture Coordinator (2013), Math Meet Proctor (2012), Member (2011) Jan 2011-May 2014
□ Organized 10 guest lectures and proctored high school students during annual Math Meet

Cornell University, Peer Tutoring Program Ithaca, NY
Intermediate Microeconomics Tutor (Spring 2010) and Intermediate Calculus Tutor (Fall 2010) Jan-Dec 2010

Cornell University, Mathematics Department Ithaca, NY
Intermediate Calculus Help Room Tutor (Spring 2009), Grader Jan 2009-May 2010
□ Clarified calculus questions to students during 3-hour session held twice a week and graded weekly problem set

SKILLS

Language: Fluent in English and Korean, Reading knowledge in French

Computer: Matlab, R, SAS, Stata, JMP, Java, Latex

Cover Letter Template:

Note that in an e-mail 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 one 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 why it would be a logical decision on their part to hire you.

Closing paragraph: Thank them and include a follow up by expressing 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:

Yasmine is applying to paralegal positions to help her gain experience in the field of law. You will notice she provides clear examples and references what she can contribute to the organization.

Yasmine Young

54 Dunster Street * Cambridge, MA 02138 * (617) 555-5555 * yasyyyy@post.harvard.edu

February 31, 2015

Children's Rights
330 Seventh Ave
New York, NY 10001

Dear Ms. Maeder,

I am writing to apply for the position of Paralegal at Children's Rights. I learned of the position through a posting at Harvard's Office of Career Services. I received an M.A. from Harvard in June 2014 in East Asian Regional Studies, with a concentration on modern Korean history and Japanese sociology, and received a B.A with a *magna cum laude* distinction from Smith College in 2010 in East Asian Studies and American Studies. I believe working for your organization would provide an excellent opportunity for me to become tangibly involved in the world of law, where I would be able to apply my knowledge and skill sets into concrete practice.

Throughout my past six years of study at prominent educational institutions in Northampton, Cambridge, and Tokyo, I have demonstrated an outstanding level of academic achievement and shown a particular strength in social science research that requires analytical and speculative approaches. I have been consistently engaged in conducting long-term and short-term research projects, most of which involved meticulous investigation and qualitative research - the experience that I believe would transfer well to the position of paralegal. My salient past research experience includes a year spent in Tokyo, where I conducted extensive research and a series of interviews in English and Japanese to examine the issues regarding gender roles and equality in Japan. Based on the interviews and research findings, I successfully produced a paper that was selected for presentation at a renowned academic conference at Smith College. For my Master's thesis, I researched heavily in English and Korean to examine today's pressing immigration issues in South Korea. My thesis, according to a prominent professor from Harvard, carries "the most extensive state-of-the-field analysis of multiculturalism in South Korea [to date]."

In addition to my strong academic background, I have experience working for various not-for-profit organizations where I have acquired skills in planning events, developing and managing organizational programs, communicating with a diverse group of people, and administering logistics. For example, at United Nations University Press (UNUP) in Tokyo, I worked closely with the Editor and Sales Coordinator to organize the UNUP online publications database and communicated with various scholars and authors regarding book recommendations. More recently at the Asian University for Women Support Foundation, I assisted in coordinating large-scale fundraising events and writing grant proposals to help young women from South/ Southeast Asia to receive quality education at the Asian University for Women in Bangladesh.

With these qualifications, I am convinced I have the capability to provide the best assistance to your attorneys in their practice of litigation. Thank you for considering my application and please let me know if you would like further information regarding my candidacy. Please feel free to contact me at (617) 555-5555 or via email at yasyyyy@post.harvard.edu. I look forward to hearing from you soon.

Sincerely,

Yasmine Young

Sample Cover Letter #2:

Ginnie 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, she uses a formal business letter format, and indicates her preferred offices.

For companies that recruit Harvard students, including those who use Crimson Careers to take in resumes, it is not necessary for her to say she will follow up with the recruiter the way she might with companies she finds on her own. However, she does indicate that she has spoken to a consultant and expresses interest in continuing the conversation about opportunities within the firm.

GINNIE LEE

ginnielee@fas.harvard.edu

1212 Palm Blvd., #34
Los Angeles, CA 90669
(111) 222-3333

54 Dunster Street
Cambridge, MA 02138
(222) 333-4444

September 21, 2014

Seth Kassenberg
Management Consulting, Inc.
123 Boylston Street
Boston, MA 00000

Dear Mr. Kassenberg:

Kamina Jackson suggested I apply for the associate position with Management Consulting, Inc. when I recently spoke with her at your information session for Harvard University students at the Charles Hotel. Please accept this letter as an application for the position of associate consultant with Management Consulting, Inc. Based on my research of your firm and my qualifications, I am confident you will agree that I am a good match for your organization. I will complete my Master's in Statistics Science in May 2015 from Harvard University and look forward to the possibility of joining Management Consulting, Inc.

My interest in a business career is long standing and is coupled with strong research, analytical, communication, leadership, and teamwork skills. While exploring my passion for statistics during my master's degree, I have kept up my interest and knowledge of the industry through the business press. I also have taken part in various business classes at Harvard. In one project, while working in teams of four, we analyzed a case and presented recommendations to consultants. I received positive feedback on my analytical abilities and teamwork skills, and I am confident I can make a significant contribution to your firm and its clients.

I look forward to speaking to you about the possibility of my joining your team at Management Consulting, Inc. I am most interested in working in your offices in Boston or Los Angeles as, through my research, I have discovered that many of the firms these offices serve fit best with my area of expertise. Thank you for your time and consideration.

Sincerely,

Ginnie Lee

Sample Request for Informational Interview:

This e-mail 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 nonprofit consulting. 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 academe to nonprofit consulting.

Dear Ms. Ramos:

I found your name through Harvard's Alumni Association database and saw that you completed your Master's in East Asian Studies before beginning your work as a nonprofit consultant. I will be completing my Master's in East Asian Regional Studies next summer and am interested in learning more about how I might use my background in nonprofit consulting.

Working in the field of nonprofit consulting is a career option that I have been reading and thinking about for some time. I have had the opportunity to intern at two large nonprofit organizations in the Boston area 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 in nonprofit consulting appeals to me because I feel it would allow me to continue to use and develop my strategic thinking, analytical and research ability while helping others on a broad scale.

I will be in New York the week of October 9 and would greatly appreciate the chance to speak with you about your experience at Care for Kids. 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, Charles sends out a thank you note within 24 hours. He sends it via e-mail, as the interviewer has indicated that the organization intends to make a decision about his 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 that 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 has 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,

Charles Cestari