LEVEL
2

CAREER DEVELOPMENT GUIDE: *EXPERIENCE*

Career Development and
Community Engagement
UNIVERSITY *of* WEST FLORIDA

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CDCE is ready to help!

Hours: Monday-Friday | 8 a.m.-5 p.m.

Drop-In Hours: Monday-Thursday | 10 a.m.-4 p.m.
No appointment needed

UWF Career Development and Community Engagement
11000 University Parkway
Building 19
Pensacola, FL 32514

For assistance, **call 850.474.2254** or **email career@uwf.edu**

Argo2Pro: Career Readiness Program

WHAT IS ARGO2PRO: CAREER READINESS PROGRAM?

The Argo2Pro: Career Readiness Program highlights eight skills identified by the National Association of Colleges and Employers (NACE) as essential to professional success, regardless of industry. The program is structured into three levels to help you prepare the fundamental skills needed to enhance your employability while completing your academics.

As you progress through each of the three levels, Explore, **Experience** and Excel, you will be able to:

1. Explore: Identify your strengths and areas for improvement for each skill.
2. ***Experience: Identify and track experiences that will help you to develop each skill.***
3. Excel: Take steps towards your professional future by earning badges as you achieve each skill that validates your experiences.

To get started with your career readiness journey, visit **uwf.edu/argo2pro** to complete a Skills Confidence Assessment, build an Individualized Career Plan, and learn more about the Argo2Pro: Career Readiness Program.

LEVEL 2: EXPERIENCE

The Experience level of Argo2Pro features resources that will help you deepen your knowledge and become more aware of your interests as you gain experience applying skills to various situations.

These resources address strategies to help you with:

• Developing the skills that employers are looking for in a candidate.
• Learning how to obtain experience through an internship, co-op, or other high-impact practice.
• Validating your experience by earning digital badges.
• Constructing your job applications materials to showcase your skills.

Transferable Skills

TRANSFERABLE SKILLS

As introduced in Level 1 Explore, we identified ths eight most important transferable skills employers look for in a candidate. You develop and practice these skills every day, but knowing how to identify them can be difficult at first. Let's review these transferable skills in the list below.

NACE Top Eight Skill Competencies / Transferable Skills

- Communication
- Critical Thinking
- Teamwork
- Professionalism
- Equity and Inclusion
- Technology
- Career and Self Development
- Leadership

From the list of career readiness skills above, which do you excel in?

_____

_____

_____

How can you develop the skills you aren't as confident in?

_____

_____

_____

COMMUNICATE YOUR VALUE WITH TRANSFERABLE SKILLS

You have likely used more transferable skills than you realize, even if you have not gained experience in your field yet. Use the table below to inventory your skills and brainstorm how you could highlight them on your resume and cover letter.

Organization and Management Direct and guide a group in completing tasks and attaining goals	Interpersonal and Communication Exchange, transmit, and express knowledge and ideas	Research, Data and Technology Search for specific knowledge and utilize technology
• Initiating new ideas • Making decisions • Overseeing tasks or projects • Solving problems • Meeting deadlines • Managing time • Working under pressure • Multi-tasking • Prioritizing and organizing • Developing goals • Supervising • Motivating • Coordinating • Assuming responsibility • Teaching • Interpreting policy • Mediating • Recruiting • Resolving conflict • Organizing • Giving directions	• Maintaining team cooperation • Interacting and appreciating people from different backgrounds • Leading others • Speaking effectively • Writing concisely • Listening actively • Expressing ideas • Facilitating discussion • Providing appropriate feedback • Negotiating • Perceiving nonverbal messages • Persuading • Describing feelings • Interviewing • Editing • Summarizing • Promoting • Working on a team • Conducting presentations or speeches • Thinking on one's foot	• Analyzing statistical data and ideas • Defining needs • Investigating • Reviewing literature for information • Gathering information • Formulating hypotheses • Calculating and comparing • Developing theory • Developing questionnaires/surveys • Identifying resources • Outlining • Producing results • Setting goals • Thinking critically • Predicting and forecasting • Solving technical problems • Utilizing specific programs and software • Preparing graphs and documents • Conducting effective Internet research • Illustrating computer programming • Designing web pages

Human Relations Attend to social, physical, or mental needs of people	Design and Planning Imagine the future; develop a process for creating it
• Being sensitive • Counseling • Advocating • Coaching • Providing care • Convey feelings and thoughts • Empathizing • Attending to others' needs • Facilitating group process	• Anticipating problems and identifying key issues • Creating images • Designing programs • Planning events • Brainstorming new ideas • Improvising and creating solutions • Conceptualizing and composing • Thinking visually • Anticipating the consequences of action or inaction

Adapted and reprinted with permission from Binghamton University Career Development Center

PRACTICE: TAKE STOCK OF YOUR TRANSFERABLE SKILLS

This activity will help you to identify which skills and examples you can highlight on your resume and cover letter depending on what is listed in the job description.

1. Review the tables of transferable skills on page 5 and underline all the skills that you have.
2. On the same table, circle the 10 underlined skills you enjoy using the most.
3. Write your top 10 skills in the blanks below.
4. Below each preferred skill, briefly describe how you have used that skill in a job, class, internship, or other activity.

