



## STUDENT & YOUNG ADULT RESUME GUIDE



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# Table of Contents

What is a resume? .....	3
What should be included in your resume? .....	4
Additional Resume Headings:.....	6
Action Verbs to Use in Your Resume .....	8
Sample Resumes.....	10
High School .....	11
College/University.....	15
Blank Practice Sheets.....	19
Writing Your Cover Letter .....	21
Writing Your References .....	22
Writing Your Thank You Note.....	23
About the Author .....	25

# Did you know this about resumes?

A resume is considered a legal document. A resume is a great way to tell someone exactly who you are. It tells a potential employer, teacher, admissions counselors, or mentor what you've done in your past and what you are currently doing. It is used to share your experiences in the following areas: employment, community service, volunteer, activities and academic achievements. A resume provides the reader knowledge about your skills and interests. It also gives the reader the opportunity to learn about you, before they meet you in person.

A resume is also a helpful tool when filling out applications. It is great to have the resume with you so you can refer to it when the application and the interviewer ask you for dates and names of past employers. Also, it is useful to share with teachers and mentors when you are requesting letters of recommendation.

## 7 Things to Remember

1. Take a moment and document everything you've done and achieved through your life. Retrieve dates, addresses and contact persons.
2. Be honest! Employers can verify your information through a background check. They can contact teachers, counselors, and employers to see if what you wrote is actually true. (Imagine that...☺)
3. Resumes should only be one page for high school students and max two pages for college graduates with management level experience. Don't worry if you think you don't have enough information, ask for assistance. You can add sports, extracurricular activities, community service, leadership, projects, study abroad, travel, awards, technology, social media skills, etc.
4. Proof read your resume before you send it to anyone. Consider having a friend, teacher, mentor or parent look it over.
5. Print a copy and save it onto your computer, thumb drive, external drive or in the cloud. Also send it to yourself via email, this way you can always be sure to have it.
6. Update it as often as possible. For example, when you get a new job, volunteer on a new project, or when you join a new club, update it so that the information is fresh on your mind. Keep the old draft and just keep adding on to it, but when you apply for an opportunity, use only the most relevant information for a 1 page resume.
7. Type it on 8 ½ x 11 paper! No hand written resumes. Only write it out for practice and creativity. Make sure your format and fonts are easy to read. (Suggested font: Times New Roman, 10-12 pt)

## Need Additional Assistance?

**Reach out to adults' and counselors** at your school, case workers, parents, teachers, local Boys & Girls Club, community centers, YWCA, YMCA, Boston PIC, local library, church, friends or family members.

# Things you can include in your resume:

## NAME, ADDRESS, PHONE NUMBER

Spell your legal name out correctly and your address should be current.

More common we are seeing resumes without a street address for confidentiality. However, if you are applying directly to a company website it is customary to include your home address. Note: Consider using a school address for a job in the city where you are attending school, not your home address. For example, if you are attending a school in New York, you should use your school address for an internship or job in New York, rather than your home address if you are from another state. In fact, students have included both permanent and local address on their resumes.

Your phone number should be a working number where an employer can leave you a message. Please only have appropriate greetings on your voicemail. If you are unsure as towards what that is, please ask an adult. If you want music, please have nice, appropriate music with no swears or loud base before 8pm. After 8pm, you can change it to something your friends would like. However, keep in mind an employer may not leave you a message if your greeting is not appropriate.

Voice-Mail: The follow is an example of an appropriate greeting: 'Greetings you have reached the voice mail of Natascha Saunders, I am unable to answer your call. You are welcome to leave your name, date, time and a brief message; and I will return your call as soon as possible. Have a great day!

*Note: If you using a cell phone number on your resume, you want to ensure you are in a quiet environment where you can speak professionally, with no background distracting noises.*

## EMAIL ADDRESS

Your email address should be a professional email address. Not Sexy411@gmail.com or MoneyDIVA@gmail.com. It should be something like firstname.lastname@gmail.com or firstinitial.lastname@yahoo.com. Your email address can hold you back from being contacted by an employer. It is also okay to have an email for professional use and another for personal use.

