SENATE EMPLOYMENT OFFICE

Resume and Cover Letter Guide

(202) 224-9167 | employmentinfo@saa.senate.gov
https://employment.senate.gov/

About the U.S. Senate Employment Office

The Senate Employment Office assists Senators and Senate committees with filling entry-level through professional staff vacancies. This office is nonpartisan and administered by the U.S. Senate Office of the Sergeant at Arms.

Each Senate office is an independent employer, responsible for candidate screening, interviewing and selection, as well as job requirements, compensation, and conditions of employment. Although many staff positions are focused on administrative, legislative, communications, or constituent operations, specific titles and responsibilities may vary by office. Visit the Senate Employment Office's website for a list of sample positions and descriptions.

Offices within the U.S. Senate are equal opportunity employers.

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Introduction

Senate offices often receive a high volume of applications for every vacancy. Therefore, how you present your qualifications and skills is important to differentiate yourself from other candidates and to be deemed competitive.

This resource was developed to assist individuals seeking employment, internships, or other opportunities at the U.S. Senate. While his resource provides general guidance, some information may not apply to your specific circumstance. If you are a student or recent graduate, please contact your campus career center for additional assistance.

The Application Process

The vacancy announcement will list required materials to be submitted by applicants.

1. Resume
2. Cover letter or statement of interest
3. References
4. Writing samples

Resumes

The resume provides a snapshot of one's education, experience, and skills or abilities. It should demonstrate to employers that you have what it takes to be successful in the role.

This guide will focus on the most commonly used resume style on Capitol Hill—the reverse chronological resume. In this resume format, your most recent or relevant experiences should be listed first. For students or recent graduates, this may be your education. However, for individuals in the workforce, the primary focus will be on your professional experiences.

In contrast to resumes used for the Federal agency hiring process, your Senate resume should be one to two pages in total. The overall length of your resume will depend on where you are in your career. Individuals with fewer than 10 years of work experience should maintain a one-page resume, while professionals with 10 or more years of experience may run onto two pages.

Resume Components

Full Name

Email | Phone | Current City, State

Professional Summary (optional): 2-3 sentence overview

Experience

U.S. Senate Office of Senator Max Hill — Washington, DC
Legislative Correspondent — May 2024-Present

- Draft 5-6 letters per week to respond to constituents and VIPs on issues related to foreign relations, intelligence, national security, and veterans' affairs
- Assist National Security team with hearing preparation, including conducting research, drafting memos, preparing questions, and creating binders
- Meet with interest groups to hear concerns and provide updates on the Senator's behalf

Education

State College — Portland, ME
BA Political Science, Minor in Political Communication — May 2023

Listed below, are sections typically included in the resume:

Contact information: This should include your name, phone number, email address, and current city/state if you live near the advertised job location.

> TIP: Unless you are from a senator's home state, if you do not currently live near the job location, it may be in your interest to remove the address line from your resume.

Professional summary (optional): You may include a brief summary at the beginning of your resume to focus the reader's attention on the most important qualities, achievements, and abilities you have to offer. Often, individuals omit this section to reserve space for their professional experience. View samples on page 7.

Experience: This should be the focus of the resume. Each position should be described in detail, noting the organization name; job title(s); location; start and end dates; and specific skills, responsibilities, and achievements. Please reference the section below on constructing "Accomplishment Statements."

Education: This section should include your educational history and achievements. Be sure to include information about the institution, degree and concentration, year conferred, and location (e.g. city/state or virtual).

Optional sections: If you

> **Certifications and skills**: List items such as your foreign language proficiency, technology skills, or other special skills or certifications.

Leadership and activities: Students or early career professionals with limited work or internship experience may list relevant leadership positions, volunteer work, and/or other extracurricular involvement.
Professional development/memberships: Working professionals may list non-degree education or other opportunities pursued to stay abreast of recent issues. Individuals might also list relevant associations they've joined to connect with other professionals in their field.

Resume Do's

- Tailor your resume to the job.
- Even if you do not have prior Hill experience, focus on what is asked for in the job description and highlight related skills that you have developed in other roles that are transferrable to the job.
- Provide specific examples and remain fact-based.
- Use active language (see "Action Verbs for Resumes") to describe your accomplishments and quantify/qualify your achievements where possible.
- Explain acronyms the first time they are used. E.g. Department of Defense (DOD).
- Proofread to check for spelling and grammar errors.
- Find a balance in "white space" and remain consistent with formatting.
- Make sure the same font style and size is consistent across all application documents.
- Convert your document(s) to a PDF, and ensure the formatting has converted properly.
- Embed or insert hyperlinks to online articles, publications, or digital work. If you have multiple links, you might consider linking to an online portfolio or to your LinkedIn.

Resume Don'ts

Listed below, is information that should never be included in your resume or other application materials:

- Photos of yourself;
- Personal information such as your age, gender, nationality, sexual orientation, marital status, religious affiliation, etc.;
- Information or documents disclosing medical conditions or disabilities and doctors' notes;
- Encrypted or password protected documents; and
- Social Security Numbers (SSN).

Action Verbs for Resumes

Accelerated	Acquired	Added	Administered	Analyzed
Accomplished	Acted	Addressed	Advised	Anticipated
Achieved	Adapted	Adjusted	Allocated	Applied

