
RÉSUMÉ WRITING



Office of Career Services

Last Revised 9/2006

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Introduction: How is My Résumé Like a Commercial?

A résumé is a tool which highlights your past experience to demonstrate your ability to perform a job. A résumé's function is **not** to get you the job. **It is to get you the interview.** The résumé gets you the interview by:

- Structuring the reader's thinking
- Communicating your strengths and abilities
- Grabbing the reader's attention and motivating him or her to take action

Sounds like the goals of a commercial, doesn't it?

A recruiter will spend about 30 seconds looking at a résumé. So, that gives you 30 seconds to sell yourself and your abilities and motivate the recruiter to give you a call for an interview.

Research: Knowing Your Audience

Now that you know the goal of your résumé is to get you invited for an interview in 30 seconds or less, let's look at how to achieve this goal. Think about a commercial. It focuses on what you as a consumer are looking for in the product. It tells you about its attributes, benefits, and solutions. Now translate that to your résumé. You need to determine what the employer is looking for in an employee and how you fit the mold. To help you accomplish this goal, the National Association of College and Employers has conducted research on this subject. Its conclusions are as follows:

“No matter what qualifications you possess, no matter how stellar your GPA, there are some skills that can make or break your candidacy.”

Your ability to demonstrate to an employer that you have the necessary qualities and skills “is just as important as actually possessing them. In some cases, you'll be able to point to specific activities or course work. You'll want to make use of such information on your résumé and in the interview. And remember—the interview is a showcase of your interpersonal and oral communication skills, so be prepared!”

The information on the next page shows “how employers ranked specific skills and personal characteristics (notice the overlap). Increasingly in today's workplace, employees work together to complete projects successfully. Many of the skills and characteristics listed here relate to how employees work, indicating the importance employers place on work style.”

Desired Skills

Scale of 1 to 5; 5 equals “extremely important”

Skill	Rating
Interpersonal Skills	4.67
Teamwork Skills	4.65
Analytical Skills	4.56
Oral Communication Skills	4.53
Flexibility	4.52
Computer Skills	4.32
Written Communication Skills	4.12
Leadership Skills	4.08
Work Experience	4.05
Internship Experience	3.77
Co-op Experience	3.37

Top 10 Personal Characteristics Employers Seek in Job Candidates

1. Honesty/integrity
2. Motivation/initiative
3. Communication skills
4. Self-confidence
5. Flexibility
6. Interpersonal skills
7. Strong work ethics
8. Teamwork skills
9. Leadership skills
10. Enthusiasm

Source: *Job Outlook*, National Association of Colleges and Employers, Bethlehem, PA

The next step is to begin thinking about how you have developed these skills and characteristics during your classroom experiences, activities, summer work, internships, volunteerism, sports, etc., and to begin building your résumé. Take some time and think about what you have done. Also, think about the compliments you receive from people. Do you often hear that you are easy to work with or very organized? Have you been able to juggle a full class load, a leadership position in an organization, plus work 20 hours per week? This type of schedule demonstrates the ability to prioritize and to be flexible. Did you finance a portion of your education yourself? If so, you show motivation and the ability to reach goals. Developing a list of your skills and characteristics takes time; do not rush. Talk to people who know you well and ask them what your strengths are. Often we cannot see our own strengths.

RÉSUMÉ DOs and DON'Ts

There are some tips when it comes to résumé writing.

Do:

- Make sure everything on your résumé supports your objective, if you have included one
- Focus on the employer's needs
- Emphasize what you've accomplished; do not simply list your job duties—think results
- Quantify; use numbers, percentages, frequency, volume, etc.
- Mention the related skills you have to do the job
- Limit length to one page; after you have a couple of years of experience, go to two pages
- Make your résumé visually appealing and easy to read; a good rule of thumb is to use approximately one-inch margins all around the résumé
- Use 8 ½ x 11 white or ivory paper of approximately 24-pound weight
- Use action words; a list of action words is located at the end of this guide
- Be positive
- Make sure there are NO ERRORS in your résumé
- Provide a cell phone number **if it is the best way to reach you** (make sure your voice mail is appropriate for professional calls)

Don't:

- Lie on your résumé; the truth will come out and many employers reserve the right to terminate an employee if false information was provided during the hiring process
- Make your résumé too long, short, or condensed
- List your high school if you are in college
- Create a résumé with poor layout/physical appearance
- Misspell, use bad grammar, be too wordy, or use poor punctuation
- Use lengthy phrases, sentences, or paragraphs
- Be too slick, amateurish, or “gimmicky”
- Be too boastful
- Hand in a résumé that is poorly typed and reproduced
- Omit critical information
- Include irrelevant information
- Use abbreviations
- Use an inconsistent format
- Include your, birth date, social security number, marital status, religious affiliation, personal philosophies, or current employer's phone number
- Include your height, weight, or remarks about your physical appearance or health (unless relevant to the job requirements)
- Include salary information; save it for the interview—if you are required to give that information, reveal it in the cover letter
- Include a photograph of yourself (unless it is relevant to the position)
- List exact dates; months and years are sufficient

More Interesting Information

Some very interesting discoveries were made when Indiana University of Pennsylvania faculty Dr. Kelly S. Wilkinson and Dr. K. Virginia Hemby conducted the study *Recruiters' Résumé Preferences* of 178 recruiters at a WestPACS Job Fair. Drs. Wilkinson and Hemby constructed five résumés and asked the recruiters to review the résumés and answer several questions. Here is what they found:

- Résumés on colored paper negatively influenced the recruiter's decision. Therefore, use white or ivory high-quality paper. Gray and textured paper does not photocopy or scan well.
- **87% of recruiters said poor grammar negatively influences employment decisions.**
- **87% of recruiters said typographic errors negatively influence employment decisions.**
- The survey did not show a strong preference toward having courses listed on the résumé; therefore, if the résumé is not long enough or a certain course is required, list your courses. Otherwise, do not include the information. If need be, you can send them a transcript.
- 52% of the recruiters like the GPA to be listed. Typically, the rule of thumb is if your GPA is above a 3.0, list it. Recruiters are wise to this, so you may want to list your GPA, or if your GPA in your major is higher, list it but state it is your major GPA, not your overall.
- 61% of the recruiters want an E-mail address listed if one is available.

Résumé Types

There are three basic types of résumés: the chronological, the functional, and the psychological (combination). The chronological résumé lists previous jobs in order beginning with the most recent. The functional résumé lists skills gained from previous jobs, volunteer activities, and/or travel. The psychological résumé combines the chronological and functional résumés. It uses the chronological approach for most of your life but includes a functional-like description of your strongest points. To further explain each type, their strengths and weaknesses are listed below.

	STRENGTHS	
<p><u>CHRONOLOGICAL</u></p> <ol style="list-style-type: none"> 1. Easy to prepare 2. Preferred by recruiters and employment professionals 3. Can highlight a strong work record 4. Best to use when trying for advancement in present job 5. Most common style 	<p><u>FUNCTIONAL</u></p> <ol style="list-style-type: none"> 1. Can highlight transferable job skills 2. Best to use when you change careers, return to work, or lack work experience 3. Allows applicant to emphasize professional growth 	<p><u>PSYCHOLOGICAL</u></p> <ol style="list-style-type: none"> 1. Provides strengths of both chronological and functional resumes 2. Proven to be the most effective 3. Creates a positive first impression 4. Structures the reader's thinking
	WEAKNESSES	
<p><u>CHRONOLOGICAL</u></p> <ol style="list-style-type: none"> 1. Can highlight potential negative information such as periods of unemployment, job-hopping, etc. 2. Often does not address transferable skills 	<p><u>FUNCTIONAL</u></p> <ol style="list-style-type: none"> 1. Often difficult to prepare 2. Not preferred by recruiters 3. Skilled resume reader may think "What is this person hiding?" 4. Employers may want to see additional work history information 5. Restricts noting previous employment 	<p><u>PSYCHOLOGICAL</u></p> <ol style="list-style-type: none"> 1. Not as familiar as the other types

As a new graduate, which résumé style is right for you? Most career professionals recommend the chronological or psychological résumés. The functional résumé is generally for people who are trying to return to the work force after an absence or who are changing careers; however, new graduates who lack experience may also use this type to display transferable skills.

Pieces of a Résumé

Sample résumés begin on page 17.

Most résumés contain the same parts: Caption, Objective or Summary of Qualifications, Education, Experience, Activities and Associations, Honors, and Skills. There is certainly flexibility in this structure, but these are the basics.

Caption

The caption reveals your name, addresses, telephone number(s), and E-mail address. Usually this information is centered at the top of the résumé or sometimes along the left margin. You should not put the word “Résumé” at the top, as recruiters know a résumé when they see one.

Example 1:

Mary Flowers
50 S. Lincoln Street
Box #123
Washington, PA 15301
724-503-1070 ext. 5263
flowersme@washjeff.edu

If you are including your school address as well as your home address, center your name then place one address at the left margin and the other address on the right.

Example 2:

Mary Flowers

Campus
50 S. Lincoln Street, Box #123
Washington, PA 15301
724-503-1070 ext. 5263
flowersme@washjeff.edu

Home
147 Oak Street
Berkeley, CA 94705
415-555-8888

Note: Do not use the phone number of your current employer as one of your contact numbers. You should not overtly search for a new job from the work place.

Objective

Writing an objective is difficult. Before you even try to write an objective, make sure you have one. Many people do not know what they want to do. Until you have a definite objective, it is better to leave one off than have a weak one.

Example of a weak objective:

Objective

To use my business administration degree in an exciting and challenging position

This objective tells the recruiter nothing except that you are not sure about what you want to do and that you are using this résumé to apply for many different types of positions.

Generally, when creating an objective you should be able to answer at least two of these three questions:

1. What kind of position do I seek?
2. What kind of company or organization do I want to work for?
3. Where in the United States or the world do I want to live?

Example:

Objective

An entry-level advertising or public relations position with a large company in the Northeast

Another tip is to keep the focus of the objective on what you can do for the company, not on what the company can do for you. When you write your objective, try to figure out how the employer will benefit from hiring you and then say that in the objective. One effective way is to use the word “benefit.”

Example:

Objective

A position in management with a technology company that will benefit from my solid information technology skills and highly-developed organizational skills

If you do not have your objective narrowed enough to include it on your résumé, no problem. Include an objective in your cover letter that is specific to the position for which you are applying.