## HIGHLIGHTS OF QUALIFICATIONS

Replacing the objective (except for with high school students) is a 3-5 concise sentences and can be the first section of your resume. It is a summary of your most relevant experience and qualification that are specific for the position or program in which you are applying. This is also a great place where you can include attributes, such as punctuality, teamwork, leadership, and value, can be included. Refer to the job description to map out what expertise, traits, qualifications and experience they said you would need to be successful in the job. Do not use 'I' or 'My'.

### *Examples:*

Three years of experience working in the \_\_\_\_\_ industry.

Skilled at interacting with customers of all socioeconomic backgrounds.

Team-player, fast learner, and ability to take on leadership roles.

Reliable employee with excellent communication skills; takes pride in quality work.

You can also include in this section any of the following:

*Leadership / Team Projects:* Think through any group projects you've lead.

*Computer applications:* Microsoft Office Suite (Word, Excel, PowerPoint) Adobe, Dreamweaver, POS, Internet, etc.

*Social Media:* Twitter, Facebook, Instagram, LinkedIn, Slideshare, Snapchat

*Other skills such as:* photography, music editing, etc. can be added.

## EDUCATION

Your school names and graduation month/year. If currently in school, type in your anticipated graduation date. Include if your concentration, major or special area of study. You can in some circumstances list relevant classes you've taken if your grades were B's or better. You can also list: earned certifications, CPR/First Aid Class, and any classes training programs.

## LANGUAGE (optional)

Fluent in XXX

# of years taken XXX

Basic understanding of XXX

If you'd like to include a non-native language, do not exaggerate your language skills, because employers are testing candidates with verbal and written exams. The interviewer may also speak that language and ask that you reply in that language. Use the guidelines on the left to determine how you will place this on your resume.

## EXPERIENCE:

This section should be in reverse chronological order (most current to least recent) to emphasize your growth.

### *For example:*

Company Name; City, State

Time

Period

Title

- This is where you input accomplishments / responsibilities. Focus on what impact of your work there was, not just what you did.
- Begin with a verb and tell us what you did, for whom did you do it for, what did you use, and what were the results.
- Try to include numbers in your statements. For example: # of people on a team, amount of time on a project, how many pages in a report, etc.

Time Period

Months or Seasons and year. For example: May 2020 – August 2020 or Summers 2018 – 2019

Accomplishments/Responsibilities

Describe what you did, use present tense verbs, if you currently have the job. Use past tense, if you are not currently at that job. Don't use I for example: 'I faxed documents' instead state: 'Faxed documents' to begin your statements. Refer to the action verbs included in this document and try not to begin your descriptions with responsible for.

Any experience (paid or unpaid) where you have learned valuable skills, or used skills should be listed. For example: after school jobs, summer jobs, internships, volunteer work, babysitting, delivering papers, community services projects, academic projects, study or work abroad etc.

## ACTIVITIES:

Consider including any activities or associations you have participated with such as: DECA, sport teams, clubs, speech, committees, community service projects, fraternities, sororities, etc.

## HONORS/AWARDS:

This section can include: National Honor Society, Perfect Attendance, Sports Awards, Leadership Recognition, Science Fairs, and Musical Awards etc.

## REFERENCES:

A reference is someone who can testify that you are a good person and will do very well in what-ever opportunity you are applying for such as: jobs, internships, school, scholarships, etc. A reference can be a coach, teacher, mentor, supervisor, counselor, social worker, etc.

**We no longer include the statement, 'References Available Upon Request' at the bottom of resumes.** Therefore, you should have a separate sheet of paper labeled references with the name and contact information listed for approximately three references.

# Additional Headings

## *In lieu of Objective*

Career Summary  
Professional Objective  
Professional Summary  
Summary of Qualifications

*Note:* Objective is acceptable for middle-school or high-school students only.

