



CAREER SERVICES AND COOPERATIVE EDUCATION

Sections of a Resume

A. Heading

1. Include name, address, phone number, and email address. Make sure the information is current.
2. Let anyone who may answer your phone (roommates, parents, friends) know you will be expecting phone calls from potential employers! Make sure they take a complete and accurate message and are professional and polite.
3. Be professional when answering your phone or recording the outgoing message on your answering machine – no music in the background, no sarcastic messages, etc.

B. Objective

1. Optional on the resume. Must be stated in the cover letter.
2. Be clear and concise. Simply state the position/career field for which you are applying.

C. Education

1. Include degree, major (minor) or program, school, and graduation date (month/year).
2. Spell out the degree you are receiving and include GPA if it is 3.0 or higher.
3. If you worked while attending college, you may want to include a brief statement indicating such. This would help account for a low GPA or little involvement in outside activities.
4. May also include an additional section listing titles of relevant courses (3000 level and above only) or descriptions of academic projects.

D. Work Experience

1. Include company name, city and state it's located in, your title, date of employment, and duties.
2. List each job in reverse chronological order (starting with most recent).
3. Duties may be listed as bullets or in paragraph form. However, bullets are advised in most cases for easier reading.

E. Skills

1. Consider skills you have in communication/conflict resolution, computers, leadership, foreign languages, etc.
2. Try to give three to five statements describing these skills or others related to your objective.
3. Not only are skills developed from paid employment but through volunteer work, internships, activities, and coursework as well.

F. Honors and Activities

1. Include any organizations or committees in which you have been involved.
2. Provide information on any offices that you have held or any other forms of leadership. May bullet or provide in paragraph form. If there are too many, list only the most relevant or create two sections.

G. References

1. You may simply state “References available upon request.” You may also choose to leave this section off. However, be prepared to provide references during the interview or when asked by an employer.
2. If you choose to include references with your resume, list them on a separate sheet of paper. Include the individual’s name, title, organization, address, and phone number as listed below. You’ll need 3-5 professional references and should request permission before listing an individual as a reference.

Mr./Ms./Dr. Name, Title
Organization
Address
Telephone Number
Relationship: Academic Advisor, Current Supervisor, etc.

*Under Relationship include a brief description (as shown above) to indicate how that individual knows you.

Types of Resumes

Chronological – Focuses on work history. This format is useful if you are currently working or have worked recently and the work experience is related to your job objective.

Functional – Focuses on your skills and qualifications rather than your actual employment. A functional format is beneficial if you have been out of work for a length of time, if you have worked for the same company for numerous years, or if you have held several unrelated jobs. If you utilize this format, you will want to provide three to five skill sets and elaborate on how you have developed such skills.

Combination – Utilizes components of the above two formats. Typically used by individuals who have a strong background and find certain characteristics of each useful. A list of skills is provided in addition to describing any relevant experience.

Points to Remember

DO	DON'T
Provide information that is positive and relevant to the job objective.	Provide the reader with your life history or negative information that is not required.
Make use of spacing, bold, capitalization, italics, and indentation to make the resume visually appealing.	Overuse different fonts, graphics, etc. in a way that becomes distracting.
Try to limit to one or two pages. The employer will not take the time to read your resume word for word and is not likely to glance at it if it is too lengthy.	Include information that is irrelevant simply to fill space. Also, the resume is not a confession. Do not include information that might be construed negatively if it is not required.
Use correct terminology related to the industry you are interested in.	Misuse words simply because it sounds impressive or abbreviate terms even when used correctly.
Print resume on 8 ½” X 11” paper. White is preferred but neutral colors are acceptable. Also, do not print in colored ink.	Use paper of an unusual size or color. Fluorescent colors, dark paper, and colored ink are not viewed as professional.
PROOFREAD!!! Check your resume for grammar, punctuation, and spelling. Ask others to critique it.	Assume the computer spell check will catch every mistake.
Leave out information regarding ethnicity, religion, marital status, and age.	Include a photograph or physical description of yourself.

ACTION WORDS

Refer to the list below for help in selecting the right word when writing your resume and cover letter. Remember that the words you use must convey the skills you have developed that are applicable to the position you are applying for.