1
Most Preferred Skill:_____
Example of Using This Skill:_____

2
Most Preferred Skill:_____
Example of Using This Skill:_____

3
Most Preferred Skill:_____
Example of Using This Skill:_____

4
Most Preferred Skill:_____
Example of Using This Skill:_____

5
Most Preferred Skill:_____
Example of Using This Skill:_____

6
Most Preferred Skill:_____
Example of Using This Skill:_____

7
Most Preferred Skill:_____
Example of Using This Skill:_____

8
Most Preferred Skill:_____
Example of Using This Skill:_____

9
Most Preferred Skill:_____
Example of Using This Skill:_____

10
Most Preferred Skill:_____
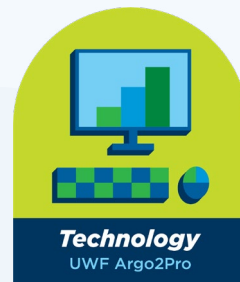Example of Using This Skill:_____

Digital Badges

VALIDATE YOUR SKILLS BY EARNING DIGITAL BADGES

One of the best ways to validate your experiences and showcase your skills to future employers is by earning digital badges. As you progress through your academic journey, you can earn these badges and display them in various ways to help you stand out to employers as a competitive candidate.

Visit **uwf.edu/argo2pro** to learn more about how to earn badges.

Your resume, portfolio, and professional social media accounts are great places to showcase your digital badges!

ARGO2PRO DIGITAL BADGES

Communicator
UWF Argo2Pro

Communication
UWF Argo2Pro

Inclusion
UWF Argo2Pro

Technology
UWF Argo2Pro

Leader
UWF Argo2Pro

Leadership
UWF Argo2Pro

Critical Thinking
UWF Argo2Pro

Career and Self Development
UWF Argo2Pro

Career Explorer
UWF Argo2Pro

Professional
UWF Argo2Pro

Professionalism
UWF Argo2Pro

Teamwork
UWF Argo2Pro

Career Ready
UWF Argo2Pro

Experiential Learning

Experiential learning means gaining active, hands-on experience in the real world as a part of your academic field of study and career development.

Through experiential learning, you can...
- Obtain career-related experience.
- Explore career interests and refine your future career goals.
- Network with professionals in your field and identify potential references.
- Develop your transferable skills.

PRACTICE: REFLECTING WITH EXPERIENTIAL LEARNING

Reflection is an important part of experiential learning that allows you to glean meaning from an experience. Because many experiential learning opportunities relate back to your classes and academics, it is good to consider how class concepts and theories may relate to you hands-on experience.

Below is a worksheet designed to help you reflect on your experiential learning opportunity. Reflection can come before, during, and after the opportunity. Before the experience, think about the organization's mission and how you plan to contribute to it. After the experience, ask questions to address what you learned, how it applied to your intended career, and what can you do with your acquired knowledge and skills in the future. Write your responses in the space provided below.

What have I learned in my classes that I want to experience in a workplace setting?

_____

_____

What do I want to gain by the end of this experience?

_____

_____

What have I learned from my experience that gives me a competitive edge in the future?

_____

_____

Internships and Co-ops

WHAT IS AN INTERNSHIP?

Usually sought by students in their junior or senior years, an internship is a professional learning experience that offers insightful work related to a student's field of study or career interest.

Characteristics of an Internship:
- One-semester experience that may or may not be for academic credit.
- Could be either paid or unpaid.

If you are looking for an internship to count for academic credit, speak with your advisor to determine eligibility.

PARKER DEWEY: PROJECT-BASED MICRO-INTERNSHIPS FOR UWF STUDENTS

Offering short-term, project-based professional experiences, Parker Dewey connects students and recent graduates looking to gain experience with companies offering paid professional assignments. These Micro-Internships are a great way for students to expand their resumes in a way that fits their schedule.

Parkey Dewey is an excellent opportunity for you if you are looking to:
- Use your free time to take on professional projects, that can prepare you for your career, while taking classes.
- Explore relevant career opportunities while getting paid and gaining experience

Learn more and apply today at **info.parkerdewey.com/uwf**.

WHAT IS A COOPERATIVE EDUCATION PROGRAM (CO-OPS)?

A co-op is a planned, paid, multi-semester opportunity where an organization employs students to receive work experience that directly correlates to the student's academic field.

Characteristics of a Co-op:
- Multi-semester experiences
- Always for course credit
- Always paid
- Students may experience two forms of Co-ops: parallel or alternating
  - Parallel Co-op: student works and goes to school at least three semesters in a row
  - Alternating Co-op: student alternates between workplace and school by semester

High-Impact Practices (HIP)

GAINING EXPERIENTIAL LEARNING THROUGH HIGH-IMPACT PRACTICES

Students who participate in High-Impact Practices (HIPs) and experiential learning are better equipped to face the challenges and demands of a 21st Century global society. HIPs are experiences that help you enhance your employability by gaining insight outside of the classroom and building workforce-ready skills. Whether it's a semester-long internship, research with a faculty member, a collaborative project, or joining a Study Abroad Program, a HIP experience on your resume will give you a competitive edge in the job market.

Do you still have questions, need guidance, or want to learn how HIPS can benefit your career preparation? Schedule a HIP appointment with a Career Coach through Handshake uwf.joinhandshake.com/edu

HIGH-IMPACT PRACTICE DIGITAL BADGES

Capstone Projects

Collaborative Projects

Common Intellectual Experiences

Diversity and Global Learning

ePortfolios

Internships and Field Experience

First-Year Seminars and Experiences

Intensive Writing

Learning Communities

Research with Faculty

Service and Community-Based Learning

Resumes

BUILDING YOUR RESUME AND IDENTIFYING YOUR EXPERIENCE

As you gain experience and develop your skills, it is important to learn how to show off your skills to employers by building a resume. Let's start by reviewing the basics of resume writing.

