

Below is an example of a [job announcement](#). Your resume should address the qualifications and requirements for the position in the Skills/Qualifications section.

Job title: Story Producer
Job Type: Full Time
Location: Q13 Fox News – Seattle, WA

As a story producer, you will work to identify, develop and produce quality content for all platforms at KCPQ-TV. We are looking for a journalist who is passionate and experienced in local content, news production, and covering important stories to bring insight and engage our audience.

Job tasks include, but are not limited to:

- Receiving, reacting and researching content to write and edit in an authentic voice for all media platforms
- Booking guests and interviews
- Developing original content through social research and sources
- Building relationships with newsmakers and maintaining contacts for guests and interviews

Qualifications:

Required:

- Bachelor's degree in English, Journalism or related field
- Experience as a journalist in a professional editorial environment
- Excellent research and writing skills

Desired:

- Creative and strong writer with sharp news judgment
- Understanding of social media and the ability to tell stories on multiple platforms
- Flexibility to work different shifts throughout the year
- Ability to work under extreme pressure and deadlines

Please send a resume and appropriate documents that serve as proof of successfully completing required education/experience. We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement.

Joshua Adam Johnson
~~5300 Pacific Avenue SE~~
Olympia, WA 98506

Because employers rarely send anything by regular “snail” mail, street addresses are optional (city/state is OK). I would advise that it be left off any resume posted online (except for Saints4Hire, because it is a closed system).

(360) 234-6789

Joshua.johnson@stmartin.edu

Do not label these as “Phone:” or “e-mail” – it’s obvious what they are.
Also, make sure your email address is professional and includes only your name.

Profile: this section should make it clear what position you are applying for and should include the keywords from the job ad. For example:

Saint Martin’s University graduate with a Bachelor of Arts in English. Successful in researching, writing and aiding in the printing process with several years’ experience in the newspaper and journalism fields.

Skills and Qualifications This is the MOST important section of a resume. Employers will usually take about 5 seconds to scan to see if the skills listed are what they are looking for in the job ad.

- Graduate from Saint Martin’s University with Bachelor of Arts in English
- Over four years’ experience working in journalism and professional writing
- 27 credits in English and Journalism coursework including *Advanced Journalism*, *Professional and Academic Writing Skills*, and *Literary Criticism*
- Excellent research and interviewing skills developed through experience in the newspaper industry

The bulleted statements address the skills gained over a period of time in different workplaces that match the skills they are looking for.

Education Bachelor of Arts in English, Saint Martin’s University, Lacey, WA
Graduation date May 2016
Dean’s list, fall of 2015 (3.87 GPA)

Always list the most recent first. You may add other college experience to the second page – only include it here if it is relevant to the job.

Omit high school!

Experience This section may contain both PAID and UNPAID experience. On a job application form, it will probably be separate. Your resume, however, is a summary of what experience you will bring to a specific job, no matter where or how you got it.

2015-2016 The Olympian - Internship

- Assisted columnist for local newspaper by gathering information and contacting potential interviewees
- Observed each step of the writing, editing and printing processes

2012-2014 Olympia Soup Kitchen Volunteer

- Helped prepare and serve meals to community members in need

2012-2016 The Belltower – Saint Martin's University

- Interviewed students and faculty for information on relevant issues
- Wrote articles and aided in the printing process

Your resume can go more than one page – put your name and page 2 on the second page and make sure your first page has the most relevant information on it.

Bullets under jobs/experience should be limited to no more than three. It is not necessary to list every job you ever had – this student probably worked some fast food or in-home jobs too where he developed his interpersonal and communication skills.

Leadership Dean's list, fall of 2015 (3.87)

Saint Martin's basketball team member, 2012-2016

Society of Fellows member, 2013-2016

Editor of The Belltower, 2014-2016

Interests These are optional, and should ONLY be included if related in any way to the type of work you will be doing.

References

Available upon request.

References go on a separate page with your name and contact information (like your resume heading). Make sure you indicate how you know each reference and provide contact information for them. Let your references know when you have provided their name to a potential employer.

Cover Letter Format

Your Address
City, State, Zip
Phone
E-Mail

This information may be at the top or after our name at the end.

Date

Name of Contact Person
Title
Organization
Street Address
City, State, Zip

Dear (Contact Person's Name):

Opening Paragraph: The reason you are writing.

State why you are writing and name the position or type of position for which you are applying. Mention how you learned of the position and the name of any referring person. Briefly describe why you are interested in this particular position.

Body of the Letter: Show enthusiasm for what you like to do.

Briefly describe the skills and/or experiences you have that fit the requirements of the position. If you have related experiences, mention your qualifications and achievements. This is your chance to give the reader more insight into who you are as a person. Do not repeat your resume. This is the time to mention **personal qualities or special experiences and motivators**.

Closing Paragraph: Directly, but politely, indicate your desire to further discuss your qualifications in an interview. Make it easy for the reader to contact you by providing your phone number, email and the best time to reach you. Thank the contact person for his or her time and consideration.

Sincerely,
(Leave four spaces between *sincerely* and *your typed name*)

Your signature

Your typed name
(Two spaces)

Sample Cover Letter

5555 Pacific Ave SE
Lacey, WA 98503
360-555-3235
Joshua.johnson@stmartin.edu

June 27, 2016

Steve Miller, Human Resources
Q13 Fox News
1813 Westlake Ave N
Seattle, WA 98109

Dear Mr. Miller,

One of my former supervisors, Ms. Williams, at The Olympian referred me to your current job opening. I am very interested in furthering my career in the journalism and news production fields.

I am a recent graduate of the Saint Martin's University Bachelor of Arts in English program. During my time at Saint Martin's, I was involved in several extracurricular activities, clubs, and volunteer programs. My time at the Saint Martin's University involved an internship at The Olympian and courses such as Advanced Journalism, Professional and Academic Writing Skills, and Literary Criticism. My studies and other experiences have given me the opportunity to foster my research, interviewing and communication skills.

I would appreciate the opportunity to meet with you and visit the Q13 office in person to discuss the needs and qualifications you are seeking for this position. Thank you for taking the time to look over my resume. I look forward to hearing from you in the near future.

Sincerely,

Joshua Johnson

Enc. Resume