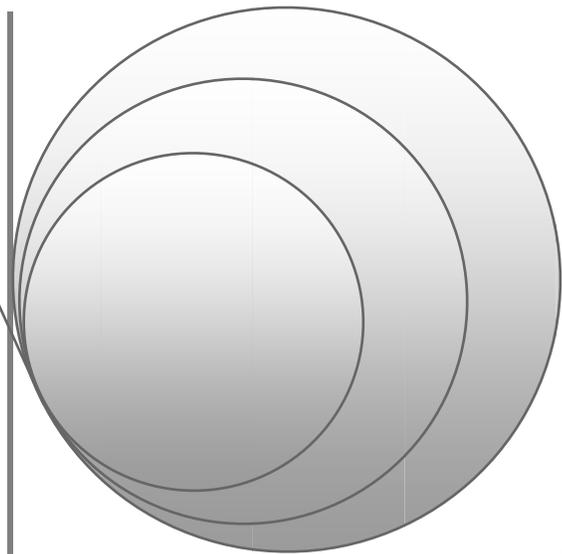


Arts

YOUR GUIDE TO
**PROFESSIONAL
RÉSUMÉS
&
LETTER WRITING**



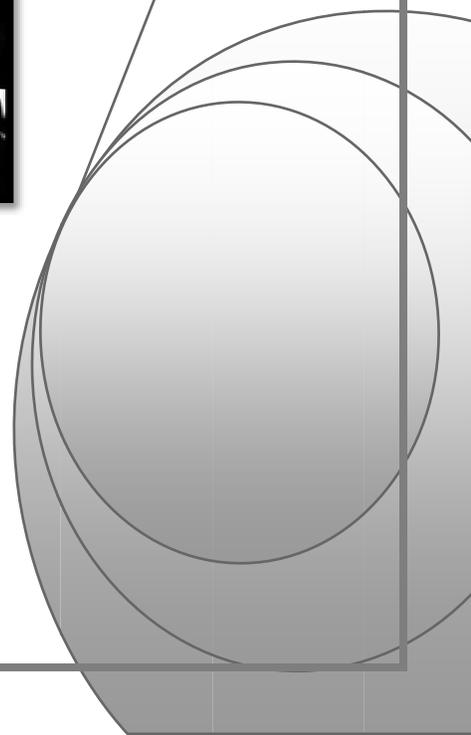
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Contents

TABLE OF CONTENTS	2
RÉSUMÉ GUIDELINES	3
RÉSUMÉ CHECKLIST	4
RÉSUMÉ REFERENCE LIST	5
ELECTRONIC RÉSUMÉS	6
ASCII RÉSUMÉS	7
SCANNABLE RÉSUMÉS	8
DIGITAL PORTFOLIO	9
POWER WORDS FOR RÉSUMÉS	11
COMMON RÉSUMÉ MISTAKES	12
COVER LETTERS	13
COVER LETTER FOR UNADVERTISED POSITIONS	15
GENERIC COVER LETTER TO ANY WANT AD	16
LETTERS OF RECOMMENDATION	17
TIPS FOR WRITING THANK-YOU NOTES	18
THANK YOU LETTER	19
RÉSUMÉ SAMPLES:	
ART	20
DIGITAL MEDIA STUDIES	23
GRAPHIC DESIGN	29
MUSIC	32
THEATRE	37

RÉSUMÉ GUIDELINES

FOCUS ON YOUR RÉSUMÉ ABCS AND 123s...

- **A = Accomplishments**—What activities show tangible results?
 - **B = Benefits**—How will you satisfy the needs of your potential employer?
 - **C = Capabilities**—What can you produce or deliver?

 - **1** = A 1-page résumé is ideal.
 - **2** = A 2-page résumé is necessary when your experience is comprehensive.
 - **3** = A 3-point G.P.A. or higher should be listed.
- Your **résumé should differentiate you from the crowd** by selling the benefits you have to offer.
 - Your **profile may be stated or bulleted** in your résumé as well as in your cover letter. An objective should be written in résumés for individuals in the medical field, social work or psychology, as well as education.
 - Your résumé should look like a **published document**, on high quality neutral colored paper.
 - Do not include your grade point average unless it is **3.0 or above**. If your GPA in your major is higher, list it.
 - Ask a **career counselor** to critique your résumé and make the appropriate improvements.
 - Always **send your résumé with a cover letter tailored to the particular job**. It should be sent to the specific person (name & title) in the company responsible for that work area. If possible, call ahead to find out to whom you should direct your letter. (This may be difficult if you are answering an ad in the newspaper or on the internet.)
 - **Call within 7 working days** to make sure your résumé was received and to schedule an appointment to explore possible opportunities. (State that you will be doing this in your cover letter!)

RÉSUMÉ CHECKLIST

- Always tailor your Résumé to the job you are seeking!
- Never use a template. If you have, select the text. Go the table menu→Convert→Table to text.
- No more than 2 pages.
- Balance pages (1 full or 2 full) and be consistent with formatting throughout.

Name:

- Bold, 24 pt
- No blank white space at top
- Use same font as headings
- At least 10 pts larger than headings

Headings:

- 2-4 pts larger than body text (14-16 pt)
- Same font as Name

Body Text:

- Use a font with feet. (Garamond, Palatino, Times New Roman)
- 10-12 point

Objective/Profile:

- Profile: who you are
 - Power adjectives to describe you
- Objective: what you want to do
 - Seeking a....
- Example:
 - “Adaptable and approachable customer service professional who enjoys serving the public. A fast learner who listens well and communicates effectively. Seeking a challenging administrative or customer service position in a people focused environment. Patient, respectful, and productive.”

Education:

- Expected graduation date (Month and year)
- List GPA if 3.0 or above

Professional Experience/Employment:

- For dated items, list the most recent first.
Check for consistency in formatting work experience.
 - Possible format: Job title (*italics*), Company name (**bold**), City, State, Dates of Employment
- Don't list partial years of experience. If less than one year, leave off months. List year only.
- Indent bullet points with job duties 5 spaces.

Community Service

- Doesn't have to be dated.

Reference Page

- 4-6 references (List 4 for part-time and 6 for full-time positions.)
- Copy header from Résumé. Create a heading called “References.” Should match other Résumé headings in font and size.
- List name, job title, organization, phone, email for each reference
- Notify your references and ask permission to use them.
- Include a good selection of faculty members, co-workers, former supervisors, and character references on your list.

RÉSUMÉ REFERENCE LIST

References are generally given to the employer upon request. Include 4-6 references on your reference page. Many times employers are unsuccessful in reaching your references on the first attempt, so they continue to proceed to the next name on the list until they reach someone. It's much better to have more references than not enough.

Make sure the reference page utilizes the same header format and information used on your résumé and cover letter. This, too, adds consistency to your application information.

THEODORE S. DEAN

1231 Industrial Road • Baldwyn, MS 38824 • (662) 365-7121 • theodoredean@aol.com

References

Dr. Robert Mellgrave

Executive Director @ The Horizon Center
Tennessee Board of Regents
615.709.9900

Dr. Camilla Stanley

Associate Professor of Education
Langley University
751.661.5382

Ms. Anita Taylor

Marketing Director
Davis and Chandler Advertising and Public Relations
901.661.5345

Ms. Lisa Baker

Administrative Assistant, Communications Dept.
Southwest Community College
731.661.5382

ELECTRONIC RÉSUMÉS

There are several types of electronic résumés. Résumés can be sent via email or online form as an ASCII résumé or as a scannable résumé. When you are submitting an electronic résumé, make sure to submit it *exactly* in the format specified in the job listing.

