

CCOM Job/Internship Search Guide

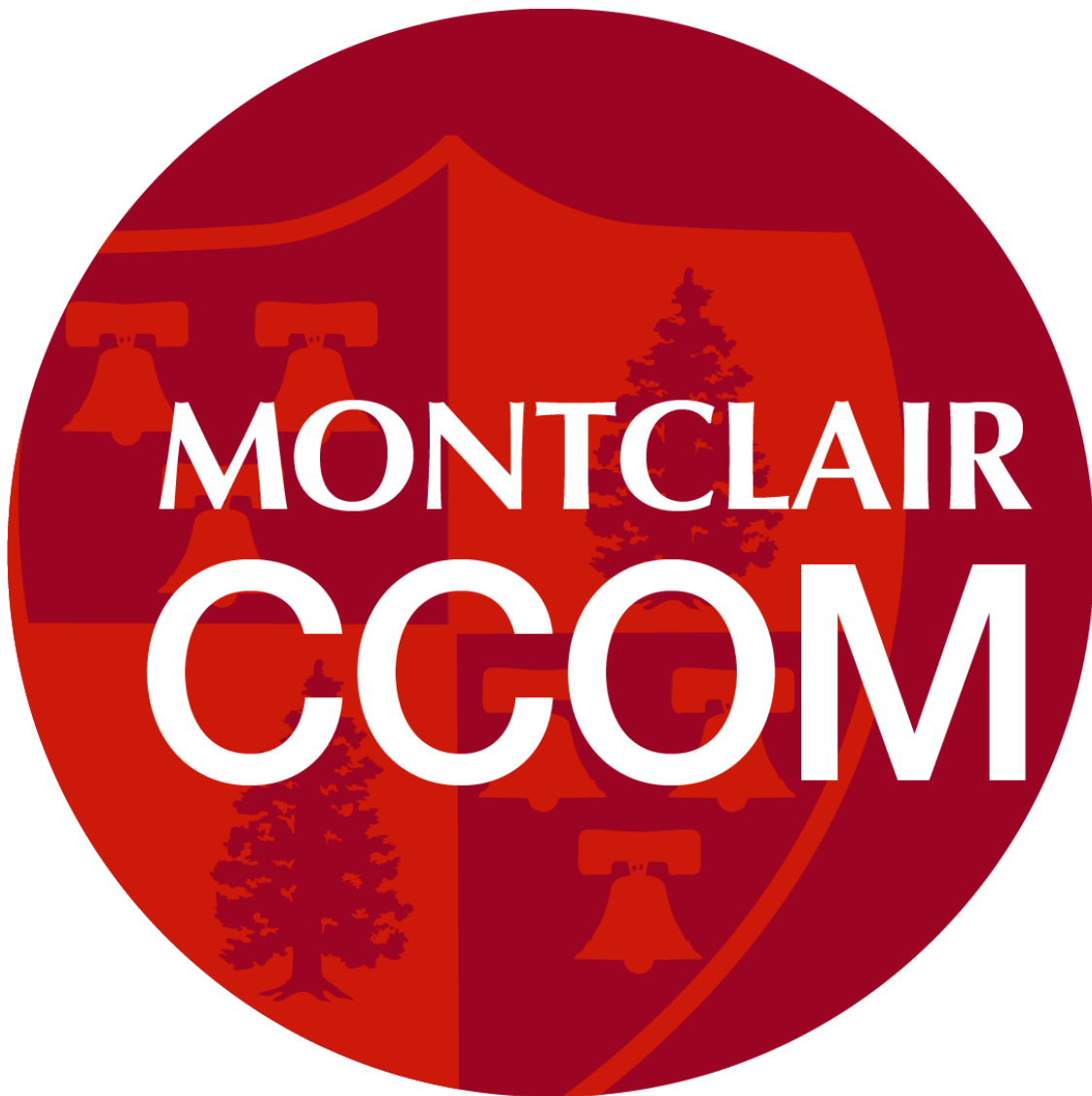


Table of Contents

Resume Guidelines.....	2
Formatting Your Degree Information.....	3
Action Verbs.....	4
Resume Examples.....	5–18
How to Write a Cover Letter.....	19
Interviewing Tips.....	20
Mock Interview Questions.....	21–22
General Questions to ask on an Interview.....	23
Job Boards.....	24
LinkedIn.....	25–30
Dress for Success.....	31–36

RESUME GUIDELINES

****AVOID using imported resume templates** (Canva, Google Docs, etc)**

Your resume will be a document that is unique to you and your experiences! Here's some common headers and things to keep in mind, it does not have to be in this specific order:

- **Heading/Contact Information** – Include name, phone number, e-mail address, portfolio/website/LinkedIn URL, and/or any relevant social media profiles (residential and/or mailing addresses are optional)
- **Summary or Profile** – Describes you as a student and professional; indicate the value you bring to an employer through skills, experiences, and/or passions; may target a role, company and/or industry
- **Core Competencies/Professional Skills** – Relevant to the position (i.e. computer software, languages, technical skills)
- **Education** – Things to include:
 - Montclair State University, Montclair NJ
 - Degree Information (see next page for proper format)
 - Graduation Date (Month, Year)
 - GPA (this is optional, only put if over a 3.0)
 - Relevant Coursework or projects (optional)
 - Study Abroad experience (optional)
 - NO High School information
- **Work Experience/Relevant Experience/Professional Experience** – Include name of organization; city, state (if outside the U.S.: city, country); title; dates worked (Start – End or Start – Present)
 - **Note:** *Part-time, full-time, internships, and volunteer experiences can all be considered. However, specific categories may be created to group experiences based on relevancy and type (i.e. industry, volunteer)*
 - Include 2-5 bullet points that start with strong action verbs (see list) and avoid any first person pronouns (i.e. I, my, me)
 - **High Impact bullets:**
 - *Served over 50 customers a day at a sporting event concession stand*
 - *Trained four new employees on procedures, cash register and customer service*
 - *Received employee of the month award for five consecutive months for exceeding sales goals of \$5,000 per month*
 - **Low Impact bullets:**
 - *Served customers at a concession stand*
 - *Trained new employees*
 - *Achieved sales goals*
- **Leadership or Extracurricular Activities**
- **Performances/Film/Art Displays** – This is a great tool for showcasing relevant experience.

