

# Job Description:

## BU COM Career Advisor/Resume Specialist

The Career Advisor/Resume Specialist will **meet one-on-one with COM students** needing internship counseling and advice by appointment and will also offer open-hours for resume reviews. The Internship Advisor/Resume Specialist is a valuable resource for COM students and an **integral member** of the COM Career Services **team**.

- **Mentor and advise** students on a variety of career development topics. Specific focus will be on helping students with their internship search. Must become familiar with BU CareerLink in order to advise students on using the job/internship system.
- Work with students (and some alumni) to **critique résumés and cover letters**, LinkedIn profiles, and portfolios.
- Hold weekly walk-in hours for résumé and cover letter critiquing.
- Manage online resumes that have been uploaded to BU CareerLink (BU's job and internship database) and correspond accordingly with students.
- Conduct **workshops** on career-related topics.
- Make presentations regarding internship search and/or resume and cover letter preparation to student groups.
- Assist with general administrative tasks in the office as needed.

**APPLICANTS MUST HAVE **PRIOR WORK EXPERIENCE OR EDUCATION IN TEACHING OR ACADEMIC/CAREER COUNSELING****. Graduate students in COM with a strong work background or graduate students in Education programs (SED) preferred. Must possess **outstanding interpersonal and communication skills**, be outgoing and have **prior experience working with students**. Excellent **writing and editing** skills required.

Must make either a one or two year commitment to the position. Students in 3 semester programs should make a one year commitment since finding a replacement in the middle of an academic year would be highly unlikely. **This is a 25 hour/week position**. Send resume and cover letter to Kelly Forde, Assistant Director of Career Services.

Highlight the most important parts of the job description as well as any skills/experience you have that exactly matches the job requirements. This way you can easily reference and remember to prove these in your application.

# **Melanie Medeiros**

640 Commonwealth Ave, Boston, MA 02215  
(329) 867-5309 • email@bu.edu

April 1, 2015

Kelly Forde  
COM Career Services  
640 Commonwealth Ave, Suite 112  
Boston, MA 02215

Dear Ms. Forde,

I have been accepted to Masters program in Communication Studies and I am writing to you about the Career Advisor/Resume Specialist assistantship at COM's Career Services. When I looked into the position, I was impressed by the extensiveness of Career Service's resources, from the workshops and recruiting events to the wealth of information available online. This position is particularly exciting because it offers the unique opportunity for me to combine my aptitude for mentoring with my superb written and visual editing skills. I am eager for the chance to help students start their post-graduate lives; I want to give back to BU by using my experience to help students advance in their careers.

I have extensive experience working with students and young professionals throughout the application process through my work in regional theatre. From working with students in a wide range of disciplines, I am quick to learn industry-specific styles. I specialize in helping students find their strengths and individualizing applications. This spring, I helped an intern who has a B.A. in International Relations and professional experience in theatre apply for a job with the National Parks Service. Although her varied experience matched the job requirements listed, she had been unable to articulate her qualifications. After analyzing the job description and talking through her skills, we were able to strengthen her application and tailor it to that position. Overall, I aim to help students overcome their application fears and become more confident in the process by teaching the skills they will need throughout their careers. My commitment to providing the students long-lasting career development skills would be a boon to COM's remarkable Career Services.

I welcome the opportunity to talk with you further about my qualifications, experience, and interest in the Career Advisor/Resume Specialist position at BU's COM Career Services. Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Melanie Medeiros

## Why is this an effective cover letter?

It's **tailored**: It **responds to the job posting** and is **specific to the company's goals**. It's immediately obvious that the candidate has **closely read the posting** and **understands the job requirements**.

It's **personalized**: from the descriptions, writing style, and interests, this letter could only be about Melanie Medeiros. Moreover, it's addressed to Kelly Forde, to COM Career Services. It mentions specific resources and situations at BU—it's **as much personalized to the recipient as it is to the applicant**.

It's **part of a whole**. This cover letter sets the stage for resume. She uses the letter format to tell a story that demonstrates her personality and "soft" skills. The letter displays the fundamental experience necessary to open the door. It mentions skills that will be proved later in the resume, but leaves the details of her experience to the resume.

It **tells a story**: The **anecdote** about the National Parks job does a much better job stating her qualifications and experience than a list of her skills ever could. Not only does it specifically mention many of the skills required for the position, it **proves** those abilities by showing how she would deal with a similar situation.

It's **detailed**: She provides **explicit and detailed information** about her interests, experience, and qualifications. She answers questions without being asked: why she wants the job, how she's qualified, what interests her in the position, etc. For example, she's not just interested in working with students, but helping them "overcome their application fears and become more confident in the process by teaching the skills they will need throughout their careers".

It's **short**: The whole letter is 320 words long in 3 short paragraphs. She immediately establishes her credentials and fit with the goals of the company. By keeping it **concise**, she exhibits **writing and editing skills** while **acknowledging the value of the employer's time**.

