

*The University Career Center
Professional Development Series Presents:*

Resume and Cover Letter Writing

To obtain the complete version of our resume writing packet,
access Career Connection at www.gcsu.edu/career and
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University Career Center
110 Lanier Hall | 478-445-5384
www.gcsu.edu/career

**Register in Career Connection to locate jobs and internships as
well as to research organizations coming to career fairs.**

Resume Checklist

While categories such as education and experience must be on your resume, you have flexibility with most others. Do what best applies to your situation.

Overall Appearance and Content

- Makes an immediate favorable impression; easy to read.
- Avoid using templates you find online – they are hard to update and look generic
- Looks appropriate for profession.
- Separates info into categories for easy reading.
- Makes efficient use of space.
- Appropriate use of bold, underlining, etc.
- Not more than 2 pages in length.
- Makes every word count.
- Supports and substantiates objective.
- Does not use full sentences (no “I” statements).
- Free from grammatical, spelling, & punctuation errors.
- Uses highly quality resume paper.

Contact Information

- Is clearly presented at top of page.
- Includes permanent and/or temporary address.
- Includes telephone number(s).
- Includes email address.

Objective

- Is clearly stated and conveys purpose.
- Is reasonably short (1-3 lines).
- Is related to position applied.
- Shows employer job you want, especially if your resume isn't focused on one particular field.

Summary or Profile

- Can be used in addition to or in place of “Objective”
- Includes specific accomplishments, skills, or job qualifications that will get the employer's attention

Submitting the Resume & Cover Letter

- **#1 Tip – Follow the directions that the company has provided with their job posting because each organization will accept these materials differently**
- If an email address is provided, send a professionally written email with the resume and cover letter attached
- If the company takes resumes through a web-based application, you will most likely upload the resume and cover letter as well as other materials such as references
- Companies may also ask for an application. If you're unsure of whether to provide an application or a resume, it's best to provide both.

- Can include technical, language, or skills related to your field

Organization

- Presents strongest qualifications first.
- Presents layout consistently.
- Keeps related information together.

Education Section

- Includes degree(s), major and institution.
- Includes graduation date.
- GPA is included if over 3.0.
- Includes relevant coursework (no course numbers), if applicable
- Includes Study Abroad, if applicable
- Includes 1 or 2 significant honors

Experience Section

- Includes job title.
- States employer location (city, state).
- Includes dates for each experience.
- Listed in reverse chronological order.
- Uses concise phrases with action verbs.
- Stresses skills, accomplishments and results rather than duties.

Leadership/Activities/Honors

- Shows well roundedness.
- Choose most significant involvement and honors that you could elaborate on in an interview
- Emphasizes leadership roles.
- List significant scholarships
- For significant leadership roles, consider a separate category entitled “Leadership” where you describe experiences as you would a job.

RESUME ACTION VERBS

When describing your work and leadership experiences, start each bulleted phrase with a strong action verb. Avoid starting your phrases with the words “responsible for.” Instead, you want to provide the reader with a visual of how you acted on the job.

Use the words listed to create a clear picture of your experience. The **underlined** words below are especially good for pointing out **accomplishments**.

Management Skills

- administered
- analyzed
- assigned
- attained
- chaired
- consolidated
- contracted
- coordinated
- delegated
- developed
- directed
- evaluated
- executed
- improved
- increased
- organized
- oversaw
- planned
- prioritized
- produced
- recommended
- reviewed
- scheduled
- strengthened
- supervised

Communication Skills

- addressed
- arbitrated
- arranged
- authored
- collaborated
- convinced
- corresponded
- developed
- directed
- drafted
- edited
- enlisted
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- recruited
- spoke
- translated
- wrote

Research Skills

- clarified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interpreted
- interviewed
- investigated
- organized
- reviewed
- summarized
- surveyed
- systematized

Technical Skills

- assembled
- built
- calculated
- computed
- designed
- devised
- engineered
- fabricated
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- upgraded