Ability	Conceive	Encourage	Launch	Proficient	Serve
Accomplish	Conduct	Establish	Lead	Promote	Set
Account	Confirm	Estimate	Lecture	Propose	Simplify
Achieve	Conserve	Evaluate	Locate	Protect	Solve
Active	Consistent	Examine	Log	Prove	Spearhead
Adapt	Consolidate	Expand	Maintain	Provide	Speculate
Advise	Construct	Expedite	Manage	Qualify	Sponsor
Analyze	Consult	Explain	Manipulate	Realize	Study
Answer	Contribute	Facilitate	Manufacture	Receive	Substantial
Apply	Control	File	Measure	Recommend	Succeed
Approve	Coordinate	Formulate	Mediate	Record	Summarize
Arbitrate	Copy	Found	Memorize	Recruit	Supervise
Arrange	Correspond	Gather	Modify	Reduce	Supply
Assemble	Counsel	Generate	Monitor	Refer	Support
Assess	Create	Guide	Motivate	Regulate	Synthesize
Assign	Decide	Handle	Negotiate	Reinforce	Teach
Audit	Decrease	Help	Obtain	Relate	Technical
Build	Define	Identify	Offer	Reorganize	Test
Calculate	Delegate	Illustrate	Operate	Repair	Train
Capacity	Deliver	Implement	Order	Represent	Translate
Categorize	Demonstrate	Improve	Organize	Research	Troubleshoot
Chart	Design	Increase	Originate	Resourceful	Tutor
Classify	Detect	Influence	Outline	Respond	Unite
Coach	Determine	Initiate	Participate	Restore	Utilize
Code	Develop	Install	Perform	Retrieve	Vault
Collaborate	Devise	Institute	Persuade	Revamp	Verify
Collect	Diagnose	Instruct	Pertinent	Review	Versatile
Communicate	Direct	Interact	Plan	Revise	Vigorous
Competent	Discover	Interpret	Prepare	Revitalize	Volunteer
Compile	Distribute	Interview	Prescribe	Route	Write
Complete	Edit	Invent	Present	Schedule	
Compose	Effective	Invest	Print	Search	
Compound	Elaborate	Investigate	Process	Select	
Compute	Eliminate	Judge	Produce	Sell	

CHRONOLOGICAL RESUME SAMPLE

NAME

1500 N. Patterson St.
Valdosta, GA 31698
(229)123-4567

OBJECTIVE To obtain a Management-Trainee position.

EDUCATION *Bachelor of Business Administration, Management GPA 3.0* *May 2007*
Valdosta State University *Valdosta, GA*
-Completed 5 week study abroad in Guadalajara, Mexico studying Spanish culture and language.

RELEVANT EXPERIENCE

Hibbett Sports *Valdosta, GA*
Assistant Manager *2005-Present*

- Oversee store opening/closing procedures to including daily cash flow, inventory control, and facility security.
- Assist in hiring, training, and supervising new employees.
- Prepare nightly sales reports and deposits of approximately \$5,000.
- Resolve customer and/or employee disputes according to company policies and guidelines.

Sales Associate *2003-2005*

- Assisted customers with merchandise purchases and exchanges.
-Operated cash register and processed cash, credit, debit, and check transactions.
- Marketed benefits of store credit accounts to customers.
- Developed creative product displays to promote sale and seasonal items.
- Inventoried and replenished floor merchandise.

ACTIVITIES Society for Human Resource Management, *President-VSU Chapter*
Student Government Association, *Vice-President*

HONORS Beta Gamma Sigma (*Business Honor Society*), Dean's List

REFERENCES Available upon request.

FUNCTIONAL RESUME SAMPLE

NAME

1500 N. Patterson St.

Valdosta, GA 31698

(229)123-4567

OBJECTIVE

Seeking a Counselor position.

EDUCATION

Valdosta State University

Master of Science, Counseling & Guidance GPA 3.8

Bachelor of Science, Psychology GPA: 3.0

- Worked 30 hours per week while attending school.

Valdosta, GA

May 2007

December 2005

RELEVANT SKILLS

Interpersonal Communication

- Provided counseling and conflict resolution to residents. Made referrals to community and campus resources as appropriate.
- Presented diversity seminar to fellow resident assistants at the Georgia Resident Assistant Saturday Seminar.
- Possess 3 years experience addressing customer requests and complaints in food industry.