FORMATTING YOUR DEGREE INFORMATION

Please make sure you are including the proper name of your degree on your resume. It should be written out fully, no abbreviations and include your major and minor if applicable. Use this guide to find the proper format for your degree information. ** For a complete listing of majors and specific concentrations, please visit the Programs of Study located here:
<https://www.montclair.edu/arts/academics/programs-of-study/#undergrad>

COLLEGE FOR COMMUNICATION & MEDIA:

Bachelor of Arts, Advertising
Bachelor of Arts, Animation/VFX
Bachelor of Arts, Communication and Media Studies
Bachelor of Arts, Film and Television
Bachelor of Fine Arts, Filmmaking
Bachelor of Arts, Journalism and Digital Media
Bachelor of Arts, Social Media and Public Relations
Bachelor of Arts, Sports Communication

ACTION VERBS

Management/Leadership

Administered
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Directed
Enhanced
Established
Generated
Improved
Managed
Organized
Produced
Supervised

Communication

Addressed
Collaborated
Condensed
Contacted
Directed
Edited
Explained
Interpreted
Mediated
Negotiated
Presented
Publicized
Suggested
Wrote

Research

Analyzed
Collected
Compared
Determined
Examined
Gathered
Investigated
Reviewed
Summarized
Tested

Technical

Applied
Assembled
Built
Constructed
Designed
Developed
Maintained
Programmed
Upgraded

Teaching/Helping

Advised
Advocated
Clarified
Counseled
Encouraged
Explained
Guided
Helped
Instructed
Mentored
Motivated
Provided
Supported
Tutored
Volunteered

Organizational

Approved
Collected
Compiled
Distributed
Generated
Maintained
Recorded
Scheduled
Updated

Financial

Appraised
Balanced
Budgeted
Forecasted
Projected
Reconciled

Creative

Acted
Composed
Conceptualized
Created
Designed
Displayed
Drew
Entertained
Fashioned
Founded
Illustrated
Invented
Modeled
Performed
Photographed
Planned
Revised
Shaped

Advertising Example #1

Montclair, NJ | Phone Number | Email | LinkedIn URL/Portfolio

Education:

Montclair State University, Montclair, NJ

Bachelors of Arts, Advertising | May 2025

- GPA: 3.7

Relevant Coursework:

- Copywriting Across Media, Social Media Analytics, New Media and Participatory Culture, PR and Advertising Fundamentals, Brand Storytelling: Strat Comm, and Multimedia Production

Relevant Experience:

Her Campus, Montclair, NJ

Social Media/Event Planning Team | September 2023 - Present

- Produce various forms of digital content for platforms such as TikTok and Instagram

Montclair Hawk Squad, Montclair, NJ Content Contributor | August 2023 - Present

- Produce content to advertise campus events through social media which includes flyers, photography, and video content

Skills:

- Content Creation
- Google Slides, PowerPoint, Canva, CapCut
- Social media: Instagram, Tiktok, Snapchat, Facebook
- Brandwatch, Keyhole

Projects:

Multimedia Asset Project | May 2024

- Assembled a comprehensive and effective multimedia package for a fictional company
- Created blog posts, a press release, a brand style guide, brand kit + color pallet, a series of 'call to actions', multiple logos, featured images, social cards, copy for social media, and a narrated promotional video

Influencer Analysis | March 2024

- Collected social media analytics of beauty influencers in order to determine which brands would benefit most from using them as effective resources
- Conducted a S.W.O.T analysis on each influencer

Extracurriculars:

Marketing Club | September 2023 - Present

- Practice and learn about various marketing strategies

Animation VFX Example #1

Montclair, NJ 973-123-4567 Email Portfolio

Education

Montclair State University, Montclair, NJ
Bachelor of Arts, Animation VFX

May 2024

Projects:

Growing Pains - Animated Short Film - Senior Thesis September 2023 to April 2024

- Communicated and worked on a five person team
- Produced visual development assets, storyboards, 2D backgrounds in Clip Studio Paint
- Produced 2D animations in Toon Boom Harmony and 3D backgrounds in Autodesk Maya 2024
- Designed and implemented a spreadsheet to record the team's progress and stay on time

Fish Feud - Animated Short Film September 2023 to December 2023

- Collaborated with a team of four individuals
- Executed 2D prop designs and collaborated with 3D prop artist
- Maintained and prioritized schedule and assisted in coloring

Tarot Aro - Live Action Short Film January 2022 to April 2022

- Wrote, storyboarded, edited, and directed
- Led team, assisted in cinematography, composited and edited in Adobe Premiere Pro

Wrapped - Short Screenplay September 2023 to December 2023

Marlies Magical Adventures Into the Mundane -Pitch Bible September 2022 to December 2022

The Full Moon Witches - Pitch Bible January 2022 to April 2022

Skills

- Google Applications, Microsoft Office 360, Adobe Creative Cloud (Premiere Pro, After Effects, Photoshop, Illustrator, Audition), Unity, Unreal Engine, Autodesk Maya, Z-brush, Toon Boom Harmony, Stop-Motion Studios, Procreate, Clip Studio Paint

Work Experience

Montclair State University, Finley Gallery, Montclair, NJ October 2022 to March 2024

Student Gallery Assistant

- Monitored the gallery and greeted visitors with a warm welcome
- Patched and painted the walls for show installations/de-installations
- Picked up printing and posting exhibition posters, signage, & museum labels
- Managed the storage room, delivered tools and artwork

Montclair State University Galleries, Montclair, NJ October 2021 to December 2022

Student Gallery Assistant & Educator

- Gave Visual Think Skills (VTS) tours

Student Collection Assistant October 2021 to May 2022

- Created Excel Spreadsheets for incoming collections
- Organized art analog and digital files within the Collector system
- Assisted in handling and inspecting artwork in the collection

Animation VFX Example #2

❖ EMAIL ❖ PHONE ❖ PORTFOLIO LINK ❖

EDUCATION

Montclair State University, Montclair, NJ (May 2026)

Bachelor of Fine Arts, Animation and VFX

- Relevant Coursework: 3D Animation, Rigging, 2D Animation, Digital Color and Light Concepts, Figure Drawing, 3D Modeling, VFX compositing, Critical Theory, Art History, Writing

Extracurriculars

- Montclair State University Art Society (Fall 2022-Present)
- Montclair State University Animation Club (Fall 2023-Present)

PROJECTS

Sci Fi Building (May 2024)

- 3D Modeling Structure Project created in Maya
- Created detailed assets and compiled them in order to form a 3D render of a building
- Used specific conventions such as geometric shape in order to make every aspect of the building feel consistent

The Captain (March 2024 - April 2024)

- 3D Model created in Zbrush
- Designing a model sheet while following reference as closely as possible
- Sculpted and painted 3D model with character design philosophies in mind to give the character a design that reflected personality traits it may have

The SF (October 2023 - December 2023)

- 2D animated projected animated in Procreate and edited together using iMovie based off of digital storyboards
- Used color theory to convey lighting and emotion. Accurately followed storyboards to improve framing and composition

EXHIBITIONS

Hillsborough High School Art Show (June 2022)

- Oil Pastel drawing that was displayed in a group show in Hillsborough, NJ

Somerset County Teen Arts Festival (May 2022)

- Self-portrait drawn in pencil that was displayed in a group show in Hillsborough, NJ

SKILLS

- **3D Modeling and Animation**-Autodesk Maya, Blender, ZBrush, Toy design, character modeling and design, environment modeling, compositing, lighting and rendering
- **Editing and Compositing**-Nuke, Adobe After Effects
- **2D Animation**-Adobe Animate, Procreate Dreams, Storyboarding, inbetweening, keyframing, lighting and coloring
- **Drawing and Graphic Design**-Hand Drawing, Procreate, Adobe Illustrate, character design, environment design, lighting and coloring, painting
- **Microsoft Office**-Word, Excel, PowerPoint

