

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE.

RESUME 101

RESUME GUIDELINES

Your resume will be a document that is unique to you and your experiences! Here's some common headers and things to keep in mind:

- **Heading/Contact Information** – Include name, phone number, e-mail address, personal website, and/or any relevant social media profiles (residential and/or mailing addresses are optional)
- **Summary or Profile** – Describes you as a student and professional; indicate the value you bring to an employer through skills, experiences, and/or passions; may target a role, company and/or industry
- **Core Competencies/Professional Skills** – Relevant to the position (i.e. computer software, languages, technical skills)
- **Education** – Things to include:
 - Montclair State University, Montclair NJ
 - Degree Information (see next page for proper format)
 - Graduation Date (Month, Year)
 - GPA (this is optional, only put if over a 3.0)
 - Relevant Coursework or projects (optional)
 - Study Abroad experience (optional)
- **Work Experience/Relevant Experience/Professional Experience** – Include name of organization; city, state (if outside the U.S.: city, country); title; dates worked (Start – End or Start – Present)
 - **Note:** *Part-time, full-time, internships, and volunteer experiences can all be considered. However, specific categories may be created to group experiences based on relevancy and type (i.e. industry, volunteer)*
 - Include 2-5 bullet points that start with strong action verbs (see list) and avoid any first person pronouns (i.e. I, my, me)
 - **High Impact bullets:**
 - *Served over 50 customers a day at a sporting event concession stand*
 - *Trained four new employees on procedures, cash register and customer service*
 - *Received employee of the month award for five consecutive months for exceeding sales goals of \$5,000 per month*
 - **Low Impact bullets:**
 - *Served customers at a concession stand*
 - *Trained new employees*
 - *Achieved sales goals*
- **Leadership or Extracurricular Activities**
- **Performances/Film/Art Displays** – This is a great tool for showcasing relevant experience.

FORMATTING YOUR DEGREE INFORMATION

Please make sure you are including the proper name of your degree on your resume. It should be written out fully, no abbreviations and include your major and minor if applicable. Use this guide to find the proper format for your degree information:

ART & DESIGN:

Bachelor of Fine Arts in Animation/Illustration (you can specifically list your concentration if you choose)

Bachelor of Arts in Fashion Studies

Bachelor of Fine Arts in Product Design

Bachelor of Arts in Visual Arts

Bachelor of Arts, Art Education Concentration with Teacher Certification in Art (Preschool-Grade 12)

Bachelor of Fine Arts in Visual Communication Design

SCHOOL OF COMMUNICATION & MEDIA:

Majors as of Fall 2021

Bachelor of Arts in Advertising

Bachelor of Arts in Communication and Media Studies

Bachelor of Arts in Film and Television

Bachelor of Fine Arts in Filmmaking

Bachelor of Arts Journalism and Digital Media

Bachelor of Arts in Social Media and Public Relations

Bachelor of Arts in Sports Communication

Majors prior to Fall 2021

Bachelor of Arts in Communication Studies

Bachelor of Arts in Communication and Media

Bachelor of Fine Arts in Filmmaking

Bachelor of Arts in Journalism

Bachelor of Arts in Television and Digital Media

Bachelor of Arts in Public Relations

THEATRE & DANCE:

Bachelor of Fine Arts in Dance

Bachelor of Arts in Dance, Education Concentration, with Teacher Certification in Dance
(Preschool-Grade 12)

Bachelor of Arts in Dance, Studio Teaching Concentration

Bachelor of Fine Arts in Musical Theatre

Bachelor of Arts in Theatre, Acting Concentration

Bachelor of Arts in Theatre Studies

Bachelor of Fine Arts, Design, Technology and Management Concentration

Bachelor of Arts in Theatre Studies, Theatre Education Concentration, with Teacher Certification in
Theatre (Preschool-Grade 12)

MUSIC:

Bachelor of Music, add your specific concentration

Bachelor of Arts in Music Therapy, add your primary concentration

** for a complete listing of majors and specific concentrations, please visit the Programs of Study located
here: <https://www.montclair.edu/arts/academics/programs-of-study/#undergrad>

ACTION VERBS

Management/Leadership

Administered
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Directed
Enhanced
Established
Generated
Improved
Managed
Organized
Produced
Supervised

Communication

Addressed
Collaborated
Condensed
Contacted
Directed
Edited
Explained
Interpreted
Mediated
Negotiated
Presented
Publicized
Suggested
Wrote