## *In lieu of Education*

Academic Background  
Educational Background  
Educational Qualifications  
Education and Training  
Training & Development

## *In lieu of Experience*

Additional Experience  
Career Related Experience  
Course Project Experience  
Employment History  
“Functional” Experience (e.g. Finance Experience, Marketing Experience, etc.)  
Internship Experience  
Military Background  
Practicum Experience  
Project Based Experience  
Related Course Projects  
Related Experience

## *In lieu of Activities*

Activities and Honors  
Affiliations  
Associations  
Athletic Involvement  
Civic Activities  
College Activities  
Community Involvement  
Community Service  
Extra-Curricular Activities  
Global & International Travel  
Leadership Activities  
Memberships  
Volunteer Experience

***In lieu of Skills and Training***

Career Related Skills  
Certifications  
Computer Skills  
Endorsements (e.g. Include a 1-2 line testimonial to really set your resume apart.)  
Knowledge Areas  
Language Competencies  
Licenses  
Special Training

***In lieu of Publications***

Conference Presentations  
Conventions  
Dissertation  
Exhibits  
Papers  
Presentations  
Publications  
Research Interests  
Research Grants  
Research Projects  
Thesis

***In lieu of Honors***

Academic Honors  
Accolades  
Achievements  
Awards  
Distinctions  
Fellowships  
Recognitions  
Scholarships

**Additional Sections**

Availability  
Credentials  
Interests  
Portfolio  
References (\*If required only)  
Related Courses  
Relocation  
Social Media  
Web Portfolio  
Writing Samples

# Action Verbs to Use in Your Resume

\*Include these at the beginning of your bullet statements, which is where you explain what you did at your job, internships or volunteer site.

<p><b><u>Creative</u></b></p> <p>acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped</p>	<p><b><u>Communication</u></b></p> <p>addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote</p>	<p><b><u>Clerical</u></b></p> <p>approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated</p>	<p><b><u>Financial</u></b></p> <p>administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched</p>	<p><b><u>Leadership</u></b></p> <p>assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided navigated organized originated referred rehabilitated represented</p>
<p><b><u>Management</u></b></p> <p>administered analyzed appointed approved assigned attained chaired collaborated contracted consolidated coordinated delegated developed directed</p>	<p><b><u>Research</u></b></p> <p>clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed</p>	<p><b><u>Teaching</u></b></p> <p>adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed</p>	<p><b><u>Technical</u></b></p> <p>assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair</p>	<p><b><u>Bonus: Traits you can use in your opening professional section to describe yourself.</u></b></p> <p>active listener agile articulate attentive collaborative committed consistent diligent</p>

<p>evaluated  executed  improved  increased  organized  oversaw  planned  prioritized  produced  recommended  reviewed  scheduled  strengthened  supervised</p>	<p>summarized  surveyed  systematized</p>	<p>initiated  instructed  persuaded  set goals  stimulated</p>	<p>solved  trained  upgraded</p>	<p>ethical  flexible  focused  friendly  high energy  investigative  innovative  investigative  mindful  opportunistic  patient  persuasive  proactive  problem solver  reliable  resourceful  respectable  responsive  risk taker  tactical  task oriented  transformative  troubleshooter  unifier  visionary</p>
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# **SAMPLE RESUMES**

**First Name Last Name**

Address  
Phone Number  
Email Address

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**Objective**

To obtain a summer internship position within the fashion retail industry (*this is a generic example, but you should be specific with what type of internships and what specifically you'd like to do, and include the company name.*)

**Highlights of Qualifications** (*Refer to the job description to analyze what they want and include those below along with what you bring to the table.*)

- Successfully completed courses in: Fashion, English Writing, Computer Science, Mathematics, Public Speaking
- Dedicated hard-working individual with a positive attitude and ability to grasp concepts easily
- Excellent organizational skills; reliable in completing projects
- Proficient in Microsoft Word, PowerPoint and Excel
- Fluent in Spanish and 3 years of French

**Education**

Excel High School; City State Class of 2022  
College Preparatory Curriculum (*and/or include your courses*)

**Relevant Skills and Accomplishments**

Organizational Skills

- Organized afternoon activities for three preschool and two elementary age children
- Maintained the cleanliness and organization of three walk-in refrigerators for inventory awareness

Supervisory Skills

- Supervised four preschool aged children each afternoon for five hours
- Monitored a staff of two volunteers to ensure food was dispensed in proper portions
- Co-captained a volleyball team of 40, leading exercise and drills

**Experience**

Cashier	McDonald's	Dorchester, MA	Summers 2018- Present
Cashier	Macy's	Boston, MA	May 2017 - August 2017

**Technology Skills**

Microsoft Excel, Word, Access, PowerPoint, etc.