Summary of Qualifications

A summary of qualifications can be used in place of an objective. It is a wonderful tool for structuring the reader’s thinking and communicating your strengths and abilities. (Remember those because they are a couple of the functions of a résumé.) A summary of qualifications is a bulleted list of 5-7 skills you do very well. You hit the recruiter right off the bat with your best stuff. These are the things that make you unique from the other candidates.

Example:

Summary of Qualifications

- Functioned in leadership roles in three organizations within the past two years
- Excellent time-management skills as exhibited by attending 4 classes each term, participating in 2 varsity sports, and working 20 hours per week on campus
- Spent Fall Semester, 2004, in Spain in an exchange program which strengthened Spanish language skills
- Learned teamwork skills by attending a four-credit, teamwork class
- Proficient in Microsoft Word and Excel, Peachtree Accounting, and HTML

A summary of qualifications, like an objective, is not easy to write. It will take time and a lot of thought, but if done correctly, could add a great deal of punch to your résumé.

Education

A W&J student's Education section will look very similar to the following examples:

Education

Washington & Jefferson College, Washington, PA
B. A. in Sociology, May 2007
Spanish Minor
GPA 3.25/4.00

Or

Bachelor of Arts in Business Administration, May 2007
Specialization in Human Resource Management
Washington & Jefferson College, Washington, PA
GPA 3.5/4.0

As stated earlier, you can include a list of "Related Courses" or "Course Highlights," provided you have enough space.

Experience

In this section, you will want to list your current position, summer work experience, internships, and work-study. You are not limited to including only the positions for which you were paid. If you had an unpaid internship in your field, it needs to be listed prominently.

The following is a list of items you will want to include with each experience: name of the company or organization, city, and state as well as your job title and the time you spent in the position listed by month and year. Then, you will want to list what you did. Again, creating this section takes a lot of thought and revision. You need to also be mindful of your customer, the recruiter, and what he or she is looking for. To help you create a description of what you did on the job, a list of action words is provided at the end of this guide. When you review the list, several words may grab your attention. Use those action words to describe your accomplishments and job functions. Remember to use quantities as much as possible. The information can be displayed in paragraph format or as a bulleted list. There are two examples on the next page.

THE FOLLOWING SUGGESTIONS ARE ADAPTED FROM *JOB CHOICES: PLANNING*, A PUBLICATION OF THE NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS:

- ✓ Tailor objective to each employer you are targeting and to each job you are seeking
- ✓ Usually a GPA of 3.0 or better should go on the résumé
- ✓ Course work section is not always necessary but it can be helpful especially for résumés lacking substance
- ✓ Most employers believe that the education section should precede the experience section
- ✓ Employers do not usually like to see unrelated experience on a résumé unless you can turn it into something valuable; for instance, something extra that you did while on that job that pertains to the job you are applying for

Experience

Washington & Jefferson College, Washington, PA

Lab Monitor, September 2005 – Present

- Train and assist students with Microsoft Office 2000, Outlook Express, Internet Explorer, and Windows NT 4.0
- Monitor the security of the students and equipment in the labs
- Maintain the hardware and software of a total of 55 computers

Or

Experience

Washington City Parks, Washington, PA

Assistant Park Manager, Summers 2005 and 2006

Assisted the park manager with administrative functions including:

Training new temporary park employees on the lawn and equipment care. Evaluating work orders and scheduling 15 temporary employees as needed to fulfill the work orders. Assigning job duties to the temporary employees. Functioning as a resource for the temporary employees.

When writing this section, always keep your potential employer in mind. Remember what they are looking for and how you have already accomplished those skills.

Note: Do not mix the formats. Choose either paragraph or bulleted list.

Note: To lead off the entry, you need to think about what will catch the reader's attention. For example, you spent your summer interning for a bank. Your job title was Clerk 1. Leading with Clerk 1 will not mean much nor will it impress the recruiter, but if you lead with Citibank, you have probably caught his or her attention. There may be a time when the job title is more impressive than the company name and you want to lead with it. Rarely will you want to lead with your employment dates.

Note: There is some information that you do **not** include such as your rate of pay for your positions. It is not needed. If an employer requests a salary history, you can include it in your cover letter. Also, do not include your reason for leaving a position. The recruiter will ask you in the interview.

Note: If you would like your internship experience to stand out, you can make a new Internships section separate from your Experience section.

Activities

There is a tremendous amount of teamwork and leadership that occurs within campus activities, academic and social organizations, sports teams, community association, etc. It is important to highlight those skills on your résumé. Employers like to see well-rounded graduates. Participation in activities and associations is a wonderful way to complement your classroom experience. As for high school activities, unless you are still participating in the activity, you do not need to include it. Stick with your college experiences.

The following is an example of an Activities entry:

Activities

Student Government

- Treasurer 2006–2007
- Representative 2005–2006

Varsity Swim Team 2004–present

- Captain 2006–2007

Big Brothers Big Sisters 2003–present

Note: If your community service is substantial, or you would like to call attention to it, you can list Community Service or Volunteer Work as a heading separate from Activities.

Honors

The Honors section can include both academic and nonacademic honors and awards. Some examples may be Dean’s List, scholarships awarded, honors associated with your major, or Phi Beta Kappa. These honors would be listed similar to the activities list. You may or may not include dates.