Teaching Skills

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- demystified
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- instructed
- persuaded
- set goals
- stimulated
- trained

Financial Skills

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- managed
- marketed
- planned
- projected
- researched

Creative Skills

- acted
- conceptualized
- created
- customized
- designed
- developed
- directed
- established
- fashioned
- founded
- illustrated
- initiated
- instituted
- integrated
- introduced
- invented
- originated
- performed
- planned
- revitalized
- shaped

Helping Skills

- assessed
- assisted
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- expedited
- facilitated
- familiarized
- guided
- motivated
- referred
- rehabilitated
- represented

Clerical or Detail Skills

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- screened
- specified
- systematized
- tabulated
- validated

More Verbs

- achieved
- expanded
- improved
- pioneered
- reduced (losses)
- resolved (problems)
- restored
- spearheaded
- transformed

Jared Hamilton

Jham2@aol.com

Current Address: 1311 University Avenue · Milledgeville, GA 35401 · (478) 555-7777

Permanent Address: 804 Dogwood Drive · Macon, GA 31204 · (478) 555-1212

OBJECTIVE	To obtain a summer job	
EDUCATION	Georgia College & State University , Milledgeville, GA Bachelor of Arts , Mass Communication	May 2018
WORK EXPERIENCE	GCSU CAREER CENTER Student Assistant	Aug 2015 - present Milledgeville, GA
	<ul style="list-style-type: none">• Communicate with students and employers who call and visit the office• Create promotional flyers using Publisher and Word• Use Facebook to create advertisements and publicize events• Provide routine website maintenance and technical support to staff	
	OUTBACK Server	Aug 2014 – July 2015 Macon, GA
	<ul style="list-style-type: none">• Provided outstanding customer service in a fast-paced, changing environment• Used problem solving and time management skills to balance multiple tasks and meet team deadlines	
	PRIVATE TUTOR	January 2013 – April 2014
	<ul style="list-style-type: none">• Tutored four different middle school students in pre-algebra, science, and English• Developed creative lessons for teaching new concepts• Succeeded at helping all students tutored to improve by at least one-letter grade in each subject tutored• Used Excel to maintain financial records and record business expenses	
LEADERSHIP EXPERIENCE	THE COLONNADE – GCSU Campus Newspaper Staff Writer	Milledgeville, GA Aug 2014 - present
	<ul style="list-style-type: none">• Research sports, arts and entertainment topics for interviews and meetings• Conduct interviews with campus and community members	
	CENTRAL HIGH SCHOOL NEWSPAPER Assistant Editor, Staff Writer	Macon, GA Aug 2012 – May 2014
	<ul style="list-style-type: none">• Delegated writing assignments to section editors• Used copy editing skills to review and make revisions prior to deadlines• Teamed with section editors to brainstorm story ideas• Researched and wrote articles for the Arts & Entertainment Section	
ACTIVITIES/HONORS	GC International Club Big Brothers Big Sisters National Honor Society Interact	
COMPUTER SKILLS	Microsoft Office: Word, Excel, PowerPoint Adobe: Photoshop and Illustrator	

Jason Vorhees

1524 Crystal Ct. · Crystal Lake, GA 00333 · (555) 555-5555 · jason@camp.org

OBJECTIVE

Using one phrase, briefly specify the field and when you want to intern. Skills and specific areas of interest are also acceptable.

EDUCATION

Georgia College & State University

Bachelor of Science, Major GPA: If it's a 3.0 GPA or above
Concentration or Minor: (if applicable)

Milledgeville, GA
Expected: December 2015

Related Coursework: List coursework as it pertains to your objective. If it's applicable and speaks to a specific skill you need for the internship, include it. You can create columns or simply list them with commas separating each course.

RELATED EXPERIENCE

GC Health Promotion & Program Planning Class Project

Spring 2015

- Wrote a hypothetical grant proposal for a program on addiction
- Your classroom experience can be very meaningful so as long as you make it clear that is was a project for class and not a job, include it on your resume.