**Honors/Awards/Community Service**

HeartShare Youth Council Member, Current  
ExCel High School Track & Field, 2017  
Reggie Lewis Youth Leadership Seminar, 2017  
National Junior Weight Lifting League, 2017

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**Objective**

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**Highlights of Qualifications**

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**Education**

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**Relevant Skills and Accomplishments**

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**Experience**

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**Technology Skills**

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**Honors/Awards/Activities**

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**First Name Last Name**

Address

Phone | Email

LinkedIn | Twitter Handle

**EDUCATION**

Roxbury Community College; Roxbury, MA

2020 - Present

Relevant Course Work: x, x, x,

Degree x x | GPA: 3.9

Arlington High School; Arlington, MA

Class of 2020

Achievements included: x, x, x,

**PROJECTS**

- Delivered a presentation *on..... with six classmates focused on.....*
- Revitalize a facebook page *..... for organization in order to which resulted in*
- Designed a marketing flyer..... *for organization in order to which resulted in*

**EXPERIENCE**

Pet Sitter; Boston, MA

May 2019 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care; Braintree, MA

June 2017 - May 2019

- Provide child care for several families after school, weekends and during school vacations.

**VOLUNTEER**

Big Brother / Big Sisters; City, State

Dates

Breast Cancer Walk; City, State

Dates

**ACTIVITIES/SPORTS**

- Martial Arts
- Girl Scouts
- Piano
- Reading

**TECHNOLOGY SKILLS**

- Proficient with Microsoft Word, Excel, PowerPoint, \_\_\_\_\_, \_\_\_\_\_
- Social Media includes: YouTube, Twitter, Facebook, Skype, Snapchat, Periscope
- Video/Editing software includes:

**Sample High School Resume #2 Blank**

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**EDUCATION**

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**PROJECTS**

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**EXPERIENCE**

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**VOLUNTEER**

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**ACTIVITIES/SPORTS**

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**TECHNOLOGY SKILLS**

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FIRST NAME LAST NAME

Address

000-000-0000 | xxx@gmail.com

LinkedIn

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## PROFESSIONAL PROFILE

Experienced in marketing, sales, and customer service. Polished and well acquainted with the tactics of research and organizing market data. Consistently searching and thinking of new ways to raise the bar creatively and beneficially for all parties at stake. Seeks opportunity to obtain buyer experience with CVS/Pharmacy. *Additional capabilities include:*

- Able to prioritize and monitor tasks exemplifying order and time management under work constraints
- Competitive drive and ability to work autonomously as well as in a team environment
- Microsoft Applications: Excel, Outlook, PowerPoint, Word and Publisher
- Research Applications: MRI+, SRDS, VALS and ACT

## CAREER ACCOMPLISHMENTS

- Founding member of MISalliance Telemarketing Team consisting of four members participating in outbound and inbound calls and organized the prospect and current client list
- Developed the foundations of O'Connell Approach Techniques which included: the establishment of a new marketing script used as a base to engage and respond effectively to prospective clients
- Created a strong relationship with an O'Connell high net worth client on the first day of employment by adapting quickly to the companies profile in order to explain to the prospect about AMPM along with answering any and all questions

## PROFESSIONAL EXPERIENCE

**O'Connell & Associates;** East Greenwich, RI

05/19 – Present

Marketing/Advertising Intern

- Researched and organized all needed data which pertained to a more efficient way of doing business in under the allotted time into an excel spreadsheet
- Contacted potential clients via email, phone, and social media to create awareness of company services and available products
- Organized TV and radio spots by helping the media coordinator contact television stations and radio stations leading to a deal which benefited both parties
- Helped in the design of Print Ads and Logos for Land Rover, Jaguar, Pontiac, and GMC cars and trucks which resulted in a higher attendance at the LR2 launch and awareness charity events which the print ads was designed to aid in