Research

Analyzed
Collected
Compared
Determined
Examined
Gathered
Investigated
Reviewed
Summarized
Tested

Technical

Applied
Assembled
Built
Constructed
Designed
Developed
Maintained
Programmed
Upgraded

Teaching/Helping

Advised
Advocated
Clarified
Counseled
Encouraged
Explained
Guided
Helped
Instructed
Mentored
Motivated
Provided
Supported
Tutored
Volunteered

Organizational

Approved
Collected
Compiled
Distributed
Generated
Maintained
Recorded
Scheduled
Updated

Financial

Appraised
Balanced
Budgeted
Forecasted
Projected
Reconciled

Creative

Acted
Composed
Conceptualized
Created
Designed
Displayed
Drew
Entertained
Fashioned
Founded
Illustrated
Invented
Modeled
Performed
Photographed
Planned
Revised
Shaped

CHARLIE COMMUNICATOR

1 Normal Avenue Montclair, NJ 07043
P: 555-555-6789 E: communicatorc@gmail.com

PROFILE

- Customer-focused professional with over five years' retail and sales experience
- Pursuing an undergraduate degree in Communication and Media Arts
- Exceptional communicator; seeking an industry-related internship

EDUCATION

Montclair State University, Montclair, NJ

May 2023

Bachelor of Arts in Communication and Media Arts

GPA: 3.61, Dean's List (multiple semesters)

Academic Honors

- National Honors Society of Leadership & Success
- National Honors Society of Collegiate Scholars

RELEVANT COURSEWORK

- Writing for the Media
- Public Relations Writing
- Ethics of Mass Communication
- History of TV & Digital Media
- Fundamentals of TV & Digital Media
- Film

WORK EXPERIENCE

Nike, Paramus NJ

July 2019-Present

Sales Associate

- Handle cash and credit transactions, including in store purchases, online purchases and returns
- Serve as a customer service advocate and resolve issues quickly and efficiently
- Organize shipments and prepare inventory for floor display

Family Dental, Tenafly NJ

June 2018-August 2019

Receptionist

- Offered prompt customer service and assistance to clients
- Handled office operations and managed any issues as they arose
- Displayed initiative and problem solving when given specific assignments
- Coordinated payments with insurance companies and customers

Footlocker, Paramus NJ

April 2016-April 2018

Sales Associate

- Achieved and surpassed daily sales goals on a consistent basis
- Developed superior product knowledge in order to assist customers with shopping needs
- Maintained orderly appearance throughout sales floor

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint)

Social Media: Instagram, Facebook, Twitter, Snapchat

Fannie Fashion

1 Normal Avenue, Montclair, NJ 07043
201-555-1234 (cell)/ superstarstudent@montclair.edu

EDUCATION

Montclair State University, Montclair, NJ May 2024
Bachelor of Arts in Fashion Studies, GPA: 3.78
Affiliations: Sigma Delta Tau, National Sorority March 2022-Present

RETAIL EXPERIENCE

Ralph's Pizza, Nutley, NJ April 2020 - Present

Counter Person/ Food Preparer

- Provide excellent counter-style customer service and handle cash and credit transactions
- Prepare pizzas and salads accurately per customer's order
- Manage inventory and maintain cleanliness of work area
- Deliver orders and pick up stock as needed

Urban Outfitters, Montclair, NJ August 2019-December 2020

Sales Associate (part-time)

- Greeted customers and provided individualized service for high-end dress shop
- Provided dress suggestions based on style, color and customer preference
- Finalized individual sales and ordered special request items
- Stocked and organized sales floor and stock room
- Steamed and maintained all dress inventory weekly

OTHER WORK EXPERIENCE

#Taplife Too Dance Company, Brooklyn, NY; West Orange, NJ August 2018 – March 2020
XYZ Dance Company, Livingston, NJ September 2016-February 2019

Dance Captain/Teacher

- Taught ensemble of 10-25 intermediate tap dancers
- Developed choreography and set pieces on the dancers
- Provided feedback to individual dancers and submitted written reports to director bi-weekly
- Managed all dancer emails, questions, attendance in rehearsal and other administrative duties

Great Grooves, Livingston, NJ November 2016-June 2019

Student Teacher (Tap, Hip Hop)

