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# RESUME

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# RESUME

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The purpose of a resume is to secure job interviews for you. It is a written summary of your personal skills, qualifications, education, experience, and activities. This is your opportunity to showcase your abilities to future employers, its objective is to persuade the person who has the power to invite you for an interview.

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## CHRONOLOGICAL FORMAT

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Chronological resumes are generally the easiest to prepare and are a popular style. The information is organized in reverse chronological order (most recent experience is listed first).

*It is most appropriate to use when:*

- Staying in the same field as your last position
- Job history shows logical growth
- The name of last employer is important
- In highly traditional fields

*It might not be appropriate when:*

- Work history is spotty
- You have changed employers frequently
- You wish to de-emphasize age
- You have been doing the same thing too long
- Changing career areas

Remember the person receiving your resume will initially spend as little as 8 seconds reviewing your resume before putting your application in the Interview or No Interview pile.

*How to start:*

List the experiences you have had in reverse chronological order. Break down your experience into categories if it seems appropriate; for example “relevant experience” or “teaching experience”. Organize the resume based upon which category is most important to the job you are applying for.

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## FUNCTIONAL FORMAT

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In this style your experience is listed under skill headings and enables the candidate to focus on skills and qualities that can be applied to a variety of employment settings.

*It is most appropriate to use when:*

- Entering highly traditional fields
- You have performed limited functions
- Most recent employers are highly prestigious
- You want to emphasize a growth pattern

*How to start:*

Ask yourself what five or six major skills are required to perform that job effectively; then decide on two to four final skill area headings you have adequate experience in. You’ll probably be amazed at the experience you really do have when you begin to think about it in this functional format method

# COMMON ELEMENTS OF A RESUME

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## Identifying Information

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It is through this information that an employer will be able to contact you.

- Full Name
- Permanent Address
- Present Address (if different from above)
- Phone Number(s) including area code(s)
- Email

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## Objective (optional)

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Some employers want to have an objective on the resumes they review. It acts as a guide to help them direct the resume to the appropriate person/department for the most appropriate job.

- Tell the employer what you want to do – the areas or fields of work for which you want to be considered.
- Provide the employer with any other guidelines that will help them understand your area of interest/expertise.
- Link your skills and achievements to the relevant aspects of the job you are applying for.

If you're having trouble, follow these tips:

- What do I want to do?
- For whom or with whom do I want to do it?
- Where do I want to do it?
- At what level of responsibility?

If you decide not to use an objective, be very clear in your cover letter about the kind of position or positions you are seeking.

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## Education

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This section is used to communicate your college work. It may be placed directly after the objective. If, however, your work experience is more significant, place it first. You need to decide what you want to emphasize.

- List the colleges from which you graduated in reverse chronological order.
- List your degree, major and the date you graduated or will graduate; if you are a senior, you do not need to use a phrase like “anticipated graduation date”.
- Include Grade Point Average (GPA) if it will be advantageous to you – 3.0 +.
- If you weren't planning on a separate section for them, include extras such as: certificates, endorsements, honors, awards, licenses and activities.

### *Sample:*

Simpson College, Indianola, Iowa  
Bachelor of Arts, Expected May 2009  
Major: Accounting  
Minor: Marketing  
GPA: 3.78

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## Experience

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This is your opportunity to show the employer that you will be an excellent candidate because you have done things like this before and possess a proven track record. First, list all your work history; this may include paid as well as non-paid experience, internships, co-ops, military service, and volunteering.

- Be explicit and use action verbs (check the action verb list for examples).
- Emphasize what you accomplished and what skills you developed. Each should be supportive of the objective; e.g. increased productivity or improved public relations
- Include key words if your resume will be scanned (check the keyword list for examples)
- Quantify your accomplishments, where appropriate, telling how much, how many, how often
- Take credit for your role. If it was a team effort, say, “Assisted...” or “Co-led...” Describe the accomplishment so that it is clear what your contribution was.

\*Source: Damn Good Resume Guide

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## Activities, Honors, Awards, Interests (optional)

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These can be combined or separated in any way to best communicate what you have done. Indicate leadership skills, motivation, initiative, communication, and organizational skills. Highlight the experiences that are the most important and most applicable to the position you are seeking.

*What it can include:*

- Professional organization memberships, presentations, clubs, leadership roles/awards, Dean’s list, studying abroad, anything else relevant to the job you are seeking

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## Additional Optional Elements

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### Highlights of Qualifications or Summary of Qualifications:

This section typically comes at the beginning of the resume or immediately following the objective, and works best with a *functional* format.

- How much relevant experience you have; e.g., three years experience in public relations
- Significant accomplishments; e.g., proven successful in increasing sales and customer base
- One or two outstanding skills or abilities; e.g., Strong organization and communication skills
- Reference to your values/commitment/philosophy; e.g., Committed to producing results above and beyond what is expected

### Special Skills and/or Training:

You may have additional competencies which were not previously mentioned but which may be of interest to an employer. This could include computer knowledge, foreign language fluency, technical expertise and artistic abilities. Label them as a group or according to the skill.

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## References

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Select these individuals carefully. Always ask their permission before using them as references. They should be representative of what you have done; include advisors, faculty, supervisors and friends of your family. You should create a **SEPARATE** reference sheet to give to employers. List the name, title, company, street address, city, state, zip and telephone number (including area code) for each person.

In the fast changing job market, employers are using computers to read resumes more and more. It saves the organization time and money.

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## Scannable Resume

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A scannable resume is read by a machine. One of the most important factors in a scannable resume is making sure the letters do not touch each other.