Appraised
Approved
Arranged
Articulated
Assembled
Assessed
Assigned
Assisted
Attained
Audited
Authored
Balanced
Briefed
Budgeted
Built
Calculated
Catalogued
Categorized
Centralized
Chaired
Changed
Clarified
Classified
Cleared
Coached
Coded
Collaborated
Collected
Communicated
Compared
Completed
Composed
Computed
Conceived
Conceptualized
Conducted
Consolidated
Constructed
Contacted
Contracted
Controlled
Convened
Conveyed
Convinced
Coordinated
Corresponded
Counseled
Created
Customized
Decided
Defined
Delegated
Delivered
Demonstrated
Derived
Designed
Detected
Determined
Developed
Devised
Directed
Discovered
Distributed
Drafted
Earned
Edited
Educated
Effected
Enabled
Encouraged
Energized
Engineered
Enhanced
Enlisted
Established
Evaluated
Examined
Executed
Exhibited
Expanded
Experienced
Experimented
Explained
Explored
Extracted
Facilitated
Familiarized
Fashioned
Focused
Forecasted
Formed
Formulated
Fostered
Founded
Functioned
Gained
Gathered
Generated
Governed
Grouped
Guided
Handled
Headed
Helped
Identified
Illustrated
Impacted
Implemented
Improved
Increased
Informed
Influenced
Initiated
Inspected
Installed
Instituted
Instructed
Integrated
Interpreted
Interviewed
Introduced
Invented
Investigated
Judged
Launched
Led
Liaised
Maintained
Managed
Marketed
Mastered
Maximized
Measured
Mediated
Minimized
Modeled
Moderated
Modified
Monitored
Motivated
Negotiated
Observed
Obtained
Originated
Operated
Optimized
Orchestrated
Ordered
Organized
Originated
Outlined
Overhauled
Oversaw
Participated
Performed
Persuaded
Planned
Prepared
Presented
Presided
Prioritized
Processed
Produced
Programmed
Projected
Promoted
Proposed
Provided
Proved
Publicized
Published
Purchased
Questioned
Raised
Reconciled
Recommended
Recorded
Recruited
Redesigned
Reduced
Referred
Rehabilitated
Regulated
Reinforced
Remodeled
Rendered
Repaired
Reported
Represented
Researched
Resolved
Responded
Restored
Retained
Retrieved
Reviewed
Revised
Revitalized
Rewrote
Routed
Scheduled
Screened
Searched
Selected
Served
Shaped
Shared
Showed
Simplified
Sold
Solicited
Solved
Spearheaded
Specified
Spoke
Standardized
Steered
Stimulated
Streamlined
Strengthened
Structured
Studied
Suggested
Summarized
Supervised
Supported
Surpassed
Surveyed
Synthesized
Systemized
Tabulated
Targeted
Taught
Tested
Trained
Translated
Tutored
Unified
Updated
Upgraded
Utilized
Validated
Verified
Visualized
Wrote

Accomplishment Statements

Accomplishment statements are the bullet points you use to outline each experience on your resume. Each experience should be described in concise terms, preferably using no more than four bullet points, if possible.

Instead of listing your responsibilities, these statements should focus on your performance or actions you took and the results that came from them. Interpersonal or soft skills may also be represented in these statements.

Develop your accomplishment statements using the STAR method:

S: Describe the

T:

A:

R:

Make sure to use the correct verb tense. Current positions should be described in the present tense, while previous experiences should be written in the past tense.

Professional Summary Samples

Administrative

Administrative professional proficient at balancing competing demands in a fast-paced environment for a member of Congress. Strategic planner with the ability to effectively manage schedules, meet deadlines, correspondence goals, provide budget oversight, staff supervision, and ensure overall operational efficiency.

Accomplished administrative manager with a proven ability to develop and implement effective strategies that support business and financial objectives. Recognized as an expert in applying financial concepts to asset management decisions. Respected leader, able to build highly motivated teams focused on achieving office goals.

Communications

Communications professional proficient at leading in a high-pressured, fast-paced environment. Media savvy with the ability to plan, direct and implement communications strategies, develop media relationships, and write persuasively to deploy a new media strategy to broaden audience reach for a U.S. Senator. Reliable writer, editor, and researcher for op-eds, issue briefings, speeches, press releases, and policy documents.

Respected and dedicated communications professional with experience providing exceptional design and planning to present companies in the best possible light to customers and the public. Excellent writing skills and extensive knowledge of press-release writing. Expert at designing and implementing social media strategies.

Legislative

Highly motivated policy professional with expertise in education, healthcare, labor, and tax. Adept in drafting, analyzing, and advancing legislation. Proven ability to work with diverse coalitions and cultivate and maintain strong relationships with other senior level staff, committee staff, constituents, stakeholders, and industry groups on behalf of a U.S. Senator.

Esteemed corporate counsel with a proven track record of success conducting legal research, analysis and document drafting. Experience providing counsel to government and corporations with the ability to anticipate and evaluate all legislative issue areas and produce concise professional results.

Legal

Accomplished counsel for congressional committee adept in legislative analysis, investigative and oversight responsibilities, policy papers, and creating amendment summaries for members of Congress and staff. Ability to craft legislation, advise senior staff, and manage committee publication process.

Highly accomplished attorney with public interest legal experience demonstrating outstanding solution finding and client service, with a proven record of delivering high-quality work. Outstanding record of academic achievement in addition to a strong background in legal research. Adept at fostering and sustaining strong professional relationships with clients and colleagues.

Resources for Veterans and Servicemembers

The Senate Employment Office developed a resource for veterans and transitioning military servicemembers interested in obtaining Senate employment. Please click here to view the online guide.

In addition to the resume guidance provided in this document, there are various online resources available to help individuals describe their military service and accomplishments in civilian terms.

Cover Letters

Hiring managers often use the cover letter to identify candidates who would be a good fit for their office and who artfully showcase their relevant experience and strong writing skills. You should strive to tailor each cover letter to the specific vacancy or office to which you are applying. However, this does not mean that you have to compose an entirely new cover letter each time.

Below are basic components of a cover letter:

Your contact information: Your current city/state, email, and phone number.

Hiring organization's information (optional): Office name, hiring manager's name and title (if known), and the office's mailing address.

Introductory paragraph: This paragraph should outline why you are writing. Indicate which role you are applying to, how you heard about the position or opportunity, and a compelling reason why you should be considered. If you have strong state or regional ties to an office, add this information here.

Body paragraphs (1-2): The following "body" paragraph(s) should contain reasons why you are applying to the role or office. This is also where you may emphasize your relevant skills or experiences that relate to your ability to do the job. Whenever possible, use the information available to you (through the job ad or online information about the organization) to illustrate how your experience matches what the hiring manager is looking for.

Closing paragraph: Finish your letter by reiterating your interest in the position. Thank the hiring manager and discuss next steps, such as stating your availability to discuss your qualifications in an interview.

