



CAREER  
OPPORTUNITIES

# CREATING CAPTIVATING RESUMES

**OPEN DAILY**

**Mon - Thurs**

8AM - 5:30PM

**Friday**

8AM - 3PM

Location: Student Union  
(Behind Starbucks)

Room # 2218



# OFFICE OF CAREER OPPORTUNITIES

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## Sections of a Resume

### A. Heading

- Include name, address, phone number, and email address. Make sure the information is current.
- 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 in a professional and polite manner.
- Be professional when answering your phone or recording the greeting on your phone – avoid music in the background, sarcastic messages, cussing, etc.

### B. Objective or Professional Summary

- A job objective is an optional, brief statement stating the type of position you're seeking. Generally, an objective is used by someone who has recently graduated or has very little experience. It is optional on the resume, but should be included in your cover letter.
- A professional summary is one to three sentences at the beginning of your résumé to help describe the value you bring through your skills and experience. It is more common than an objective, but is also optional.

### C. Education

- Include degree, major (minor) or program, school, and graduation date (month/year).
- Spell out the degree you are receiving and include GPA if it is 3.0 or higher.
- May also include an additional section listing relevant courses (3000 level and above only) or descriptions of specific academic projects.

### D. Experience

- Include company name, city and state where you worked, your title, date of employment, and duties.
- List each job in reverse chronological order (starting with most recent).
- Duties may be listed as bullets or in paragraph form. However, bullets are advised in most cases for easier reading. Phrase duties in terms of what you accomplished rather than what was required of you and include as much quantifiable information as possible.

### E. Skills

- Consider skills you have in communication, conflict resolution, computers, leadership, foreign languages, etc. *Remember, you should select skills relevant to the job you are applying for.*
- Try to give three to five statements describing the skills that are most relevant to the position.
- Skills may be developed from paid employment as well as volunteer work, internships, activities, and coursework.

### F. Honors and Activities

- Include any organizations or committees in which you have been involved.
- Provide information on any offices held, committees served, awards, scholarships, etc. May bullet or provide in paragraph form. If there are too many, list only the most relevant or create two sections.

## G. References

- You may simply state “References available upon request” or you may choose to leave this section off. However, be prepared to provide references during the interview or when requested.
- If you choose to include references with your resume, list them on a *separate page* with your name and contact information at the top followed by the section title REFERENCES. The Reference Page should be typed in the same format as your resume. You’ll need 3-5 professional references and should request permission before listing an individual as a reference. Include the individual’s name, title, organization, address, and phone number as listed below. Under Relationship include a brief description (as shown below) to indicate how that individual knows you.

Mr./Ms./Dr. Name, Title

Organization

Address

Telephone Number

Relationship: Academic Advisor, Current Supervisor, etc.

## 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/job titles. 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 two to three (no more than 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 during the initial screening of resumes.	Include information that is irrelevant simply to fill space.
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. *Utilize past tense for previous positions and present tense for current positions.*

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	
Compile	Distribute	Interview	Prescribe	Route	
Complete	Edit	Invent	Present	Schedule	
Compose	Effective	Invest	Print	Search	
Compound	Elaborate	Investigate	Process	Select	
Compute	Eliminate	Judge	Produce	Sell	

# Chronological Resume SAMPLE

## SOPHIA WILLIAMS

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2212 Green Street ■ Valdosta, GA 31601 ■ swilliams@valdosta.edu ■ 229-223-7825

### EDUCATION

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**Valdosta State University**  
*Bachelor of Science Biology*

GPA 3.9

**Valdosta, GA**  
*May 20XX*

### RELEVANT EXPERIENCE

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**Testing Associate**

*Information Services*

**May 20XX - Present**

*Atlanta, GA*

- Support the Client Experience team with the testing of multiple software systems to ensure full functionality and resolution of client concerns
- Conduct formal and informal testing (e.g. functional requirements, user acceptance, 508 compliance, performance, load, etc.) of software products to validate the integrity, functionality, and performance of the products prior to and after software releases, updates, and bug fixes
- Collaborate with the Client Experience and Development teams to ensure resolution of all identified issues

