

# GSS Professional Document Writing Guidelines



GSS

Graduate Student Services

Elliott School of  
International Affairs

THE GEORGE WASHINGTON UNIVERSITY



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# PRIVATE SECTOR RESUME GUIDELINES



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# PRIVATE SECTOR RESUME GUIDELINES

A resume is a brief “snapshot” of your career that communicates your education, experience, knowledge, and skills. It is a self-marketing tool designed to solicit an interview and is a critical component of the candidate selection process. It is worth noting that different sectors and industries use alternative formats and lengths of resumes. You will also notice that Career Development experts can disagree on what should or should not be included in the document. Therefore, you must educate yourself on creating a sharp and powerful resume that represents your qualifications for your specific industries and organizations of interest.

You must customize your resume for each internship or job application. Doing so is a valid exercise in discerning the most important information you wish to highlight throughout each section of your resume. Additionally, you should have either a one-page or two-page version of your resume for networking purposes, no matter the industry you are targeting.

Please note that you can upload multiple versions of your resume on Handshake. Resumes uploaded to Handshake will be reviewed by our career coaches and returned to you with any suggested edits within 2-3 business days.

***To approve your resume on Handshake, we ask that you create a one-page version and have that version scanned in V-Mock.***

## **General Appearance & Formatting Tips:**

- Keep your resume to one page unless the industry or organization you are applying to traditionally requires something longer (i.e., US government or international organizations).
- Use the same font throughout your resume. Times New Roman is recommended. Keep the size between 10 and 12-point font. Use standard margins (0.5-1). Ensure the layout has a balance around your document from the top, left, right, and bottom margins.
- Use design elements, which include bold, underline, italics, and all caps, in a limited way. Focus on using these only to separate categories and improve the clarity of information.
- Left justify your resume except for dates and locations, which can be presented along the right margin using the right-justified tab function.
- Center or left justify and bold/capitalize each section header/title.
- Avoid using intricate graphics, tables, or columns. Keep the document simple with a traditional design.
- Be uniform in your punctuation/style within sections (i.e., periods, titles, and dates), maintaining continuity.
- Use the correct and complete names of your universities and employers, indicating popular acronyms in parentheses -- i.e., International Monetary Fund (IMF).
- Use Microsoft Word and convert your resume to a PDF before sending it as an attachment to maintain formatting and protect your data and information.

**Organization:** Format your resume using the basic section order below.

1. **Header** - Top of Resume
2. **Profile** - Optional section useful for career transitions or highlighting skills, expertise, or work experience.
3. **Education** - Include your Degrees, Honors, Awards, and Relevant Coursework.
4. **Experience** - Showcase your professional work experience and highlight three to five accomplishments per role.
5. **Additional Experience, Academic Projects, or Publications** - Optional section useful for presenting your non career-related work history, Major Projects that align with the Job Description, or any published research.
6. **Skills & Qualifications** - Include language and technology proficiencies. You can also consider your extracurricular activities and, when appropriate, your interests or hobbies.

## PRIVATE SECTOR RESUME GUIDELINES – CONTINUED

### What should you include in your resume Header?

- Include name and contact details (i.e., address, phone, email, and LinkedIn profile).
- Only use a two-line header that gives you more space to present all your skills and talents below the header.
- Name should be slightly larger in font with a size of either 14-point or 16-point. Anything larger than 16-point font takes up too much space on your document. Your name can be bold and appear in ALL CAPITAL letters.
- Do not underline or hyperlink your email address.

Please reference the example below:

### **GEORGE WASHINGTON**

Washington, DC 20052 • GWashington@gwu.edu • (202) 555-5555 • linkedin.com/in/gwashington

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### How do I create a Profile Section?

- The Profile Section is optional but useful for those making a Career Transition or to use as a positioning statement when you lack work experience for various roles.
- Tailor to fit the job description mixing in the keywords.
- Focus on summarizing your area of specialization, career highlights, qualifications, technical skills, language proficiencies, and soft skills.
- Make this section about three to five sentences in length.
- The section is optional but can be beneficial for positioning yourself for a job where you lack concrete work experience or are involved in a career transition.

Please reference the example below:

#### **Profile**

Early career international affairs practitioner pursuing a Master's in Science and Technology Policy. An accomplished, integrity-driven individual with a verifiable record at fusing technology to support business objectives that accomplish complex projects. Core strengths encompass adapting to rapidly changing environments, resolving conflict, maintaining confidentiality, and generating high productivity. Highly proficient in SPSS and R, intermediate Arabic proficiency.

### What makes up an Education Section?

- List your institution's name and location; on the right margin, present your degree completion date.
- Next, list your degree name, major, and minor. If you have a concentration that goes on this line or the next line.
- On the third line, indicate your GPA.
- Then, on the following line, highlight any Honors and Awards. List these accomplishments horizontally across the page.
- After that, end with your Relevant Coursework. List the courses horizontally across the page.
- Repeat the process above as you build out this section of your resume for each degree.
- If you studied abroad, list that experience in the same format and place it in reverse chronological order.

Please reference the example at the top of the next page.

## PRIVATE SECTOR RESUME GUIDELINES – CONTINUED

**THE GEORGE WASHINGTON UNIVERSITY, Washington, D.C.**

**Expected Graduation: May 2023**

**The Elliott School of International Affairs**

**Master of Arts, Global Communication**

**GPA: 4.0**

**Honors & Awards:** DACOR Bacon Fellowship 2022

**Relevant Coursework:** Public & Non-Profit Program Evaluation, Economics for Public Decision Making, Research Methods & Applied Statistics, Public Budgeting, Revenues & Expenditures

**UNIVERSIDAD COMPLUTENSE DE MADRID, Madrid, Spain**

**June 2021 – August 2021**

International Exchange Studies Abroad, Concentration History, Culture, and Anthropology

**Relevant Coursework:** Intro to Spanish History, Art & Culture, Catalan Institute of Classic Archaeology Parts 1-3

**UNIVERSITY OF CONNECTICUT, Storrs, Connecticut**

**Graduation: May 2011**

**Bachelor of Arts, Political Science | Minor: Business Administration**

**Graduate Certificate, Foreign Area Studies**

**GPA: 3.53**

**Honors & Awards:** Summa Cum Laude (2011), National Political Science Honor Society (2008), Theta Alpha Kappa (2010)

**Relevant Coursework:** Public Education, Modern Political Thought, and United States & East Asia Policy

### **How do I build out an Experience Section?**

- List the names of employers first and position titles second. Distinguish position titles by italicizing them, indenting them, and listing them on the second line.
- Use chronological order and have the most current experience first.
- Please maintain continuity within your resume. If you abbreviated the State in your Header and Education section, or if you abbreviated a month in the education section, you must keep that consistent throughout the rest of your document.
- Use bullet statements instead of blocks of text or paragraphs. We recommend only using solid round bullets.
- Write bulleted statements describing your responsibilities regarding results and accomplishments. Quantify information when possible to highlight the impact of your efforts (i.e. amount of money saved, number of team members involved, increases in funding, etc.). This is an opportunity to highlight transferable skills and the abilities that will matter most to your future employer.
- Bullets should be 3 to 5 of your best accomplishments per role. They need to feature powerful adjectives and quantifiable data and information. They must present your high performance, leadership, and important responsibilities.
- An example of a powerful bullet is:
  - *Reached out to about 100+ constituents per week via phone, email, and written correspondence.*
- When listing dates, keep the format consistent: spell out the month, use an abbreviation, or use numbers (January 2017 or Jan. 2017).
- Start each bullet with strong action verbs. Use present tense for current work and past tense for former jobs and internships.
- Try to avoid utilizing the same action verb repeatedly in your Experience Section. We recommend locating a synonym using the list of Action Verbs provided later in the Guidelines Packet or a Thesaurus.

**Please reference the example on the next page.**

# PRIVATE SECTOR RESUME GUIDELINES – CONTINUED

**UNITED STATES DEPARTMENT OF STATE, Washington, DC**

**2019 – Present**

**International Communications Specialist – Projects & Development**

- Routinely collaborates with the Director on day-to-day operational matters, contributing to the development of the annual business plan and the setting of annual objectives, goals, and targets.
- Designed and customized the digital strategy to boost agency awareness by leveraging key technological advances to improve visibility by roughly 65% while cutting budget costs by about 15%.
- Successfully managed Special International Communications Projects that spanned the regions of Egypt, UAE, and Morocco, conducting strategic market research to support key business decisions to enhance International Relations.

**GHI HOLDING, Trenton, NJ**

**2011 – 2019**

**Senior Group Strategy & Business Development Coordinator**

- Oversaw the development of SOPs, internal policies, and procedures to ensure optimal processes and smooth workflow.
- Entrusted with performing duties of the CEO in his absence, initiating and completing proposals, presentations, contract negotiations, and execution of joint ventures and key partnerships.
- Forged a new corporate identity, utilizing marketing material, updating group profiles, and redesigning the website, focusing on strategic initiatives and analysis to target key industries, market conditions, and competition.

**Below are examples of additional sections you might consider, depending on the job or career you are pursuing.**

- These sections would be the final sections in your resume.
- Any Publications Section must be presented using a citation style of your choice (e.g., Chicago, MLA, or APA).
- If you include an Academic Projects Section, use the same formatting and presentation you used in the Experience Section.
- If you choose to include the Extracurricular Activities section should stay relatively current. Don't use High School experiences and limit your Undergraduate experiences to those that want the job you are pursuing. You can keep a depository of every extracurricular activity on your LinkedIn Profile.
- An Additional Experience Section can be used to present jobs or freelance work that are not as highly related to the job you are applying to, but that still demonstrate valuable skills. This section can be presented without bullets. A table can also be inserted to ensure the list doesn't compromise too much space. If you have more than two and use a table, use one row and two columns. From left to right, use chronological order.

See the examples of each below:

**PUBLICATIONS**

- Name, Sample. Geopolitical Disorders: Differentiating between Institutions and Influence. Cambridge University Press, 2021.
- Name, Sample. Crime and Corruption: The Socioeconomic Impacts. Public Affairs Quarterly. University of Illinois Press, 2020.
- Name, Sample. Innovations of the Modern World. Journal of Public Affairs Education, 2019.

**Or**

**ACADEMIC PROJECTS**

**International Development Capstone Project, UCONN, Storrs, CT**

**January 2020 – May 2020**

**Program Manager & Lead Developer**

- Developed and initiated a program leading a multicultural society that consisted of 30+ international and local consultants and subcontractors improving policy-making, sector regulations, and performance.