Cover Letter Do's

- Address your cover letter to a specific person, if you can.
- Keep your cover letter concise. It should be no more than one page.

- Conduct research on the office or organization before writing. This way, you can tailor your letter to a specific role or situation.
- Support your skills and qualifications by referencing specific traits or skills from the vacancy advertisement, and drawing parallels with your current or past experiences.
- Make sure your application documents (resume and cover letter) use the same font style and size.

Other Application Materials

In addition to your resume and cover letter, other documents that could be requested as a part of the application package may include, but not be limited to, professional references, transcripts, and writing samples.

Professional References

Some Senate offices may request a list of professional references as a part of your application. You should be prepared to identify two to three individuals who can speak about your previous work, character, and more. Your direct supervisor, colleague, intern coordinator, or professor could be an appropriate reference.

It is not recommended that you include your references as a part of your resume. While you may choose to add a line to your resume, indicating that references are available on request, your references should be listed in a separate document. Be sure to include the names of your references, their contact information (phone and email), and their professional relationship to you. Finally, make sure that you inform references in advance, so that they are not caught off guard when contacted by a hiring manager.

Writing Samples

Senate offices will often request writing samples to evaluate your writing abilities. While some offices may ask you to submit your writing sample(s) with your application, others may have you complete a skills assessment at some point during the interview process.

When selecting a writing sample, you should always follow the guidance outlined in the job advertisement. If no guidance is provided, consider using a piece that is relevant to the position or policy portfolio to which you are applying. Generally, the recommended length for a writing sample is approximately two to three pages.

Below are a few ideas:

- Academic research papers

- Background memos summarizing a complex issue or information to brief an executive
- Briefing or hearing memos from prior internships
- Constituent response letters
- Floor remarks, Congressional Record statements, other public record remarks or talking points
- Op-eds, articles, or other published works
- Press releases or media advisories
- Social/digital media content, including sample tweets, blog posts, graphic designs, and infographics
- Other original work demonstrating your research and writing abilities.

Note: If you choose to use a memo or other work product from a past Hill internship, you should confirm with your internship coordinator or supervisor that it is okay to use the piece. Some offices may consider these work products to be property of the office, or may request that office identifying information be "scrubbed" or removed from the document.

If you don't have a writing sample in mind, it is acceptable to write a new piece for the employer. You could select a recent bill or current issue to research and summarize—this way, you'll have a fresh, relevant writing sample that is specific to the position.

Resume Samples

The following resume samples are organized by job category, from entry-level to professional staff.

Intern/Entry-level

ALEXANDRA HILL

808-123-4567 | candidate@email.com

EDUCATION

State University, Irvine, CA
BA Communications, May 2022
Minor in East Asian Studies
Dean's List:

- Spring/Fall 2020
- Spring/Fall 2021
- Spring 2022

City High School, Honolulu, HI
High School Diploma, May 2018

- Valedictorian

SKILLS

- Languages: Japanese (fluent), Chinese (basic)
- Technology: Microsoft Office Applications, Google Applications
- Knowledge of graphic design principles and basic website management
- Adobe Creative Cloud: InDesign, Photoshop, Illustrator
- Managing social media platforms: Facebook, Twitter, Instagram, TikTok, YouTube
- Social media publishing platforms: Hootsuite, TweetDeck, MailChimp

References available on request.

LinkedIn

Twitter

Website/online portfolio

EXPERIENCE

Environmental Advocacy Organization, Los Angeles, CA
Digital Intern, January-May 2022

- Created infographics advertising the impact of the organization's work
- Drafted Tweets and Facebook posts for social media accounts
- Captured photos at the annual gala and monthly community cleanup events

State Senator Max Bones, Irvine, CA
Intern, September-December 2020

- Maintained the lobby; answered phone calls and responded to constituent inquiries; greeted office visitors
- Conducted research and drafted white papers on transportation and sustainability issues
- Created messaging campaigns for the Senator's social media accounts

Campus Coffee Shop, Irvine, CA
Barista, January 2019-Present

- Craft signature and custom beverages, and develop seasonal menu items
- Greet customers and accurately take orders; serve as cashier; train new staff; review inventory and order supplies as needed

Local Clothing Boutique, Haleiwa, HI
Store Manager, October 2017-Aug 2018, Associate June 2015-October 2017

- Greeted and assisted customers; maintained a clean and welcoming store atmosphere
- Managed the cash register, maintained receipts and records of transactions
- Opened/closed the store; created monthly staff schedules

LEADERSHIP

- University Speech and Debate, Coach (2021-2022), Member (2019-2022)
- Varsity Women's Rowing, Captain (2021-2022), Member (2018-2022)
- Omega Kappa Sorority, President (2021-2022), Media Director (2020-2021)

Intern/Entry-level

Benjamin Hill

candidate@email.com
215-123-4567

Education

Philadelphia University — Philadelphia, PA
Bachelors of Science in Economics (GPA 3.75) — Expected Dec 2023
Minor in Government
Relevant Coursework: American Government, International Politics, Research Methods, Law and Lawmaking, Introduction to US Politics, Education Policy, Statistics

Dallas City High School — Dallas, TX
Valedictorian, National Honor Society — May 2019

Experience

U.S. Senator Raymond Reddy — Philadelphia, PA
Casework Intern — Aug 2022-Present

- Answer phone calls and document constituent concerns; process constituent correspondence
- Initiate the casework process; input constituent information in Fireside and route to caseworker; conduct background research to assist with casework
- Draft congratulatory letters on behalf of the Senator

Albert for America — Philadelphia, PA
Canvassing Coordinator — Sep – Nov 2020

- Conducted demographic and political research on assigned region
- Knocked on doors and cold called individuals in order to start conversations with potential voters
- Recruited, trained, and coordinated new canvassers; participated in weekly meetings with supervisors and others on the canvassing team; compiled monthly reports

Duncan for Texas — Dallas, TX
Finance Intern — Aug – Nov 2018

- Phone banked on behalf of the candidate, generating more than $2,500 in pledged contributions
- Managed the campaign database; tracked budget and spending in Excel spreadsheets

