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➤ Internship Applicant's Cover Letter: [Click to View](#)

Date

Mr. Charles Norris  
ABC Consulting  
1 East Solid Street  
Springfield, MA 08777

Dear Mr. Norris:

My neighbor, Kathy Smith, a software consultant for ABC Consulting, recently told me about your opening for the Junior Software Engineering Internship. As a rising senior at Champlain College, I am very interested in this opportunity. I believe my training in C++, C#, SQL, Visual Basic 6.0, Java, VB.NET, JavaScript, VBScript, HTML, and Microsoft XNA make me an excellent candidate for this position.

I am enclosing a copy of my resume, which outlines my academic achievements and experience providing technical support while working at the College's Help Desk. The current semester ends in April, so I would be available to relocate for the summer and join your team immediately.

I would welcome the opportunity to talk with you about this exciting opportunity. May I call your office next week to further discuss this opportunity? In the meantime, please feel free to contact me if you require additional information.

I look forward to speaking with you soon.

Sincerely,  
Nicole Polizzi

Enclosure

EXAMPLE 1: Entry-Level BS Chemist

**JOHN T. LEIBOWITZ**  
 Present: 2334 S. Austin Rd, Apt. B, Champaign, IL 30301      217-555-1212 (home) 217-555-1212 (cell)  
 Permanent: 1835 Eisenhower Circle, Appleton, WI 12360      322-112-4928    johnlt@gmail.com

EDUCATION

BS, Chemistry, with Honors; minor concentration: Russian  
 University of Illinois, Urbana-Champaign, IL, Expected 2014
 

- Honors thesis: "Synthesis of bis-dipyridyl complexes of divalent transition metals"
- Advisor: Professor Nina R. Young
- GPA 3.55/4.00

EXPERIENCE

Research Assistant, Professor Nina R. Young  
 University of Illinois, Urbana-Champaign, IL, 2012-Present
 

- Synthesized organic ligands and inorganic compounds, on large and small scales, using anaerobic techniques
- Produced complexes of divalent first-row transition metals; studied their interaction with dioxygen
- Characterized products with 1 H NMR, UV-vis, and IR spectroscopy as well as X-ray crystallography and magnetic susceptibility

 Teaching Assistant, Undergraduate Inorganic Chemistry  
 University of Illinois, Urbana-Champaign, IL, Fall 2012
 

- Planned and led help sessions and recitations
- Coordinated materials, conducted lab sessions, and graded lab reports

COMPUTER EXPERIENCE

- Navigate Mac OS, DOS, MS Windows, X windows, and UNIX
- Proficient in MathCAD, Excel, MS Word, AmiProd, MS PowerPoint
- Acquainted with Cambridge Structural Database and Inorganic Crystal Structure Database
- Able to learn new software quickly

COURSEWORK

- Completed, in addition to required courses, graduate-level biochemistry (4 hours), instrumental analysis (2 hours), bioanalysis lab (2 hours), and computational chemistry lab (2 hours)
- Attended workshop/conference on bioinorganic chemistry

AWARDS

- Dean's List, Fall 2010-January 2014
- Grant recipient from the General Electric Foundation, Summer 2011

ACTIVITIES

- Private music tutor (cello), 2010-Present
- Member, Alpha Delta Chi honor society, 2010-present
- Intern, Urbana Food Bank, Fall 2011



PETER SMITH

470 Felicity Lane, Bethany, CT 06524 (203) 621-8147    penelope.pomona@gmail.com

EDUCATION

**BACHELOR OF ARTS, BIOLOGY**, GPA 4.0  
 Pomona College, Claremont, CA

May 2016

- Senior Thesis: "Citizen Science: A Valuable Tool for Urban Biodiversity Research"

RESEARCH AND LEADERSHIP EXPERIENCE

**RESEARCH ASSISTANT**  
 Pomona College Department of Biology

May – July 2015  
 Costa Rica

- Collected specimens and ran female mate choice experiments with *Agalychnis saltator*, red-eyed tree frogs, in order to research differences in mating behavior by population

**RESEARCH ASSISTANT**  
 Robert J. Bernard Biological Field Station

May 2013 – May 2015  
 Claremont, CA

- Howard Hughes Medical Institute summer research grant recipient for 2013, hired thereafter
- Studied the effects of urbanization and wildfires on the arthropod community of the endangered coastal sage scrub ecosystem of Southern California. Specialized in the identification of spiders

**RESEARCH ASSISTANT**  
 Pomona College Department of Biology

Jan 2014 – May 2015  
 Claremont, CA

- Researched the effects of urbanization on the distribution of Southern California reptile and amphibian communities, and the utility of citizen science for collecting viable distributional data
- Captured live lizards for measurement and blood collection
- Dissected preserved lizard specimens and collected gut content for identification
- Cared for White's Tree Frogs in the Pomona College Department of Biology vivarium

**STUDENT FARM LEADER and ACADEMIC COORDINATOR**  
 Pomona College Organic Farm

Apr 2013 – May 2015  
 Claremont, CA

- Organized and ran workshops and events about organic farming practices
- Arranged and led Farm tours for elementary school, high school and college student groups
- Scheduled use of the Farm for academic purposes with Pomona College professors
- Managed Farm affairs, \$2000 annual budget, planting and maintenance with other Farm Leaders

**TEACHING ASSISTANT**  
 Pomona College Department of Biology

Sept 2014 – May 2015  
 Claremont, CA

- Tutored students of Introductory Ecology and Evolutionary Biology at weekly mentor sessions
- Aided students during the laboratory section of Introductory Ecology and Evolutionary Biology
- Ran mentor sessions to assist students with problem sets for Introductory Genetics

**NSF REU INDEPENDENT RESEARCH**  
 Rocky Mountain Biological Laboratory

June – Aug 2014  
 Crested Butte, CO

- Conducted independent research investigating the effect of pollen type on parasitism, development, and survival rates of parasitic wasps in the genus *Sagittus*
- Administered independent research investigating the effect of floral orientation in *Mertensia ciliata* on fruiting success, seed set and pollinator visitation behavior

**ORIENTATION ADVENTURE LEADER**  
 Pomona College Outdoor Education Center

Aug 2014  
 Claremont, CA

- Led 11 first-year students on four-day orientation trip to Yosemite National Park with co-leader
- Mediated conflicts and facilitated team-building activities

**POMONA COLLEGE SPONSOR**  
 Pomona College Office of Campus Life

Sept 2013 – May 2014  
 Claremont, CA

- Lived with 14 first-year students throughout the year to help with personal and academic problems
- Planned social and educational group activities along with a co-sponsor







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