RESUME BASICS

Your resume is a professional representation of who you are and what you can bring to the position. Use your resume to highlight your skills, accomplishments, and experience.

The first step is choosing your resume format. You can choose a chronological, functional, or hybrid format. Each format emphasizes a different side of your unique qualifications, be it experience, skills, or a bit of both. See page 13 for descriptions of each format and pages 18-27 for examples.

After you decide on a format, reflect on what you have accomplished in and out of the classroom. Approach this from the employer's perspective, and think about the skills they seek in a candidate. Make a connection by showcasing experience related to the position you are applying for.

RESUME CONTENT

Header

Include important contact information, namely phone number, email address, and your address. If you are not comfortable using your full address, using the city and state where you currently live is acceptable as well. Links to access your completed LinkedIn profile or professional website/portfolio can also be in the header if you have them.

Objective

Objective statements are usually optional and should only be included if the application does not require a cover letter. You should include the position title, the name of the organization you are applying to and a few skills you would like to highlight.

Body

Here are some examples of possible resume headings to include:

- Education
- Related Coursework
- Honors and Achievements
- Experience
- Volunteer Experience
- Skills
- Language Skills
- Professional Affiliations

The Argo2Pro: Skills Assessment can help you identify which skills to highlight and which to still improve on your resume and cover letter.

Best Practices for Your Resume

- Tailor your resume to each position for which you apply.
- Provide evidence of your experience through stories that convey your skills.
- Use bulleted lists to describe activities and offer examples.
- *Begin bullet points with power verbs (Attained, Demonstrated, Earned, Exceeded, etc.).*
- *Answer the journalistic questions of who, what, when, where, why and how.*
- *Quantify results and use numbers whenever possible.*
- Avoid personal pronouns (I, we, my, etc.).
- Use bold text to emphasize information such as headers but avoid italics and underlining.
- Write your resume yourself. Do not use a generator, online format, or have someone else write it for you.
- Keep your resume concise, as employers will be scanning it as they evaluate your application.
- Be consistent across sections. (Keep your dates and titles aligned in the same column, use the same font, spacing, etc.).

REFERENCES

You want to avoid listing your references on your resume. Instead, state "References are available upon request" at the bottom of your resume and create a separate reference sheet as detailed on pages 20 and 23.

Reference Sheets

The purpose of a reference sheet is to list people that a potential employer can call to receive an honest recommendation of you as an applicant. Examples: Past employers, professors and advisors all make for excellent references.

Best Practices on Reference Sheets

- Ensure you have permission from all your references to include them in an application.
- Give them a copy of the job description and resume you apply for so they are prepared for any questions they may be asked.
- Unless otherwise requested, do not include friends or family members as references.

RESUME FORMATS

Functional Resumes (examples on pages 18-19)

A functional (or skills-based) resume organizes information into functional groupings of skills or accomplishments.

Key characteristics include:

- Emphasizes skills, de-emphasize job history.
- Presents skills and experiences grouped by specific functions (i.e., writing, research, communication, leadership, graphic design, etc.).
- Used by career changers and those wanting to summarize, not reiterate, the same experiences.

Chronological Resumes (examples on pages 20-21)

A chronological resume organizes information by jobs and/or experiences in reverse chronological order with the most recent experience listed first.

Key characteristics include:

- Emphasizes employment history.
- Lists positions and employers in reverse chronological order.
- Describes activities and accomplishments in each job.
- Used by people changing jobs or advancing within a career field.

Hybrid Resumes (examples on pages 22-23)

A hybrid resume is a combination of the chronological and functional formats. This type can be used to highlight skills that are relevant to the job you are applying for and provide the chronological work history.

Key characteristics include:

- Emphasized both skills and work/experiential learning background, employing relevant aspects of each to promote experience related to opportunity sought.
- Utilizes best practices for both functional and chronological resumes.
- Includes supplemental experience or additional employment sections as experience allows.
- Used by individuals who have some—but not extensive—experience in the field/industry they hope to enter.

Federal Resumes

A federal resume uses the same information from other resume formats, but goes into more depth about your skills, past duties and accomplishments. Visit **gogovernment.org** to see more in-depth instructions on how to create a federal resume.

Private industry key characteristics:

- 1-2 pages.
- No salaries or supervisors listed.
- Fewer details in descriptions.
- Creative, graphic, and functional resumes are acceptable.
- Keywords are desireable.

Federal government key characteristics:

- 3-5 pages.
- Salaries and Supervisor names included.
- More details for work descriptions to demonstrate your qualifications for a job.
- Chronological, traditional formats are acceptable.
- Keywords are needed.

Curriculum Vitae

CURRICULUM VITAE BASICS

A Curriculum vitae (CV) is used in academic circles and medical careers as a replacement for a resume and is far more comprehensive. A CV elaborates on education to a greater degree than a résumé and is expected to include a comprehensive listing of professional history, including every term of relevant employment, academic credential, publication, contribution or significant achievement. In certain professions, it may even include samples of the person's work and be several pages in length. One of the most important things to remember when working on your CV is that there is not one standard format. There are different emphases in each discipline, and a good CV emphasizes the points that are considered to be most important in your discipline and conforms to standard conventions within your discipline. Examples of CV are available on pages 24-25.

Common CV Headings
- Name and contact information
- Education
- Dissertation title or topic
- Fellowships/awards/honors
- Research experience
- Teaching experience
- Other relevant experience
- Presentations*/conferences
- Publications*

Consult your field's publication style guide for the recommended approach to citing these works.