Pepper's Restaurant — Dallas TX
Shift Manager (Jan 2019 – Aug 2020), Host (Jul 2015 – Dec 2018) — Jul 2015 – Aug 2020

- Created weekly shift schedules for employees
- Provided superior customer service, answered phones to make reservations in the online system, handled customer inquiries and concerns as they arose

Leadership and Awards

Alpha Beta Fraternity (2019-Present)

- Treasurer (2022): manage AB's finances and budget; collect and remit dues to national headquarters
- Philanthropy Chair (2021): planned AB's signature fundraiser, raising $3,000 for Paws Cancer

Glee Club (2020-Present)

- Member Coordinator: collect annual dues, plan rehearsal schedule, make room reservations

Eagle Scout Award (2019)

Entry-Mid-level

Caroline Hill

Washington, DC 20510
candidate@email.com | 202-123-4567
LinkedIn

Experience

Office of U.S. Congressman Jack Jackson — Washington, DC
Staff Assistant/Legislative Correspondent — November 2021-Present

- Process constituent mail in the Voice CRM and draft response letters on behalf of the Congressman; write a weekly correspondence log for the Congressman and staff
- Answer phone calls and register constituent concerns; supervise two interns in the front office
- Schedule and lead historically accurate constituent tours of the U.S. Capitol building

Press Intern — September-November 2021

- Compiled daily press clips to circulate to all staff
- Assisted the press team by drafting press releases and statements
- Took photos of the Congressman at public events, drafted tweets and created digital graphics for Twitter and Facebook social media accounts

U.S. Department of State — Washington, DC
Congressional Affairs Intern — May-August 2019

- Drafted briefing materials including handouts and PowerPoints for staff
- Attended House and Senate Foreign Affairs Committee hearings and meetings with Member offices on Capitol Hill
- Compiled lists of congressional staff contact information in Excel spreadsheets

International Council — Washington, DC
Intern – South and Central Americas — May-July 2018

- Helped to maintain the webpages for the South and Central Americas division—modernized page graphics and design, and updated content and statistics
- Conducted online research and assisted with drafting the annual report on developments in South and Central America

Office of U.S. Senator Geoffrey Green — Washington, DC
Legislative Intern — May-August 2017

- Attended briefings and drafted 10 memos for legislative staff on defense and foreign affairs issues
- Provided admirative support to the office by answering phones and greeting and escorting guests; provided 20 tours of the Capitol to visiting constituents

Education

National University — Washington, DC
BA in Political Science and International Relations; Minor in Romance Languages — May 2021
Activities: University Legislature, Freshman Representative; College Republicans, Omega Kappa Sorority

Memberships

- National University Alumni Club, Board Member
- Women's Congressional Staff Association, Member
- Women's League of Washington, Member
- Nonprofit in DC, Volunteer

Languages and Skills

- Languages: Spanish (native), Italian (professional working proficiency), Latin (limited proficiency)
- Technology: Voice and IQ CRM, Microsoft Office suite, social media (Facebook, Instagram, TikTok, Twitter), Adobe, Canva, Hootsuite, Mailchimp, Photoshop

References on request

Administrative Professional

Daniel Hill
Arlington, VA | 703.123.4567 | congressional_employee@mail.gov

SUMMARY

Executive-level administrative professional with excellent interpersonal skills, experience managing budgets, and adept at managing change in a fast-paced environment. Work ethic characterized by outstanding organization, attention to detail and ability to multi-task with utmost discretion.

PROFESSIONAL EXPERIENCE

Administrative Director **Nov 2010 – Present**
Office of U.S. Senator Mary Rivers **Washington, DC**

- Manage and oversee the office's $X million budget, manage billing, and monitor office expenditures.
- Maintain personnel files, monitor leave schedule, and plan special events in DC and within the state.
- Supervise staff assistants and multiple interns; develop, implement, and maintain the intern program.
- Orient new staff to policies and procedures; work with Disbursing to process staff paperwork (i.e. new hires, terminations, payroll, etc.); serve as office's emergency contact.

Scheduler/Office Manager **Nov 2007 – Nov 2010**
Office of U.S. Congresswoman Mallory Waters **Washington, DC**

- Scheduled official travel and meetings for the Congresswoman in a timely manner.
- Assisted with daily logistics and served as the liaison between the Congresswoman and her staff.
- Maintained the office expenses, approved purchases, and managed operations.
- Drafted personal correspondence on behalf of the Congresswoman.

Assistant to the Chief of Staff/Deputy Scheduler **Aug 2005 – Nov 2007**
Office of U.S. Senator Mary Rivers **Washington, DC**

- Updated and maintained the Chief of Staff's schedule; prepared briefing binders and agendas for meetings; updated and maintained the Chief's contacts; assisted with administrative tasks.
- Coordinated official domestic and international travel and provided itineraries; processed travel reimbursements.
- Assisted the Scheduling Director and Executive Assistant in managing the Senator's schedule.

State Staff Assistant **May 2004 – Aug 2005**
Richmond, VA

- Processed constituent tour and flag requests
- Answered phone calls and logged opinions; greeted office guests.
- Trained interns on front desk procedures and to lead tours of the U.S. Capitol.

EDUCATION

National University, Washington, DC
BS in Business Administration and Political Science

SKILLS

- Technology: Microsoft Suite, Publisher, Lotus Notes, Adobe Acrobat
- Senate Systems: IQ, WebFMIS, TranSAAct, CapFOR, OAM, Otis

Professional references available on request

Administrative Professional

Fernando Hill **(202) 555-5555 | candidate@email.com**

PROFESSIONAL SUMMARY

Experienced IT professional adept in maintaining and troubleshooting office networks, researching and recommending technology hardware and software, and providing training and support to IT systems. Strong interpersonal skills with the ability to work closely with management to support office operations. Knowledgeable in the procurement of technology and management of IT budget. Proficient in ensuring system security and staff compliance with cybersecurity requirements.

