

CAREER CENTER

Resume and Cover Letter Guide

ART, MUSIC, & THEATRE



Westfield
STATE UNIVERSITY



THE ART, MUSIC & THEATER RESUME

Artist Resume Samples (pg 4)

An artists resume showcases your artistic accomplishments. Whether you are focusing on graphic design, illustration, teaching, or presenting your work for a gallery, finding the right strategy to effectively highlight your unique talents and experience is essential. This guide includes samples of each resume as well as some additional resources:

12 Steps for Getting Your Work into a Gallery (pg 7)

This checklist will provide you with some additional pointers to help you get your work shown at galleries.

The Artist's Statement (pg 8)

An artist statement is often included with your resume for galleries, museums, or grants. An artist statement is a cover letter for artists that elaborates on the experiences highlighted in Resume.

Music Samples (pg 9)

Musicians often demonstrate a strong passion for what they do, a wide range of talents, and have years of experience performing. Representing these characters and experiences on a resume effectively will help you get that dream job!



QUICK TIPS FOR RESUME BUILDING

Tips and Tricks

Recommended **length** for the resume is one page; two pages is acceptable if the content is all related.

Font type should be professional such as Times New Roman, Calibri, Arial, Garamond, etc. Keep font size at 11 or 12.

Page **margins** should be a maximum of 1" all around or a minimum of .7".

Avoid the use of pronouns and complete sentences. Start each descriptive phrase with action verbs.

Use **past tense** when describing past experiences. Use **present tense** for present experiences.

Include **skills and qualifications** relevant to your career goals. Each resume should be tailored to the job for which you are applying. **Generic resumes are not effective.**

Appearance matters. Keep your resume organized, professional and consistent with font type, format, and the overall style.

Make sure the resume and the cover letter are **free of errors**. Proofread and have others proofread too.

Give each of your **references** a copy of your resume and be sure to ask them to serve as a reference before listing them on your reference page.

Upload your resume into the Career Center's online job database, Handshake: **westfield.joinhandshake.com**. This will allow you to sign up for on-campus interviews, apply for jobs and safely store your resume in our system.

Frequently Used Category Headings

Activities	Honors	Professional Profile
Additional Experience	Internships	Public Relations Project
Certifications	Language Skills	Related Activities
Collegiate Activities	Licensure	Related Coursework
Community Involvement	Memberships	Related Experience
Computer Skills	Military Service	Research Project
Conferences Attended	Objective	Skills
Education	Presentations	Special Training
Employment	Professional Affiliations	Summary of Qualifications
Experience	Professional Experience	Volunteer Work

Action Verbs

IMPROVE SOMETHING	LED A PROJECT	CREATE SOMETHING	RESEARCHED	MANAGE A TEAM
Modified	Oversaw	Engineered	Calculated	Recruited
Standardized	Executed	Created	Surveyed	Hired
Converted	Produced	Instituted	Investigated	Cultivated
Replaced	Coordinated	Formalized	Evaluated	Shaped
Redesigned	Organized	Formulated	Tracked	Guided
Strengthened	Orchestrated	Founded	Audited	Aligned
Customized	Controlled	Spearheaded	Tested	Regulated
Restructured	Chaired	Devised	Analyzed	Inspired
Refined	Planned	Introduced	Mapped	Directed
Updated	Headed	Formed	Examined	Supervised
Influenced	Programmed	Developed	Assembled	Mentored
Revamped	Operated	Launched	Measured	

Elliott Grace

123 Westfield Street ■ Westfield, MA 01086
413-572-5206 ■ elliott.grace@hotmail.com
www.elleartportfolio.com

EDUCATION

B.A. in Art, May 20xx
Westfield State University, Westfield, MA
GPA: 3.4/4.0; Dean's List: four out of six semesters

EXHIBITIONS

"Flowers of Spring" (solo), Urban Outfitters, Boston, MA,	20xx
"Dance" (solo), Westfield State University, Westfield, MA	20xx
"Great Pretenders" (group), Artistic Cove, Agawam, MA	20xx
"Leaves" (group), Art Gallery of Western Mass., Springfield, MA	20xx

COMMISSIONS

- Commissioned to create mural (floral scenes) at Theo's Cafe, Westfield, MA, 20xx
- Member of artist team commissioned to create mural (Campus scenes) in Westfield State University Campus Center, Westfield, MA 20xx–20xx