Example:

Honors

- Eagle Scholarship award
- Dean’s List
- Omicron Delta Epsilon – Economics Honorary Society

Skills

This section allows you to call attention to any special skills you have such as computer skills, foreign language skills, or sign language skills. This section is particularly important if you did not include a Summary of Qualifications section in which you highlighted these special skills. List your skills with as much detail as possible.

Example:

Skills

- Proficient in Microsoft Visual Basic 5.0, FrontPage, PowerPoint, Word, and Excel
- Able to speak Spanish and spent a month studying in Spain

References

It is not necessary to include a list or references or a statement such as “References available upon request” but it may be feasible to do so. If you have a portfolio or other document that the potential employer may be interested in, you may want to say so along with your References statement at the bottom of your résumé.

Example:

References and portfolio available upon request

Or

References

Available upon request

Even though the recruiter will ask for a list of references when needed, it is okay to make a statement about them on your résumé. If you run out of room on your résumé and would like to include a statement about references, you can do so in the footer of the document. There will be more information about references later in this document.

Electronic and Scannable Résumés

Electronic Résumés

Electronic résumés are simply résumés sent through E-mail to an employer. If an employer accepts electronic résumés, interested candidates usually send a résumé in response to a job announcement directly to the potential employer. There are some organizations, however, that offer searchable databases of résumés to employers. After candidates send their résumés electronically to these organizations, the employers are able to search the databases to match the skills and experience of candidates with the skills and experience of the positions they want to fill. The employer can also integrate the information they find into a database or a spreadsheet they may then use to evaluate candidates quickly.

The *Recruiters' Résumé Preference* survey found that 75% of the recruiters would accept electronic résumés. The other 25% were working towards the capability. This news is good for you, as you will be able to submit résumés to corporations all around the country without incurring postage costs.

Scannable Résumés

Scannable résumés are read or scanned by an Optical Character Recognition (OCR) System. The employer uses electronic means to scan a candidate's résumé for key words and phrases, which are then matched to job descriptions that are stored in the employer's database. The computer records the number of "hits" each résumé has, which means the more hits that you have the more likely you will be called for an interview. When recruiters request a scannable résumé, they take your résumé, scan it into a computer, and store it in a database very similar to an electronic résumé. The main difference is the delivery of the résumé. An electronic résumé is submitted via the Internet, while scannable résumés are sent to the employer on paper and then scanned into the computer. Here are some tips to follow to make your résumé more scanner-friendly:

The Power of Portfolios

A little known fact among internship and job seekers is that creating a portfolio of accomplishments to present at an interview is a powerful way to stand out against other candidates. The following information on portfolios was adapted from an article posted on Internweb.com:

A portfolio is an effective means of communication for many internships or job opportunities. It provides direct evidence of your accomplishments. Your portfolio should be neat, clear, concise, and tailored to the type of internship or job you are interviewing for. Examples of portfolio items are as follows:

- Letters of recommendation from employers/college professors
- Performance reviews
- Thank you notes
- Awards, scholarships, grants
- Examples of writing, projects, presentations, or research
- Brochures/fliers that you created
- Certificate programs
- Academic curriculum
- Web sites/pages created
- College transcripts
- Marketing plans
- Computer program code

More information on portfolios is available

- Use simple fonts such as Times New Roman, Courier, or Arial of 10 to 14 points
- Use white paper of standard size (8 ½ x 11), print on only one side, and only use black ink
- Use regular printer paper rather than parchments, textured paper, etc.
- Put your name at the top of the résumé
- You can use boldface type for most OCR systems, but do not use italics or underline
- Use both titles and acronyms (in parentheses) to assist the scanner; for example use Masters in Business Administration (MBA)
- Margins should be 1” all around
- Minimize abbreviations
- Do not hand write anything on the résumé
- Avoid boxes, unusual shapes, graphics, and shading
- Avoid unnecessary parentheses and brackets
- Do not place your name and address on the same line
- Do not fold or staple your résumé and cover letter; the fold will make scanning difficult

Note: To submit a résumé to a career-oriented Web site, such as MonsterTRAK, you will most often need to create a scannable résumé.

Note: If you are not sure if an employer wants an electronic résumé or a scannable résumé, send both, especially if the employer is a large corporation. State in your cover letter that you are sending both types of résumés.

References

You have already learned that it is not necessary, but still acceptable, to put “References available upon request” at the bottom of your résumé. So, how do you handle your references? First, ask three or four people who know you and your work well, such as your advisor, professors, work-study supervisor, activity sponsors, and internship or work supervisors, if they will be a reference for you. If the employer asks for a character or personal reference, you can list a friend of the family who knows you well (and perhaps holds a position of prominence in the community or in industry) as one of your references. Once your references give you permission to use their names, gather the following information: full name, job title, preferred address (home or business), phone number, fax number, and E-mail. Once you have your three or four references, type them on one sheet of paper. You should use the same header at the top of your References sheet as you did on your résumé. You may also want to include the title References at the top of your paper. See the examples on the next two pages.

