

**FYS 100 First Year Seminar
Career Planning Portfolio**

Contents:

1. PowerPoint presentation on resumé writing.
2. Sample job application/cover letter.
3. Sample job applicant resumé.
4. Sample request letter for a reference letter.

Important Comments:

The contents [resumé, recommendation request, and application/cover letter] are based on when Dr. Petress was a 21 year old senior at Northern Illinois University applying for a position with the U.S. State Department. The ad for the position applied for is included below.

Wanted: An energetic person with research skills, varied travel experience, language skills, and a liberal education. The selected person will work in Washington, D.C. and around the world on research missions. Job title: consular research assistant. Applicants must have college degree, be over 21 years old, be a U.S. citizen, and have a clean moral and legal record. Apply to: Director of Personnel; United States Department of State; Division of Consular Affairs; Washington, D.C.

< Application/Cover Letter [accompanying resumé] >

10 July, 1961

Director of Personnel
U.S. Department of State
Division of Consular Affairs

Director:

I am applying for the Consular research assistant position announced in the Federal Register of May 1961. I have taken the Federal Civil Service Examination [December 1960] and have recorded a passing score for a c-7 job. I am available for an interview at any time and can assume the job immediately.

My education includes graduation from the American High School in Chicago, Illinois in June 1957 with highest honors [GPA 3.85]. I took a B.S.Ed. degree in mathematics and communication from Northern Illinois University at DeKalb, Illinois in May 1961 with honors [GPA 3.65] and minors in economics and comprehensive science.

My education is appropriately labeled a liberal education. My double majors in math and communication were augmented with science, economics, history, language study, philosophy, and social science.

I have a clean moral/legal record. I have never been arrested; have never been dismissed from either a job nor organizational membership. I am an Ensign in the United States Navy Reserve with a 2nd level security clearance working with military intelligence.

I spent my youth until age 10 in mainland China (1939-1949). My father was the French Ambassador to China. I am a born U.S. citizen by right of my mother's citizenship status. I traveled with my parents to Thailand (1949-1951) and to the Philippines (1951-1953) on their Foreign Service Tours. My mother was the Chargè d'affaires in the U.S. Embassy. With my father as a dependent, I have visited England, Denmark, Greece, Italy, Germany, Hungary, Czechoslovakia, Egypt, Libya, Turkey, Iran, and India. My travels afforded me opportunities to learn about social, cultural, religious, and political variations; to acquire respect for differences; and to make friends in many nations.

My education prepared me for research duties. My science and mathematics studies offered me varied research activities. I have learned to work both alone and as a team member. My military training has helped me appreciate teamwork, confidentiality/secretcy, and prudence.

I enthusiastically apply for the Consular research assistant position with the U.S. Department of State and look forward to hearing from you regarding my application.

Respectfully yours,

Resumè

Kenneth C. Petress
829 W. Cermak Road
Chicago 17, Illinois
CA3-4582

Educational Background:

American High School; 6800 Stewart Ave; Chicago 32, Illinois 1953-1957.
Graduated with highest honors, June 1957.

Northern Illinois University; 400 Lincoln Highway; DeKalb 15, Illinois
1957-1961. Graduated with honors, May 1961.

Civilian flight training; single and double engine, instrument, night
flight ratings earned 1955-1958; Palwaukee flight school; Mt. Prospect
Heights, Illinois. Flight certificate current.

U.S. Navy flight school; Pennsicola, Florida; June/July 1959. Flight
status current.

Employment History:

Lincoln Park Zoo, 2300 W. Lincoln Park West; Chicago 32, Illinois. Part
time employment 1955-1958. Duties included tabulating research data for
research veterinarians for various animal collection specimens and for
population records.

Statistical Tabulating Corporation; 1643 Merchandise Mart; Chicago 90,
Illinois. Part-time employment [weekly at the university and weekends
in Chicago] 1958-1961. Duties included computer data input, analysis of
research data, and writing research report drafts for market research
consultants.

Rand McNally Corporation; 1200 Roosevelt Road; Chicago 14, Illinois.
Research assistant in social geography section. Duties include analyses
of social practices, options, interactions, and consequences. Summers
1957-1958 & 1960.