Additional Headings to Consider
- Certification(s)
- Professional associations
- Leadership and service
- Community involvement
- Research Interests
- Special training
- Languages (include level or proficiency)
- References

Cover Letter

COVER LETTER BASICS

A well-written cover letter should complement your resume and will help paint a more complete picture of who you are as a person and candidate. Each cover letter should be specific to the position for which you are applying; therefore, one cover letter does not apply to all circumstances. When writing a cover letter, make sure you write it from the employer's perspective (e.g., what unique contributions are you going to bring to the job/company?). Try to keep your letter to one page and include at least three paragraphs. Examples of cover letters are available on pages 26-27.

- Distinguish yourself by addressing your cover letter to a specific individual if possible. Call or visit the company to get the appropriate person's name and title.
- Do not just reiterate your resume; make sure you touch upon aspects of your character and personality.
- If you heard about the position through networking, make sure you state that early in your letter.
- Show that you have done your research by mentioning what interests you most about the position/company.
- Use the same high-quality paper for your resume, cover letter, and reference sheet.
- If you are emailing your resume to an employer, use a shortened version of the

Types of Cover Letters

Application Letter: You are applying for a job posted for open recruitment. In this case, you can use the job description to help draw a connection between what the company is looking for and your unique skills and experiences.

Prospecting Letter: In this case, there is not an open position, but you are interested in working for a specific company. You will need to highlight your unique contributions. In your concluding paragraph, be sure to make mention of the next step and be prepared to follow up on your own.

Networking Letter: Your main objective is to identify a specific connection between you and the reader. Make sure to mention this connection early on in the cover letter. The rest of the letter should be written as a prospecting letter.

CAREER READINESS CHECKLIST: *EXPERIENCE*

Fill out the checklist below as you explore your knowledge and skills on career readiness. When all checkboxes have been marked, you have completed Level 2: Experience! Great job, Argo! Make sure to check out Argo2Pro on **uwf.edu/argo2pro** for Career Readiness Guide Level 3: Excel.

Critical Thinking

- Set deadlines and use SMART goals to begin preparing for your job or graduate school search.
- Participate in on-campus programs that challenge you to think critically.
- Gain experience and enhance your critical thinking skills by working on campus or completing an internship.

Communication

- Continue to network and form relationships with professors and employers in your career field(s).
- Enhance your storytelling skills and develop your one-minute commercial.
- Gain experience and enhance your communication skills by working on campus or completing an internship.

Teamwork

- Join extracurricular activities on campus that emphasizes teamwork.

Technology

- Monitor and expand your social media presence:
  - Use social media or other media platforms in your job search.
  - Review your social media pages to ensure that are employer-friendly.
- Use Handshake to explore opportunities related to your career interests.

Leadership

- Join a professional organization and pursue a leadership position.
- Gain experience and enhance your leadership skills by working on campus or completing an internship.

Professionalism

- Volunteer with agencies and events in the community that align with your career interests.
- Build transferable skills through hands-on Experiential Learning opportunities such as a job shadow, volunteer or internship experience.
- Gain experience and enhance your professional skills by working on campus or completing an internship.

Career and Self Development

- Participate in a mock interview with the CDCE.
- Complete your Handshake profile.
- Update your resume and cover letter with CDCE or submit a **request for CDCE to review them**.
- Attend career-related events like Argos Meet the Pros or Career Road Trips to network and learn about job/internship opportunities.

Inclusion

- Attend workshops and become an advocate for inclusion.
- Volunteer with programs centered around accessibility and inclusion.

LEVEL 1 .... LEVEL 2 ➤ LEVEL 3

NEXT IS LEVEL 3: EXCEL!

CDCE Resources Made Easy

Above and beyond the appointments and events CDCE offers, there is a collection of on-demand resources available to help you prepare for your future. Sometimes, it takes work to know where to look or even what you are looking for. So we put together this guide to help simplify your search.

Resources	Services Available	How to Access
Argo2Pro	• Create an action plan, unique to your goals. • Achieve skills to earn badges that can help showcase your abilities to employers.	Website: **uwf.edu/argo2pro**
biginterview	• Practice and develop your interviewing skills on your own. • Research commonly asked questions and answers for them.	Website: **uwf.biginterview.com** Can be accessed through MyUWF Access **CDCE's Big Interview page**
Focus 2	• Take a personality assessment to find out what careers are best for you. • Explore what careers are connected to your major. • Learn how much money you can make in a certain career field.	Website: **uwf.edu/focus2career**
Handshake	• Find job listings from employers seeking college students and/or recent graduates. • Help you create or check over resumes and cover letters. • Explore upcoming career events and research employers.	Website: **uwf.joinhandshake.com/edu** Can be accessed through MyUWF Access **uwf.edu/handshake** for more information
MYFLORIDAFUTURE	• Learn how much money you can make with your chosen degree.	Website: **flbog.edu/myfloridafuture**
PARKER DEWEY	• Gain professional experience and get paid without making a huge time commitment.	Website: **info.parkerdewey.com/uwf** Access **uwf.edu/hip** for information on experiential learning

Bill Nye

1250 Pensacola Drive, Pensacola FL
(850) 222-2222
www.linkedin.com/nye | www.nyesciencesite.com

Education

Bachelor of Science, Chemistry
University of West Florida - Pensacola, FL   2024

Relevant Coursework: Organic Chemistry, Biochemistry,
Microbiology, Inorganic Chemistry, Instrumental Analysis

Honors and Achievements: 2021, 2022
• President's list   2020
• Dean's List   2020

Skills and Abilities

Verbal and Written Communication
• Presented research reports in biochemistry regarding the electron configuration in atoms to 40 students and faculty members.
• Instructed sophmore-and-junior-level students as part of class participation in chemistry labs in order to maintain a safe environment.
• Generated 20+ reports on chemical testing within 3 chemistry labs, which included supply inventories, ongoing work, and lab incidents.