▶ **Formats**

- ▶ **Word Processed** – formatted document with software-specific tags; avoid elaborate text or lines if it's going to be scanned (OCR-optical character recognition) or faxed.
- ▶ **.TXT (ASCII)** – anyone can read it with any word processing software package; loss of word processed formatting; plain text only. This is where your writing truly sells you. **So write well!**
- ▶ **HTML** – permanent web page; anyone with access to the internet can visit your site; with plain HTML coding or an HTML editor like FrontPage or Netscape Composer you can create interesting formatting; use color, etc.
- ▶ **.PDF** (portable document format) – keeps your formatting in tact and prints out in your designed format; Adobe PageMaker will allow you to convert your résumé to .pdf and anyone with Adobe Acrobat Reader, which you can download for free, can read your résumé document and print it out with unaltered formatting.

▶ **Electronic Résumé Databases**

- ▶ Monster.com
- ▶ Jobtrak.com
- ▶ Collegegrad.com

▶ **Multimedia Résumé**

- ▶ Computer gurus, Web designers, Programmers
- ▶ Most corporate executives do not have the time to click through a multimedia résumé, unless, of course, they are in need of technology-specific skills in which the résumé effectively markets those skills.

ASCII RÉSUMÉS

Many companies and recruiters ask job seekers to submit their résumés as ASCII text documents. ASCII is a clear, simple form of text that is readable by all platforms and programs. ASCII résumés have no formatting, including special characters, tabs, underlining, bolding, fonts, or alignment.

To create an ASCII résumé, all you need to do is type your résumé using your favorite word-processing application, and then save it as a text-only document (sometimes also called Rich Text Format or RTF). This should be an option under your "save" or "save as" command. You can also use a simple text program to compose your résumé.

Since your résumé will appear as ASCII text, it will not recognize special formatting commands specific to your word-processing program. Therefore, you must watch for these common mistakes:

- **Special Characters** - Special characters (such as "smart quotes" or mathematical symbols) do not get accurately transferred in the text save; avoid using special characters.
- **Tabs** - Do not use tabs; use your spacebar instead.
- **Alignment** - The default for ASCII is to make everything left justified (which is the preferred format for scanning résumés and online viewing), so if you want to indent a sentence or center a heading, use the spacebar.
- **Word Wrap** - Do not use the word wrap feature when composing your résumé; instead use hard carriage returns to insert line breaks.
- **Fonts** - Fonts will become whatever a computer uses as its default face and size, so boldface, italics, and various sizes will NOT appear in the ASCII version.
- **Spell Check** - Check your document before you save it as a text file.
- **Proofread** - Make sure to proofread your entire résumé after you paste it in the message field and before you hit the submit button.

SCANNABLE RÉSUMÉS

More companies are using computers to help them manage the volume of résumés for their job openings by scanning résumés for keywords that indicate skills, education, and knowledge areas the employer is seeking. Companies enter specific keywords they are looking for, and the computers scan the résumés in the database for matches. Therefore, it is important that your scannable résumé be readable by the computer and that you use keywords that are relevant to the position for which you are looking.

In order to satisfy the idiosyncrasies of the scanning process, a new résumé style, utilizing keywords, has developed. Keywords refer to those words or phrases that are used for searches of databases for résumés that match. This match is called a "hit" and occurs when one or more résumés are selected as matching the various criteria (keywords) used in the search.

Keywords tend to be more of the noun or noun phrase type (Total Quality Management, UNIX, Bio-Chemist) as opposed to power action verbs often found in traditional résumés (Developed, Coordinated, Empowered, Organized).

- Use laser printing, with black ink on white or light-colored 8 1/2 x 11 paper. Clear contrast improves recognition.
- Use standard fonts where none of the characters touch each other (Times, Palatino, Helvetica, New Century Schoolbook).
- Underlining, italics, shadows, reversed colors, and fancy scripts may not scan accurately.
- Use boldface and/or all capital letters for section headings and emphasis, as long as letters don't touch each other. At least 1/4" is required between any lines and typeface.
- Columns, centering, and indentations may change when converted to optically scanned text. Do not use a two-column format.
- Stay within 10-14 point font size (do not use 10 point Times).
- Do not condense the spacing between letters.
- Do not use vertical or horizontal lines, boxes, or graphics.
- If you use bullets, include a space after the bullet.
- Use only one side of the page. One to two pages are usually acceptable, if succinct and clear. **Keep vitally important information on page one.**
- Place your name at the top of each page on its own line. On the first page, use standard address format and list each telephone number on its own line.
- Use multiple synonyms for the same skills to be sure your qualifications are picked up.
- Be descriptive in your titles so your experiences are not missed; e.g., Programming Intern, or Legal Office Assistant, as opposed to Intern or Assistant.
- Mail a laser print original or an excellent copy. Paper clip pages together, do not fold or staple.

DIGITAL PORTFOLIO

What is a digital portfolio:

A digital/multimedia professional portfolio exhibits an individual's professional skill, growth, and achievement more effectively than an old-fashioned resume. A digital portfolio goes beyond a conventional resume. A portfolio is a visual representation of your finest work. It provides visual evidence of your abilities, achievements, and interests. It demonstrates your uniqueness and sets you apart from others competing in the job market. More importantly, a portfolio tells the story of the road you've traveled and the direction in which you are heading.

Defining the Portfolio Goals and Context

- Identify the purpose and audience for the portfolio
- Identify the computer equipment and software available
- Select the appropriate portfolio level to begin electronic portfolio development:
- Selection: the development of criteria for choosing items to include in the portfolio Collection: the gathering of items based on the portfolio's purpose, audience, and future use.
- Reflection: statements about the significance of each item and of the collection as a whole.
- Direction: a review of the reflections that looks ahead and sets future goals.
- Connection: the creation of hypertext links and publication, providing the opportunity for feedback.

What tools do I need?

Purchase a domain name at a site such as domains.com or godaddy.com, and hosting to go with it. You probably won't need too much space, and you can usually get both for less than \$10 per month. Additionally, you will need a Computer, Scanner, Digital Camera, Multimedia Software Program, Web Authoring Programs.

Links to include in my digital portfolio:

- *Home*
 - Introduction page for your site listing links and a welcome message.
- *About me/Biography*
 - Personal Statements: mission, values, goals (link)
 - Clearly state your unique purpose: define who you are, what you do & why you do it (your "brand")
 - Guiding principles for your career
 - Management, counseling or teaching philosophy (depending on your focus)
 - Make it original, simple, honest & direct
 - Your mission statement should be one sentence, easy to understand and to memorize. Example: "*My mission is to build relationships and empower others toward reaching their full potential.*"
- *Résumé*
 - Your official résumé in .doc, .pdf. and/or Flash
 - Education & Training - Diplomas/Certificates/Grades/Transcripts/School Projects
 - Experience & Skills Section
 - Achievements & Awards
 - Community Service
 - Professional Affiliations
 - Personal interests and hobbies

DIGITAL PORTFOLIO

Links to include in my digital portfolio (cont'd):

- *Portfolio*
 - Photographs, art work and writing samples can be all be scanned in and saved. Reading samples could be recorded. Work samples from the previous or current jobs. Another important addition would be links to articles, web sites, and any type of publication that represents your capabilities and proven abilities.
- *Contact me*
 - Your e-mail address, form, and phone number.

