



# OFFICE OF CAREER OPPORTUNITIES

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## Sections of a Resume

### A. Heading

1. Include name, address, phone number, and email address. Make sure the information is current.
2. Let anyone who may answer your phone (roommates,

## G. References

1. 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.
2. 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

<b>DO</b>	<b>DON'T</b>
Provide information that is positive and relevant to the job objective. Make use of spacing, bold, capitalization, italics, and indentation to make the resume visually appealing.	Provide the reader with your life history or negative information that is not required. Overuse different fonts, gra <del>ts</del>



# CHRONOLOGICAL RESUME SAMPLE

## NAME

1500 N. Patterson St.  
Valdosta, GA 31698  
(229)123-4567  
jdoe@valdosta.edu

OBJECTIVE To obtain a Management-Trainee position.

EDUCATION Bachelor of Business Administration, Management GPA 3.0 May 2012  
Valdosta State University Valdosta, GA  
-Completed 5 week study abroad in Guadalajara, Mexico studying Spanish culture and language

RELEVANT EXPERIENCE Hibbett Sports Valdosta, GA  
Assistant Manager 2010-Present

- x Oversee store opening/closing procedures including daily cash flow, inventory control, and facility security
- x Assist in hiring, training, and supervising new employees
- x Prepare nightly sales reports and deposits of approximately \$5,000
- x Resolve customer and/or employee disputes according to company policies and guidelines

Sales Associate 2008-2010

- x Assisted customers with merchandise purchases and exchanges
- Operated cash register and processed cash, credit, debit, and check transactions
- x Marketed benefits of store credit accounts to customers
- x Developed creative product displays to promote sale and seasonal items
- x Inventoried and replenished floor merchandise

ACTIVITIES Society for Human Resource Management, President-VSU Chapter  
Student Government Association, Vice-President

HONORS Beta Gamma Sigma Business Honor Society, Dean's List

REFERENCES Available upon request

# FUNCTIONAL RESUME SAMPLE

## NAME

1500 N. Patterson St. Valdosta, GA 31698 (229)123-4567

# CHRONOLOGICAL-FUNCTIONAL RESUME SAMPLE

## NAME

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1500 N. Patterson St.  
Valdosta, GA 31698

(229) 123-4567  
jdoe@valdosta.edu

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**OBJECTIVE** To obtain position as Office Manager in medical practice.

**EDUCATION** Valdosta State University Valdosta, GA July 2012  
*Bachelor of Science, Office Administration and Technology GPA 3.25*

Valdosta Technical College Valdosta, GA June 1986  
*Associate of Applied Science, Marketing Management*

### RELEVANT SKILLS

Over 20 years experience resolving customer and employee disputes utilizing interpersonal and conflict resolution skills.  
Strong management background with 8 years experience hiring, training, and supervising up to 20 personnel.  
Proficient in utilizing Microsoft Word and standard office equipment.

### RELEVANT EXPERIENCE

<b>Family Medical Group</b>	<b>Valdosta, GA</b>	<b>07/2011-Present</b>
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*Receptionist (Part-time)*

Manage appointment scheduling for three physicians and one nurse practitioner.  
Contact patients and insurance companies to collect payments on outstanding balances.  
-Post payments and adjustments to patient accounts.  
Ensure patient files are properly coded with appropriate ICD-9 codes and filed accordingly.  
Inventory and purchase office supplies.

### PREVIOUS EMPLOYMENT

Wal-Mart	Valdosta, GA	04/2007-06/2011
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*Inventory Control Specialist, Support Team Leader*

Kmart	Valdosta, GA	03/2003-04/2007
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*Overnight Supervisor, Replenishment/Hardlines Manager*

Handleman Company	Conyers, GA	11/1987-01/2003
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*Sales Representative*

## 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

**LETTER OF APPLICATION**  
(also known as a Cover Letter or Letter of Inquiry)

178 Smith Avenue  
Valdosta, GA 31602  
(229) 333-1234

May 16, 2012

Ms. Mary Jones  
Personnel Director  
XLT Corporation  
1100 Main Street  
Atlanta, GA 30033

Dear Ms. Jones:

I am interested in applying for your management trainee position recently advertised in the *Macon Telegraph*. The skills I have acquired from my work experience, coupled with my academic background, support my interest in the production management field.

As you can see from my resume, I recently completed an internship with XYZ Corporation. Through my internship, I had the opportunity to receive training in a variety of areas to include staffing, production scheduling and procurement of materials. This valuable experience solidified my interest in production management.

I also have had the opportunity to develop and hone my communication and leadership skills as Vice President of the Student Government Association. Serving as a leader for over 8,500 undergraduate students was a valuable experience affording me the essential skills for a successful career in the production environment.

I appreciate your review of my application materials. I look forward to meeting with you to discuss my skills and experiences.

Sincerely,

**John B. Taylor**

John B. Taylor

Enclosure: Resume