

# Career Center

## Skills, Qualifications and Certifications Bank for Cover Letters

Skills, Qualifications, or Certifications	Where You Developed or Used the Skill	Sentence/Paragraph for Cover Letter
Leadership skills	Student Organization at Duke	As President of the Biomedical Engineering society, I developed greater leadership and organizational skills through my experience planning an annual career conference featuring 80 alumni panelists and over three hundred attendees.
Communication skills	Internship at RTI International	At RTI International, the success of my internship in Innovation and Commercialization depended on my ability to interact with a variety of professionals. I was able to thrive in these interactions by adapting my communications skills in order to effectively get my point across, whether it be with my fellow interns, my supervisor, or even the President of the Division.
Myers-Briggs Certification	Myers-Briggs Certification Program	Official certification as a Myers-Briggs facilitator has enabled me to enhance my leadership skills through presenting to professional associations, counseling in one-on-one settings and implementing workshops for higher education institutions
C++	Internship with Microsoft/ Academic Coursework	My internship at Microsoft allowed me to hone the technical skills that I acquired through my academic coursework on real-world projects leading to increased proficiency in C++ programming and MATLAB scripting.



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<p style="text-align: center;"><b>Resources</b></p> <p style="text-align: center;"><b>Events@Duke Calendar:</b>  <a href="http://www.calendar.duke.edu/events">www.calendar.duke.edu/events</a></p> <p style="text-align: center;"><b>DukeConnect:</b>  <a href="http://www.dukeconnect.com">www.dukeconnect.com</a></p> <p style="text-align: center;"><b>Durham Networking Opportunities:</b>  <a href="http://www.linkingthetriangle.com">www.linkingthetriangle.com</a></p> <p style="text-align: center;"><b>Linkedin:</b>  <a href="http://www.linkedin.com">www.linkedin.com</a></p> <p style="text-align: center;"><b>Slideshare:</b>  <a href="http://www.slideshare.net">www.slideshare.net</a></p>	<p style="text-align: center;"><b>Career Center Information</b></p> <p style="text-align: center;">(919) 660-1050  Smith Warehouse  Bay 5, 2nd Floor</p> <p style="text-align: center;"><a href="mailto:career-student@studentaffairs.duke.edu">career-student@studentaffairs.duke.edu</a></p> <p style="text-align: center;"><a href="http://studentaffairs.duke.edu/career">studentaffairs.duke.edu/career</a></p>
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