- Use popular, non-decorative typefaces
- Use a font size of 10-12 point
- Use light-colored, 8 ½” x 11” paper, printed on one side
- Avoid tabs, graphics, italics, underlining, shading, and vertical and horizontal lines. If you do use these, be sure there is adequate spacing for the characters.
- Utilize keywords throughout your resume (see keyword list)
- Mail your resume in a flat envelope, folds may cause lines to be unreadable
- Use round solid bullets or asterisk or dashes
- Your name should be the first readable item on each page

### What Color is Your Parachute? 2010

The cover letter should accompany the eResume if that option is available, but in addition to your eResume it is recommended you send a hard copy of your cover letter to the employer. Your cover letter will summarize your experience and skills, while calling attention to your eResume submitted.

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## Keyword Resume

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Employers usually search resume databases using keywords; nouns or phrases, which represent skills, industry jargon, and expertise in employment areas. Organizations program their computers with a different set of keywords for each position. Check the job description or job listing for a clue to the desired skills.

- Identify all types of keywords that represent your skills and accomplishments and be sure they are included in your resume

### *How to start:*

- Highlight the nouns in your current resume that you feel a computer might sort out as a keyword
- Ask yourself if those keywords adequately describe your experiences and accomplishments (see the keyword list for suggestions)
- Include several keywords so your resume gets recognized in a search

A scannable resume is not necessarily a keyword resume but a keyword resume can be a scannable resume also. Be sure to research the application process and format your resume accordingly.

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## Electronic Submission

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There are basically three ways to submit your resume electronically: email, electronic forms or as a web page.

When emailing a resume you may include the resume as an attachment to the email. If you should need to submit it in the body of the email itself, it should be converted to ASCII (American Standard Code for Information Interchange); this is a form of data which can be understood by the majority of computers.

- Open the resume in your word processing program and “Save As” plain text (Word: select File>Save As>Save As Type>Choose Text Only)
  - Change bullets to asterisks or dashes
  - Add stylistic elements to the header sections to help them stand out. A horizontal line may be created by using a series of dashes or asterisks
  - Make sure the most important information is in the top 1/3 of the document. Hiring managers generally print the screen shot, not the complete resume.
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# Resume Tips

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- Keep your resume to one page if possible. If you do have relevant information, do not hesitate to use what is needed to communicate your message.
- Use professional language. If you worked in a daycare and are not going into that profession, focus on the transferable skills you developed.  
Occupation: *Day Care Associate*  
Instead of: *Cared for Children*  
Write: *Ensured safety of children through...*
- Utilize the specific vocabulary of the industry.  
Occupation: *Computer Programmer*  
Instead of: *Wrote computer programs*  
Write: *Created program utilizing a (program name) to improve efficiency of data-entry personnel*
- You need to help the employer read your resume, to guide their eye to what is most important. Experiment with using **bold**, CAPS and larger point size to bring out important parts – be consistent.
- Quantify your achievements whenever possible.  
Example: “*supervise others*” can be more specific and be changed to “*supervised six sales associates*”
- The look of your resume could make all the difference. Balance your information on the page so that there is not too much white space and so it looks framed on the page. Make the font size large enough to read easily but not too big; ten to twelve is recommended. Use a laser printer and print on high quality 8 ½ by 11” paper.
- Use action verbs to describe your past experiences. You want to catch the employers’ attention by utilizing strong, vivid language (see action verb list).  
Instead of: *Responsible for preparation of monthly sales report for my superiors*  
Write: *Prepared monthly sales report for management*
- Use present tense for jobs in which you are still employed and past tense in jobs in which you are no longer employed.
- There is no need to use personal pronouns unless the sentence will not make sense without it.
- Tailor your resume to each specific job for which you are applying.
- Always keep your purpose in mind. Stress your accomplishments. Readers will read from top to bottom and left to right, so place the most important information first to keep them reading. Be results oriented.
- Always send a cover letter with your resume. It serves as an introduction of you and your resume.

## **CHECK YOUR GRAMMAR AND SPELLING**

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## DESCRIBING PREVIOUS WORK EXPERIENCE

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### CAMPUS EMPLOYMENT

#### ***Work Study Assistant:***

- Improved communication skills by answering phone calls from students, as well as parents, on numerous issues.
- Developed organizational skills by assembling packets of information, sending out bulk mailings, and copying and filing documents.

#### ***Tutor:***

- Assisted students with homework assignments and understanding of \_\_\_\_\_
- Worked with faculty to determine how best to assist students
- Organized group study and review sessions for students

#### ***Community Assistant:***

- Created, publicized, and presented programs and hall meetings
- Instructed and enforced college policies
- Strengthened hall community through individual and group interaction
- Developed and maintained positive working relationships with supervisors

#### ***Summer Orientation Leader:***

- Promoted school and its services
- Conducted and supervised meeting with new students
- Communicated with faculty, staff, and parents

#### ***Student Ambassador:***

- Selected by the Admissions Counselors for position to represent and market the school to prospective students and families
- Maintain current knowledge of Simpson classes, activities, and opportunities to ensure effective communication with prospective students

#### ***Computer Lab Assistant:***

- Assist professor, students, and faculty with various software programs
- Install and configure new software on computers
- Trouble-shoot daily problems

### OFF-CAMPUS EMPLOYMENT

#### ***Grocery Cashier/Clerk***

#### ***Bakery/Deli Assistant:***

- Served and assisted customers, communicated in a courteous manner
- Resolved complaints
- Stocked shelves

#### ***Farm/Field Work:***

- Developed valuable leadership skills as a crew leader in charge of 8-10 co-workers
- Developed strong work ethic working long hours of field labor
- Developed organizational skills recording and charting the progress of the fields

***Warehouse:***

- Operated several types of heavy machinery
- Rotated through all positions in the warehouse

***Golf Course Attendant/Waitress:***

- Served food and beverages to customers in a friendly and efficient manner
- Opened and closed golf concession stand and balanced cash drawer

***Retail Sales:***

- Worked in a fast-paced environment advising and assisting customers
- Checked and stocked inventory on a daily basis
- Acquired an extensive knowledge of products and computer skills in order to efficiently assist customers quickly and accurately