Leadership

- Educated residents about campus and housing policies.
- As Student Government Vice-President, presided over committee developed to increase student voting. Reached goal of 33% increase in student turnout.
- Hired, trained, and supervised new employees in job tasks, organizational policies, and procedures.

Organization/Planning

- Developed and implemented 8 programs per semester for campus residents addressing social interactions, physical fitness, and personal development.
- Organized week long check-in process to insure that 500 residents were moved into dorm in a timely manner.
- Oversaw allocation of housing budget (\$10,000-\$15,000) for educational programs, staff training, and employee salaries.

EMPLOYMENT HISTORY

Resident Hall Director, VSU-Office of Housing & Residence Life, Valdosta, GA 2005-2007

Resident Assistant, VSU-Office of Housing & Residence Life, Valdosta, GA 2003-2005

Trainer/Server, Red Lobster, Valdosta, GA 2000-2003

ACTIVITIES

Psychology Club; Student Government Association, *Vice-President*; Dean's List

CHRONOLOGICAL-FUNCTIONAL RESUME SAMPLE

NAME

1500 N. Patterson St.
Valdosta, GA 31698

(229) 123-4567
jdoe@valdosta.edu

OBJECTIVE To obtain position as Office Manager in medical practice.

EDUCATION Valdosta State University Valdosta, GA July 2008
Bachelor of Science, Administrative Services GPA 3.25

Valdosta Technical College Valdosta, GA June 1981
Associate of Applied Science, Marketing Management

RELEVANT SKILLS

- Over 20 years experience resolving customer and employee disputes utilizing interpersonal and conflict resolution skills.
- Strong management background with 8 years experience hiring, training, and supervising up to 20 personnel.
- Proficient in utilizing Microsoft Word and standard office equipment.

RELEVANT EXPERIENCE

Family Medical Group Valdosta, GA **07/2006-Present**
Receptionist (Part-time)

- Manage appointment scheduling for three physicians and one nurse practitioner.
- Contact patients and insurance companies to collect payments on outstanding balances.
-Post payments and adjustments to patient accounts.
- Ensure patient files are properly coded with appropriate ICD-9 codes and filed accordingly.
- Inventory and purchase office supplies.

PREVIOUS EMPLOYMENT

Wal-Mart Valdosta, GA 04/2002-06/2006
Inventory Control Specialist, Support Team Leader

Kmart Valdosta, GA 03/1998-04/2002
Overnight Supervisor, Replenishment/Hardlines Manager

Handleman Company Conyers, GA 11/1982-01/1998
Sales Representative

Writing a Cover Letter

A cover letter is essential when you are not able to personally give your resume to the prospective employer. Your cover letter should be personal and convey to its reader what you know about the employer or organization and how you will best fit in with the organization. The letter should be three to four paragraphs in length and should fulfill four goals.

1. Make direct contact between you and the person you are writing to. This first paragraph should contain information on the position you are applying for and how you discovered the position (i.e. newspaper ad, mutual acquaintance, or webpage). If the position has not been advertised then this paragraph should state the type of position you're interested in and alert the reader to the characteristics of the organization that appeal to you.

2. Present your skills, experiences, and special attributes as they relate to the needs of the employer. The body of the cover letter should show the employer that you have researched the company and the position. Using the information from your research describe your skills and experience in terms of how you can benefit the company. The prospective employer will want to know why he/she should hire you. *Do not restate your resume!* Share with the employer your goals as they relate to the employer's goals or mission, your knowledge about their products and/or services, and your knowledge about the industry as a whole.

3. Refer the reader to the enclosed resume.

4. Initiate direct contact with person reading the letter. Many individuals leave it up to the employer to make the initial contact. This can be viewed as a passive attitude. It is much more assertive and direct to state a date that you will contact the employer to confirm receipt of your resume and discuss what opportunities might be available to you. *However, some employers may request that you do not call. In this instance, do not call.* Remember, you want to be assertive not aggressive.

DO	DON'T
Address it to an individual. "To Whom It May Concern" is not as personal as a name.	Use a form letter for every application. You should tailor it to the job description and the company.
Call to find out the name and title of the individual who will be receiving your resume.	If the company requests no phone calls then do not call. Sometimes addressing the letter "To Whom It May Concern" or to the Personnel Manager is unavoidable.
Keep it brief but thorough.	Repeat your resume. Rather, expand on one or two things in your resume that the employer would find impressive.
Make sure the final copy is professional. Use quality paper, use a business letter format, and sign the letter.	Make any mistakes. Make sure you check grammar, spelling, punctuation, etc.

