

SAMPLE Resume

Jon B. Wright

5145 North Third Avenue
Cleveland, MS 38732

662.843.4755
jon.b.wright@yahoo.com

Skills: Proficient in Spanish, MS Office, Web design, shooting and editing video, Adobe Photoshop

Education:

20XX-Present **Delta State University** **Cleveland, MS**
Bachelor of Art
Journalism

20XX-20XX **Holmes County Community College** **Jackson, MS**
Associate of English
Communication and Journalism

Experience:

20XX-Present **Delta State University** **Cleveland, MS**
Graduate Assistant, Language and Literature Department

- Answered the phone and direct messages to appropriate individuals; Processed student applications; Created and edited monthly newsletters to members; Submitted Public Service Announcements to all the local radio and television stations; wrote articles for public news

20XX-20XX **The Bolivar Commercial** **Cleveland, MS**
Contributing Writer and Reporting Intern

- Covered stories on education, crime and politics in the Bolivar County branch of 50,000-circulation newspaper; averaged three stories a week.

20XX-20XX **Delta State University** **Cleveland, MS**
The Delta Statement, *News Editor*

- Assigned, edited and wrote stories for a weekly student newspaper.

20XX-20XX **The Learning Center** **Jackson, MS**
Communications/Spanish Tutor

- Assisted with instruction of diverse student population; Aided teacher with classroom management; Planned and directed lessons through the use of carefully designed programs; Taught individualized concepts; Organized and created effective learning centers and bulletin boards; Worked productively with staff, students, and parents

Activities: 3rd Place for Best News Story, The Confidant, Vice President

Awards: Provost Scholarship, Delta State University

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References:

Dr. Gary Allen
Language and Literature Department, Chair
Delta State University
DSU Box 563
1003 W. Sunflower Road
Cleveland, MS 38733
662.846.4695
gallen@deltastate.edu

Mr. Joshua Moore
Foreign Language, Chair
Holmes County Community College
HCCC Box 224
100 Bills Road
Jackson, MS 30956
662.715.8765
jmoore@hccc.edu

Mrs. Anita Miller
The Bolivar Commercial, Editor
P.O. Box 6533
200 Sharpe Street
Cleveland, MS 38732
662.843.9656
anita.miller@tbc.com

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23 January 20XX

Cecil Washington
Assistant Director
Campaign Communications
135 Cambridge Way
Louisville, KY 96105

**SAMPLE
Cover Letter**

Dear Mr. Washington:

I am writing to indicate my interest in the position of Assistant Director of Campaign Communications. I'm a passionate supporter of our current campaign, and a fully-engaged member of the College community. For many years, I've had a long and happy affiliation with this College, as a student and graduate assistant. My current position as Graduate Assistant in the Language and Literature Department has allowed close collaboration with my Chair, student majors, and 40-plus faculty, as well as many different offices and departments. It's been a joy to work at Delta State University, though, as I near completion of my bachelor's degree, I'm eager to use my talents in greater contribution to the College.

The position of Director of Campaign Communications provides a wonderful opportunity for the College to engage one of its most enthusiastic community members in promotion of its important message. It is a position where my interpersonal and organizational skills, and experience with so many college constituencies, could be put to very productive and successful use.

Speaking to position qualifications, concentrations in literature and writing in both my undergraduate and graduate programs here have allowed me to become a skilled writer. I prefer to work in a tempest of activity and embrace challenges where solutions and problem-solving are necessary. Technology is becoming a vital component in the day-to-day operations of most offices, and I look forward to incorporating the technologies I've used in the past, and I am very excited to work with new systems.

Perhaps the greatest asset I offer is the ability to work with many personalities and groups of people, and I realize just how valuable that is when working with College constituencies, on committees, and in my work with our Alumni Board. I can think of no better way to honor the riches of my education and work history than sharing the important message of this campaign.

I appreciate your considering my application. I look forward to hearing from you.

Sincerely,

Jon B. Wright

Jon B. Wright

Enclosure

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Journalism Interview Questions

- What was the last project you headed up, and what was its outcome?
- Give me an example of a time that you felt you went above and beyond the call of duty at work.
- Can you describe a time when your work was criticized?
- Describe a situation where you worked in a team? Describe a situation in which you solved a problem.
- What other careers have you considered/applied for?
- Why did you choose your degree subject?
- Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it?
- What is your greatest failure, and what did you learn from it?
- What irritates you about other people, and how do you deal with it?
- If I were your supervisor and asked you to write an article that you disagreed with, what would you do?
- What was the most difficult period in your life, and how did you deal with it?
- Give me an example of a time you did something wrong. How did you handle it?
- What irritates you about other people, and how do you deal with it?
- Tell me about a time where you had to deal with conflict on the job.
- What assignment was too difficult for you, and how did you resolve the issue?
- What's the most difficult decision you've made in the last two years and how did you come to that decision?
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.
- What are you looking for in terms of career development?
- How do you want to improve yourself in the next year?
- What kind of goals would you have in mind if you got this job?
- If I were to ask your last supervisor to provide you additional training or exposure, what would she suggest?
- How would you go about establishing your credibility quickly with the team?
- How long will it take for you to make a significant contribution?
- What do you see yourself doing within the first 30 days of this job?
- If selected for this position, can you describe your strategy for the first 90 days?