***Bank Teller:***

- Performed general teller duties while maintaining a balanced cash drawer
- Performed opening and closing procedures
- Evaluated credit reports

***Child Care/Day Care Facility:***

- Evaluated children's progress and reported to parents on a weekly basis through discussions and a newsletter
- Planned and taught lessons according to a set curriculum
- Supervised students while in classroom and on field trips

***Swimming Pool:***

- Performed daily operations including opening/closing duties and testing/treating the water
- Coordinated employees work schedule and calculated payroll
- Supervised pool patrons/staff and solved conflicts that occurred
- Scheduled and staffed pool rentals

***Lawn Service/Mowing:***

- Maintained lawns and equipment
- Arranged scheduling to obtain highest customer satisfaction level possible
- Generated billing statements

**REMEMBER!!** Most summer jobs provide valuable work experience and help develop excellent skills. It is not necessary to make a summer job sound glamorous or to exaggerate your responsibilities; it is necessary to adequately describe all the duties and responsibilities held.

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## POSSIBLE TOPICS OR HEADINGS FOR CREATING RESUMES

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### **OBJECTIVE**

Job Objective  
Career Objective  
Position Desired  
Career Goal  
Teaching Objective

### **EDUCATION**

Educational Experience  
Educational Background  
Educational Highlights  
Educational Preparation  
Academic Training  
Related Coursework

### **EXPERIENCE**

Work Experience  
Work History  
Professional Experience  
Student Teaching Experience  
Practicum Experience  
Coaching Experience  
Experience Highlights  
Summary of Work Experience  
Related Experience  
Other Experience

### **HONORS AND ACTIVITIES**

Honors  
Academic Honors  
College Distinctions  
Activities  
Activities in Related Field  
Community Involvement  
Involvement with Work Related  
Community Resources  
Volunteer Work  
School Related Activities  
Volunteer Activities  
College Activities  
College Organizations  
Extracurricular Activities  
Involvement in Sports  
Team Participation  
Team Membership  
Accomplishments  
Achievement  
Leadership

### **SKILLS**

Summary of Skills  
Special Skills  
Areas of Knowledge  
Special Knowledge  
Qualifications  
Capabilities  
Organizational Abilities

### **PERSONAL**

Summary of Qualifications  
Special Skills  
Travel Abroad  
Language Competencies  
Interests  
Skills  
Personal Interests  
Special Interests

### **MEMBERSHIPS**

Certifications  
Licenses  
Professional Memberships  
Professional Organizations  
Professional Meetings  
Professional Associations  
Professional Meetings Attended  
Related Memberships

### **SPECIAL ACCOMPLISHMENTS**

Workshops Attended  
Publications  
Presentations  
Research

### **REFERENCES**

Additional Information on Request  
References Available on Request  
References Available Upon Request  
References Available  
Credentials on File  
Summary of Portfolio Materials  
Credentials

## ACTION VERBS

### MANAGEMENT

Administered  
Analyzed  
Assigned  
Attained  
Chaired  
Consolidated  
Contracted  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Improved  
Increased  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Strengthened  
Supervised

### COMMUNICATION

Addressed  
Arbitrated  
Arranged  
Authored  
Collaborated  
Convinced  
Corresponded  
Developed  
Directed  
Drafted  
Edited  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Promoted  
Publicized  
Reconciled  
Recruited  
Spoke  
Translated  
Wrote

### RESEARCH

Clarified  
Collected  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized

### TECHNICAL

Assembled  
Built  
Calculated  
Computed  
Designed  
Devised  
Engineered  
Fabricated  
Maintained  
Operated  
Overhauled  
Programmed  
Remodeled  
Repaired  
Solved  
Upgraded

### HELPING

Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Expedited  
Facilitated  
Familiarized  
Guided  
Motivated  
Referred  
Rehabilitated  
Represented

### TEACHING

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Demystified  
Developed  
Educated  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Instructed  
Led  
Persuaded  
Set Goals  
Stimulated  
Trained

### CLERICAL OR DETAIL

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Dispatched  
Executed  
Generated  
Implemented  
Inspected  
Monitored  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Screened  
Specified  
Systematized  
Tabulated  
Validated

### ACCOMPLISHMENTS

Achieved  
Expanded  
Improved  
Pioneered  
Reduced (losses)  
Resolved

### CREATIVE

Acted  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Originated  
Performed  
Planned  
Revitalized  
Restored  
Shaped  
Transformed

### FINANCIAL

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Developed  
Forecasted  
Managed  
Marketed  
Planned  
Projected  
Researched

Source: **Damn Good  
Resume Guide**

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## Examples of “Key Words” for Scannable Resumes

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### **ACCOUNTING**

Accounts payable  
Payroll  
Lotus 1-2-3  
Accounting systems  
Year-end statement  
Cost system  
Outside audit  
Financial analysis  
TRA-86  
CPA

### **COMMUNICATIONS**

Articles  
Booth development  
Sales promotion  
Promotion materials  
Cable television  
Image campaign  
Aldus PageMaker  
PagePerfect  
Copy editing  
Journalism  
Technical writing  
Manuals  
Public relations

### **BUSINESS/MANAGEMENT/ECONOMICS**

Account settlement  
Commercial loan operations  
Product and service enhancement  
Estate planning  
Cultivate relationships  
Strategic planning  
Interpersonal skills  
Project management  
Economic forecast  
Contract negotiations  
Exceeded quota  
Collections  
Customer Service

### **SCIENCE AND MATH**

Biohazard control  
Stabilization  
Groundwater hydrology  
Environmental compliance  
Stat regression  
Pesticides  
Electrochemistry  
Data reduction  
Queuing theory  
Computer modeling

