Sample Resume and Cover Letter

Computer Science Student

LUCAREER

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

CME Group

CME Group is the world's leading and most diverse derivatives marketplace. But who we are goes deeper than that. Here, you can impact markets worldwide. Transform industries. And build a career shaping tomorrow. **We invest in your success and you own it, all while working alongside a team of leading experts who inspire you in ways big and small.** Joining our company gives you the opportunity to make a difference in global financial markets every day, whether you work on our industry-leading technology and risk management services, our benchmark products or in a corporate services area that helps us serve our customers better. **We're small enough for you and your contributions to be known. But big enough for your ideas to make an impact.** The pace is dynamic, the work is unlike any other firm in the business, and the possibilities are endless. Problem solvers, difference makers, trailblazers. Those are our people. And we're looking for more.

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> Looking for students who can work well in a team setting

> Employer cares about student success and hints at a positive work culture and environment

> Applicant should review this site and be prepared to talk about it in an interview

👉 The Data Science team **analyzes** qualitative and quantitative data related to economic, client and competitive ecosystems in which CME Group
👉 operates. Through data science, **generating** insight, **developing** tools, and report automation, the team **creates** competitive advantage to drive
👉 better and faster decision making by the firm's senior leaders. We serve
👉 the broader units to identify and **promote** significant market and client opportunities.

Minimum Job Qualifications:
- Currently enrolled in any major accredited university
- Major in Computer Science, Information Systems, Computer Engineering, Statistics, or related engineering fields with computer programming experience
- **Fluent in SQL and Python/Java**

Preferred Job Qualifications:
- Analytical skills and the ability to decipher complex business problems Knowledge of git, Linux
- **Solid understanding of object-oriented programming**
- Data visualization skills using Tableau or open source libraries (ggplot2, matplotlib, etc.)
- Experience with Cloud Computing Technology (Amazon Web Services)
- **Understanding of the commodity and financial derivative markets is preferred**

> These fluencies should be listed in the "skills" section on the applicant's resume

> Any relevant course work should be listed somewhere on the applicant's resume

> Applicant does not need to be an expert in this field, but have a general understanding of it

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555 West McAlister
Aspen, IL 61111

March 30th, 2020
CME Group
20 S. Wacker Drive
Chicago, IL 606-6

Dear Ms. Houston,

I am a junior at Loyola University Chicago majoring in Computer Science with a minor in Finance. I was excited to learn about the CME Group Summer Data Science Intern position as advertised on Handshake, and I **would value the opportunity to work for a company that uses technology to impact global markets. I believe my fluency in Java and Python, along with my background in data analytics make me a strong candidate for this position.**

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

As the Open Source Website Development Intern at Loyola, I have spent this past academic year creating a website, from **inception to production deployment, using JavaScript and HTML** in order to track prices of products on Amazon.com over time. I also wrote **RSpec** tests to ensure that site functionality was maintained during development and to prevent the inclusion of regression bugs. In addition, as a Research Assistant to Dr. Kalchthaler in the Loyola School of Education, I researched the use of computer software in Chicago Public Schools and **analyzed data using SPSS-X software.** Using **Java and Python,** I programmed a specialized database to track findings, and I presented research results to Dr. Kalchthaler and two PhD-level interns at weekly meetings.

Applicant explains in detail their experience in computer science, using specific technologies

Through my computer science coursework at Loyola, I have gained additional programming skills in languages such as SQL and C/C++, as well as applied knowledge of operating systems such as **Linux.** My passion for financial markets has led me to minor in finance, **through which I've learned about commodity and derivative markets, and become increasingly interested in global economics.**

Applicant mentions key phrases and skills that were listed in the job description

I would love the opportunity to join CME Group as a Data Science Intern this summer! I can be contacted at pgibbons@luc.edu or (847) 444-4444. Thank you for your time and consideration.

Sincerely,
(Handwritten Signature)
Peter Gibbons

Applicant closes letter reiterating the main point and provides contact info

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PETER GIBBONS
555 West McAlister #303 · Aspen, Illinois 61234 · (847) 444-4444 · pgibbons@luc.edu

EDUCATION
Loyola University Chicago, Chicago, IL
Bachelor of Science (B.S.) in Computer Science; minor in Finance, Expected May 2021
GPA: *3.8/4.0*

Shows combined interest in data science and financial markets

John Felice Rome Center, Loyola University Chicago, Rome, Italy, Fall 2019
Achieved conversational proficiency in Italian

COMPUTER SKILLS
Languages: Java, C/C++, Assembly, HTML, CSS, JavaScript, XML, PHP, AJAX, MySQL, .NET, Python
Operating Systems: Linux, UNIX, Mac OS X, Windows XP/Vista/7
Software: Dreamweaver, Flash, Cold Fusion, SPSS-X, Adobe Photoshop & Catalyst

Lists concrete computer and programming skills that are relevant to the job

PROJECTS
Loyola University Chicago, Chicago IL
Open Source Website Development Intern, Fall 2019
- Developed a website, from inception to production deployment, using Ruby on Rails, JavaScript, and HTML to track prices of products on Amazon.com over time
- Wrote RSpec tests to ensure site functionality was maintained during development and prevent the inclusion of regression bugs

Shows initiative and applicant's passion for computer science as well as applied technical skills

EXPERIENCE
Loyola University Chicago, Chicago, IL
Information Systems Assistant, August 2019 – Present
- Resolve computer problems for faculty and students, responding to online and phone support requests
- Supervise 6 student assistants, providing feedback on their performance and instruction on troubleshooting issues
- Compose handouts explaining use of equipment and software for Loyola community

Demonstrates leadership abilities and customer service experience

Loyola University Chicago, Chicago, IL
Research Assistant to Dr. Kalchthaler, School of Education, August – December 2018
- Researched use of computer software in Chicago Public Schools and analyzed data using SPSS-X software
- Programmed a specialized database to track findings using Java; database and research findings incorporated into all CPS IT protocols
- Presented research results at weekly research team meeting

Demonstrates applied research and analytical experience

Golden Key National Honor and Service Society, Chicago, IL
President, Loyola University Chicago Chapter, May – December 2018
- Created homepage for Loyola University website using HTML
- Planned presentations and arranged guest speakers for monthly meetings
- Prepared and managed annual budget of $5000

Circuit City, Naperville, IL
Sales Associate, February 2016 – July 2017
- Demonstrated and explained operations of computers to customers and co-workers
- Met weekly and monthly sales goals; *exceeded* sales goals 4 consecutive months in 2008
- Resolved customer complaints by listening to their concerns and finding appropriate solutions

COMMUNITY INVOLVEMENT & EXTRACURRICULAR ACTIVITIES
Habitat for Humanity, Gary IN
Volunteer, July 2016
- Built and restored houses for low-income residents in Indiana with a team of 20 volunteers

Demonstrates humanitarian values