



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**

You're Here Now...But Where Will You Go?

WELCOME TO THE SECOND STEP OF YOUR CAREER DEVELOPMENT JOURNEY!

The Office of Career Development and Community Engagement (CDCE) invites you to dive into the Career Development Guide; a three-part collection of booklets developed to help you prepare for your career. Each guide contains content specific to a particular level of career readiness skill development. The three levels are Explore, Experience, and Excel; each of which incorporates a collection of information, resources, and tools, that are designed to assist you in the job search and in accomplishing your career goals, as you prepare for life after college.



Level 2 of the Career Development Guide: Experience expands upon the Argo2Pro: Career Readiness Program, touches on how to identify and showcase your transferable skills and how to validate your experiences by earning digital badges, discusses ways to gain experience through high-impact practices and experiential learning opportunities, provides you with an overview of Resumes and Cover Letters (including examples), and includes a checklist to help you keep track of the steps you have taken to “experience” each of the Argo2Pro: Career Readiness Skills.

Please note that the information contained within these pages is not only for second- or third-year students. Although some of the content may touch on themes more relevant to those populations, these guides are designed to be used by anyone seeking guidance for any of the topics covered within.

Most importantly, do not hesitate to contact our office if you have any questions about this content or need further career/job search guidance. These guides provide a lot of valuable information, but we always recommend meeting with a Career Coach.

We look forward to working with you!

The CDCE Team

Argo2Pro: Career Readiness Program



WHAT IS THE 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.

Topics discussed at this level include:

- 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 the 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
- Global Learning
- 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
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • Being sensitive • Counseling • Advocating • Coaching • Providing care • Convey feelings and thoughts • Empathizing • Attending to others' needs • Facilitating group process 	<ul style="list-style-type: none"> • 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 	

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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 6 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

Preferred Skill: _____

Example of Using This Skill: _____

2

Preferred Skill: _____

Example of Using This Skill: _____

3

Preferred Skill: _____

Example of Using This Skill: _____

4

Preferred Skill: _____

Example of Using This Skill: _____

5

Preferred Skill: _____

Example of Using This Skill: _____

6

Preferred Skill: _____

Example of Using This Skill: _____

7

Preferred Skill: _____

Example of Using This Skill: _____

8

Preferred Skill: _____

Example of Using This Skill: _____

9

Preferred Skill: _____

Example of Using This Skill: _____

10

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



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 your 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



PARKER DEWEY

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 EXPERIENCE 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



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 14 for descriptions of each format and pages 20-29 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.
- Use bulleted lists to describe activities and offer examples of experiences that convey your skills.
- **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 (1-2 pages) and maintain consistency across sections (formatting, spacing, font, dates, titles, etc.), as employers typically scan it as they evaluate your application.

Power Verbs

Communication

- Addressed
- Arranged
- Authored
- Briefed
- Communicated
- Composed
- Convinced
- Described
- Developed
- Directed
- Documented
- Drafted
- Edited
- Enlisted
- Formulated
- Influenced
- Informed
- Interpreted
- Interviewed
- Lectured
- Marketed
- Mediated
- Moderated
- Motivated
- Negotiated
- Persuaded
- Presented
- Promoted
- Publicized
- Published
- Reconciled
- Recruited
- Reported
- Spoke
- Summarized
- Translated
- Wrote

Creative

- Acted
- Composed
- Conceived
- Conceptualized
- Conducted

- Created
- Designed
- Developed
- Directed
- Established
- Fashioned
- Founded
- Illustrated
- Improvised
- Instituted
- Integrated
- Invented
- Originated
- Performed
- Planned
- Revitalized

Financial

- Accounted for
- Adjusted
- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Computed
- Controlled
- Financed
- Forecasted
- Managed
- Marketed
- Monitored
- Planned
- Procured
- Projected
- Purchased
- Reconciled
- Researched

Helping

- Advised
- Advocated
- Assessed
- Assisted

- Clarified
- Coached
- Counseled
- Demonstrated
- Educated
- Ensured
- Evaluated
- Facilitated
- Familiarized
- Fostered
- Guided
- Observed
- Provided
- Referred
- Rehabilitated
- Represented
- Supported

Management

- Administered
- Analyzed
- Appointed
- Approved
- Assigned
- Assumed
- Attained
- Chaired
- Consolidated
- Consulted
- Contracted
- Delegated
- Designated
- Determined
- Developed
- Directed
- Evaluated
- Executed
- Formulated
- Managed
- Organized
- Oversaw
- Planned
- Prioritized

- Produced
- Recommended
- Recruited
- Scheduled
- Supervised

Organization

- Approved
- Arranged
- Catalogued
- Classified
- Collected
- Compiled
- Consolidated
- Dispatched
- Distributed
- Enlisted
- Executed
- Expedited
- Generated
- Implemented
- Inspected
- Integrated
- Monitored
- Operated
- Organized
- Prepared
- Processed
- Purchased
- Recorded
- Revised
- Retrieved
- Scheduled
- Screened
- Specified
- Systemized
- Updated
- Validated