- Served as student assistant for tap and hip-hop classes with children ages 4-12
- Demonstrated dance steps and worked individually with students having difficulty with the routine
- Conducted warm-up exercises while teacher prepared for class
- Responded to parent inquiries as needed

VOLUNTEER WORK

Chair, Relay for Life, Sigma Delta Tau National Sorority, Montclair, NJ February 2018-Present
Team Captain, Relay for Life, Nutley, NJ May 2018-May 2020

SOCIAL MEDIA/ OTHER EXPERIENCE

Actor, "Can't Help Falling in Love", directed and choreographed by Hillary-Marie, vocals by Ami Madeleine
Ensemble #Taplife Dancer, "Eyes", directed and choreographed by Anthony LoCascio, music by Frank Persico
Production Assistant, "The Way You Make Me Feel – Michael Jackson Cover – Hillary-Marie & Emily Braden", directed by Javier Borraro
Rehearsal Assistant, "Soul Walk", directed and choreographed by Hillary-Marie

SKILLS

Adobe Photoshop, Microsoft Office Professional (Word, Excel, PowerPoint), Instagram, Facebook, Twitter, Snapchat

Debbie Dancer

201-555-1234 (cell) superstarstudent@montclair.edu

Height: 5'3" – Weight: 107lbs. – Hair: Blonde – Eyes: Brown – Vocal: Soprano II

LIVE PERFORMANCES

BIG APPLE SHOWCASE	<i>Featured Dancer, Dance Captain</i>	XYZ Tap Company, NJ
SOUNDS OF A #TAPLIFE	<i>Ensemble</i>	#Taplife, NYC
JAZZ GENERATIONS	<i>Featured Soloist, Dance Captain</i>	XYZ Tap Company, NJ
NYC CHOREOGRAPHER'S FORUM	<i>Ensemble</i>	#Taplife, NYC
DANCE ON THE LAWN	<i>Ensemble</i>	Molly Mood, Dance NJ
TAP 'N TIME	<i>Dance Captain</i>	XYZ Tap Company, NJ
	<i>Ensemble</i>	Ayodele Casel Residency, NJ
TAP MUSIC PROJECT	<i>Featured Soloist</i>	Sally Stepper/ Improv, CA
DANCEATHON	<i>Ensemble</i>	marked dance project, NJ
DC TAP FEST CONCERT	<i>Ensemble</i>	Jason Janas/ Derick Grant Residency, DC
TAP MUSIC PROJECT	<i>Ensemble</i>	Sally Stepper/ Improv, NYC
CROSS RHYTHMS	<i>Featured Soloist</i>	Tina-Tapper, PA
ST. LOUIS TAP FESTIVAL	<i>Soloist</i>	Tina-Tapper, MO
ST. LOUIS TAP CONCERT	<i>Ensemble</i>	Jason Samuels Smith/ Dormeshia Molly Mood/ Robin Reed Residency, MO
TAP CITY AWARDS	<i>Featured Lead Soloist</i>	NJTAP2, NYC
YOUR MOVE	<i>Ensemble</i>	marked dance project, NYC
DANCE THERAPY	<i>Ensemble</i>	NJTAP2, NJ
ARTISTS SIMPLY HUMAN	<i>Soloist</i>	Tina-Tapper, NJ
TAP 'N TIME	<i>Ensemble</i>	Jason Samuels Smith Residency, NJ

TRAINING/ DANCE COMPANIES

FutureSTEP Tap Company	<i>Dance Captain (2016-Present)</i>	Tina-Tapper, NJ
#Taplife	<i>Ensemble (2016-Present)</i>	Anthony LoCascio, NYC
marked dance project	<i>Modern Ensemble (2015-Present)</i>	Mark Modern, NJ/ NYC
Grooves Unlimited	<i>Ballet, Tap, Jazz, Hip Hop, Street Jazz, Contemporary (2014-Present)</i>	Hillary-Marie, Shani "Virgo" Alston, Dejahna Claiborne, NJ
NJ Tap Ensemble	<i>Youth Ensemble (2014-2016)</i>	Deborah Mitchell, Karen Callaway Williams, Maurice Chestnut, Jeff Foote, Kyle Wilder, Jared Grimes, NJ
Dance World Academy	<i>Ballet, Tap, Jazz, Contemporary, Musical Theater, Acro (2004-2014)</i>	Donna Farinella, Debra Wolter, Mark Modern, KC Castellano, NJ