GC Non-Profit Management Class Project

Fall 2014

- Planned a hypothetical non-profit organization to help women in low socioeconomic groups with career development
- Researched similar organizations in the area
- Summarized the program and plan for implementation into a final paper

GC Service Learning in Community Health

Fall 2013

- Gained experience in health promotions by working with four non-profit organizations
- Planned and presented programs on nutrition, hygiene, fitness, and recycling for children ages 6 - 8

EMPLOYMENT EXPERIENCE

Instructional Technology Center at Georgia College & State University

Lab Assistant

Milledgeville, GA
August 2012-Present

- Assisted college students with computer related tasks

Camp Crystal Lake

Counselor/Camp Security

Crystal Lake, GA
May – August 2013

- Supervised a cabin of six youth
- Planned and implemented activities for archery
- Patrolled the camp at night, investigating suspicious activity to ensure safety of campers

ACADEMIC HONORS & ACTIVITIES

- President's List: Spring 2009 & Fall 2009; Dean's List: Spring 2010
- Eta Sigma Gamma, National Professional Health Science Honorary, 2008-Present
- Alpha Beta Chi, 2012 - present

SKILLS & CERTIFICATIONS

CPR Certified, October 2012-Present

Proficient in speaking and reading Spanish

MS Office (Word, PowerPoint, Publisher), Internet Research

Alejandro Gill

alejandro_gill@bobcats.gcsu.edu

1311 University Avenue, Milledgeville, GA 35401 (478) 555-7777 (cell)

- OBJECTIVE** Summer public relations internship with a focus on event planning and promotions
- SUMMARY**
- Proficient in Word, Excel, PowerPoint, and Adobe CS5
 - Extensive international travel experience
 - Strong verbal and written communication skills
 - Fluent in English and Spanish; beginning level in French
- EDUCATION** **GEORGIA COLLEGE & STATE UNIVERSITY**, Milledgeville, GA, May 2016
Bachelor of Arts, Mass Communication with an emphasis in Public Relations
GPA: 3.1/Dean's List (3 semesters)
- Study Abroad* **European Council Program to Madrid, Spain**, Summer 2011.
Completed coursework in Sociology and Film Studies.
- Related Projects* **Public Relations Campaigns:** Developed a public relations strategy for a restaurant. As project leader, led a team of five members to implement a public relations strategy for promoting a new restaurant. Opening event drew over 200 guests.
- Special Events Planning:** Within a team, planned a fundraising event for a non-profit organization. Coordinated the logistical aspects of the event. Final project consisted of a detailed event planning manual that was passed on to the organization for planning future events.
- RELATED EXPERIENCE**
- GC COLONNADE** Milledgeville, GA August 2014 – present
Staff Writer
- Researched stories, conducted interviews, and wrote articles for the sports and entertainment sections
 - Participated in team meetings to determine content and theme
- WGUR RADIO** Milledgeville, GA August – December 2013
Practicum
- Produced a weekly radio call-in radio show focused on travel and tourism
 - Planned and implemented a promotional blitz at athletic events
- WORK EXPERIENCE**
- GC OFFICE OF CAMPUS LIFE** Milledgeville, GA Aug 2013 – present
Facility Assistant
- Provided outstanding customer service to rental clients and student organizations using facilities
 - Used problem solving and time management skills to balance multiple tasks and meet team deadlines
- COMMUNITY AND CAMPUS INVOLVEMENT**
- BIG BROTHERS BIG SISTERS** Aug 2012 -- present
- Practiced language skills and strengthened personal cultural awareness while mentoring to children living in the Hispanic community
- HABITAT FOR HUMANITY** June 2012
- With a team, built and repaired houses for an impoverished community
 - Used language skills to facilitate communication between community members and members of the missions group
 - Developed and facilitated a PowerPoint presentation to congregation upon return

Thunder T. Cat

Campus Box 42
Milledgeville, GA 31061

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PROFESSIONAL PROFILE

Highly motivated and formally trained sales and marketing professional with demonstrated ability to exceed performance goals, lead others, improve customer satisfaction levels, solve problems and build lasting relationships.