### **INTERPERSONAL TRAITS**

Ability to delegate  
Flexible  
Analytical ability  
Self managing  
Team building  
Willing to travel  
Accurate  
Ability to train  
Leadership  
Public speaking  
Organizational skills  
Innovative  
Results oriented  
High energy  
Problem solving  
Detail minded  
Enthusiastic  
Multi-tasking

### **COMPUTER FIELD**

UNIX  
Compaq  
System level problem  
Computer simulation  
Data modeling  
Software protocol  
Appletalk

### **HUMAN SERVICES/TEACHING**

Crisis intervention  
Group counseling  
Clinical counseling  
Clinical supervision  
Community outreach  
Evaluation training programs  
Pre-school  
Special education

### **HUMAN RESOURCES/TRAINING**

Applicant tracking  
Sales training  
Cross-culture training  
Affirmative action  
Employee benefits  
Grievance adjustment  
Contract negotiation  
401K

### **GENERAL EDUCATION TERMS**

BA / BS  
Specific major, e.g. Elementary Education,  
Chemistry

## SAMPLE RESUME FORMAT

The following categories are often included in resumes. Your unique educational and work experiences should be considered when deciding which categories will be the best to highlight your strengths.

The objective helps to quickly and concisely focus your targeted reader. Objectives are optional

School Address  
Area code and School phone

### YOUR NAME

e-mail address  
cell phone #

Always include a permanent address and contact information if different from your current residence.

Permanent Address  
Area code and Home phone

**OBJECTIVE** State the kind of position for which you are applying and/or the setting in which you are interested and/or the skills you would bring to the job (see p. 13 for a Sample Objective)

### EDUCATION Simpson College, Indianola, IA

Bachelor of \_\_\_\_\_ in \_\_\_\_\_, Month, Year (anticipated date of graduation)

• GPA: 3.0/4.0 or above (optional)

**Study Abroad Program**, City, Country (optional)

Additional education or optional information such as study abroad, your minor, Note: after your sophomore year, high school is generally not listed.

### EXPERIENCE

#### Job title

Organization Name City, State

Month, Year to Month, Year (Dates of Employment)

- Include employment, internships, volunteer or significant co-curricular positions. For each, list organization, city, state, dates of participation, job title, tasks performed and statements of accomplishments
- Indicate what you did, the results of your action, and the type of organization/environment in which you worked
- Provide details that support your career goal and describe your duties and responsibilities using action verbs (see page 8)
- Present your most recent experience first

Descriptive phrases including your accomplishments. This section can include volunteer work, internships, student teaching, summer and part-time jobs. These can be paid or unpaid experiences.

### HONORS/AWARDS

- Additional Academic Honors including Scholarships, Memberships
- Research Projects • (optional)

### SPECIAL SKILLS

- **Computers:** Knowledge of hardware and software programs, technical expertise related to career field: i.e. Computer Aided Design (optional)
- **Languages:** Basic Knowledge of... Conversant... Proficient... Fluent... Bilingual
- **Additional:** CPR, American Sign Language, etc.

**ACTIVITIES/ INTERESTS** (optional) include club memberships, professional and community affiliations, student groups (sports, arts, charities). Include name of organization, job title, dates. Also list hobbies, travel, non-related areas of knowledge, and other leisure pursuits.

**(Note: Be careful disclosing any personal information that can affect your application)**

Listing your language skills with your level of proficiency can give the employer important detail regarding those skills.

**Name**  
Cell Phone  
Email

**Current Address**

Box xxxx, 701 North C Street  
Indianola, Iowa 50125  
Home Phone

**Permanent Address**

Street  
City, State, Zip

**EDUCATION:**

Simpson College, Indianola, Iowa  
Bachelor of Arts Degree, Graduation Date  
Major: Accounting  
GPA: xxx/4.0

Using  
bullets  
draws the  
attention of  
the reader  
to the  
action verb

**BUSINESS EXPERIENCE:**

**Accounting Intern**

Meredith Corporation, Des Moines, Iowa

- Provided assistance with monthly closings.
- Reconciled and analyzed various general ledger accounts.
- Assisted with analysis of distribution costs.
- Assisted with the preparation of monthly budgets.

Fall Semester 2009

**Assistant Manager/Bookkeeper**

Casey's General Store, Clear Lake, Iowa

- Prepared financial statements for internal use.
- Prepared both accounts receivable and payable ledgers.
- Assisted in taking year-end inventory.
- Assisted in the selection and purchase of inventory.

Summers 2006-2008

**ADDITIONAL EXPERIENCE:**

**Tutor**

Simpson College, Indianola, Iowa

- Tutored other students in the areas of Calculus and computers.

January 2007-May 2008

**SPECIAL SKILLS:**

- Knowledge of Apple Macintosh Computers.
- Use of Microsoft Excel.
- Clear understanding of the Spanish language.
- Knowledge of Lotus 1-2-3 and SuperCalc spreadsheet applications.

Additional experience is a way to highlight your involvement without taking up much space on your resume.

**COLLEGE HONORS AND LEADERSHIP:**

- President's Leadership Certificate
- Alpha Chi Omega Sorority.
  - Assistant Vice-President of Finance.
  - Chapter Relations and Standards Board.
- Beta Sigma Business Society.
  - President.
- Students Against Nature's Destruction.

## Name

115 College Hall  
Denver, Colorado 51515  
555-222-3333

200 Hunter Drive  
Englewood, CO 90814  
616-333-4444

### OBJECTIVE

To obtain a management position that requires excellent interpersonal, organizational, and supervisory skills. Assignments in operations, sales/marketing, customer service, human resources, or related areas would be welcome.

### EDUCATION

University of South Florida, St. Petersburg, FL  
Bachelor of Arts, May 2008  
Major: Management Minor: Math  
Cumulative GPA: 3.40

Content of profile section  
validates the skills mentioned  
in the objective.