TECHNICAL SKILLS

Windows & Mac troubleshooting| Networking | System Imaging | Cisco AnyConnect | AirWatch |Apple & Android devices | LAN | WAN

PROFESSIONAL EXPERIENCE

Hew-Pack Corp. **Jan 2016 – Present**
Systems Engineer ***Alexandria, VA***

- Provide database administration, server, and desktop support.
- Manage solutions for security monitoring and compliance, managing infrastructure upgrade and replacement projects.
- Monitor and oversee remote application access and Active Directory; maintain network/security system.
- Coordinate with software development team to implement technologies for continuous build and integration.

FSI Strategies **Jun 2012 – Dec 2015**
Desktop Support Analyst ***Arlington, VA***

- Created and maintained Exchange distribution lists and group mailboxes; provided support for video conferencing; performed regular system back-ups and recoveries.
- Researched, evaluated, and recommended system technologies to support business requirements.
- Provided local/remote desktop support; documented help desk processes, procedures, and resolutions.
- Installed, maintained, upgraded, and repaired equipment; monitored and troubleshot hardware/software/networking problems as needed.

Federal Credit Union **Aug 2010 – Jun 2012**
Network Administrator ***Washington, DC***

- Oversaw installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, security, and peripheral devices.
- Conducted research on network products, services, protocol, and standards in support of network procurement.
- Managed IT budget, evaluated options to reduce cost, consolidated infrastructure, and assisted with purchasing and recommending new technologies/equipment and upgrades to existing equipment
- Maintained Active Directory, system backups, recovery, security patches and upgrades, and network infrastructure.

CSI Consultants **May 2008 – Aug 2010**
Junior Service Desk Analyst ***Suitland, MD***

- Responded to Service Desk incidents, released held e-mails, and analyzed suspicious attachments.
- Deployed patches monthly, imaged laptops and desktops, and configured and monitored account permissions.
- Created a SOP that included a user profile checklist, hardware procurement, workstation assignment, and mobile device configuration to be completed before new employee start date.

EDUCATION

University of the North, Portland, ME (virtual): Master of Science in Cybersecurity
National University, Washington, DC: Bachelor of Science in Information Technology

CERTIFICATIONS

CompTIA Network + | CompTIA Security + | Certified Information System Security Professional | Cisco Certified Network Associate | TestOut Network Pro | TestOut Security Pro | Microsoft Certified Solutions Expert

Communications Mid-Level

GERALD HILL

(515) 555-5555 | candidate@email.com | Online Portfolio
Washington, DC

PROFESSIONAL SUMMARY

Enthusiastic, creative, and innovative communications professional with hands-on experience in digital media and social media strategy. Experienced in the implementation of creative social media branding through collaboration with all levels of staff. Excellent attention to detail and communication skills with the ability to quickly produce content in a fast-paced environment.

PROFESSIONAL EXPERIENCE

Office of United States Senator **Jan 2020-Present**
Digital Director ***Washington, DC***

- Update Senator's website and social media sites; uses analytics to evaluate and evolve the office's digital efforts; design and execute digital media campaigns.
- Work with press staff to promote the Senator's messaging across social media platforms.
- Coordinate the development of high-visibility, high-quality and innovative content for social media, email, website, and other platforms using graphic design and video editing software.
- Create video content and other compelling visual content including infographics and other shareable visuals.

Office of United States Representative **Dec 2018-Dec 2019**
Press Assistant ***Washington, DC***

- Compiled daily press clips to circulate to all staff
- Took photos of the Congressman at public events, drafted tweets and created digital graphics for Twitter and Facebook social media accounts

Gary Green for Governor **Sep-Nov 2017**
Communications Intern ***Iowa City, IA***

- Assisted in maintaining specific lists of media outlets, sending out press releases, and monitored media coverage using online media coverage monitoring service.
- Loaded emails, developed and posted social media content, and updated website.

Cruz & Associates **May-Aug 2017**
Public Relations Intern ***Des Moines, IA***

- Drafted press releases, compiled press clippings, updated media lists, and monitored social media accounts.
- Generated reports on structured insights leading to more information-driven business decisions.
- Wrote copy for client's social media and radio & TV spots.

A Magazine **Jan-Dec 2016**
Social Media Intern ***Ames, IA***

- Created, planned, and integrated a social media campaign for the magazine by developing posts on Twitter, Facebook, YouTube, and LinkedIn.
- Updated website with new content and stories on a weekly basis.
- Evaluated web analytics to identify new methods of increasing viewership on social media platforms.

EDUCATION

State University **May 2018**
Bachelor of Arts in Communication Studies and Public Relations **Ames, IA**
Activities: State University Newspaper, Writer and Editor; Social Club, Communications Director

TECHNOLOGY SKILLS

Adobe Creative Cloud (InDesign, Photoshop, Illustrator) | Canva | Website Management | WordPress | Social Media Platforms and Analytics (Facebook, Twitter, Instagram) | Social media publishing platforms (TweetDeck, Sprout Social)

Communications Professional

Heather Hill

207.123.4567 | congressional_employee@mail.com | Bethesda, MD

PROFESSIONAL SUMMARY

Communications professional with Capitol Hill experience adept at leading in a high-pressure, fast paced environment. New media savvy with the ability to deploy a new media strategy to broaden audience reach. Reliable writer, editor, and researcher for op-eds, issue briefings, speeches, press releases, and policy documents.

PROFESSIONAL EXPERIENCE

U.S. House of Representatives – Washington, DC Office of Congressman Jones (D-NY)

Communications Director, 2017-Present

- Develop and execute plan for communicating Senator's activities to a diverse set of audiences.
- Manage Press Team and proactively collaborate with press corps in Washington and state offices.
- Developing working relationships with broadcast, print, and online news media.
- Serve as the office's primary spokesperson; innovate and produce results under tight deadlines.
- Ensure permanent scrapbook for historical archiving of press generated materials is updated consistently.

U.S. Senate – Washington, DC Office of Senator Klein (D-ME)

Press Secretary, 2012-2017

- Drafted press releases, statements, op-eds, and other press materials; oversaw social media content and responded to incoming requests from reporters.
- Pitched reporters and producers and planned press conferences and events; screened and responded to daily inquiries from the press.
- Prepared floor speeches for Senator; managed multiple projects at once while working under tight deadlines.