**MISalliance;** Newton, MA

01/19 – 04/19

Marketing Specialist

- Contacted a potential 80 - 120 potential clients daily via phone and email in order to build a clientele long to promote services
- Utilized such programs as ACT and MS Applications to accomplish goals of organizing data and appointment setting
- Attended and participated in sales meetings addressing such topics as: future endeavors, new products and ways to expand awareness of the company

**AMPM Corporation;** Waltham, MA

01/18 – 04/18

Marketing Specialist

- Performed cold calling to potential clients in an attempt to create relationships and introduce available services
- Followed up with existing customers in order to facilitate AMPM's level of customer service client satisfaction
- Promoted offerings by participating in outbound sales appointments and customer calls averaging 70 – 120 per day

## EDUCATION

Northeastern University; Boston, MA

Bachelor of Science in Marketing

Degree Candidate, May 2020

## TECHNOLOGY

Microsoft Word, Excel, PowerPoint, Social Media includes: YouTube, Twitter, Facebook, Skype, TikTok, Snapchat, Periscope

XXX XXX  
Address  
000-000-0000 | xxx@gmail.com  
LinkedIn

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**PROFESSIONAL PROFILE**

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**CAREER ACCOMPLISHMENTS**

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**PROFESSIONAL EXPERIENCE**

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**EDUCATION**

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**TECHNOLOGY**

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## Sample College/University Resume #4

This resume has questions sprinkled throughout to provide additional guidance in help you think through how to create strong bullet statements.

XXX  
Address  
Phone | Email  
Social Media

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### PROFESSIONAL SUMMARY

Multi-talented, driven and competent Bachelor of Science, Marketing Degree candidate with industry related experience. Looking to transition into a full-time marketing position focused in advertising with growth potential. Proficient with Microsoft Applications and possess a working knowledge of Adobe Photoshop and Illustrator.

- Quick Learner
- Market Research Capabilities
- Adaptability
- Time Management
- Analytical Aptitude
- Data Analysis

### HIGHLIGHTS OF QUALIFICATIONS

- Developed a plan *for whom? Introduce a domestic product used for? Into a foreign market where? Resulting?*
- Purchase media *for who? How? For what? in major media classifications like what?*
- Created several direct mailing pieces *How? With Whom? For whom? When? How long? Resulted in what?*

### EMPLOYMENT

**LAS Federal Credit Union; Los Angeles, CA**

#### Administrative Assistant

**6/19- Present**

- Independently provides central support to the entire Credit Union which includes 20 executives in management
- Organizes monthly board of directors meeting by preparing PowerPoint presentations and room set up

#### Marketing Intern

**3/18 – 5/18**

- Generated and executed ideas for internal sales board which displayed employees' monthly sales
- Created sales pieces developed for promotional display and recognition of district-wide staff accomplishments
- Member of the Generation Y Committee at Taunton implementing advertising ideas used to generate press

#### Mortgage Processor

**1/17 – 2/17**

- Originated mortgage applications and educated members about various mortgage products which led to an increase in mortgage refinances and purchases
- Provided superior customer service to members by answering mortgage related questions, taking time to speak with members over the phone, and occasionally conducted equity closings

**Percy, Teixeira, and Tedeschi, P.C.; Oakland, CA**

**1/16 – 12/16**

- Greeted clients and made them feel comfortable while ensuring intake forms were properly distributed
- Answered seven-line phone system while taking accurate and time sensitive messages
- Provided assistance to paralegals by filing, faxing and scanning all requested client documents

### EDUCATION

#### California University

**Los Angeles, CA**

**Candidate, 2021**

Bachelor of Science in Marketing

#### Los Angeles Community College

**Los Angeles, CA**

**Degree, 05/19**

Associate of Arts in Business Administration

### VOLUNTEER WORK

First Time Home Buyer's Seminar

**05/19**

Raynham Pageant Day

**07/18**

### TECHNOLOGY

Microsoft Word, Excel, PowerPoint, Access, Google Suite, SPSS, C++, Stata

**Sample College/University Resume #4 Blank**

XXX  
Address  
Phone | Email  
Social Media

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**PROFESSIONAL SUMMARY**

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**HIGHLIGHTS OF QUALIFICATIONS**

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**EMPLOYMENT**

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**EDUCATION**

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**VOLUNTEER WORK**

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# **BLANK RESUME PRACTICE SHEET**

# **BLANK RESUME PRACTICE SHEET**

# COVER LETTER

Whether you e-mail, mail, upload, or fax a resume to an employer, it is important that you include a cover letter to stand out. The cover letter gives you the chance to explain why you are the right person for the specific opportunity.