Hints:

1. You don't want to give identity thieves or spammers too much personal information. Don't include your physical address.
2. Remember that it is essential to tailor your portfolio to your audience and purpose. Reviewers in business, industry and education will all examine your portfolio differently. Using an identical portfolio will not help you achieve the appropriate results.
3. Search the Web for examples of digital or electronic portfolios.

Digital Portfolio Examples:

- Meg Roberts: <http://www.megmroberts.com/>
- Dana Hasting: <http://www.dafiredesigns.com/resume.html#education>
- Victor Escardo: <http://www.chasque.net/vescardo/bio/index.html>
- Briana Ferreira: <http://igbdesign.com/brianaferreira.html>
- Rachel Robert's: <http://rlroberts.com/resume.html>
- Brett Pohlman: <http://www.brettpohlman.com/>
- Callie Curry: <http://www.calliecurry.com/index.html>
- David Kuo: <http://www.davidkuo.net/>

Internet Resources:

- <http://midsolutions.org/portfolios/Planning.htm>
- <http://www.twu.ca/life/career/careerdev/portfolio.html>
- <http://electronicportfolios.com/portfolios/howto/index.html>
- <http://edweb.sdsu.edu/courses/edtec596r/students/Abrenica/Abrenica.html>
- http://www.educationworld.com/a_tech/tech/tech111.shtml
- <http://electronicportfolios.org/portfolios/iste2k.html>
- <http://www.helenbarrett.com/portfolios/howto/PPTportfolios.pdf>
- <http://digitalportfolioguide.blogspot.com/2007/04/resume.html>

POWER WORDS FOR RÉSUMÉS

Accelerated	Delegated	Harmonized	Operated	Reviewed
Achieved	Demonstrated	Headed	Originated	Scheduled
Acted as liaison	Designed	Improved	Organized	Set up
Adapted	Detailed	Implemented	Participated	Selected
Administered	Developed	Increased	Perfected	Shaped
Advised	Directed	Initiated	Performed	Simplified
Analyzed	Discovered	Innovated	Pinpointed	Sparked
Arranged	Distributed	Installed	Pioneered	Sold
Assembled	Doubled	Integrated	Planned	Solved
Assessed	Employed	Interpreted	Prepared	Standardized
Assisted	Equipped	Interviewed	Produced	Structured
Budgeted	Established	Invented	Profited	Succeeded
Built	Evaluated	Invested	Programmed	Supervised
Chaired	Executed	Investigated	Promoted	Supported
Clarified	Expanded	Justified	Proposed	Synthesized
Communicated	Expedited	Keynoted	Proved	Systematized
Completed	Experienced	Launched	Provided	Taught
Conceived	Experimented	Lectured	Recommended	Tailored
Conducted	Explored	Led	Recorded	Trained
Conferred	Facilitated	Maintained	Reduced	Transformed
Constructed	Formed	Managed	Reinforced	Unified
Consulted	Formulated	Mastered	Related	Verified
Controlled	Founded	Mediated	Reorganized	Widened
Converted	Generated	Motivated	Researched	Won
Coordinated	Guided	Negotiated	Revamped	Worked
Created	Halved	Observed	Revised	Wrote

COMMON RÉSUMÉ MISTAKES

Make sure you are careful not to:

- ❖ misspell any words.
- ❖ have any typographical errors.
- ❖ use sloppy grammar or diction.
- ❖ confuse your chronology. Always list most recent accomplishments first
- ❖ list your current or previous salaries.
- ❖ include personal data (age, marital status)
- ❖ note religious or political affiliations.
- ❖ make it difficult to get a quick summary.
- ❖ list names of references on the résumé; instead use a separate sheet.
- ❖ be too wordy or lengthy in your description. *One paragraph about each job should be ample.*
- ❖ bury your most significant accomplishments in a less than prominent position.
- ❖ put company names, dates, and title in the body of the descriptive paragraphs. *Set them off visually so the reader can almost instantly grasp your whole history.*

COVER LETTERS

A cover letter is your opportunity to sell yourself to the employer. Use the cover letter to introduce yourself, expand upon your résumé, and highlight your skills and accomplishments. This is also where you may demonstrate your knowledge of the company and how your experience relates to the position. **Remember to sign your cover letter!**

Cover letters should follow the same guidelines as résumés; they should be clean, clear, and concise. Don't forget to proofread your cover letters for errors and have somebody else look at them before you send them out!

For consistency, the formatting and information in the cover letter header should be identical to your résumé header information. This will create a consistent look for your application information.

August 2, 20__

Ms. Cheryl Johnson, Vice President
State Street Investment Bank
211 State Street
Spring City, MA 54321

Dear Ms. Johnson:

The *loan officer position* described in the recent *Daily Record* advertisement immediately caught my attention. My proven track record working for a financial institution makes me an ideal candidate for the job, and I have enclosed my résumé for your consideration. I am confident you will find that my qualifications more than meet your requirements.

For example, you specify that you are looking for someone with customer service skills and experience loaning money. While working for my university's credit union, I reviewed loan applications, interviewed applicants, and determined credit worthiness. I am a skilled team player with exemplary customer service skills.

I will call you next week to confirm your receipt of my résumé and answer any preliminary questions. I look forward to talking with you.

Sincerely,

Linda Smith

Enclosure

11 Beacon Hill Drive
Jackson, TN 38305
August 19, 20__

Melissa Herranz
Northwestern Mutual Financial
1 North Dale Mabry Highway #1100
Tampa, FL 33609

Dear Ms. Herranz:

Are you looking for an intern who is devoted, organized, professional, and honest? Well, look no further. I am Dean Smith, an undergraduate student at Union University in Jackson, Tennessee. My major is business management with a minor in journalism, and because I possess the above qualities, I would like to apply for an internship for summer 2004 with your company.

I will be a conscientious, hard-working intern for Northwestern Mutual, and Northwestern Mutual will provide an excellent, real-world learning environment that has taken over a century to create. I know that my enthusiasm and energetic attitude will help Northwestern Mutual reach new heights of success.

As my enclosed Résumé shows I am dedicated and ambitious. I have completed 82 credit hours in two calendar years and remained on the Dean's List through each semester. By summer 2004 I hope to have a total of 129 hours and lack only one more semester before graduating in December 2004.

You may be wondering why I have contacted the Tampa branch of Northwestern Mutual. I was born in St. Petersburg and lived there until I was almost eleven. I know the Bay Area well from living there and my frequent visits to see family. It is one of my favorite places, and I think the Tampa branch of Northwestern Mutual combines a superb location and expertise in the financial industry to create a mutually beneficial assignment.

Ms. Herranz, I will contact you by Friday, September 19, 20__ to confirm your receipt of my application materials. I am available for a telephone interview almost anytime when not in class and can be reached at 731-661-0131. My email address is *davidbauck@hotmail.com*.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Dean Smith

Enclosure

COVER LETTER FOR UNADVERTISED POSITIONS

Follow the same cover letter guidelines when you are applying for unadvertised positions. You must send your résumé to a specific person in the department in which you wish to work.

March 2, 20__

Mr. Thomas K. Allison
MTK Incorporated
33015 Paramount Blvd.
Downey, CA 90241

Dear Mr. Allison:

I am searching for a young, aggressive company that has the desire to become a national and international leader in its field. I have followed your company for the last three years and invested in it as a result of your vision, stability, and commitment to excellence.

Now that the financial community has recognized your potential, as evidenced by the \$18 share price, you have reached a stage where experience and expertise is a necessity. Because I believe my experience can be of great value as you continue to grow, I would like to become a part of your winning team.