**Alpha Genesis**

*Laboratory Technician*

**May 20XX -May 20XX**

*Atlanta, GA*

- Monitored the handling, storage and disposal of hazardous substances and performing related responsibilities as required.
- Worked with specific precautions against, and/or be immunized against potentially hazardous agents.
- Maintained detailed animal health and diagnostic test records
- Conducting training of lab animal services staff regarding utilization and care of research animals.

### TECHNICAL SKILLS

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- Microsoft Office Applications, Verbal and Written Communication, Analytics
- Research, Interpret Documents and Protocols and Standards

### ACTIVITIES/HONORS

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- American Biology Association
- Member, Ecological Society of America
- Member, Society for Conservation Biology

# Functional Resume

## JANE ROLLE

1500 North Patterson St. • Valdosta, GA  
Phone: 242-333-5942 • Email: jrolle@vadosta.edu

### SUMMARY OF QUALIFICATIONS

Innovative risk-taker with 7 years marketing experience. Excels at analyzing data to create critical solutions, establishing vision and initiating change, and motivating teams to achieve exceptional results. Proficient on Microsoft Office programs (Word, Excel, Publisher, PowerPoint and Outlook) and various social media applications (Facebook, Twitter, Instagram, Pinterest). Seeking a position in Human Resources.

- Communication
- Problem Solving
- Multi-task
- Organizational Skills
- Analytical
- Product Comparison
- Database Structures
- Testing Methods/Practices
- Detail Oriented

### EDUCATION

**Valdosta State University**  
*Bachelor of Science Biology*

**Valdosta, GA**  
*May 20XX*

### RELEVANT EXPERIENCE

#### Biology

- Understanding of the biology and diversity of fungi that produce mushrooms or large ascocarps, with an emphasis on identification in the laboratory.
- Introduction to the study of the algae, including taxonomy, phylogeny, physiology, and ecology.
- Laboratory processes, able to perform examination of live material, and will include methods for the isolation and culture of algae.
- Basic overview of emerging human infectious diseases with a special emphasis on biological factors impacting their transmission and control.

#### Research

- Coordinating support of all protocols, such as surgical programs.
- Advising scientific investigators and staff regarding procedural issues.
- Coordinating sample shipping, ensuring compliance with USDA and Regulatory agencies
- General protocol adherence.

#### Leadership

- Ability to lead groups of individuals toward fulfilling an organization's mission.
- Creating a strategic plan in line with that mission.
- Influence and ensure the prosperity and the economic growth of both organization and employees.

### EMPLOYMENT HISTORY

*Research*, Valdosta State University, Valdosta, GA, May 20XX-Present  
*Intern*, Avigen, Valdosta, GA March 20XX – May 20XX

### EXTRACURRICULAR ACTIVITIES

Member, Society of Conservation Biology  
Member, Association of Southeastern Biologist  
President, American Society of Naturalists VSU Chapter

## Combination Resume SAMPLE

# JANE DOE

1500 North Patterson St. • Valdosta, GA 31698  
Phone: 229-333-5942 • Email: careerops@valdosta.edu

### SUMMARY OF QUALIFICATIONS

Detail-oriented biology student with strong academic training in laboratory techniques, scientific research, and biological analysis. Skilled in data collection, critical thinking, and scientific problem-solving in both laboratory and academic environments. Demonstrates strong attention to detail, teamwork, and communication while conducting experiments and supporting scientific projects. Proficient in Microsoft Office (Word, Excel, PowerPoint) and basic laboratory procedures..

