

# Sample Resume and Cover Letter

Graduating Senior



**LUCAREER**  
GET YOUR **START.**

## Job Description

 **Action Verbs** that could be included in your resume and cover letter

### Campus Organizer

Students are often at the forefront of movements to build a better future for our country. Whether or not those students make real progress depends on whether they are organized, have the skills to be effective and a strategic plan to get things done. **The Student PIRGs have been working for over 40 years to amplify the power of student activism, and help students make real change, right now.** We all want to live meaningful lives and have a future that's greener and healthier. By recruiting, training and working alongside student activists on campaigns that get results, our organizers are helping to build that future today. **Our chapters on 35 campuses provide the training, professional support and resources students need to tackle climate change, protect public health, revitalize our democracy, feed the hungry and more.**








Company is well established and applicant should know its history well

Employer is looking for a candidate that has a track record of being involved in social causes

### What you'll do

Our Organizers provide students the training and resources needed to become movement leaders by recruiting volunteers, training potential leaders to take on more responsibility and doing campaign work themselves.

Responsibilities include:

-  • **Inspiring and recruiting** hundreds of students to take action on important issues.
-  • **Training** students to be effective social change leaders so they can run strategic campaigns, using skills like **organizing** news conferences, building strong coalitions, generating grassroots support, and
-  • **coordinating** lobby days.
-  • **Building** a strong, sustainable, student-funded, and student-run organization on campus by **fundraising**, building relationships with key players on campus, and building our brand.
-  • **Building relationships with other student groups, faculty and administrators.**
-  • **Researching** issues popular among students on campus
-  • Running a citizen outreach office during the summer, where you'll recruit and lead a team to **canvass** for important issues.

Applicant should have experience in recruiting and working with students

Applicant should have strong interpersonal skills and can work well with many types of people

### Qualifications

Qualified candidates will have a demonstrated commitment to environmental, public interest and/or student issues, as well as a track record of leadership. **We're looking for goal-driven and results-oriented individuals who have excellent communication skills and enthusiasm for the work.**

The applicant's resume should show clear examples of accomplished goals and results

### Locations

We're hiring organizers to work on college campuses in **California, Massachusetts and New Jersey.**

Applicant should be willing and able to relocate if they are asked to move for the position

## Cover Letter Example

6406 Glenwood Avenue  
Chicago, IL 60606

April 15th, 2020  
StudentPIRGS  
294 Washington Street, Suite 500  
Boston, MA 02108

Dear Hiring Manager,

I am a graduating senior from Loyola University Chicago with double majors in Political Science and English. **As a passionate advocate for public interest reform**, I am excited to apply for the Campus Organizer position with the StudentPIRGS, which I learned about from a current StudentPIRGS employee – Jane Fakename. **I am geographically flexible, and I believe my experiences as a student organizer, canvasser, and issue-advocate make me a strong candidate for this position!**



Shows employer that applicant read through the application and understands the main qualifications

In my role as the Women's Vote Intern with Get Out the Vote Chicago, **I organize events for women voters across the city around issues such as reproductive rights and equal pay.** I research women's issues through online forums and door-to-door canvassing and, using targeted social media outreach and press releases, I recruit and connect with women around issues that are important to them. **Last year, I increased our Facebook following by 21% in three months, resulting in a 10% increase in event participation.**



Applicant shows experience organizing events and includes specific, measurable results

I also have direct experience planning events and organizing student actions on campus as Vice **President of Loyola University Chicago Democrats.** In my leadership role, I've arranged on-campus speaker and networking events for 700+ members. In addition, I fundraised over \$3,000 in less than two months for **democratic political campaigns through door-to-door, neighborhood canvassing and phone banking.**



Demonstrates history of activism and knowledge of how political campaigns operate

**I would love to join the StudentPIRGS as a Campus Organizer after graduation!** I can be contacted at [tflick@luc.edu](mailto:tflick@luc.edu) or (773) 555-1111. Thank you for your time and consideration.

Sincerely,

(Handwritten Signature)  
Tracy Flick



Applicant closes letter reiterating the main point and provides contact info

# TRACY FLICK

6406 Glenwood Avenue · Chicago, IL 60606 · (773) 555.1111 · tflick@luc.edu

## EDUCATION

**Loyola University Chicago** Chicago, IL  
 Bachelor of Arts (B.A.) in Political Science and English (double major) Expected May 2020  
 GPA: 3.87/ 4.0  
*Honors and Awards:* Deans List (all semesters), Loyola University Chicago four-year renewable scholarship, Rotary International Scholarship

Double majoring shows initiative and ability to manage time effectively

## EXPERIENCE

**Get Out the Vote Chicago** Chicago, IL  
*Women’s Vote Intern* October 2018 - Present

- Create programs and events within Chicago with the intention of informing and energizing women voters and volunteers
- Write social media advertisements, articles, and online press releases with the goal of encouraging women to vote and be passionate about their vote
- Increased presence & participants on Facebook by 21% over three months
- Research and provide feedback to supervisors regarding issues important to female-identified voters in Chicago and across Illinois

Shows a passion for political and social issues

**Loyola University Chicago Democrats** Chicago, IL  
*Vice President, Secretary* August 2018 - Present

- Canvass neighborhoods and participate in phone banks for campaigns of Democratic political candidates, raising over \$3,000 via door-to-door during the two “crunch” months of campaigning
- Organize and schedule on-campus speaker and networking events for 700+ members
- Identified and secured space for over 75 meetings and events over two years

Applicant is capable of convincing people to support a cause

## LEADERSHIP & ACTIVITIES

**Loyola University Chicago Student Judicial Board** Chicago, IL  
*Member* November 2017 - May 2019

- Heard cases of alleged misconduct relating to standards published in the Student Handbook
- Determined whether case-by-case violations occurred and whether sanctions were appropriate
- Practiced impartiality when hearing cases, gained positive recognition from supervisors for objective rulings and excellent communication

Strong communication skills are transferable across industries

## SKILLS

**Language:** Intermediate proficiency in Spanish: speaking, reading and writing  
**Technical:** Proficient in: PC & Apple Operating Systems, MS Office, Open Office, Social Media, and Android interfaces & applications

Highlights concrete/technical skills NOT soft skills