Mr. Allison, I have been responsible for the accounting, finance, and leasing areas. In addition, I have had substantial involvement in the tax, employee benefits, and corporate secretarial functions. If given the opportunity, I am confident that I will be an asset to your company. May I have an interview with you at your earliest convenience? You may contact me at above phone number, address, or e-mail.*

I will call you next week to confirm your receipt of my résumé and answer any additional questions you may have.

Sincerely,

Norman L. Steele

*This information will be provided in the cover letter header information. Remember, for consistency, the formatting and information in the cover letter header should be identical to your résumé header information.

GENERIC COVER LETTER TO ANY WANT AD

Sometimes you do not have the time or inclination to write a lengthy, detailed, customized letter in response to a want ad. When you are in a rush, you may opt to use a generic, one-size-fits-all cover letter.

The letter below is a good example. Simply substitute job title, newspaper, years of experience, and other basics for those in this letter. This is not a tactic to use on a want ad for the job of your dreams, but it will work in a pinch.

Union Student
412 Post Avenue
Westbury, NY 11590

February 15, 20__

Stanley R. Lockie
Copy Supervisor
Ogilvy & Mather
450 Park Avenue
New York, NY 10022-2605

Dear Mr. Lockie:

I am very interested in the Production Artist position advertised in the *New York Times* on Wednesday, February 12, 20__. With more than eleven years of experience in a variety of graphics production positions, I feel that I would be an excellent candidate.

My résumé is enclosed summarizing where my skills and abilities have been developed. I would welcome the opportunity to discuss my background with you further. May I have an interview with you at your earliest convenience? Please contact me at 731.996.2703 to schedule an interview. I look forward to hearing from you.

Sincerely,

Union Student

Enclosure

LETTERS OF RECOMMENDATION

As you progress through your job search, you will undoubtedly need letters of recommendation. Employers will request them, and you will need them as you establish a placement file.

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives you the choice of an open placement file, or a closed one. With an open file, you can review the letters of recommendation; with a closed file, you cannot.

Requesting Letters

- Ask in person. Be sure that your request for a letter is not perceived as a demand, and be prepared to take “no” for an answer.
- Ask if your reference will write a favorable letter. If the answer is no, you might want to ask another person.
- Ask if your reference will be able to write a detailed letter. If the person does not know you well enough to be specific, the letter will do you little good.

Your Responsibilities

- Allow ample time (at least two weeks) for your reference to write the letter, and be sure to provide any relevant forms and instructions. Remember, that professors, supervising teachers, and employers are asked to write many letters, especially during the spring term.
- Put any materials you give your reference in a large envelope labeled with your name, address, and phone number so they can be kept together easily.
- Highlight any important or unusual instructions. Include the person, school, and mailing and email addresses to whom the letter should be sent, and indicate the deadline.
- Give your reference a copy of your résumé and a statement of your goals. Also include information about your activities, especially leadership positions and awards.
- Provide stamped, correctly addressed envelopes for each letter.

Following Up

- Check with your references a few days before the deadline to make sure the letter has been completed and mailed.
- Write thank you notes to your references to let them know that you appreciate their time and effort.

TIPS FOR WRITING THANK-YOU NOTES

Paper and Envelope: Use a good quality note paper and matching envelope. This can be the same paper, which you used for your résumé.

Typed vs. Handwritten: Handwritten notes are preferable unless your handwriting is illegible or sloppy. If so, type them.

Salutation: Unless you already know the person you are thanking, don't use their first name. Write "Dear Mrs. Pam Smith" or "Dear Mrs. Smith" rather than "Dear Pam". Include the date.

The Note Itself: Keep it short and friendly. This is not the place to write "The reason you should hire me is..." Remember, the note is a thank-you for what **they** did, not a hard-sell pitch for what you want. As appropriate, be specific about when you will next contact them. If you plan to meet with them soon, still send a note saying you look forward to the meeting and thank you for the appointment.

Your Signature: Use your first and last name. Avoid initials and make your signature legible.

When to Send It: Write and send your note no later than 24 hours after you make your contact. Ideally, you should write it immediately after the contact while the details are still fresh in your mind. Always send a note after an interview, even if things did not go well. It can't hurt.

THANK YOU LETTER

Your thank you letter is the last thing that an employer will see from you before making the final decision about a position, so it is important that you make a positive impact. Remind the employer why you are the ideal candidate for the position, what you can contribute to the company, and why you are interested in the job. Do not forget to thank the employer for his/her time. *Handwriting your letter is acceptable and preferred.* Just remember to use quality paper – no hearts and flowers!

Do not forget to proofread your thank you letters; they should be free of spelling and grammar errors, typos, and incorrect information.

March 2, 20__

*Ms. Cheryl Johnson
Vice President
State Street Investment Bank
211 State Street
Spring City, MA 54321

Dear Ms. Johnson:

Thank you for taking the time to meet with me today regarding the *loan officer position* at State Street Investment Bank. I am particularly excited about the opportunity. As we discussed, my qualifications very closely match the requirements for the position. In addition, my two years of involvement in my university's credit union have given me experience loaning and handling money as well as dealing with customers – traits you stressed as being important in your ideal candidate.

If I can be of further assistance in the decision process, please give me a call at 555-1234. I look forward to hearing from you. Again, I appreciate your time and consideration.

Sincerely,

Linda Smith

*Use this only if you type your letter. Do not use the recipient's address if you hand write your thank you note.

RÉSUMÉ SAMPLES

ART

Rose J. Scenery

1050 Union University Drive • Jackson, TN • rjscenery@uu.edu

Profile / Objective

Dependable, trustworthy, and easy-going individual seeking a challenging job in the field of digital media. A quick visual learner with strong technological skills. Experienced in multiple computer programs. Eager and accepting of new challenges.

Education

Union University, Jackson, TN

Bachelor of Science in Digital Media Studies, May 2009

Emphasis: Art

GPA: 3.34

Special Skills

- Drawing, painting, technical sketching (AutoCAD)
 - Illustrator, InDesign, QuarkXpress, Photoshop
 - Macromedia: Flash, Dreamweaver, Fireworks, FreeHand
 - Microsoft: Word, Access, Excel, FrontPage, PowerPoint
 - Operating Systems: Linux, Windows 2000/XP, MAC OSX
-

Related Coursework

- Graphic Design I-IV
 - Data Communication & Networking
 - Advertising in Mass Media
 - Introduction to Computer Science
 - Introduction to Digital Imaging
 - Introduction to Production
 - Database Management Systems
 - Computer Mediated Communication
 - Web Building & Site Management
 - Photography I-II
-

Related Experience

- Created short animated films using Flash MX.
 - Set active database on the web with Coldfusion.
 - Created storyboard for short film. Took part in directing, editing, and filming.
 - Built websites.
 - Compiling art portfolio and studio website.
-

Related Work Experience

Golden Circle Graphics, *Graphic Design Intern*, Jackson, TN, 2006

- Reviewed past design projects done by the company. Received ideas and insight into the basics of successful creative design.

