

Resumes, Cover Letters and Job websites

COMM 4393 | Benedictine U. | Birks

Alice Market

2015 Maple Lane, Lansing, MI
(517) 555-4567

alicemarket@anymail.com | www.alicemarket.com

Job Objective:

Seeking an Editorial position with Time Inc. to make the most of my creative thinking, team-working skills along with the editing software and techniques proficiency in reviewing and editing materials for accuracy and readability as well as developing creative content ideas for writers.

Work Experience:

Editorial Intern | Scripps Editorial Groups, Chicago, IL.
December 2018 - June 2020

- Worked closely with organization's Content Director and Editors to assist in various editorial ad hoc projects while tracking project deadlines
- Assisted Editors in fact checking, proofreading and editing articles, and other content for grammatical and spelling errors
- Proofread both hard and electronic files as well as copy-edited various proposals, protocols, and reports

News Editor | The Candor, Lisle IL
December 2016 – October 2017

- Directed five-person team of news writers for the student media at Benedictine University.
- Attended weekly editorial team meetings for brainstorming and pitching thoughtful angles on a wide range of topics, including marketing, business and technology
- Wrote various articles on different topics and performing basic proofreading and formatting before forwarding to editors

Education:

- B.A. in Communication Arts, 2020
- Benedictine University, Lisle IL

Summary of Skills:

- Fluent and literate in Spanish
- Experience with Microsoft Office, Adobe Creative Suite applications, web publishing, content and social media management systems
- Strong writing, researching, proofreading, and copy-editing skills as well as the knowledge of style guidelines, grammar and punctuation rules
- Solid interpersonal and communication skills as well as the ability to work cohesively as a part of a team
- Excellent critical thinking skills to fix or solve various problems

References:

Raymond Fong
Editor, Scripps Editorial Groups
rfong@jjeeditorial.com | (312) 555-6743

Dixie Chaplin
Professor, Benedictine U
dchaplin@ben.edu | (630) 555-6767

Kelly R. Jones

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New York, New York 10001
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SUMMARY

- More than two years of progressive accounting and auditing experience
- Auditor internship with Ernst & Young in New York City
- Magna Cum Laude graduate with BBA in Accounting
- Proficient with MS Office, Windows, and the Internet

EXPERIENCE

Auditor Internship, June 2018-August 2021

Ernst & Young, New York, New York

- Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report
- Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors
- Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors
- Received Employee of the Month award twice—first intern ever to win the award

Accounts Payable/Bookkeeping Clerk, June 2016-August 2017

Anytown Tax and Bookkeeping Service, Anytown, New York

- Assisted (via remote) with payroll, tax, and account processing
- Developed automated monthly sales tax payment system
- Implemented Rapid Tax Refund service for individual customers

EDUCATION

Bachelor of Business Administration in Finance, May 2021
Illinois State University, Normal, Illinois

ACTIVITIES

- Vice President, Student Accountancy Chapter, 2017-2021
- Treasurer, Beta Gamma Sigma honors society, 2016-2018
- Dorm Resident Assistant, 2016-2020

REFERENCES

Jane Smith
Marketing Department Head
Swanson Consultants
(555) 638-9635
jsmith@swanson.com

Roger Fishbender
Assistant VP, Marketing
New Era Fashions
(555) 745-8248
fishbender@news.com

Samantha Smith
HR Director
Puppies United
836 N State St.
Chicago, IL 60652

Dear Ms. Smith:

I want more than just a job, I want a way to make the world a better place. That's why your advertisement for a communications assistant at Puppies United piques my interest. I feel I meet the qualifications perfectly and I am writing to express my interest in, and enthusiasm for, the position.

Last summer, I worked for the nonprofit agency Kittens Forever as a communications intern. My duties including maintaining the social media feed and assisting the marketing department. Also, after receiving my communication arts degree from Benedictine University in May, I enrolled in a marketing development program to further enhance my skill set.

Based on your description of the ideal candidate, I also offer:

- Fluency in Spanish
- Experience with nonprofits as a communications intern.
- A solid foundation in software, such as MS Office, Adobe CC and HTML programing.
- Solid interpersonal and communication skills as well as the ability to work cohesively as a part of a team.
- Excellent critical thinking skills to fix or solve various problems.

Advocating for animals has been a life-long passion of mine and I want to use my excellent skills to do just that. I would welcome the chance to meet in person to share more of my qualifications and learn more about your support needs. Please feel free to call me at (312) 555-5555 or email at chris@somedomain.com.