AWARDS

MFA New Artist Scholarship, 20xx
1st Place, Painting, WSU Student Art Show 20xx

GALLERY EXPERIENCE

Internship
Westfield Art Gallery, Westfield, MA September 20xx–March 20xx

- Assisted with the installation of three exhibitions
- Created publicity materials and provided sales assistance
- Provided gallery visitors with artist biography and overview of pieces

RELATED EXPERIENCE

Fashion Merchandiser
Anthropologie Clothing, Boston, MA August 20xx - Present

- Direct customers to requested materials and construct displays
- Arrange clothing and dining décor for various seasons and styles

REVIEWS

Daily Hampshire Gazette, m/d/yy, "Young Artist's Work Depicts Humanity," Anne Larson.
CBS Evening News, m/d/yy, "New Artist Explores Port Imagery," Tom Jones.

ADDITIONAL SKILLS

Experienced in watercolor, oils, pencil sketching, photography and graphics/web
Applications including: Adobe Photoshop, Illustrator, Dreamweaver and Quark Express

Emma Troying

104 Montgomery Street
Reading, MA 01867
413-572-5206
etroying@email.net

Online Portfolio: www.emmatroying.com

Education

Westfield State University, Westfield, MA
Bachelor of Fine Arts, Graphic Design

May 20xx
GPA: 3.2/4.0

Technical Proficiency

Platforms: Mac OS X and Windows 10

Applications: Adobe Illustrator, Adobe Animate, Adobe InDesign, Adobe Photoshop, Microsoft Office Suite

Design Proficiency

- Ad design
- T-shirt design
- Animation
- Traditional and digital illustration
- Logo design
- Photo retouching
- Working under pressure with deadlines
- Photography

Graphic Design Experience

Westfield State University Career Center, Westfield, MA

January 20xx–Present

Graphic Design Student Worker

- Design promotional materials, including brochures, posters consistent with University marketing guidelines.
- Generate design concepts based on project directives and make modifications according to supervisor vision.

Aucella & Associates, Westfield, MA

January–May 20xx

Graphic Design Intern

- Edited and retouched photos and graphics to be used on company websites and in advertisements.
- Aided in marketing projects such as design logos.
- Drafted employee bios for company website.

Westfield State University Persona Magazine, Westfield, MA

September–May 20xx

Art Editor

- Discussed design and layout ideas with editor and colleague.
- Reviewed art submissions and selected pieces for magazine.

Freelance Work

Wilt, Inc., Newton, MA

April 20xx

- Redesigned business card for sales staff.

LMI Productions, Groton, CT

August 20xx

- Created mock-ups and design layouts for variety of print media including brochures, business cards, postcards, menus, DVD inserts and CD inserts.
- Developed logo ideas and variations based on supervisor's design vision.

Quincy Hayes

50 Windham Drive | Westfield, MA 01085 | 413-572-5206 | QuincyHayes@email.com
Online Portfolio: www.wix.com/quincyhayes

EDUCATION

Westfield State University, Westfield, MA
Bachelor of Arts in Graphic Design 3.8/4.0 GPA

Anticipated Graduation: May 20xx

TECHNICAL PROFICIENCY

Platforms: Mac OS X and Windows 10

Applications: Adobe Illustrator, Adobe Animate, Adobe InDesign, Adobe Photoshop, Microsoft Office Suite

DESIGN PROFICIENCY

- Ad Design
- T-shirt design
- Animation
- Photo retouching
- Traditional and digital illustration
- Logo design
- Page layout
- Professional quality typography

ACHIEVEMENTS

Awarded 1st place in Westfield State University Art Show,
Artwork exhibited at the Emerging Young Artists Show at UMASS Dartmouth,
Dean's List – All Semesters

20xx
20xx

GRAPHIC DESIGN EXPERIENCE

Graphic Design Intern

Jacob's Pillow Dance Festival, Becket, MA

Sept.–Dec. 20xx

- Worked closely with the creative director to enhance online presence and promote festival
- Assisted marketing team with community outreach
- Developed design plan for both print and electronic marketing

Job Shadow

Porterhouse Media, Holyoke, MA

Oct. 20xx–Mar. 20xx

- Conceptualized designs for album and song artwork
- Attended meetings with clients and graphic designers

CAMPUS & COMMUNITY INVOLVEMENT

President, Graphic Design Club, Westfield State University,
Vice President, Otaku Club, Westfield State University,

20xx–Present
20xx–Present

WORK EXPERIENCE

Sales Associate, FYE, Auburn, MA
Cashier, Market Basket, Oxford, MA

May 20xx–Present
May–Sep. 20xx



12 STEPS FOR GETTING YOUR WORK INTO A GALLERY

Step 1. Identify galleries whose work coincides with your style. Collect about 20 pieces in a similar style to demonstrate the uniqueness of your work.