EDUCATION

**Bachelor of Business Administration
Management and Marketing, Magna Cum Laude**
Georgia College, Milledgeville, GA, May 2013

RELATED COURSEWORK

Professional Selling	Strategic Marketing
Sales Management	Marketing Promotion
Consumer Behavior	Marketing Research

RELATED EXPERIENCE

Strategic Marketing Project, Team Leader Jan - May 2013

J. Whitney Bunting College of Business, Milledgeville, GA

- Led the project team to develop a marketing plan that was ultimately implemented by the business owner
- Consulted with the local business owner to create a market analysis
- Developed and analyzed survey data from a cross-section of campus organizations
- Compiled and presented findings to business owner, faculty project advisors, and Dean

Part Time Telesales Representative May - Aug 2009, 2010, 2011

Hunter Telemarketing, Inc., Atlanta, GA

National contract B2B telemarketing and lead generation company

- Performed cold calling to purchasing managers of manufacturing companies in the Southeastern Region. Averaged over 50 calls per day, and hot prospect development percent was the highest in the department - 3.8%.
- Worked with Account Executives on scheduling presentations, distributing literature, and conducting GoToMeeting online presentations.
- Assisted in closing the sale by answering technical questions through external research and internal use of the Customer Relationship Management (CRM) system.

LEADERSHIP

President April 2011 - 2012

Alpha Beta Chi Fraternity

- Supervised and mentored Executive Board members
- Worked with the treasurer and finance committee to balance the budget for the first time in five years
- Improved communication with campus organizations and departments through the implementation of a monthly newsletter
- Initiated a communication plan for the Recruitment Committee, resulting in a 25% increase in attendance at prospective member events

INVOLVEMENT

Member, American Marketing Association

Member, American Association of Professional Salespeople

Coach, Successfully coached intramural basketball team to 2010 championship

COMPUTER SKILLS

Proficient in Microsoft Office: PowerPoint, Word, Excel, Money, Publisher
Salesforce.com CRM System

Experience using social media tools such as Facebook, Twitter, and Wordpress

Objective	To obtain a position as a registered nurse
Education	Georgia College and State University , Milledgeville, GA December 2012 Bachelor of Science in Nursing, GPA: 3.3 Honors: Sigma Theta Tau (International Nursing Honor Society), "Shooting Star" award at College of Health Sciences (COHS) Honors Night, Dean's Student Advisory Board of the COHS.
Nursing Experience	Clinical Internship September – December 2012 <i>Putnam General Hospital</i> <ul style="list-style-type: none">• Performed assessments and pre-operative nurse duties for specialties including vascular, general, and orthopedics• Circulated to different areas and reported to PACU nurse Psychiatric Mental Health Nursing June – July 2012 <ul style="list-style-type: none">• Completed clinical rotations at various sites: Central State Hospital (various units), River's Edge Behavioral Center, Alcoholics Anonymous meeting• Assessed developmental needs of clients and potential for violence• Organized group teaching activities on therapeutic ways to forgive Medical-Surgical II Nursing February – April 2012 <ul style="list-style-type: none">• Completed clinical rotation at Medical Center of Central Georgia• Assessed, planned, implemented, and evaluated care of cardiac patients• Developed individualized plans of care• Performed complete histories and physical examinations• Performed skin care/pressure ulcer prevention, pain management, deep vein thrombosis prophylaxis, vital signs, medication administration, intake/output monitoring Pediatric Nursing February – April 2012 <ul style="list-style-type: none">• Completed clinical rotations: Children's Hospital and Coliseum Hospital, Macon, GA Medical-Surgical I Nursing September – November 2011 <ul style="list-style-type: none">• Completed clinical rotation at Coliseum Medical Center• Prepared and administered medicals (IV, PO, IM, subcutaneous)• Monitored vital signs and performed physical assessment Community Health Nursing September – November 2011 <ul style="list-style-type: none">• Developed and presented educational materials on men's health for clients at Macon Recovery Clinic Obstetric and Neonatal Nursing June – July 2011 <ul style="list-style-type: none">• Completed clinical rotation at Coliseum Medical Center - labor and delivery; neonatal intensive care unit; postpartum; newborn nursery• Identified various prenatal tests to be completed throughout pregnancy• Identified prenatal factors involved in premature infants' needed for intensive care• Performed newborn physical assessment after delivery
Related Work Experience	Oconee Regional Medical Center Milledgeville, GA <i>Patient Care Technician/Monitor Technician</i> August 2010 – March 2011 <ul style="list-style-type: none">• Assisted in use of anti-embolism stockings, SCD pumps, oxygen, suction equipment, glucose monitoring equipment• Obtained vital signs and recorded intake and output• Monitored and interpreted patient cardiac rhythms on telemetry and central monitors• Recorded pulse oximetry and blood pressure
Work Experience	Target , Cashier, Peachtree City, GA March – August 2008