LETTER OF APPLICATION
(also known as a Cover Letter or Letter of Inquiry)

178 Smith Avenue
Valdosta, GA 31602
(229) 333-1234

May 16, 2007

Ms. Mary Jones
Personnel Director
XLT Corporation
1100 Main Street
Atlanta, GA 30033

Dear Ms. Jones:

I am interested in applying for your management trainee position recently advertised in the *Macon Telegraph*. The skills I have acquired from my work experience, coupled with my academic background, support my interest in the production management field.

As you can see from my resume, I recently completed an internship with XYZ Corporation. Through my internship, I had the opportunity to receive training in a variety of areas to include staffing, production scheduling and procurement of materials. This valuable experience solidified my interest in production management.

I also have had the opportunity to develop and hone my communication and leadership skills as Vice President of the Student Government Association. Serving as a leader for over 8,500 undergraduate students was a great boot camp to develop the skills that will be essential for the production environment.

I appreciate your review of my application materials. I look forward to meeting with you to discuss my skills and experiences.

Sincerely,

John B. Taylor

Enclosure

JANE DOE

123 Your Street
Valdosta, GA 31602
(229) 000-0000
jdoe@email.com

OBJECTIVE Seeking a Middle Grades Teaching Position.

EDUCATION **Valdosta State University** **Valdosta, GA**
Bachelor of Science in Education, Middle Grades Education *May 2008*
Teaching Concentration: Language Arts and Spanish

STUDENT TEACHING **Valdosta Middle School** **Valdosta, GA**
7th Grade Language Arts *Spring 2008*

- Prepared educational objectives and lesson plans.
- Implemented positive classroom management strategies.
- Utilized various styles of teaching including cooperative groups, peer tutoring, and the use of technology.
- Created bulletin boards and interest centers.
- Participated in grade level team meetings as well as parent meetings.
- Assisted teacher with planning field trips.

PRACTICUM EXPERIENCE
6th Grade, Valdosta Middle School, Valdosta, GA *Fall 2007*
8th Grade, Lowndes Middle School, Valdosta, GA *Spring 2007*

ADDITIONAL EXPERIENCE **Valdosta - Lowndes County Parks and Recreation** **Valdosta, GA**
After School Worker *2006 - 2008*

- Tutored children 6 to 13 years of age in all academic subjects.
- Supervised recreational activities and games.
- Provided conflict resolution between children.

PROFESSIONAL ASSOCIATIONS

Student Professional Association of Georgia Educators

COMPUTER SKILLS

- Developed Web pages and used the internet for education purposes.
- Prepared PowerPoint Presentations.
- Experienced in using various educational software (Language Arts, Spanish, Math, Science, and Social Studies).
- Demonstrated ability in Microsoft Office.

REFERENCES

Credentials on file at the Career Services Office, Valdosta State University.

ANNA HANSEN

221 College Street

Pioneer, Utah 12345
ahansen@email.com

(101) 555-0009

OBJECTIVE Teacher: Early Childhood Education

EDUCATION

University of Utah, Salt Lake City, Utah
Bachelor of Science in Education – May 2008
Major: Early Childhood Education

COURSE HIGHLIGHTS

Educational Psychology	Early Childhood Teaching
Language and Society	Multicultural-Bilingual Education
Child Development	Spanish I-IV

STUDENT TEACHING

Early Childhood Center, Head Start Center, Pioneer, Utah

Spring 2008

- Instructed a diverse student population including ESL students
- Taught individualized math using manipulatives
- Organized and created learning centers and bulletin boards
- Used cooperative learning strategies
- Introduced computer use in learning centers
- Provided students with individualized attention
- Created flannel board stories to enhance learning
- Kept concise records of students progress
- Worked productively with staff, students, and parents

Pre-Kindergarten, Jensen Elementary, Salt Lake City, Utah

Fall 2007

- Developed learning stations in reading and science
- Taught reading to a small group of beginning readers
- Designed and maintained progress charts
- Worked closely with three disabled children
- Communicated with parents on a regular basis
- Attended child study team meetings and staffing for learning disabled

