

The Resume and Cover Letter Workbook

A Step-By-Step Guide to
Creating and Formatting
Your Application Documents



**CAREER
SERVICES**

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HOW TO USE THIS WORKBOOK?

SLCC Career Services created this resource to help you work through creating and formatting your resumes and cover letters as painlessly as possible.

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This workbook will provide you with the tools to write and properly format a resume and a cover letter.

While it can be helpful to have specific positions and industries in mind, you can definitely use this workbook to write generic versions of a resume and cover letter than can be revised when you are ready to apply to jobs.

Before we start, let's answer a few basic questions...

What is a resume and a cover letter?

A **resume** is an application document designed to provide an employer with a general overview of your education, skills, knowledge, and abilities.

A **cover letter** is an application document that provides specific examples of the skills and experiences that make you qualified for the job to which you are applying.

How do they work together?

Your resume gives employers a broad view of your experiences, education, and background. It contains information specifically tailored to the job you are seeking, along with your cover letter. In other words, the resume provides breadth and the cover letter provides depth. This combination is how you show employers that you have the base skills needed to complete the job.

Basic resume concepts

1. A resume is made to get you an interview

- Include brief yet detailed information. Strong action verbs and Accomplishment Statements keep the reader interested.
- There is value in everything you do as a SLCC student. Experience can come from class projects and volunteer work too, not only from jobs and internships!

2. Your resume should be easy to read and digest

- Avoid filling your resume with paragraphs, use bullet points (called Accomplishment Statements) instead.
- List content in reverse-chronological order.
- Use bold fonts, line spacing, and italics differentiate sections.

3. Formatting Basics

- Margins 0.5" to 1.0"; Font size between 10 and 12 pt; Fonts such as Arial, Calibri, Helvetica, or Times New Roman; and don't use templates

GENERAL RESUME FORMAT

A resume is typically one page long and has most (or all) of the following sections:

- Heading
- Education
- Experience
- Additional Experience (optional)
- Skills
- Professional Certifications and/or Awards (optional)

**Go to pages 13 - 15
for different Resume
examples**

Heading

Content:

- Your name, email address, and telephone number.
- You can also add links to your LinkedIn profile, ePortfolio, and/or personal website to this section. Be sure they contain information that is relevant to the position you are applying for, and will not detract from your application. For example, you may want to disable links from your personal site(s) to your social media accounts if they are not professional.
- Keep the same heading on all your application materials, including resume & cover letter so everything matches. (See how the headers match on the examples we provided, on pages 12 and 13)

Format:

- Your name should be in bold and in a font that is a few sizes larger than the text of the rest of your resume. It should be the most prominent item on the page.
- Underneath goes your contact information. Your phone number should be on the next line, with your email address, and any relevant links on the line that follows.

Example:

Ima J. Obseeker

ima.j.obseeker@email.com | 801-555-0000 | imajobseeker.com

Education

Content:

- This section contains all of your post-high school education. It does not matter if the institution is out of the area (or even out of the country), you should still list it.
- If you have breaks in your academic journey, only list education you have obtained in the past ten years if it's relevant to the position your applying for.
- For each school, write the name, location, dates of attendance, degree/certificate earned or in progress, and your GPA (if it is/was above a 3.0).

Format:

- List your institutions in reverse-chronological order, meaning the current or most recently attended school should be first. (This will probably be SLCC.)

Example:

Salt Lake Community College, Salt Lake City, Utah
Associate of Science, Business, GPA: 3.4

Aug 2022 – Present

College of Southern Nevada, Las Vegas, Nevada
Certificate, Graphic Design

Aug 2019 – May 2022

Experience

Content:

- Outline your professional experiences. Include the name and location of each company, the dates of your employment, and your title. Think through everything you did in a particular job, and get as specific as possible.
- Focus on your results, accomplishments, and key responsibilities - these Accomplishment Statements become your bullet points under each Experience. Employers like to see what you actually did in a job, rather than a list of day-to-day tasks or duties.
- Your work history should go back a maximum of ten years. List Accomplishment Statements under each Experience in order of importance based on what they're hiring for in the job description. This will help you tailor your work history on your resume to the role you're applying to.