Deputy Press Secretary, 2009-2012

- Assisted the communications team on national media outreach, website administration, video editing, and managing press inquiries; maintained index/library of releases and related media publications.
- Executed effective social media strategy and managed new media presence; updated press list; drafted press releases, statements, media advisories, and other written materials.
- Kept abreast of relevant media issues and informed staff of scheduled appearances by Senator.

Press Assistant, Jan 2007-2009

- Compiled daily news clips and mentions of the Senator.
- Took photos of the Senator at events and meetings; designed digital media and infographics for the Senator's social media accounts.

EDUCATION

Maine State University, Portland, ME

- M.A. Public Affairs (2007)
- B.A. Mass Communications and Journalism, Minor in Graphic Design (2006)

SKILLS

Microsoft Office, InDesign, Photoshop, Facebook, Twitter, Instagram, LinkedIn, YouTube, Google Analytics

References available upon request.

Legislative Mid-Level

Irene Hill

123 Liberty Lane, Washington, DC 20510
(555) 555-5555 | congressional_employee@mail.com

PROFESSIONAL EXPERIENCE

Office of U.S. Senator
Research Assistant | Washington DC | 2019 – 2022

- Meet with constituent groups, prioritize projects, and perform duties in a fast-paced environment.
- Assist with writing speeches, floor statements, and press releases.

Legislative Correspondent | Washington DC | 2016 – 2019

- Respond to constituent mail and ensuring legislative team's weekly mail goals are met.
- Proactively keep abreast of legislative developments in assigned policy portfolio.
- Provide support to Legislative Assistants by researching issues, drafting memos, and attending meetings.

Office of U.S. Senator
Staff Assistant | Washington DC | 2015 – 2016

- Greeted visitors and answered telephone calls in fast-paced DC front office.
- Led tours of the Capitol and processed flag requests with minimal supervision.
- Managed summer intern program and acted as liaison between staff and interns.
- Proactively completed special projects such as researching, writing, and editing letters and memos.

Environmental Advocacy Organization
Associate | Washington DC | 2012 – 2015

- Conducted research and analyzed data on policy developments in energy, the environment, and agriculture.
- Drafted reports for Congress and member organizations.

Office of U.S. Representative
Communications Intern | Alexandria, VA | 2011 – 2011

- Managed district office's web-based communications outreach efforts.
- Responded to constituents' concerns regarding legislative issues.

EDUCATION AND TRAINING

Graduate University | Arlington, VA | Expected 2024

- Candidate for Masters in Public Policy

Undergraduate University | Charlotte, NC | 2012

- Bachelor of Science: Environmental Studies

Congressional Research Service Training

- Budget Resolutions and Reconciliation: Overview of the Federal Budget Process
- Advanced Legislative Process Institute
- Congress: An Introduction to Process and Resources

Legislative Professional

Jose Hill

225.123.4567 | congressional_employee@mail.com | Alexandria, VA

Congressional Experience

U.S. House Committee on Veterans Affairs, Washington DC
Staff Director, 2018 – Present

- Establish and implement the Congressman's legislative priorities and supervise/manage policy staff.
- Monitor policy developments, particularly within the Senator's committee jurisdiction.
- Approve drafted legislation and amendments; analyze legislation on the House and Senate floor and make vote recommendations; screen "Dear Colleague" letters and recommend potential bills to cosponsor.
- Review annual appropriations requests and provide recommendations; write talking points; approve floor and committee remarks.

U.S. Senate, Senator Pinky, Washington, DC
Senior Policy Advisor, 2013 – 2018; Policy Advisor, 2010 – 2013; Legislative Assistant, 2005 – 2010

- Responsible for staffing the Senator on the Senate Committee, with an emphasis on (e.g. Veterans' Affairs.)
- Drafted legislation and amendments, analyzed bills, wrote memoranda, drafted committee and floor statements/remarks.
- Drafted supporting and dissenting views for legislation and wrote speeches and remarks.
- Monitored legislative developments within committees and briefed Senator on status of legislation.
- Built coalitions on various initiatives to ensure legislative success; interfaced and represented Senator with constituent and special interest groups.

U.S. Senate, Washington, DC
Law Clerk, Committee on Homeland Security, 1999
Law Clerk, Committee on the Judiciary, 1998
Intern, U.S. Senator Patrick, 1995

Legal Experience

Metropolitan Law Firm Washington, DC
Staff Attorney, 2000 – 2005

- Represented individuals in a variety of legal settings, including U.S. District Court, state courts, and administrative hearings.
- Litigated cases in federal and state court, and negotiated cases to resolution through both formal and informal means, including mediation.

Education

J.D. University Law Center, Washington, DC
B.A. English Undergraduate University, Baton Rouge, LA

Professional Associations

Bar Memberships: DC and LA
(Name of) Congressional Staff Association
National Bar Association
Condominium, Board Member

Legislative Professional

Kevin Hill

413.123.4567 | congressional_employee@mail.com | Arlington, VA

PROFESSIONAL SUMMARY

Experienced policy advisor adept in drafting, analyzing and advancing legislation. Highly skilled at cultivating and maintaining strong relationships with senior level staff, key stakeholders, and industry groups on behalf of the Member. Working knowledge of all phases of the legislative process and U.S. government relations.

PROFESSIONAL EXPERIENCE

U.S. Senate Committee on Banking, Housing, and Urban Affairs **2019 – Present**
Professional Staff

- Lead a team of three in conducting oversight regarding fiscal policy, housing finance, and financial regulatory policy.
- Plan and execute hearings, mark-ups, and supervise other staff members in preparation of hearings materials.
- Analyze legislation related to assigned issues and brief committee members on current developments; monitor Senate floor activity and provide status reports regarding pending legislative developments.
- Prepare statements and talking points for committee members on pending legislation and hearing topics.
- Maintain a working knowledge of the legislative process: bill drafting, Congressional Budget Office scoring, report writing, floor debate, and conference negotiations; act as liaison with outside groups & government officials.