Thank you for your time and review of the enclosed resume, and I look forward to speaking with you soon.

Sincerely,

John Smith

02/12/22

To whom it may concern,

Given my experience and interest in this field, along with my track record, I believe I can be a valuable addition to your team. I am writing in response to your advertisement for the open Public Relation position.

On successfully obtaining a Post- Graduate Degree in Communications from GHI University, I chose to pursue a job as a Public Relations Officer at ABC Company where I could make the most use of my qualifications. I was part of a team that was in charge of scanning for public opinion and devising appropriate communication strategies for the Company.

Five years later, I took up the position of PR Team lead at DEF, and have been working here up to now. In my career spanning 12 years, I have helped work on over 100 public relations projects that cover media releases, Corporate Social Responsibility campaigns, marketing announcements, media analysis and social media campaigns.

Strong creativity skills and the ability to grasp customers' needs and expectations have helped me launch several successful campaigns, including the ones on the social medial channels. I have also been a recipient of multiple awards during my tenure in Public Relations, the most important being the "Employee of the Year" award.

Throughout my academic life, I had been an active participant in college events and this quality of being pro- active, adaptable and self- motivated has continued to manifest in my work as well. Being creative, a team-player and the ability to think on my feet has enabled me to successfully execute my projects within deadlines and budget stipulations.

I have attached my resume for your perusal. Should you require any details and would like to take this forward, do not hesitate to get in touch with me. I look forward to your response and an opportunity to discuss my candidature further.

Sincerely,

Jane Smith

02/12/22

To whom it may concern,

I came across a job posting for the position within your Public Relations department of your organization and wish to apply.

My expertise encompasses different aspects of strategic communications. Over the years, I have earned an enviable reputation of successfully projecting every product assigned to me. Thanks to my keen observation and analysis skills, I possess an ability to conceptualize promotional content in a manner that hits all the right chords with the consumer. Growing audience and contributing to the company's bottom line is what drives me to devise result-oriented communication plans and it is with some pride that I say I have had a successful and rewarding public relation career so far.

In addition to handling all aspects of planned publicity campaigns in my current role of Public Relation Officer at XYZ firm, I am responsible for:

- Planning publicity strategies and campaigns
- Producing presentations and overseeing production of press releases
- Speaking publicly at press conferences and interviews
- Organizing promotional events
- Analyzing media coverage
- Overseeing production of in-house journals, publicity brochures, news articles, promotional videos

Besides my experience and expertise in this field, I bring the following skills to the Public Relation position at your firm:

- Excellent communication skills, both in writing and orally
- Strong IT skills
- Excellent interpersonal skills
- Awareness of different media agendas
- Creativity
- Initiative
- Strong presentation skills

I request you to go through my resume, attached with my application, which lists all information related to my work experience, job duties, professional achievements, and education. I look forward to hearing your decision and sincerely hope you will provide me with an opportunity of a one-to-one interview.

Sincerely,

Jane Smith

Where to get a job

[WayUp](#) – WayUp is a job search site specifically designed for college students and recent grads. It offers job postings, resume-building tools, and a free career resource center.

[Internships.com](#) – Internships.com is a job search site specifically for internships. It offers job postings, resume-building tools, and a career resource center.

[Handshake](#) – Handshake is a job search platform specifically for college students. It offers job postings, resume-building tools, and career advice.

[College Recruiter](#) – College Recruiter is a job search site specifically for college students and recent grads. It offers job postings, resume-building tools, and career advice.

[USAJOBS](#) – USAJOBS is the official job search site for the U.S. Federal Government. It offers job postings, career resources, and job search assistance.

[FlexJobs](#) – FlexJobs is a job search site specifically for flexible, remote, and part-time jobs. It offers job postings, resume-building tools, and career advice.

[JobHero](#) - JobHero provides access to thousands of job postings and advice to help college students find the right career.

[Snagajob](#): Snagajob helps college students find part-time jobs and seasonal work.

----- Major job seeking websites below -----

[Glassdoor](#) – Glassdoor is a job search site specifically for those in the business world. It offers job postings, salary information, and company reviews.

[LinkedIn](#) – LinkedIn is the leading professional networking site, and the ideal place to start your college job search. You can use the platform to search for jobs, create a professional profile, and network with employers.

[Indeed](#) – Indeed is one of the most popular job search sites, and it's a great resource for college students. Indeed offers a wide range of job postings, resume-building tools, and a salary calculator.

[Monster](#) – Monster is a job search site for all industries, offering job postings, resume-building tools, and career advice.