



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.

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

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.*

Compose	Effective	Invest	Print	Search
Compound	Elaborate	Investigate	Process	Select
Compute	Eliminate	Judge	Produce	Sell

Chronological Resume SAMPLE

MELISSA RICHARDSON

3701 Cross Rd.
229-748-7782

Functional Resume

1500 North Patterson St. Valdosta, GA
Phone: 242-

Combination Resume SAMPLE

1500 N. Patterson St. Quitman, Georgia
Phone: (229) 333-5942 jdoe@gmail.com

EDUCATION

Valdosta State University

Bachelor of Science, Health Science

Valdosta, GA

May 2022

RELEVANT EXPERIENCE

Pruitt Health Hospice

Volunteer Coordinator

Valdosta, GA

September 2020 - Present

Recruited employees from Valdosta State University who were interested in volunteering as residents

Perform background checks for perspective volunteers

Setup party events for residents and volunteers

Regularly visited clients in home as a case management

Heritage House Nursing Facility

Assistant Activity/Activity Director

Valdosta, GA

December 2019- August 2020

Promoted solutions to uplift and encourage residents

Arranged games and activities for clients and patients

Updated daily assessments on patients' emotional status

Communicated effectively with my coworkers through assessments and meetings weekly to come up with solutions as a team

RELEVANT SKILLS

Microsoft Office, Detail to Attention, Compassion, Critical Thinking
Problem Solving, Time Management, Team Player

OTHER WORK

Drive-Thru Operator, Steak n' Shake Valdosta, GA, January 2020 - Present

Valdosta State University, Mosquito Lab Technician September 2019 – December 2019

Cashier/Stocker, Toys R Us Valdosta, GA, July 2018- August 2019

Fuel Clerk, Kroger Supermarket Johns Creek, GA, February 2018-June 2018

ACTIVITIES/HONORS

*Member, Valdosta Association of Nursing Students (VANS)
Academic Committee (SONUAC)*

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.