**Introduction to Information Security, UCONN - Storrs, CT**

**October 2019 – December 2019**

**IS Development Project, Lead Analyst**

- Designed security plans for technology implementations, coordinated with the IT department at ABC Enterprises to create security controls, and performed audits to ensure compliance.

**Or (Please reference the Extracurricular Activities Section on the next page.)**

## PRIVATE SECTOR RESUME GUIDELINES – CONTINUED

### **EXTRACURRICULAR ACTIVITIES**

**Alpha Omicron Pi Sorority, UCONN, Storrs, CT**  
**Treasurer**

**August 2018 – Present**

- Participated in about 25+ Community Service Days, such as cleaning and renovating Mystic State Park.
- Generated over \$3K in fundraising for the UCONN Children's Hospital, competing in the 26-Hour Dance-A-Thon.

**LMNOP Trees - New York, NY**

**June 2016 – August 2016**

**Volunteer Conservationist**

- Completed 36+ hours of community service with a team of 20+ people, learning how to care for and prune the various trees in the neighborhood and prune them.

**Or, Additional Experience (Please note that with this section, you have the flexibility to not use bullets and to use two columns to help you maximize the space on your document. The example below features this optional presentation.)**

### **ADDITIONAL EXPERIENCE**

**URBAN OUTFITTERS, New York, NY**  
Manager, April 2019 – October 2019

**THE SNACK SHACK @ 1 PACIFIC, Long Beach, NY**  
Assistant Manager, June 2018 – November 2018

**STARBUCKS, New York, NY**  
Assistant Manager, November 2018 – April 2019

**Macy's, Garden City, NY**  
Sales Associate, February 2017 – June 2018

### **What should I have in the Skills Section of the resume?**

- It is recommended to use the Title “Skills & Qualifications” because that will give you some flexibility for the horizontal lists you wish to feature in this section of the resume. For instance, you may feel that you want to gain back some space, so you remove Interests at the bottom of this section. Or your Extracurricular Activities must be worked into a resume without compromising overall space. Using that title will enable you to modify the resume to match the needs of the Job Description.
- Showcase your Languages and proficiencies at the top of this section, using a horizontal list. Do not include English. One visual example of your written proficiency in the English Language is your Cover Letter, Essay, Work Sample, and your Resume.
- If you have any Certifications in Subject Matter, Applications, or Emergency Response, indicate them in the next part of the section using a horizontal list. Emergency Response, such as CPR or Narcan, can be valuable to an organization with Emergency Response First Responders as a part of its operational structure.
- Technology is a critical part of the section that must always be included. You want to feature all the applications across all devices and cloud technologies. For example, Microsoft Office Suite, Google Workspace, Adobe Creative Cloud, and iWork each have families of Apps. Make sure you feature each application you have a working or advanced competency using. Don't just list the cloud hub name; make sure your future employer knows exactly which ones you can use, especially if one is featured in a Job Description.

**Please reference the example below. Thank you.**

### **SKILLS & ADDITIONAL QUALIFICATIONS**

**LANGUAGES:** Spanish (Fluency) and Arabic (Advanced)

**CERTIFICATIONS:** ACTFL Advanced Arabic Assessment (2021), IABC Accredited Business Communicator (2015), and Certified Microsoft Office Specialist (2012)

**TECHNOLOGY:** Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Access), Google Workspace (Docs, Sheets, Slides, Meet, and Google Classroom), iWork (Pages, Keynote, and Numbers), Zoom, VScan, FileNetm, Scratch 3.0, Tynker, PMS Software, SPSS, SAS, Slack, Salesforce, PeopleSoft, Adobe Creative Cloud (Acrobat, Photoshop and Illustrator), LexisNexis, Python, Tableau, STATA, Constant Contact, Mail Chimp, and Social Media (Facebook, Twitter, Instagram, and TikTok)

**INTERESTS:** Modeling, Painting, Drawing, Hiking, and Skiing



## DEVELOPING ACCOMPLISHMENTS & GENERATING POWERFUL BULLETS

Accomplishment Statements prove that you have the desired qualifications through clear, strong statements of accomplishments. The key is to keep these statements as short and direct as possible.

You will want to have bulleted accomplishment statements under each position that briefly and succinctly state what you achieved while you were in your various roles. This part of the resume has proven to be important since it demonstrates the measurable and quantitative impact you had on an organization, distinguishing you from other individuals with similar qualifications. It also creates an opportunity for Hiring Managers to ask questions on subjects on which you know a great deal of information.

To help you decide what your accomplishments were, ask yourself the following questions, and think of specific examples in response:

1. Did I meet or surpass standards for speed or accuracy? (Try using actual numbers to back this up.)
2. Did I streamline the operation or scale efficiency? (Try using actual numbers or percentages to back this up.)
3. Did I put in a lot of overtime to finish a key project on time?
4. Did I save the company, agency, or organization time or money somehow? (Try using actual numbers to back this up.)
5. Did I point out the need for or create a new report, manual, or procedure?
6. Did I help keep an account by handling a difficult client?
7. Did I solve a problem or take charge of an emergency situation?
8. Did I show leadership in a challenging situation?
9. How did I increase sales, reduce costs, and save time or money? (Try using actual numbers to back this up.)
10. When was I involved in a team effort that produced a specific result?

It might help to describe and compose your accomplishments using a key acronym such as **CAR** to organize your thoughts and ideas to help you generate powerful bullets. When you use the **CAR** acronym as a guide, the **C** stands for **Challenge**, the **A** stands for **Action**, and the **R** stands for **Result**.

**C = Challenge** (Think of a challenge you faced and you had to resolve.)

**A = Action** (What action did you take to help you to accomplish your goal, task, or assignment?)

**R = Result** (What was the value, impact, or result of your action?)

Below are examples of how to use the **CAR** acronym to compose powerful bullets for your resume.

1. Did I meet or surpass standards for speed or accuracy? (Try using actual numbers to back this up.) **CAR ANSWER** – *Distributed a high volume of correspondences to potential clients rapidly, leveraging an ability to type 85 WPM.*
2. Did I streamline the operation or scale efficiency? (Try using actual numbers to back this up.) **CAR ANSWER** – *Implemented a system that rapidly monitors the sales revenue, increasing efficiency and reducing workloads by about 220%.*
3. Did I put in a lot of overtime to finish a key project on time? **CAR ANSWER** – *Designed a new curriculum for the Art Program at the Smithsonian, working during downtime and off hours to ensure the program was available within the first few weeks of the Summer Youth Educational Series.*

## **DEVELOPING ACCOMPLISHMENTS & GENERATING POWERFUL BULLETS – CONTINUED**

**4. Did I save the company, agency, or organization time or money in some way?**

**(Try using actual numbers to back this up.)**

**CAR ANSWER** – *Cut down ancillary work tasks by 85% per shift, implementing a remedy that identified common tasks on a spreadsheet, allowing the team to pick up assignments voluntarily in their downtime, increasing the attention and focus on priorities by 250%.*

**5. Did I point out the need for or create a new report, manual, or procedure?**

**CAR ANSWER** – *Authored a new policy for organizing the embassy office, increasing productivity and driving staff engagement and satisfaction by 85%.*

**6. Did I help keep an account by handling a difficult client?**

**CAR ANSWER** – *Presided over a major issue regarding a damaged package, providing genuine empathy for the client's situation, offering a reimbursement, and coordinating a replacement.*

**7. Did I solve a problem or take charge of an emergency situation?**

**CAR ANSWER** – *Led a calm, organized, and poised evacuation during a major gas leak at the agency office, ensuring there wasn't unwarranted panic from both the guests and staff until the authorities arrived.*

**8. Did I show leadership in a challenging situation?**

**CAR ANSWER** – *Managed multiple tasks and duties during a staff hiring freeze, building and growing knowledge, skills, and abilities over and above my basic job function.*

**9. How did I increase sales, reduce costs, and save time or money?**

**(Try using actual numbers to back this up.)**

**CAR ANSWER** – *Created and proposed a warehouse redesign that improved access in the movement of military equipment to the Air Force Base, increasing productivity by 75%.*

**10. When was I involved in a team effort that produced a specific result?**

**CAR ANSWER** – *Collaborated with the Marketing Department of the Think Tank to increase user experience with the Mobile App, generating a 150% increase in paid subscriptions: driving revenue from \$100K per year to \$250K.*

**SAMPLE NAME**

Washington DC, 20009 | 000-000-0000 | sample@gwu.edu | linkedin.com/in/sample

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**EDUCATION:**

**The George Washington University Washington, DC Master of Arts, International Affairs** **Expected May 2024**

- Cumulative GPA: 3.7
- Relevant Coursework: Public & Non-Profit Program Evaluation, Economics for Public Decision Making, Research Methods & Applied Statistics, Public Budgeting, Revenues & Expenditures

**Boston University**  
**Bachelor of Arts, Economics**

**Boston, MA**  
**May 2020**

- Cumulative GPA: 3.8
- Honors & Awards: Summa Cum Laude (2011), National Political Science Honor Society (2008), Theta Alpha Kappa (2010)
- Relevant Coursework: Public Education, Modern Political Thought, and the United States & East Asia Policy

**EXPERIENCE:**

**United States Department of State**

**Washington, DC**

*International Communications Specialist, Projects & Development*

**November 2019 – Present**

- Routinely collaborates with the Director on day-to-day operational matters, contributing to developing the annual business plan and setting annual objectives, goals, and targets.
- Designed and customized the digital strategy to boost agency awareness via leveraging key technological advances to improve visibility by roughly 65% while cutting budget costs by about 15%.
- Successfully managed Special International Communications Projects that spanned the regions of Egypt, UAE, and Morocco, conducting strategic market research to support key business decisions to enhance International Relations.

**GHI Holding**

**New York, NY**

*Senior Group Strategy & Business Development Coordinator*

**August 2011 – May 2019**

- Oversaw the development of SOPs, internal policies, and procedures to ensure optimal processes and smooth workflow.
- Earned a promotion to Senior Group Strategy & Business Development Coordinator, overseeing and driving the overall brand strategy for the organization.
- Achieved +58% revenue growth in 2010 compared to the 2009 levels, providing key inputs to the CEO, developing the Group's vision and strategic direction, and customizing the annual budget to be aligned with all approved business plans.