Mary Flowers

Campus address
50 S. Lincoln Street, Box #123
Washington, PA 15301
724-503-1070 ext. 5263
flowersme@washjeff.edu

Home address
147 Oak Street
Berkeley, CA 94705
415-555-8888

References

Derrick Crane

Vice President of Engineering
A. Snyder Company
87 Maple Road
Berkeley, CA 94705
415-555-0447
415-555-8963—F
Crane_D@asc.com

Meg A. Hertz

Director of Information Technology
Computec Inc.
34 Apple Court
Glendale, CA 19058
714-555-7145
714-555-2022—F
mhertz@computec.com

Robert Smith

Associate Professor for
Information Technology Leadership
Washington & Jefferson College
34 South Wade Avenue
Washington, PA 15301
724-229-1234
rsmith@washjeff.edu

Mary Flowers

Campus address
50 S. Lincoln Street, Box #123
Washington, PA 15301
724-503-1070 ext. 5263
flowersme@washjeff.edu

Home address
147 Oak Street
Berkeley, CA 94705
415-555-8888

References

Derrick Crane

Vice President of Engineering
A. Snyder Company
87 Maple Rd.
Berkeley, CA 94705
415-555-0447
415-555-8963—F
Crane_D@asc.com

Meg A. Hertz

Director of Information Technology
Computec Inc.
34 Apple Court
Glendale, CA 19058
714-555-7145
714-555-2022—F
mhertz@computec.com

Robert Smith

Associate Professor for
Information Technology Leadership
Washington & Jefferson College
34 South Wade Avenue
Washington, PA 15301
724-229-1234
rsmith@washjeff.edu

Conclusion

As you prepare your résumé, keep your focus on your customer, the recruiter. Also keep in mind that the first draft of your résumé will not be your last. Create your résumé, put it down for a day or two, and then review it. A new way to state an accomplishment may present itself, or you may remember an award or honor you received that really boosts your résumé. Do not hesitate to contact Career Services and ask for help.

Lastly, this will not be the only time you write your résumé. With each job change you have or new degree earned, you will want to update your résumé. It is a good idea to update your résumé at least every six months or year. You never know when the perfect job opportunity will present itself. You want to be ready with an accurate résumé.

Résumé Checklist

After you have created the first draft of your résumé, use the following checklist to make sure your résumé is in good shape.

Overall Appearance

1. Does your résumé make an overall immediate favorable impression?
2. Is your résumé easy to read and professional?
3. Do you use accents such as boldface type or italics consistently?
4. Is your spacing consistent?

Contact Information

1. Is your contact information clearly presented at the top of your résumé?
 2. Does it include your address, telephone numbers, and E-mail address?
- Have you clearly listed your school and home (permanent) information (if you included both)?

Objective

1. Is your objective stated clearly and does it convey purpose?
2. Does it state information such as what kind of position you seek, what kind of company you want to work for, or in which geographic region you wish to work?
3. Is it reasonably short (one or two lines)?

Organization

1. Do your key points stand out?
2. If using chronological format, do you have dates listed from most recent to least recent?

Content

1. Does your résumé support and substantiate your objective?
2. Does your résumé stress your skills, accomplishments, and results rather than duties and responsibilities?
3. Is your content consistent with the format you used: chronological, psychological, or functional?

Language

1. Did you express yourself in a clear and concise manner?
2. Did you use action verbs to begin phrases?
3. Did you use short, action-oriented phrases instead of full sentences?
4. Is your résumé free of grammatical, spelling, and punctuation errors?
5. Did you avoid using slang terms or inappropriate words?

Length

1. Is your résumé brief—one page most commonly for new graduates or undergraduates?

After looking over your first draft, you may want to make an appointment with Career Services to have either the director or associate director review your résumé and offer suggestions.

SAMPLE RÉSUMÉS

SEYMOUR MONAY

smonay@washjeff.edu

Home
89 Grant Street
New Hope, PA 19250
215-555-9876
123-456-7891—C

College
50 South Lincoln Street
Box # 576
Washington, PA 15301
724-503-1070 ext. 7821

OBJECTIVE

To join a management training program within a large technology corporation in the northeast

EDUCATION

Washington & Jefferson College, Washington, PA
B. A. in Business Administration, May 2007
GPA 3.4/4.0

CHRONOLOGICAL
RÉSUMÉ EXAMPLE

EXPERIENCE

IBM, Philadelphia, PA
Pre-Professional Tax Analyst

- Filed monthly sales tax returns
- Audited monthly exception reports
- Interpreted tax laws for branch offices
- Determined customers' tax-exempt status
- Developed extensive knowledge of Microsoft Office

Summer 2006

Lincoln Financial, Canonsburg, PA
Intern

- Initiated marketing strategy for new fund
- Developed skills in prospecting and presenting
- Managed spreadsheet database in Microsoft Excel

February–May 2005

Camille's Clogs, Lambertville, NJ
Assistant Manager

- Helped supervise three part-time employees
- Calculated daily sales
- Assisted in ordering new merchandise

May–August 2004

COMPUTER SKILLS

- PC and Macintosh
- Proficient in Microsoft Word, Excel, PowerPoint, and Access
- Experience with QuickBooks

ACTIVITIES

- Business Club member 2004-2006
- Peer tutor in Calculus I 2005-present

NOAH LOTT
noahlott@washjeff.edu

Campus
50 South Lincoln Street
Box # 342
Washington, PA 15301
724-503-1070 ext. 7852

Home
1776 Paul Revere Road
Cambridge, MA 02138
617-555-1812
234-567-8912—C

Summary of Qualifications

- 3+ years experience in the field of American History
- Leadership skills developed through resident advisor position
- Comfortable with Macintosh and PC formats and proficient in Microsoft Word, Excel, and PageMaker
- Excellent time-management skills as exhibited by working 10+ hours per week during school year
- Recognized for superior writing skills and have written for the college newspaper

