

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## **YOUR RESUME: FIRST THEY MUST SEE YOU IN WRITING!**

### **ACTIVITY 1:**

Using the information learned in the video, the accompanying resume and cover letter examples have viewers write a sample resume and cover letter using current skills, abilities, experiences and talents.

### **ACTIVITY 2:**

Using the Internet (use classified ads where Internet is not accessible), ask viewers to select a job they would like to have and create a resume and cover letter that identifies skills, experiences, and abilities needed to get that job. (They do not need to possess these skills.) Use imagination and critical thinking.

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## COMBINATION RESUME

JAMES ETHAN SMITH

486 Longview Drive, Apt #3  
Roswell, GA 30075  
Telephone: 770.362.7254  
Cell: 770.665.8876  
e-mail: jaethans@aol.com

CAREER OBJECTIVE: Position as graphics designer and webmaster for small company.

### WORK EXPERIENCE:

November 2001	Williamson Realty Company, Atlanta, Georgia.
To	Managed design projects for real estate company.
Present	Responsible for developing database for all residential and commercial properties resulting in 100 percent access within seconds to current listed properties.
January 2000	Daniel Day Designs, Roswell, Georgia.
To	Designed websites and established hosts for six small companies and one medium-size business.
June 2001	Designed Annual Reports for three small companies. Responsible for getting bids and printing.
	Developed and designed sales catalog for small retail sales company resulting in initial sales from eight percent of catalogs mailed.

### SKILLS AND ABILITIES:

- Work well with all types of people. Provided consulting skills to several companies
- Experienced in using Quark, PageMaker™, Adobe Illustrator and Photoshop.
- Experienced in Pre-press tasks and Computer-to-Plate process.
- Competent in using both PC and Macintosh computers.

### AWARDS:

- Runner-up in cover design for sales catalog.

### SPECIAL TRAINING:

- University of North Florida: Completed six courses in computer graphics, design and illustration.
- Completed workshops and seminars to improve techniques in using Quark, PageMaker™, Adobe Illustrator and Photoshop.

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## CHRONOLOGICAL RESUME

EMILY K. BROWNING

1234 Harbor View Lane  
Jacksonville, FL 32224  
Telephone: 904-998-7736  
Cell: 904-223-6654  
e-mail: ekb@yahoo.com

CAREER OBJECTIVE: Seeking position as buyer in a large women's or childrens' fashion retail chain.

### WORK EXPERIENCE:

January, 2002 to Present	Stein Mart, Jacksonville, Florida. Jewelry buyer and sales associate in accessories department. Generated a twenty-five percent increase in department sales due to personal customer service and follow-up.
July, 2000 to December, 2001	Katherine's Boutique, Jacksonville Beach, Florida. Assistant manager, sales associate. Handled weekly sales forecasting. Jewelry buyer - Increased sales by 10 percent. Developed skills in computer operation using database and word processing software. Experienced in using Excel, Microsoft Word and Word Perfect. Organized and used database for customer promotion and follow-up.

### EDUCATION AND TRAINING:

Florida State University, Tallahassee, Florida. Currently enrolled in Bachelor's Degree program in Marketing.

Florida Community College at Jacksonville, Jacksonville, Florida.  
A.A. degree in Fashion Merchandising. Graduated December, 2001.

Art Institute, Savannah, Georgia. Two week summer workshop in Promotion and Advertising. Certificate June, 2000.

REFERENCES: Available upon request.

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## FUNCTIONAL RESUME

JAMES ETHAN SMITH  
486 Longview Drive, Apt #3  
Roswell, GA 30075  
Telephone: 770.362.7254  
Cell: 770.665.8876  
e-mail: jaethans@aol.com

CAREER OBJECTIVE: Seeking position as graphics designer and webmaster for small company.

### WORK ACCOMPLISHMENTS:

- Designed websites and established hosts for six small companies and one medium-size business.
- Managed design projects for real estate company.
- Responsible for developing database for all residential and commercial properties resulting in 100 percent access within seconds to current listed properties.
- Designed Annual Reports for three small companies.
- Responsible for getting bids and printing.
- Developed and designed sales catalog for small retail sales company resulting in initial sales from eight percent of catalogs mailed.

### SKILLS AND ABILITIES:

- Work well with all types of people. Provided consulting skills to several companies.
- Experienced in using Quark, PageMaker™, Illustrator, Photoshop.
- Experienced in Pre-press tasks and Computer-to-Plate process.
- Competent in using both PC and Macintosh computers.