### PROFESSIONAL PROFILE

#### Customer Service Representative

September 2006 to present

Good Luck Rent-A-Car, Denver, CO

- Trained new employees in effective sales
- Strengthened necessary organizational skills and developed ability to pay attention to detail
- Resolved customer complaints effectively and efficiently
- Enhanced customer relations and interpersonal skills in dealing with peers and management

#### Sales Associate/Cashier,

Holiday Season 2003-2005

Chakotay gift Emporium, La Forge, Illinois

- Provided excellent customer service
- Gained stronger communication skills
- Frequently served as store supervisor in the manager's absence
- Designed and developed new departmental sales tracking

#### Telemarketer

May 2002-September 2003

Apex Window Replacement

- Solicited new business for the company by presenting products to prospective customers through telemarketing
- Arranged and coordinated appointments between customers and the company's sales representatives
- Acquired valuable skills in telephone communications, computerized research and marketing

### COMPUTER SKILLS

IBM PC and Mac formats, Microsoft Word, Excel, PowerPoint, Outlook and internet research skills.

### ACTIVITIES

Member: Marketing Society, Student Government, Promotions and Marketing  
Committee Volunteer: Special Olympics, Homeless Shelter

(EXAMPLE OF AN ELEMENTARY EDUCATION MAJOR)

# Name

**School Address** 701 N C Street Unit 0000 Indianola, Iowa 50125 (515) 962-0000 [name@simpson.edu](mailto:name@simpson.edu)  
**Permanent Address** 1234 ? Avenue Anytown, Iowa 50201 (000) 000-0000 [name@hotmail.com](mailto:name@hotmail.com)

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## STUDENT CENTERED ELEMENTARY EDUCATION TEACHER/COACH

*"Name demonstrated exceptional proficiency as a student teacher! He incorporated a variety of activities that enhanced the learning environment and motivation in the classroom. Name exhibits leadership, dedication, and professionalism which would benefit any school district." By Names, Any Elementary School, Third Grade Teacher*

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### EDUCATION

Bachelor of Arts Degree, May 2009  
Simpson College, Indianola, Iowa  
**Major: Elementary Education and Liberal Arts**  
**Endorsements: Reading and Coaching**  
**Iowa Initial License: grades 1-6 (pending graduation)**  
**GPA: 3.6**

You always want to list your certifications or licensure when you can.

### PROFESSIONAL EXPERIENCE

#### STUDENT TEACHING

- Any Name Elementary School, Third Grade**, Indianola, Iowa
- Introduced a reading skills program in which 70 percent of the students reached eighth grade reading comprehension level
  - Effectively managed a classroom of 24 third grade students
  - Created and taught multicultural lessons which integrated art and literature
  - Broadened experience by attending in-service activities and parent-teacher conferences
  - Organized learning centers and bulletin boards to go along with weekly themes
  - Successfully used cooperative learning strategies

Breaking your work experience into labeled sections helps to further focus the reader on related experience and highlights the skill in the heading.

#### PRACTICUM EXPERIENCE

- Any Name Elementary School, Sixth Grade**, Norwalk, Iowa Fall 2007
- Developed, implemented, and assessed complete science units involving a variety of hands-on experiments
  - Observed and developed classroom management techniques
- Irving Elementary School**, Indianola, Iowa Spring 2008
- Facilitated small reading groups
  - Gained valuable experience observing teachers in an inclusive setting

#### COACHING EXPERIENCE

- Basketball Camp Coach**, Simpson College, Indianola, Iowa Summers 2006-2007
- Emphasized positive attitude and teamwork to successfully reach academic and personal goals
  - Demonstrated basic skills to campers ages 12-18
- Junior High Assistant Football**, Indianola Middle School, Indianola, Iowa Fall 2007
- Introduced new drills to improve players basic football fundamentals
  - Exhibited leadership skills by organizing practice when head coach was absent

**NAME**

**Email**

Creating a 2 page resume is acceptable in some instances, particularly in careers like education where practicum's and internships are the norm.

**RELATED EXPERIENCE**

**Walworth Barbour American International School, Haifa, Israel**

Activities Coordinator (Summer, 200-)

- Organized and guided two after-school activities for first and second graders
- Developed arts and crafts curriculum and collected age-appropriate materials
- Greenstreet After-School Program, Indianola, IA
- Tutored elementary students in language arts, mathematics, social studies, and English
- Participated in monthly meetings with parents to review child's progress.
- Collaborated with team of teachers and tutors to plan activities

**ACTIVITIES AND AWARDS**

- Dean's List (6 semesters)
- Education Club, Vice President
- Three year letter winner, Simpson College Basketball Team
- Special Olympics Volunteer

**SPECIAL SKILLS**

- Personal computers: Macintosh, PC; Microsoft Word, Access and Excel, Internet Explorer
- American Sign Language – proficient
- Foreign languages: Spanish – proficient; French – conversant

Listing your language skills with your level of proficiency can give the employer important detail regarding those skills.

**INTERESTS**

- piano, community theater, creative writing

# NAME

Unit 0000  
701 North C Street  
Indianola, IA 50125

Phone: (000) 000-0000  
E-mail:

## COMPUTER SKILLS

- *Programming:* C++, COBOL, Java, Visual Basic, and SQL
- *Operating Systems:* Windows 95,98, ME, 2000, Macintosh OS, and UNIX
- *Installation:* Software, network cards, memory, modems, and CD-ROM drives
- *Database:* Oracle
- *Design:* AutoCAD Release 12 and 13
- *Writing/Publishing:* Microsoft Office and Adobe Photoshop

Listing "Computer Skills" and putting it towards the top of the resume makes it quick and easy to locate relevant technical knowledge areas and draws attention to specific technical expertise.