## Sample

### Your Address

### Date

Date you will mail the letter

### Organization Name & Address

Include the name and the job title of the person you are writing to

### Salutation,

Address it to the person who would be hiring you. Find out his/her name. If you do not know the name, you may use

Dear Hiring Manager:

### Introduction

Introduce yourself, the title of the position you are applying for, a reference number of the position if relevant, and how you heard about the position. Tell the person why you are applying for the job and how it relates to what you want to do in the future or why it relates now. Explain specifically why you want to work for this company, provide specific examples.

### Body of the Letter

Describe how your skills, interests, abilities or experiences have prepared you for this position. Try to state things that are not indicated on your resume. Use examples from class, work experience, volunteer work, etc. and tie them to the job; how does the example you have used show that you will be good in this new role?

### Closing

Refer them to your resume. Indicate your desire for an interview. Let them know how they can contact you and if you plan to follow up. Thank them for their/his/her consideration.

### Signature

Your name should be typed as well as signed

Number Street Name  
City, State Zip Code

Month Day, Year

Reebok | Adidas Headquarters  
Attn: Internship Program  
25 Drydock Avenue, Suite 110E  
Boston, MA 02210

Dear Hiring Manager:

Please accept my resume as a candidate for your Junior Design Internship opportunity. After reviewing your website, watching your videos and speaking with a former intern, Aba Smith, my interest in Adidas grew even more. I am confident my current design skills along with my educational background would make a strong contribution to your team.

For more than three years, I have been a member of the Jeremiah E. Burke Student Fashion Club. During that time, I have worked with many local designers, models, and buyers. Last summer, I designed a casual clothing and shoe line that was featured in a local fashion show and on ABC Channel 5. I learned how to work within time constraints, communicate with diverse clients and locate needed resources. As I gained this experience, I also focused on my classes and continued working diligently towards my high school diploma; while maintaining a 3.5GPA. I am eager to take what I have learned both in the field and in my coursework and apply it to a fashion internship at Adidas.

Enclosed you will find my resume for your review. I feel confident that an interview would demonstrate my enthusiasm and abilities. Please feel free to contact me at (617) 235-3535 or e-mail me at N.Smith@gmail.com should you like to speak further. Thank you for your consideration.

Sincerely,

*Nyeisha Smith*

Nyeisha Smith  
Enclosure

# REFERENCES

A reference is someone (*not a relative*) who can personally testify that you are a good person, can say you stand out among the rest, and will do very well in what-ever it is that you are applying for such as: job, school, scholarship, study abroad etc. A reference can be a coach, teacher, mentor, employer, etc. When creating a reference list include: name, address, phone number and email address. Let your references know in advance that they may be contacted and send them a copy of your resume along with the job description and an outline of specific examples of your interactions you'd like them to reference. Remember you only need to submit references when asked, but be prepared to submit.

## EXAMPLE

### References for YOUR NAME

Your Address  
Your Phone Number  
Your Professional Email Address

#### Professional References:

**Mr. Tom Smith**  
English Teacher  
Jeremiah E. Burke High School  
60 Washington Street  
Dorchester, MA 02121  
(617) 635-9837  
tsmith@burke.k12.edu

**Ms. Amanda Slater**  
Summer Counselor  
Boston University Upward Bound  
621 Commonwealth Avenue  
Boston, MA 02215  
(617) 353-3551  
aslater@upwardbound.org

**Mrs. Susan Taylor**  
Store Manager  
Lacoste  
Prudential Center  
800 Boylston Street  
Boston, MA 02199  
(617) 437-1081  
staylor@lacoste.com

#### Personal / Character Reference:

**Dr. Clair Brown**  
24 East 34<sup>th</sup> Street  
New York, NY 02903  
(212) 498-0939

# WRITING A THANK YOU NOTE

Following an interview within two business days, write the interviewer a letter to say thank you for the opportunity to interview. The purpose is to show appreciation for their interest in you, reiterate how much you are interested in the opportunity, remind them of your qualifications, and/or to mention something you forgot during the initial meeting that you believe would help your candidacy. Lastly, it shows class and makes you stand out amongst the rest.

