



CAREER
OPPORTUNITIES

ING

CAPTIVATING

OPEN DAILY

Mon - Thurs

8AM - 3PM

Friday

8AM - 3PM

Location: Student Union

(Behind Starbucks)

Phone: 327-2187

Sections of a Resume

A. Heading

G. References

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

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

Accomplish

Functional Resume

Combination Resume SAMPLE

EDUCATION

Valdosta State University

Valdosta, GA

Bachelor of Fine Arts, Speech Communication

May 2022

Minor in Marketing

RELEVANT EXPERIENCE

WellStar Health System

Valdosta, GA

Student Intern Marketing & Public Relations

May 2019 - Present

Wrote and edited content for web and print editorials, stories, patient testimonials and guides/tutorials.

Assisted with all aspects of social media production and planning.

Maintained department content calendar.

Compiled data for marketing and research reports.

Performed daily website updates.

Shot photography for content and social media.

RELEVANT SKILLS

Software: Photoshop, InDesign, WordPress, Microsoft Office

Social Media Management: Sprinklr and Hootsuite Web

Development: HTML and CSS

OTHER WORK

Assistant, Valdosta State University New Media Center, Valdosta, GA, June 2019-July 2020

Server,

Nassau, Valdosta, GA, May 2019-May 2018

ACTIVITIES/HONORS

Public Relations Student Society of America (PRSSA): *Vice President*

Student Government Association: *Senator*

Any Sorority: *Treasurer*

GEICO Achievement Award 2015

Georgia Community Bankers Scholarship Recipient 2013

Writing a Cover Letter

A cover letter is essential when you are not able to personally give your resume to the

Cover Letter Example

February 11, 2021

Hiring Manager

In the Game Sports
1921 Gregory Street
Valdosta, GA 31605

Dear Hiring Manager:

It is with great enthusiasm that I apply for the position of Social Media Coordinator, recently posted on your website. It has been a long-term professional goal of mine to work for a company that gives back to the community. I believe my initial interest, coupled with my experiences in social media and sports publication makes me a strong candidate for this position.

As an intern with The End Sports Magazine, I had the opportunity to create draft press release for local television. I was also instrumental in developing social media strategies which
In this position I gained written
communication skills and attention to detail.

Additionally, I gained marketing experience working with social media platforms and establishing clientele from Tallahassee to Atlanta increasing sales of books for higher education students. Here, I developed excellent communication and problem-solving skills.



Blazer Briefcase:

- Schedule appointments