Freelance, *Illustrator for Children's Book*, Jackson, TN, 2006

- Illustrated book cover and inside pages.
-

Other Work Experience

Baptist Collegiate Missions, *Counselor at Deaf Camp*, Brentwood, TN, 2006

Activities / Honors

- Poster Designer for Union University Players
- Assembled own computer
- D'eVia Amateur Artist Winner
- American Legion Boy's State Senator
- National Dean's List

ERICA L. THOMAS

7290 Hatchmor Drive • Jackson, TN 38305 • 731.660.4996

EDUCATION

Bachelor of Arts in Art, December, 2001

Union University, Jackson, TN

Primary Emphasis: Ceramic Sculpture • **Secondary Emphasis:** Photography

Minor: Communication Arts with an emphasis in Theater

PROFESSIONAL WORK EXPERIENCE

Shop Mgr./Technician, U.U. Dept. of Sculpture and Ceramics, Jackson, TN, 1999-Present

Responsibilities: teaching assistant, serve as manager and supervisor for approximately 20 students, training students in proper procedures and operations, loading and firing of all kilns (natural updraft, forced air, electric, raku, primitive, salt) mixing slips and glazes, ordering and receiving dry materials, machine maintenance, installation of all public sculpture on campus

Certified Framer, Michael's, Jackson, TN, 1998-1999

Responsibilities: specialty matte cuts, fillets, dry mounting press, glasscutter, frame assembly and restoration, customer service, handled cash payments, balanced cash drawers, data entry and information retrieval/management

Assistant Foreman, Sherwood Landscaping, Medford, NJ, 1996-1998

Responsibilities: trained and supervised a crew of four, irrigation installation, thatching, seeding, mulching, hedge trimming, interlocking pavers, boulder gardens

EXHIBITION HISTORY

December 2001, Solo Exhibition, *Evolution & Erosion, Exile & Exodus*, Union University

Gallery of Fine Art • **June 2001**, *International Juried Invitational*, Festival One Fine Arts

Gallery • **Summer 2001**, *Annual Student Show*, Union University Gallery of Fine Art •

February 2001, *Student Invitational*, Ned McWherter, West Tennessee Cultural Arts Center •

November 2000, Group Show, *A Lynching of Racism*, Ned McWherter, West Tennessee Cultural

Arts Center • **Summer 2000**, *Annual Student Show*, Union University Gallery of Fine Art •

March 2000, Solo Exhibition, *Primitive Fire*, Jackson State Community College • **Summer**

1999, Student Invitational, *Works in Bronze*, Union University Gallery of Fine Art

SELECTED AWARDS

- **Cash Award, Third Place**, June 2001 • *Festival One National Juried Invitational*
- **First Place, 3D**, June 2001 • *Annual Student Show*
- **First Place, 3D**, June 2000 • *Annual Student Show*

RÉSUMÉ SAMPLES

DIGITAL MEDIA STUDIES

James E. Callahan, IV

1963 Dartford Dr.
Cordova, TN 38016
E-mail: jecal@loconotion.net

Home Phone: (901) 555-8534
Dorm Phone: (731) 555-4424
Portfolio: <http://www.je.callanhan.com>

Professional Objective

Seeking a challenging position in a video or web-related field, desiring to grow with a company that will benefit from unique creativity, technical skills, and a strong work ethic.

Education

Bachelor of Arts in Digital Media Studies (Communication Arts Emphasis), May 2005
Union University; Jackson, TN; 3.63 GPA.

Special Skills

Technical

Video:

- Canon XL-1
- Canon GL-1
- Sony PD-150
- miniDV and DVC-Pro formats

Video Editing:

- Final Cut Pro
- Media 100
- Adobe Premiere

Operating Systems:

- Windows 9x, 2000, XP
- Mac OS 9, X

Web Design:

- Macromedia Dreamweaver
- Macromedia Flash
- Microsoft FrontPage
- HTML
- CSS
- ColdFusion

Graphic Design:

- Adobe Photoshop
- Adobe Illustrator
- Quark XPress

Other:

- Microsoft Office
- Microsoft Access
- Macromedia Director
- Database management
- Hardware installation and maintenance
- DAT recorder

Creative

- Screenwriting
- Directing
- Cinematography
- Editing
- Project management
- Copy writing
- Web design
- Web development
- Photography

Professional Experience

Webcast Producer / Director / Editor / Writer (Spring 2004 – Present). Developed the “UBuzz” weekly video news webcast for Union University. **Responsibilities:** producing, writing, directing, filming, and editing a new episode every week.

Webmaster / Writer (Fall 2002 – Present). Designed and developed the independent web page *Loconotion.net* (Best viewed at 1024 x 768 resolution). **Responsibilities:** designing and creating new music and film reviews as well as news items on a constant basis.

Related Experience

Producer / Director / Writer / Editor (November 2005 – Present). Wrote the script for short film “Falling Away” (tentative title) and directed a cast and crew in making the challenging film.

Responsibilities: Developing story, writing screenplay, assembling cast and crew, location and shot planning, character development, directing, editing.

Society President (Fall 2004 – Present). Served as Digital Media Studies Society President.

Responsibilities: planning and organizing events, keeping in contact with DMS students, establishing contact with new DMS students, updating society web page.

Producer / Director / Writer / Editor (Fall 2004). Directed a cast and crew of 15 people to create the short film “500 Goggles.” **Responsibilities:** Developing story idea, writing screenplay, gaining involvement of cast and crew, location and shot planning, directing, camerawork, editing, advertising on web page *500goggles.com*.

Director / Writer / Editor (Spring 2004). Directed a talented cast and crew in creating the dramatic short film “Within a Room Somewhere” as part of an undergraduate research project. **Responsibilities:** Developing story, writing screenplay, gaining involvement of cast and crew, location and shot planning, directing, editing, advertising on web page *withinaroomsomewhere.com*.

Technical Director / Camera Operator (Summer 2003). Created and displayed multimedia content for the video board for the West Tennessee Diamond Jaxx baseball team. **Responsibilities:** Creating and displaying animations and video quickly, directing camera operator on field, operating camera when needed.

Producer / Director / Writer / Editor (Spring 2003). Created short film “The Screen.” **Responsibilities:** Developing story, writing screenplay, assembling cast and crew, location and shot planning, directing, editing.

Co-worker (Fall 2001 – Fall 2003). Worked at Kinko’s. **Responsibilities:** assisting customers with technology, taking orders, developing documents and prints.

Achievements

Who’s Who (Union University, 2005).

Jury Award for Best Long Form Film, *Within a Room Somewhere*
Student Film Festival (Union University, 2004).

Award for Best Screenplay, *500 Goggles*
Student Film Festival (Union University, 2004).

Jury Award for Best Film, *The Screen*
Student Film Festival (Union University, 2003).

Dean’s List (Union University, 2001 – 2003).

RESHAWN COLEMAN

9510 Lane Ave. Apt. 27 ~ Jackson, TN ~ (731)5554-5359
coler@yahoo.com

HIGHLIGHTS OF QUALIFICATIONS

Creative. Hard-working, reliable. Able to collaborate in a team enterprise.
Fast learner. Quickly incorporate and implement new procedures and software.
Team building. Can stimulate people to effective action. Talented and determined.
Generate ideas. Highly motivated to expand knowledge and skills.

EDUCATION

Union University, Jackson, TN

Bachelor of Arts Degree, Digital Media: Computer Science, May 2006

Jackson State Community College, Jackson, TN

Associate of Applied Science Degree, Graphic Design, May 2002

National Science Foundation Scholarship recipient. Dean's List. Historian and Production Manager of the Art Club.

SOFTWARE

Experienced in Adobe Photoshop, Dreamweaver, Freehand, Corel Draw, Corel Photoshop, Quark Express, Notepad (HTML), Microsoft Word, Microsoft Access, Excel, Word Perfect.