## EDUCATION

Simpson College, Indianola, IA  
Bachelor of Arts in Computer Information Systems, Expected May 2009  
Cumulative Grade Point Average: 3.524

## EXPERIENCE

Academic Computer Lab Technical and Training Coordinator: August 2007 – Present  
Simpson College, Indianola, IA

- Install software, perform basic troubleshooting, and maintain computers in a multi-platform environment
- Train and supervise work-study students in computer lab procedures
- Demonstrate flexibility by being available on alternating weekends as a resource for the Team Leaders and Lab Consultants
- Coordinate schedules of the work-study students

Use buzzwords from your industry throughout the resume

Crew Leader: Summer 2007

Laborer: Summers 2005 and 2006

Jackson Landscaping, Mason City, IA

- Managed and trained crew members on multiple projects
- Developed human relation skills while interacting with customers to make their landscape plans as desired
- Improved problem solving skills in order to build retaining walls and paver patios correctly

Computer Lab Consultant: September 2006 – May 2008

Simpson College, Indianola, IA

- Supervised computer lab during open hours
- Assisted lab users with questions about programs on the computers
- Strengthened communication skills by interacting with students

## ACTIVITIES AND HONORS

- Dean's List
- Member of Alpha Lambda Delta
- Intramural Activities

(BUSINESS MANAGEMENT MAJOR)

# NAME

## Present Address

1234 Any Street  
Indianola, Iowa 50125  
(000) 000-0000  
Email

## Permanent Address

1234 Any Street  
Any Town, IA 50120  
(000) 000-0000

## EDUCATION

**Simpson College**, Indianola, Iowa  
Bachelor of Arts Degree, May 2009  
Major: **Business Management**  
Marketing Specialization  
Minor: Political Science  
Study Abroad in London, Fall 2007  
Cumulative GPA: 3.48/4.00

GPA is included when it is above 3.0/4.0. and you want to show your academic strength. It is optional in most cases.

## WORK EXPERIENCE

### Principal Financial Group

Pension Processing Technician

- Researched and processed special handling items
- Identified and categorized documents on internal system
- Processed cash deposits with deadlines
- Recommended ways to improve work environment

### Menards, Inc.

Retail Cashier

- Provided customer service
- Handled incoming cash flows accurately

Des Moines, Iowa

April 2006 – May 2007

## ACTIVITIES

- Member of Pi Beta Phi Sorority, Fall 2006 – Present
  - Nominating Committee, Interest Group Chair Spring 2006 – Present
- Member of Beta Sigma, 2006 – Present
- Member of Pre-Law Society, 2006 – Present
- Member of Student Senate, Fall 2005

## AWARDS

- Lettered in Simpson Volleyball, Fall 2008
- Nominee for National Leadership Honor Society, Omicron Delta Kappa
- Collegiate All-American Scholar, Spring 2007

## VOLUNTEER WORK

- Night Eyes at Blank Park Zoo, Des Moines, Iowa
- The Village Retirement Community, Indianola, Iowa

## SPECIAL SKILLS

- Proficient use of Microsoft Word, Excel, Power Point, 10 Key, 50 WPM
- Conversational Spanish speaking skills

(CRIMINAL JUSTICE MAJOR)

## Name

### Current Address

Box 0000, 701 North C Street  
Indianola, Iowa 50125  
(515) 000-0000  
E-mail:

### Permanent Address

0000 Any Street  
City, State, Zip  
(515) 000-0000

### Education:

Simpson College, Indianola, Iowa  
Bachelor of Arts Degree – Expected May 2008  
Major: Criminal Justice/Justice concentration      Minor: Psychology  
Cumulative GPA: 3.22/4.0

### Related Experience:

Campus Security      December 2007-present  
Simpson College, Indianola, Iowa  
• Safeguard the campus  
• Catalogue incidences and activities  
• Communicate with campus community  
• Interpret and enforce college policies

Co-Op Internship      May Term 2006  
Chickasaw County Sheriff's Department, New Hampton, Iowa  
• Learned basic policies of the department  
• Participated in the day to day activities of the deputies and other staff  
• Learned how to detect ingredients for the drug Meth

Co-Op Internship      May Term 2005  
Des Moines Police Department, Des Moines, Iowa  
• Assisted officers on duty  
• Corresponded with the public and other officers  
• Prepared and organized reports and tickets

### Additional Experience:

Deli Employee      May 2005– present  
Liddles Supervalu, New Hampton, Iowa  
• Cater to customers  
• Fulfill orders

Cook and Waitress      June 2005 – August 2006  
Cedar Parkway Restaurant, New Hampton, Iowa  
• Deal with orders and problems of customers

### Related Training and Skills:

Certifications: First Aid and CPR  
OSHA Blood Borne Pathogens and Hepatitis B Training

### Campus Activities and Honors:

Dean's List – Fall Semester 2007  
CASA (Cultural Association of Spanish Alumnus) (Spanish Club)

(JOURNALISM AND MASS COMMUNICATION MAJOR)

## Name

---

### Present Address

701 N. C Street, Box 0000  
Indianola, Iowa 50125  
(515) 000-0000  
E-mail

### Permanent Address

1234 Any Street  
City, State, Zip  
(515) 000-0000

**OBJECTIVE:** Obtain a position in a news department as a general assignment reporter who would utilize on-site broadcasting, editing and story development.

### EDUCATION:

Simpson College, Indianola, Iowa  
Bachelor of Arts Degree, May 2009  
Major: Journalism and Mass Communication  
Minor: English  
GPA: 3.4

### EXPERIENCE:

#### **Television News Reporting Intern**, May Term 2008/Fall Semester 2009

KCCI News Channel 8, Des Moines, Iowa

- Shadowed reporters and photographers.
- Produced practice package stories.
- Contributed story ideas.
- Wrote voiceovers and edited tape for newscasts.
- Wrote kickers and teases for noon newscast.
- Used editing equipment for producing own audition tape.

