

Graduate Student Series 2021

Resumes & Cover Letters for Graduate Students

Resumes and Cover Letters

For Graduate 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 Neuroscience, 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 graduate degree, 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. When in doubt, ask one of your Career Consultants.

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.

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

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

Akila Arap

akila@cmu.edu • 412-555-5555

Education

Carnegie Mellon University, Dietrich College

PhD, Cognitive Neuroscience, GPA: 3.66/4.00

- GRE Scores: Quantitative 780 Verbal 530

Pittsburgh, PA

May 2023

Cambridge University, Faculty of Science

MSc, Molecular Biology and Genetics, GPA: 3.90/4.00

- Fellowship recipient (Scientific and Technological Research Council)

Cambridge, UK

May 2017

University of Oxford, Faculty of Engineering and Natural Sciences

BSc, Psychology and Biological Science, GPA: 3.90/4.00

Oxford, UK

May 2015

Leadership and Teamwork

Graduate Consulting Club | Carnegie Mellon University

Co-President

- Lead one of the largest clubs on campus with 15-person executive board and 250+ members
- Led organization of 5 panels, 7 skills workshops, 4 employer info sessions, and 2 social events; increased total number of yearly events by ~40% from previous year
- Facilitated discussion of women's challenges in consulting by organizing 3 events

Pittsburgh, PA

Jan 2021 - Present

Co-Vice President

- Organized and facilitated 31 weekly case-practice sessions, attended by 5-15 per session
- Organized and co-led nanocase workshop for 25 CMU graduate students and postdocs

Feb 2020 - Jan 2021

Harvard Business School | Commercializing Science Field Course

- 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

Boston, MA

July 2018

Nature

Editorial Intern

- 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

Washington, DC

June-Aug 2017

Cambridge University, Faculty of Science

Teaching Assistant

- Taught Statistics to class of ~15 sophomores in weekly discussion sessions for 1 semester
- Led weekly laboratory sessions on Brain Behavior to class of ~35 sophomores for 2 semesters

Cambridge, UK

2017 - 2018

Research Experience

PhD Researcher | Carnegie Mellon University

- Spearheaded collaboration between 2 principal investigators for thesis work
- Identified novel treatment using dietary restriction to alleviate PTSD
- Presented work at local and international scientific meetings

Pittsburgh, PA

Sept. 2019 - Present

MSc Researcher | Cambridge University

- 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

Cambridge, UK

2016 - 2017

Skills and Interests

Computer: Proficient in programming with C++, Perl, Python; 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 #2:

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

54 Dunster Street
Pittsburgh, PA 15206

(412) 555-5555
xxxx@cmu.edu

EDUCATION

Carnegie Mellon University

Ph.D. in History

Pittsburgh, PA
Expected May 2023

University of California- Berkeley

B.A. in Anthropology with Highest Honors

Minors in Japanese and American Studies. Phi Beta Kappa. Awarded 2014 National Undergraduate Paper Prize.

Berkeley, CA

May 2018

University of Tokyo

Coursework in Japanese, Gender Studies, and Cultural Studies.

Tokyo, Japan

Sep. 2016 - July 2017

HIGHER EDUCATION EXPERIENCE

Carnegie Mellon University, Office of Admissions

Graduate Admissions Associate

Pittsburgh, PA
Sep. 2019 - Present

- Support 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.
- Provided assistance to 100+ prospective graduate students on application process.
- Aided Assistant Directors with research projects and administrative tasks.

Carnegie Mellon University

Teaching Assistant

Pittsburgh, PA
Sep. 2020 - Present

- Taught and facilitated 4 sections for undergraduates in Social and Political History 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.

Carnegie Mellon University, Humanities Students' Working Group

Program Coordinator

Pittsburgh, PA
Sep. 2020 - Present

- Planned and implemented workshop program (~10 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).

- Advised 2 undergraduates on senior theses concerning East Asia, and edited thesis drafts.

