



# College of Arts and Sciences Sample Resumes and Cover Letters

## *Career Services*

Bldg. 2, Room 2039

904-620-2955

<http://www.unf.edu/dept/cdc>

# Sarah Sunshine

123 Brand New Day Road  
Jacksonville, Florida 32256

(904) 123-1234  
ssunshine@hotmail.com

## EDUCATION

**University of North Florida**, Jacksonville, Florida  
Bachelor of Art, Major in **Sociology**; Minor in **Psychology**, May 2008  
GPA: 3.7/4.0, Dean's List and Psi Chi National Honor Society, Graduated Cum Laude

## RELATED EXPERIENCE

**Duval County Family Resource Center (DCFRC)**, Jacksonville, Florida  
*Intern*, Spring 2008

- Compile information for resource manual to be used by the Center.
- Provide child care information.
- Research and translate social insurance programs of clients.
- Obtain medical supplies for clients not covered by medical cards.
- Provide counseling to a caseload of 20-25 clients per week; strong focus on mentoring and goal setting.
- Work in conjunction with other social service agencies to obtain needed services for clients.

**Brighten Center**, Jacksonville, Florida  
*Intern*, Fall 2007

- Maintained small caseload with teen parents.
- Conducted home visits and counseled teen parents.
- Co-led teen parenting classes.
- Prepared a variety of materials taught at the parenting classes.

**Camp Sunny Day**, Boone, North Carolina  
*Camp Counselor*, Summers 2006 and 2007

- Worked with physically handicapped children ages 5 - 7 years old.
- Organized activities for children.
- Learned basic sign language while working with deaf impaired children.

## RESEARCH EXPERIENCE

**University of North Florida, Professor B.F. Skinner**, Jacksonville, Florida  
*Research Assistant*, January 2007-August 2007

- Helped develop coding system for behavioral assessment of 8-year olds.
- Tested 40 research participants for ability to complete various motor tasks.
- Assisted with data analysis using SPSS-X.

## VOLUNTEER EXPERIENCE

**Mental Health Services**, Jacksonville, Florida  
*Volunteer*, June 2007-Present

- Work with mentally handicapped people in daily activities including personal hygiene, eating, and recreation.
- Develop skills to care for and communicate with the mentally challenged.

**Boys and Girls Club of Duval County**, Jacksonville, Florida  
*Volunteer*, May 2006-January 2007

- Assisted children with homework and facilitated their learning.
- Organized recreational activities.

## MEMBERSHIPS

American Psychological Association, Student Member, 2007 - Present  
UNF Psychology Club, President, 2006 - Present

## SKILLS

American Sign Language  
SPSS-X, ACCESS Data Base  
MS Word, PowerPoint, Excel, Access, and Explorer

**TARGETED: SOCIOLOGY/PSYCHOLOGY**

# COUNSELOR YOUNG

4567 All American Drive  
Jacksonville, Florida 32224

Phone: (904) 620-1000  
Email: cyoung@yahoo.com

## OBJECTIVE

Seeking a Program Coordinator position in the youth services field

## EDUCATION

**University Of North Florida**  
Bachelor of Arts, Psychology  
GPA 3.5/4.0, Dean's List, FICPA Scholarship

Jacksonville, Florida  
Expected: 5/2009

## RELEVANT COURSES

Advanced Adolescent Psychology  
Personality Theories

Learning Theory  
Social Psychology

Behavior Modification  
Mentor of Urban Youth

## SKILLS

Microsoft Word, Outlook, PowerPoint, Excel, Internet Explorer

## RELEVANT EXPERIENCE

### **Boys and Girls Club**

#### Office Assistant

Provide the public with information about various services. Coordinate recreational events. Assist counselors with Mentor Youth Training seminars. Manage various office and administrative tasks.

Jacksonville, Florida  
6/2007 - Present

### **University of North Florida**

#### Experimental Social Psychology Class Project

Worked in a group setting to plan a research project on religious and sexual attitudes. Collected data via surveys of 18 to 40 year-old college students.

Jacksonville, Florida  
Spring 2007

### **University of North Florida**

#### Behavior Modification Class Project

Worked to develop a behavior modification plan to stop inappropriate behavior. Researched possible plans of action and chose two plans to limit behavior. Implemented plans for positive reinforcement.