Format:

- As with education, list your employment experiences from most recent to least recent. If you currently hold multiple jobs, the one you started most recently should be first.

Effective Accomplishment Statements follow this basic formula:

Impact Verb + Task (what you did) + Context (why it mattered/result or accomplishment)

By hitting on all of these points, you ensure that your bullet points are as information-rich as possible

You do not need to have a uniform number of bullet points for each work experience. If you had more responsibilities in one job than others, or one position is more related to the position you are applying to than others, that is perfectly fine.

Tailor the content of your Accomplishment Statements to the role you're applying to and the Knowledge, Skills, and Abilities they're looking for in a candidate. Order your Accomplishment Statements for each Experience based upon what's most important for the role you're applying to.

Example:

AlphaZeta Branding, Salt Lake City, Utah
Marketing Intern

July 2021 - Present

- Result/Accomplishment/Responsibility
- Result/Accomplishment/Responsibility
- Result/Accomplishment/Responsibility

Additional Experience

(Optional)

Content:

- This section is where you can detail some of your significant experiences that are not related to traditional or paid employment. It is a great section to include if you are heavily involved with school activities or spend your time engaged in volunteer activities..
- In addition, freelancers, independent contractors, and people seeking to reenter the workforce after significant time away can use this space to detail some of the skills that were gained while outside of the traditional workplace.
- You can title this section in your resume based upon the content included, such as "Volunteer Experience," "Freelance Experience," or simply "Additional Relevant Experience".

Format:

- Write out these experiences the same way you wrote your work experiences to highlight skills related to the role to which you are applying.

Example:

The Road Home, Midvale, Utah
Volunteer – 20 hours/month

July 2020 – Present

- Result/Accomplishment/Responsibility/Task
- Result/Accomplishment/Responsibility/Task

Skills

Content:

- This section is used to highlight any technical or language skills (also known as hard skills) that you think are relevant to the job or industry that you are interested in entering.
- Core skills, also known as soft skills, such as a strong work ethic, interpersonal or communication skills, etc. should not be included in this section but rather demonstrated in the Accomplishment Statements of your Experience section(s)
- Be sure to qualify your skill levels for each one you list. Say how good you are at the skill you are highlighting. This way, the employer will know what they can expect from you.

Format:

- Depending on the space available on your resume, you should list the skills out either horizontally or vertically. You can qualify your skill levels in parenthesis.

Example:

Horizontal (comma/semicolon separated)

Microsoft Office: Word, PowerPoint, Excel (advanced); **Google: Docs, Sheets, Forms** (intermediate); **Adobe Creative Suite: Photoshop, InDesign** (working knowledge); **Spanish** (native speaker), **Japanese** (beginner)

Vertical (Use more than one column if the list is long.)

Microsoft Word (advanced)
PowerPoint (advanced)
Google Docs (intermediate)

Google Forms (intermediate)
Adobe Photoshop (working knowledge)
Spanish (native Speaker)

Professional Certifications and/or Awards

(Optional)

Content:

- If you received any certifications or awards related to your industry, you can list them in this section. Be sure to include the dates that you received these accolades and the organizations that gave them to you.

Format:

- Your certifications and/or awards should be listed in reverse-chronological order.

Example:

Student Designer of the Year, College of Southern Nevada

May 2022

ADDITIONAL HEADERS

When starting on Resume Writing, sticking with the basic headers or sections like the ones covered in the pages above would be the best move. Once you start gaining more experience and want to enrich your resume a little bit, consider using some of the headers of the following list.

This will also give you ideas of what content to put under each header.

HONORS

Academic Honors
Accolades
Achievements
Awards
Commendations
Distinctions
Fellowships
High Class Rank
Honor Roll
Memberships
Scholarships

EXPERIENCE

Academic Projects
Corporate Experience
Course Projects
Global Experience
Independent Research
Industry Experience
Internship Experience
Military Background
Professional Experience
Related Experience
Related Projects
Work Experience

ACTIVITIES

Affiliations
Associations
Athletic Achievements
Civic Activities
Community Involvement
Extracurricular Activities
Leadership Experience
Professional Activities
Professional Associations
Professional Development
Professional Memberships
Volunteer Work/Volunteerism