Step 2. Decide to continue to create in that style

Step 3. Create your artist's statement and biography.

Step 4. Develop an artist's resume.

Step 5. Have your work professionally photographed without frames.

Step 6. Have your work professionally framed (if applicable)

Step 7. Write a letter of inquiry or email to prospective galleries to express interest in showing your work. Provide examples of your work, a link to your artist website, your artist's statement and biography.

Step 8. Establish prices according to career level.

Step 9. Check submission policies of galleries and submit your package.

Step 10. Review gallery contracts with a lawyer to understand the terms of the agreement and the galleries' cut for selling your work. You also want to make sure that you are not restricted to only showing and selling your art in that gallery.

Step 11. Network! Network! Network! Attend openings, area art events, and any networking group that will allow you to make connections with others.

Step 12. Apply for grants. Even if you don't get that grant, the judging panel will consist of artists and curators, and will be another way for you to gain exposure. Typically, any grants or exhibitions that you have to pay for should be avoided. These are often fundraisers for organizations and don't normally offer career advancement or recognition.

How to Develop a Personalized Artist's Statement:

- Keep it **short and sweet** - but open with a statement that packs a punch.
 - Use **first person** when writing your statement.
 - Discuss what your art means to you or **what the message is** that the art conveys.
 - Why have you created this art? Or why this message?
 - Think about how you would **explain your work** to a curator or viewer.
 - Tell your **artist story**, but don't make it an autobiography.
 - Avoid using art lingo, **be authentic**.
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Artist's Statement Sample:

Jonathan H. Dough-

My artwork takes a critical view of social, political, and cultural issues. In my work, I deconstruct the American dream, fairy tales, nursery rhymes, and lullabies that are part of our childhood and adult culture. Having engaged subjects as diverse as the civil rights movement, southern rock music and modernist architecture, my work reproduces familiar visual signs, arranging them into new conceptually layered pieces.

Often these themes are combined into installations that feature mundane domestic objects painted blue, juxtaposed with whimsical objects, and often embellished with stenciled text. The color blue establishes a dream-like surreal quality, suggests notions of calmness and safety, and formally unifies the disparate objects in each installation. The texts provide clues to content and interpretation.

Each project often consists of multiple works, often in a range of different media, grouped around specific themes and meanings. During research and production new areas of interest arise and lead to the next body of work.

Thomas B. Peterson

Trumpet

33 Main Street | Westfield, MA 01085 | 413-572-5206 | trumpet@westfield.ma.edu

Education

Bachelor of Arts in Music,
Westfield State University, Westfield, MA
GPA: 3.82/4.0

May 20xx

Principal Teachers (Trumpet)

Steven Sonn Lecturer, Jazz Trumpet, Westfield State University, Westfield, MA
Vincent Martin, Principal Trumpet, Metropolitan Wind Symphony, Lexington, MA
James Chapman, Principal Trumpet, Boston Symphony Orchestra, Boston MA

Master Classes

Tonya Perry, Associate Professor, Westfield State University, Westfield, MA
Doc Severinson, Westfield State University, Westfield, MA

Performance Experience

Orchestral

Fourth Trumpet, Rochester Philharmonic Orchestra, Rochester, NY	20xx–Present
First Trumpet, Boston Symphony Orchestra, Boston, MA	20xx–Present
First Trumpet, Metropolitan Wind Symphony, Lexington, MA	20xx
Fourth Trumpet, Metropolitan Wind Symphony, Lexington, MA	20xx

Recitals

Holyoke Community College, Guest Recital, Holyoke, MA	20xx
Westfield State University, Alumni Recital, Westfield, MA	20xx
Worcester High School, Guest Recital, Worcester, MA	20xx

Freelance

Various experience using a wide range of styles including
jazz and rock throughout Central MA and Upstate New York

College Ensembles

Westfield State University Wind Ensemble, Principal/Rotating,	20xx–20xx
Westfield State University Jazz Ensemble, Featured Soloist/Lead Trumpet	20xx

Teaching Experience

Trumpet Instructor, Westfield State University Community Education, Westfield MA	20xx–Present
• Instructed students representing wide range of abilities	
Trumpet Instructor, Rebecca Johnson Visual and Performing Arts Elementary School, Springfield MA	20xx
• Sole trumpet instructor for studio of over twenty elementary school students	