Jacksonville, Florida  
Fall 2006

### **University of North Florida Psychology Club**

#### Special Events Coordinator

Oversaw the financial operations of outreach marketing projects; maintained budget. Coordinated Adopt a Kid Day, a recreational event for inner city children. Successfully raised funds for children's charity. Identified, contacted and scheduled guest speakers for meetings.

Jacksonville, Florida  
Fall 2006

## OTHER WORK EXPERIENCE

### **Hallmark Cards**

#### Merchandiser

Merchandised 8-10 retail stores daily to ensure visual appeal of product displays. Assisted sales representatives with servicing accounts. Processed customer-billing statements. Handled customer inquiries resolving problems.

Jacksonville, Florida  
6/2005 – 5/2006

### **Jacksonville Insurance Company**

#### Office Assistant

Provided information to clients regarding insurance policies. Improved office administration process by re-organizing file system.

Jacksonville, Florida  
8/2004 – 5/2005

**Targeted: Psychology (Paragraph Style)**

# NEWEL WRITER

1111 University Dr., #000, Jacksonville, FL 32246  
Phone: (904) 123-1234, Email: nwriter@aol.com

---

## OBJECTIVE

To obtain a Staff Writer position with the Times Union.

## EDUCATION

UNIVERSITY OF NORTH FLORIDA

**Bachelor of Science in Communication, Journalism Track**

Minor in English; Current GPA 3.96/4.0

Jacksonville, FL  
May 2008

## WRITING EXPERIENCE

FLORIDA TIMES UNION

**Writer (Internship)**

- Research, write, and edit stories for all sections of the Jacksonville daily newspaper; has a circulation of over 165,000 readers
- Develop working relationships with members of the Jacksonville media community
- Write articles highlighting the Hope Fund which has helped over 760 local families

Jacksonville, FL  
8/2007-Present

THE SPINNAKER, UNIVERSITY OF NORTH FLORIDA STUDENT NEWSPAPER

**Assistant News Editor and Writer**

- Assign stories for news section of weekly student newspaper
- Assist with various editorial decisions and story budgets
- Generate new story ideas for new writers
- Edit stories of other writers

Jacksonville, FL  
8/2007-Present

**Staff Writer**

- Wrote articles about sports, entertainment, political, academic, and social concerns

1/2007-8/2007

COX COMMUNICATIONS

**Writer (Internship)**

- Wrote articles for employee publications
- Wrote and posted articles to update intranet
- Wrote press releases and personnel announcements
- Conducted research for speeches and presentations
- Involved with strategic planning related to communication issues and challenges

Atlanta, GA  
5/2006-8/2006

JACKSONVILLE BUSINESS JOURNAL

**General Assignment Reporter (Internship)**

- Wrote articles for a number of different beats
- Wrote profiles and feature articles on local area business professionals

Jacksonville, FL  
Summer 2005

## OTHER WORK EXPERIENCE

OLIVE GARDEN, **Server/Trainer/Shift Leader**, Jacksonville, FL

BENNIGAN'S RESTAURANT, **Server/Bartender**, Jacksonville, FL

SAWGRASS COUNTRY CLUB, **Server/Houseman**, Jacksonville, FL

8/2005 - Present

9/2004 - 5/2005

5/2003 - 8/2004

## ORGANIZATIONS/CLUBS

Golden Key International Honor Society

UNF Advertising Club, Vice President and Charter Member

1/2007 - Present

8/2006 - Present

## SKILLS

MS Word, Excel, PowerPoint, Outlook, Explorer Internet, News Edit Pro

## INTERESTS

Interviewing people and writing articles that inform the public; CNN and CSPAN

**Targeted: Communication**

## **WILL GETTA JOB**

124 Galaxy Way  
Jupiter, Florida 32256  
(123) 123-4546  
wjjob@yahoo.com

### **OBJECTIVE**

An internship in laboratory research.

