



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

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.
229-748-7782
Valdosta, GA 31602
mlrichardson@valdosta.edu

EDUCATION

Valdosta State University **Valdosta, GA**
Bachelor of Science in Health Science *GPA 3.9* *December 2021*

RELEVANT EXPERIENCE

Pruitt Health **Valdosta, GA**
Volunteer *March 2020 - Present*

- Provides care ensuring patient/resident safety
- Transport patients to and from activities as requested
- Assists patients in bathing: to include bed baths, tub baths, and showers
- Removes bedding and replaces with clean linens per schedule or condition

North Georgia Healthcare **Valdosta, GA**
Intern *October 2019 – March 2020*

- Displayed proper use and care of lift equipment
- Provided range of motion exercises for patients
- Removed bedding and replaces with clean linens per schedule or condition

WORK HISTORY

Receptionist, Apple Dates Co., Hazlehurst, GA, March 2016 - May 2017
Date Entry Specialist, Plum Firm, Valdosta, GA, April 2017 – February 2016

ACTIVITIES AND AWARDS

Lettie Pate Whitehead Scholarship, July 2018
Valdosta Association of Nursing Students (VANS), Mau 2017 – June 2018
Jonah R. and Margaret J. Frazier Scholarship, 2017

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 Health Science
Concentration in Nutrition

Valdosta, GA
May 2022

RELEVANT EXPERIENCE

Health Science

- Understand the movements of the bones and muscle; including origin, insertion, and action.
- Knowledgeable of different disease and illness; checking for symptoms and signs, medical and non- medical pre/post treatment. In lab pulse, vision, and BMI testing.
- Able to evaluate commonly occurring musculoskeletal injuries and conditions common in the population. In lab learned special testing to determine musculoskeletal injuries.
- Learned evidence-based practices in Healthcare as it relates to the different types of evidence-based articles and the appropriate to use as a healthcare provider.

Customer Service

- Used interpersonal communication skills to assist students with gas purchases
- Scanned items customers purchased at the Fuel Center.
- Responsible for entering fuel deliveries, restocking, and keeping the Fuel Center tidy adhering to policies and guidelines
- Cashed and checked out customers and balanced daily sales

Organization/Planning

- Developed and implemented techniques to provide customers with excellent service.
- Monitored customers that entered facility while completing side task.
- Maintained multiple tables while completing assigned tasks.
- Assisted guest using the IHOP'S delivery system, and assured comfortability.
- Completed side work that included deep cleaning, and busting tables.

EMPLOYMENT HISTORY

Cashier, Flash Foods, Valdosta GA, July 2019- Present
Intern, Behavior Health Solutions, Valdosta GA, August-December 2019
Server, Waffle House, Valdosta GA, June 2016- July 2017

EXTRACURRICULAR ACTIVITIES

Caribbean Student Association 2018-2020
Sigma Alpha Omega Member 2016-2019

Combination Resume SAMPLE

Dawn Shap

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 prospective 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)
Dean's List Fall 2019, Spring 2020, Fall 2020
Graduated magna cum laude, 2019

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 SIGN THE LETTER.	Make any mistakes. Make sure you check grammar, spelling, punctuation, etc.

Cover Letter Example

February 11, 2021

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

Dear Hiring Manager,

It is with great interest that I apply for Certified Nurse Assistant found on your website. Throughout my time at Valdosta State University, I have passionately studied health science in order to reach my lifelong goal of becoming a nurse assistant to give back to the community which has given so much to me. In alignment with the mission statement of SGMC to become an active participant in our community, I believe my values of giving back to the community through service, education, and experience makes me an ideal candidate for this position.

As a student, I worked as a CNA for Pruitt Health of Georgia. Here, I had opportunities professionally develop and refine my patient centered care skills, and also my ability to provide quality care that is customer centered, competent, and compassionate.

Along with this my years of experience in a retail setting afforded allowed me to develop critical thinking, communication skills, attention to detail, autonomy, and problem-solving skills. I believe patient centered care is the most important. Our focus should be nursing the patient back to health, providing care on all levels such as emotional, spiritual, and medical care.

Thank you for your time and consideration, and I look forward to the opportunity to speak with you in regard to this position in greater detail. Enclosed is my resume.

Sincerely

Lynn Richards

Enclosure: Resume



AVAILABLE SERVICES:

- Career Counseling
- Major Decision
- Job Search
- Internships

Blazer Briefcase:

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

Remember to stay safe!