TEACHING EXPERIENCE

Student Teacher	<i>Tap, Hip Hop</i>	Grooves Unlimited, NJ
Workshop Assistant	<i>Tap</i>	NADAA Greater New York, NYC
Workshop Assistant	<i>Tap</i>	Jennifer Prete School of Dance, RI

SOCIAL MEDIA/ PRODUCTION EXPERIENCE

Ensemble #Taplife Dancer, "Eyes", directed and choreographed by Anthony LoCascio, music by Frank Persico
Production Assistant, "The Way You Make Me Feel – Michael Jackson Cover – Hillary-Marie & Emily Braden", directed by Javier Borrayo
Rehearsal Assistant, "Soul Walk", directed and choreographed by Hillary-Marie

SPECIAL SKILLS/ AWARDS

Voice: seven years soprano II training with Paul Weiner, Michael Cundari, Nicole Monte, Austin Vallies; member of award-winning Nutley High School "Chamber Singers"

Scholarship Winner: Tap Kids, Resonance, Tap Music Project, Artists Simply Human, St. Louis Tap Festival, #TapLife, Dance World Academy

Dance: tap improvisation, teaching children ages 4-13

BETTY BUSYBODY

Montclair, NJ 07043
555.555.5555; betty@gmail.com

PROFESSIONAL PROFILE

- Creative and detailed public relations major with over seven years of customer-oriented experience
- Knowledgeable in fundraising and brand awareness for three sorority philanthropies
- Keen eye for identifying and resolving risks
- Recognized for strategic planning skills and leading a team
- Bilingual in English and Arabic
- Experienced in Microsoft Office Professional (Word, Excel, PowerPoint)

EDUCATION;

Montclair State University, Montclair, NJ

Bachelor of Arts in Public Relations

December 2023

Minor in Marketing

LEADERSHIP EXPERIENCE

Montclair State University, Montclair, NJ

Sister, Sigma Delta Tau – Gamma Xi Chapter

March 2019 - Present

- Fundraise and increase awareness for three philanthropies: Prevent Child Abuse America (PCAA), Fragile X and Women to Women
- Support Chapter efforts to raise the following for PCAA: \$ 31,000 (2019); \$22,000 (2018); \$29,000 (2017); and \$25,000 (2016)
- Promote philanthropic causes on campus through events including Battle of the BeSDT, Pin Wheel Garden

WORK EXPERIENCE

St. Joseph's Health, Paterson, NJ

Developmental Intern

July 2019-September 2021

- Assisted with the planning, development and execution of the Annual Gala
- Solicited donations for each fundraiser
- Developed event ideas that are currently being implemented

Wyckoff Recreation Summer Camp, Wyckoff, NJ

Assistant Director

July 2015-July 2019

- Managed approximately 180 counselors and campers from kindergarten through fourth grade
- Assigned counselors to appropriate groups
- Provided instruction and curriculum to counselors daily
- Ensured the safety of all children and maintained a fun but structured environment

Franklin Lakes YMCA, Early Learning Center, Franklin Lakes, NJ

Teacher

September 2017-August 2019

- Supervised infants through age five in a classroom environment
- Taught children based on age and learning comprehension
- Provided parents with constructive feedback and discussed concerns and issues
- Encouraged two-way communication for parents to provide curriculum suggestions

FRANK FILMMAKER

One Normal Avenue, Montclair, NJ 07043
P: 555.555.5555 E: frankfilms@gmail.com
[Your LinkedIn URL/ Portfolio or YouTube Link](#)



PERSONAL SUMMARY

Filmmaking student at Montclair State University seeking a writing internship for a comedy/drama

EDUCATION

Bachelor of Fine Arts in Filmmaking 5/2023
Montclair State University, Montclair, NJ

COMEDY SCRIPTS

Montclair Treasures 4/2020
Rocky the Red Hawk finds treasures buried underneath Morehead Hall

A Trip with a Groundhog 4/2019
Rock the Red Hawk gets caught on a cross-country adventure with Gus the Groundhog

FILM PROJECTS

The Artist 1/2021-Present
Director, Screenwriter

Winding Days 10/2020-Present
Producer, Screenwriter

Topsy Turvy Fall Down 1/2019-11/2019
Producer, 2nd Screenwriter, Lead Actor

String Bean 1/2018-12/2018
Director, Screenwriter, Editor

Day on a Beach 3/2017-5/2017
Director, Screenwriter, Editor

SKILLS

- Adobe Photoshop
- Final Draft/ Adobe Cloud
- Microsoft Office Professional
- Proficient in operating Sony A7S 2
- Understanding of Kino Flo and ARRI lighting kits

WORK EXPERIENCE

Deli Clerk 1/2019-Present
Stop & Shop, Clifton, NJ

- Maintain the hot-food bar and practice food safety
- Provide customer service and resolve issues
- Prepare catering orders on time for pick-up.