It's the start of a **dialogue**: it's **as much about the company as it is about the applicant**. She talks about her strengths and qualifications, but spends as much time talking about those of the company. Furthermore, she ties it all together by proving how she is the **best fit** for this position—not necessarily the most qualified. Through her interest, personality, and tone, she attempts to **prove a match with the company, its goals, and its people**.

# Melanie Medeiros

640 Commonwealth Ave, Boston, MA 02215  
(329) 867-5309 • email@bu.edu

---

## MENTORING & CAREER COUNSELING EXPERIENCE

---

### **Trinity Repertory Company**

*Light Board Operator, Electrician*

Providence, RI

2012-13, 2014 – Current

Led a resume workshop for 10 interns, focusing on formatting, presenting experience, and adapting resumes to specific jobs. Worked one-on-one with interns to edit resumes and cover letters and prep for interviews. Taught job search and application strategies both to people staying within theatre and to career changers; learned application styles specific to each industry. Worked with Master Electrician and Lighting Designers to implement all aspects of lighting designs for every production. Mentored lighting intern.

### **Actors Theatre of Louisville**

*Lighting Technician*

Louisville, KY

2013 – 2014

Worked with interns and staff members to enhance and edit resumes and cover letters. Offered strategies for interviews and application process in general. Mentored lighting intern. Worked with lighting department and designers to implement lighting designs for all 15 productions. Maintained data for each production, updated department of problems, maintained consistency and designer's vision throughout entire run of each show.

### **New York Stage and Film**

*Assistant Master Electrician*

Poughkeepsie, NY

2013

Led resume workshop for four lighting interns. Critiqued resumes and cover letters on design, language, and overall readability. Advised interns on the post-grad job search process; helped to find internships and full time positions. Taught lighting, electrics, and professional theatre conventions to four lighting interns.

---

## WRITING, EDITING, & DESIGN EXPERIENCE

---

### **Northampton Arts Council**

*Outreach Assistant*

Northampton, MA

2011 – 2012

Wrote and designed content for growing audience with focus on usability and comprehensibility; maintained organization's website. Edited organization's visual and verbal content for flow, user-friendliness, and specific appeal to various audiences. Increased awareness of the organization's resources through fluid designs, clear writing, and social media outreach.

### **Middletown Public Works Department**

*Assistant to the Recycling Coordinator*

Middletown, CT

2008 – 2010

Integrated clear design and plain language to inform the public about the city's recycling practices. Designed content to be accessible to all residents, with consideration for levels of education and knowledge about recycling.

### **The Madeline (Smith College Yearbook)**

*Section Editor*

Northampton, MA

2008 – 2010

Edited pages and sections for style, grammar, readability, and visual flow. Brainstormed ideas for theme and overall flow of book; designed individual sections to flow with theme of the book.

---

## EDUCATION

---

### **Boston University College of Communication, Boston, MA**

Masters of Science in Mass Communication; expected January 2017

### **Smith College, Northampton, MA**

Bachelor of Arts in Linguistics and Portuguese-Brazilian Studies; Class of 2012, *cum laude*  
Phi Beta Kappa; Dean's List 2009, 2010, 2012

## Why is this an effective resume?

It's **tailored**: This resume is clearly written for this position, from the headings to the descriptors. It highlights only relevant skills and employs select phrases from the posting.

It's **specific**: This resume provides a **focused** look into the jobs of Melanie Medeiros. Regardless of the job title, every description is used to prove different facets of the **skills she will need for this particular position**.

It's **part of a whole**: This resume **works with the cover letter**. Visually, the two documents match: they share a header, there is one font used throughout the entire application. The writing style differs, but they share the same confident professional tone. Both documents are meticulously researched and edited. Every piece of information is new: each document highlights different skills, experiences, and results.

It's **clear**: This resume is all **short sentences** with strong **action verbs**. Everything is in the **active** voice—there's no confusion about agency. The descriptions are **informative and explicit**; with quantities and descriptors, the reader has an exact idea of Melanie's experience. She didn't just write for a website, she "wrote and designed content for growing audience with focus on usability and comprehensibility." She **anticipates questions** and **answers who, what, why, how** for the reader leaving nothing open ended.

It **explains without apologizing**: The theatre positions are not the usual training of a resume specialist. With each theatre job description, she takes a line or two to describe her typical duties, effectively explaining away the discrepancy, while leaving the bulk of the resume space for relevant experience.

It **asserts without boasting**: the resume **shows accomplishments** instead of telling them. Since the resume work wasn't a central task in any of her jobs, her experience shows that she went above and beyond. Working on 15 productions demonstrates an ability to work well under pressure. Teaching and mentoring show a dedication to students. The academic honors show dedication and diligence.

It's **personalized**: header, font, descriptions: everything's specific to Melanie. This resume could neither describe nor represent anyone else. The header design and font show creativity and a sense of aesthetic style. The descriptions are not a summary of tasks performed. Instead, each clearly shows **her individual role** in each company, **what she brought** to the position, and **her values and goals** with each position: i.e.: "safe and efficient", "focus on usability and comprehensibility", "integrated clear design and plain language", "overall flow", content "accessible to all residents".