Professional Affiliations and Honors

Member, The National Trumpet Association	20xx–Present
Member, Pi Kappa Music Honor Society	20xx–20xx
Recipient, National Society of Collegiate Scholars, Merit Award	20xx

Bianca Tedesco, Soprano

29 Vista Avenue

Chatham, MA 02633

413-572-5206

singer@westfield.ma.edu

OPERA ROLES

Fiorello	Barbiere di Siviglia	Boston Lyrics Opera	20xx
Captain Corcoran	HMS Pinafore	Turtle Lane Playhouse	20xx
Pamina	The Magic Flutes	Westfield State University	20xx

PARTIAL ROLES/SCENES

Papageno	Die Zauberflote	Westfield State University	20xx
Marcello	La Bhoeme	Westfield State University	20xx
Alfonso/Guglielmo	Così fan tutte	Metropolitan Opera Guild	20xx

MUSICAL THEATER ROLES

Meg	Little Women	Westfield State University	20xx
Anne	Anne of Green Gables	Westfield State University	20xx

CONCERT ENGAGEMENTS

Soloist	NWRS At the Opera	Northeast Repertory Singers	20xx
Messiah	Handel	Westfield State University	20xx
Requiem	Durufle	Westfield State University	20xx

SOLO CONCERT WORK

Bach: Cana 182 Rochester Bach Festival; Melvin Butler, cond.,	20xx
Bach: Mattheus-Passion Eastman Philharmonia; Donald Neuen, cond.,	20xx

AWARDS

Bronze Medal—Young Artist Opera Division Musique New England	20xx
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EDUCATION

Bachelor of Arts in Music, May 20xx
 Westfield State University, Westfield MA
 GPA: 3.44/4.0

Principal Teachers

Susan Lorna
 Cnythia Moriarty

Coaches

Gina Verte
 John Tonal

Master Classes

Martin Sippe

CLUBS AND ACTIVITIES

Student Theatre Association, Member	20xx–20xx
Night Owls A Cappella Choir Club, Member	20xx
Musical Theatre Guild, Member	20xx–20xx

Jennifer Rios

45 Upper Street, Apartment 2
Barre, MA 01005
413-572-5206
Performance@westfield.ma.edu

ORCHESTRAL AND ENSEMBLE EXPERIENCE

Best Symphony Orchestra, Springfield, MA	20xx–Present
Top Notch Orchestra, West Springfield, MA	20xx–20xx
New Music Ensemble, Westfield State University	20xx–20xx
String Ensemble, Westfield State University	
Sacred Heart Catholic Church String Quartet, Barre MA	20xx–20xx

SOLO PERFORMANCES WITH ORCHESTRA

Ridgewood Symphony Orchestra, Timothy Indie conducting, Ridgewood, NJ	20xx
Julliard Pre-College Orchestra, Ronald Braunstein conducting, New York, NY	20xx
Orchestra, Julian Frederico and Patrick Straub conducting, Worcester, MA	20xx

CHAMBER MUSIC EXPERIENCE

Woodland String Quartet Southbridge, MA	20xx–Present
Coaching with the Worcester Quartet, John Graham and Catherine Tate	
Performances in Mannison Hall and the Worcester Public Library	

SOLO VIOLINIST PERFORMANCES

Best symphony Orchestra, Windsor CT, Janice Brown conducting	March 20xx
Beauty Orchestra, Hartford, CT, John Ridgeway conducting	December 20xx

RELATED EXPERIENCE

Intern, Best Symphony Orchestra, Springfield, MA	May 20xx–August 20xx
<ul style="list-style-type: none">• Assisted in the coordination of performances• Developed marketing strategies for orchestra events, including the production of graphics and flyers	
Violin instruction, classical and jazz, Springfield ma	May 20xx–Present
<ul style="list-style-type: none">• Taught beginning and intermediate students ages 10 to adult	
Radio DJ, WSKB 89.5, Westfield, MA	Fall 20xx–Spring 20xx
<ul style="list-style-type: none">• Hosted various weekly shows during University calendar year, including a contemporary jazz and indie rock• Adhered to radio station guidelines and responsible for entire station while on air	

COMPUTER SKILLS

Pro-Tools, Reason, Logic, Garage band, and Cubase. Proficient in Microsoft Windows, Word, Excel, PowerPoint, Filemaker, Bento, Photoshop, and basic knowledge of HTML programming.