RELATED EXPERIENCE

T.R. White Sportsplex, Jackson, TN, Day-Camp Art Teacher/Counselor, Summers 1997 – 2001, 2003

Taught three to twelve-year-old children art. Designed curriculum to encompass the various student learning levels in the classroom. Supervised children during field trips and other events.

Minority Access, Inc., Department of Interior - Bureau of Reclamation, Boulder City, NV, Intern, Summer 2002
Designed and coded a website. Data entry.

Children's Museum of West Tennessee, Jackson, TN, Internship, Jan 2001 - May 2001

Designed a brochure, and developed a page layout for a newsletter.

WORK EXPERIENCE

YMCA Childcare Center, Jackson, TN, Afternoon Teacher, Dec 2003 – Current

Goldsmith's-Macy's, Jackson, TN, Sales Associate, Nov 2003 - Current

Jackson State Community, Jackson, TN, Tutor, Sept 2001 – May 2003

T.R. White Sportsplex, Jackson, TN, Tutor, Oct 1999 - May 2000

PORTFOLIO AND REFERENCES

Upon request.

BRIANA BURCHETTE

UU5555 • 1050 Union University Drive • Jackson, TN 38305

Phone: (865) 555-7865 • E-Mail: student@uu.edu

Self-Motivated and proven team leader. Hard working, very conscientious, and creative. Believes highly in encouragement and is always willing to be flexible. Well-respected and extremely well-rounded.

EDUCATION

Bachelor of Science (BS), May 2008

Major: Digital Media Studies

Cumulative GPA: 3.79

Union University, Jackson TN

Emphasis: Communication Arts

Major GPA: 4.0

PROFESSIONAL WORK EXPERIENCE

MOKY MOUNTAIN RESORT MINISTRIES – Gatlinburg, TN June 2003 - Present

MINISTRY SPECIALIST

- Responsible for administering assistance in the summer and winter ministries.
- Responsibilities include, but are not limited to, leading worship services in the National Park, and building relationships with over 90 international workers in the City of Gatlinburg.

FREELANCE GRAPHIC DESIGN – Gatlinburg, TN June 2000 - Present

- Forest Hawk advertisement in the North Woods Limited Catalogue
- Gatlinbug Gateway Foundation Volunteer Group Logos
- Smoky Mountain Resort Ministries 30 Year Reunion Video
- The Hayloft Web Design (www.thehayloftonline.com/test)

METATRON – Gatlinburg, TN

June 2000 - 2002

Web Designer & Developer

- Designing professional logos
- gaining experience in web development and working as a liaison for the Gatlinburg Gateway Foundation.

ADDITIONAL WORK EXPERIENCE

EDDIE BAUER – Sevierville, TN December 2005 to present

SALES ASSOCIATE

Responsible for customer service to guests of a large outlet store. Service included helping customer in selections of items, register checkout and stocking of merchandise.

THE HAYLOFT - Gatlinburg, TN June 2002 to August 2004

SALES ASSOCIATE

Responsible for customer service for guests of a western theme store. Responsibilities included assisting customers, register checkout, store opening and closing responsibilities.

OBER GATLINBURG - Gatlinburg, TN

SKI INSTRUCTOR

Taught beginning and advanced skiing techniques to students of the Smoky Mountain Snow Sports School. Classes ranged in size from the private lesson of one to groups of fifteen.

MINISTRY & VOLUNTEER EXPERIENCE

- Youth Ministry Leadership, First Baptist Church, Gatlinburg, TN, 2000-Present
- Youth Ministry Volunteer, First Baptist Church, Jackson TN, 2004-Present
- Ministry Specialist, Smoky Mountain Resort Ministries, Gatlinburg, TN, 2003-Present
- Guest Speaker, TBC (Tennessee Baptist Convention)
- Volunteer Missionary: Charleston, SC, Philadelphia, PA, Jacksonville, FL, Saint Louis, MO, West Palm Beach, FL, Chicago, IL, Braila, Romania

REFERENCES

- Reverend William (Bill) Black, Director of (SMRM), Gatlinburg, TN (865) 555-4076
- Scott Capshaw, Assistant Director of (SMRM), Gatlinburg TN (865) 555-4997
- Barbara White, Manager Eddie Bauer, Sevierville, TN (865) 555-9600
- Dan Booth, Owner Hayloft, Gatlinburg, TN (865) 555-6944
- Bryon Fortner, Youth Minister, First Baptist Church Gatlinburg, TN (865) 555-4904

RÉSUMÉ SAMPLES

GRAPHIC DESIGN

Sara Rogers

600 Hightfield Lane • Brentwood, TN 37027 • Home Phone: 615-555-0671 • Cell Phone: 615-555-2911
rogs@juno.com

EDUCATION

Union University – Jackson, TN

- Bachelor of Arts in Art with a Minor in Business Management - December 2005 GPA: 3.44
- Primary Emphasis: Photography Secondary Emphasis: Graphic Design

Professional Experience

Career University (Union University), *Photographer* – Jackson, TN - October 27, 2005

- Photographed promotional and advertisement photos of workshops, mini career fair, and fashion show
- Worked collaboratively with director to capture diverse material

Owen Cobb Photography, *Intern* – Jackson, TN - Fall 2005

- Observed small photography studio operations
- Photo retouching on the computer
- Created flip albums and wedding albums
- Entered information into computer programs
- Assisted with various tasks

Artist Photo Shoots, *Photographer* – Nashville, TN - Summer 2005

- **Beau Bristow**: promotional and website photos (www.beaubristow.com)
- **Thursday Theory**: promotional, website, and press kit photos (www.thursdaytheory.com)

Jackson Fire Department, *Student Photographer* – Jackson, TN – 2004-2005

- Documented firefighters' lives with photographs
- Received Civilian Meritorious Award

The Arts Company, *Intern* – Nashville, TN - June 29 - July 3, 2004

- Changed exhibits in the gallery
- Inventoried artwork
- Hosted customers around the gallery
- Aided artists in the production of their work

True Love Waits Rally (LifeWay), *Photographer* – Nashville, TN - June 26, 2004

- Event photographer
- Published pictures on the Baptist Press's website and on *Lifelines* magazine

Computer Skills

Adobe Photoshop 7.0 • Zoombrowser • StudioMaster

Additional Skills

Nikon Cameras (N75 • D100)	Black/white film processing and printing
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Scholarships and Activities

Union Association of Photographers (U.A.P.) 2005

- Founder and President 2005 • Active Member (present)

Tennessee Baptist Convention Scholarship, Academic 2002-2005

Alumni Leadership Scholarship, Academic 2002-2005

Honors

Civilian Meritorious Award, 2005 (For service to the Jackson Fire Department)

Sara Rogers

600 Hightfield Lane • Brentwood, TN 37027
Home Phone: 615-555-0671 • Cell Phone: 615-555-2911
rogs@juno.com

PROFESSIONAL REFERENCES

- **J. Veneman, Director of Visual Communication and Photography**
Professor at Union University
faculty@uu.edu
Office: (731) 555-5095
- **P. Sutton, English Professor at Union University**
faculty@uu.edu
Office: (731) 555-5319
- **J. Taylor, Assistant Dean of Students and Director of Career Services**
faculty@uu.edu
Office: (731) 555-5316
- **Owen Cobb, Owner of Owen Cobb Photography**
cobbo@charter.net
Business Phone Number: (731) 555-1031

PERSONAL REFERENCES

- **Beau Bristow**
beaubrist@beaubristow.com
Cell Phone: (615) 555-7368
- **Cathy Soares**
B42long@hotmail.com
Home Phone: (615) 555-6102
Cell Phone: (401) 555-6430
- **Diane Cobb**
2612 Tom Anderson Road
Franklin, TN 37064
Home Phone: (615) 555-0182
- **Bob Layman**
Home Phone: (731) 555-2929
Cell Phone: (731) 555-1441

RÉSUMÉ SAMPLES

MUSIC

RONALD AARON, JR.