Line Cook

Mambo Tea House, Rutherford, NJ 6/2016-1/2019

- Opened the kitchen
- Trained new employees as needed
- Supervised other prep cooks
- Prepared dishes in a fast-paced environment and assisted co-workers with stations.

POLLY PRODUCTION

I Normal Avenue Montclair, NJ 07043 P: 973-555-5555 E:productionp@montclair.edu

PROFILE

Television and Digital Media Senior with an eye for photography. Proficiencies include social media management, camera operation, directing, editing, and other behind the scenes experiences. Additional talents include event planning, scheduling, as well as administrative operations.

EDUCATION

Bachelor of Arts in Television & Digital Media, Montclair State University
GPA 3.5

May 2023

Extracurriculars:

- Video Production Club
- Alliance for Women in the Media Club

RELEVANT EXPERIENCE

Handheld Utility, New York Red Bulls II

June 2021 - Present

- Assist handheld cameras for the broadcasts of Red Bulls II Soccer games on Montclair State University's Soccer Field
- Make safety of camera operators on the field a priority
- Set up and break down equipment

Photography Intern, RTH Building Company

June 2020 - Present

- Capture unique and exciting moments that happen on job sites
- Use natural light and raw materials to create a dynamic image
- Make necessary edits on Photoshop

Freelance Production Assistant, Montclair State University

January 2020 – Present

- Freelance production crew member for Montclair State's Broadcast and Media Operations
- Positions include control room and studio operations, production assistance, lighting, and more.

Producer and Director for "Carpe Diem", Montclair State University

January 2020 – May 2020

- Worked with a partner to produce an entire half-hour episode
- Pitched ideas, find talent, create packages, scripts, rundowns
- Provided direction to the production staff
- Oversaw the "calling" of the episode, as well as others if chosen
- Supervised the placement of professional video cameras, lighting equipment, microphones, props, graphics and the overall pacing and feel of the production.
- Maintained order among the control room, set, and elsewhere.

OTHER EXPERIENCE

Open House Head Coordinator/Student Assistant, College of the Arts

September 2020 – Present

- Assist in preparing and organizing student events, such as Undergraduate & Graduate Open Houses, Accepted Students Days
- Manage all student volunteers and set up at student events
- Complete tasks including filing, photocopying, faxing, and creating spreadsheets
- Receive and Direct visitors

SKILLS

- Adobe Premiere Pro (*Advanced*)
- Adobe Photoshop (*Advanced*)
- Adobe After Effects (*Entry-Level*)
- Avid Media Composer (*Intermediate*)
- Various Social Media Platforms
- iNews (*Intermediate*)
- Microsoft Excel, Word, PowerPoint (*Advanced*)

Rosie Creator

Tel:(973)-555-1234

1 Normal Avenue, Montclair NJ 07043

Email: creatorr@montclair.edu

Summary

- Visual Communication Design student seeking an industry related internship.
- A diplomatic and diligent student interested in sustainability.

Education

Montclair State University, New Jersey, NJ

May 2023

Bachelor of Fine Arts, Visual Communication Design

Experience

Graphic Design and Illustrator

June 2018-Present

Freelance

- Create original designs for pins as final class project
- Design posters
- Conceptualize UI app designs
- Create and revise logo designs
- Compose and create original illustrations for commissioners

Employment Services Student Worker

September 2021-Present

Montclair State University, Montclair, NJ

- Create social media posts on upcoming events for Instagram page
- Greet students that enter office and direct to the appropriate personnel
- Assist with creating appointments

Newspaper Distributor

November 2019-July 2021

Montclair Local, Montclair, NJ

- Distributed newspapers to required locations every week
- Managed collection of leftover newspapers
- Assisted with creation of new accounts