For a list of action words to describe your actions and accomplishments see page 9

#### **Television News Reporting Intern**, scheduled for December 2008

WBAY-TV Channel 2, Green Bay, Wisconsin

### ADDITIONAL EXPERIENCE:

#### **Radio Station Receptionist/Sales Assistant**, Summer 2007

KFIZ AM 1450/K107 FM Radio, Fond du Lac, Wisconsin

- Announced contest winners on FM station.
- Read newscasts on AM station.
- Answered all incoming calls.
- Handled day to day contest winners.
- Designed and put out weekly newsletter.
- Designed creative copy writing and used general word processing.
- Assisted with scheduling and logs.

### COLLEGE ACTIVITIES:

- A.C.S. (Association of Communication Studies)
- Writer/Photographer – *Simpsonian* Newspaper
- Lil' Sis to Kappa Theta Psi
- Student Senate
- Sigma Omega Sigma Sorority
- M.S.E.A. (Marian Students in Education Assistance)
- Intramural Sports

(ECONOMICS & MANAGEMENT MAJOR)

## Name

---

**Present Address** – 701 North C Street Box 0000 – Indianola, Iowa 50125 – (515) 000-0000

**Permanent Address** – 1234 Any Street – Anytown, State, Zip – (515) 000-0000

**E-mail Address** –

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## Education

**Simpson College**, Indianola, Iowa

Candidate for Liberal Arts Degree in Economics and Management (Marketing Emphasis), May 2009

Cumulative GPA: 3.6/4.0

**Richmond, The American International University in London**, London, England

Participant in the International Internship Program Fall of 1999

If you participated in a study abroad, service learning, or other meaningful work when overseas you may choose to expand on the experience; in this case this should be included in the "Professional Experience" section

## Professional Experience

HY-VEE CORPORATION, West Des Moines, Iowa

### Conference Center Intern

Support the director of the conference center in coordinating corporate meetings, parties, and wedding receptions

- Contact prospective clients, draft inquiries and contracts, process billing and deposits, compile profit and loss reports, assist in developing budget and marketing strategy for conference center
- Established new function plan for employees reducing time spent on room set up

Jan 2008 – Present

CITIBANK, London, England

Oct. 2007– Dec. 2008

### Marketing Services Intern

Managed attrition research project and developed prospect letter for the International Personal Bank, EMEA

- Compiled and analyzed background information, developed questionnaire given to ex-customers, hired translation agency, hired and trained temporary staff to implement research, gathered results, identified core reasons for attrition and developed solutions to reduce customer attrition
- Developed letter Account Executives sent to prospective customers throughout Europe

STERLING JEWELERS, Anywhere, Minnesota

May 2006 – Aug. 2006

### Sales Associate

Generated sales of jewelry, watches, repairs, warranties, and insurance plans. Administered financing plans and balanced registers

- Exceeded sales goal on a yearly basis
- Exceeded goal of insurance sales by 15%

SIMPSON COLLEGE OFFICE OF ADMISSIONS, Indianola, Iowa

Sept. 2006 – May 2008

### Student Ambassador

Conducted tours of college to prospective students and parents in group of up to twenty

Worked closely with Admissions Office in recruitment, promotion, and representation of Simpson College

## Computer Skills

Proficient in Microsoft Word, Excel, Outlook, and Power Point. Effective with Internet research.

## Interests and Accomplishments

- Simpson College Softball Team (Member of 2006 and 2007 Division III National Championship Teams, 2006-2007 NFCA Academic All-American, 2007 Academic All-Conference, 2007 All-Region Team Selection, 2008 Most Improved Player, Captain)
- Delta Delta Delta (2007 Greek New Member of the Year, Risk Management Officer)
- Student Senate (President of Freshman Class 2005-1996)
- Advertising Executive for the Simpsonian (sold advertising to local businesses for college newspaper)
- Lambda Delta Alpha Honorary Society, Beta Sigma Business Society, Alpha Phi Omega Service Fraternity
- Simpson College Semester in London, Fall 2007

(SPORTS ADMINISTRATION MAJOR)

**Name**

### Present Address:

701 North C Street, Box 0000

### Permanent Address:

123 Any Street

Indianola, Iowa 50125  
Email:  
Phone:

City, State, Zip  
Email  
Phone:

**EDUCATION**

**Simpson College, Indianola, Iowa**  
Bachelor of Arts Degree, May 2009  
**Major:** Sports Administration   **Minor:** Wellness  
Major GPA: 3.00/4.00

**RELATED SKILLS**

Knowledge of Macintosh Computers, Word 6.0, and Excel 5.0  
Extensive knowledge of coaching techniques for baseball, basketball, and football  
Coaching endorsement, May 2008

**WORK EXPERIENCE**

**Health and Sports Club, Des Moines, Iowa**

**Administrative Assistant**

*August 2008 – Present*

- Responsible for assisting day to day operations of health club

**Waterloo Bucks Baseball Team, Waterloo, Iowa**

**Administrative Assistant**

*Summer 2008*

**Sports Administration Intern**

*Summer 2007*

- Prepared event programs and concession stands prior to games
- Performed on and off the field promotions
- Reported statistics, highlights, and scores to media
- Supervised sports administration interns (2008)

**Simpson College Athletic Department, Indianola, Iowa**

**Undergraduate Assistantship**

*Spring Semester 2008*

- Facilitated game day set-up for basketball and wrestling events
- Provided hospitality for game officials and visiting team members
- Responsible for payment of game and security officials
- Acted as supervisor and administrator before and during sporting events

**Waterloo Recreation and Arts Department, Waterloo, Iowa**

**Maintenance Supervisor**

*Summer 2008*

- Responsible for daily public pool maintenance
- Chalked and prepared baseball/softball diamonds for little league games

**Maintenance Assistant at Young Ice Arena**

*Winter 2008*

- Security official during Waterloo Black Hawks hockey games
- Day to day arena maintenance (ice, boards/glass, stands, locker rooms, etc.)