Ensign, U.S. Navy Reserve; May 1958 to present.

Other Activities:

Member, high school orchestra [clarinet]; 1954-1957.
Member, college concert band [clarinet]; 1957-1961.
Math tutor; American High School; 1955-1957.
Math tutor; Northern Illinois University; 1957-1961.

Volunteer Work:

Red Cross volunteer; 1955-present.
4th Democratic Party Precinct volunteer; 1959-present.

Organizational Memberships:

Member, Young Democrats; Northern Illinois University; 1957-1961.
Member, National Geographic Association; 1955-present.
Member, Lincoln Park Zoo Supporters; 1955-present.

Narrative

My communication education has prepared me for personal, agency, organizational, and group interactions with others. My debate skills have prepared me more for careful listening and analysis skills than for personal debating. I have learned to interpret others' messages; to understand some of the nuance, literal meaning, and variant verbal and non-verbal practices of other cultures; and to be careful to construct short, direct, honest, specific, and personal messages of my own.

My mathematics training allows me an understanding of data, its acquisition, its analysis, and interpretation of its impact on others and on situations. My mathematical course work included computational, measure, and statistical components.

My global travels have afforded me opportunities to learn about regional, ethnic, and racial differences, needs, and practices. I believe these experiences would benefit me as a Consular Research Assistant in that my formal training time would be reduced and my sensitivities to encountered others would be heightened.

My several varied research experiences will, I believe, enhance my assignments in research tasks and would allow me to bring to each task varied research perspectives. This diversity should be especially useful when interacting with, seeking cooperation from, and assisting inter-national research collaborators.

My music training and experience has afforded me the values of practice, repetition, and teamwork with others. It has also given me public performance experience. Public skill and comfort enhances the likelihood of cooperation and receptivity with international hosts and project colleagues.

My employment at the zoo has refined my respect for and knowledge of global wildlife which adds a useful perspective when assigned abroad. Knowing what others value and why adds a useful dimension to any international representative.

My military experience has added to and refined the values of and the practices of prudence, confidentiality, needed secrecy, and teamwork. The need for a chain-of-command is reinforced by military service and this same operational structure employed by the DOS will make my adapting to State Department activities smoother and faster.

My tutoring experience allows me to appreciate greatly o to work with others who temporarily need remediation in certain areas. This sensitivity can easily be transferred to international settings where others may lack experience with, familiarity with, or agreement with U.S. policy, procedure, or norms.

My flight training and experience might come in useful if and when assignments require sensitive entrance or exit strategies or when local emergencies require medical or administrative needs.

I believe my experiences and training suit me well for the position of Consular Research Assistant. I believe I have the temperament, the skills, and the desire to do well in a government research setting.

< Sample Request for Letter of Recommendation >

Dr. Selmar N. Arnsdorf, M.D.
5240 N. Western Ave.
Chicago 45, Illinois

Dr. Arnsdorf:

As we discussed earlier, I am asking you to write on my behalf to the U.S. State Department for a research position there. I include for your use a copy of the job posting that appeared in the Federal Register of Federal Jobs.

I have asked three other individuals to write recommendation letters, each has been asked to focus on one or more specific areas and to help reinforce other areas that I expect to be forwarded on my behalf. These other writers are:

1. Mr. Donald Kearns, Directing of Computing at Statistical Tabulating Corporation. He has been asked to comment on my research preparedness and skills; on my ability to work as a team member; and on my professional social skills.
2. Dr. Bernard Malina, my major mathematics professor, who has agreed to write concerning my theoretical and practical mathematical and research training and work and on my team building and working skills.
3. Dr. Blanche Wyler, my major communication professor who has been asked to write concerning my communication training, my communicative skills repertoire; and on my communication activities such as the debate team and student government.

I would be appreciative if you will focus on my willingness and eagerness to learn as exemplified by my past work done for your own research group; on my personal integrity since you have known me since childhood; and on my adaptability in various social/political/cultural settings since we have been together in China, Thailand, and the U.S. Please feel free to also validate what I expect others to write about with concrete personal examples.

I thank you very much for agreeing to take time out of your personal and professional life to assist me in my application for employment.

Yours truly,