

**CONTACT INFORMATION**

- Name
- School Address
- Permanent Address when relevant
- Phone Number
- E-mail

\*Make sure that e-mail address and voicemail are accurate and businesslike!

# Jennifer Wise

1530 Concordia West ~ Irvine, California 92612  
 Phone (555) 555-0000 Cell Phone: (555) 555-0001  
 Email: [Jennifer.wise@aol.com](mailto:Jennifer.wise@aol.com)

**OBJECTIVE**

An Internship position in the City of Santa Ana's Redevelopment Agency

**OBJECTIVE**

- Clearly state your job, field or career goals
- Be concise and to the point!

**PERSONAL QUALIFICATIONS**

- o Organized, Flexible and Ethical
- o Work well in a team setting
- o Able to multi-task

**SKILLS**

Proficient in Microsoft Office Programs  
 Fluent in English and Spanish  
 CPR Certified

**SUMMARIZE QUALITIES/SKILLS**

- Communicates to an employer that you understand the value of "soft skills" and "technical skills"
- Present qualifications and skills that relate to the OBJECTIVE

**EDUCATION**

- University
- Major
- Graduation Date
- GPA – only if it is above 3.0
- Relevant course work IF related to the objective

**EDUCATION**

**Concordia University Irvine, CA**  
**B.A. Communication - Expected Graduation Spring 2009**  
**GPA 3.6 - Dean's List Two Years**  
**Study Abroad – University of Nuevo Leon, Nuevo Leon, Mexico**  
**Relevant Coursework: US & Latin American Relations and Cultural Anthropology**

**EXPERIENCE**

2008-May-August **Congressional Internship** Santa Ana, CA  
 Field Representative for The Honorable Mark Miller, Member of Congress

- Assisted in planning events, meetings and community functions in the District for Congressman Miller
- Interfaced with Washington D.C. staff regarding legislation and constituent issues
- Attended the City of Santa Ana's public hearings and meetings, as well as community and business events such as the Chamber of Commerce forums
- Prepared reports for the Representative on constituent issues

2007-2008 **The Irvine Meadows Box Office** Irvine, CA  
*Box Office Assistant*

- Assisted patrons with purchase of tickets using Ticket Master system
- Reconciled financial transactions
- Developed relationships between patrons and the theater to effectively troubleshoot customer concerns and to market the theater's programs

2006-2007 **YMCA** Mission Viejo, CA  
*Head Counselor*

- Supervised groups of 15-20 campers, ages 5-12 in day camp environment
- Responsible for water safety and for planning and organizing recreation and group activities
- Supervised campers at overnight events

**EXPERIENCE OR SKILLS**

- Chronological: Title, with most recent experience first
- Include:
  - o Full-time or part-time jobs
  - o Internships
  - o Volunteer work
- Use bullet points
- Action words catch the eye
- Describe the job duties matching those of the job opening
- Past tense for previous positions, present tense for current position

**ACCOMPLISHMENTS**

- o Servant Leadership – Built homes through Habitat for Humanity in Tijuana, Mexico
- o Community Service Award ~ My Church, Anytown, California
- o Leadership Award ~ Kiwanis Club, Hometown, California

**ACCOMPLISHMENTS**

- Awards/Honors
- School
- Work
- Volunteer

**MEMBERSHIP/ASSOCIATIONS**

- o Associate Member – Public Relations Association
- o Intercultural Scholar, Concordia University

**MEMBERSHIPS/ASSOCIATIONS**

- Department/Major clubs at school
- Community/Church Groups
- Extra-curricular activities
- Professional Associations

**References Provided Upon Request**

**REFERENCES**

- Include on a separate page and provide at the interview. Request permission from reference to include them.

**Jennifer Wise**

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Email: Jennifer.wise@aol.com

September 12, 2009

Mr. Dan Smith, Human Resources Director  
City of Santa Ana Human Resources Department  
1 Central Plaza, Room 605  
Santa Ana, CA 92701

*Heading* – Your contact information, the date, the recipient’s complete contact information, and the salutation.

Dear Mr. Smith:

**I am applying for the City Redevelopment Agency’s Internship position posted on Concordia University’s job site. Enclosed you will find my resume which I believe shows that my background and the requirements for the position are complementary.**

*Introduction* – indicate the position you are applying for and how you became aware of this position.

**I am completing an internship in the Congressional Office of Representative Mark Miller. In this capacity, I have become well acquainted with the City of Santa Ana’s planned Transportation Corridor revitalization project. I attended several of the Redevelopment Agency’s meetings and prepared a report on the potential impact of Federal regulations on the project. Representative Miller sits on the House of Representative’s Transportation Committee.**

**With this recent experience, my desire to learn, and the determination to get the job done, I am confident that the Agency will benefit from my assistance. I consider the Internship a great opportunity to enhance my education and knowledge of community building as I will be pursuing a career in Urban Planning.**

*Personal Pitch* – use up to two paragraphs to briefly outline how your background qualifies you as an asset to the position. Include specific examples.

**I am available to start the Winter Internship the week of December 17. I will call your office the week of October 10<sup>th</sup> to set up an interview. Thank you for your time and consideration.**

Sincerely,

**Jennifer Wise**

*Conclusion* – state your interest in an interview.