Phone: (901) 555-7180 • e-mail: raaron@mac.com

Mailing Address: 6748 Huntsman Cove North • Memphis, TN 38120

PROFESSIONAL PROFILE

Analytical, critical thinker with excellent mathematical/computational and creative skills. Team leader/player who enjoys working with others to achieve set goals. Ability to complete assignments efficiently with appropriate attention to each task. Patient, detail-oriented, organized, computer-savvy, and a life-long learner.

EDUCATION

Bachelor of Music, Honors Minor, May 2007

Union University, Jackson, TN

GPA 3.94

Dean's List

Dual Enrollment while in High School, 2002-2003

The University of Memphis, Memphis, TN

GPA 4.0

Courses Taken: Calculus and Analytical Geometry I and II; Physics I and II

BUSINESS EXPERIENCE

- Solicited contributions over the phone and entered data in Excel for political campaigns (unpaid volunteer)
- Plotted points in AutoCAD for Fisher & Arnold engineering firm, Memphis, TN
- Organized information packets for mail-outs, for Memphis Home Education Association (unpaid volunteer)
- Personally assisted speakers for Memphis Home Education Association's annual conference (unpaid volunteer)

TEACHING EXPERIENCE

Suzuki Violin Teacher, West Jackson, Wynne, Bartlett, and Bellevue Baptist Churches, 2001-2004

Locations: Jackson, TN; Wynne, AR; Bartlett, TN; and Cordova, TN, respectively

- Executed creative content communication and management
- Maintained and organized schedule
- Utilized patience, and cared for the individual needs of each student

INTERESTS

Church, friends, finance, violin, music conducting, studio recording and part writing, computers, language, good cuisine, and people

OTHER VOLUNTEER EXPERIENCE

- VH-1 "Save The Music" campaign, recording artist
- Right to Life Sponsors' banquet – entertainment
- Northbrook Church – Youth volunteer/gopher

HONORS RECEIVED

- **Phi Beta Lambda**, National honor society for music majors
- **National Dean's List** for 2003-2004, 2004-2005
- **Alpha Chi** honor society invitee, top 10% of traditional college students in America by academics.

KATHRYN SCOTT

1009 Kingham Drive • Memphis, TN, 38119 • (901) 555-9495 • kscott@hotmail.com

OBJECTIVE

To serve God through music, bring glory to his name, and share my love for music with others. To instruct students in piano so that they might love music and develop true musicianship

EDUCATION

Bachelor of Arts in Music, January, 2005 • Union University • Jackson, TN

Major: Music **Minor:** Biblical Languages **Emphasis:** Piano **GPA:** 3.57

RELATED EXPERIENCE

Community Music Center, Union University, Jackson, TN, 2002-2004

- Piano instructor for children ages 6-11
- Prepared and taught weekly lessons
- Monitored group lessons
- Assisted with recitals, served refreshments

Bemis United Methodist Church, Jackson, TN, 2002-2003

- Church pianist, played for service every Sunday and practiced with choir every Wednesday
- Accompanied choir and solos for special music in addition to four hymns every Sunday
- Prepared prelude, offertory, and postlude music for each Sunday service
- Transposed and arranged music when necessary
- Organized and led music during Vacation Bible School, Summer 2002
- Gave private piano instruction to children in the church

Guest Pianist, Chemistry Annual Alumni Banquet, Union University, Jackson, TN, 2002-2004

Guest Pianist, Annual Board Banquet, Chickasaw Country Club, Memphis, TN, 2001, 2004

Wedding Organist/Pianist, Jackson and Memphis, TN at various locations, 1997-2004

Accompanist/Pianist, Memphis, TN and Jackson TN, various churches and locations, 1992-2004

OTHER EXPERIENCE

The Bookmark Bookstore, Second Presbyterian Church, Memphis, TN, 2003-2005

- Managed cash over \$1,000 during peak times; handled cash, check, and credit transactions
- Performed a variety of tasks simultaneously including assisting customers, answering telephone with efficiency, documenting special orders, and professional wrapping
- Opened and closed store alone; balanced cash drawer to verify transaction accuracy
- Received packages, prepared and delivered packages to mailroom
- Rearranged/organized various sections of the store; set up and arranged store displays
 - Created store signs (Microsoft Word) for special sales, events, and organizational purposes

Red Lobster, Memphis, TN, Summer, 2003

- Completed server training; worked as server, hostess, bus girl, dishwasher; prepared biscuits
- Served customers, provided a pleasant dining experience, and addressed customer concerns
- Cleaned tables, dining, and kitchen area with efficiency; collected money

OTHER EXPERIENCE (cont'd.)

Christ the King Lutheran Daycare, Memphis, TN, Summer, 2000-2001

- Completed job training
- Cared for children ages 2-10 (primarily ages 2-6)
- Supervised meal times, field trips, classroom and outside activities
- Prepared snack, maintained clean facilities
- Monitored daily check-in and check-out procedures

Child Care, Memphis, TN and Jackson, TN, 1998-2004

Nanny, Castellaw Family, Jackson, TN, 2002

COMMUNITY AND VOLUNTEER WORK

Nursing Home Volunteer, Memphis, TN and Jackson, TN, 1998-2004

Nursery Worker, Second Presbyterian Church, Memphis, TN, 1995-2001

- Supervised classroom of 5-15 two-year olds monthly
- Monitored snack, classroom and playground activities

Vacation Bible School Worker, Second Presbyterian Church, Memphis, TN, Summer, 1995-2000

- Assisted with classroom activities; worked with 15-30 children ages 2-8 (varied each year)

Prepared snack, conducted necessary clean-up; transported children to music and recreation

Mission trips:

Kenya, Spring, 2002

- Assisted with Vacation Bible School, Coordinated crafts and activities, Led music
- Advertised for new church
- Assisted with church services

Mexico, Summer, 1998, 1999, 2001

- Built a roof, mixed concrete to construct basketball court, painted fence
- Coordinated and prepared crafts and activities for Vacation Bible School
- Participated in skits, prepared songs in Spanish

Yakima, Washington, Summer, 2000

- Assisted with Vacation Bible School; supervised and played with 20-30 children of all ages
- Ministered to large Indian reservation; extensive yard work and clean up for elderly woman

COMPUTER SKILLS

- Windows 95, 98, ME, and XP; Microsoft Word, Excel, and PowerPoint; Internet & E-mail

SPECIAL SKILLS

- 16 years as a pianist

LaToya Grace Williams

School Address: Box 5555 • 1050 Union University Dr. • Jackson, TN 38305 • (731) 555-1818

Permanent Address: 4115 Regency Drive • Jackson, TN 38301 • (731) 555-2752

Cell Phone: (731) 555-7069 • **E-mail:** lgwil@acneas.net

Determined, punctual, and dependable young professional seeking a challenging position in the music industry. A fast learner with excellent organizational skills and a positive attitude. Friendly, hard-working, and thoughtful.

EDUCATION

Bachelor of Arts in Music with a Psychology Minor, December, 2006

Union University, Jackson, TN

RELATED EXPERIENCE

MUSIC DEPARTMENT, *Union University, Jackson, TN, 2002-Present*

Receptionist, Ran errands for the Music Dept such as routing mail, delivery/pick-up of music programs and office correspondence.