Education

Bachelor of Arts in History, May 2007

Washington & Jefferson College, Washington, PA

- Focus on Colonial American and Revolutionary War era, including domestic life of both colonists and Native Americans
- Overall GPA 3.75/4.0 in major 3.87

Related Experience

PSYCHOLOGICAL
RÉSUMÉ EXAMPLE

Jamestown Settlement Museum, Jamestown, VA

Intern, Summer 2006

- Assisted museum staff with research for exhibits about colonists and Native Americans
- Wrote copy for a brochure on an exhibit of artifacts collected from the excavation of an original fort site

National Museum of American History, Washington, DC

Intern, Summer 2005

- Assisted curator of Division of Social History in research for exhibit on domestic furnishings of the colonial era
- Maintained Internet correspondence with several historians who specialize in the subject

King's Arms Tavern, Williamsburg, VA

Waiter and Musician, Summers 2002 – 2004

- Served food to patrons in a colonial-style tavern and occasionally played fife to entertain patrons
- Wore colonial-era costume and preserved colonial tavern traditions

Additional Experience

Residence Life Office, Washington & Jefferson College, Washington, PA

Resident Advisor for Mellon Hall, 2004-2006

Honors

Washington & Jefferson College, Washington, PA

- **Alfred Henry Sweet Prize in History** 2006
- **Presidential Scholarship**

ALOTTA KASH

50 South Lincoln Street, Box # 765
Washington, PA 15301

234-567-8912—C
alottakash@washjeff.edu

Objective

To obtain a health management position with St. Barnabas Health System

Qualifications Summary

- Experience and education in health management, leading to the development of communications, client relations, order processing, interpersonal, accounting, marketing, health policy, leadership, and management skills

Education

Washington & Jefferson College, Washington, PA, May 2007
Bachelor of Arts, Biology
Business Administration Minor
Overall GPA: 3.6/4.0

FUNCTIONAL
RÉSUMÉ EXAMPLE

Health Management Experience

- Assistant to the director, Stacey G. Houndly Breast Center Foundation
- Public health representative, Washington Area Public Health Administration
- Coordinator, Washington & Jefferson College Public Health Awareness Week

Management Experience

- Knowledge of various office functions, including employee relations and routine accounting
- Experience with client relations, order processing, and routine upkeep of the business
- Managed customer relations by coordinating efforts between customer needs and group personnel
- Designed market research analysis and projects for clients
- Presented market research results with suggestions for implementation of results to clients

Systems Skills

- PC and Macintosh
- Microsoft Office, PageMaker, Adobe InDesign, Quark 4.0

Communication Experience

- Solicited donations for Washington & Jefferson College from alumni and parents while serving as a phone-a-thon caller
- Developed interpersonal communication skills while volunteering for a political campaign through distributing literature door-to-door, fielding questions, and making phone calls to local constituents

Leadership

- Participated in Youth Leadership Pittsburgh, a group dedicated to the development of leadership skills through various programming activities
- Served as social chair of my sorority
- Elected president of the Pan Hellenic Council, which governs and coordinates educational programming for Washington & Jefferson College's women's Greek system

References

Available upon request

Seymour Monay

Home
89 Grant Street
New Hope, PA 19250
215-555-9876
123-456-7891-C

SCANNABLE
RÉSUMÉ EXAMPLE

School
50 South Lincoln Street
Box #576
Washington, PA 15301
724-503-1070 ext. 7821
smonay@washjeff.edu

OBJECTIVE

To join a management training program within a large technology corporation in the northeast

EDUCATION

B.A., Washington & Jefferson College, Washington, Pennsylvania, May 2007
-Major: Business Administration
-Overall GPA 3.4/4.0

EXPERIENCE

IBM, Philadelphia, PA
Pre-Professional Tax Analyst Summer 2006
-Filed monthly sales tax returns
-Audited monthly exception reports
-Interpreted tax laws for branch offices
-Determined customers' tax-exempt status
-Developed extensive knowledge of Microsoft Office

Lincoln Financial Advisors, Canonsburg, PA
Intern February 2005-May 2005
-Initiated marketing strategy for new fund
-Developed skills in prospecting and presenting
-Managed spreadsheet database in Microsoft Excel

Camille's Clogs, Lambertville, NJ
Assistant Manager May-August 2004
-Helped supervise three part-time employees
-Calculated daily sales
-Assisted in ordering new merchandise

COMPUTER SKILLS

-PC and Macintosh
-Proficient in Microsoft Word, Excel, PowerPoint, and Access
-Experience with QuickBooks

ACTIVITIES

-Business Club member 2004-2006
-Peer tutor in Calculus I 2003-present

Marjorie Search

50 S. Lincoln St., Box #385, Washington, PA 15301 • 724-503-1070 ext. 7813 • 724-512-5632—C • msearch@washjeff.edu

Objective

To utilize my knowledge of theory and practical laboratory techniques in cancer research

Summary of Qualifications

- Strong experimentation background and ability to use laboratory equipment
- Experience keeping an accurate and up-to-date laboratory notebook
- Highly organized and dedicated
- Possess ability to handle multiple assignments under pressure and to consistently meet deadlines
- Excellent written, oral, and interpersonal communication skills
- Thrive on working in a challenging environment