EDUCATION

Academic Background
Educational Background
Education and Training
Related Coursework
Select Coursework
Senior Thesis
Study Abroad

TRAINING

Certifications
Language Competencies
Licenses
Professional Certifications
Software/Hardware
Special Training
Technical Skills

PUBLICATIONS

Conference Presentations
Current Research Interests
Exhibits
Papers
Presentations
Professional Presentations
Research Projects
Senior Thesis

STRONG ACTION VERBS

Showcasing your experience and why your contributions were important is key for an outstanding resume. The best way to structure your Accomplishment Statements is by starting with these sentences is by using Strong Action Verbs and following them up with context using quantitative and qualitative terms. It is also important to describe the end result and the positive impact that your actions had.

Example:

- Created all digital social media content for three different platforms (Facebook, Instagram, LinkedIn). Increased monthly interactions by 25%.
- Led bi-weekly zoom meetings for the members and their designated committees, significantly increasing productivity.

Management & Leadership Skills

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Consolidated
Contracted
Controlled
Converted
Delegated
Developed
Directed
Eliminated
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected

Instituted
Led
Managed
Merged
Motivated
Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Supervised
Terminated

Communication Skills

Addressed
Advised
Appraised
Arbitrated
Arranged
Authored
Briefed
Clarified
Collaborated
Communicated
Composed
Contacted
Conferred

Consulted
Convinced
Corresponded
Debated
Defined
Described
Developed
Directed
Discussed
Drafted
Edited
Enlisted
Explained
Facilitated
Familiarized
Formulated
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Introduced
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Upgraded
Utilized
Managed
Measured

Minimized
Planned
Programmed
Negotiated
Observed
Proposed
Publicized
Published
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Quantitative & Analytical Skills

Achieved
Acquired
Administered
Adjusted
Allocated

Analyzed
Appraised
Assessed
Audited
Balanced
Built
Calculated
Computed
Conserved
Corrected
Determined
Developed
Devised
Documented
Estimated
Evaluated
Explored
Forecasted
Formulated
Projected
Reduced
Sourced

Surveyed Technical Skills

Adapted
Assembled
Built
Calculated
Computed
Constructed
Converted

Organizational Administrative Skills

Approved
Arranged
Catalogued
Charted
Classified
Coded
Collected
Corresponded
Distributed
Executed
Filed
Generated
Implemented
Incorporated
Inspected
Installed
Logged
Maintained
Monitored
Obtained
Ordered
Organized
Prepared
Processed
Provided
Fortified
Installed
Launched
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Reorganized
Repaired
Replaced
Restored
Solved
Specialized
Developed
Engineered
Extracted
Fabricated
Designed
Determined

Purchased
Recorded
Registered
Reserved
Reviewed
Routed
Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Updated
Validated
Verified
Provided
Purchased
Recorded
Registered
Reserved
Reviewed
Routed
Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Updated
Validated
Verified

Teaching & Helping Skills

Adapted
Advised
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Cared for
Clarified
Coached
Collaborated
Communicated
Contributed
Cooperated
Counseled
Critiqued
Demonstrated

Developed
Diagnosed
Educated
Enabled
Encouraged
Ensured
Expedited
Facilitated
Furthered
Guided
Helped
Individualized
Informed
Intervened
Instructed
Motivated
Provided
Referred
Rehabilitated
Represented
Resolved
Set goals
Simplified
Stimulated
Supplied
Supported
Taught
Tested
Trained
Tutored
Volunteered

Entrepreneurial & Creative Skills

Accomplished
Adapted
Anticipated
Arranged
Assembled
Attained
Attracted
Authored
Budgeted
Combined
Composed
Conceptualized
Conducted
Consolidated
Created
Designed
Determined
Developed
Devised
Directed

Discovered
Engineered
Enhanced
Established
Expedited
Extended
Fashioned
Formulated
Generated
Implemented
Improved
Inaugurated
Incorporated
Increased
Informed
Initiated
Innovated
Installed
Interpreted
Introduced
Instituted
Invented
Launched
Marketed
Modernized
Modified
Negotiated
Operated
Optimized
Organized
Originated
Overhauled
Performed
Planned
Prepared
Presented
Produced
Programmed
Promoted
Publicized
Reorganized
Replaced
Resolved
Restored
Restructured
Revamped
Revised
Revitalized
Revolutionized
Salvaged
Saved
Shaped
Sold
Stimulated
Streamlined