RELATED ACTIVITIES

Hospital Tutor, University of Utah Medical Center, Salt Lake City, Utah	2005-2007
HACAP Volunteer, Hopper Community Center, Hopper, Utah	2003-2005
Swim Instructor, Civic Center, Grantsville, Utah	2003-2005
Member, National Association for Young Children	2003-2005

CREDENTIALS

Career Services, University of Utah, Salt Lake City, Utah 12345 Telephone: (101) 555-0009

AHMED KHAN

221 College Street
Providence, Rhode Island 12345
(101) 555-0009
akhan@email.com

EDUCATION

B.S. Ed., Middle Grades Education – Language Arts and Social Studies Emphasis – 2008
Rhode Island College, Providence, Rhode Island

STUDENT TEACHING

Esek Hopkins Middle School, Providence, Rhode Island, Spring 2008

- Team teaching in integrated Language Arts/Social Studies Program, grades 5-6
- Developed writing skills using a “writers workshop” mode of instruction
- Prepared units on history and biographies of the colonial period
- Created bulletin boards and interest centers to emphasize contributions of women in colonial social and cultural history
- Practiced effective classroom management techniques to promote student achievement
- Assisted with supervision of pupils in out-of-classroom activities
- Attended and participated in parent conferences
- Devised projects for individual investigation and small group collaboration suitable for students with a wide range of interests and achievement levels

PRACTICUM EXPERIENCE

Oliver Hazard Perry Middle School, Providence, Rhode Island, Fall 2007

- Observed and participated in language arts instruction; worked with individualized students on vocabulary building and improving reading skills; volunteered to assist with layout of magazine featuring student prose, poetry, and artwork

Urban Collaborative Accelerated Program, Providence, Rhode Island, Spring 2007

- Observed team of three teachers employing an integrated approach to language arts and social studies instruction with students of exceptional abilities and a wide range of interests; observed team planning and evaluation sessions

RELATED ACTIVITIES

Playground and Cafeteria Monitor, Mary L. Fogarty School, Providence, Rhode Island, 2006-2008
Institute for Democracy in Education Association
Rhode Island College Society for Creative Anachronism
Volunteer, Student Cooperative Bookstore

CREDENTIALS

Career Development Center
Rhode Island College
Providence, Rhode Island 12345
(101) 555-0009

TASSIE LONESTAR

221 College Street, Kent, Ohio 12345 (101) 555-0009

TEACHING OBJECTIVE

Spanish: Grammar, Latin American Culture, Spanish Culture, Literature and History
Journalism: News Reporting, Journalism Writing, Photography, Broadcast Journalism

ADVISORY INTERESTS

Soccer Coaching	Student Government	Yearbook Sponsor
Swimming Instructor	Cheerleading Sponsor	Newspaper Advisor

EDUCATION

Kent State University, Kent, Ohio, Teacher Certification – *Spanish*, December 2007
Luther College, Decorah, Iowa, B.A. with Double Major – *Journalism / Spanish*, 2005
International Language Study in Mexico and Spain, 2004 and 2005

STUDENT TEACHING

Spanish, Roosevelt High School, Kent, Ohio, Fall 2007

- Taught Spanish classes on levels I, II, III, and IV
- Utilized effective classroom management techniques
- Provided tutorial services for students needing additional help
- Incorporated special activities and guest speakers in curriculum
- Evaluated student progress and held regular student conferences
- Attended in-service sessions, faculty meetings, and school functions

PRACTICUM STUDENT

Journalism, Revere High School, Nichfield, Ohio, Spring 2007

- Assisted with teaching responsibilities in journalism and mass communications
- Organized and led small group activities focusing on ethics in journalism
- Developed and taught a unit on magazine writing and editing
- Supervised newspaper lab using desktop publishing techniques

ACTIVITIES AND AWARDS

Dean's list; All-Conference tennis player and team captain, Luther College
Member, American Council for the Teaching of Foreign Languages
Volunteer cheerleading sponsor, City High school, Three years
Summer camp counselor – Camp Foster, Arnold's Park, Iowa, Summer 2006

Credentials at Career Services, Kent State University, Kent, Ohio 12345 (101) 555-0009