Research

- Acquired
- Analyzed
- Calculated
- Clarified
- Collected
- Compared

- Conducted
- Critiqued
- Designed
- Determined
- Diagnosed
- Evaluated
- Examined
- Extracted
- Formulated
- Identified
- Inspected
- Interpreted
- Interviewed
- Investigated
- Located
- Modified
- Organized
- Processed
- Researched
- Reviewed
- Summarized
- Surveyed

Results

- Accelerated
- Accomplished
- Achieved
- Attained
- Awarded
- Completed
- Contributed
- Decreased
- Eliminated
- Enlarged
- Established
- Expanded
- Improved
- Increased
- Initiated
- Introduced
- Launched
- Pioneered
- Recognized as
- Selected as
- Succeeded

Teaching

- Adapted
- Advised
- Clarified
- Coached
- Coordinated
- Developed
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Guided
- Implemented
- Incorporated
- Informed
- Initiated
- Instructed
- Integrated
- Modified
- Motivated
- Persuaded
- Reinforced
- Set goals
- Stimulated
- Taught

Technical

- Assembled
- Built
- Calculated
- Computed
- Designed
- Devised
- Engineered
- Fabricated
- Integrated
- Maintained
- Operated
- Overhauled
- Programmed
- Remodeled
- Repaired
- Solved
- Trained
- Upgraded

RESUME FORMATS

Functional Resumes (examples on pages 20-21)

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 22-23)

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 24-25)

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 desirable.

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 resume 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 26-27.

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*

Additional Headings to Consider

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

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

REFERENCES FOR RESUMES AND CV

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 22 and 25.

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.

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 28-29.

- 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 text of your cover letter in the body of the email. It must be effective and concise.



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.

LEVEL 2

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 they 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 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.

Global Learning

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



**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
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• Help explore and identify career opportunities, in-demand jobs and more.	Website: employflorida.com
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• Learn how much money you can make with your chosen degree.	Website: flbog.edu/myfloridafuture
	<ul style="list-style-type: none">• Gain professional experience and get paid without making a huge time commitment.	Website: info.parkerdewey.com/uwf Access the Gain Relevant Experience page for information on High-Impact Practices and Experiential Learning

AI Career Toolkit



HAVE YOU USED AI IN CAREER PLANNING?

AI has incredible potential to assist and amplify students' efforts to secure jobs and internships, but it also carries risks if not applied carefully. We have created an AI Career Toolkit to empower students with knowledge so they can interact with AI systems in an ethical, safe and beneficial way in support of their career goals.

Best Practices When Utilizing AI

As a student exploring and learning about AI in the context of career education, it's vital to engage with this technology thoughtfully.

- **Evaluate bias:** AI generally pulls information from a certain amount of data from the internet as a whole. Be wary that some of this information may be biased or not representative of every person.
- **Protect privacy:** Be selective about sharing personal data with AI tools. Understand how your data is being stored, used, and secured by reviewing the data privacy policy page of the tool you are using.
 - Personally identifiable information such as names, addresses or company names should *NEVER* be included in an AI search.
- **Check transparency:** Favor AI tools from companies that explain how their systems work and are open about limitations. Lack of transparency is a red flag.
 - Verify recommendations: AI suggestions are not always accurate. Make sure you are evaluating and tailoring the generated content to best capture your skill set, experiences, and your career planning priorities.
- **Consider ethics:** Be mindful that AI should be used as a starting point or revision tool and should not be used to create application materials. AI text does not count as your own original writing. Avoid plagiarism by citing any sources used. You should not cite information from an AI tool directly; strive to cite from the source directly. You must uphold academic integrity.
- **Supplement AI with human advice:** Meet with real career coaches to get personalized perspectives. AI should complement human guidance, not replace it. Consider scheduling an appointment with a career coach.

Learn more about our AI Career Toolkit at uwf.edu/career/!

FUNCTIONAL RESUME: EXAMPLE A

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 Relevant Coursework: Organic Chemistry, Biochemistry, Microbiology, Inorganic Chemistry, Instrumental Analysis Honors and Achievements: <ul style="list-style-type: none"> President's list Dean's List Outstanding Chemistry Student 	May 2026 December 2022-May 2024 August 2024 May 2024
Skills and Abilities	Verbal and Written Communication <ul style="list-style-type: none"> Presented research reports in biochemistry regarding the electron configuration in atoms to 40 students and faculty members. Instructed sophomore-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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 chemistry tutors on effective tutoring strategies. 	
Training	Good Manufacturing Practice World Health Organization Fundamentals of Regulatory Chemistry Federal Drug Administration Chemical Laboratory Safety University of West Florida	May 2024 September 2023 February 2023
Certifications	Career Explorer Digital Badge University of West Florida Effective Communication Digital Badge University of West Florida Cross-Cultural Competency Digital Badge University of West Florida	July 2024 May 2024 May 2023
Employment	Ice Cream Attendant September 2023-May 2024 Twistee Freeze Ice Cream Shoppe - Pensacola, FL Rod & Steel Salesman January 2021-August 2022 Jerry's Bait and Tackle - Pensacola, FL Lawn Mower March 2020-October 2022 Self Employed - Pensacola, FL (seasonal)	