Office of U.S. Senator Solomon Fish **2015 – 2019**
Legislative Assistant

- Served as primary advisor to the Senator on banking, finance, housing, and urban affairs.
- Formulated his policy agenda and stayed current on legislative developments, including monitoring committee activities associated with the issue portfolio.
- Drafted legislation, memos, talking points, letters, and vote recommendations.
- Worked closely with federal agencies, constituents, and coalitions.

Credit Union Advocacy Group **2012-2015**
Government Relations Associate

- Researched and prepared federal legislative updates to share with member organizations in a monthly online newsletter.
- Participated in meetings, briefings, and conference calls with executives and senior leadership, as well as other stakeholders to develop policy positions and regulatory comment letters.
- Maintained an Excel list of congressional staff covering the financial portfolio and conducted meeting outreach.

Office of U.S. Senator Jerry Williams **2009- 2012**
Legislative Correspondent

- Drafted responses to constituent correspondence and conducted research on banking and economic issues.
- Assisted the Legislative Assistant as required; attended committee hearings; assisted with writing talking points, floor statements, and memos.

Staff Assistant **2007-2009**

- Performed administrative and clerical duties in support of constituent outreach.
- Scheduled and led constituent tours of the US Capitol.

EDUCATION

University Name, New Haven, CT (virtual)
Master of Public Policy

University Name, Lowell, MA
Bachelor of Arts in Political Science

Military/Veteran

Maria Hill

Potomac, MD | 240.123.4567 | candidate@email.com

CONGRESSIONAL EXPERIENCE

Congressman Leroy Jackson (R-ND), Military Fellow 2022 – Present

- Serve as the primary advisor, forming the Congressman's policy agenda on foreign affairs and defense issues
- Keep abreast on current on legislative and policy developments in portfolio
- Monitor committee activities in policy portfolio, draft legislation, memos, talking points, and vote recommendations.
- Meet with constituents and advocacy groups; work closely with federal agencies

INTERNATIONAL & DIPLOMATIC SECURITY EXPERIENCE

U.S. Embassy (Mission Support Company), Diplomatic Protective Security Specialist 2020 – 2022

- Provided security protection to U.S. Department of State personnel and high-level U.S. Government officials as a member of a mobile security team.
- Planned missions and directed motorcade operations from the safety of the U.S. Embassy to various official meeting sites overseas.
- Served as a counterterrorism instructor (Reconnaissance & Surveillance).

Systems Integration Inc., Director of Security 2017 – 2020

- Directed the daily operations of Protective Security Detail missions and motorcade operations, while maintaining a 24/7 Operations Center overseas.
- Managed daily security operations of security sites and provided daily security brief to corporate management, and implemented Standard Operating Procedures for the company's Security Department.

Global Corp., Regional Manager 2015 – 2017

- Responsible for over 5000 local national linguists and 500 U.S. hires in the central region for this global company that delivers integrated solutions for military and commercial customers.
- Provided direct linguistic support to the U.S. and Coalition Forces overseas, which supported 7 different U.S. Military locations.
- Ensured all Global Corporation International Zone life support was coordinated through the U.S. Embassy and State Department.

MILITARY EXPERIENCE

U.S. Army, Senior Noncommissioned Officer 1990 – 2015

- Senior enlisted member and advisor to the Commander in a combat and peacetime environment for over 5 years.
- Responsible for worldwide deployable infantry company to include accountability, supervision, training, health, welfare, and combat readiness of 220 combat soldiers and $30 million worth of equipment.
- Served in combat operations in various locations and assisted the Commander in policy making and U.S. Government missions.
- Analyzed training modules, modified existing programs and developed new training curriculum.
- Created security plans for military operations and briefed staff.

EDUCATION

Military College, Online | Master's in Intelligence Analysis
City College, Annapolis, MD | Bachelor of Science in Homeland Security

SECURITY CLEARANCE

Department of State Secret (Active) & Department of Defense Secret (Active)

LANGUAGE

Fluent in Arabic

State Office

NATHAN HILL

Boston, MA | 617-123-4567 | congressionalemployee@gmail.com

PROFESSIONAL EXPERIENCE

United States Senate, Senator Sammy Smart **2013 – Present**
State Office Director **Boston, MA**

- Represent the Senator in all areas of the state; direct and plan operation of the state office staff; schedule and chair state office staff meetings; perform special projects as assigned by the Senator.
- Implement office policies and procedures; oversee recruiting, hiring, and training of new employees.
- Maintain communication with the Washington, D.C. office & with community business leaders & constituent groups.
- Coordinate the Senator's district schedule and accompany the Senator on visits throughout the state.
- Schedule meetings with government agencies and congressional offices; liaise with political leaders in state.
- Deliver speeches at events in state when the Senator is not available.

Field Representative **2010 – 2013**

- Worked directly with constituents experiencing problems or difficulties with the Federal Government regarding Veterans issues, Social Security, and IRS.
- Contacted agencies to obtain information to assist constituents and created a log of cases.
- Monitored casework for problems which might be resolved by legislative action.
- Respond to constituent correspondence; developed and maintained relationships with local businesses and governments, and community organizations to provide assistance/intervention regarding appropriate projects.
- Represented the Senator at hearings, meetings, or other functions.

Caseworker **2007 – 2010**

- Independently processed constituent services casework in the areas of IRS, Small Business, FEMA, and OPM.
- Evaluated and monitored complex cases until resolved; analyzed and assessed federal policies and programs.
- Worked closely with federal, state, and local agencies regarding federal programs and constituent concerns/complaints.
- Monitored current events in cities and towns throughout the state; represented the Senator at various in-state events.
- Composed correspondence and letters for supervisor and Senator's signature.

Veterans' Service Organization **2005 – 2007**
Employment Analyst Recruiter ***Springfield, MA***

- Provided interpretation and oversight of the execution of the federal directives in regards to the veteran administration policies and procedures.
- Directed intensive case management to veterans including: transitional skills, analysis, counseling and guidance services, career assessment, career planning, and job placement; researched employment trends and labor market analysis and vocational training programs.
- Provided analytical and logistical support development in establishing employer contacts during full life cycle recruiting through a network of community business, professionals, social networks and cold calling.