- Laboratory Techniques
- Scientific Research
- Data Collection & Analysis
- Microscopy
- Scientific Writing
- Critical Thinking
- Time Management
- Team Collaboration
- Problem Solving

### EDUCATION

**Bachelor of Science in Biology**  
Concentration: Biostatistics and Bio Research  
Valdosta State University

**December 20XX**  
Valdosta, GA

### RELEVANT EXPERIENCE

**Undergraduate Laboratory Assistant**  
Valdosta State University

**August 20XX – May 20XX**  
Valdosta, GA

- Assisted faculty with preparing laboratory materials, equipment setup, and experiment preparation.
- Collected and recorded experimental data while maintaining accurate laboratory documentation.
- Maintained laboratory cleanliness and followed safety protocols during experiments.

**Biology Course Tutor**  
Valdosta State University

**August 20XX – January 20XX**  
Valdosta, GA

- Tutored students in introductory biology courses, reinforcing fundamental biological concepts.
- Assisted students with exam preparation, study strategies, and understanding complex scientific topics.
- Provided one-on-one and group tutoring to improve academic performance in biology coursework.

**Research Practicum Student**  
Valdosta State University

**August 20XX – January 20XX**  
Valdosta, GA

- Participated in undergraduate research activities including literature review and data collection.
- Assisted with laboratory experiments and analysis of biological samples.
- Presented findings through written reports and class presentations.

### OTHER EXPERIENCE

**Part Time Retail Sales Associate**  
TjMaxx

**August 20XX – January 20XX**  
Valdosta, GA

- Assisted customers with product selection and provided friendly customer service in a fast-paced retail environment.
- Managed transactions using point-of-sale systems and maintained accurate cash handling procedures.
- Organized merchandise displays and restocked inventory to maintain an orderly store environment.

### HONORS & ASSOCIATIONS

**Member**, Beta Alpha Biological Honor Society  
**Member**, Pre-Health Student Organization  
**Member**, National Society of Leadership and Success

## 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.

## Points to Remember

DO	DON'T
Address it to an individual. "To Whom It May Concern" is not as personal as a name. Verify spelling, job title, and gender if necessary.	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 cover letter and resume (unless the company specifies "No Phone Calls").	If the company requests no phone calls then do not call. Sometimes addressing the letter to the Hiring Manager or the Personnel Manager is unavoidable.
Keep it brief but thorough. Address how your background fits the key requirements in the announcement.	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 <b>SIGN THE LETTER.</b>	Make any mistakes. Make sure you check grammar, spelling, punctuation, etc.

## Cover Letter Example

**Meg Roe**

1500 North Patterson St. | Valdosta, GA 31698  
(229)-333-5942 | careerops@valdosta.edu

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February 11, 2022

**Hiring Manager**

Coca-Cola Company  
1921 De-Gregory Street  
Valdosta, GA 31605

Dear Hiring Manager:

It is a great privilege to submit my application for the position of Researcher position at St. Thomas University. I have always dreamed of working in the medical field and serving the community. I stand by the mission of your organization of innovation, empowering health and impacting lives, and believe that my values, education and experiences speak to the qualifications of this position.

I have experience working as a research assistant to professors in the sciences at St. Patricia University. I was instrumental in experiment design under lead scientists. I performed laboratory experiments to support preclinical development of novel oral biologics. Here, I developed skills to analyze and summarize data from each experiment.

Further, in a previous internship, I developed bioinformatic tools for interactive exploration of pan Cancer analysis. I performed research on panCancer biology and gene signatures in the scientific literature and deliver and communicate analysis results to relevant stakeholders.

I am grateful for your time and attention in examining my resume. I believe that I have the diligence and organizational bent to take on large projects. Through my strong desire to work in the scientific field, I believe I can be a valuable asset to your research team. I look forward to discussing my qualifications with you at your earliest convenience.

Sincerely,

Meg Roe  
Enclosure: Resume



# AVAILABLE SERVICES:

- Career Counseling
- Major Decision
- Job Search
- Internships

## Blazer Briefcase:

- Schedule appointments
- Upload Resume for review
- Register for Career Events