Thank you letters can be typed, handwritten or e-mailed. Handwritten are personal and are appreciated for short notes to the individuals you met during the interview. E-mail is common, appreciated and fast.

## SAMPLE

Your Return Address

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms./Title Last Name:

Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention the date of the interview and the position in which you interviewed for. Mention your interest in the job/internships and how enthusiastic you are about it.

The second paragraph should include a quick reason(s) why you are an excellent candidate for the job/internships. List at least one thing you did not state in the interview that relate to the job/internship. You don't need to write anything long just remind the interviewer very briefly of your qualifications.

The third paragraph (optional) can be used to mention anything that you didn't bring up at the interview that you'd like the employer to know. Or this moves to your second paragraph.

In your closing paragraph, reiterate your appreciation for being considered for the job. Then conclude with something like: Please contact me at (phone number with area code) or by e-mail (address) if I can answer any further questions regarding my schooling, experiences or qualifications. I look forward to hearing from you soon.

Sincerely,

Signature

Your Typed Name

# About Natascha

**NATASCHA F. SAUNDERS, MBA, MS, CPCC**  
*Certified Career Coach & Strategist | Consultant | Faculty | Speaker*

"Start where you are. Use what you have. Do what you can."  
~ Arthur Ashe

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Natascha@NataschaSaunders.com | www.NataschaSaunders.com  
Natascha@TheYouthCareerCoach.com | www.TheYouthCareerCoach.com

Natascha, known as Tascha, is a certified career coach for students, young professionals, and mid-career professionals. She is a strategic thinker who enjoys working through complex career problems while customizing her coaching to help students write a vision, map goals, establish their personal brand; while making social impact.

**FIRST GEN**, Tascha began her career in fashion and then financial services. After a few years, Tascha was encouraged to transition into human resources and education where she found her calling. Following business school, she started The Youth Career Coach Inc. helping students navigate their careers. Additionally, she is creator of the 'Coaching Start-Up Kit' and the branding formula, M.I.C.R.© which both have been used by coaches and educators across the globe to help improve career outcomes for low-resourced students.

**CHAPTER AUTHOR** in the book, *Obama & Black Loyalty* focused on Youth Unemployment, and *The Parents Guide to Starting the Career Conversation with Insidejobs*.

**GOODWILL AMBASSADOR** to Gambia, West Africa, and Miss Black Rhode Island USA 2007, additionally, the Women's Empowerment Convention HESA at Harvard named her a Woman of the Year, and Northeastern nominated her for Teaching Excellence.

**SPEAKING ENGAGEMENTS** include K-12, colleges, Blue Cross, PwC, KPMG, YearUp, TRIO, Target, City Club, NAACP, Urban League, Harvard, Alfred Street Baptist, Jubilee Boston, and more. She has coached executives, designed curriculum, managed grants, and crafted hiring policies.

**MEDIA** include NYTimes, ABC/WCVB, WHUR, METRO, Washington Informer, Scholastic, SheKnows, and others.

**EDUCATIONAL** background, she is a certified Career Coach by PARW/CC. She earned a Senate Citation from the Institute for Labor Studies (RI-LFAF), Certificate of Appreciation from the DIA: Federal Women, is a graduate of the FBI Citizens Academy, completed her executive education from Harvard Kennedy School in Leading Change, and MIT Sloan in Entrepreneurship, trained in HMP Mediation from Harvard Law, an MBA graduate of Johnson & Wales, BA holder from UMASS Amherst, and an MS degree holder and current Ed.D candidate in Organizational Leadership at Northeastern University.

**EXPERTISE:** Career Coaching, Mentoring, Academic Advising, Curriculum, Human Capital, Digital Collaboration, Leadership, Public Speaking, Training and Development, First GEN, Social Policy

**Her motto is**, "Start Where You Are. Use What You Have. Do What You Can" by Arthur Ashe

**WEBSITES:** NataschaSaunders.com | TheYouthCareerCoach.com