Music Technology Assistant, Assisted students with composing/arranging music. Developed an improvement of communication skills by interacting with others. Practiced knowledge of music theory and piano skills by helping students with their homework. Maintenance of music equipment.

Recital, Memorized ten songs within the classical genre, consisting of three languages: English, Latin, and German. The repertoire included: *Qui Respexit* by Johann Sebastian Bach, *Pie Jesu* by Gabriel Fauré, *Wie Melodien* by Johann Brahms, and The Three Martin Luther Songs: *Dear Christians One and All*, *Kyrie*, and *God Is Our Refuge*.

OTHER EXPERIENCE

HIBBETT SPORTS, Jackson, TN, Present

Sales Associate, Provide good customer service, unloading the truck on shipment days, and store maintenance.

SHOE CARNIVAL, Jackson, TN, June 2003-June 2005

Sales Associate, Project good communication skills for customer service, inventory, and exercise humility and patience to perform the need of store maintenance.

SAFETY & SECURITY, *Union University, Jackson, TN, Summer 2005*

Dispatcher/Receptionist, Recorded completed tasks called in by the security guards. Answered the on-coming phone calls. Controlled the security gate for the traffic on campus. Helped visitors find destined arrival on and off campus.

ACTIVITIES & COMMUNITY SERVICE

- **Union University Singers & Choral Union,** part of 40-member choir (travel to Germany, Arkansas, Alabama, Eastern Tennessee); participate in the Jackson Symphony
- **Day of Remembrance Community Service Day (served retirement home residents by cleaning up facility and singing hymns)**

TECHNOLOGY SKILLS

Windows • Microsoft Office • Internet/Email

Technology for Musicians Course-Utilized *Finale* software to compose and survey music

RÉSUMÉ SAMPLES

THEATRE

DAN WILLIAMS

Permanent Address: 1232 Summers Ave • Bowling Green, KY 41101
School Address: UU 12321 • 1050 Union University Dr • Jackson, TN 38305
Phone: (731) 423-2851 • Email: danwilliams@usa.net

Hardworking, dependable, and organized professional with the ability to effectively communicate. People oriented, team player who is a quick learner, goal oriented, and follow through.

EDUCATION

Bachelor of Arts in Communications (B.A.) December 2004
Union University • Jackson, TN
Major: Theatre Education

RELATED WORK EXPERIENCE

Union University Theatre • Union University • Jackson, TN • 2002-present
Prop manager • Assisted in constructing sets; Organized and collected props
Highlight: Best Technician Award - Union University Theatre 2002
Assistant light technician

OTHER EXPERIENCE

College Services • Union University • Jackson, TN • 2002-present
Courier • Delivered packets of printed material to professors and staff in the university
Assistant • Assisted with the production of printed items by cutting and folding them and binding books
Children's Department • First Baptist Church • Jackson, TN • 2001-present
Team Kids Leader
Facilitated all activities with the children
Nursery Assistant
Assisted nursery supervisor with the caring of the children and their activities
Dining Hall • Ridgecrest Conference Center • Ridgecrest, NC • 2001
Beverage Assistant
Provided beverages and customer service to large number of consumers

AWARDS/ACTIVITIES/VOLUNTEERISM

Alpha Psi Omega- Member of Theatre Fraternity 2003
Mu Kappa- Member of Missionary Kids group 2000-present
Volunteer- Global Opportunities Trip 2001 (Irving, TX)
Volunteer- Global Opportunities Trip 2002 (Boston, MA)
Short-Term Missions-IMB Summer Missionary 2002 (Kosovo)

COMPUTER SKILLS

- Windows 96/98/2000/ME/NT/XP
- Microsoft Word
- Microsoft Power Point
- Microsoft Excel
- Proficient Typist
- Internet and Email

BETHANY ANDERSON

SCHOOL ADDRESS: UU 2323 • 1050 UNION UNIVERSITY DRIVE • JACKSON, TN 38305

PERMANENT ADDRESS: 2B LERY DRIVE • CAPE GIRARDEAU, MO 63701

PHONE: (573) 555-6897 • E-MAIL: B.ANDERSON@HOTMAIL.COM

A charismatic, articulate, conscientious individual who enjoys working in a team environment. Seeking a full-time position as a Special Agent or Intelligence Analyst in the Federal Bureau of Investigation. Possesses a positive, teachable attitude, strong work ethic, and commitment to success. Keen and perceptive observer of human nature. Extensive research experience and exceptional organizational skills. *Functional knowledge of the French Language.* Friendly, reliable, and determined.

Education

Bachelor of Arts in Theatre/Speech and Bachelor of Arts in English, emphasis on Creative Writing
Union University, Jackson, TN, May 2006

Leadership Experience

Kappa Delta Annual Date Auction, Co-Founder, Union University

Developed and organized the event to raise money for Prevent Child Abuse America and the Carl Perkins Center, assembled volunteer auction participants, gathered prize donations from local restaurants, and corresponded with Kappa Delta National Office about the progress of the event.

Kappa Delta Sorority, Social Chair, Zeta Beta Chapter, Union University

Planned and coordinated monthly events, developed event themes, delegated various responsibilities, established and oversaw event budget.

Counting to Three, Director, Union University

Researched play's background, organized auditions, directed daily rehearsals, and organized crews.

The Spitfire Grill, Stage Manager, Union University

Took detailed notes for director, designated crew members and supervised their progress, and gathered and organized information for programs and publicity.

Panhellenic Council, Kappa Delta Representative, Union University

Participated in making decisions that would affect all Panhellenic sororities on the university's campus

Multicultural Experience

Traveled to London, England; Paris, France; Rome, Italy; Minsk, Belarus; Nagoya, Japan; and Fukuoka, Japan.

Activities/Honors

- Awarded Union Leadership Scholarship
- Member of Alpha Psi Omega
- Member of Kappa Delta
- Active member of the Union Theatre Department

Special Skills

- Working knowledge of Windows XP, comprehensive Microsoft Office skills (Word, Excel, Power Point), 70 WPM typing
- Basic knowledge of French language and thorough knowledge of International Phonetic Alphabet

Work Experience

Kanakuk K-2 Camp, Kitchen Staff, Lampe, MO, Summer 2005

Worked 10 hour days, served three daily meals, to campers between 13- and 18-years-old, assisted with cleaning facilities, and mentored campers.

Books-A-Million, Bookseller, Jackson, TN, 2004-2005

Assessed customers' needs and suggested products, organized and restocked bookshelves, and served in Joe Muggs Café.

BETHANY ANDERSON

SCHOOL ADDRESS: UU 2323 • 1050 UNION UNIVERSITY DRIVE • JACKSON, TN 38305

PERMANENT ADDRESS: 2B LERY DRIVE • CAPE GIRARDEAU, MO 63701

PHONE: (573) 555-6897 • **E-MAIL:** B.ANDERSON@HOTMAIL.COM

Professional References

Ashley Meddle

Women's Assistant Director
Kanakuk K-2 Camp
(417) 555-3520
deborah@kanakuk.com

David Burke

Professor of Theatre/Director of Theatre
Union University
(731) 555-5287
faculty@uu.edu

Dr. David Malone

Associate Professor of English
Union University
(731) 555-5104
faculty@uu.edu

Stephen Bradshaw

Youth Minister
Lynwood Baptist Church
Cape Girardeau, MO
(573) 555-4600
bradshaw@lynwoodbc.org