Education

Washington & Jefferson College, Bachelor of Arts in Cell/Molecular Biology, May 2007

Cumulative GPA: 3.3/4.0; Major GPA: 3.6

- Personally financed 45% of college expenses

Course Highlights

Cell	Biochemistry
Microbiology	Biometry
Genetics	Experimental
Molecular	Neurobiology

EXAMPLE RÉSUMÉ FOR
SCIENCE MAJORS

Research Experience

University of Pittsburgh, lab assistant, Pittsburgh, PA Summer 2006

Howard Hughes Medical Institute grant supported

Assisted cell biologists in cancer research to:

- Develop new antibodies for use in breast cancer research & therapy
- Develop a novel assay which identifies the antibodies' ability to bind to live, intact tumor cells
- Delivered periodic presentations of results and works in progress

Magee Women's Hospital, student researcher, Pittsburgh, PA Summer 2005

- Assisted in genome research of *Drosophila melanogaster* for breast cancer research lab
- Maintained incubators for *Drosophila melanogaster* for breast cancer research lab
- Made chemical solutions for testing gene sequences of *Drosophila melanogaster*
- Categorized *Drosophila melanogaster* based on physical traits exhibited by cross breeding

Honors

The Alumni Prize for Original Research in the Life Sciences

Dean's List

Presidential Scholarship

Activities

Phi Sigma biology honorary

- President 2006–2007

Pre-health Society

- Secretary 2005–2006

Imagonna Teachu

75 North Avenue, Washington, PA 15301 ♦ 724-225-6542 ♦ iteachu@washjeff.edu

Objective

To obtain an elementary school teaching position in the Trinity School District

Education

Washington & Jefferson College, Washington, PA May 2004

B.A. in Elementary Education

Overall GPA 3.6/4.0 in major 3.75

Certification

Eligible for Pennsylvania Teaching Certification

*Completed required Praxis tests

RÉSUMÉ EXAMPLE
FOR EDUCATION
MAJORS

Computer Skills

Microsoft Office, Print Artist, Claris Works, and Internet software on Windows and Macintosh computers

Student Teaching

Grade 5, Trinity East Elementary School, Washington, PA Spring 2004

- Planned and taught lessons in social studies, English, reading, and spelling for two classes of 20 students each, including learning support and Title I students
- Created bulletin boards centered on reading skills, rivers, and American History
- Developed social studies unit on the 1750s including mock trials and “Jeopardy” game for assessment purposes
- Implemented an English unit on irregular verbs
- Participated in parent-teacher conferences to discuss student behavior and progress

Internships

Observed teaching methods and developed short lessons and unit plans at the following Washington County, PA schools:

Grade 3	Washington Elementary-Middle School	Fall 2003
Grade 2	Trinity East Elementary School	Fall 2003
Grade 4	Avella Elementary Center	Spring 2003
Grade 5	Washington Elementary-Middle School	Spring 2003
Grade K	Trinity North Elementary School	Fall 2002
Grade 6	Avella Elementary Center	Spring 2002
Grade 5	Avella Elementary Center	Fall 2001

Honors

The James W. Hanna scholarship Prize in Education

Deans List

Presidential Scholarship

Activities

Psychology Club

Students Active for the Environment

References and Portfolio Available Upon Request

ANITA NUJOB

555 Low St., Oxford, OH 45056 ▪ 513.555.5555 ▪ anujob@washjeff.edu

Summary of Qualifications

- 18 years of higher education experience including Career Development, Admissions and Graduate and Adult Student Programming.
- Extensive qualifications and preparation for counseling students, parents and alumni on all aspects of education and career planning.
- Achieve positive results in building relationships and support among faculty members and employers.
- Master's degree in College Student Personnel.
- Leadership abilities including serving as General Chair of a 38-member consortium of college and university career services offices.
- Knowledge and understanding of the role of technology in the Career Development Department.

Experience

Miami University, Oxford, OH, 1988-present

Held various administrative and counseling positions including:

- Associate Director, Career Development & Employment Services, 2000-present
- Graduate and Adult Admissions Director, 1990-2000
*The function, title and reporting line for this position changed numerous times throughout the 12 years in the department.
- Admissions Counselor, 1989-1992
- Admissions Counselor/Data Entry Staff, 1988-1989

Education

Master of Science, College Student Personnel, 1993
Miami University, Oxford, OH

Bachelor of Arts, Psychology, 1988
Washington & Jefferson College, Washington, PA

RESUME FOR EXPERIENCED JOB-SEEKER

Professional / Continuing Education Highlights

- Chaired the SWOHjobs Consortium and Job Fair, 2000-2003.
- Completed user workshops in Microsoft Word, PowerPoint, Excel, Internet, Datatel and Web Page Creation.
- Participated in USAP and JUOH conferences.
- Served as Treasurer of the Ohio Chapter of the American Society of Career Development- ASCD, 1999-2002.

Community Service / Activities

Community Theatre of Miami Board of Directors, Miami, OH, 2000-Present

- Served as Co-Chair of the "Anything Goes" benefit auction.
- Chaired the Nominating and Marketing/Development Committees of the Board.

