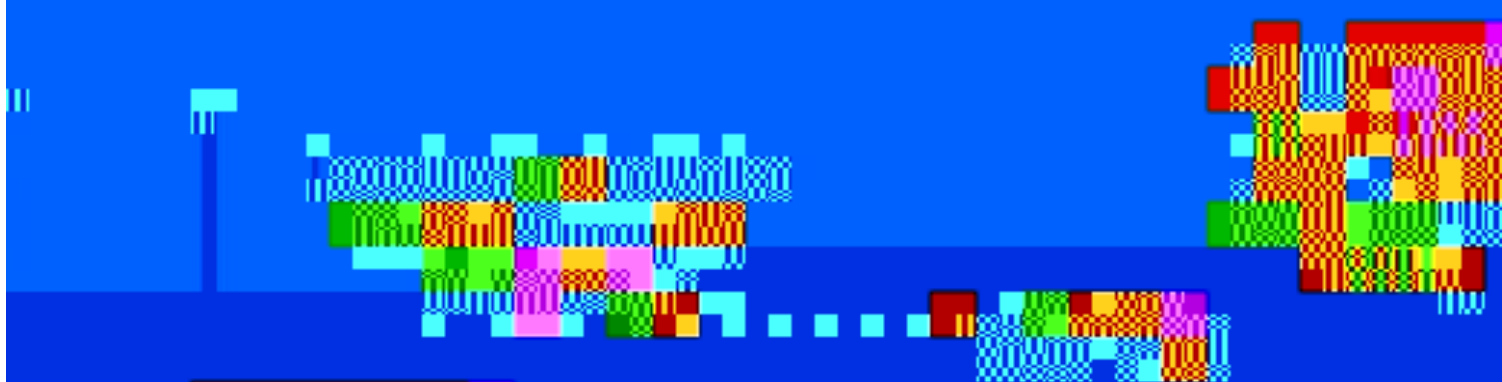
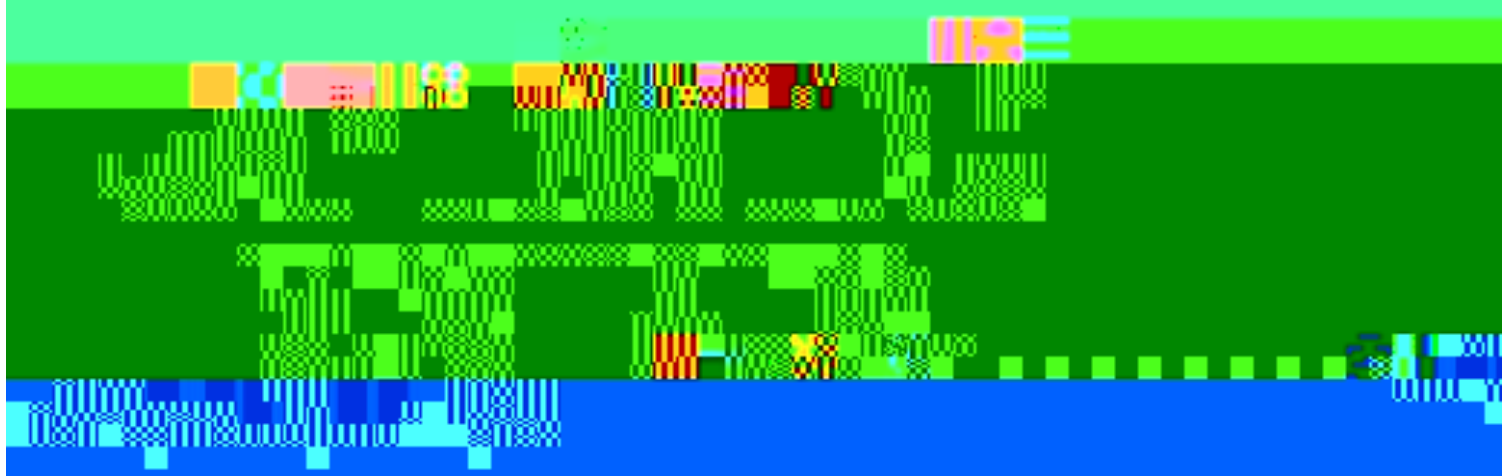




# TREASURY



Sections of a Resume  
Home IT  
eW  
nBT  
f  
m  
g  
RG\$



## ACTION WORDS

Refer to the list below for help in selecting the right word when writing your resume and cover letter. Remember that the words you use must convey the skills you have developed that are applicable to the position you are applying for. *Utilize past tense for previous positions and present tense for current positions.*

Ability	Conceive	Encourage	Launch
Accomplish	Conduct	Establish	Lead
Account	Confirm	Estimate	Lecture
Achieve	Conserve	Evaluate	Locate
Active	Consistent	Examine	Loh
Adapt	Consolidate	Expand	
Advise	Construct	Expedite	
Analyze	Consult	Explain	
Answer	Contribute	Facilitate	
Apply	Control	File	
Approve	Coordinate	Formulate	
Arbitrate	Copy	Found	
Arrange	Correspond	Gather	
Assemble	Counsel	Generate	
Assess	Create	Guide	
Assign	Decide	Handle	
Audit	Decrease	Help	
Build	Define	Identify	
Calculate	Delegate	Illustrate	
Capacity	Deliver	Implement	
Categorize	Demonstrate	Improve	
Chart	Design	Increase	
Classify	Detect	Influence	
Coach	Determine	Initiate	
Code	Develop	Install	
Collaborate	Devise	Institute	
Collect	Diagnose	Instruct	
Communicate	Direct	Interact	
Competent	Discover	Interpret	
Compile	Distribute	Interview	
Complete	Edit	Invent	
Compose	Effective	Invest	
Compound	Elaborate	Investigate	
Compute	Eliminate	Judge	

