



# RESUME DEVELOPMENT

## Rowdy RedHawk

433 West Madison Street Pulaski, TN 38478 cell: 931-7334295  
Email: rred1234@martinmethodist.edu

Gail Newton 7/25/2018 2:30 PM

**Comment [1]:** Be sure your name is in a larger font and bold to draw attention.

### Objective

Gail Newton 7/25/2018 2:30 PM

**Comment [2]:** Make sure it is correct and easy for the employer to contact you. Use a professional email address such as your College email.

### EDUCATION

Gail Newton 7/25/2018 2:30 PM

**Comment [3]:** Side Headings should be larger and in bold.

**Martin Methodist College** Pulaski, TN 38478  
Spring 2017

Candidate for Bachelor's Degree in Human Performance and Physical Education  
Emphasis in Physical Education (Non-Licensure) – GPA 3.5

**Major Field Courses include:** Exercise Physiology, Kinesiology/Biomechanics, Administration of Physical Education and Sport, Tests and Measurement in Physical Education, Exercise Prescription and Fitness Appraisal in the Healthy Individual, and Human Performance Internship.

Gail Newton 7/25/2018 2:30 PM

**Comment [4]:** •Start with your most recent degree first. Be sure you list your degree correctly (check the College Catalog for a listing of all MMC degrees)  
•Major Field (Emphasis) courses: Think about your course list! List a variety of courses in your field of study to show you have a well-rounded educational background.

- **Honors/Awards:** Dean's List – Spring 2016 and Fall 2016
- **NAIA Champions of Character** – Character Initiative Program
- **Personal Skills:** Excellent Communication Skills, Excellent Motivational Skills, Very Loyal to the Mission and Vision of the MMC Athletic Department
- Technology skills: Microsoft Office – Word, PowerPoint, and Excel
  - **Activities:** College Mascot, RedHawk Walk, Special Olympics, "Get Rowdy and Rally against Distracted Driving"

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**Comment [5]:** •Be confident in listing your Honors and Awards. Let the employer know about your achievements through hard work and dedication!  
•List special personal skills such as communication, time management, and organization. List technology skills such as Microsoft Office and any special application skills you may have.  
•List all activities that relate to your major in this section.

### EXPERIENCE

Gail Newton 7/25/2018 2:30 PM

**Comment [6]:** Start with your most recent experience first. Your experience can include: internships, clinical practice, work study, and part-time/full-time jobs. Give a brief description of your responsibilities and be sure to use action verbs (developed, organized, engaged, etc.)

**Martin Methodist College Pulaski, TN 39478** Spring 2017  
Human Performance Internship

**Martin Methodist College Pulaski, TN 39478** Fall 2015 – Spring 2017  
Mascot for Martin Methodist College, RedHawks

- **Duties included:** engaging fans/students in athletic competitions, representing MMC in Community Outreach activities, and representing MMC in student recruitment preview days

### ACTIVITIES AND COMMUNITY OUTREACH

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**Comment [7]:** It is so important that we inform future employers that we are very interested in our local and world community needs. Be sure to share examples of community outreach

Healthy Hawk Program – promoting a physically fit and nutritional lifestyle  
Fall 2016 – Participated in the American Heart Association

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## RESUME DEVELOPMENT RESOURCES

- <https://youtu.be/OJ6L56jt2B8> - YouTube presentation on Resume Development
- <http://www.simple-resume-writing-instructions.com/resume-basics.html>
- <https://www.topresume.com/career-advice/how-to-write-a-resume-webinar-for-recent-college-graduates>
- Career Services Workshop Resume and Cover Letter update.ppt
- <https://www.thejobnetwork.com/interview-questions/>
- <https://theinterviewguys.com/top-10-job-interview-questions/>

For more information about Career Services please contact,  
Gail Newton, Career Counselor at 931.363.9854 or [gnewton@martinmethodist.edu](mailto:gnewton@martinmethodist.edu)  
or Julie Shelton at 931.309.1938 or [jshelton@martinmethodist.edu](mailto:jshelton@martinmethodist.edu).

The Career Services office is located on the first floor of Colonial Hall.



#### MISSION STATEMENT

The Martin Methodist College Career Services Department, as an integral part of the college, has as its mission:

To provide opportunities for assessment that may be used to help in determining career and educational pursuits

To engage students in the exploration of developing lifelong career management skills in order to achieve their professional goals

To assist students in the development of documents used for career and educational opportunities

To provide opportunities for networking with professionals that may assist students in achieving their educational and career goals.

## DEVELOP THE COVER LETTER

- <https://www.careeronestop.org/JobSearch/Resumes/cover-letters.aspx>
- <https://www.careeronestop.org/JobSearch/Resumes/cover-letters-sample.aspx> (cover letter sample format)
- <https://www.monster.ca/career-advice/article/cover-letter-sample-new-grad-ca> (cover letter sample for new grad)
- <https://www.thebalancecareers.com/cover-letter-writing-resources-2071847>

COVER LETTER TEMPLATE  
CAN BE SEEN ON THE FOLLOWING PAGE

# TEMPLATE AS A GUIDE TO WRITING YOUR COVER LETTERS.

Your Name  
Street Address  
City, State Zip Code  
Phone Number

Date

Individual's Name  
Job Title  
Name of Organization  
Street Address  
City, State Zip Code

Dear Mr./Ms. \_\_\_\_\_:

First Paragraph: State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening.

Second Paragraph: Explain why you're interested in working for this employer and specify how you fit this position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Remember, the reader will consider this an example of your writing skills.

Third Paragraph: Mention that your resume is enclosed and indicate your desire to meet with the employer. You may want to suggest alternate dates and times, or simply advise them of your flexibility to meet. Include day and evening contact information. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. You might state that you'll be in the area on a certain date and would like to set up a meeting, or you'll call on a certain date to set up a meeting. Finally, thank the employer for his/her time.

Sincerely, (Your Signature in blue or black ink) Your name

Enclosure: Resume

Source: Creative Job Search, a publication of the Minnesota Department of Employment and Economic Development.



## INTERVIEW SKILLS AND RESOURCES

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- <https://www.thebalancecareers.com/how-to-prepare-for-a-job-interview-2061361>
- <https://careerservices.princeton.edu/undergraduate-students/interviews-offers/preparing-interviews>

## FOLLOW UP INTERVIEW LETTER

{Your Address}  
{Your City, State, and Zip}

{Today's date}

{The Name of the Person you interviewed with – Example: Mr. Mark Donnelley}

{The Business Name - Example: RR Donnelley}  
{The Business Address - Example: 424 Church Street, Suite 1740}  
{The City & State the Business is located – Example: Nashville, TN 37219}

{The Name of the Person you interviewed with – Example: Mr. Mark Donnelley}:

Thank you for the opportunity to apply for your opening for an intern accounting position at RR Donnelley. It was exciting to learn more about the position and {The Business Name - Example: RR Donnelley}.

I am enthusiastic about the possibility of working for you at {The Business Name - Example: RR Donnelley}. The skills I have acquired through my work experience and my college degree program make me a perfect candidate for this position. I am committed to increasing my skills at your organization and contributing to your goals.

I look forward to hearing from you about your decision soon. If you need any additional information, please feel free to call me anytime at {your phone number} or email me at {your email address}.

Sincerely,

{You Sign Here}  
{Your Name}