Communication & Media Example #1

E: email P: 000-000-0000

EDUCATION

Montclair State University, Montclair, NJ May 2025
Bachelor of Arts, Communication and Media Studies GPA 3.9, Dean's List, EOF

Middlesex College, Edison, NJ May 2023
Associate of Arts, Communications GPA 3.3, Dean's List, 2023 Certificate of Leadership

WORK EXPERIENCE

Skyline Physical Therapy, LLC, Wyckoff, NJ January 2024 – Present

Videographer & Marketing Specialist

- Plan, shoot, and edit social media reels utilizing CapCut, then upload on various social media platforms
- Create visually appealing advertisements using Canva, incorporating compelling graphics and messaging to enhance brand awareness
- Write and design monthly newsletters to update subscribers on company news that aligns with brand voice

Montclair State University, CART Career Services, Montclair, NJ

Social Media Manager January 2024 – Present

- Manage and curate content for social media platforms to build and maintain consistent brand presence
- Attend events and workshops to capture photos and video footage for promotional purposes
- Interview and write monthly engaging alumni spotlight articles, highlighting key achievements and career milestones that showcase the impact of their education

Work Study October 2023 – December 2023

- Completed special projects and worked alongside the Social Media Intern to collaborate for CART content
- Aided in the setup of CART Career Services events
- Greeted visitors to the CART Career Services Office and managed inbound calls

Victra- Verizon Wireless, Edison, NJ

December 2021 – May 2023

Sales Representative

- Actively worked towards closing deals and securing sales agreements with customers to meet or exceed sales quotas and targets set by the company
- Scheduled and coordinated shifts for a team of six employees, also manage time-off requests accordingly
- Initiated outbound calls to prospective clients, managed leads via phone calls, emails, and text

PATV, Perth Amboy, NJ

September 2019 – August 2020

Work Study

- Attended and filmed numerous events locally as well as out of state weekly
- Participated in the production process, including setting up equipment, lighting, and sound, showcasing attention to detail and technical skills
- Designed and facilitated weekly meetings with 20-30 underclassmen

SKILLS

Spanish (Intermediate); ASL (Beginner); Microsoft Office; Google Suite; Canva; Final Cut Pro; CapCut; Photoshop; Adobe Audition; Adobe Premiere; Zenoti; Asana; Carelogic; Social Media Management; Videography; Planning; Detail Oriented; Time Management.

VOLUNTEER WORK

Public Partnerships PPL, Perth Amboy, NJ, **Authorized Representative** March 2023 – Present

2023 International Emmy Awards, Manhattan, NY, **Talent Handling** November 2023

Montclair State College of the Arts, Montclair, NJ, **Tour Guide** November 2023

AAPI Montclair Annual Luminary Gala, Montclair, NJ, **Event Set Up** October 2023

Blue Cole Radio Table Events, Edison, NJ, **Coordinator** January 2023 – April 2023

Communication & Media Example #2

Montclair, NJ Phone: 000.000.0000 email@gmail.com; [LinkedIn](#)

EDUCATION:

Bachelor of Arts, Montclair State University, Montclair, New Jersey (December 2026)

- Major: Communication and Media Studies

RELEVANT EXPERIENCE:

Account Manager, Hawk Communications, Montclair, New Jersey (September 2024 - Present)

- Manage client account ZR Fit and Wellness social media channels
- Create engaging content to further the client's goal of growing their business and establishing their brand's online presence
- Work with ZR Fit and Wellness to manage their social media accounts and content strategy.
- *Accomplishment*: Over the past year, witnessed significant growth in their social channels, with a 30% increase in followers and engagement through engaging posts and fitness tips

Chief Creative Director, AnythingButCommons, Ledgewood, New Jersey (May 2022 - September 2024)

- Led social media strategy and execution, managed platforms like TikTok, YouTube, Facebook, and Instagram
- Supervised video recording, editing, and multimedia creation across social media channels
- Generated original content and oversaw advertising efforts for *The Union County Card Show* and *The Sussex County Card Show*
- Orchestrated online marketing for AnythingButCommons, a multifaceted platform offering comprehensive services in trading cards, collectibles, memorabilia, buying, selling, trading, grading, consulting, brokering, and consignment

INTERNSHIP EXPERIENCE:

Video Intern, Hip New Jersey, Fairfield, New Jersey (September - December 2022)

- Assisted and edited content for the Hip New Jersey website
- Collaborated with the content creation team to conceptualize and execute visually appealing video projects, contributing to increased video engagement on the Hip New Jersey Website

SKILLS:

- Bilingual (English & Spanish), Press Release Writing, Speechwriting, Content Creation, Brand Messaging, Editing and Proofreading, Social Media Messaging, Biography and Profile Writing, Media Pitching, Crisis Communication, Adobe Premiere Pro/Photoshop, Canva, Photography, Campaign planning and execution, Social Media Management, Video Editing, Graphic Design, Public Speaking

OTHER EXPERIENCE:

Deli Clerk, Shoprite, Rockaway, New Jersey (September 2022 - Present)

- Prepare deli meats for shoppers in a high-volume, fast-paced environment
- Ensure compliance with all safety and health regulations, including proper washing and sanitation of slicers
- Successfully supervise new employees, providing hands-on training for five team members and actively contributing to the training of new staff

FILM Example #1

Phone Number: (000)-000-0000 Email: email@montclair.edu Portfolio Link

EDUCATION

Montclair State University, Montclair, NJ
Bachelor of Arts, Film and Television

May 2025

RELEVANT EXPERIENCE

Red Hawk Sports Network, Montclair, NJ

January 2024 - Present

Camera Operator

- Operate multiple cameras for various Red Hawk Sports Network's game broadcasts, ensuring optimal filming coverage
- Prioritize efficiency by coordinating shots between all camera ops to avoid duplicate shots and other overlapping behavior, ensuring a successful broadcast that captures key moments

Newark One-Stop Program, Newark, NJ

September 2023 - November 2023

SYEP Production Intern

- Film production intern for the Student Youth Employment Program
- Assisted with camera operation and lighting operation on multiple music video sets
- Supported on-set operations by performing grip/P.A work such as camera, lighting and sound equipment loading, unloading and set up
- Addressed diverse needs in the film/photography studio to optimize workflow

Rutgers Future Scholars Pre-College Program, Newark, NJ

June 2022 - May 2023

Instructor: Creative Writing for TV & Film Class

- Developed and implemented a comprehensive film curriculum covering scene analysis, script examination, and poster interpretation
- Led engaging discussions on film techniques, scriptwriting, and pitch deck development to promote critical thinking
- Mentored students in crafting original pitch decks, scripts, moodboards, and posters, fostering creativity

SHORT FILMS & SCRIPTS

<i>Rhythm of Time</i>	Director of Photography	(2024, In Progress)
<i>Street Skater</i>	Director	(2024)
<i>Love Letter</i>	Director	(2023)
<i>Flowers</i>	Director of Photography	(2022)
<i>Papaya</i>	Co-Writer	(2021)

- Official Selection for the 2021 Newark International Film Festival



SKILLS

- **Camera Operation** - Sony FX3 & FX6, Sony A7SII & A7SIII, Sony Z-150, RED Komodo 6K
- **Lighting Operation** - ARRI Lighting, Hive Lighting, Kino Flo Lighting
- **Camera Equipment** - EasyRig, DJI RS3 Pro
- **Editing Software** - Adobe Premiere Pro, DaVinci Resolve
- **Scriptwriting Software** - Final Draft Pro
- **Onset Production Assistant/Grip** - Setting up camera, light, and sound equipment
 - Understanding set protocol, industry terminology and proper set etiquette

FILM Example #2

NYC Metropolitan Area • E: email@gmail.com • P: (000) 000-000 • LinkedIn • Portfolio

Experienced film and television professional with a solid background in directing and producing for live TV programs. Consistently directing multi-camera productions, working in television control rooms, screenwriting, and freelance editing. Seeking opportunities in directing and content development for live studio productions.

