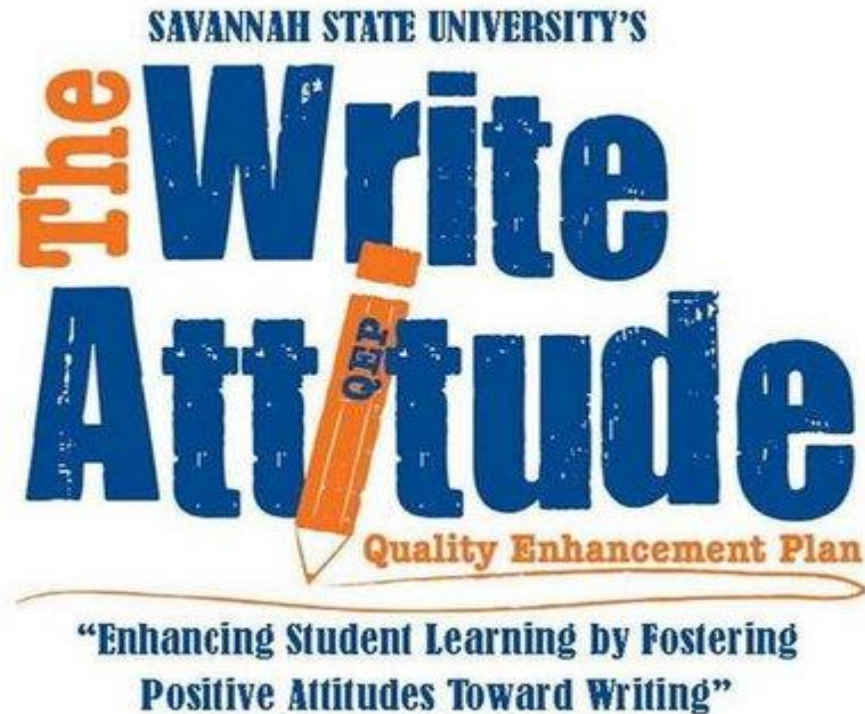


# The Write Attitude in Business



Mrs. Jordan Riles Ogden

# QEP: My First Experience

- <https://www.youtube.com/watch?v=xbJXtDcWglo>

The screenshot shows a web browser window with a YouTube video player. The video title is "The Write Attitude" and the subtitle is "Quality Enhancement Plan". The video is by Nicholas Silberg. The video player shows a progress bar at 0:28 / 1:30. The video content features the text "The Write Attitude" in large blue letters, with "The" in orange. Below it is "Quality Enhancement Plan" in orange. An orange pencil with "QEP" written on it is positioned diagonally across the text.

Browser tabs: SSU Webmail, Mail - Career Services - Outlook, QEP - YouTube, M Inbox - impressumssg@gmail...

Search: QEP Jordan Riles

Video Title: QEP

Channel: Nicholas Silberg

Subscribe: 42

Views: 256 views

Actions: Add to, Share, More

Uploaded on Oct 25, 2010

Up next:

- Welcome to Developmental Reading/English - 2014 Update (7:09)
- 2014 Savannah State University Homecoming "Ol Skool Stepshow" - Delta (10:38)
- Basic Darkroom Techniques: Part I (13:47)
- George Mason University's QEP (1:15)
- Basic Darkroom Techniques: Part III (13:47)
- Tiffany Hallback for Miss Savannah State University campaign (5:06)
- The Hugs to Miss #SSU 2012-2013 - SGA Election Results (4:10)
- What is QEP? (8:01)

# The Model Resume

➤ Formatting Your Resume

➤ Templates: Yes or No?