Organization
• Prepared schedules and timesheets for tasks to be completed weekly over the course of 3 years.
• Organized systemic routes for service delivery to ensure energy efficiency and product security.

Management and Supervision
• Supervised and trained over 10 individuals in proper safety and security procedures.
• Interacted with faculty, staff, and students in order to maintain a good study environment within the Chemistry Department.
• Initiated and led 5 workshops to train 17 chemisty tutors on effective tutoring strategies.

Training

Good Manufacturing Practice   May 2022
World Health Organization

Fundamentals of Regulatory Chemistry   September 2021
Federal Drug Administration

Chemical Labratory Safety   February 2021

Certifications

Career Explorer Digital Badge   July 2022
University of West Florida

Effective Communication Digital Badge   May 2021
University of West Florida

Cross-Cultural Competency Digital Badge   May 2020

Employment

Ice Cream Attendant   September 2021 - May 2022
Twistee Freeze Ice Cream Shoppe - Pensacola, FL

Rod & Steel Salesman   January 2020 - August 2021
Jerry's Bait and Tackle - Pensacola, FL

Lawn Mower   March 2017 - October 2019 (seasonal)
Self Employed - Pensacola, FL

Anita Job

9975 University Pkwy
Pensacola, FL 32514

(850) 777-7777
ajob@gmail.com

OBJECTIVE

To obtain the Anthropology Intern position with Peoples of the World, Inc.
where I can offer my leadership and teamwork skills.

EDUCATION

May 2024   **Bachelor of Arts**   University of West Florida - Pensacola, FL
Anthropology   Emphasis: Cultural Anthropology

Relevant Courses
People and Cultures of the World, History of Anthropology,
Method and Theory, Applied Anthropology

May 2024   **Associate of Arts**   Future Argo Community College - Pensacola, FL
Anthropology

SKILLS AND ABILITIES

Communication
Verbal
- Presented over 10 research reports to groups ranging in size from 15 to 50 describing ongoing research of topics including domestication throughout history, food habits along the Gulf Coast, and global rites of passage.
- Interviewed over 30 individuals at the University of West Florida, as part of research conducted on alcohol consumption amongst students.
- Interacted with diverse populations on topics relevant to their needs in an academic setting.

Written
- Prepared 20-page reports on topics including Applied Anthropology Ethics and The Value of Anthropology in the 21st Century.
- Transcribed notes taken from 30 oral interviews as part of ongoing research conducted by the UWF Anthropology Department.

Leadership and Teamwork
- Conducted 10 independent original research projects in areas of Anthropology.
- Initiated a departmental study group for Anthropology students to maintain and enhance understanding of current research in Anthropology.
- Participated in research projects designed to engage multiple researchers in order to foster cross-discipline collaboration.
- Managed a group of 12 undergraduate researchers for a field study project focused on alcohol consumption as compared with rates of retention at UWF

Human Relations
- Worked with diverse populations, age groups, and gender identities.
- Engaged as a liaison with minority groups at the UWF campus.

CERTIFICATIONS AND TRAINING

Awarded July 2022 for completion of the UWF Career Readiness Module

Awarded May 2021 for completion of ENC1101 or a course for which ENC1101 is a prerequisite

Awarded May 2020 for completion of UWFCross-Cultural Competency Course

PROFESSIONAL INVOLVEMENT

June 2022 - Present   Anthropology Club, University of West Florida
Feb. 2021   American Anthropological Association Conference, Attendee

Matt R. Rodgers

1111 Neighbor Way
Pensacola, FL 32514
www.linkedin.com/MrRodgers

850-474-2000
Mr.Rodgers@gmail.com
MRhospitalityportfolio.com

OBJECTIVE

To obtain the Hospitality Coordinator position with ABC Company, utilizing my strong communication skills and knowledge of successful customer service practices.

EXPERIENCE

5/2019-8/2020
Event Coordinator/Trainer
Walt Disney World, Animal Kingdom—Orlando, FL

- Provided customer service for various areas of tourist-oriented theme park
- Served as relief shift leader for up to 20 employees
- Trained 12 new employees in guest relations and standard operating procedures or attractions

5/2018-7/2018
Deckhand Trainee/Student
Sail Away—Cutchogue, NY

- Worked aboard a 13-foot-gaff-rigged schooner for nine weeks while sailing around the Caribbean and along the East Coast
- Learned navigation techniques including basic and celestial navigation
- Performed supervisory duties over 7 deckhands as Junior Watch

EDUCATION

5/2022
Bachelor of Science, Global Hospitality and Tourism
University of West Florida, Pensacola, FL

Minor: Marketing
Overall GPA: 3.4

LANGUAGES

English—Native Language
Spanish—Proficient, Conversational

CAMPUS INVOLVEMENT

6/2019-5/2020 Club Managers Association of America, President

1/2018-5/2019
8/2018-9/2019 Club Managers Association of America, Secretary

5/2018-8/2019 Homecoming Executive Board, Volunteer Coordinator

CERTIFICATIONS

6/2022
Career Explorer Digital Badge
Issued by University of West Florida for completion of the Career Readiness Module

5/2021
Effective Communication Digital Badge
Issued by University of West Florida for completion of ENC1101 or a course for which it serves as a prerequisite