**MNO HOTEL**

**Jersey City, NJ**

*Front Desk Host*

**November 2009 – August 2011**

- Carried out managerial tasks by checking in and checking out about 20-30+ hotel guests using PMS Software per shift, delivering welcoming and warm hospitality.
- Presided over daily Room Inspections for about 168+ Guest Rooms, meticulously entering key room information into the database and reporting any hazards or emergencies to Hotel Management

**PUBLICATIONS:**

- Name, Sample. Crime and Corruption: The Socioeconomic Impacts. Public Affairs Quarterly. University of Illinois Press, 2021.
- Name, Sample. Geopolitical Disorders: Differentiating between Institutions and Influence. Cambridge University Press, 2020.
- Name, Sample. The institution in the Modern World. Journal of Public Affairs Education, 2019.

**SKILLS:**

- Languages: Spanish (Fluency) and Arabic (Advanced)
- Technology: Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Access), Google Workspace (Docs, Sheets, Slides, Meet, and Google Classroom), iWork (Pages, Keynote, and Numbers), Zoom, Constant Contact, Mail Chimp, and Social Media (Facebook, Twitter, Instagram, and TikTok)

# FEDERAL RESUME GUIDELINES



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# THE FEDERAL RESUME GUIDE & CHECKLIST

A Federal Resume is a comprehensive presentation of your work history and professional competencies. The easiest method to capture all the necessary information would be to build out a USAJobs Profile on the USAJobs Job Board and click “download resume” using the associated button on the website. With that downloaded resume, you’ll have a raw working copy that can be used to build out and clean up so it's presentable to your future government agency employer. You can use the same General Appearance, and Formatting Guidelines presented earlier in this packet to clean up your raw downloaded document.

As you design and transform your raw document, you will need to zero in on key information relating to the USAJobs Job Description. That information must be fused into your new Federal Resume. The USAJobs Job Description has “must haves,” which span from keywords to the text within the key qualifications section and will include technical skills that may be needed to perform the role (examples of this could include Microsoft Office Suite, STATA, Python, Tableau, etc.). All of these “must haves” should be tailored in your Federal Resume to match the job and be easy to find on your document.

Let’s work from the top down and explore the “must haves” deeper. After your Header at the top of your resume, you will want to add an Objective section. That section needs to feature the Job Title and Reference Number. Moving on to your Profile section, you will want to use some Job Description keywords within the three, four, or five sentences you compose for that summary statement. In the Relevant Coursework part of your Education Section, add all the courses that greatly relate to the job you are applying for. In your Experience Section, add and feature keywords in your bullets. Here you also want to include categorized headers above each bullet(s) and make sure that the categories are capitalized. In the closing section of your Federal Resume, illustrate all your Language proficiencies (don’t include English) and provide a comprehensive and detailed list of your technical skills. Please note that the final section could be given the title of Additional Qualifications.

To help you visualize this, please refer to the **Trachtenberg School of Public Policy and Public Administration Federal Resume Guide**. Please email [esiagss@gwu.edu](mailto:esiagss@gwu.edu) for a copy of this file.

## **Your Federal Resume Checklist:**

- Most government agencies use ATS scanners for relevant skills and qualifications in the first application review round to narrow the applicant pool. This is why it is crucial for you to include keywords directly from the job description in various parts of your resume. Once this process is complete, the Human Resources Representative comprehensively reviews your application. The human interaction with the document is one reason the Federal Resume has a unique layout.
- The document can be any length, but entry-level and early career resumes are about 2-5 pages long. ● You need this specific information in your header: Name, City, State, Zip Code, Phone, Email, US Citizen, and Veteran Status.
- Must have an Objective Section that includes the Job Number and Title. That is found on the Job Description on the USAJobs Job Board.
- The Profile and Education Sections are like Private Sector resumes; however, the Profile Section and your Relevant Coursework must have full compatibility to the Job Description.
- Each Experience Section Header needs the following information: Company Name, City, State, Dates of Employment, and Supervisor information (Supervisor Name, Supervisor Email, Supervisor Phone, Hours Per Week, Salary, and May/May Not Contact).

## THE FEDERAL RESUME GUIDE & CHECKLIST – CONTINUED

- The Experience Section also needs to have categorized bullets. The categories of each bullet need to be personalized based on the Job Functions and Competencies outlined in the job description. You need to present your performance and competency fully for each bullet. Additionally, your Experience Section will need a Key Accomplishment(s) outline for each role presented on your resume.
  - Note that you can also use more than one sentence per bullet.
  - You can also supplement your Experience Section with a separate Additional Experience Section to feature any volunteer work or other jobs from your work history.
- Additional sections of your resume will vary based on your experiences and could feature any combination of: Academic Projects, Extracurricular Activities, Leadership & Organizations, Languages, Publications, and Technical Skills.

*On the next few pages, you will see two “before and after” resume samples: a two-page private sector resume (“before”) and a federal resume (“after”).*

*Again, please contact us at [esiagss@gwu.edu](mailto:esiagss@gwu.edu) with any questions you may have. We are always available to help you.*

## ***Before – Private Sector Resume (Experienced)***

### **SAMPLE NAME**

City, State 12345 | (123) 456-7891 | sample@gmail.com | linkedin.com/in/samplename

#### **PROFILE**

An accomplished, integrity-driven professional with expertise in brand strategy, business development, management, and leadership. A dedicated problem-solver with a strategic and analytical mindset, accomplishes complex projects and effectively collaborates with key stakeholders. Core competencies encompass forging strong business relationships, adapting to new tasks, rapidly changing environments, maintaining confidentiality, finding positive resolutions to conflict, and generating high productivity.

#### **EDUCATION & CERTIFICATIONS**

**THE GEORGE WASHINGTON UNIVERSITY**, Washington, D.C. **Expected Graduation: May 2023** The Elliott School of International Affairs **Master of Arts**, Global Communication **GPA: 4.0**

**Honors & Awards:** DACOR Bacon Fellowship 2022

**Relevant Coursework:** Public & Non-Profit Program Evaluation, Economics for Public Decision Making, Research Methods & Applied Statistics, Public Budgeting, Revenues & Expenditures

**UNIVERSIDAD COMPLUTENSE DE MADRID**, Madrid, Spain

**June 2021 – August 2021**

International Exchange Studies Abroad, Concentration History, Culture and Anthropology

**Relevant Coursework:** Intro to Spanish History, Art & Culture, Catalan Institute of Classic Archaeology Parts 1-3

**UNIVERSITY OF CONNECTICUT**, Storrs, Connecticut

**Graduation: May 2011**

**Bachelor of Arts**, Political Science

**Minor**, Business Administration

**Graduate Certificate**, Foreign Area Studies

**GPA: 3.53**

**Honors & Awards:** Summa Cum Laude (2011), National Political Science Honor Society (2008), Theta Alpha Kappa (2010) Public Education, Modern Political Thought, and United States & East Asia Policy

#### **EXPERIENCE**

**UNITED STATES DEPARTMENT OF STATE**, Washington, D.C.

**2019 – Present**

**International Communications Specialist, Projects & Development**

- Routinely collaborates with the Director on day-to-day operational matters, contributing to the development of the annual business plan and the setting of annual objectives, goals and targets.
- Designed and customized the digital strategy to boost agency awareness via leveraging key technological advances to improve visibility by roughly 65% while cutting budget costs by about 15%.
- Successfully managed Special International Communications Projects that spanned the regions of Egypt, UAE, and Morocco, conducting strategic market research to support key business decisions to enhance International Relations.

**GHI HOLDING**, City, State

**2011 – 2019**

**Senior Group Strategy & Business Development Coordinator**, (2015 – 2019)

- Oversaw the development of SOPs, internal policies, and procedures to ensure optimal processes and smooth workflow.
- Entrusted with performing duties of the CEO in his absence, initiating and completing proposals, presentations, contract negotiations, execution of joint ventures and key partnerships.
- Earned a promotion to Senior Group Strategy & Business Development Coordinator, overseeing and driving the overall brand strategy for the organization.
- Achieved +58% revenue growth in 2010 compared to the 2009 levels, providing key inputs to the CEO, developing the Group's vision and strategic direction, and customizing the annual budget to be aligned with all approved business plans.

**Digital Marketing Specialist**, (2011 – 2015)

- Increased and generated new subscriber growth per quarter (Q1-Q4) in 2012 by +140%; via implementing a "Product Mix" training series that enhanced the output of both the Sales and Marketing Departments.
- Composed and designed multiple Business Plans for all company properties, driving growth objectives, defining KPIs, and conducting a SWOT Analysis that identified critical areas for special focus to achieve planned objectives.
- Conducted competitive analysis and market research related to international trends, profitability, and benchmarks, establishing appropriate KPIs and ROI Criteria.
- Launched and managed one of the largest digital marketing campaigns that targeted the Saudi Market, which subsequently expanded the operation and generated growth of +65% in revenue and +215% in Net Profit over three years from 2011-2014.

**ADDITIONAL EXPERIENCE**

**MNO HOTEL, City, State**

**2009 – 2011**

**Front Desk Host**

- Carried out managerial tasks by checking in and checking out about 20-30+ hotel guests using PMS Software pers shift delivering welcoming and warm hospitality.
- Presided over daily Room Inspections for about 168+ Guest Rooms, meticulously entering key room information into the database and reporting any hazards or emergencies to Hotel Management.
- Delivered effective communication with International and Domestic Airlines such as China Eastern and JetBlue to ensure a pleasant stay for each guest helping coordinate and design accommodating contingency plans when any issues arose.

**PQR CHILDREN'S HOSPITAL, City, State**

**2007 – 2011**

**Volunteer Information Desk Associate**

- Coordinated inpatient and outpatient charts with updated medical insurance and personal details, performing clerical tasks such as creating ID tags and transferring prescriptions to multiple pharmacies.
- Communicated with over 70+ patients and about 20+ nurses routinely throughout the perioperative process to ensure smooth orthopedic operations and maintain financial information, leveraging advanced Excel skills.

**STU ZOO, City, State**

**2005 – 2007**

**Docent**

- Performed security checks, including site walks, to ensure the safety of both the patrons and animals maintained, as well as guided groups of visitors addressing any changes to the grounds for a Zoo that averages about 300+ visitors per day.
- Educated guests on how the animals are cared for by the Zoo Veterinarians, designing an interactive curriculum that featured engaging activities that explored both wildlife and environmental conservation.

**PUBLICATIONS**

- Name, Sample. Crime and Corruption: The Socioeconomic Impacts. Public Affairs Quarterly. University of Illinois Press, 2021.
- Name, Sample. Geopolitical Disorders: Differentiating between Institutions and Influence. Cambridge University Press, 2020.
- Name, Sample. The Institution of the Modern World. Journal of Public Affairs Education, 2019.