Supplied
Systematized
Updated

Marketing & Selling Skills

Arbitrated
Attained
Augmented
Boosted
Broadened
Calculated
Centralized
Consulted
Convinced
Decreased
Developed
Dissuaded
Documented
Educated
Established
Excelled
Expanded
Expedited
Familiarized
Gained
Generated
Identified
Implemented
Improved
Increased
Influenced
Integrated
Launched
Led
Maintained
Marketed
Mediated
Negotiated
Persuaded
Produced
Promoted
Proposed
Publicized
Purchased
Researched
Resolved
Revamped
Revitalized
Secured
Sold
Solicited
Strengthened
Supplemented

COVER LETTER

“Do I really have to write a cover letter?”

If a job posting asks for a cover letter, then you have to submit one to be considered for the role. If it lists the cover letter as optional, know that it is to your advantage to submit one. If you want your application to be taken seriously and you want every opportunity to highlight your skillset and qualifications, especially in comparison to other candidates, then take the time to submit a tailored and well-written cover letter, even when it isn't strictly required.

Format:

Cover letters are usually one page long with a font size of 11-12. The font style should match that of your resume. They follow the standard business letter format and include the same header as you used on your resume:

- Your contact information
- Company contact information & Greeting
- Introductory paragraph *Do not indent paragraphs
- One or two body paragraphs
- Closing

———— Contact Information & Greeting Content ————

Content:

- Cover letters answer the following 3 questions: Can you do the role you're applying for?, Do you want to do the role?, and do they want to work with you?
- This section has your header (to match your resume), the date, the contact information for the company your application will go to, and a greeting.
- For the company contact information, try your hardest to make it as personalized as possible. If the application does not tell you the person that the position reports to, then look at the company website for a specific name. If you absolutely cannot find this information, then it is okay to address your cover letter to the hiring manager, hiring team, or selection committee.
- Avoid using terms like Mr., Miss, Mrs., etc. in your greeting, unless you are certain how they identify - avoid misgendering them in your letter

Example:

Ima Jobseeker
ima.j.jobseeker@email.com
801-555-0000

January 21, 2022

JoAnna Hiring-Manager
Neon Graphics, LLC
200 S 400 W
Salt Lake City, Utah 84116

Dear Hiring-Manager

Introductory Paragraph

Content:

- There are three things that you should include in your opening paragraph
1. A hook 2. What you are applying for 3. Why you are applying
- A hook is what is going to get the employer's attention. That can be a story about how you became interested in the field, an experience you have had, or how your values align with the organization. Whatever that looks like for you, the goal is to keep them reading.
- The second thing is, you should state what position and company you are applying for. Related to that, if you heard about the position from a specific person, now is the time to name drop.
- Finally, you need to list WHY you are applying for this specific opportunity. Because you need money or because the job is close to home are not good reasons in the case of a cover letter. There are literally thousands of opportunities that you could have applied to. Why did you pick this one? For example, the organization's mission aligns with your core values. This is also a place where you can introduce the top reasons why you are the right candidate for the job

Example:

I am writing to express my interest in the Marketing Coordinator position that Neon Graphics, LLC has advertised on indeed.com. I am a current student at Salt Lake Community College, majoring in Business. I believe that my educational experience in combination with strong skills in written & visual communication, creating engaging content, and tracking analytics make me a great candidate for this position

Body Paragraph (s)

Content:

- The second and third paragraphs are the body. Here, you give more details about why/how you are qualified. Expand upon the things that you touched on in the introduction.
- These body paragraphs should follow a basic structure in which each paragraph touches on the following three things:
1. What you did 2. How you did it 3. And why should they care
- In each paragraph, talk about how the skill or experience relates to the company, the job description, and/or their mission or values. This is a great way to show how you are a benefit to the organization. Give the reader more details than in the resume, and use the job posting as a guide so your examples are relevant. If you are stuck, put the body content into two buckets. For example, you can highlight hard skills in one part and soft skills in another, or work experience in one and academic ones in the other. As long as your examples are related to the job and show that you can do it, then they are okay to share.