### **EDUCATION**

**University of North Florida** Jacksonville, Florida  
Bachelor of Science in Chemistry, Expected May 2009  
Major GPA: 3.8/4.0, Overall GPA: 3.68/4.0

#### **Relevant Courses:**

- Organic Chemistry I & II
- Calculus I & II
- Chemistry I & II
- Biology I & II
- Physics I & II
- Inorganic Chemistry
- Quantitative Analytical Chemistry

### **HONORS**

Deans List; Golden Key National Honor Society; UNF Academic Scholarship

### **RELEVANT WORK EXPERIENCE**

**University of North Florida** Jacksonville, Florida  
Chemistry Research Assistant, Summer 2007

- Constructed multi-stage vacuum system and computer-interfaced, pulsed, supersonic gas injector for molecular collision experiments.

**Eckerd Drug Store** Jacksonville, Florida  
Pharmacy Technician, January 2006 - May 2007

- Assisted pharmacists with filling prescriptions. Dispensed medication and determined volumes for solutions and suspensions. Maintained inventory. Completed appropriate insurance paperwork.
- Provided customer service and operated the cash register.

### **SKILLS**

- Computer: Microsoft Word, Excel and Power Point.
- Strong skills in interpreting complex and/or technical information, and problem solving.
- Work well independently while also a positive team player; Strong organizational skills with attention to detail; Punctual and reliable.

### **MEMBERSHIPS**

**American Chemical Society**  
Student Member, 2008 - Present

**Pre-Med Society**  
Student Member, 2008 - Present

### **OTHER WORK EXPERIENCE**

**Laboratory Corporation Of America**, Data Processor, Jacksonville, Florida, 9/2007-12/2008  
**The Gap**, Night Manager, Jacksonville, Florida, 1/2007-8/2007  
**McDonald's**, Cashier, St. Augustine, Florida, 2/2006-12/2006

**Targeted: Chemistry**

**Polly Ticks**  
**pticks@hotmail.com**

Current Address  
Osprey Way, HB 101  
Jacksonville, FL 32256  
(904) 123-1234

Permanent Address  
902 North Cascade  
Colorado Springs, CO 80946  
(719) 789-1011

**EDUCATION**

**University of North Florida**  
*Bachelor of Arts*  
•Political Science Major; Criminal Justice Minor  
•GPA: 3.5  
•Political Science Advisory Committee

Jacksonville, FL  
May 2008

**RELATED EXPERIENCE**

**Colorado Legislature**  
*Legislative Aide*  
•Interned with Diana DeGette, Assistant Minority Leader in the House of Representatives  
•Researched bills; observed House floor activities and attended committee meetings  
•Organized dinner and/or speaking engagements and handled constituent correspondence

Denver, CO  
Summer 2007

**The Law Office of Elizabeth T. Hurley**  
*Receptionist*  
•Answered telephones, organized case files and helped with monthly billing  
•Prepared out-going client correspondence and court documents  
•Assisted lawyers with tasks; delivered paperwork to courthouse in timely manner

Colorado Springs, CO  
Summer 2006

**SKILLS**

MS Office and Free Lance Graphics; Type 65 wpm; professional with clear understanding of confidentiality

**CAMPUS ACTIVITIES**

**Political Science Club** - *Vice President, Student Member*, 2004 - Present  
**Criminal Justice Student Association**- *Student Member*, 2005 - Present  
**Student Ambassadors** – *Student Member*, 2006 - Present

**WORK EXPERIENCE**

**Jacksonville Law Firm**  
*Runner*  
•Assist office staff with general office duties  
•Transport documents to law firms and Duval County Court House

Jacksonville, FL  
October 2007 - Present

**Kinko's Copy Center**  
*Customer Service Representative*  
•Handled customer inquiries about coping, faxing, binding and laminating  
•Assisted customers with merchandise selection and operated cash register  
•Operated various copier machines, fax machines and binding and laminating machines

Denver, CO  
October 2003 to April 2004

**REFERENCES AVAILABLE UPON REQUEST**

**Targeted: Political Science/Criminal Justice**

# HIRE ME

1111 University Dr., #000, Jacksonville, FL 32246  
Phone: (904) 123-1234, Email: Hme@aol.com

**OBJECTIVE** A public relations internship with Billboard magazine

**EDUCATION** **Bachelor of Science in Communication, Public Relations** December 2008  
University of North Florida Jacksonville, FL  
Current GPA 3.46/4.0