EDUCATION

Montclair State University, Montclair, NJ

August 2023

Bachelor of Arts, Film and Television

GPA: 3.6, Dean's List (multiple semesters)

- SPA Award for Excellence in Social Media
- Relevant Coursework:
 - Advanced TV Production, Non-Scripted TV Production and Editing, Digital Filmmaking, Writing for the Media, Audio Production
- Extracurricular:
 - Week in Los Angeles Experience
 - Networked with professionals in the film and TV industry, and created a short documentary while in Los Angeles

RELEVANT EXPERIENCE

Ghetto Film School Program Teaching Assistant, Montclair State University

June 2023-Present

- Assist prospective film students with basic camera operations
- Configure fundamental lighting setups for film projects
- Introduce students to Adobe Premiere Pro editing software

Freelance Production Assistant, Montclair State University

Sep 2022-Dec 2022

- Production crew member for multiple on-campus productions
- Positions included: control room operations, setup of cameras and lighting
- Assisted Audio Production students with the use of Avid Pro Tools software

Production Crew for Torch-TV (FIOS Channel 26), Bergen Community College

Sep 2019-Dec 2019

- Directed a live talk show program: That 15 Minute Show with Mija and Kevin
- Produced the script and graphics for multiple live talk show programs
- Live switcher for a majority of the television programs that were aired
- Scouted and obtained talent for live talk show programs

FILM PROJECTS

Elephant in the Room

Writer

May 2023-June 2024

Writer Memories

Director, Producer, Editor

April 2022-May 2022

Unlucky Bones

Director, Producer, Editor

Feb 2022-Mar 2022

Pushing Up Daisies

Director, Photographer, Editor

Jan 2022-Feb 2022

SKILLS

- Adobe Premiere Pro, Final Cut Pro, Various Social Media Platforms, Microsoft Office Applications, Canva, Studio Camera Operation, PCR Switchboard, Teleprompter, CG Operation

Film Example #3

Email - Phone Number - Portfolio

EDUCATION

Montclair State University, Montclair, NJ

Bachelor of Fine Arts in Filmmaking | GPA: 3.9

May 2025

- Relevant Coursework: Filmmaking I, II, III, BFA Thesis, Production Management, Cinematography, Narrative Editing, Screenwriting, Audio Production, Producing the Documentary

EXPERIENCE

Cinema Devices, Los Angeles, CA

Production Intern

January 2024 - May 2024

- Supported CEO and Director of Sales & Operations with marketing, sales, and production activities
- Provided camera and lighting support on 3 music artist interview shoots at the Recording Academy
- Executed Production Assistant responsibilities and provided behind-the-scenes videography on an independent short film
- Edited Instagram reels to promote award-winning signature ZeeGee product
- Assembled over 20 industry-grade Ergorix devices for professional camera operators
- Represented company at NAB Show in Las Vegas and Society of Camera Operators Awards at the Director's Guild of America

Macy's, Inc. New York, NY

Video Production Intern

June 2023 - July 2023

- Shadowed pre-production, production, and post-production teams for a variety of shoots and campaigns
- Collaborated with Director of Video Production on all tasks through each production phase
- Pitched, directed, and shot an original social ad concept for makeup campaign (Pink Spring Beauty)
- Served as on-set DIT for social media team at 2023 Macy's 4th of July Fireworks Show and Production Assistant for camera department at fall fashion campaign shoot
- Facilitated proper camera and lighting setups for Macy's Live weekly
- Led the videography and lighting for still-life and on-figure shoots for intern group project

SHORT FILM PROJECTS

<i>Harley</i> (Drama)	Writer, Director, Producer, Editor	Feb 2025 - April 2025
<i>CRUSH</i> (Drama, 100k+ views)	Writer, Director, Producer, Editor	November 2023
<i>Teens</i> (Coming-of-age)	Writer, Director, Producer, Editor	November 2022
<i>breathe out the smoke</i> (150k+ views)	Writer, Director, Producer, Editor	October 2021

SKILLS

Production: Directing, Scheduling, Management, Casting, Location Scouting

Camera: Sony FX6, Blackmagic Pocket Cinema Cameras, Panasonic Lumix GH6, Canon EOS C300

Editing: Adobe Premiere Pro, DaVinci Resolve, CapCut, Pro Tools

Journalism & Digital Media Example #1

555-123-4567 | Email | LinkedIn

EDUCATION

Montclair State University, Montclair, NJ, May 2024

Bachelor of Arts, Journalism & Digital Media

WORK EXPERIENCE

Editorial Intern, Playbill Inc., Feb. 2024 - Present

- Editorial writer for the Spring 2024 season of Broadway and Off-Broadway productions

Associate Producer, Charles J. Muth Museum Welcome Video, May 2023 - Present

- Collect research materials and archival footage regarding Negro League Baseball in Paterson, NJ
- Collaborate with Production Manager to monitor budget and Workday onboarding for production crew
- Conduct casting calls for actors and book interviews with scholars, journalists, and baseball players

Anchor and Producer, Montclair News Lab, Aug. 2023 - Present

- Anchor the student-produced news show *Montclair News Lab* on streaming service Hawk+ on a weekly deadline
- Host and produce news packages for student-produced news show, *#FOCUS: Food*

Reporting Intern, TapInto Westfield, Aug. 2023 – Dec. 2023

- Covered news and feature stories in the Westfield, NJ area for the Fall 2023 semester

Live Radio Talk Show Host and Promotions Director, 90.3 WMSC-FM Upper Montclair, Jan. 2022 – Aug. 2023

- Founded and hosted first Black news and talk show, *Identity Crisis*
- Hosted flagship morning show, *The Morning Buzz*, reporting on current events involving the Montclair, NJ area
- Curated concert giveaways in partnership with Live Nation, Bowery Presents, and Mercury East Presents for target audience

Staff Writer and Photographer, The Montclarion, Jan. 2022 - Aug. 2023

- Pitched, wrote, and published articles covering theater productions on campus for independent school newspaper
- Photographed campus events for publication

OTHER EXPERIENCE

Resident Assistant, Montclair State University, May 2021 - Present

- Foster the development of academic success and an inclusive living environment for 50+ on-campus residents

Director of Student Affairs, Student Government Association Inc. at Montclair State University, Jan. 2022 – Dec. 2023