### AWARDS:

- Runner-up in cover design for sales catalog.

### SPECIAL TRAINING:

- University of North Florida: Completed six courses in computer graphics, design and illustration.
- Completed workshops and seminars on using Quark, PageMaker™, Adobe Illustrator and Photoshop.

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## ELECTRONIC RESUME IN PLAIN TEXT

JAMES ETHAN SMITH  
486 Longview Drive, Apt #3  
Roswell, GA 30075  
Telephone: 770.362.7254  
Cell: 770.665.8876  
e-mail: jaethans@aol.com

CAREER OBJECTIVE: Position as graphics designer and webmaster for small company.

### WORK EXPERIENCE:

\* November 2001 to Present  
Williamson Realty Company, Atlanta, Georgia.  
Managed DESIGN PROJECTS for real estate company.  
Responsible for developing DATABASE for all residential and commercial properties resulting in 100 percent access within seconds to current listed properties.

\* January 2000 to June 2001  
Daniel Day Designs, Roswell, Georgia.  
Designed WEBSITES and established hosts for six small companies and one medium-size business.  
Designed ANNUAL REPORTS for three small companies. Responsible for getting bids and printing.  
Developed and designed SALES CATALOG for small retail sales company resulting in initial sales increase of eight percent of catalogs mailed.

### SKILLS AND ABILITIES:

- \* Work well with all types of people. Provided CONSULTING SKILLS to several companies.
- \* Trained new employees on using specific computer software.
- \* Experienced in using QUARK, PAGEMAKER™, ILLUSTRATOR, PHOTOSHOP.
- \* Experienced in PRE-PRESS tasks and Computer-to-Plate process.
- \* Competent in using both PC and Macintosh computers. HTML, FORTRAN, TUTOR.

### AWARDS:

- \* Runner-up in cover design for sales catalog.

### SPECIAL TRAINING:

- \* University of North Florida: Completed six courses in computer graphics, design and illustration.
- \* Completed workshops and seminars to improve techniques in using Quark, PageMaker™, Adobe Illustrator and Photoshop.

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## EMILY BROWNING COVER LETTER

Today's Date

Emily K. Browning  
1234 Harbor View Lane  
Jacksonville FL 32224  
June 30, 2003

Ms. Toinelle Jackson, HR Director  
Gaylord's Department Store  
1641 Opportunity Plaza  
Jacksonville Beach FL 32250

Dear Ms. Jackson;

The idea of working for an established, respected department store like Gaylord's has been my ambition. I saw your ad in the Florida Times-Union for a position as buyer in the children's division of your store. I have the experience and training that you are looking for to help grow that department. Enclosed is my resume.

My experience in retail has extended from sales associate and customer service to buyer. In my present position, I have been instrumental in generating a 25 percent increase in sales and welcome the opportunity to do the same at Gaylord's by selecting the right product mix for your customers.

I am very interested in the position as buyer and would appreciate an opportunity to interview. Please contact me at 363-9983 or by e-mail at [ekb@yahoo.com](mailto:ekb@yahoo.com). I look forward to hearing from you. Thank you for your consideration of me for this position.

Sincerely,

Emily K. Browning

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## E-COVER LETTER

Ms. Norma Fisher  
Fisher Graphics & Design

Dear Ms. Fisher;

I am excited about the job listing I saw on your website for a graphics and web designer. That is my specialty as you will see from my resume that follows. My former supervisor Al Smith at Daniel Day Designs spoke very highly of your company.

You will see on my resume that I am very project oriented which suits your job description. I'm capable of handling several tasks and projects at one time with excellent end results. One of my magazine covers recently won a regional award.

I welcome the opportunity to interview with your company, and hope that you will call me at 770-362-7254. You may also contact me by e-mail at jaethans@aol.com. Thank you for considering me for this position.

Yours very truly,  
James E. Smith

## SAMPLE COLLEGE STUDENT, TEMPORARY ADDRESS:

MARIA SANCHEZ

Temporary Address:  
425 College Drive #23  
Gainesville, FL 32756  
Cell phone: 354-654-8765

Permanent Address:  
435 Forrest Drive  
Jacksonville FL 32224  
Telephone: 904-223-8876  
email: marias777@comcast.net