**Associate of Science in Business** August 2006  
Florida Community College at Jacksonville Jacksonville, FL  
GPA 3.6/4.0

**SKILLS** MS Word, Excel, PowerPoint, Outlook, Explorer Internet, and Photo Shop

**RELATED** **Various Bands** Jacksonville, FL  
**EXPERIENCE** Performer and Promoter June 1994 - Present

- Organize and perform at community events
- Manage and promote various local musicians
- Compose songs and write music, since age of 13
- Play lead guitar for local rock band
- Recorded at a professional studio and distributed a demo CD

**University of North Florida Spinnaker** Jacksonville, FL  
Newspaper Writer Fall 2006 - Present

- Assist with the coordination of monthly student entertainment events
- Manage various promotional and public relations tasks
- Edit musical and cultural sections of weekly student newspaper
- Write film reviews and feature articles on visiting musical entertainers

**Mercedes Homes** Jacksonville, FL  
Office Assistant 6/2004 – 8/2005

- Assisted Marketing department with coordination of promotional events and ad planning
- Provided input for the development of new customer brochures and promotional signage
- Performed a variety of tasks including greeting of guests (prospects), filing and data entry

**Work** **Olive Garden** Jacksonville, FL  
**Experience** Server/Trainer/Shift Leader 8/2002 – Present

- Wait tables in a friendly, customer-service oriented atmosphere
- Assist management with new hire orientations; provide shadowing experiences
- Assure that restaurant servers perform their duties effectively

**Bennigan's Restaurant** Jacksonville, FL  
Server/Bartender 4/1998 – 8/2002

- Performed in nearly every aspect of restaurant operation
- Performed well during high levels of business activity
- Started as a dishwasher and moved up in rank
- Established excellent rapport with regular customers

**Florida Community College at Jacksonville** Jacksonville, FL  
English Tutor 5/2001 – 8/2001

- Assisted students, one-on-one, with development of writing skills
- Created supplemental tutorial materials for student use

**Interests** Management of local musicians and vocal artists, advertising and promotions, tracking of "Top 10 Artists"

**Targeted: Communication- Public Relations**

# Vinnie Van Gogh

1234 Painters Way  
Jacksonville, FL 33224  
(904) 123-4567

## OBJECTIVE

A position with an advertising company which will utilize creative talents in drawing, graphic arts and painting.

## EDUCATION

*University of North Florida, Jacksonville, Florida*  
**Bachelor of Arts**, May 2008  
Major: Painting  
Minor: Graphic Design

## RELEVANT EXPERIENCE

**Self-employed**, Jacksonville, Florida,  
*Free Lance Painter*, March 2006 - Present

- Was commissioned as painter of murals and portraits.
- Designed several logos for the American Heart Association, and Humane Society.
- Painted several murals in the Jacksonville area for such clients as JTA and private homes.

**The Spinnaker Newspaper at the University of North Florida**, Jacksonville, Florida  
*Contributing Graphic Artist*, May 2007 - Present

- Design work as needed for the newspaper
- Work in a team environment and deal comfortably with pressure

**Paxon High School Year Book Committee**, Jacksonville, Florida  
*Graphic Artist, January 2004-November 2004*

- Developed all graphic art work for year book.
- Met deadlines and supervised the work of two individuals

## RELEVANT COURSES

Drawing I & II	Graphic Design I, II, III and IV	Illustration
Figure Drawing	Digital Imaging	Ceramics
Advance Painting and Drawing	Painting Studio	Silkscreen Printing

## RELATED ACTIVITIES

- UNF Potters Guild - member
- History Club - member
- Zeta Tau Alpha Sorority - Chair of Homecoming events, 2007
- Jacksonville Art Society - member
- Cumer Art Gallery - member, assist with fund raising

## COMPUTER SKILLS

- Adobe Photoshop, Quark Express, Illustrator, PageMaker, Power Point, Word Perfect, Claris works, and MS Word

## EMPLOYMENT

**Citibank**, Jacksonville, Florida  
*Team Leader/Customer Service Representative*, February 2006 - Present

## TARGETED: PAINTING/GRAPHIC ARTS

***Sample #1 -- Letter of Application***  
**(Block format)**

Your Street Address  
City, State, Zip  
Date of Letter

Contact's Name  
Contact's Title  
Contact's Department  
Name of Organization  
Street Address  
City, State, Zip

Dear Mr./Ms./Dr. Contact's Last Name:

**First Paragraph:** State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening.

**Second Paragraph:** Explain why you are interested in working for the employer, and specify your reasons for desiring this type of work. If you have had experience, be sure to point out your particular achievements or other qualifications in this field or type of work.