5/2020
Cross-Cultural Competency Digital Badge
Issued by University of West Florida for completion of the Cross-Cultural Competency Course

REFERENCES

Available Upon Request

John E. Law

11000 University Pkwy • Pensacola, FL 32514 • (850) 867-5300 • jel7@students.uwf.edu

EDUCATION

Bachelor of Arts, Criminal Justice   **May 2024**
University of West Florida, Pensacola, FL
Minor: Pre-Law
GPA: 3.92

Relevant Courses: Criminology, American Criminal Justice System, Judicial Process, and the Legal System

EXPERIENCE

Intern   **Sept. 2022 - present**
Florida Department of Law Enforcement, Tallahassee, FL
- Prepared daily reports for review by multiple levels of oversight within the department
- Analyzed criminal statistics on a weekly basis for generated reports
- Operated a statewide database of 200k+ individuals overseen by the department
- Assessed potential areas for growth in Florida Law Enforcement

Military Police Officer   **Jan. 2013 - Dec. 2019**
United States Marine Corps, various locations
- Dispatched military police officers in response to incidents ranging from violent crimes to theft
- Reported on criminal activities within the Marine Corps in order to assess problem areas
- Trained over 20 new recruits on tactics and techniques used by military police
- Maintained equipment such as weapons and safety gear for a staff of 50 military police officers

TRAINING AND CERTIFICATIONS

Career Explorer Digital Badge   **July 2022**
- Issuer: University of West Florida
- Awarded for completion of the UWF Career Readiness Module

Effective Communication Digital Badge   **May 2021**
- Issuer: University of West Florida
- Awarded for completion of ENC1101 or a course for which ENC1101 is a prerequisite

Cross-Cultural Competency Digital Badge   **May 2020**
- Issuer: University of West Florida
- Awarded for completion of UWF Cross-Cultural Competency Course

PROFESSIONAL ORGANIZATIONS

- Academy of Criminal Justice Sciences, member   Sept. 2021 - May 2023
- American Society of Criminology, member   Nov. 2021 - May 2022
- University of West Florida; Alpha Phi Sigma, President   May 2021 - April 2022

VOLUNTEER EXPERIENCE

Habitat for Humanity   **June 2021 - April 2022**
250 total hours
- Participated with Alpha Phi Sigma for over 200 community service hours assisting the rebuilding and upkeep of housing for low-income families
- Directed student volunteers on 3 build sites in a range of activities from painting to installing drywall for over 50 hours

John Smith

123 Main St., Pensacola, FL, 32514
820-000-1234
john.smith@gmail.com
www.linkedin.com/johnsmith123

EDUCATION

Bachelor or Science, Computer Science **12/22**
University of West Florida, Pensacola, FL

Selected Coursework: Software Engineering I and II, Human-Computer Interaction,
Theory and Fundamentals of Networks, Advanced Computer Programming, Data Mining

PROFESSIONAL EXPERIENCE

Computer Systems Specialist Intern **08/22 - Present**
Big Computer Corporation, Milton, FL
- Installed and engaged in troubleshooting on Windows systems
- Maintained and performed regular troubleshooting on servers
- Developed and updated help desk tickets for various activities
- Provided training for various administrative software packages
- Coordinated with management and processed various quotes for service
- Performed research on all computer hardware and software

SKILLS AND ABILITIES

Teamwork and Communication
- Conducted computer and system performance tests and troubleshooting exercises in a labratory environment with teams ranging from 2-6 researchers utilizing Python code on Linux operating systems
- Delivered presentation addressing networking fundamentals and employing Cisco routers and switches to 35 peers
- Interacted with 100+ customers weekly through sales-oriented positions, answering inquiries, providing high-quality service, and consistently receiving positive feedback from teammates, customers, and supervisors

Technical Skills
- Languages: Java, C++, C, Visual Basic .NET, ASP .NET, Visual Basic 6
- Software Packages: Adobe Photoshop, AutoCAD, Microsoft Visio
- Databases: MS SQL SERVER, IBM DB2, Database Design
- Operating Environment: UNIX, Linux, Windows

TRAINING AND CERTIFICATIONS

Career Explorer Digital Badge **07/20**
- Issued by the University of West Florida for completing the UWF Career Readiness Module

Effective Communication Digital Badge **05/20**
- Issued by the University of West Florida for completing ENC1101 or a course for which it serves as a prerequisite

Cross-Cultural Competency Digital Badge **02/20**
- Issued by the University of West Florida for completing the UWF Cross-Cultural Competency Course

ADDITIONAL EMPLOYMENT HISTORY

Pizza Delivery Driver **09/20 - 08/22**
The Pizza Place of Pace, Pace, FL

Cashier **07/19 - 09/20**
Flomaton's Finest Fast Food Restaurant, Flomaton, AL

Dee Sharp

11000 University Parkway | Pensacola, FL
(850) 474-2000 | DSharp@gmail.com

Objective:

To obtain the position of Flautist, First Chair, for the Pensacola Philharmonic, promoting musical appreciation to the local community

Education:

Bachelor of Music, Music Performance   **May 2023**
University of West Florida, Pensacola, FL
GPA: 3.41

Associate of Arts, General Studies   **May 2020**
Pensacola State College, Pensacola, FL

Relevant Employment:

Flautist, First Chair   **March 2019- present**
UWF Symphonic Band, Pensacola, FL