Showcase Your Transferable Skills with a Functional Resume

The traditional chronological resume is just one way to do a resume. By organizing your experience by skill sets related to the job you want, an employer automatically sees how you fit the job description. If you have felt like people are overlooking you because of unrelated job titles and industries or lack of paid work experience, this format could improve your chances. However, you must be truthful in your descriptions and be able to back up your claims with concrete examples during an interview. While this format allows you to be more creative, you must still be honest.

NAME

Address • City, State Zip Code • (Area Code) Phone Number
E-mail Address

OBJECTIVE

Career in Human Resources

SUMMARY OF QUALIFICATIONS

- One year of management experience in a customer service environment
- Developed interpersonal skills, having dealt with a diverse set of professionals, clients, and staff
- Proficient in Microsoft Office, Adobe Illustrator, and social media tools

EDUCATION AND TRAINING

B.S., Sociology, Minor: Spanish, GPA: 3.2

Georgia College, Milledgeville, GA, December 2013

RELEVANT SKILLS AND EXPERIENCE

Recruitment

- Worked with executive board and current membership to create a strategic recruitment plan to be implemented over a three-year period
- Led recruitment team to meet fall membership and retention goals
- Contacted local universities to improve the quality of hires

Personnel Management

- Hired, trained, scheduled, and supervised a team of baristas
- Conducted performance reviews and monitored progress on individual improvement plans
- Maintained records of all new and returning members, reporting goals and outcomes to the central office
- Worked with Standards Chair to create improvement plans and monitor performance

Training

- Trained new hires on company and store policies and procedures
- Led recruitment trainings in small groups to implement strategic recruitment plan

WORK AND LEADERSHIP HISTORY

Assistant Manager, Barista

Starbucks

Aug 2010 – June 2012

Macon, GA

Vice-President, Membership & Recruitment

Zeta Tau Alpha, GC Chapter

Sept 2009 – May 2011

Milledgeville, GA

Office Assistant

Office of Financial Aid, Georgia College

August 2007 – May 2009

INVOLVEMENT

Study Abroad: Valencia, Spain
Big Brothers Big Sisters
Spanish Club

Who should use a Functional Resume?

New graduates whose experience does not show a clear career path as well as career-changers can benefit from a functional resume. Someone returning to school for a new program, a stay-at-home mom going back to work, or military personnel transitioning into civilian life can use this format to emphasize their transferable skills rather than job titles. You might also use a functional resume if you have had the same job duties at all jobs and do not want to repeat yourself in your resume.

Education

List schools/institutions from which you obtained a degree, certificate or specialized training. Start with most recent first and then go back in time.

Skills

Present your work experience by listing your most important skills and experience which pertain to the job for which you are applying. Then describe several activities and accomplishments from all your jobs and life experiences, to document each of these skills.

Experience History

List the organizations from which you gained or used the skills and special knowledge areas mentioned above. Be sure to include the dates, job title, and organization name.