# Chronological Resume SAMPLE

## MELISSA RICHARDSON

---

3701 Cross Rd.  
Valdosta, GA 31602

229-748-7782  
mlrichardson@valdosta.edu

### EDUCATION

#### **Valdosta State University**

*Bachelor of Science in Nursing*

*GPA 3.5*

**Valdosta, GA**

*December 2021*

Georgia Registered Nurse License (January 2022)

Basic Life Support, American Heart Association, March 2021

Advanced Cardiovascular Life Support, American Heart Association, June 2020

### CLINICAL EXPERIENCE

*ER, Pineview Medical Center, Valdosta, Georgia, 150 hours, Fall 2020*

*Pediatrics, Pine Grove Middle Clinic, Valdosta, Georgia, 130 hours, Spring 2020*

### RELEVANT EXPERIENCE

#### **South Georgia Medical Center**

*Volunteer*

**Valdosta, GA**

*March 2017 - Present*

Perform assessments on patients admitted in the ER and through direct admit.

Insert and maintain IV's access and management of central lines and insert maintenance of NG tubes.

Proficient in PCA, CAD pumps, IV pumps, and Pyxis.

Assisted Health Unit Coordinator on Medical-Surgical floor with answering phones and call bells.

Organized paperwork in patient charts and transported patients throughout the hospital.

Used interpersonal communication provided emotional support to patients' and families.

Ability to maintain confidentiality of sensitive information, and exercise judgement in providing service.

Possesses exceptional verbal and written communication skills.

#### **North Georgia Clinic**

*Intern*

**Valdosta, GA**

*October 2015 – March 2017*

Performed screenings, health checks and immunizations

Conducted home visits for newborn babies which included physical assessments and prioritized critical teaching topics for mothers.

Carried out detailed assessments for dialysis patients.

Ensured continuity of patient care.

Followed hospital policies and procedures in providing care.

Completed health history and assessments on patients.

### WORK HISTORY

*Receptionist, Apple Dates Co., Hazlehurst, GA, March 2016 - May 2017*

*Date Entry Specialist, Plum Firm, Valdosta, GA, April 2017 – February 2016*

### ACTIVITIES AND AWARDS

Valdosta Association of Nursing Students (VANS), April 2018 - Present

Lettie Pate Whitehead Scholarship, March 2018

# Functional Resume

1500 North Patterson St. Valdosta, GA  
Phone: 242-333-5942 Email: jrolle@vadosta.edu

---

Bilingual Spanish student with healthcare and leadership experience. Proficient on Microsoft Office programs (Word, Excel, Publisher, PowerPoint and Outlook) and various social media applications (Facebook, Twitter, Instagram, Pinterest). Seeking a position in Human Resources.

Communication  
Critical Thinking  
Public Speaking

Customer Service  
Compassionate  
Patient Advocate

Adaptable  
Leadership  
Time-Management

---

*Bachelor of Science in Nursing*  
Concentration in Nutrition

*May 2022*

*Study abroad in the Dominican Republic, Summer 2019*

---

Provided health screenings for community members  
Offered HIV screenings and safe sex practices education  
Facilitated a health camp for foster children.  
Translated from English to Spanish between Physician Assistance and patients  
Helped triage patients and provided initial assessments  
Coordinated schedule for translators and the health providers  
Helped Physician Assistance run labs and perform physical exams

Coordinates creative business-minded activities for grades K-9 as a Project Leader for Hudson Docket Housing Authority-Literacy Program.  
Mentors and assists students with homework in subjects of Math, Language Arts, Science, and Social Studies.  
Assisted with educational outreach programs at the L.A.M.P. New Horizons Homeless Shelter to help individuals develop the skills needed to succeed in the free enterprise system.

Trained new hires on company policies and procedures.  
Organized displays of new and clearance merchandise.  
Strategically placed and attractively arranged merchandise at key points to maximize sale.  
Received cash, check voucher and other third-party payments.  
Utilized problem solving skills to help students and faculty locate books and supplies.  
Trained and evaluated employees on cash register and provided other on-the-job training.

---

*Cashier, Valdosta University Bookstore, Valdosta, GA, May 2020-Present*  
*Intern, In the Game Sports, Valdosta, GA May 2018 – May 2020*  
*Social Media Ambassador, Freelance Marketing Consulting, Valdosta, GA October 2014-November 2015*

---

*Marketing Chair and Event Coordinator, Project Leader, Fall 2020*  
*Member, American Marketing Association (AMA), Fall 2019*

Combination Resume SAMPLE

1500 N. Patterson St. Quitman, Georgia  
Phone: (229) 333-5942 jdoe@gmail.com

---

**EDUCATION**

**Valdosta State University**  
*Bachelor of Science, Nursing*

**Valdosta, GA**  
*May 2022*

---





**Cover Letter Example**

**Jane Doe**  
1500 North Patterson St. | Valdosta, GA 31698

