



# Contents

General tips 1

## Resume

Resume tips 2

List of power verbs 5

Example resume 9

## Cover letter

Cover letter tips 10

Example cover letter 12

## Reference list

Reference list tips 13

Example reference list 14













## Power verbs (continued)

### Research Skills

analyzed	detected	extracted	interviewed	summarized	solved
clarified	diagnosed	formulated	invented	surveyed	
collected	evaluated	gathered	investigated	systematized	
compared	examined	identified	located	tested	
conducted	experimented	inspected	measured	researched	
critiqued	explored	interpreted	organized	searched	

### Technical Skills

adapted	constructed	engineered	overhauled	repaired	studied
assembled	converted	fabricated	printed	replaced	upgraded
built	debugged	fortified	programmed	restored	utilized
calculated	designed	installed	rectified	solved	
computed	determined	maintained	regulated	specialized	
conserved	developed	operated	remodeled	standardized	

### Teaching Skills

adapted	conducted	encouraged	guided	motivated	taught
advised	coordinated	evaluated	individualized	persuaded	tested
clarified	critiqued	explained	informed	set goals	trained
coached	developed	facilitated	instilled	simulated	transmitted
communicated	enabled	focused	instructed	stimulated	tutored

### Financial/Data Skills

administered	assessed	conserved	forecasted	programmed	retrieved
adjusted	audited	corrected	managed	projected	
allocated	balanced	determined	marketed	reconciled	
analyzed	calculated	developed	measured	reduced	
appraised	computed	estimated	planned	researched	





## Power verbs (continued)

### Creative Skills

acted	created	drew	illustrated	modeled	revised
adapted	customized	entertained	initiated	modified	revitalized
began	designed	established	instituted	originated	shaped
combined	developed	fashioned	integrated	performed	solved
conceptualized	directed	formulated	introduced	photographed	
condensed	displayed	founded	invented	planned	

### Helping Skills

adapted	cared for	demonstrated	familiarize	provided	supported
advocated	clarified	diagnosed	furthered	referred	volunteered
aided	coached	educated	guided	rehabilitated	
answered	collaborated	encouraged	helped	presented	
arranged	contributed	ensured	insured	resolved	
assessed	cooperated	expedited	intervened	simplified	
assisted	counseled	facilitated	motivated	supplied	

### Organization/Detail Skills

approved	compiled	inspected	prepared	reviewed	systematized
arranged	corresponded	logged	processed	routed	updated
cataloged	distributed	maintained	provided	scheduled	validated
categorized	executed	monitored	purchased	screened	verified
charted	filed	obtained	recorded	set up	
classified	generated	operated	registered	submitted	
coded	implemented	ordered	reserved	supplied	
collected	incorporated	organized	responded	standardized	



## Power verbs (continued)

### Miscellaneous

achieved	exceeded	reduced (losses)	restored	succeeded	transformed
completed	improved	resolved (issues)	spearheaded	surpassed	won
expanded	pioneered				

*This list of verbs is adapted from Wake Forest University (n.d.).*



# Solomon Seahawk

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## Summary

- Marine biology professional with field experience in diverse environmental biomes, focusing on environmental preservation and public education.
- Enthusiastic about engaging and communicating with diverse audiences.
- Highly organized, with excellent written and verbal communication skills, strong work ethic, and extensive experience working unsupervised.
- Tech skills include eBIRD, Excel, MS Office, Google Workspace, social media.

## Education

**B.A., Environmental Studies & Biology; Minor in Philosophy** **May 2023**

St. Mary's College of Maryland, *St. Mary's City, MD*

- *Key coursework:* Marine Microbiology • Ichthyology • Topics in Environmental Policy & Social Sciences • Quantitative Methods

## Experience

**Environmental Restoration Intern** **Feb 2022–Present**

Dovetail Environmental Association, *Annapolis, MD*

- Enhanced environmental protection by developing 2 research projects on current environmental problems surrounding the Chesapeake Bay and Annapolis area.
- Proposed 7 new environmental initiatives through collaborative team meetings to showcase research findings and identify the concerns they raised.
- Managed ongoing restoration projects in the field by traversing different environmental biomes to increase awareness of local Maryland flora and fauna.

**Treasurer** **Aug 2019–Present**

Fishing Club, St. Mary's College of Maryland, *St. Mary's City, MD*

- Solidified the annual budget by assessing financial needs through a survey sent to 24 members plus corporate, non-profit, and alumni partners.
- Raised \$2,500 through collaboration with external partners including the Dovetail Environmental Association and the Chesapeake Bay Amature Fly Fishing Association.
- Ensured accurate accounting of all income by double-checking all cash and digital payments for membership dues, donations, and admission fees at events.

**Administrative Assistant** **Sep 2021–Jan 2022**

Wellness Center, St. Mary's College of Maryland, *St. Mary's City, MD*

- Increased access to wellness appointments and services for 1,500+ students through meticulous organization of staff calendars and schedules.
- Provided exceptional customer service via phone, email, and in person by quickly and thoroughly answering questions, scheduling appointments, and resolving concerns.