You can also include Leadership, Volunteer, and Academic Projects in your history list. However, make sure that you use the appropriate terminology so that they know the experience was unpaid.

Additional Categories

To list other activities, you can add an Involvement section. A summary section is a great place to grab the attention of the employer. Perhaps the job requires at least one year of work experience in a particular industry. If you have that requirement, you can highlight that information by putting it into a summary.

Preparing a Curriculum Vitae

A curriculum vitae, or CV, is a type of resume used by professionals in the fields of academia, medicine, college teaching, and research. If you are applying to a research based graduate program or a graduate teaching position, a CV will be more appropriate than a resume. International jobs would also require a CV. However, if you are applying for jobs in industry, a resume format may work best for you.

You can use the principles of resume writing to organize and prioritize your information. However, a CV will generally be longer than one-page and would include detailed sections that describe your research, presentations, and publications.

HOW IS A RESUME DIFFERENT FROM A CV?

- A CV is used for non-administration jobs in academia and research based graduate programs. A resume is used for any other type of job and those graduate programs based on practical experience. For instance, a graduate student seeking Teaching Assistantships might do best with a CV that contains research, academic projects, and involvement in related professional organizations. A graduate student seeking a Graduate Assistantship in the Marketing Department, Residence Life, or Athletics would do best to show practical experience in the form of a resume.
- Education is always listed first because it's directly related to the position you are seeking.
- CV's do not list an objective or a long narrative profile describing qualifications. Instead, use your cover letter to provide that information.
- CV's should be simple and understated. Self-congratulation is likely to backfire on the author.
- If you did research with a certain professor, include the name in your description on the CV. Science and academia are small worlds, and it is likely that a prospective employer will have heard of a given specialist in her own field.
- CV's can run on for pages and pages. This is different from resumes, which need to be one to two pages, maximum. However, keep your CV organized and easy to follow.
- CV's often contain many more categories of information than resumes. Experience may be divided between headings for TEACHING and RESEARCH; education may be divided between DEGREES and CONTINUING EDUCATION or ADVANCED TRAINING. How you organize this material determines its impact on your reader.

HOW IS A CV MORE LIKE A RESUME THAN YOU THINK?

- Similar to a resume, CV's should be very neatly organized with clear headings and distinct conceptual divisions. You could actually use a resume example to create your CV as long as you cover the categories needed in your particular field.
- Bulleted action phrases to describe your skills and experience are still acceptable. Remember that it's always best to communicate your experience in a clear and succinct way.
- Include only relevant information and make sure it connects to your objective/goal.
- Experience within categories is listed in reverse chronological order, i.e. most recent experience is first.
- Neither should include personal information such as date of birth, weight, height, marital status, etc.

INFORMATION TO INCLUDE ON A CV

The organization and presentation of your CV is extremely important. You should list categories by their significance and relation to the position or program for which you are applying.

Appointments	Degrees	Study abroad	Volunteer
Consulting	Dissertations	Teaching	Service
Practica	Theses	Workshops	Languages
Travel (non tourist)	Related Courses	Continuing education	Additional activities
Laboratory skills	Clinics	Seminars	Technical skills
Sports	Training	Conferences	Computer skills
Awards	Specialization	Symposia	Licenses
Bibliography	Expertise	Publications	Credentials
Addenda	Profession	Translations	Honors
Affiliation	Interests	Presentations	Scholarships
Pro bono	Employment	Papers	Fellowships
Committees	Class projects	Lectures	Assistantships
	Research	Exhibitions	Grants

Sheldon Cooper

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Permanent Address: 123 Sunny Lane, Galveston, TX 78580

777-777-7777

EDUCATION

University of Texas Austin, TX
B.S., Physics, Summa Cum Laude

Expected May 2013
GPA: 4.0

Heidelberg University Summer Program, Heidelberg, Germany August – December 2011
Completed advanced research and course work in String Theory.