- Founded the upLIFT program, a fitness program designed to facilitate an inclusive environment for weightlifting
- Student representative for the 2023 Dining Services Vendor Selection Evaluation Committee, a team designed to review the request for proposal (RFP) process and select a new dining vendor for Montclair State University's campus

President of the Honors Student Advisory Board, Montclair State University, Jan. 2022 – Dec. 2023

- Founded the Honors Student Advisory Board within the Montclair State University Honors Program

AWARDS

Excellence in Host, Talent, Writer, or Columnist at the Scholar Production Awards - Apr. 2024

1st Place for Best Feature News Reporting at the National Student Production Awards, College Broadcasters Inc. - Oct. 2023

NBCU Academy Diversity, Equity, and Inclusion Scholarship Award - Sept. 2023

Department of Residence Life Stover Award - Apr. 2023

Outstanding Student Employee Award for the Department of Resident Life - Apr. 2023

John and Irma Sheffman Honors Scholarship - Apr. 2021 & 2023

SKILLS

Adobe Lightroom, Premiere, Audition, Express; Canva; Workday Management Cloud; Radio Board Operator; Concert Photography

CERTIFICATIONS

Adult Mental Health First Aid from the National Council for Mental Wellbeing, 2023-2026

Google Analytics for Beginners, 2023-2026

Journalism and Digital Media Example #2

Phone Number

LinkedIn

Portfolio

Email

EDUCATION

Montclair State University, Montclair, NJ

May 2025

Bachelor of Arts in Journalism and Digital Media

Bergen Community College, Paramus, NJ

May 2023

Associates of Science, Professional Studies Broadcasting

SKILLS

Bilingual (Fluent in English & Spanish - reading, writing and speaking), Adobe Premiere Pro, Adobe Audition, Sony Z150 Camcorder, Canon DSLR's

AWARDS

2024 COLLEGE TELEVISION AWARD WINNER: BEST IN NEWS AND SEYMOUR BRICKER

HUMANITARIAN AWARD: ARIZONA STORIES: BORDER, WATER, AND POLITICS

RELEVANT EXPERIENCE

Harvard Studios Photography, Montclair, NJ

Oct 2024- Present

Photographer Assistant

- Assist photographer in setting up speed-light photography equipment
- Ensure that subjects are well-lit, adjust lighting angles, backgrounds, and minor styling details such as hair and clothing to enhance photos

Montclair News Lab en Español, Montclair, NJ

December 2024- Present

Senior Producer

- Produce news content in Spanish, led by Odalys Molina from Telemundo 47
- Led a team of producers, editors, and oversaw all aspects of production
- Manage production schedules, interview bookings, meet deadlines and logistics to ensure smooth execution of filming and editing

WMSC 90.3 FM - Campus Radio Station, Montclair, NJ

Host - The Morning Buzz & Buzz After Hours

December 2025- Present

- Present stories to listeners and engage with the team on news topics from local to nationwide

Social Media Director - CoinToss

August 2023- January 2025

- Created interactive Instagram stories, posts, and live broadcasts to engage students and expanded reach with strong following on socials

Newscaster - The Morning Buzz

September 2024- December 2024

- Broadcasted the latest news, weather, and traffic updates on 90.3 FM radio

OTHER EXPERIENCE

MetLife Stadium, East Rutherford, NJ

July 2023- Present

Guest Service Representative

- Ensure a positive environment for guests, facilitate needs for accessibility, and manage crowd control

Social Media & PR Example #1

NYC Metropolitan Area 000-000-0000 (cell) [Email](#)
[LinkedIn](#) [Her Campus Montclair](#) [New Jersey Digest](#)

PROFESSIONAL SUMMARY

Social Media and Public Relations graduate proficient in researching, writing, and editing social content. Pitches ideas, monitors social platforms and creates graphics for diverse media channels.

SKILLS

• Customer Satisfaction • SEO Expertise • Proficiency in Social Media Platforms • Copywriting and Editing
 • Research Markets • Digital Media Writing • Web Page Creation • Microsoft Office • Digital Content Development • Bilingual in English and Spanish

INTERNSHIPS

New York Red Bulls, Harrison, NJ

Jan. 2024 – May 2024

Digital and Social Content Intern

- Collected, organized, and evaluated influencer research market data.
- Monitored TikTok and Instagram social platforms by creating social audits.
- Worked with Sales, Digital, and Marketing teams to implement Student Pass marketing approaches.
- Edited high-quality content of fan reactions and action shots on home games for Instagram and TikTok.

New Jersey Digest, NJ

Sept. 2023 – Dec. 2023

Editorial Assistant/Content Creator Intern

- Drafted interesting pieces with up to 1700-word count.
- Published 2 articles on WordPress along with 3 social media components for Instagram and TikTok.
- Utilized SEO techniques for the article "Inset Article Title Here" in order to be top-ranked.

Mooneye, New York, NY

April 2023 – July 2023

Social Media Creative Marketing Intern

- Designed and presented social media campaign ideas for #inserthashtaghere.
- Created social posts and diverse Latina content using Canva for the @(insertIGhere) Instagram account.

LEADERSHIP

Aerie Brand Ambassador

June 2022 – Aug. 2023

Social Media Content Creator

- Created 25 social in-feed posts and bi-weekly Instagram stories.
- Maintained accurate records of social media metrics and submitted them to YMC Hub.
- Produced original content for promotional advertisements and marketing materials using my social platform.

Her Campus, Montclair, NJ

Feb. 2022 – May 2023

Contributing Writer and Marketing Director

- Submitted about 5 pitches at the beginning of each month.
- Promoted newly released articles on @HCMontclair's Instagram account.
- Worked closely with the Editorial Board to create on-campus events and host bi-weekly meetings.

EDUCATION:

Montclair State University, Montclair, NJ

May 2025

Bachelor of Arts, Social Media and Public Relations

Social Media & PR Example #2

Montclair, NJ | email@montclair.edu | 000-000-0000 | LinkedIn

EDUCATION

Montclair State University | Montclair, NJ
Bachelor of Arts, Social Media and Public Relations

May 2025

SOCIAL MEDIA EXPERIENCE

Social Media Presence: Content Creator, Reseller

01/2023-Present

- Curate content on fitted hats, streetwear fashion, and pins/sports memorabilia.
- Implement a strict posting schedule for Instagram and TikTok to engage 7.5k followers.
- Garner over 15k monthly impressions on Instagram (insert IG handle here)
- Build relationships with micro social media influencers. Research content and consumer trends. Identify consumer habits/interests, develop content strategies to reach the target market.

PROJECTS

LPGA: Founders Cup at the Upper Montclair Country Club

01/2023-05/2023

- Conducted research and analysis of local schools in the Montclair/Clifton area, developing an outreach strategy to promote golf among young female students.
- Designed visually appealing flyers in collaboration with the LPGA representative for promoting the annual Founders Cup, showcasing the practical application of coursework in event promotion.