**Third Paragraph:** Refer the reader to the attached application, resume or to whatever media you are using to illustrate your training, interests and experience.

**Fourth Paragraph:** Have an appropriate closing to pave the way for the interview by asking for an appointment, by giving your phone number and email address, or by offering some similar suggestion to facilitate an immediate and favorable reply.

Sincerely,

(Sign Your Name Here)

Type Your Full Name

Enclosure: Resume (Indicate what is enclosed with letter; i.e. resume; transcript, etc.)

(Semi-Block format)

25 Always Avenue  
Jacksonville, FL 32224  
January 22, 2008

Mr. Hiriam Firem  
Director, Staff Writers  
Times Union  
100 Water Street  
Jacksonville, FL 32225

Dear Dr. Firem:

I would like to be considered as a candidate for the position of Staff Writer with the Times Union. I learned about the opening through the job vacancy listing which appeared on the Times Union website.

This May I will graduate from the University of North Florida with a Bachelor of Science Degree in Communication, with a track in Journalism, and English as a minor. As you will note on the enclosed resume, I am currently interning at the Times Union. I have been allowed the opportunity to shadow several writers and learn what the Times Union seeks in its' staff writers. I am honored to have submitted, for approval, articles concerning the Hope Fund.

As a writer for the Spinnaker, our UNF Student Newspaper, I now have the responsibility of assuring that our junior writers contribute news worthy articles for the UNF community. I have also gained experience as a writer with Cox Communications and the Jacksonville Business Journal. I believe I have the skills and qualifications needed to work effectively as a Times Union Staff Writer.

My transcripts are being forwarded to you by the registrar's office. I have also enclosed the names and addresses of three references. Please let me know if any additional information is required. I would welcome the opportunity to discuss this position and my qualifications in more detail in a personal interview. I will contact you within the next two weeks to arrange a time to meet. If you prefer to contact me, I can be reached after 6:00 p.m. at 904-123-1234 or by email at [nwriter@aol.com](mailto:nwriter@aol.com).

Thank you for your consideration, I look forward to speaking with you soon.

Sincerely,

*Newel Writer*

Newel Writer

Enclosure: Resume and References

*Sample #2 -- Letter of Application*

(Block format)

100 Main Street  
Jacksonville, FL 32224  
January 14, 2008

Ms. Janet Osgood  
Executive Director  
Communities in Schools of Jacksonville  
1234 Jacksonville Avenue  
Jacksonville, FL 32224

Dear Ms. Osgood:

I am writing to apply for the Program Coordinator position as advertised in the Florida Times Union on Sunday, January 13, 1008. I will soon graduate (May 2008) from the University of North Florida with a Bachelor of Arts Degree in Sociology, with a minor in Psychology. I am very interested in becoming a part of your organization.

I am currently interning with the Duval County Family Resource Center. As part of this experience, I have had the opportunity to work with a team which is developing a new program of mentoring youth with a focus on goal setting. This program is implemented during counseling sessions. I currently work with a caseload of 20- 25 youth. This program is being funded by a grant from the National Stay in School Foundation. In addition, I have interacted with youth via experiences with the Brighten Center, Mental Health Services of Jacksonville and the Boys and Girls organization.

These experiences are complemented by my camp counselor assignments and broad range of course work gained during my time at UNF. I am fully prepared to work with students in grades 9-12. I am very impressed with the accomplishments of Communities in Schools and greatly desire to be a contributing member of your team.

I have enclosed a copy of my resume for your review. I would appreciate an opportunity to meet with you to discuss my qualifications. I will call you within the next two weeks to arrange a convenient time to meet. If you need to contact me, I can be reached at 904-123-1234 after 6:00 p.m. or by email at [ssunshine@hotmail.com](mailto:ssunshine@hotmail.com). Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

*Sara Sunshine*

Sara Sunshine

Enclosure: Resume