**SKILLS & QUALIFICATIONS**

**LANGUAGES:** Spanish (Fluency) and Arabic (Advanced)

**TECHNOLOGY:** Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Access), Google Workspace (Docs, Sheets, Slides, Meet and Google Classroom), iWork (Pages, Keynote, and Numbers), Zoom, VScan, FileNetm, Scratch 3.0, Tynker, PMS Software, SPSS, SAS, Slack, Salesforce, PeopleSoft, Adobe Creative Cloud (Acrobat, Photoshop and Illustrator), LexisNexis, Python, Tableau, STATA, Constant Contact, Mail Chimp, and Social Media (Facebook, Twitter, Instagram, and TikTok)

**TRAINING & CERTIFICATIONS:** ACTFL Advanced Arabic Assessment (2021), IABC Accredited Business Communicator (2015), and Certified Microsoft Office Specialist (2012)

**EXTRACURRICULAR ACTIVITIES:** GWMUN (2022 - Present), Association of Latino Professionals for America (ALPFA) UCONN Chapter - Vice President (2010 - 2011), UCONN Student Government - Treasurer (2010 - 2011), and Delta Phi Epsilon UCONN Chapter - Secretary (2007 - 2009), NCAA Division I UCONN Women's Volleyball Team (2007 - 2011)



## After – Federal Resume

### SAMPLE NAME

123 Main Street | City, State 12345 | (123) 456-7891 | sample@gmail.com  
United States Citizen: Yes | Veteran's Preference: No | Reinstatement Eligibility: No

#### OBJECTIVE

**Announcement Number:** DOS-OS-IN-16-866418 | **Title:** Department of State, Program Analyst | **Grade:** GS-0399-09

#### PROFILE

An accomplished, integrity-driven professional with expertise in brand strategy, business development, management and leadership. A dedicated problem-solver with a strategic and analytical mindset accomplishes complex projects and effectively collaborates with key stakeholders. Core competencies encompass forging strong business relationships, adapting to new tasks, rapidly changing environments, maintaining confidentiality, finding positive resolutions to conflict, and generating high productivity.

#### EDUCATION & CERTIFICATIONS

**THE GEORGE WASHINGTON UNIVERSITY**, Washington, D.C.

**Expected Graduation: May 2023**

The Elliott School of International Affairs

**Master of Arts**, Global Communication

**GPA:** 4.0

**Honors & Awards:** DACOR Bacon Fellowship 2022

**Relevant Coursework:** Public & Non-Profit Program Evaluation, Economics for Public Decision Making, Research Methods & Applied Statistics, Public Budgeting, Revenues & Expenditures

**UNIVERSIDAD COMPLUTENSE DE MADRID**, Madrid, Spain

**June 2021 – August 2021**

International Exchange Studies Abroad, Concentration History, Culture and Anthropology

**Relevant Coursework:** Intro to Spanish History, Art & Culture, Catalan Institute of Classic Archaeology Parts 1-3

**UNIVERSITY OF CONNECTICUT**, Storrs, Connecticut

**Graduation: May 2011**

**Bachelor of Arts**, Political Science

**Minor**, Business Administration

**Graduate Certificate**, Foreign Area Studies

**GPA:** 3.53

**Honors & Awards:** Summa Cum Laude (2011), National Political Science Honor Society (2008), Theta Alpha Kappa (2010)

Public Education, Modern Political Thought, and United States & East Asia Policy

#### EXPERIENCE

**UNITED STATES DEPARTMENT OF STATE**

**2019 – Present**

123 North Street, City, State 12345

40 Hours/Week | Salary: \$75,100.00

Supervisor: John Smith, Director (May Contact)

(123) 456-7891 | js.sample@gmail.com

**International Communications Specialist, Projects & Development**

**LEADERSHIP & STRATEGIC PLANNING:**

- Routinely collaborates with the Director on day-to-day operational matters, contributing to the development of the annual business plan and the setting of annual objectives, goals and targets.
- Designed and customized the digital strategy to boost agency awareness via leveraging key technological advances to improve visibility by roughly 65% while cutting budget costs by about 15%.

**NEGOTIATION & CONFLICT RESOLUTION:**

- Draft and negotiate various business contracts with vendors and stakeholders, ensuring a “win-win” negotiation and driving a rapid implementation of new internal policies and procedures to both govern and improve overall operations.

**KEY ACCOMPLISHMENT:**

- Successfully managed Special International Communications Projects that spanned the regions of Egypt, UAE, and Morocco, conducting strategic market research to support key business decisions to enhance International Relations.

**GHI HOLDING**

**2011 – 2019**

123 West Street, City, State 12345

40 Hours/Week | Salary: \$65,000.00

Supervisor: Jane Doe, President & CEO (May Contact)

(198) 765-4321 | jd.sample@gmail.com

**Senior Group Strategy & Business Development Coordinator, (2015 – 2019)**

**LEADERSHIP & STRATEGIC PLANNING:**

- Oversaw the development of SOPs, internal policies and procedures to ensure optimal processes and smooth workflow.
- Entrusted with performing duties of the CEO in his absence, initiating and completing proposals, presentations, contract negotiations, and execution of joint ventures and key partnerships.

**GHI HOLDING – CONTINUED**

**MARKETING & COMMUNICATIONS:**

- Forged a new corporate identity, utilizing marketing material, updated group profiles, and redesigning the website; focusing on strategic initiatives and analysis to target key industries, the market conditions, and competition.

**KEY ACCOMPLISHMENTS:**

- Earned a promotion to Senior Group Strategy & Business Development Coordinator, overseeing and driving the overall brand strategy for the organization.
- Achieved +58% revenue growth in 2010 compared to the 2009 levels, providing key inputs to the CEO, developing the Group's vision and strategic direction, and customizing the annual budget to be aligned with all approved business plans.

**GHI HOLDING, Digital Marketing Specialist, (2011 – 2015)**

40 Hours/Week | Salary: \$55,00.00

Supervisor: John Doe, Vice President (May Contact)

(234) 567-7891 | j.d.sample@gmail.com

**LEADERSHIP & STRATEGIC PLANNING:**

- Increased and generated new subscriber growth per quarter (Q1-Q4) in 2012 by +140%; via implementing a "Product Mix" training series that enhanced the output of both the Sales and Marketing Departments.
- Composed and designed multiple Business Plans for all company properties, driving growth objectives, defining KPIs, and conducting a SWOT Analysis that identified critical areas for special focus to achieve planned objectives.

**RESEARCH & DATA ANALYSIS:**

- Conducted competitive analysis and market research related to international trends, profitability, and benchmarks, establishing appropriate KPIs and ROI Criteria.
- Researched external companies/products that could be synergistic to operating company businesses, identifying potential targets, and initiating key negotiations on behalf of the Group.

**KEY ACCOMPLISHMENT:**

- Launched and managed one of the largest digital marketing campaigns that targeted the Saudi Market, which subsequently expanded the operation and generated growth of +65% in revenue and +215% in Net Profit over three years from 2011-2014.

**ADDITIONAL EXPERIENCE**

**MNO HOTEL**

**2009 – 2011**

123 East Street, City, State 12345

40 Hours/Week | Salary: \$32,00.00

Supervisor: Tom Jones, Shift Supervisor (May Contact)

(123) 678-5432 | tj.sample@gmail.com

**Front Desk Host**

**ADMINISTRATIVE SERVICES & CUSTOMER EXPERIENCE:**

- Carried out managerial tasks by checking in and checking out about 20-30+ hotel guests using PMS Software pers shift delivering welcoming and warm hospitality.

**COMMUNICATIONS & DATA COLLECTION:**

- Presided over daily Room Inspections for about 168+ Guest Rooms, meticulously entering key room information into the database and reporting any hazards or emergencies to Hotel Management.

**KEY ACCOMPLISHMENT:**

- Delivered effective communication with International and Domestic Airlines such as China Eastern and JetBlue to ensure a pleasant stay for each guest, helping coordinate and design accommodating contingency plans when any issues arose.

**PQR CHILDREN'S HOSPITAL**

**2007 – 2011**

123 North Main Street, City, State 12345

25 Hours/Week | Volunteer

Supervisor: Tammy Jones, Shift Supervisor (May Contact)

(678) 123-5432 | t.j.sample@gmail.com

**Volunteer Information Desk Associate**

**ADMINISTRATIVE SUPPORT:**

- Coordinated inpatient and outpatient charts with updated medical insurance and personal details, performing clerical tasks such as creating ID tags and transferring prescriptions to multiple pharmacies.

**KEY ACCOMPLISHMENT:**

- Communicated with over 70+ patients and about 20+ nurses routinely throughout the perioperative process to ensure smooth orthopedic operations and maintained financial information, leveraging advanced Excel skills.

**STU ZOO, City, State**

**2005 – 2007**

123 South Main Street, City, State 12345

20 Hours/Week | \$16.00 Per Hour

Supervisor: Dave Clark, Shift Supervisor (May Contact)

(543) 678-2134 | dc.sample@gmail.com

**Docent**

**COMMUNICATION & SECURITY:**

- Performed security checks, including site walks, to ensure the safety of both the patrons and animals is maintained, as well as guided groups of visitors addressing any changes to the grounds for a Zoo that averages about 300+ visitors per day.

**STU ZOO – CONTINUED**

**KEY ACCOMPLISHMENT:**

- Educated guests on how the animals are cared for by the Zoo Veterinarians, designing an interactive curriculum that featured engaging activities that explored both wildlife and environmental conservation.

**PUBLICATIONS**

- Name, Sample. Crime and Corruption: The Socioeconomic Impacts. Public Affairs Quarterly. University of Illinois Press, 2021.
- Name, Sample. Geopolitical Disorders: Differentiating between Institutions and Influence. Cambridge University Press, 2020.
- Name, Sample. The Institution of the Modern World. Journal of Public Affairs Education, 2019.

**SKILLS & ADDITIONAL QUALIFICATIONS**

**LANGUAGES:** Spanish (Fluency) and Arabic (Advanced)

**TECHNOLOGY:** Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Access), Google Workspace (Docs, Sheets, Slides, Meet and Google Classroom), iWork (Pages, Keynote, and Numbers), Zoom, VScan, FileNetm, Scratch 3.0, Tynker, PMS Software, SPSS, SAS, Slack, Salesforce, PeopleSoft, Adobe Creative Cloud (Acrobat, Photoshop and Illustrator), LexisNexis, Python, Tableau, STATA, Constant Contact, Mail Chimp, and Social Media (Facebook, Twitter, Instagram, and TikTok)

**TRAINING & CERTIFICATIONS:** ACTFL Advanced Arabic Assessment (2021), IABC Accredited Business Communicator (2015), and Certified Microsoft Office Specialist (2012)

**EXTRACURRICULAR ACTIVITIES:** GWMUN (2022 - Present), Association of Latino Professionals for America (ALPFA) UCONN Chapter - Vice President (2010 - 2011), UCONN Student Government - Treasurer (2010 - 2011), and Delta Phi Epsilon UCONN Chapter - Secretary (2007 - 2009), NCAA Division I UCONN Women's Volleyball Team (2007 - 2011)

# CV GUIDELINES



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# CV GUIDELINES

It's recommended that the very first thing anyone should do before drafting a CV is to make sure you have a sharp and powerful resume. You can take many sections of the resume or federal resume and copy and paste them into the first draft of your CV. Resumes have many similar sections that don't need any modifications when creating a CV.