## Cover letter tips

- **Match the resume**
  - Use the exact same header and fonts on your resume, cover letter, and reference list. That's good branding!
- **Be concise**
  - Keep the letter to one page only, including the header and signature. (The one exception is that a grad school statement of purpose / letter of intent can be longer, since it's essentially an essay in the form of a cover letter.)
- **Use business letter format**
  - **Date, address, and salutation**
    - Below the header, list today's date.
    - Leave a vertical space, then list the full name, position, and address of the person most likely to make the hiring decision.
      - **Q: What if I can't find the name of the person hiring?**
        - **A:** First try searching the organization's website or calling their HR department. If you still can't find a name, you can use "Hiring Manager" or "Selection Committee".
    - Leave a vertical space, then write "Dear Mr. / Ms. / Mrs. / Dr. Lastname (or Position Title):"
      - **Q: Can I write "To Whom It May Concern"?**
        - **A:** Never use "To Whom It May Concern" on a cover letter because that includes the entire universe! If you can't find their name, you can use "Dear Hiring Manager" or "Dear Selection Committee".
  - **Body**
    - **First paragraph:** Tell the employer why you're writing to them. Include the title of the position you're applying for and how you found out about it. Find information about the specific organization and tell how it relates to your interests. It's kind of like a love letter—you have to tell them why you're interested in them, not just that you want a job.
    - **Second paragraph:** Explain what makes you unique and valuable as a candidate for the position. If you're applying for a position with a job ad (20% of jobs), use the qualifications and responsibilities/duties sections of the ad to tailor your information. Don't just repeat your resume. Be concise in highlighting your skills, experiences, characteristics, and/or accomplishments with a specific example or two.
    - **Final paragraph:** Ask for an interview and say thank you.



○ **Signature—This is required!**

- Leave a vertical space below the final paragraph. Type “Sincerely,” (with a comma at the end), then leave a vertical space that’s big enough for you to sign your name. Below the signature space, type your full name (the same way you listed it in the header).
- Note: A cover letter is a formal business letter, so it would look unprofessional and quite odd if you didn’t sign it.
- **Q: How do I put a signature on my cover letter?**
  - **A:** There are many ways to get a signature on your cover letter, including:
    - Use a digital device (smartphone, tablet, etc.) to draw your signature.
    - Sign a blank paper, scan it with a scanner, then add it to your document as an image.
    - Sign a blank paper, take a photo with your phone, add the signature to your document, then *adjust the brightness and contrast* until the background is white.



# Solomon Seahawk

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May 1, 2022

Shelly Seawater  
Assistant Director of Coastal Preservation  
Atwater Shoreline Services  
632 Bayside Ave  
Baltimore, MD 21201

Dear Ms. Seawater:

Thank you for the opportunity to be considered to serve with your team in the role of Coastal Outreach Technician. I was excited to learn about this position from your former colleague, Rashelle M. Osprey, who served as my internship supervisor. Based on the valuable preservation work you do for Maryland's coastal areas and your reputation for a family-friendly work environment, I am excited to apply for this position, and feel that I would be a valuable asset to your team.

I have always been passionate about protecting and preserving our local environment, and working to educate the public on how they can help. For example, during my internship with Dovetail Environmental Association, I worked in a variety of local biomes and developed an environmental protection protocol to enhance the protection of endangered badger-moles. Additionally, while serving as Treasurer of the St. Mary's College of Maryland Fishing Club, I not only raised funds for the club's activities, but successfully advocated for a campus-wide event to promote environmentally safe fishing practices.

I am excited about the potential to bring my enthusiasm for coastal preservation to a quality team like Atwater Shoreline Services. Thank you for considering me for this position. I am readily available for an interview and look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Solomon Seahawk". The signature is fluid and cursive, with the first name being the most prominent.

Solomon Seahawk

## Reference list tips

- **Match the resume**
  - Remember to use the same header and fonts on your resume, cover letter, and reference list to show your professionalism and attention to detail.
- **Ask first**
  - Always ask people before you list them as references!
- **List only three**
  - Unless the employer asks for more or fewer, just list three references.
  - List the name of the reference, followed by their current title, employer, and contact information.
  - **Q: What if I don't have all of their contact information?**
    - **A:** If you can't get everything, include what you have. An email address and/or phone number are definitely more important than a mailing address.
  - **Q: Who can be a reference?**
    - **A:** A good reference could be a current or former supervisor, colleague, professor, classmate, or client who knows your work and your character well enough to recommend you. *Avoid using family members as references.*



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## References

### **Ms. Rashelle M. Osprey**

Conservation Education Specialist  
Dovetail Environmental Association  
5536 Dovetail Ln  
Annapolis, MD 20401  
410.555.1234  
rashelle.m.osprey@dovetail.org

*Ms. Osprey was my colleague while I worked as Environmental Restoration Intern for Dovetail Environmental Association May–September 2021.*

### **Professor Charles Sparrow**

Professor of Biology  
St. Mary's College of Maryland  
47645 College Drive  
St. Mary's City, MD, 20686-3001  
240.895.3331  
chip.sparrow32@smcm.edu

*Professor Sparrow was my instructor for Marine Microbiology and Ichthyology at St. Mary's College of Maryland from 2019 to 2022.*

### **Ms. Robin Swansen**

Director, Wellness Center  
Northern Maryland College of Art  
165 College Drive  
Parkville, MD 21234  
240.555.0005  
robin.swansen27@nmca.edu

*Ms. Swansen was my supervisor while I worked as Administrative Assistant for the Wellness Center at St. Mary's College of Maryland from 2019 to 2020.*



**Q: What if I have more questions now or after I graduate?**

**A:** The Center for Career and Professional Development is here to help you, even after you graduate. We can review your documents in depth and give you customized advice.

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**CENTER *for* CAREER &  
PROFESSIONAL DEVELOPMENT**

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**To schedule an appointment or get more help:**

smcm.edu/career-center • careercenter@smcm.edu

240.895.4203 • 210 Glendening Hall

***We look forward to helping you!***

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**Works Cited**

Wake Forest University. (n.d.) Resumes. opcd.wfu.edu

Southern Utah University. (n.d.) How to Write a Resume, Cover Letter, and Reference List. suu.edu



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