Coursework

Astrophysics

Statics

Differential Equations

Dynamics

General Relativity

Nuclear Physics

Advanced Quantum Physics

Complex Variables

Numerical Analysis

Mathematical Analysis

Advanced Electricity & Magnetism

Abstract Algebra

RESEARCH AND PRESENTATIONS

UT Department of Physics

“String Theory Implications of Gamma Rays from Dark Matter Annihilations and Methods Optimizing a Particle Detector for 500 GeV Particles.”

January 2011 - present

- **Faculty Advisor:** Dr. Ann Perkins, University of Texas
- **Presentations:** American Association for the Advancement of Science, April 2013
UT Undergraduate Research Conference, February 2012

“The Interplay between Particle Physics and Cosmology during the Early History of the Universe.”

May 2009 – September 2010

- **Faculty Advisor:** Dr. Joe Smith, University of Texas
- **Presentations:** Society of Physics Students, January 2011
214th AAS Meeting (Poster), October 2010

INTERNSHIP

NASA, Johnson Space Center

June – August 2012

Undergraduate Internship Program

- Worked with a mentor and a team of interns to develop a multilayer insulation for the multipurpose hydrogen test bed
- Applied mathematical formulas to predict outcomes
- Compiled data and prepared a paper and poster presentation for senior leadership

HONORS

- UT Presidential Scholarship
- Outstanding Junior Physics Major, May 2012
- UT Student Representative at American Physics Association, Chosen by peers and faculty

CONFERENCES

American Physics Association, April 2011

- Attended sessions on string theory, quantum physics, and astrophysics

National Physics Leaders of the World, June 2010

- Attended sessions on nuclear physics and general relativity

PROFESSIONAL INVOLVEMENT

Society of Physics Students

UT Physics Club

August 2009 - present

Professional Development Coordinator

January – April 2012

- Arranged special presentation by Dr. Elizabeth Plimpton, a cosmological physicist from Princeton University
- Coordinated travel and hospitality arrangements
- Promoted the event to physics majors and campus community through Facebook

EMPLOYMENT

Learning Assistant, UT Department of Physics

November 2010 - present

- Recognized as “Learning Assistant of the Year” in 2011
- Provide supplemental instruction to first-year students taking introductory physics
- Prepare out-of-class exercises to help students understand and apply theoretical concepts
- Report learning trends and challenges to teaching assistants assigned to freshmen courses
- Assist teaching assistants with preparing lessons and grading assignments
- Proposed new lab curriculum for first-year students; faculty currently presenting proposal to the department chair

Note Taker, UT Office of Institutional Equity and Diversity

August 2009 – October 2010

University of Texas

- Recorded notes in chemistry, physics, and mathematics
- Submitted information to Note Taker Coordinator according to daily deadline

STUDENT INVOLVMENT

- Anime Club
- UT Gamers
- Comic Con 2011, Registration Volunteer

Writing an Effective Cover Letter

What is the purpose of the cover letter? The cover letter tells an employer why they are receiving your resume and for which job you are applying. Study the job description so that you can specifically communicate what you are applying for and how your skills and experience best match the position. You can practice writing a cover letter but you will have to write a new one each time you apply for a job. If you do not change your cover letter with each job application, you will be less likely to convince a potential employer that you really want the job.

When do you send a cover letter? If you are applying for a job by mailing, emailing, or faxing a resume, you should always send a cover letter. Pay close attention to the job posting to which you are applying. In most instances, the application process will require both a resume and a cover letter.

What if I apply for a job on-line? If the online process allows you upload a cover letter, then ALWAYS send a cover letter. Read the directions and act accordingly. If you are emailing the resume, attaching a cover letter in addition to a brief but professional email message is very acceptable.

Do I take a cover letter to a job fair or to an on-campus interview? No. The person is meeting you face-to-face so a cover letter is unnecessary.