A CV is a comprehensive "snapshot" of your career that communicates your education, experience, knowledge, research, projects, and skills. It is a self-marketing tool designed to solicit an interview and is a critical component of the candidate selection process. It's worth noting that different sectors and industries use alternative formats of CVs. CVs have different meanings and formats worldwide and can look similar or different than what we use in the United States. There isn't one "correct" or perfect way to draft a CV. The specific format and content of the document depend on your experience and the job to which you are applying. Therefore, you should familiarize yourself with your specific industry and organization's employment targets to know what information to include.

You must customize your CV for each internship or job application. Doing so is a valuable exercise in ensuring you are highlighting the most important information throughout each section of your CV. Additionally, you should have either a one-page or two-page version of your CV for networking purposes, no matter the industry you are targeting. However, CVs are unique because they do not have page limits.

Please note that you can upload multiple versions of your CV on Handshake. CVs uploaded to Handshake will be reviewed by our career coaches and returned to you with any suggested edits within 2-3 business days.

## General Appearance & Formatting Tips for CVs:

- As we mentioned above, CVs generally have no page limitations unless the industry or organization you are applying to traditionally requires something shorter (i.e., US government or international organizations). Should the organization or agency want a CV of a specific length, that instruction will appear in the Job Description.
- Use the same font throughout your CV. Times New Roman is recommended. Also, keep the size between 10 and 12-point font. Use standard margins (0.5 inches to 1 inch). Ensure the layout has an even balance around your document from the top, left, right, and bottom margins.
- Use design elements, which include bold, underlined, italics, and all caps, in a limited way. Focus on using these only to separate categories and improve the clarity of information.
- Left justify your CV except for dates and locations, which can be presented along the right margin using the right-justified tab function.
- Center or left justify and bold/capitalize each section header/title.
- Avoid using intricate graphics, tables, or columns. Keep the document simple with a traditional design.
- Be uniform in your punctuation/style within sections (i.e., periods, titles, and dates), maintaining continuity.
- Use the correct and complete names of your universities and employers, indicating popular acronyms in parentheses -- i.e., International Monetary Fund (IMF).
- When referencing your Research, Projects, Publications, Curriculum Designs, or Speaking Engagements, pick one citation style (such as MLA, Chicago, or APA) and be consistent with its use.
- Use Microsoft Word and convert your CV to a PDF before sending it as an attachment to maintain formatting and protect your data and information.

Organization: Format your CV using the basic section order below.

1. **Header** - Top of CV
2. **Profile** - A brief statement highlighting skills, expertise, or work experience.
3. **Education** - Include your Degrees, Honors, Awards, and Relevant Coursework.
4. **Experience** - Showcase your professional work experience and highlight three to five accomplishments per role.
5. **Additional Experience** - Useful for presenting non-career-related work history, volunteer experience, or Extracurricular Activities.
6. Varied Sections based on your accomplishments include the following: **Academic Projects, Research, Speaking Engagements, Curriculum Design, or Publications**. Again, build each dedicated section by highlighting all your research, publication, and presentation achievements in the citation style of your choice (e.g., MLA, Chicago, APA).
7. **Skills & Qualifications** - Include language and technology proficiencies. You can also consider your extracurricular activities, professional memberships (Alumni Associations), and, when appropriate, your interests or hobbies

**CAREER PROFILE**

An accomplished, integrity-driven professional with expertise in brand strategy, business development, management, and leadership. A dedicated problem-solver with a strategic and analytical mindset accomplishes complex projects and effectively collaborates with key stakeholders. Core competencies encompass forging strong business relationships, adapting to new tasks, rapidly changing environments, maintaining confidentiality, finding positive resolutions to conflict, and generating high productivity.

**EDUCATION****THE GEORGE WASHINGTON UNIVERSITY**, Washington, D.C.**Expected Graduation: May 2025**

The Elliott School of International Affairs

**Master of Arts**, International Affairs**GPA:** 4.0**Honors & Awards:** DACOR Bacon Fellowship 2022**Relevant Coursework:** Public & Non-Profit Program Evaluation, Economics for Public Decision Making, Research Methods & Applied Statistics, Public Budgeting, Revenues & Expenditures**UNIVERSIDAD COMPLUTENSE DE MADRID**, Madrid, Spain**June 2021 – August 2022**

International Exchange Studies Abroad, Concentration History, Culture and Anthropology

**Relevant Coursework:** Intro to Spanish History, Art & Culture, Catalan Institute of Classic Archaeology Parts 1-3**UNIVERSITY OF CONNECTICUT**, Storrs, Connecticut**Graduation: May 2016****Bachelor of Arts**, Environmental Science**Minor**, Business Administration**Graduate Certificate**, Foreign Area Studies**GPA:** 3.53**Honors & Awards:** Summa Cum Laude (2011), National Political Science Honor Society (2008), Theta Alpha Kappa (2010) Public Education, Modern Political Thought, and United States & East Asia Policy**EXPERIENCE****UNITED STATES DEPARTMENT OF STATE**, Washington, D.C.**2019 – Present****International Communications Specialist, Projects & Development**

- Routinely collaborates with the Director on day-to-day operational matters, contributing to the development of the annual business plan and the setting of annual objectives, goals and targets.
- Designed and customized the digital strategy to boost agency awareness via leveraging key technological advances to improve visibility by roughly 65% while cutting budget costs by about 15%.
- Successfully managed Special International Communications Projects that spanned the regions of Egypt, UAE, and Morocco, conducting strategic market research to support key business decisions to enhance International Relations.

**GHI HOLDING**, Jersey City, New Jersey**2011 – 2019****Senior Group Strategy & Business Development Coordinator**, (2015 – 2019)

- Oversaw the development of SOPs, internal policies, and procedures to ensure optimal processes and smooth workflow.
- Entrusted with performing duties of the CEO in his absence, initiating and completing proposals, presentations, contract negotiations, and execution of joint ventures and key partnerships.
- Earned a promotion to Senior Group Strategy & Business Development Coordinator, overseeing and driving the overall brand strategy for the organization.
- Achieved +58% revenue growth in 2010 compared to the 2009 levels, providing key inputs to the CEO, developing the Group's vision and strategic direction, and customizing the annual budget to be aligned with all approved business plans.

**Digital Marketing Specialist** (2011 – 2015)

- Increased and generated new subscriber growth per quarter (Q1-Q4) in 2012 by +140%; implementing a "Product Mix" training series that enhanced the output of both the Sales and marketing departments' output.
- Composed and designed multiple Business Plans for all company properties, driving growth objectives, defining KPIs, and conducting a SWOT Analysis that identified critical areas for special focus to achieve planned objectives.
- Conducted competitive analysis and market research related to international trends, profitability, and benchmarks, establishing appropriate KPIs and ROI Criteria.

**GHI HOLDING – CONTINUED****Digital Marketing Specialist (2011 – 2015)**

- Launched and managed one of the largest digital marketing campaigns that targeted the Saudi Market, which subsequently expanded the operation and generated growth of +65% in revenue and +215% in Net Profit over three years from 2011-2014.

**ADDITIONAL EXPERIENCE****MNO HOTEL, New York, New York****2009 – 2011****Front Desk Host**

- Carried out managerial tasks by checking in and checking out about 20-30+ hotel guests using PMS Software per shift, delivering welcoming and warm hospitality.
- Presided over daily Room Inspections for about 168+ Guest Rooms, meticulously entering key room information into the database and reporting any hazards or emergencies to Hotel Management.
- Delivered effective communication with International and Domestic Airlines such as China Eastern and JetBlue to ensure a pleasant stay for each guest, helping coordinate and design accommodating contingency plans when any issues arose.

**PQR CHILDREN’S HOSPITAL, New York, New York****2007 – 2011****Volunteer Information Desk Associate**

- Coordinated inpatient and outpatient charts with updated medical insurance and personal details, performing clerical tasks such as creating ID tags and transferring prescriptions to multiple pharmacies.
- Communicated with over 70+ patients and about 20+ nurses routinely throughout the perioperative process to ensure smooth orthopedic operations and maintain financial information, leveraging advanced Excel skills.

**STU ZOO, Flushing Meadows, New York****2005 – 2007****Docent**

- Performed security checks, including site walks, to ensure the safety of both the patrons and animals, as well as guided groups of visitors addressing any changes to the grounds for a Zoo that averages about 300+ visitors per day.
- Educated guests on how the animals are cared for by the Zoo Veterinarians, designing an interactive curriculum that featured engaging activities that explored both wildlife and environmental conservation.

**PUBLICATIONS**

**Name, Sample.** Geopolitical Disorders: Differentiating between Institutions and their Influences. Cambridge University Press, 2021.

**Name, Sample.** Crime and Corruption: Socioeconomic Impacts and Total Dysfunction. Public Affairs Quarterly. University of Illinois Press, 2020.

**Name, Sample.** The Institution of the Modern World. Journal of Public Affairs Education, 2019.

**RESEARCH & PROJECTS**

**Name, Sample.** Lemmon Valley Fault study, North Reno, NV (2017). Near-surface reflection and refraction seismic study to better characterize the Freds Mountain fault USGS (Class A) No. 1657 in order to improve hydrologic models.

**Name, Sample.** Las Vegas Stadium Fault study, Las Vegas (2017). Near-surface reflection and refraction seismic study to locate and characterize a segment of the Las Vegas Valley fault, USGS (Class B) No. 1120 for planned construction.

**Name, Sample.** 2D ReMi and 3D Vs-modeling, OR (2016 - 2017). A dense overlapping grid of high-resolution 2D ReMi™ seismic surveys analyzed and concatenated into a single (X,Y,Z,G) database and modeled using RockWorks17® into a 3D Vs volume to delineate low-velocity areas of laterally and vertically discontinuous 3D velocity structure.