- Performed over 20 original pieces to a diverse population ranging in group size from 20 to 200 at a variety of venues including the Saenger and Pensacola Little Theater
- Interacted with audience members after performances to encourage continued public support and involvement in the UWF Music program
- Supervised 3 incoming flautists in the UWF Music program
- Composed and performed senior recital, attended by 50+ students, faculty, and members of the public

Relevant Proficiencies:

Music Appreciation Promotion
- Participated as flautist in pep rallies, football games, and other events totaling over 200 performances
- Organized recital for music students to perform for friends and family
- Instructed 5 students individually on a weekly basis for 10 hours on how to perform using instruments such as piano, trumpet, flute, and bassoon

Flautist / Performance Technique Expertise
- Presented a research paper addressing flautist techniques and methods to 25 musicians
- Trained 50+ student musicians on techniques and methods for successful marching performance

Organization and Musician Development
- Developed materials to assist future volunteers or seniors in training new members of marching band
- Produced training timesheets and practice schedules for music students

Training and Certifications:

Career Explorer Digital Badge
- Issuer: University of West Florida
- Awarded for completion of the UWF Career Readiness Module

Effective Communication Digital Badge
- Issuer: University of West Florida
- Awarded for completion of ENC1101 or a course for which ENC1101 is a prerequisite

Cross-Cultural Competency Digital Badge
- Issuer: University of West Florida
- Awarded for completion of UWF Cross-Cultural Competency Course

Relevant Proficiencies:

Music Appreciation Promotion   **December 2020 - July 2022**
Blue Lobster, Pensacola, FL

Flautist / Performance Technique Expertise   **August 2019 - December 2020**
First National Bank of Florida, Pace, FL

References: Available upon request

Jonathan O. Benjamin

(540) 555-3000 | job@uwf.edu
1200-F University Terrace | Destin, FL 32514

OBJECTIVE Post-doctoral research position related to DNA sequencing.

EDUCATION

Doctor of Philosophy, Microbiology, Expected June 2018
Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA
Dissertation: Regulation of aerobic gene expression in Escherichia coli
Advisor: Thomas W. Adamson

Master of Science, Biology, December 2013
University of West Florida, Pensacola, FL
Thesis: An examination of anthocyanin gene copy number in two northwest Delphinium species

Bachelor of Science, Biology: Minor: Chemistry, May 2011
University of West Florida, Pensacola, FL

HONORS/AFFILIATIONS

American Society for Microbiology, 2008-Present
Sigma Xi, The Scientific Research Society, 2014-Present
National Institutes of Health Pre-doctoral Fellowship, 2012-2013
Cunnigham Disseration Fellowship (Virginia Tech research grant), 2016-2017
Phi Beta Kappa, inducted 2008

RESEARCH INTERESTS

Regulation of aerobic gene expression
DNA sequencing and determination of DNA binding domains

TEACHING INTERESTS

Undergraduate biology and microbiology courses including microbiology, genetics,
and microbial genetics
Graduate microbiology courses.

RELATED EXPERIENCE

Research

Pre-Doctoral Fellow/Ph.D. Research, Department of Biology, University of West Florida,
Pensacola, FL, August 2015-May 2016

- Design and conduct experiments for purification and characterization of the repressor for the sn-glycerol 3-phosphate regulon of *Escherichia coli* K-12
- Identified structure of the *glp* repressor and determined DNA binding domains

Research Fellow, National Institutes of Health, Poolesville, MD

- Synthesized and purified hundreds of oligonucleotides
- Sequenced DNA
- Constructed a cosmid library from human blood DNA

Jonathan O. Benjamin

Research Assistant, Department of Biology, University of West Florida, Pensacola, FL
August 2010-May 2011

- Performed protein bioassays and prepared tissure cultures
- Assisted with DNA preparations for DNA fingerprinting, including isolating DNA and gel electrophoresis
- Analyzed data to present at the Student Scholars Symposium

Biology Research Technician, Biotech Research Labratories, Inc., Roanoke, VA
May 2020-August 2010

- Participated in DNA fingerprinting project
- Digested genomic DNA with restriction enzymes
- Separated digested DNA fragments by electrophoresis through agarose gels and transferring via employment of the Southern Blotting Technique
- Prepared buffers, photographed gels, and developed autoradiographs

Teaching

Labratory Instructor, Department of Biology, University of West Florida, Pensacola, FL
August 2012-December 2013

- Taught 2 labratory sections each semester for undergraduate introductory Microbiology course
- Prepared and coordinated the use of labratory materials, equipment, and resources

Teaching Assistant, Department of Chemistry, University of West Florida, Pensacola, FL
August 2011-May 2012; August 2012-May 2013

- Advised undergraduate chemistry students during office hours
- Graded quizzes and assignments

PUBLICATIONS

Doctor, J. B. and T. W. Advisor. Structure of the *glp* repressor and the determination of DNA binding domains. (in preparation)

Doctor, J. B. and T. W. Advisor, 2015. Structures of the promoter and operator of the glpD gene encoding aerobic *sn*-glycerol 3-phosphate dehydrogenase of *Escherichia coli* K-12. J. Bacteriol. 52: 136-162.

Advisor, T. W., J. B. Doctor, A. Colleague, and S. Colleague. 2013. Purification and characterization of the repressor for the *sn*-glycerol 3-phosphate regulon of *Escherichia coli* K-12. J. Biol. Chem. 118: 98-132.

ABSTRACTS

Doctor, J. B. and T. W. Advisor, 2015. Nucleotide sequence of the *glpR* gene encoding the repressor of *Escherichia coli* K-12. Am. Society for Microbiol., Anaheim, CA.

