



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

## MELISSA RICHARDSON

3701 Cross Rd.  
Valdosta, GA 31602

229-748-7782  
mlrichardson@valdosta.edu

### EDUCATION

#### Valdosta State University

*Bachelor of Science in Nursing* GPA 3.5

**Valdosta, GA**

*December 20XX*

Georgia Registered Nurse License (January 20XX)

Basic Life Support, American Heart Association, March 20XX

Advanced Cardiovascular Life Support, American Heart Association, June 20XX

### CLINICAL EXPERIENCE

*ER, Pineview Medical Center, Valdosta, Georgia, 150 hours, Fall 20XX*

*Pediatrics, Pine Grove Middle Clinic, Valdosta, Georgia, 130 hours, Spring 20XX*

### RELEVANT EXPERIENCE

#### South Georgia Medical Center

*Volunteer*

**Valdosta, GA**

*March 20XX - Present*

- Perform assessments on patients admitted in the ER and through direct admit.
- Insert and maintain IV's access and management of central lines and insert maintenance of NG tubes.
- Proficient in PCA, CAD pumps, IV pumps, and Pyxis.
- Assisted Health Unit Coordinator on Medical-Surgical floor with answering phones and call bells.
- Organized paperwork in patient charts and transported patients throughout the hospital.
- Used interpersonal communication provided emotional support to patients' and families.
- Ability to maintain confidentiality of sensitive information, and exercise judgement in providing service.
- Possesses exceptional verbal and written communication skills.

#### North Georgia Clinic

*Intern*

**Valdosta, GA**

*October 20XX - March 20XX*

- Performed screenings, health checks and immunizations
- Conducted home visits for newborn babies which included physical assessments and prioritized critical teaching topics for mothers.
- Carried out detailed assessments for dialysis patients.
- Ensured continuity of patient care.
- Followed hospital policies and procedures in providing care.
- Completed health history and assessments on patients.

### WORK HISTORY

*Receptionist, Apple Dates Co., Hazlehurst, GA, March 20XX - May 20XX*

*Date Entry Specialist, Plum Firm, Valdosta, GA, April 20XX - June 20XX*

### ACTIVITIES AND AWARDS

Valdosta Association of Nursing Students (VANS), April 20XX - Present

Lettie Pate Whitehead Scholarship, March 20XX

# Functional Resume

## JANE ROLLE

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

### SUMMARY OF QUALIFICATIONS

Bilingual Spanish student with healthcare and leadership experience. 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
- Critical Thinking
- Public Speaking
- Customer Service
- Compassionate
- Patient Advocate
- Adaptable
- Leadership
- Time-Management

### EDUCATION

**Valdosta State University**  
*Bachelor of Science in Nursing*  
Concentration in Nutrition

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

*Study abroad in the Dominican Republic, Summer 20XX*

### RELEVANT EXPERIENCE

#### Healthcare

- Provided health screenings for community members
- Offered HIV screenings and safe sex practices education
- Facilitated a health camp for foster children.
- Translated from English to Spanish between Physician Assistance and patients
- Helped triage patients and provided initial assessments
- Coordinated schedule for translators and the health providers
- Helped Physician Assistance run labs and perform physical exams

#### Leadership

- Coordinates creative business-minded activities for grades K-9 as a Project Leader for Hudson
- Docket Housing Authority-Literacy Program.
- Mentors and assists students with homework in subjects of Math, Language Arts, Science, and Social Studies.
- Assisted with educational outreach programs at the L.A.M.P. New Horizons Homeless Shelter to help individuals develop the skills needed to succeed in the free enterprise system.

#### Customer Service

- Trained new hires on company policies and procedures.
- Organized displays of new and clearance merchandise.
- Strategically placed and attractively arranged merchandise at key points to maximize sale.
- Received cash, check voucher and other third-party payments.
- Utilized problem solving skills to help students and faculty locate books and supplies.
- Trained and evaluated employees on cash register and provided other on-the-job training.