**Name, Sample.** GPH 492/692 Spring Break Field exercise, Reno area, NV and Seven Lakes, CA (2016). Graduate student TA for the GPH 492/692 “Applied Geophysics” spring break exercises. Organized data collection efforts and provided instructional assistance for students to meet project goals. Students utilized seismic reflection, refraction, and magnetic surveys to image and characterize an unmapped fault in Seven Lakes, CA. Students also deployed 95 Texans across the Reno basin for 2D Deep ReMi™ and conducted a gravity survey to improve the Reno (CVM).

**Name, Sample.** 2D Refraction for Rippability and Depth-to-bedrock study along SR-160, NV (2016). 2D seismic refraction survey over 2100’ linear feet for highway expansion to measure (Vp) velocities for rippability and depth to bedrock.

**SPEAKING ENGAGEMENTS & WORKSHOPS**

**Name, Sample.** (2021, June – 2021, August) “New York City Department of Youth Employment – Summer Youth Employment Program”. Commonpoint Queens-Y, Forest Hills. Workshop Facilitator of two classes totaling 20+ virtual workshops to 60+ high school, college, and university students, ages 14 – 22 spanning the topics of Civic Engagement, Career Exploration, Personal Branding, Resume Writing, and Interview Skills.

**SPEAKING ENGAGEMENTS & WORKSHOPS – CONTINUED**

**Name, Sample.** (2021, March – 2021, April) “New York City Department of Youth Employment – Ladders for Leaders Orientation”. Commonpoint Queens-Y, Forest Hills. Workshop Facilitator of 12 Virtual Workshops that averaged 30+ college and university students, spanning the topics of Workforce Readiness and Resume Writing.

Last, First. **Name, Sample.** (2021, May) “Helping People Who Are Suicidal.” International Coach Federation – Career Coaching Community of Practice. Host & Moderator of an International Webinar delivered to 80+ attendees spanning North America, South America, Europe, Australia, New Zealand, the Middle East, Africa, and Asia regions.

Last, First. **Name, Sample.** (2021, January) “Practice to explore how coaches can organize group coaching programs for unemployed clients.” International Coach Federation – Career Coaching Community of Practice. Host & Moderator of an International Webinar delivered to 200+ attendees spanning North America, South America, Europe, Australia, New Zealand, Middle East, Africa, and Asia regions.

**SKILLS & ADDITIONAL QUALIFICATIONS**

**LANGUAGES:** Spanish (Fluency) and Arabic (Advanced)

**TECHNOLOGY:** Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Access), Google Workspace (Docs, Sheets, Slides, Meet, and Google Classroom), iWork (Pages, Keynote, and Numbers), Zoom, VScan, FileNetm, Scratch 3.0, Tynker, PMS Software, SPSS, SAS, Slack, Salesforce, PeopleSoft, Adobe Creative Cloud (Acrobat, Photoshop and Illustrator), LexisNexis, Python, Tableau, STATA, Constant Contact, Mail Chimp, and Social Media (Facebook, Twitter, Instagram, and TikTok)

**TRAINING & CERTIFICATIONS:** ACTFL Advanced Arabic Assessment (2021), IABC Accredited Business Communicator (2015), and Certified Microsoft Office Specialist (2012)

**LEADERSHIP & PROFESSIONAL MEMBERSHIPS:** GW MUN (2022 – Present), Association of Latino Professionals for America (ALPFA) UCONN Chapter - Vice President (2010 – 2011), UCONN Student Government - Treasurer (2010 – 2011), and Delta Phi Epsilon UCONN Chapter - Secretary (2007 – 2009), UCONN Varsity Women's Volleyball Team Captain (2007 – 2011)



# ACTION VERBS LIST



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# ACTION VERBS LIST FOR PROFESSIONAL WRITING

Write as if there is an invisible “I” before each line of the list of duties/responsibilities. The following action verbs will help you target your resume to your career of interest and develop compelling bullet points that best describe your accomplishments, experiences, and skills.

## Communication

Advised Answered Authored Briefed Composed Conducted Contacted Corresponded Drafted Edited  
Educated Explained Expressed Facilitated Informed Instructed Interpreted Interviewed Presented Proofread  
Published Reported Responded Spoke Summarized Taught Trained Translated Wrote

## Finance

Adjusted Administered Allocated Analyzed Appraised Approved Assessed Audited Balanced Budgeted  
Calculated Catalogued Classified Collected Compiled Determined Developed Estimated Executed Forecasted  
Generated Implemented Inspected Managed Measured Monitored Organized Planned Prepared Processed  
Projected Purchased Reconciled Recorded Reduced Researched

## Marketing

Broadened Calculated Collaborated Consulted Convinced Coordinated Created Designed Developed  
Documented Enhanced Established Evaluated Exceeded Expanded Expedited Gained Identified Implemented  
Improved Initiated Integrated Launched Negotiated Persuaded Planned Produced Promoted Published  
Researched Revamped Secured

## Research

Analyzed Applied Assessed Calculated Collected Compared Conducted Conserved Critiqued Designed  
Determined Developed Devised Evaluated Examined Explored Formulated Gathered Identified Inspected  
Installed Interpreted Interviewed Investigated Measured Operated Organized Regulated Repaired Replaced  
Researched Reviewed Solved Specialized Studied Summarized Surveyed Systematized Tested Utilized

## Leadership & Management

Administered Analyzed Appointed Approved Assigned Authorized Chaired Consolidated Converted  
Coordinated Counseled Delegated Determined Developed Diagnosed Directed Disseminated Elected  
Eliminated Emphasized Enforced Enhanced Enlisted Ensured Established Evaluated Executed Examined  
Explained Formed Founded Generated Governed Guided Handled Headed Hired Hosted Improved  
Incorporated Increased Influenced Initiated Inspected Inspired Installed Integrated Instituted Led Managed  
Mentored Merged Motivated Negotiated Organized Overhauled Oversaw Persuaded Pioneered Planned  
Presided Prioritized Produced Promoted Recommended Recruited Reorganized Replaced Restored Reviewed  
Scheduled Secured Selected Spearheaded Started Streamlined Strengthened Supervised Taught Trained

## Supply Chain Management

Analyzed Annotated Achieved Bid Communicated Compiled Conducted Consolidated Constructed Contracted  
Controlled Coordinated Delivered Drive Designed Determined Developed Distributed Enhanced Ensured  
Established Executed Generated Identified Improved Implemented Integrated Interconnected Interfaced  
Interlinked Inventoried Leveraged Launched Led Liaised Maintained Managed Modified Monitored Moved  
Negotiated Optimized Oversaw Partnered Performed Planned Prepared Presented Proposed Provided

## **ACTION VERBS LIST FOR PROFESSIONAL WRITING - CONTINUED**

### **Supply Chain Management - Continued**

Purchased Pursued Realized Rationalized Reconciled Reported Scheduled Served Sourced Served Specified  
Standardized Studied Supplied Synthesize Updated Represented Researched Reviewed

### **Business Intelligence & Information Technology**

Accomplished Achieved Administered Advanced Analyzed Applied Assessed Audited Authored Automated  
Assembled Catalogued Collaborated Collected Compiled Consolidated Constructed Contributed Devised  
Diagnosed Diagrammed Defined Designed Determined Developed Engineered Enhanced Estimated Evaluated  
Examined Exceeded Executed Expedited Forecasted Formulated Identified Implemented Improved Increased  
Inspected Initiated Interpreted Interviewed Introduced Investigated Maintained Managed Measured Operated  
Predicted Prescribed Prepared Processed Programmed Proposed Recommended Reduced Repaired Resolved  
Reviewed Solved Standardized Strategized Streamlined Surveyed Synthesized Tested Transformed Troubleshoot  
Utilized Verified Wrote

# COVER LETTER GUIDELINES



Elliott  
GSS

## COVER LETTER GUIDELINES

A cover letter introduces you to potential employers. Its purpose is to present your skills and experience to the employer and indicate your interest in the position. A cover letter will also demonstrate your ability to communicate in (English) writing, which is important for most jobs.

Most employers will read the cover letter before reviewing your resume. Write the letter to sell yourself for the particular job you are seeking. Identify your experience, education, and skills most directly related to that job. You should amplify items and provide context for experiences covered in your resume - your cover letter should not be a reworded version of your resume's bullet points. Continue to use the keywords from your resume to highlight key skills. If an employer uses an ATS (Applicant Tracking System) to scan resumes, your cover letter may also be scanned and stored in a database. When drafting your cover letter, keep the following items in mind:

**Address your letter to a specific person.** It can be a challenge to investigate the matter. Research to find out the name of the person you should be sending your letter to; confirm the spelling of the name, title, and gender of the person; look on the organization's website to see if the hiring manager or head of the office you are applying to is listed; reach out to alumni at the organization for recommendations on who to address the letter to in your application. If you don't have a name, write "Dear Hiring Manager" or "Dear Human Resources Representative."

- Use a professional, business style format, preferably block paragraphs, using  $\frac{3}{4}$  to a full page.
- **Be concise.** The letter should be no longer than one page. Employers are looking to see if you can write simply and clearly.
- Customize your letter to the position for which you are applying. Find out more about the position and/or organization and incorporate some of the language or concepts used (i.e., company mission statement, job description).
- Focus your letter on how you can be an asset to the organization. **Address the employer's needs and how you can make a substantial contribution.**
- Discuss relevant skills by describing experiences demonstrating your expertise and knowledge in a particular area. **Don't just tell employers your skills match the company's needs - show them how!**
- Don't mention areas of weakness or focus on what you hope to gain from the experience. Focus on your strengths and how you can **add value** to the organization.
- Close by thanking the representative who took the time to read about you in the opening to your final paragraph. Also, provide a brief statement about your qualifications. To make the cover letter user-friendly, you might consider adding your email and phone number into one of your two final sentences.
- **PROOFREAD!** Use computer spellcheck and have others review your letter for clarity and grammatical errors.
- Sign your cover letter, or type your name if sending electronically. Always keep a copy for your records.
- Use Microsoft Word and convert the letter to a PDF before submitting it for any application. Review the PDF to ensure that your layout and formatting are not lost.
- When saving or emailing the letter, the file name should include your name and date (i.e., smith.john.2017.coverletter.doc).

**Please reference the sample Cover Letters on the next two pages.**

**JANE DOE**

202.555.5555 • [jane\\_doe@gwmail.gwu.edu](mailto:jane_doe@gwmail.gwu.edu) • Washington, DC 20052

April 13, 2024

Mr. John Smith  
Human Resources Manager  
Migration Policy Institute  
1400 16<sup>th</sup> Street, NW, Suite 300  
Washington, DC 20036

Dear Mr. Smith:

My career aspirations and professional experiences complement the Migration Policy Institute's National Center on Immigrant Integration Policy (NCIIP) mission. Since traveling to Italy during my undergraduate studies and witnessing the degrading treatment of migrant groups in the country, I gained perspective and the determination to advocate for the fair and supportive treatment of migrant populations, including initiatives that enable them to live full and productive lives in their new home countries. That is why I am contacting you regarding the Research Assistant opportunity at the NCIIP.