EDUCATION

Bachelor of Arts in Music	May 20xx
Westfield State University, Westfield MA	

Tina Verghan

1048 Main Street | Auburn, MA, 01501 | 413-572-5206 |
music.educator@westfield.ma.edu

EDUCATION

Westfield State University, Westfield MA
Bachelor of Arts in Music Education

May 20xx

CERTIFICATION

Massachusetts Initial Art Teacher Certification, Pre-K-8 (License #: 32910)

STUDY ABROAD

A Costa Rican Intercultural and Tropical Ecology Experience,
• Created and taught music lesson to Costa Rican sixth graders
• Immersed myself in a Second Language Learner's daily role

June 20xx

HONORS

Kappa Delta Pi, Education Honor Society,
Lambda Sigma Honor Society,

20xx–20xx
20xx–20xx

TEACHING EXPERIENCE

Practicum, Westfield High School, Westfield MA

Spring 20xx

- Incorporated music history and music movements into lessons
- Directed high school band; taught group and private lessons at both levels
- Served as assistant conductor on the high school winter concert and directed performance of original arrangements for low brass based on the chorale Missa Solemnis
- Communicated with parents on an on-going basis to share information on individual student needs, talent, and progress

Pre-Practicum, Kensington Avenue Elementary School, Springfield, MA

Fall 20xx

- Developed and implemented a lesson on the music of the Incas incorporating cross curricular instruction and artifacts
- Taught beginning recorder to third grade students (some with learning disabilities) using the Jump Right In method.

Pre-Practicum, Michael E. Smith Middle School, South Hadley, MA

Spring 20xx

- Collaborated with other music education students to plan and implement individually designed projects that met the needs of students with disabilities and their families as part of an introductory music education class.
- Utilize diverse strategies to support learning, consulting with parents/guardians on individual student learning needs.

Pre-Practicum, Abner Gibbs Elementary School, Westfield MA

Spring 20xx

- Observed music classes and the management skills used
- Attended behavior support meeting for student



Checklist for the Artist's Packet:

- ☐ Cover Letter/ Letter of Interest
- ☐ Artist's resume
- ☐ Artist's statement — specific to body of work in portfolio
- ☐ Samples of your work (professional photos)
- ☐ Optional: artist biography
- ☐ Optional: one or two printouts of your work
- ☐ Optional: a promotional postcard from a show of yours
- ☐ Business Card
- ☐ A piece of cardboard to protect the contents of the packet
- ☐ A 10"x13" envelope to put it all in with appropriate postage



REFERENCES

Tips and Tricks

Make sure to [ask your reference for permission](#) before listing them and keep them informed about your job search, especially if you have interviewed for a position. Provide references with a [copy of your resume](#).

If you ask a professor to serve as a reference, be sure to [ask for their cell phone number](#). Most professors do not check their office voicemail during semester breaks.

[Three to five](#) professional references is standard.

Examples

Dr. Samantha A. Riley

Faculty Advisor
Westfield State University
Business Management Department
577 Western Avenue
Westfield, MA 01086
413-572-5206
Name@email.net

Mr. Robert M. Sanchez

Past Supervisor
Amica Mutual Insurance
Customer Services Manager
50 Amica Way
Lincoln, RI 02865
413-572-5206
Name@email.net



COVER LETTERS

A Cover Letter...

Serves as your **introduction** to the employer.

Expresses your interest in being considered for the position.

Provides you with the opportunity to **highlight** how **your skills** and qualifications match those necessary to perform the position.

Captures the employer's attention and interest in reading your resume.

An effective cover letter does not repeat or summarize your resume, but **makes the reader want to learn more about you.**

Cover Letter Tip

A great way to organize your thoughts before writing a cover letter is to **make a list of the job requirements** the company is asking for and then **list your skills.**

Cover Letter Template

Your Street Address

City, State Zip Code

Your Phone Number

E-mail (optional)

(Skip 1 line)

Date

(Skip 2 lines)

Contact Person's Name

Title

Company Name

Street Address

City, State Zip Code

(Skip 1 line)

Dear Mr./Ms./Dr. Last Name: (Use Title or Dear Hiring Manager if name is not available)

(Skip 1 line)

Paragraph 1: State why you are writing and identify the position in which you are applying. Include why you are interested in this particular position and working for that specific employer. Demonstrate that you appreciate and understand the organization's mission and goals. If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so.
(Skip 1 line)