Department of Community and Human Services **2003 – 2005**
Community Service Specialist **Springfield, MA**

- Directed intensive case management to clients including: transitional skills, analysis, guidance services, individual and family counseling.
- Assisted households diverted from shelter as well as those experiencing homelessness through coordination of available resources i.e., landlords, management companies, and non-profit providers, comparable benefits and individualized support.

EDUCATION

MA Social Work, University of the Atlantic
BA Government, Northeast University

Cover Letter Samples

The following cover letter samples are organized by job category, from entry-level to professional staff.

Sample 1 Entry-level

Silver Spring, MD
808-123-4567
candidate@email.com

January 1, 2023

Owen Wright
Communications Director
Office of Senator Casey Adams
142 Hart Senate Office Building
Washington, DC 20510

Dear Mr. Wright:

I am writing to apply to the Press Assistant position in the Washington, DC office of Senator Casey Adams. I am very excited for this opportunity, which I found on the Senate Employment Bulletin, and hope to use my education and experience in communications to help develop and support the Senator's messaging on current issues important to constituents in Hawaii.

During my internship with Hawaii State Senator Max Bones, I communicated daily with constituents and assisted staff with research and other administrative responsibilities. In this small, fast-paced office, I learned to act quickly and with discretion to better serve the Member and address constituents' concerns in a professional and timely manner.

Additionally, I am a skilled communicator who is able to craft effective messaging for digital and print media. As a digital intern at the Environmental Advocacy Organization, I worked closely with the communications and marketing teams to showcase the organization's efforts online. I assisted with content curation on the website, used Photoshop to design graphics for social media, took photos at events and fundraisers, and edited video footage. I also drafted tweets and Facebook posts to accompany the graphics that I created. I've included several example Tweets and graphics as my attached writing sample.

I am excited to contribute as a member of Senator Adams' communications team. Thank you for your consideration of my application. I welcome the opportunity to

meet with you to discuss my interest in this role, and can be reached at 808-123-4567 or candidate@email.com.

Sincerely,
Alexandra Hill

Sample 2 Administrative

Daniel Hill
Arlington, VA 22201
703-123-4567 | candidate@email.com

January 1, 2023

Dear Hiring Manager:

I am writing to express my interest in your current administrative vacancy. I have a wealth of non-partisan administrative experience, and I would like to utilize my skills to the benefit of you and your staff. My background and experience give me the substantive foundation to succeed within this role. I believe my character, work ethic, and passion for administrative functions are the true assets that I can bring to your team.

I am an experienced administrative professional who has the ability to build strong working relationships with vendors, staff, and support agencies. I understand the unique environment of Capitol Hill and am capable of providing the oversight and implementation of departmental policies. I have experience leading administrative functions, including budget planning, personnel and payroll, ensuring compliance and developing procedures, and scheduling and calendar management. Given my background, I believe I would bring a great deal of expertise to your office. An administrative role is a very important one, requiring attention to detail, thoroughness, discretion and flexibility. I am well equipped and eager to serve you and your staff in such a role.

In closing, I would be thrilled at the opportunity to work for the Senator’s office. I am available for an interview at your convenience. Thank you in advance for your consideration.

Sincerely,

Daniel Hill

Sample 3 Communications

Paula West
Chief of Staff
Office of Senator Casey Adams
142 Hart Senate Office Building
Washington, DC 20510

Dear Ms. West:

I am thrilled to learn that Senator Adams is looking for an individual to lead communications strategy. The Senator is firmly established as a strong leader on issues affecting everyday Americans, and I would welcome the opportunity to assist in this endeavor. Please accept this cover letter and resume as my formal application for the Communications Director position.

In my current position, I have handled every aspect of our communications shop—regularly speaking to national reporters to generate coverage, pitching and staffing hearings and press conferences, helping to craft our media strategy for multiple legislative priorities, coordinating our messaging with other congressional offices, and leading a digital strategy that resulted in a significant increase in social media followers in a single year.

I've learned to quickly identify and capitalize on media opportunities. As the primary spokesperson, I work closely with legislative staff members to help shape the press strategy to ensure that our message is properly communicated. In my previous position, my responsibilities included drafting and editing statements, press releases, and columns. I also managed social media accounts and used those outlets to make sure that the Congressman's message was conveyed to the largest possible audience in the most effective way. My experience leading communications has uniquely prepared me for this opportunity.

In short, I am ready to work hard and have the skills to hit the ground running. I am confident I can help bring the experience needed to lead the office's proactive communications strategy and help to amplify the message and policy agenda of the Senator.

I appreciate your consideration and look forward to discussing my interest further.

Sincerely,

Heather Hill
207.123.4567
congressional_employee@mail.com

Sample 4 Legislative

Lakeview Drive
Potomac, MD 20817
240-123-4567
candidate@email.com

January 1, 2023

Dear Hiring Manager:

I read with great interest the announced legislative assistant vacancy within your office. I write today to ask your consideration and to illustrate my ability to succeed on the Senator's legislative team.

Through my academic career and professional experience, I have sought to expand my understanding of a wide breadth of legislative issues. It is through this experience that I have been able to refine my research, writing, and understanding of public policy. My qualifications and experiences include creating and leading diverse coalitions and teams to accomplish targeted goals; drafting and analyzing legislation, policies, and regulations; coordinating with local, state, and federal government officials; communicating complex concepts; and building and maintaining relationships with colleagues, constituents, and relevant stakeholders.

I would seek to advance the Senator's priorities and effectively serve their constituency. It is vital to understand that providing legislative assistance is a significant part of the functions of the office, and it is my hope that as a candidate for this position, I will have the opportunity to contribute to the ongoing success of this institution.

Thank you for your consideration of my application. I welcome the opportunity to discuss my interest in this opportunity, and am happy to provide a list of references who can attest to my character and experience. I can be contacted at 240.123.4567 or candidate@email.com.

Respectfully,

Maria Hill