SKILLS & CERTIFICATIONS

- Bilingual: Fluent in English and Spanish
- Google Analytics Certificate for Beginners 11/2023
- Press Release Writing: Crafting impactful and concise press releases
- Social Media Management: Leveraging social media for effective PR campaigns
- Trend Research and Analysis: Analyzing market trends and consumer behavior
- Proficient in Microsoft Office Suite: Excel, Word, and PowerPoint

WORK EXPERIENCE

Sales Team Member Lids/Yankees Clubhouse | New York City, NY

06/2023-Present

- Enhance brand image through exceptional customer service and personalized recommendations as a Lids associate, fostering positive relationships and leveraging public relations efforts.

Front Desk Associate Crunch Fitness | North Bergen, NJ

07/2022-09/2023

- Conducted guest tours, aided with membership, personal training, enrollment, and sales, while delivering exceptional customer service and promoting retail items, maintaining a courteous and professional demeanor.

LEADERSHIP & PROFESSIONAL DEVELOPMENT

Sigma Pi Fraternity: Iota-Iota Chapter

11/2023-5/2024

Philanthropy Chair

- Led philanthropic events, fundraisers, and community engagement initiatives.
- Promoted awareness of philanthropic activities and maintained participation records.
- Spearheaded initiatives for men's mental health and organ donation support.

Montclair State University Campus Recreation Student Leader

09/2022-05/2024

- Greeted and checked in all guests upon entry, assisted with nightly cleaning duties of gym equipment, enforced policies with patrons.
- Educated students on related fitness classes and scheduled personal training sessions.

SPORTS COMM Example #1

Address

Email | 000-000-0000 | LinkedIn

PROFILE SUMMARY

Experienced sports broadcaster, writer and editor interested in contributing to the growth of a sports organization through creative storytelling.

EDUCATION

Montclair State University, Montclair, NJ
Bachelor of Arts, Sports Communication

May 2023

INTERNSHIP EXPERIENCE

Red Hawk Sports Network, Montclair, NJ

September 2021 - Present

Broadcaster/On-Air Talent

- Contributed play-by-play and color commentary for MSU Athletics (over 30+ games called)
- In studio host for *Inside the Nest*
- Pitch feature ideas, produce and edit segments for *Inside the Nest*

New Jersey Jackals (Frontier League), Paterson, NJ

July 2020 - September 2021

Press Box Intern

- Operated the scoreboard and tallied pitches on Pitchcast
- Played music and video board content for players and fan entertainment
- Managed Pointstreak scoring for 20+ games
- Wrote game recaps and provided play-by-play and color commentary during broadcasts

RELEVANT EXPERIENCE

The Montclarion, Montclair, NJ

September 2022 - Present

Staff Writer

- Produce feature stories for print and online publication featuring coaches and players from various Montclair sports teams

ESPN, New York, NY

December 2021 - December 2022

Stand In for 2021 & 2022 Heisman Trophy Ceremony,

- Conducted set walkthroughs for finalists, ensuring seamless on-set operations
- Participated in mock interviews with the talent and filled in for the live ceremony

VOLUNTEER EXPERIENCE

Morning Buzz, 90.3 WMSC, Upper Montclair, NJ

August 2022 - May 2023

Sportscaster

- Delivered sportscasts with stats and scores and shared opinions on world events and local news

Dekes & Dangles, 90.3 WMSC Upper Montclair, NJ

May 2020 - May 2022

Co-Host

- Hockey based radio show providing in-depth analysis and commentary on NHL events and developments

Montclair State University Men's Lacrosse, Montclair, NJ

May 2020-May 2022

Team Manager

SKILLS

- Adobe Premiere Pro, Canva, Operated in-studio and control room equipment, Transcribing footage, Voiceover work, Microsoft Office (Word, Excel, PowerPoint)

Sports Comm Example #2

Montclair, NJ P: 000-000-0000 email@gmail.com LinkedIn

Education

Montclair State University, Montclair, NJ
Bachelor of Arts, Sports Communications

May 2025

Relevant Coursework:

- Sports Production for Radio/TV/Internet
- Sports Storytelling
- Sports Public Relations
- Multimedia Toolkit
- Social Media Analytics
- Radio Production

Relevant Experience

"Insert Podcast Title Here", Ho-Ho-Kus, NJ

August 2023-Present

Podcast Host

- Provide weekly coverage of the NFL, highlighting diverse topics with a focus on current trends
- Run the social media (Instagram) account to promote the episodes
- Produce/edit podcast on GarageBand and upload to Anchor

Montclair State University Women's Basketball Team, Montclair, NJ

September 2022-December 2022

Content Producer

- Filmed player/coach interviews, practice footage, and green screen shoots
- Edited projects on Adobe Premiere Pro, Canva, and Adobe Photoshop
- Wrote and pre-planned production ideas for game-day graphics, pre-season hype videos, and recruiting videos

Golden Hour, Boca Raton, FL

September 2020-March 2022

Radio Show Host

- Cover the NFL weekly with various current topics and segments
- Produced and engineered the show using radio sound board
- Incorporated audience callers into the show

Skills

Computer: Microsoft Office (Excel, Word, PowerPoint), Adobe Premiere Pro

Production: Sony Z150/Canon 90D Camera, GarageBand, Audacity, Radio Board

Social Media/Design: Instagram, Tik Tok, YouTube, Snapchat, Canva Pro, Adobe Photoshop

Other Work Experience

Doordash, Ho-Ho-Kus, NJ

May 2021-Present

Delivery Driver

- Transport food from business to customer
- Handle food properly and make sure customer gets exactly what they order safely

Your Name
City, State
Phone Number
Email

Date

Individuals Name/Company Name
Position/ Title
Street Address
City, State Zip

Dear Hiring Manager/ Individuals Name,

Cover letters are written out as a traditional letter and addressed to a person, if you know their name or the Hiring Manager, if you do not know their name. A cover letter will consist of three components and will always be different for every position you apply for. In the first paragraph **focus on introducing yourself and state the position you are applying to and your interest**, where you found the position etc. Keep this to a short paragraph, a few sentences. Be sure to capitalize all position titles and company names.

In the second paragraph **focus on a skill listed in the requirements of the job** listing you are applying for and **write a brief example of how you possess that skill**. Relate it to a previous job or project etc. For example; if they require Adobe skills, you can relate to a time you used the program to complete a project or job. **Alternatively, you can also choose to write about a recent project or a big accomplishment**—something that will give the reader deeper insight into who you are. By writing about an accomplishment or project, you will also inevitably mention relevant skills.

The last paragraph is the “call to action” ; this is where you will further **reinforce your interest in the position** and **thank the reader** for reviewing your resume and application. You can “call to action” by letting the Hiring Manager/ Individual know you are **available for interviewing** and looking forward to hearing from them.

Sincerely,

Your Name

Interviewing Tips

- Overprepare for the interview
- Research the company (website, social media) *also use Indeed reviews and Glassdoor reviews for interview tips* *you should know the company's CEO/presidents name, their mission/goal, recent news, department names, etc.*
- Arrive early (prepare for traffic) and test your Wi-Fi (for zoom)
- Remember to turn your phone and other devices on silent
- Prepare for the unexpected (group interviews, panel interview)
- Dress professionally even if the interview is on zoom *also have a professional background on zoom*
- Bring: couple of hard copies of your resume (at least 5 or more), a padfolio & pen to write down any important info, copies of your references list
- Know your resume well; be prepared to talk about your previous experience
- Be consistent in your responses
- Be prepared to talk about salary/pay expectations if it will be a paid position (do research on your job market and entry level jobs in your field) *salary conversation should be initiated by the employer*
- Anticipate potentially awkward questions if your resume has red flags (major/degree unrelated to the job, gap in education/work) Assume the interviewer will ask you about it, so have a strong answer prepared
- Take your time answering questions and do not be afraid to politely ask the interviewer to repeat their question/ask for clarification (especially if they are asking a 2-part question)
- Ask the interviewer questions that can't be easily answered by a quick search of their website
- Be confident!