Exhibitions

Entered Art Design in Bouquet Poetry Basket

April 2021

Montclair State University, Montclair, NJ

Participated in Junior Student Art Exhibition

March 2021

Montclair State University, Montclair, NJ

- Artwork was selected amongst 70 entries

Skills

- Microsoft 365: Microsoft Word, PowerPoint, and Outlook
- Adobe Illustrator, InDesign, MediBang Paint, Canva, Figma, and Procreate

Bobby Baseball

One Normal Avenue
Montclair, NJ 07043
(212)-867-5309
baseballj@Jmail.com

EDUCATION

Montclair State University - Montclair, NJ
Bachelor of Arts in Television and Digital Media
GPA: 3.7

May 2022

WORK/FIELD EXPERIENCE

Commentator

R8NJ – Roselle Park, NJ

July 2020 – Present

- Provide play-by-play commentary for the R8NJ Back in Movement Tournament and season
- Conduct on-field interviews with coaches and players for a professional 7-on-7 football league
- Assist with creating events to draw awareness to R8NJ

Commentator

New Sports Network –Montclair, NJ

September 2020 – Present

- Prepare and study Montclair State athletics and opponents in preparation for live stream broadcasts
- Create spot sheets, attend practices, interview coaches and players
- Analyze and commentate for Montclair State’s athletic programs

Sports Director

WDJB Radio – Montclair, NJ

May 2020 – Present

- Coordinate meetings and collaborate with members of the sports radio team
- Formulate staffing plans for football, baseball and basketball broadcasts

Press Box Intern

New Roselle Rat Packs – Roselle, NJ

May 2021 – September 2021

- Provided play-by-play and commentary for both radio and live stream broadcasts
- Assisted with video board graphics, camera operation, broadcast directing and official scorekeeping

Producer/On-Air Personality

Sports Network – Roselle, NJ

September 2019 – September 2021

- Provided live and in-depth coverage of sports teams
- Produced and reported segments for *Inside the Net*, a weekly show covering athletics

SKILLS

- Adobe Creative Suite
- Microsoft Office Applications
- Fluent in Spanish and English

Dina Designer

Montclair, NJ | (888)444-0000 | Email@email.com | Wix.com



Summary:

Creative, client focused individual pursuing a career in the Graphic Design and Marketing field. Seeking an opportunity to expand upon and grow current skills.

Education:

Montclair State University, Montclair, New Jersey

Bachelor of Fine Arts in Visual Communication Design | May 2023

GPA 3.7, Dean's List

Experience:

Student Recreation Center, Montclair State University, Montclair, NJ

Graphic Designer | June 2021 - Present

- Develop social media content.
- Create promotional items such as posters, flyers, and apparel.
- Compose motion graphics for TV displays.

Director of Special Events | September 2020 – June 2021

- Planned and directed events on campus.
- Supervised staff during events and oversaw event execution.
- Contacted vendors for supplies.
- Mentored staff to assist with events.

Bakery Shop, Fairfield, NJ

Baker/Cashier | May 2019 – August 2020

- Created baked goods daily as per accordance of company specifications and recipes.
- Completed all sales transactions.
- Consulted with customers for advanced orders.
- Maintained knowledge of ingredients and allergen info.

Skills:

- Bi-lingual in Spanish and English
- Adobe Illustrator, Photoshop, InDesign, Premiere Pro, After Effects, and XD
- Microsoft Office Word, PowerPoint, and Excel
- Instagram, Facebook, TikTok

Your Name
Street Address
City, State Zip
Phone Number

Date

Individuals Name/Company Name
Position/ Title
Street Address
City, State Zip

Dear Hiring Manager/ Individuals Name,

Cover letters are written out as a traditional letter and addressed to a person, if you know their name or the Hiring Manager, if you do not know their name. A cover letter will consist of three components and will always be different for every position you apply for. In the first paragraph focus on introducing yourself and state the position you are applying to and your interest, where you found the position etc. Keep this to a short paragraph, a few sentences. Be sure to capitalize all position titles and company names.

In the second paragraph focus on a skill listed in the requirements of the job listing you are applying for and write a brief example of how you possess that skill. Relate it to a previous job or project etc. For example; if they require Adobe skills, you can relate to a time you used the program to complete a project or job. This should also be a short paragraph.

The last paragraph is the “call to action” ; this is where you will further reinforce your interest in the position and thank the reader for reviewing your resume and application. You can “call to action” by letting the Hiring Manager/ Individual know you are available for interviewing and looking forward to hearing from them.

Sincerely,

Your Name

Phone Number

Email