Example:

My courses at Salt Lake Community College have prepared me well for this role. The General Education requirements allowed me to become better at the written and visual communication skills that are critical to marketing. Along with this, the Business program gave me insight into the economic aspects of this field.

My success as a Marketing Intern at Alpha Zeta Branding is evidence of my ability to apply my academic experiences to a professional setting. In that role, I was able to create engaging content and learned how to track campaign analytics. These skills will allow me to add value to both your position and your company from day one.

Sincerely,
Ima Jobseeker.

Closing Paragraph

Content:

Finally, there are three things to address in the closing paragraph.

- Your first goal is to reiterate your interest in the position and/or company. Remember that “Do you WANT the job” is one of the big three questions to answer with your cover letter!
- Second, you summarize your talking points in the body paragraphs, almost like the conclusion to an essay. Do not introduce new talking points, just summarize.
- Your closing paragraph is also an opportunity to mention that you look forward to the opportunity to interview with the company in the near future. Thank them for their time & consideration, and end your letter with a professional sign off such as “sincerely” or “kind regards” followed by your name (typed is fine, it doesn’t need to be signed)”

Example:

Neon Graphics, LLC is one of the fastest growing design firms in the area, and the work that you do is cutting edge and dynamic. I am interested in the Marketing Coordinator role because I believe that my communication skills and ability to use analytics to increase engagement with our content will make me a valuable asset to the team that has made your company successful thus far. Thank you for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,
Ima J. Obseeker

COVER LETTER WRITING TIPS:

Make a new cover letter for every application

Sending one generic cover letter for all your applications doesn’t help you stand out. Let the Employer know that you’ve put some thought into your application by addressing the specific requirements in the job description.

Research the company

Your research should answer the following questions:

- What are the company’s goals?
- What does the job involve?
- What kind of candidate is the company seeking?
- How do you fit the company’s culture?

You can find most answers in the company’s website and their Twitter and LinkedIn feeds.

Find the proper tone

While your resume is 100% about you - your skills and experiences - your cover letter should be a 50/50 split between sharing more about yourself and also showing that you’ve researched and understand the company.

Your tone should reflect who you are and your personality, while also matching the work environment of the company you’re applying with. You want to be professional and appropriate, while also showcasing who you are as a unique individual.

COVER LETTER EXAMPLE

Ima J. Obseeker

ima.j.obseeker@email.com | 801-555-0000 | imajobseeker.com

January 20, 2023

JoAnna Hiring - Manager

Neon Graphics, LLC

200 S 400 W

Salt Lake City, Utah 84116

Dear Ms, Hiring - Manager,

I am writing to express my interest in the Marketing Coordinator position that Neon Graphics, LLC has advertised on indeed.com. I am a current student at Salt Lake Community College, majoring in Business. I believe that my educational experience in combination with strong skills in written & visual communication, creating engaging content, and tracking analytics make me a great candidate for this position.

My courses at Salt Lake Community College have prepared me well for this role. The General Education requirements allowed me to become better at the written and visual communication skills that are critical to marketing. Along with this, the Business program gave me insight into the economic aspects of this field.

My success as a Marketing Intern at Alpha Zeta Branding is evidence of my ability to apply my academic experiences to a professional setting. In that role, I was able to create engaging content and learned how to track campaign analytics. These skills will allow me to add value to both your position and your company from day one.

Neon Graphics, LLC is one of the fastest growing design firms in the area, and the work that you do is cutting edge and dynamic. I am interested in the Marketing Coordinator role because I believe that my communication skills and ability to use analytics to increase engagement with our content will make me a valuable asset to the team that has made your company successful thus far. Thank you for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,

Ima Jobseeker

RESUME EXAMPLES

EARLY COLLEGE

Ima J. Obseeker

ima.j.obseeker@email.com | 801-555-0000 | imajobseeker.com

Education

Salt Lake Community College, Salt Lake City, Utah
Associate of Science, Business, GPA: 3.4

Aug 2022 – Present

Nevada High School, Las Vegas, Nevada
Honors: National AP Scholar, Class Treasurer

Aug 2017 – May 2022

Awards

Student Designer of the Year, Nevada High School – May 2017

Work Experience

Salt Lake Community College – Student Assistant

Sep 2022 - Present

- Built relationships with students and other staff at busy Circulation desk
- Organized books and resources to facilitate access to students.