Send a follow-up/thank you email after the interview (typically 12-24 hours later)

Mock Interview Questions

Motivational or Self-Assessment Questions: to assess your passion for the job, career goals, and self-awareness

- Tell me about yourself
- What made you interested in the position/company?
- What sets you apart from other candidates?
- Where do you see yourself in 5 years/what are your long-term career goals?
- What are your main strengths; what is a weakness?
- Weakness answers need to demonstrate growth and should not directly conflict with the main skills required for the job!
- Why did you leave your last job?
- How do you plan to stay current/up to date on trends in this field?

Behavioral Questions: to understand how you've handled situations in the past

- Give me an example of an accomplishment and what that tells us about you
- Tell me about a challenge you were able to overcome
- Would you consider yourself a flexible/adaptable person? Give an example
- Describe a situation where you had to work under pressure
- How do you handle rapid change?

Situational or Hypothetical Questions: to evaluate your problem-solving skills and how you would handle hypothetical scenarios

- Are you willing to take the lead on a project/initiative?
- If you were working on a project with a tight deadline and suddenly received an additional assignment, how would you manage your time and priorities?
- You notice a co-worker consistently making mistakes that impact the team's performance. How would you handle it?
- If you were given feedback on a project that wasn't entirely positive, what steps would you take to improve?

Cultural Fit Questions: to determine whether you would fit into the company's culture and values

- What is your ideal work environment; your ideal manager's style?
- Do you prefer working alone or working in teams?
- How would your current/previous employer/co-workers describe you?
- How do you handle feedback?
- Prepare for a personal question such as 'what do you like to do for fun' or 'what is your favorite tv show'

Ethical or Value-Based Questions: to assess your moral compass and how you would handle an ethical dilemma in the workplace

- Tell me about a time you have witnessed inequality and what did you do
- Tell me about a time you have dealt with conflict
- What do you know about our competitors?

Technical Questions: to assess your technical knowledge and problem-solving ability as it specifically relates to the job (ex: for a job in social media)

- Which social media platforms are you most familiar with and what is your approach to managing a brand's presence?
- How do you measure the success of a social media campaign?
- What social media tools or software have you used to schedule posts or analyze performance?

Closing or Wrap-Up Questions: to gauge your interest, clarify any unaddressed topics, and provide you with a final chance to leave an impression

- Do you have any questions for us?

General questions anybody can ask an interviewer:

- What are the departments/company's short-term and long-term goals
- What would you say is the culture of the department? Is there a lot of teamwork and collaboration?
- What qualities make for a successful "blank"
- What does a typical day look like
- What are the most important things you would like to see someone accomplish within the first month of the job
- What metrics will be used to evaluate my performance
- What would you say is the most challenging part of the job
- What are the next steps in the interview process

Job Boards

<u>Handshake</u>	Lists all types of internships & jobs; contains on campus positions
<u>LinkedIn</u>	Lists all types of internships & jobs
<u>Animated Jobs</u>	Animation Jobs for 2D Animators, 3D Animators & Storyboard Artists
<u>Animated World Network</u>	Animation jobs and internships.
<u>Animation/VFX Job Postings</u>	Animation/VFX/Game Industry jobs spreadsheet. Make sure to filter by location!
<u>Animation/VFX/Game Industry Job Postings</u>	Animation/VFX/Game Industry jobs spreadsheet. Easy filters at the top of the spreadsheet.
<u>Games Jobs/Internships</u>	Extensive listing of job and internships within the Gaming industry
<u>Backstage</u>	Acting, voiceover, modeling, content creation, production crew
<u>Book Jobs</u>	Publishing industry jobs
<u>Freelance Writing Gigs</u>	Freelance writing jobs
<u>Journalism Jobs</u>	Journalism jobs
<u>Public Relations Jobs</u>	PRSA Job Center
<u>Entertainment Careers</u>	Entertainment jobs and internships
<u>Local Zero Heroes</u>	Networking group for PA's to break in and find PA work of all genres including film, tv, indies, commercials, events, etc.
<u>Media Bistro</u>	Copywriter, editorial, proofreader, and other creative jobs
<u>Productions.com</u>	Production Jobs & Internships
<u>Production Hub</u>	Film & Video Production
<u>AvA Job Board</u>	Early Career Jobs in Entertainment
<u>TV News Check Jobs</u>	Broadcasting/ News jobs and internships
<u>Team Work Online</u>	Jobs in Sports & Entertainment
<u>National Sports Marketing Network</u>	Sports Comm related jobs and internships
<u>Jobs in Sports</u>	List of jobs in sports--can be filtered by region



Step-by-Step Guide

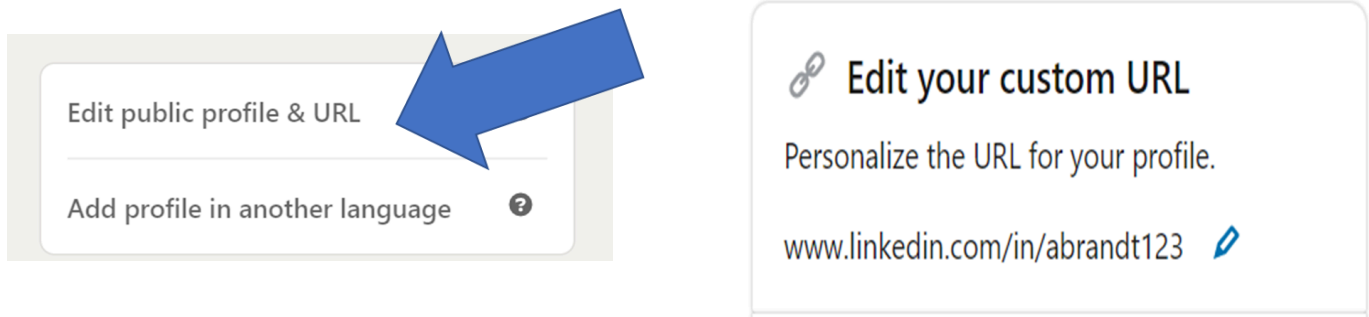
Remember to create an account using a personal email, not your school email

STEP ONE: CHOOSE YOUR PHOTO, BACKGROUND & HEADLINE



- LinkedIn Photos should be professional with a neutral background
- No sunglasses, hats, or cropping friends out of the picture
- Turn on the #OPENTOWORK frame
- Your background photo can be something unique to you—something that represents your brand, your industry, services you offer, etc.
- Your **HEADLINE** (one of the first things people see) AVOID stating your major or that you are a student. What is it that you do? How do you want to present yourself to the world?
- **EXAMPLE:** Content Creator/Social Media Manager/Photographer

STEP TWO: CREATE A CUSTOM URL



STEP THREE: CREATE AN “ABOUT ME” SECTION

- Keep it simple! Similar to your elevator pitch
- Start with who you are/introduction
- Talk about what you are learning or doing
- Show enthusiasm and curiosity
- End with what you are looking for

EXAMPLE:

I’m a junior at Montclair State University majoring in Communications and Media Studies with a focus on digital storytelling and content strategy. I’m especially interested in how media shapes public perception and how brands use content to build authentic connections.