Advisor, T. W., J. B. Doctor, A. Colleague, S. Colleague, and A. M. Graduate. 2015. Tandem operators control sn-glycerol 3-phosphate glp gene expression in Escherichia coli Gordon Res. Conf., Meriden, NH.

Doctor, J. B. and T. W. Advisor. 2014. Regulation of aerobic sn-glycerol 3-phosphate dehydrogenase glpD gene expression in Escherichia coli K-12. Am. Soc. for Microbiol., Miami Beach, FL.

Jonathan O. Benjamin

Susie Jobseeker (your name and address)
1010 University Road, Apt. B.
Pensacola, FL 32514

September 25, 2020

Mr. Phillip Cross (employer's name, title, and address)
Assistant Director of Career Development and Community Engagement
University of West Florida
11000 University Parkway
Pensacola, FL 32514

Dear Mr. Cross,

First Paragraph. Your main objective in this opening paragraph is to give your cover letter focus by describing the position or type of work for which you are applying. You also want to let the reader know where you found the ad or how you heard about the opening/company (e.g., friend, social media, online job board, etc.) It is also advantageous to mention at least something about the company or position that interests you. This shows that you have done some research about the position and/or company.

Second Paragraph. This is where you pull out the "big guns." Make sure you draw a specific connection between the position/company and your qualifications and experiences. One of the most common pitfalls in cover letter writing is detailing how working for that company will benefit you. The employer really needs to know what unique contributions you are going to bring to the position/company. This is a great time to talk about educational experiences such as special projects completed in a specific class. Make sure you can cite specidic instances of demonstrated behavior. For example, if you say that you are an organized person, make sure you follow that statement with a specific exampne of how/when these organizational skills have helped you or been recognized by others. The cover letter is the time to speak about the "intangibles" of your character and personality whereas the resume is simply a listing of your experiences.

Final Paragraph. Refer the reader to the enclosed resume that summarizes your qualifications, training, experiences, etc. Assure the employer that you are the right person for the job by continuing to draw a connection between your unique skills and the position.company. Also, make mention of the next step. if there if an open position that has been posted, it probably means that there is a process already in place. In this case, it is acceptable to say, "I look forward to setting up an interview whereby we may discuss my qualifications further." If you are prospecting or networking to find a job, make sure you mention how you will follow up (e.g., "I will call you...," "I will be in your city on a certain date and would like to meet..."). Make sure to indicate your flexibility, repeat your phone number (or add a different number where you can be reached during certain hours), and offer any assistance necessary to help obtain a speedy response. Finally, make sure you thank the reader for their time reviewing your application materials.

Sincerely,
(Make sure you sign the letter or scan in your signature)

Susie Jobseeker

Enclosure
(This means that you have attached documents such as a resume and/or portfolio)

Susie Jobseeker
11000 University Parkway
Pensacola, FL 32514

February 6, 20__

Mr. Jason Quest
Executive Director of Marketing
ABC Company
111 ABC Parkway
Pensacola, FL 32514

Dear Mr. Quest,

This letter is intended to express my interest in the Marketing Associate position advertised at ABC Company'sCareer Opportunities page at ABC_Company/careers. I was excited to see the position posting as I have beendiligent about staying updated on developments at ABC Company for several years due to its reputation as one of the leading marketing companies in the South and because of its strong emphasis on giving back to the community.

Upon a review of my application materials, I'm sure you'll find that my experience aligns with what the jobdescription has identified as preferred qualifications for the position. For example, as a Marketing Intern with XYZ Company, I worked with a team of interns on a marketing campaign for Kraft Foods Group Inc. through which I developed a marketing proposal for the international company. The proposal was well received by my team, the XYZ Company, and Kraft Foods. In fact, the Executive Marketing Officer of Kraft Foods commented that the marketing proposal was among the most professional he had ever seen. Furthermore, Kraft Foods is planning to use the proposal to plan its 2014 campaign. Because the Marketing Associate job description specifically states that ABC Company hopes to find someone with experience developing marketing proposals and delivering them to key clients, I believe that my experience creating this proposal and developing similar proposals for nonprofits demonstrates my strengths in this area.

In addition to marketing proposal development background, I also gained additional pertinent experience during my time with XYZ Company. For instance, I was asked to create and deliver a presentation on how XYZ Company might better serve its clients. Creating a presentation that linked video, audio, and high resolution images was my first step in developing this presentation. I also prepared presentation content that allowed interaction among participants. After I delivered the presentation, the employees and interns in attendance were able to build upon the information I had delivered to articulate some of their own suggestions for how XYZ Company could better serve its clientele. The presentation enabled audience members to feel more comfortable discussing their own ideas for developing the organization with regarding to service. I have other examples from my past that I would love to discuss that further demonstrate my presentation and public speaking skills. As the job description for the Marketing Associate position highlights the importance of presentation skills and strong public speaking abilities, I believe that I have a great deal to offer ABC Company with regard to this area as well. For a summary of some of my other relevant experience, please see my attached resume.

Overall, I believe that I would serve as a strong asset to ABC Company. I am also sure that I would enjoy being a part of the team. As such, I will follow up with you in two weeks to answer any questions you may have about my application. In the meantime, please do not hesitate to contact me at (123)-456-7890 or by email at sjj10@student.uwf.edu. Also, I will be in your area the week of April 22nd and would love to meet face-to-face during that week if possible. Thank you for your time and attention to my letter and accompanying documents.

Sincerely,
(signed name)

Susie Jobseeker

Enclosure

Career Development and
Community Engagement

UNIVERSITY *of* WEST FLORIDA