Polish Cultural Association, Miami, OH, 1997-present

- Support projects/programming recognizing Polish-American heritage and influence.

Community Art Society, Miami, OH, Summer 2002

- Participated in the "Crafts-for-Kids" program by instructing children on basic painting.

ACTION WORDS

ACTION WORDS

Accomplished	Canceled	Determined	Fashioned
Achieved	Captured	Developed	Finished
Acquired	Caught	Devised	Firmed
Acted	Caused	Diminished	Foresaw
Activated	Centralized	Directed	Forestalled
Adapted	Challenged	Discarded	Formed
Added	Changed	Discovered	Formulated
Addressed	Charged	Dismissed	Fortified
Adjusted	Checked	Displayed	Fought
Administered	Chose	Disseminated	Found
Advanced	Clarified	Distributed	Framed
Advertised	Closed	Divided	Freud
Advised	Collaborated	Documented	Fulfilled
Advocated	Collated	Donated	
Affirmed	Collected	Doubled	Gained
Agreed	Combined	Drafted	Gathered
Alleviated	Commenced	Drove	Gave
Allocated	Commended		Generated
Allotted	Communicated	Earned	Governed
Altered	Compared	Eased	Granted
Amended	Compiled	Edited	Gratified
Analyzed	Completed	Effectuated	Grew
Announced	Composed	Elected	Gripped
Anticipated	Conceived	Eliminated	Grouped
Appointed	Concluded	Employed	Guarded
Apportioned	Condensed	Encouraged	Guided
Appraised	Conducted	Ended	
Approved	Conferred	Endorsed	Halted
Arranged	Confirmed	Enforced	Handed
Assembled	Considered	Engineered	Handled
Assessed	Constructed	Enhanced	Harmonized
Assisted	Contacted	Enlarged	Hastened
Assumed	Contracted	Erected	Headed
Assured	Contributed	Established	Healed
Audited	Converted	Estimated	Heightened
Augmented	Conveyed	Evaluated	Held
Authorized	Coordinated	Examined	Helped
Averted	Corrected	Exceeded	Hired
Avoided	Corresponded	Excelled	
Awarded	Counseled	Executed	Identified
	Created	Exercised	Ignored
	Cultivated	Exhibited	Ignited
Backed		Expanded	Imparted
Based	Dealt	Expected	Impelled
Bought	Decentralized	Expedited	Implemented
Broadened	Decided	Experimented	Imposed
Brought	Decreased	Explained	Improved
Budgeted	Defined	Exposed	Improvised
Built	Demanded	Extended	Inaugurated
	Demonstrated	Extracted	Increased
Calculated	Designed		Indicated
Called	Described	Faced	Influenced
Calmed	Detected	Facilitated	Informed
Campaigned			

Initiated	Named	Received	Slowed
Innovated	Narrated	Recognized	Sold
Inquired	Negotiated	Recommended	Solved
Inspected	Nominated	Recorded	Sought
Inspired	Nullified	Recruited	Sparked
Installed		Rectified	Specified
Instigated	Observed	Redesigned	Spelled
Instituted	Obtained	Reduced	Split
Instructed	Offered	Referred	Spoke
Insured	Opened	Reformed	Spurred
Interpreted	Operated	Refuted	Staffed
Interviewed	Opposed	Regulated	Standardized
Introduced	Organized	Rejected	Stated
Invented	Originated	Related	Stimulated
Investigated	Overcame	Relieved	Stood
Invited	Oversaw	Remedied	Stopped
Invoked		Renegotiated	Streamlined
Involved	Passed	Reorganized	Strengthened
Isolated	Patched	Repaired	Studied
Issued	Paid	Replaced	Submitted
	Perceived	Replied	Suggested
Joined	Perfected	Reported	Supervised
Judged	Performed	Represented	Supplied
Jumped	Permitted	Researched	Supported
Justified	Persuaded	Rescued	Surpassed
	Pledged	Reshaped	Surveyed
Key	Pleased	Resolved	Sustained
Knit	Polished	Responded	Swept
	Possessed	Restrained	Systemized
Laid	Predicted	Restricted	
Launched	Prepared		Talked
Led	Presented	Revealed	Taught
Left	Presided	Reviewed	Terminated
Lessened	Pressed	Revised	Tested
Leveled	Probed	Revitalized	Thwarted
Lightened	Processed	Rid	Tracked
Limited	Proclaimed	Risked	Traded
Linked	Procured	Routed	Trained
Liquidated	Produced		Transferred
Localized	Programmed	Sanctioned	Tripled
Located	Projected	Saved	
Locked	Promoted	Scanned	Uncovered
	Prompted	Scheduled	Undertook
Maintained	Proposed	Screened	Unearthed
Managed	Proved	Scrutinized	Unraveled
Mapped	Provided	Searched	Upgraded
Marketed	Published	Secured	Upheld
Matched	Publicized	Selected	Urged
Measured	Purchased	Settled	Used
Merged	Pursued	Separated	Utilized
Met		Served	
Mitigated	Quelled	Serviced	Vanquished
Mobilized	Questioned	Set up	Vindicated
Moderated	Quickened	Settled	Vitalized
Modernized	Quieted	Shaped	
Modified		Shaved	Warned
Monitored	Rallied	Sifted	Withheld
Motivated	Razed	Simplified	Won
Mounted	Reacted	Slashed	Wrote