➤ Gaining Experience to Build Your Resume



# Your Resume

## JOHN DOE

Full Address • City, State, ZIP • Phone Number • E-mail

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**OBJECTIVE:** Design apparel print for an innovative retail company

**EDUCATION:**

UNIVERSITY OF MINNESOTA  
College of Design  
City, State  
May 2011

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.93, Dean's List
- Twin cities Iron Range Scholarship

**WORK EXPERIENCE:**

AMERICAN EAGLE  
Sales Associate  
City, State  
July 2009 - present

- Collaborated with the store merchandiser creating displays to attract clientele
- Use my trend awareness to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Process shipment to increase my product knowledge

PLANET BEACH  
Spa Consultant  
City, State  
Aug. 2008 - present

- Sell retail and memberships to meet company sales goals
- Build organizational skills by single handedly running all operating procedures
- Communicate with clients to fulfill their wants and needs
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month award twice

HEARTBREAKER  
Sales Associate  
City, State  
May 2008 – Aug. 2008

- Stocked sales floor with fast fashion inventory
- Marked down items allowing me to see unsuccessful merchandise in a retail market
- Offered advice and assistance to each guest

VICTORIA'S SECRET  
Fashion Representative  
City, State  
Jan. 2006 – Feb. 2009

- Applied my leadership skills by assisting in the training of coworkers
- Set up mannequins and displays in order to entice future customers
- Provided superior customer service by helping with consumer decisions
- Took seasonal inventory

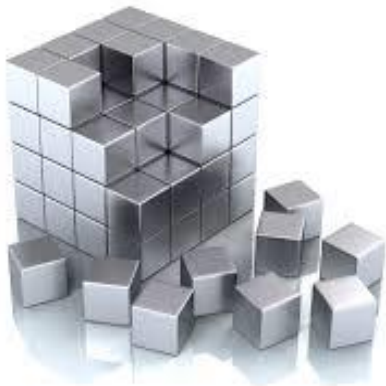
**VOLUNTEER EXPERIENCE:**

TARGET CORPORATION  
Brand Ambassador  
City, State  
August 2009

- Represented Periscope Marketing and Target Inc. at a college event
- Engaged University of Minnesota freshman in the Target brand experience

# Cover Letter

- Purpose
- Parts to a Cover Letter
- Error-proof Your Work



**JOHN DOE**

Full Address • City, State, ZIP • Phone Number • Email

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March 1, 2015

Mr. Boss Man  
Bosses 'R Us  
123 Ruler Street  
Uptown, Georgia 31322

Dear Mr. Boss Man,

I am John Doe, a graduate with a Bachelors of Art in Mass Communications and a minor in Sociology from Savannah State University. My ultimate goal is to apply the knowledge and skills of effective communication to Marketing & Advertising for various businesses and companies. I have had the pleasure of serving in various positions, which require good management of clientele and community relations.

One of my most rewarding experiences would have to be taking part in the Ebony Fashion Fair Scholarship Competition. This program was collaboration between the Savannah State University Nat'l Alumni Association and the world-renowned traveling African-American fashion show. The scholarship portion of it was opened to both males and females. I was able to positively promote both fashion and academic achievement while raising over ten-thousand dollars; allowing me to win the coveted title and scholarship of that year.

Attached is my resume' which includes my work experience pertaining to the field and the practices acquired throughout the years. My hopes are that these previous experiences will deem me as qualified for any position that is considered fit for me. My objective is to gain employment with **(company name)** and to be an asset for future growth and success of the company and its affiliates. Thank you for taking the time to view my resume.

Sincerely,

*John Doe*

John Doe

# Impressum School of Social Graces

- **ABOUT:** Personal/Professional Development, Business Etiquette, Social Graces, Modeling & Acting
- **MISSION & VISION:** “to empower young women to make positive choices, develop confidence that will aid them in their success and move them closer to their goals”
- **SLOGAN:** “We Wow ‘um, We Amaze ‘um & We Impress ‘um!”



IMPRESSUM  
*School of Social Graces*



# Outcomes

- Self-Evaluation
- Progress vs. Needs Improvement
- Purpose of Curriculum





# Questions?

- Ask & Learn



# Contact Career Services

Office of Career Services  
Student Union  
Room 115  
Monday- Friday  
Phone: 912-358-3140



@SSU\_Careerservices Career Services



@SSUUniversityCareerServices



@SSUCareers

# Contact Impressum

Jordan R. Ogden

President/CEO, ISSG

P.O. Box 22911

Savannah, GA 31403

Phone: 912-398-7972

[impressumssg@gmail.com](mailto:impressumssg@gmail.com)



@Impressum  
School of Social  
Graces



@impressumSSG



@impressumSSG