In May, I will graduate with a Master's degree from the International Affairs program at The George Washington University (GWU). During my studies, I have become familiar with complex policy research and analysis, as well as creating attainable recommendations by which to improve policies of governments and intergovernmental organizations. For my final Capstone project at GWU, my team investigated the documentation-related welfare needs of Palestinian Syrian refugees in Jordan. We traveled to Jordan this past March and saw first-hand how discriminatory or ineffective policies can limit people's ability to integrate into their communities. With this project, I aimed to improve the well-being of this group of refugees. The lessons learned will amplify NCIIP's response to the challenges and opportunities immigration creates in local communities today.

Through my nonprofit experience, I have gained additional skills at the International Centre for Missing & Exploited Children and the International Rescue Committee. I often presented my research findings in informal briefs and in-person meetings during my tenure there. Additionally, I gained an appreciation for the flexibility needed to meet the fluctuating demands of a nonprofit environment; I was frequently assigned ad hoc tasks in addition to my regular duties, requiring constant independent evaluation and prioritization. Furthermore, my involvement with the Elliott School Graduate Board will satisfy your need for a Research Assistant with outreach experience and interpersonal skills, as I regularly communicate with business owners, students, and academic offices through various formats. That diligence, flexibility, organization, and written and verbal skills will transfer smoothly to fulfill NCIIP's needs.

Thank you very much for taking time out of your busy schedule to learn more about how I would be an indispensable member of the National Center on Immigrant Integration Policy at the Migration Policy Institute as your next Research Assistant. If you wish to schedule an interview, please do not hesitate to contact me at 202-555-5555 or [jane\\_doe@gwmail.gwu.edu](mailto:jane_doe@gwmail.gwu.edu). I appreciate your consideration.

Sincerely,

Jane Doe

## Sample Cover Letter - Standard Letterhead Format

George Elliott  
5555 Anywhere Dr. #555  
Arlington, VA 22202  
(703) 505-5555  
GElliott@gwu.edu

January 14, 2024

Human Resources Representative  
Deloitte  
1919 N Lynn St.  
Arlington, VA 22209

Dear Human Resources Representative:

As a current graduate student enrolled in The George Washington University (GW) Security Policy Studies program, I focus on U.S. national security and defense policy and the connection between security and development. I first learned about amazing consulting opportunities with Deloitte in September when I attended a panel event at GW regarding “A Day in the Life” led by current Deloitte consultants Jim Smith and Mary Jones. Then, I realized how useful and applicable my experiences with the federal government could be in the private sector and how I could bring about real change from the outside. Last month I was pleased to receive an email from GW that Deloitte was hiring for the Human Capital Federal Associate vacancy, for which I am writing to apply.

Throughout my studies, I have obtained a wide range of experience throughout the federal government, interning at the United States Japanese Embassy abroad, fighting child exploitation at the DOJ, conducting oversight on Capitol Hill, and now as a contractor with the State Department, where I manage the deployment of 60+ Foreign Service Officers and USAID personnel to Kabul, Afghanistan each year. On top of my regular responsibilities, I am on temporary duty in another office. I helped streamline the application process for a family separation allowance by changing from a paper based system to an electronic one, making the submission process faster and more efficient. Afterward, I trained the incumbent to leverage technology effectively to make her job easier, rather than reverting to her previous, more familiar system.

To help clients reach their full potential, I plan on honing my quantitative analysis skills this semester at GW by taking Statistical Analysis and Program Evaluation courses. The skills and abilities I will further develop in those courses will help me work with clients and stakeholders to resolve conflicts and optimize operational performance to accomplish the mission further. I first used my problem-solving skills on a more micro level while interning at the U.S. Embassy in Bangkok. I helped distressed U.S. Citizens one-on-one utilizing the resources available to them to travel back safely to the U.S. On a more macro level, I conducted research and analysis last semester regarding the relationship between the Defense Department and State Department and how they can further utilize the Political Advisor Program with the State to achieve its goals Internationally.

Thank you very much for taking time out of your busy schedule to learn more about my academic and professional experiences. Working for Deloitte is a top priority of mine, and I am well-prepared to serve as your next Human Capital Federal Associate. If you would like to reach me, you can email me at: [GElliott@gwu.edu](mailto:GElliott@gwu.edu) or call: (703) 505-5555. I look forward to hearing from you.

Sincerely,

George Elliott

# REFERENCES DOCUMENT GUIDELINES



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## REFERENCES DOCUMENT

When beginning your job/internship search, prepare a separate document with a list of references. Keep in mind that employers typically reach out to your references at the end of the application process when they have narrowed the potential candidates to a small number of finalists. References can be one of the final factors in securing a job offer. Here are some guidelines to assist you in your selection:

- **Choose Appropriately:** List a minimum of three to four references that can speak about the quality of your work, such as professors or supervisors. Do not list personal references unless they are specifically requested.
- **Be Selective:** Choose people who respect you and can attest to your work, character quality, and professional brand.
- **Obtain Permission:** Before listing names and contact information, ask for permission from the individuals you want to list as references. Provide each reference with a copy of your current resume.
- **Show Appreciation:** Send your references a thank you note and email after they have spoken to employers on your behalf. Keep them posted on the outcome of your job search and remain in contact with them so they can be a part of your network and act as a future reference.

To prepare your separate References document, please use the same header that you are using on your Resume, Federal Resume, or CV at the top of the new file. Please see the example below.

### Sample References Document

FIRST N. LAST

LinkedIn: in/SAMPLE | Mobile: (000) 000 - 0000 | Email: SAMPLE@gmail.com

#### **Stu Yearning**

Program Associate

Inter-American Dialogue

1234 5<sup>th</sup> St NW, Suite 600

Washington, DC 20005

Phone: 202-123-4567 | Email: [Stu@thedialogue.org](mailto:Stu@thedialogue.org)

Relationship: Direct Supervisor, January 2019 – Present

#### **Claire James, Ph.D.**

Professor of International Affairs, Elliott School of International Affairs

The George Washington University 1957 E St NW, Suite 605N

Washington, DC 20052

Phone: 202-891-0123 | Email: [cjames@gwu.edu](mailto:cjames@gwu.edu)

Relationship: Former Professor and Faculty Advisor, January – June 2018

#### **Bill Elliott**

Volunteer Coordinator

Habitat for Humanity

2115 Ward Court NW, Suite, 100

Washington, DC 20037

Phone: 202-987-6543 | Email: [b.elliott@dchabitat.org](mailto:b.elliott@dchabitat.org)

Relationship: Volunteer Coordinator, May 2016 – May 2017

# THANK YOU NOTES



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## THANK YOU NOTES

Sending Thank You Notes is an essential part of the Interview Process. By sending a thank you email or note, you are confirming the employer's positive impression of you and helping to build your professional network. Below are some guidelines to keep in mind when drafting a thank you note and email:

- **Be Timely:** We recommend you send a thank you email within 24 to 48 hours after your interview. You should send a thank you email to each person who interviewed you. The goal is to have this correspondence read before a hiring decision is made. Please note if you have a Friday Employment Interview, you should auto-schedule your email to arrive in the Inbox at 9am Monday of the new Week.
- **Be Brief:** You want to express gratitude for the interviewer's time and interest in the position with a very short and concise reminder of your qualifications and interest.
- **Be Flawless:** Check your spelling and grammar. Ensure you have the interviewer's name and title correct. Remember that while your email has spell check, it's always a good idea to send an email to your GSS Coach to have it screened before sending it over to see if there is anything that needs to be corrected.

**Thank You Note templates are below.**

### Template 1:

Dear Name:

Thank you again for taking time out of your busy schedule to discuss your current opening. I left your meeting thrilled at the prospect of becoming a team member and hope I made a great impression on your team.

I feel 100-percent confident in my ability to step in and immediately impact your organization. The initiatives and upcoming goals we discussed are in my wheelhouse, and I would appreciate the chance to help take them on.

Again, thank you for considering my application. I thoroughly enjoyed our talk and am available anytime to provide you with any more information you may need. I look forward to hearing your decision.

Sincerely,

First Last

### Template 2:

Dear Name:

It was an absolute pleasure meeting with you and your hiring team. I would like to take this opportunity to thank you for your time with me and express my appreciation for the information you offered. I remain interested in the position of .

I am convinced that my skills and experience align with what you seek to drive your objectives forward. My background and qualifications have prepared me well for just the sort of challenges and responsibilities discussed. Please feel free to reach out at your convenience to schedule additional conversations.

Sincerely,

First Last

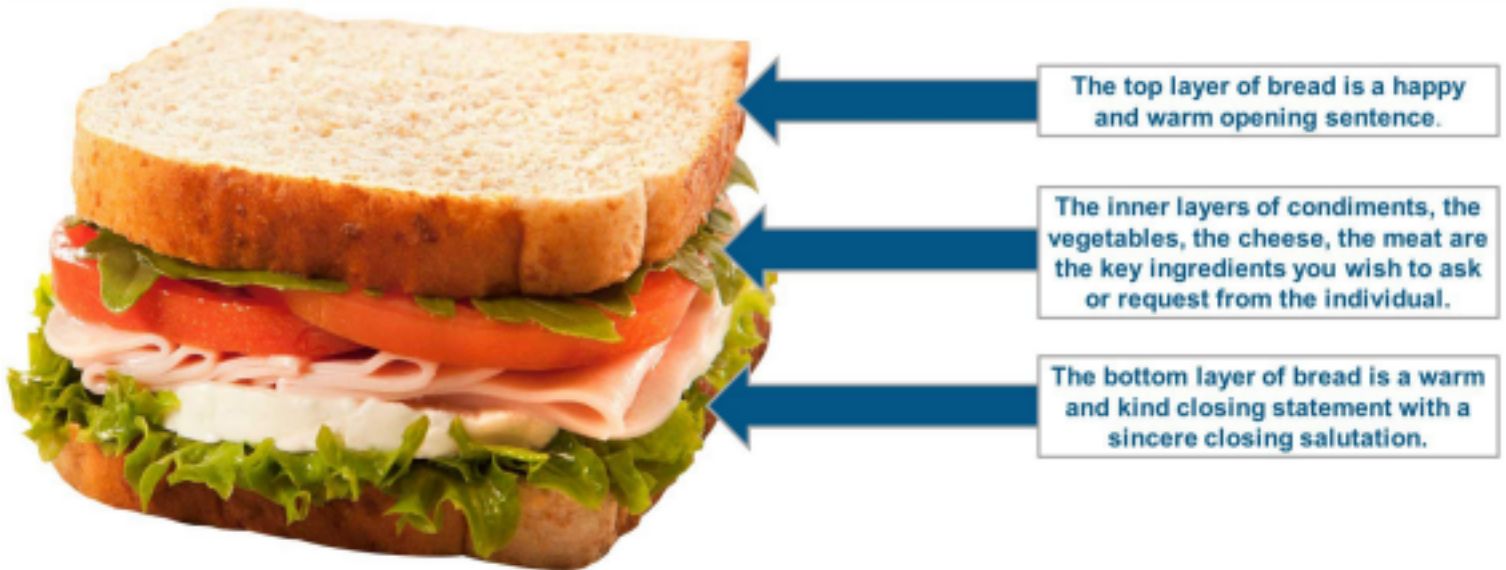
# COMMUNICATION TIPS FOR NETWORKING



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## APPRECIATIVE COMMUNICATION TIPS FOR NETWORKING EMAILS AND DMS (DIRECT MESSAGES)