ADDITIONAL EXPERIENCE

Cultural Anthropology (Journal)

Contributing Editor

Dec. 2017 - Aug 2018

- 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

Jan. 2017 - Aug. 2017

- 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. 2016 - May 2017

- 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

Aug. 2016 - May 2017

- 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 #3:

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

17 Main Street, Apartment 25, Pittsburgh, PA 15122

(412) 666-7777, mahmed@cmu.edu

EDUCATION

Carnegie Mellon University

Pittsburgh, PA

PhD, Behavioral Economics

Dec 2023

- Dissertation: *Appreciating Assets: How Housing Wealth Affects Political Preferences and Behavior*

Wellesley College

Wellesley, MA

BA, Political Science (Honors) and Economics

May 2018

- 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

June - Aug. 2021

- 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

May- Aug. 2020

- 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*Intern, Office of the Executive Secretary*

Washington DC

May - Aug. 2017

- 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)*Intern, Latin America and Caribbean Bureau (LAC), Education Team*

Washington DC

May - Aug. 2016

- 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*Intern, Subcommittee on Aging and Retirement Security*

Washington DC

May - Aug. 2015

- 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**Carnegie Mellon University, Department of Social and Decision Science***Teaching Assistant*

Pittsburgh, PA

Fall 2020

- Courses taught: *Decision Science* (student evaluation: 4.40/5.00); *Behavioral Economics* (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

Carnegie Mellon University*PhD Researcher*

Pittsburgh, PA

Aug. 2019 - present

- Grant Recipient: Institute for Quantitative Social Sciences (\$2980), Center for American Politics (\$1000)
- Presentations: "Asset Shocks and Social Insurance" (Inequality Conference, 2019, Tampere, Finland), "Appreciating Housing" (American Political Science Association Conference, 2020, Virtual)

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, 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
- 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 #4:

Johanna is most interested in teaching in 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

212 Shady Avenue
Pittsburgh, PA 15213

jpatel@andrew.cmu.edu
(412)555-6666

EDUCATION

Carnegie Mellon University	Pittsburgh, PA
Ph.D. in Second Language Acquisition	Expected August 2023
Dissertation: "Music and Second Language Development in Native English Speakers"	

The City College of New York	New York, NY
B.A. in Music and Arabic, <i>magna cum laude</i>	June 2018

The Julliard School	New York, NY
B.M. in Violin Performance	May 2016

TEACHING AND MENTORING EXPERIENCE

Carnegie Mellon University	Pittsburgh, PA
<i>Teaching Assistant</i>	Jan. 2019 - Present
<ul style="list-style-type: none"> • Assist professors with administrative duties for <i>Introduction to Arabic</i> including managing course website. • Work with professors to revise course syllabus, create midterm and final exams, and write 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. 	

Carnegie Mellon University	Pittsburgh, PA
<i>Freshman Proctor</i>	Aug. 2019 - Present
<ul style="list-style-type: none"> • 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. 	

UpBeat NYC Summer Program	Bronx, NY
<i>Violin Teacher</i>	June - July 2019
<ul style="list-style-type: none"> • 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. 	

Carnegie Mellon University	Cambridge, MA
<i>Teaching Assistant</i>	Aug. - Dec. 2018
<ul style="list-style-type: none"> • Taught and facilitated 4 sections for undergraduate courses in Modern Languages department. Taught sections for course on Bilingual and Bicultural Experiences in the United States. • Assisted professors in courses ranging from 7-50 students. Taught 2-3 sections each semester. 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, and final exams.

Boston Urban Music Project

Curriculum Developer

Dorchester, MA

2015 - 2016

- 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

Early Childhood/Violin Teacher

Bronx, New York

2014- 2015

- 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

Society for American Music

Conference Presenter

Lancaster, PA

February 2018

“In the Service of Racial Uplift: Primitivism and Spirituality in Hall Johnson's *Run, Little Chillun!*”

Harvard University

Guest Lecturer for Introduction to Music

Cambridge, MA

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

Fluent in Arabic and Spanish

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 to a global consulting firm that recruits CMU 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 Pittsburgh PA 15206 · (555) 555-5555 · xxxx@gmail.com

September 14, 2021

Boston Consulting Group
53 State Street
Boston, MA 02109

Dear BCG Recruiting Team:

I am writing to apply for the 2022 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 Cognitive Neuroscience at Carnegie Mellon University in May 2022 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 Cognitive Neuroscience; however, my interest in a business career is also long-standing. At UMass, Amherst, I combined my interests by pursuing a psychology 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 scientists encounter in producing and analyzing large scale 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 teletherapy. 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 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 social 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. The commitment to support and train team members and global opportunities offered through BCG are invaluable. I look forward to hearing back from you about the opportunity to participate in the 2022 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.

April 22, 2020

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

Dear Hiring Committee:

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 History from Carnegie Mellon University 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 Humanities Students' 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 history, 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@cmu.edu.

Sincerely,

Jerry Li