Paragraph 2: Utilize the job description to identify the necessary qualifications and main responsibilities for this particular role to incorporate into your letter. What do you know about this particular company and how do your skills and qualifications match the specific needs of the position? Spell out exactly how your experiences, skills, and education fit the position and can benefit the company. Confidently express what you can offer to the company, not what the Company will offer you.
(Skip 1 line)

Paragraph 3: Close the letter by thanking the reader for their attention or consideration and stating the next course of action. Indicate that you will follow up (and then do it!). Refer the reader to any documents you have attached (resume, references, writing samples, etc.).
(Skip 1 line)

Sincerely,

(Skip 1 line)

Type Your Name

Cover Letter Example – Applying for an Entry-Level Position

577 Western Avenue
Westfield, MA 01086
413- 572-5206
cjackson@email.net

April 23, 20xx

Mr. Jonathan Medina
Human Resources Director
Walden Communications
1234 Main Street
Brockton, MA 02356

Dear Mr. Medina:

As a double major in Marketing and Graphic Design with extensive internship experience in the field, I am confident that my knowledge of industry trends, expertise with design programs, and proven successes in social media marketing will be an asset in the Marketing Assistant position with Walden Communications. Your company's commitment to assisting area nonprofits is one that I would love to be a part of as I volunteer regularly with my area food bank.

I have completed several business-related internships in the areas of marketing, sales, and social media through which I have gained a great deal of knowledge about the latest industry trends, proving beneficial in this assistant role. My main career interest lies in the marketing aspect of the industry and particularly in helping your company expand its client base through its social media outlets. My computer skills are noteworthy as a result of designing and maintaining a website for the business club on campus as well, which will help strengthen Walden Communications' online presence.

Furthermore, I have a strong comfort with various social media platforms including TikTok, LinkedIn, Facebook, Twitter, Pinterest, Snapchat Ads, Instagram, and YouTube. As a social media intern with Artioli Dodge, I was solely responsible for launching and managing the company's social media presence on the aforementioned programs and developed the content for the various marketing campaigns used on these sites. Through these skills and past experiences, I am confident that I can make an immediate contribution to your team.

As your job posting instructs, I have arranged to have a copy of my official transcript forwarded to you. I would be very interested in discussing this opportunity with you further. I will call you in a few days to see if we can arrange a mutually convenient time to meet. In the meantime, feel free to contact me with any questions at 413-572-5206 or email cjackson@email.net.

Sincerely,

Corey M. Jackson

Cover Letter Example - Applying for an Internship

577 Western Avenue
Westfield, MA 01086
413-572-5206
Tbellimo1234@westfield.ma.edu

February 12, 20xx

Mr. Charles Beckett
Editorial Director
Springfield Daily Press
322 State Street
Springfield, MA 01030

Dear Mr. Beckett:

Please accept this letter as an indication of my interest in the Springfield Daily Press summer internship. As a student at Westfield State University majoring in English, my career focus and passion align with writing and the media. I am confident that my strong communication and editorial skills will be an asset in writing short articles for the paper and assisting with conducting research.

Through coursework in both communication and literature, I developed skills in written, oral, and multimedia expression - all critical to working in journalism. As the editor for our student newspaper and as a tutor for several English courses, I have also sharpened my editorial skills. The course, "Writing for Mass Media", offered me a firm grounding in the basic techniques of news writing – all of which I hope to apply in this role. In addition, my varied work experiences ranging from program coordination to waiting tables helped me become proficient in dealing with the public and working under pressure. I would be honored to bring these skills, educational experiences and positive Energy to your organization.

Attached are my resume and writing samples for your review. If you have any questions or need additional information, please contact me at 413-572-1234 or by e-mail at tbellimo1234@westfield.ma.edu. I look forward to hearing from you.

Sincerely,

Tonya Bellimo

A background image showing several students in historical costumes. In the center, a young man with a beard wears a dark blue military-style coat with gold fringe and a bicorne hat with red and gold trim. To his left, another man in a red coat and bicorne hat is visible. To his right, a woman in a white dress and a straw hat with a pink flower is looking on. The scene appears to be a historical reenactment or a theatrical performance.

Contact the Career Center



Parenzo Hall



413-572-5206



Careers.westfield.ma.edu

Hours (Monday - Friday):

8:30 a.m.–5 p.m.

8 a.m.–4 p.m. (summer hours)



Westfield.ma.edu/Career Center

Westfield
STATE UNIVERSITY