### The Email or DM (Direct Message) Sandwich



Emailing and Direct Messaging are essential components of Networking and are the key methods for forging strong business relationships. Appreciative communication is the key ingredient for establishing a positive impression. The Email or DM Sandwich above is a model to help you customize a friendly and well-received response.

Here is an example of how an email can look when setting up a Networking Informational meeting using the Sandwich Model above.

*Dear Mr. Smith,*

*I hope you had a wonderful weekend. I am pursuing a Master of Arts in Global Communications at the Elliott School of International Affairs at The George Washington University. As I approach graduation, I am interested in working at a Think Tank in Washington, D.C. upon graduation and The Brookings Institution is at the top of my list. I am curious if you would be able to take time out of your busy schedule to connect virtually, via phone, or in person over a coffee. I would love to hear about your professional experience and learn what it's like to work at the Brookings Institution. Thank you very much in advance for making some time for me. I am looking forward to hearing from you. Have a delightful day.*

*Sincerely,*

*Sample Name  
000-000-0000 | sample@gmail.com*

# ESSAY GUIDELINES



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## ESSAY GUIDELINES

An essay introduces you to potential employers or evaluators. It aims to present your compelling life story, skills, and experience to the employer and indicate your interest. An essay will also demonstrate your ability to write creatively in (English), which is essential for some jobs.

Most employers will read the essay before reviewing your resume. Write the essay to sell yourself for the particular job, fellowship, or grant you seek. You should amplify items and provide context for experiences covered in your resume and cover letter. Still, it should not be a reworded version of your resume's bullet points or a duplicate version of your cover letter. When composing your essay, ensure you deliver a compelling personal story. That story will be the key element in this document, which sets it apart from a cover letter or resume.

When drafting your Essay, keep the following items in mind:

- Revisit the essay you authored to enter GW or what you used to enroll in your Undergraduate Institution. Both feature your impactful life story and have a format that demonstrates your goals, skills, and abilities. Your compelling story could be used for this essay, and you also know your success in sharing that story.
- If you need to begin from scratch, create an outline using a mind map, Jamboard, or index cards to work on your layout away from the document.
- A compelling story could be sharing how you overcame adversity or challenges. You could also draw inspiration from your personal life, perhaps identifying a relative, professor, friend, or someone you look up to and with whom you had close relations that can make the story very relatable to the reader.
- Use a professional, business-style format, preferably block paragraphs, using a full page(s).
- Be brief, succinct, and concise. The essay should adhere to the word count they are looking for. Employers are looking to see if you can write creatively and clearly.
- Customize your essay to the position for which you are applying. Find out more about the position and/or organization and incorporate some of the language or concepts used (i.e., company mission statement, job description).
- Address the employer's needs and how you can contribute substantially. If it's for a Fellowship, share how it will impact your research, academic goals, or career ambitions.
- Briefly share some relevant skills by describing experiences demonstrating your expertise and knowledge in a particular area.
- Don't mention areas of weakness or focus on what you hope to gain from experience. Focus on your strengths and how you can add value to the organization.
- In your conclusion paragraph, you must bookend the compelling story you shared in the introduction. That style and technique of creative writing are essential elements for an essay.
- PROOFREAD! Use computer spellcheck and have others (such as friends, professors, or a career coach) review your letter for clarity and grammatical errors. Always keep a copy for your records.
- Use Microsoft Word and convert the essay to a PDF before submitting it for any application. Review the PDF to ensure that your layout and formatting are not lost.

# STATEMENT OF INTEREST GUIDELINES



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## STATEMENT OF INTEREST GUIDELINES

A Statement of Interest introduces you to potential employers or evaluators. It aims to briefly present your skills using a few sentences or paragraphs to the employer to indicate your overall interest. A Statement of Interest will also demonstrate your ability to write succinctly in (English), which is essential for some jobs that require their staff to write briefings and memos.

Most employers will read the Statement of Interest before reviewing your resume. Utilize the Statement of Interest to sell yourself for the particular job, organization, fellowship, or grant you seek. You should amplify key skills and provide context for experiences covered in your resume and cover letter. The Statement of Interest should not be a reworded version of other documents you have submitted for the application, including your resume, essay, or cover letter. Most of all, deliver a highly compact story that will set you apart from all the applicants in the pool.

When drafting your Statement of Interest, keep the following items in mind:

- Use a catchy open with a super brief, compelling item about yourself as an opening sentence. One reason for using this strategy is that evaluators read hundreds of statements, so you want to capture their attention right away.
- If you need to begin from scratch, create an outline using a mind map, Jamboard, or index cards to work on your layout away from the document.
- Share how you overcame adversity or challenges. You can also draw inspiration from your personal life, perhaps identifying a relative, professor, friend, or someone you look up to and with whom you had close relations that can make the story very relatable to the reader. Be honest with who you are. That impresses the evaluator.
- Use a professional, business-style format, preferably block paragraphs, using a full page(s).
- Be short, brief, and succinct. The Statement of Interest must adhere to the word count they are looking for. Employers are looking to see if you can write simply, creatively, and clearly.
- Customize your Statement of Interest to the position for which you are applying. Find out more about the position and/or organization and incorporate some of the language or concepts used (i.e., company mission statement, job description).
- Focus your Statement of Interest on how you can be an asset to the organization. Address the employer's needs and how you can make a substantial contribution. If it's for a Fellowship, share how that will impact your career goals or educational ambitions.
- Depending on the word count, you can discuss relevant skills by describing experiences demonstrating your expertise and knowledge in a particular area. Don't just *tell* employers that your skills match the company's needs; *show* them!
- Unless otherwise prompted, don't mention areas of weakness or focus on what you hope to gain from experience. Focus on your strengths and how you can add value to the organization.
- Close by thanking the representative who took the time to read about you in the opening to your final paragraph. You must bookend the compelling story you shared in your conclusion's introduction. Also, provide a brief statement about your qualifications.
- PROOFREAD! Use computer spellcheck and have others review your letter for clarity and grammatical errors. Always keep a copy for your records.
- Use Microsoft Word and convert the essay to a PDF before submitting it for any application.
- Review the PDF to ensure your layout and formatting are not lost.

# PROPOSING & COMPOSING A WRITING SAMPLE



Elliott  
GSS

## PREPARING & COMPOSING A WRITING SAMPLE

A Writing Sample introduces your research and methods to potential employers or evaluators. It aims to briefly present your talent by composing slightly longer articles or research papers to the employer. The goal is to demonstrate your ability to write clearly in (English), which is essential for some jobs that require their staff to write articles and conduct research.

Most employers will read the Writing Sample before reviewing your resume. Prepare various Writing Samples to sell yourself for a particular job, organization, fellowship, or grant you seek. If appropriate, you can use writing you have completed for class assignments as your writing samples, such as a policy memo or a section of a longer research paper. In addition to being expedient, using assignments you have completed as writing samples is beneficial because you know that those research and methods have been evaluated and tested. If you do not have a past assignment that is appropriate to use as a writing sample, you can always write something specifically for the application. However, should you take that option, you will need to have the sample reviewed by a Professor, Career Coach or someone at the Writing Center. When deciding what writing sample to use, think of the writing you might be expected to do in the role. Will you be writing short memos or longer analyses based on original research? Pick a writing sample that most closely aligns with the work you're being asked to do. Most of all, the key is to deliver a high-quality writing sample that will set you apart from all the applicants in the pool and allow the evaluators to see your talent.

When drafting your Writing Sample, keep the following items in mind:

- If using an existing paper or essay, use one of your papers where you received a very high grade. Present your best stuff. A benefit to using your best work is that you know your success in the research and methods. It has been analyzed and evaluated by your professors.
- If your chosen paper is a longer research paper, identify a two- or three-page section on one singular topic and use that for your new Writing Sample. Lift that small section out of your larger research paper and create your excerpt.
- After lifting the two-to-three-page section out of the paper, customize your opening and closing paragraphs. Be sure to let the reader know what the excerpt is and that they can also consider asking you to see the larger version. For example, the introduction could be as follows: ***“The following is an excerpt from a larger paper on ‘The Strategic Military Defense of Japan during Post-WWII.’*** Then, in your conclusion paragraph, add: ***“If you wish to learn more about Japan Post-WWII, please reach out to review the larger research paper. Thank you.”***
- In some cases, you may not have a two or three-page section of the larger paper that you can lift out. Instead you want to trim and cut down a full piece of paper. To do that excerpt style, use Subtitles to introduce each unique section placing them between your paragraphs which are on separate topics.
- If you are writing something new from scratch, create an outline using a mind map, Jamboard, or index cards to work on your layout away from the document.
- Make sure all your paragraphs have smooth transitional sentences to let the reader know the new topic you are presenting to them.
- Focus your Sample, if possible, on topics relevant to the role and/or organization. Doing so will show that you are aware of the employer's needs and that you can make a contribution with your research and methods abilities.
- PROOFREAD! Use computer spellcheck and have others review your sample for clarity and grammatical errors. Always keep a copy for your records.
- Use Microsoft Word and convert the sample to a PDF before submitting it for any application. Review the PDF to ensure that your layout and formatting are not lost.
- If possible, beyond booking a 1:1 with your GSS Career Coach, have someone else look at the sample, such as a family member, a professor, a TA, and/or the GW Writing Center.