

Sample Resume and Cover Letter

Social Science Student



LUCAREER
GET YOUR **START.**

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

Heartland Alliance - Human Rights Intern

The KFF internship is designed to provide a unique educational and professional development opportunity to those early in their career to explore the intersectionality of issues experienced by the most vulnerable among us – disparities in health and healing, safety and justice, and economic opportunity – and to create their own experience of growth in collaboration with Heartland Alliance across a rich landscape of professional offerings.




This internship gives the candidate the flexibility to choose from a range of interest areas to build expertise and knowledge. **All opportunities provide for experiential learning with access to thought leaders, practitioners, researchers, and individuals who have moved out of homelessness, addiction, violence and abuse to live fuller lives and to contribute to change that helps others living in precarious and vulnerable situations.**

The internship will last 10 weeks. The intern will receive \$14/hr. based on a 40 hour work week. That does not include travel, housing, or other expenses.

Requirements:

- Be Chicago-based during the length of the internship
- Have completed at least one year of college by the commencement of the internship
- Available for full-time placement
- **Willing to travel in and around the city of Chicago**
- Intern must be willing to meet with representatives of the Foundation to discuss their work, experience and recommendations with and for the Internship Program
- If selected, must be available for an in-person or video meeting on March 30th or 31st

The ideal candidate:

-  • **Is passionate about advocating for vulnerable populations**
- Is curious about a career in the human rights or non-profit sector Is self-driven, driving work forward independently and proactively seeking guidance
-  • **Has ability to think critically, research, and analyze**
-  • Has strong background in **writing** and communication

Employer is looking for a candidate that has a demonstrated interest in social causes

Applicant should have access to public transportation or other form of transportation

The applicant's resume should mention examples of charity work and other community service

Research and critical thinking skills will be important to highlight

Cover Letter Example

123 Fake Street
Chicago, IL 60606

April 20th, 2020
Heartland Alliance
'208 S. LaSalle Street, Suite 1300
Chicago, IL 60604

Dear Hiring Manager,

Born and raised in Chicago, I am currently a junior at Loyola University majoring in Sociology with a minor in Gender Studies, and I'm writing to apply for the Human Rights Internship with the Heartland Alliance. **I was excited to find the opportunity through Indeed.com because I align with the organization's mission to advance the human rights and respond to the human needs of endangered populations. I believe my background in human rights advocacy, social science research, and direct service make me a strong candidate for this position.**



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

Last summer, I was an Advocacy Intern for the Chicago Justice Project. In this role, **I researched social justice issues by canvassing over 15 low-income neighborhoods** in the city and talking directly with residents. I compiled my findings into proposals for strategic advocacy in the areas of fair housing, employment equity, and neighborhood development, and organized community actions around each issue. Through targeted outreach and social media campaigns, **I helped recruit over 200 Chicago residents to community-based, educational events.** In addition, as a current Research Assistant in the Loyola University Chicago Social Relations Lab, I work closely with Dr. Hazel Kramer to support her research on social biases. I am responsible for **administering surveys to research participants and analyzing both qualitative and quantitative data through basic coding.** My findings are incorporated into weekly project reports, and I have been named in a recent publication on intergroup campus biases.



Applicant elaborates on key experiences that are relevant to the position description

As a Social Justice Intern at Misericordia – a residential community for people living with developmental disabilities – **I gained hands-on experience in direct service by engaging with residents through daily activities and social events.**



Applicant demonstrates passion for social causes and has worked with vulnerable populations

I would love to join Heartland Alliance as a Human Rights Intern this summer. I can be contacted at agarcia78@luc.edu. Thank you for your time and consideration, and I hope to hear from you soon.



Applicant closes letter reiterating the main point and provides contact info

Sincerely,
(Handwritten Signature)
Alma Garcia

Alma Garcia

123 Fake Street, Chicago, IL 60660
agarcia1@luc.edu
(222) - 222-2222

EDUCATION

Loyola University

Bachelor of Arts in Sociology; minor in Gender Studies

GPA: 3.67/4.0

Relevant Coursework: Race and Ethnic Relations, Chicago: Urban Metropolis, Inequality in Society

Honors & Awards: Dean's List (2018 - 2020)

Chicago, IL
Expected May 2021

Relevant coursework that will help the applicant stand out

EXPERIENCE

Social Relations Lab

Research Assistant

Chicago, IL
September 2019 - Present

- Assist PI in testing social issues and biases by delivering surveys to research participants
- Analyze both qualitative and quantitative data and contribute findings to project reports about intergroup experiences on campus
- Recruit research participants by distributing flyers and creating targeted social media campaigns

Chicago Justice Project

Advocacy Intern

Highlights relevant social science research experience

Chicago, IL
May 2019 - August 2019

- Organized community action events across Chicago, securing keynote speakers and creating social media marketing campaigns; recruited over 200 residents to participate
- Researched social justice issues in Chicago by canvassing over 15 local neighborhoods and surveying residents directly
- Compiled qualitative research outcomes and created proposals for strategic advocacy in the areas of fair housing, employment equity, and neighborhood development

Misericordia

Social Justice Intern

Applicant demonstrates commitment to social justice issues through actions and measureable outcomes

Chicago, IL
October 2018 - May 2019

- Selected to be one of 13 Loyola University Chicago Social Justice Interns
- Engaged with dozens of residents daily through social activities, including art classes, yoga classes, and the annual Valentine's Day dance

Shows passion and ability to work with vulnerable populations

LEADERSHIP & ACTIVITIES

Loyola University Chicago Women's Soccer Team

Team Member

Chicago, IL
August 2017 - Present

- Develop effective time management, organizational, and leadership skills through regular team practices and weekly competition
- Organize drills and fun activities for off-season practices alongside team captains

Demonstrates transferable skills in teamwork, commitment, time-management, leadership

Connections for the Homeless

Volunteer

Evanston, IL
June 2018 - August 2018

- Cooked weekly dinners and serve food to residents on a team with 3 other volunteers
- Took donation inventory and organized stock room allowing staff to find items more efficiently

SKILLS

Computer: Excel (Intermediate); Microsoft Suite (Advanced)

Language: Spanish (Fluent), French (Proficient)

Highlights concrete skills that are transferable to any job position