The Cheesecake Factory, Las Vegas, Nevada – Associate

May 2019-Aug 2021

- Recommended plates to customers, generating a 100% satisfaction rate.
- Trained 3 new employees on busser and waiter techniques. They were quickly promoted and my work was recognized by the company.

Skills

- Microsoft Word (advanced)
- PowerPoint (advanced)
- Excel (advanced)
- Google Docs (intermediate)
- Google Forms (intermediate)
- Adobe Photoshop (working knowledge)
- Spanish (native Speaker)
- Japanese (beginner)

MID COLLEGE

Ima J. Obseeker

ima.j.obseeker@email.com | 801-555-0000 | linkedin/imajobseeker.com

Education

Salt Lake Community College, Salt Lake City, UT Aug 2021 – Present
Associate of Science, Business, GPA: 3.4
Intended Certificates in Spanish & Latin

Nevada High School, Las Vegas, Nevada Aug 2016 – May 2021
Honors: National AP Scholar, Class Treasurer

Work Experience

Research intern - Office of Marketing, Salt Lake City, UT May 2021 - Present

- Curated hundreds of news clippings from major media outlets to compile global view of U.S. advertisements.
- Reviewed and summarized analysis of surveys and interviews for Mktg Director.
- Conducted 5 surveys per week and interpreted the results.

Campaign Assistant - Utah Marketing, Salt Lake City, UT Dec 2019- Apr 2021

- Campaigned successfully for a winning politician who received 73% of the votes.
- Managed all aspects of campaign including volunteer recruitment, budgeting, and expense monitoring.
- Led the environment program, including email, social media and traditional mailers. Increased participation by 13% from the previous year.

Academic Achievements

- Dean's list Apr 2021 - Present
- Active member of the College's Debate Team Apr 2021 - Present
- Led class project to research and marketing forecasts for global markets Jul 2021

Skills

- Adobe Photoshop (Proficient)
- Adobe Illustrator (Proficient)
- Spanish (native Speaker)
- Japanese (beginner)

Ima J. Obseeker

ima.j.obseeker@email.com | 801-555-0000 | imajobseeker.com

Education

Salt Lake Community College, Salt Lake City, UT Aug 2017 – May 2021
Associate of Science, Business and Marketing; Certificates in Spanish & Latin
GPA: 3.6; Dean's List 2017 - 2021

Skills

Technology: Adobe Photoshop, Illustrator, InDesign (Proficient). Microsoft Suite (Advanced).
Google Suite (Advanced)
Languages: Spanish (Native). English (Advanced). Japanese (Intermediate)

Business Experience

- Advisor** - American Marketing Association, Salt Lake City, UT May 2020 - Present
- Maintain understanding of business line operating processes, strategies, and products.
 - Monitor external compliance environment, emerging risks, regulatory focus areas
 - Advise business line on compliance requirement applicability for new products and/or processes and changes in law or regulation
- Research intern** - Office of Marketing, Salt Lake City, UT May 2018 - May 2020
- Curated hundreds of news clippings from major media outlets to compile global view of U.S. advertisements.
 - Reviewed and summarized analysis of surveys and interviews for Mktg Director.
 - Conducted 5 surveys per week and interpreted the results.
- Campaign Assistant** - Utah Marketing, Salt Lake City, UT v Dec 2017- Apr 2018
- Campaigned successfully for a winning politician who received 73% of the votes.
 - Managed all aspects of campaign including volunteer recruitment, and budgeting.
 - Led the environment program, including email, social media and traditional mailers. Increased participation by 13% from the previous year.

Other Work Experience

- Salt Lake Community College** – Student Assistant Sep 2020-Present
- Build relationships with students and other staff at busy Circulation desk
 - Organized books and resources to facilitate access to students.

Academic Achievements

- Active member of the College's Debate Team Apr 2021 - Present
- Led class project to research and present marketing forecasts for global markets July 2021
- Awarded Marketing Student of the year May 2021