My coursework in media theory, public relations, and visual communication has helped me develop a strong foundation in both strategy and creative execution. I’ve also gained hands-on experience through student media projects and by managing social media for a campus organization.

I'm currently seeking a summer internship in media, communications, or content marketing where I can apply my skills, contribute to meaningful projects, and continue learning from industry professionals.

STEP FOUR: ADD A FEATURED SECTION

Open to

Add profile section

Add to profile

Core

Recommended

Completing these sections will increase your credibility and give you access to more opportunities

Add featured

Add licenses & certifications

Add projects



Add courses

Add recommendations


Additional

STEP FIVE: EXPERIENCE & EDUCATION

P **Editorial Intern**
Playbill · Part-time
Feb 2024 - May 2024 · 4 mos
Manhattan, New York, United States · Hybrid
Editorial writing for the Spring 2024 season of Broadway and Off-Broadway productions

- 
School of Communication and Media at Montclair State University
 1 yr
- 
News Anchor
 Aug 2023 - May 2024 · 10 mos
 - Anchored the student-produced news show Montclair News Lab on streaming service Hawk+ on a weekly deadline
 - Hosted and produced packages for student-produced news shows, #FOCUS and Arizona Stories: Border, Water and Politics

Education



 **Montclair State University**
Bachelors, Journalism & Digital Media, Minor in Sociology
Aug 2020 - May 2024


STEP SIX: SKILLS


← Skills

- All
- Industry Knowledge
- Interpersonal Skills


Leadership


 Endorsed by  and 1 other who is highly skilled at this

 Endorsed by 12 of your colleagues at Montclair State University

 23 endorsements


Social Media Marketing


 Endorsed by 5 of your colleagues at Montclair State University

 13 endorsements

Media Relations

 Endorsed by  who is highly skilled at this

 Endorsed by 5 of your colleagues at Montclair State University

 12 endorsements

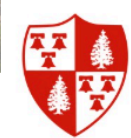
New Media

 8 endorsements


Integrated Marketing

 6 endorsements

STEP SEVEN: MAKE CONNECTIONS




SOAR BEYOND LIMITS



Montclair State University

NJ's premier public service university | 300+ programs | 21,000+ students | 12 miles from NYC

Higher Education · Montclair, NJ · 150K followers · 120K alumni

Victoria & 85 other connections work here

Message

Following

Home

About

Posts

Jobs

Alumni

119,646 alumni

<

>

Search alumni by title, keyword or company

Start year

1900

End year

2025

Where they work

+ Add

2,519 | Montclair State University

370 | Hackensack Meridian Health

Where they live

+ Add

115,697 | United States

90,758 | New York City Metropolitan Area

V

1!

1;

STEP EIGHT: CHECK SETTINGS

← Back

Profile viewing

Select what others see when you've viewed their profile

- ☐ Your name and headline
- ☐ Private profile characteristics
- ☒ Private mode

Selecting Private profile characteristics or Private mode will disable Who's Viewed Your Profile and erase your viewer history.

This is what others will see:



Anonymous LinkedIn Member



- **Different job types demand different interview attire**
 - **Business Casual**
 - **Casual**
- **Dress for the job you are applying to!**

WHAT TO WEAR TO AN INTERVIEW



FEMALE IDENTIFYING

- Suit or pants and top option
 - Skirt or dress
 - Wear neutral colors
 - Clean hairstyle
- Nothing should be too long/too short
- Nothing should be too big/too small
 - Shoes should be walkable

Jewelry

- Small earrings
 - Watch
- Simple Pieces

Hair

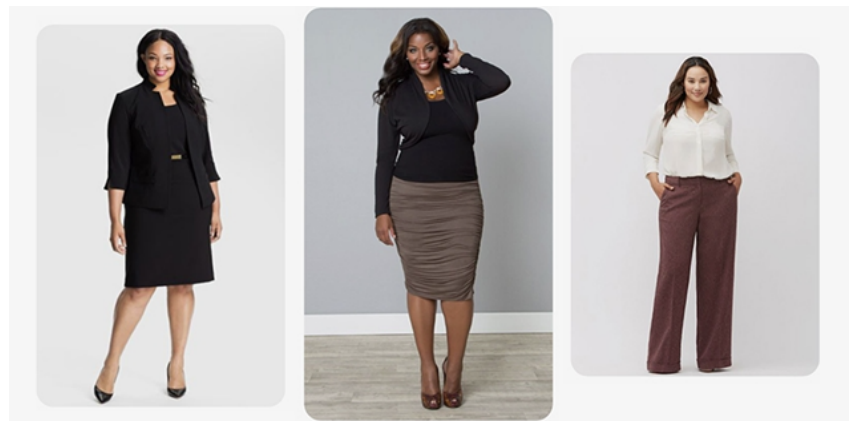
- Tie hair back if it can get in the way during the interview
- Or if you know you will play with your hair if it's down

Shoes

- Wear closed toe shoes
 - Pumps
 - Sling back
 - Not too high, 3 inches max
- If you cannot walk or stand comfortably in heels wear flats

Makeup

- Focus on a daytime natural look
 - Use neutral colors
 - Neutral nails, not too long





MALE IDENTIFYING

- **Wear a dress shirt with collar**
 - **Long sleeves**
- **Tuck in and button all the way up**
- **Wear an undershirt same color**
 - **Match belt with shoes**
 - **Wear a tie**
 - **Minimalistic print**
 - **Hang to the waist**
 - **Match colors of socks to suit**
- **Dark colors, never white socks**
 - **Clean shoes and shine**

- Look clean shaven, neat and polished
- Solid or pinstripe gray, black, or navy-blue suit
- Wear a freshly pressed shirt with a white undershirt, shined shoes, and matching suit socks.
- Ties should be silk striped, paisley or have a small pattern such as dots
 - Tie appropriately
- Make sure the suit is stain-free
- Colors
 - Stick to dark neutrals
 - Navy, Grey, Black, Charcoal
- Avoid accessories that will be distracting





3 Secrets to Selecting the Right Interview Attire

70% of employers say they don't want applicants to be trendy and fashionable.

Interviewers are put off by bright colors, brand names and logos.

Well-fitting, pressed and neat clothes are what count, not the price tag.

Don'ts

- Don't over do the cologne/perfume
 - Wear itchy clothing
- Never assume you can "dress down"
 - Avoid graphics or branded logos
 - No sandals or flip flops
 - Do not wear a hat
- Avoid bringing a large purse or tote bag etc.

HOW TO TIE A TIE

FOUR-IN-HAND KNOT