### EMPLOYMENT HISTORY

*Cashier, Valdosta University Bookstore, Valdosta, GA, May 20XX-Present*

*Intern, In the Game Sports, Valdosta, GA May 20XX - May 20XX*

*Social Media Ambassador, Freelance Marketing Consulting, Valdosta, GA October 20XX-November 20XX*

### EXTRACURRICULAR ACTIVITIES

*Marketing Chair and Event Coordinator, Project Leader, Fall 20XX*

*Member, American Marketing Association (AMA), Fall 20XX*

# Combination Resume SAMPLE

## JANE DOE

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

### SUMMARY OF QUALIFICATIONS

Compassionate and dedicated nursing student with clinical experience in patient care and health support services. Strong foundation in patient assessment, care planning, and medical documentation. Proficient in Microsoft Office Programs (Word, Excel, PowerPoint, and Outlook) and electronic health record systems.

- Patient Assessment
- Care Planning
- Team Collaboration
- Vital Signs Monitoring
- Infection Control
- Emergency Response
- Medication Admin
- Patient Education
- Clinical Documentation

### EDUCATION

**Bachelor of Science, Nursing**  
Concentrations in Health Science  
Valdosta State University

**December 2016**  
Valdosta, GA

### RELEVANT EXPERIENCE

***Volunteer Coordinator***

Pruitt Health Hospice

**August 20XX – May 20XX**

Valdosta, GA

- Coordinated and scheduled hospice volunteers to support patient care services
- Provided emotional support and companionship to patients and families
- Assisted nursing staff with non-clinical patient needs and comfort measures
- Maintained accurate documentation of volunteer hours and patient interactions
- Supported end-of-life care initiatives while ensuring compassion and dignity

***Assistant Activity/Activity Director***

Heritage House Nursing Facility

**August 20XX – January 20XX**

Valdosta, GA

- Assisted in planning and implementing recreational and therapeutic activities for residents
- Supported residents with mobility, social engagement, and daily activity participation
- Monitored residents' wellbeing and reported changes to nursing staff
- Encouraged participation to promote mental stimulation and quality of life
- Provided case management when needed to offer resources and support to students and families
- Maintained activity records in compliance with facility policies
- Collaborated with interdisciplinary healthcare teams to support individualized care plans

### ADDITIONAL EXPERIENCE

**Graduate Assistant**, Valdosta State University Student Success Center, Valdosta, GA 20XX–20XX

**Caregiver, After School Daycare**, Precious Treasures Daycare, Valdosta, GA 20XX–20XX

### HONORS & ASSOCIATIONS

**Member**, Student Nurses Association

**Member**, National Student Nurses' Association (NSNA)

**Member**, Sigma Theta Tau International Honor Society of Nursing

Future Nurses of America Scholarship Recipient

## 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

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

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February 11, 2021

Hiring Manager South Georgia Medical Center  
2501 N Patterson Street  
Valdosta, GA 31602

Dear Hiring Manager,

I am writing to you in response to the available Nursery Unit RN position at South Georgia Medical Center. I share SGMC's commitment to quality care and would welcome an interview for this position. I offer the skills, dedication and willingness to learn that you are seeking in an RN/new graduate nurse. I am confident that I possess the required skill set to facilitate growth, advancement, and academic development in order to meet the challenges of this position.

Through clinical rotations at South Georgia Medical Center, I have enjoyed the opportunity to work in several settings, including medical/surgical, intensive care, women's services, and emergency. I am pleased to have received high evaluations during these clinical rotations on skills such as communication skills, teamwork, professionalism, and patient care. I have also further developed nursing skills through clinical experience in the South Georgia Medical Center's healthy infant nursery/level two NICU unit, as outlined in my attached resume. This valuable opportunity has further developed my competency as a nursery nurse.

Beyond my clinical experience, I have also had the opportunity to develop my leadership and planning skills as the Philanthropy Chair for Alpha Delta Pi Sorority. Serving as someone to plan, organize, lead these events for 80 strong women during periods of high stress helped me develop critical problem-solving skills and essential leadership abilities. I am thankful for those skills because I feel very equipped for a successful career in a fast paced and innovative environment.

I would be grateful to be given the opportunity to continue my education and to learn through new experiences with South Georgia Medical Center. I appreciate your review of my application materials. Please do not hesitate to contact me at (229) 292-9369; I look forward to meeting with you to further discuss my skills and experiences.

Sincerely,

Jane Doe

Enclosure: Resume



# AVAILABLE SERVICES:

- Career Counseling
- Major Decision
- Job Search
- Internships

## Blazer Briefcase:

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

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Remember to stay safe!