BELLA SWAN

123 Main Street • Milledgeville, GA • (478) 444-1234 • bswan@email.com

November 1, 2015

Ms. Jane Grey
Director of Human Resources
Jenkins, James, & Jordan, LLC.
111 North St.
Atlanta, GA 32121

Dear Ms. Grey:

After reviewing your position description for a Legal Intern with your law firm, I am convinced that I am the right person for the job. This position fits perfectly with my education, experience, and career interests because I intend to enter law school after completing the internship. Furthermore, I will be relocating to Atlanta this summer and will be readily available for work in early May.

Your position requires someone who can balance multiple tasks while working a fast-paced environment. During my recent study abroad experience, I had to use these skills on a daily basis. Since returning to the U.S., my professors and peers have noticed the improvement in my organization and time management skills. While leading a campus organization and interning with a local attorney this semester, I have increased my GPA and was recently chosen to represent my academic department at a research conference.

Enclosed is my resume, but I look forward to meeting with you in person to discuss how my skills and experience would benefit your company. Please contact me at (478) 444-1234 bswan@email.com at your convenience. Thank you for your time and consideration.

Sincerely,
Bella Swan
Bella Swan

Although you can follow the typical business letter format for writing your address, an easy and eye catching option is to copy your resume heading to the top of the cover letter.

Date you are writing the letter

Address of the person you are writing

Salutation: Always write to a person. Take the time to find out the hiring manager's name or appropriate title.

Your first paragraph explains why you are writing. Include information such as:

- 1) Why you are interested
- 2) Willingness to relocate (if applicable)
- 3) How you found out about the job and/or how the position relates to your goals

Paragraph 2 is your opportunity to sell yourself. You can discuss information such as:

- 1) A direct (and sincere) interest you have in what the organization does
- 2) Courses you have taken
- 3) Other related work experience/skills
- 4) Class projects that might be related

Paragraph 3 is where you create a plan of action:

- 1) What will you do next?
- 2) Thank the person for their time or indicate your eagerness to speak with them further

Signature:

Sincerely is the best way to end a business letter.

Career Center Technology

Get your resume in the hands of an employer TODAY using Career Connection!

All students and alumni who use the Career Center are required to register with Career Connection. By using Career Connection, you have access to all jobs and internships posted by employers who want to hire GC students. Through Career Connection you can also upload your resume so that your resume can be referred to employers.

Create an Account (If you've already done this, skip to Step 2)

1. Go to www.gcsu.edu/career and click the "Career Connection for Students and Alumni" in right sidebar.
2. Choose "Click here to register." Complete information and click "Register."
3. Then choose "Submit Profile." Choose the correct major, graduation date and complete all required fields.
4. The Career Center will approve your account and you will receive an email within 24 hours (unless it's the weekend). It will have your username and password in the email – so save it!

Once you have a final resume, upload it for employers and the Career Center to access!

1. Once you've updated your resume, login to Career Connection with your username and password.
2. Click on the "My Account" tab and then "My Documents."
3. Scroll down to "Resumes" and choose the "Upload File" button which will be on the right.
4. Name your document and browse for it. Click "Upload" to finalize your selection.
5. If your academic department is participating in an online resume book, your uploaded resume must be reviewed by the Career Center.

Practice Your Interview Skills with Interview Stream

Interview Stream is an online mock interview program. Students can access question sets already created by the Career Center or create their own. You will need a webcam, microphone, and high-speed internet connection to use Interview Stream.

To access Interview Stream, go to www.gcsu.interviewstream.com and create an account. Once you complete an online mock interview, you review your interview and complete a self-assessment. You can also email it to career.center@gcsu.edu to get feedback from an advisor.

After completing an online mock interview, we recommend scheduling an in-person one in the Career Center.

Choose a Career with Focus2

As you begin your job or internship search, it's important to know what career options best match your interests, skills, personality, and values. While your major may impact the type of job or internship you pursue because of your interest, your major does not dictate your career choice. To explore options, we recommend that you take our career interest inventory, Focus2. To get started, go to www.gcsu.edu/career/focus2.htm.