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 2026	Bachelor of Arts Anthropology	University of West Florida - Pensacola, FL Emphasis: Cultural Anthropology
	Relevant Courses People and Cultures of the World, History of Anthropology, Method and Theory, Applied Anthropology	
May 2024	Associate of Arts Anthropology	Future Argo Community College - Pensacola, FL

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 2024 for completion of the UWF Career Readiness Module



Awarded June 2024 for completion of ENC1101 or a course for which ENC1101 is a prerequisite



Awarded May 2024 for completion of UWF Cross-Cultural Competency Course

PROFESSIONAL INVOLVEMENT

May 2024-Present	Anthropology Club, University of West Florida
February 2024	American Anthropological Association Conference, Attendee

CHRONOLOGICAL RESUME: EXAMPLE A

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

5/2024-Present

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

5/2023-8/2024

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

5/2026

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

6/2023-Present

Club Managers Association of America, President

1/2022-5/2023

Club Managers Association of America, Secretary

8/2022-8/2023

Homecoming Executive Board, Volunteer Coordinator

5/2022-8/2023

Student Transition Programs, Orientation Leader

CERTIFICATIONS

5/2024

Career Explorer Digital Badge

Issued by University of West Florida for completion of the Career Readiness Module



5/2023

Effective Communication Digital Badge

Issued by University of West Florida for completion of ENC1101 or a course for which it serves as a prerequisite



5/2022

Cross-Cultural Competency Digital Badge

Issued by University of West Florida for completion of the Cross-Cultural Competency Course



REFERENCES

Available Upon Request

CHRONOLOGICAL RESUME: EXAMPLE B

John E. Law

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

EDUCATION

Bachelor of Arts, Criminal Justice

May 2027

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. 2023-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

Oct. 2023

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

Effective Communication Digital Badge

July 2023

- 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 2023

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

PROFESSIONAL ORGANIZATIONS

- Academy of Criminal Justice Sciences, member
Sept. 2023 - May 2025
- American Society of Criminology, member
Nov. 2023 - May 2024
- University of West Florida; Alpha Phi Sigma, President
May 2023 - April 2024

VOLUNTEER EXPERIENCE

Habitat for Humanity

June 2024-Present

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

HYBRID RESUME: EXAMPLE A

John Smith

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

EDUCATION

Bachelor of Science, Computer Science **12/26**
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 **08/24-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 laboratory 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 **07/24**
• Issued by the University of West Florida for completing the UWF Career Readiness Module

Effective Communication Digital Badge **05/23**
• 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 **02/23**
• Issued by the University of West Florida for completing the UWF Cross-Cultural Competency Course

ADDITIONAL EMPLOYMENT HISTORY

Pizza Delivery Driver **09/24-Present**
The Pizza Place of Pace, Pace, FL

Cashier **07/23-09/24**
Flomaton's Finest Fast Food Restaurant, Flomaton, AL

HYBRID RESUME: EXAMPLE B

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
University of West Florida, Pensacola, FL
GPA: 3.41

May 2027

Associate of Arts, General Studies
Pensacola State College, Pensacola, FL

May 2024

Relevant Employment:

Flautist, First Chair
UWF Symphonic Band, Pensacola, FL

May 2024-Present

- 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
Blue Lobster, Pensacola, FL

December 2023-July 2024

Flautist / Performance Technique Expertise
First National Bank of Florida, Pace, FL

August 2021-December 2023

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 2027
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 2024
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 2022
University of West Florida, Pensacola, FL

HONORS/AFFILIATIONS

American Society for Microbiology, May 2022-Present
Sigma Xi, The Scientific Research Society, August 2021-Present
National Institutes of Health Pre-doctoral Fellowship, May 2023-December 2024
Cunningham Dissertation Fellowship (Virginia Tech research grant), May 2022-May 2023
Phi Beta Kappa, inducted May 2017

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 2026-Present

- 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
August 2025-August 2026

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

CURRICULUM VITAE EXAMPLE CONTINUED

Research Assistant, Department of Biology, University of West Florida, Pensacola, FL
January 2025-August 2025

- Performed protein bioassays and prepared tissue 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 Laboratories, Inc., Roanoke, VA
August 2021-December 2024

- 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

Laboratory Instructor, Department of Biology, University of West Florida, Pensacola, FL
January 2025-Present

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

Teaching Assistant, Department of Chemistry, University of West Florida, Pensacola, FL
January 2024-May 2025; August 2025-Present

- 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, 2026. 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. 2024. 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, 2026. 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. 2025. 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. 2024. Regulation of aerobic *sn*-glycerol 3-phosphate dehydrogenase *glpD* gene expression in *Escherichia coli* K-12. *Am. Soc. for Microbiol.*, Miami Beach, FL.

COVER LETTER: EXAMPLE A

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

September 25, 20__

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 specific instances of demonstrated behavior. For example, if you say that you are an organized person, make sure you follow that statement with a specific example 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 in the company. Also, make mention of the next step. If there is 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)

COVER LETTER: EXAMPLE B

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's Career Opportunities page at ABC_Company/careers. I was excited to see the position posting as I have been diligent 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 job description 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 regard 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