



CAREER  
OPPORTUNITIES

ING

CAPTIVATING

**OPEN DAILY**

Mon - Thurs

8AM - 5:30PM

Friday

8AM - 3PM

Location: Student Union

(Behind Starbucks)

Room # 2218

## 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

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# Combination Resume SAMPLE

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## EDUCATION

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**Valdosta State University**

**Valdosta, GA**

*Bachelor of Fine Arts, Speech Communication*

*May 2022*

Minor in Marketing

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## RELEVANT EXPERIENCE

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**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.

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## RELEVANT SKILLS

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Software: Photoshop, InDesign, WordPress, Microsoft Office

Social Media Management: Sprinklr and Hootsuite Web

Development: HTML and CSS

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## OTHER WORK

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

*Server,*

*Nassau, Valdosta, GA, May 2019-May 2018*

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## ACTIVITIES/HONORS

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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