**Little League (Optimist) Baseball Coach/Hitting Instructor**

*Summers 2006-2007*

**ACTIVITIES**

Member of Simpson College Football and Baseball Teams  
Intramural sports participant  
Member, Fellowship of Christian Athletes

**HONORS**

Simpson College/Amy Robinson Grant  
City of Waterloo Certificate of Heroism

(MATHEMATICS MAJOR)

**NAME**

701 North C St. Box 0000  
Indianola, IA 50125

(515) 000-0000  
Email

<b>Objective</b>	To obtain a position that will allow me to apply my mathematics, computer science, and economics knowledge.
<b>Education</b>	Simpson College, Indianola, Iowa Bachelor of Arts degree, anticipated May 2008 Major: Mathematics Minors: Computer Science, Economics GPA: 3.37/4.0 Major GPA: 3.66/4.0
<b>Experience</b>	<p><b>Equitemp</b>, September 2007 to present Equitable of Iowa Companies, Des Moines, Iowa</p> <ul style="list-style-type: none"> <li>• Assist with employee benefits program</li> <li>• Enter monthly data for Wellness Program</li> <li>• Enter data for payroll</li> </ul> <p><b>Student Office Assistant</b>, May 2007 to present Financial Affairs, Simpson College, Indianola, Iowa</p> <ul style="list-style-type: none"> <li>• Assume full responsibility for producing report for NCAA</li> <li>• Perform general clerical duties</li> </ul> <p><b>Undergraduate Math Assistant</b>, August 2006 to May 2007 Simpson College Math Department, Indianola, Iowa</p> <ul style="list-style-type: none"> <li>• Created web page for Simpson Math Department</li> <li>• Assisted teaching a class in the use of the TI-85 calculator</li> <li>• Researched, evaluated, and created report of math department</li> <li>• Assisted in the preparation of grant request for math department</li> </ul> <p><b>Tutor</b>, September 2007 to December 2007 Hawley Academic Learning Center, Simpson College, Indianola, Iowa</p> <ul style="list-style-type: none"> <li>• Tutored students in C++ programming language</li> </ul>
<b>Special Skills</b>	Strong understanding of COBOL and C++ programming languages, Visual Basic Skilled in use of Microsoft Word, Excel, Access, and Lotus Proficient reasoning and problem solving skills
<b>Honors and Activities</b>	Honor Scholarship recipient Freshman Orientation Leader
	<ul style="list-style-type: none"> <li>• Worked with groups of freshmen to assist in their adjustment to college</li> </ul> <p>Delta Delta Delta Sorority</p> <ul style="list-style-type: none"> <li>• Philanthropy Chair – organized and facilitated volunteer events</li> <li>• Sponsor Chair – guided chapter to integrate new members</li> </ul> <p>Sweet Sixteen Drill Team, 2 years Simpson’s National Annual Phonathon participant KSTM Simpson Radio DJ</p>

# Name

**PRESENT ADDRESS**  
601 N. Main, Apt. 6  
Anytown, IA 50000  
(515) 000-8888

**PERMANENT ADDRESS**  
4848 School St.  
Sierra City, MT 60152  
(515) 000-1234

## RELEVANT SKILLS AND EXPERIENCE

### ORGANIZATION

- supervised five to seven employees in screen printing facility
- oversaw quality control for screen printing facility
- supervised activities in sporting goods retail store
- utilized computers to find and document customer information
- supervised activities for large city park
- planned lessons and activities for up to fifty youth in a summer camp
- documented game and incident reports for games and park activities

This is an example of a functional style resume where key skills are listed as headings and related accomplishments are bulleted underneath. This immediately shows the reader skills that are directly relevant to the position for which they are applying and previous work settings.

### COMMUNICATION

- performed customer service in various settings
- collaborated with printers to reduce printing errors
- interacted with customer to obtain desired results in team sporting goods sales
- mediated problems with youth and parents
- addressed rules violations in city parks
- supervised numerous sporting events: volleyball league, umpiring crew, tennis courts

This style is especially useful when the applicant has sporadic and/or short term internship or job experience.

### MARKETING

- sold and marketed services to customers over the telephone
- contacted customers to obtain market research information
- wrote, produced and performed in a radio advertisement for a local business
- worked on direct marketing campaign for BMG Music
- designed print, radio and television ads for Marywood Division of Adult Learning
- completed marketing plan for the Honda Accord as a group project
- created budgets for BMG and Marywood Division of Adult Learning advertising plans

For a list of action words to describe your action words and accomplishments see page 9

Each bullet is relevant for the section but not tied to a specific position.

## WORK HISTORY

2005-present	Marketing Intern	United Delivery Service, Anytown, IA
2004	Counselor	ABC Summer Day Camp, Normal, IL
2003	Park Supervisor	Parks and Recreation Department, North Normal, IL
2000-2003	Inspector	Ted's Sport and Custom Printing, North Normal, IL

## EDUCATION

MARYWOOD COLLEGE, Anytown, IA      B.A.: May 2001      GPA-3.6  
 Major-Management/Marketing Specialization      Minor-Communication Studies

Listing the degree at the end of the resume helps to de-emphasize it.

## COLLEGE ACTIVITIES

- |   |   |
|---|---|
| President's List (4.0 GPA)-one semester | Marywood College Football Team            |
| Dean's List-five semesters              | four year letter winner, two year starter |
| Writer-Marywood newspaper               | Marywood College Baseball Team            |
| Fellowship of Christian Athletes        | Marywood College Intramurals              |

In creative fields, such as graphic design you may want to use a distinctive type style that stands out yet is easy to read. Although you will highlight your creativity and style with your portfolio, your resume should serve as an example of your talent and reflect your personal style. The content is still what employers will judge you by. Avoid the tendency to over-design and be “cutesy” or gimmicky like rolling your resume up in a balloon. Below are some examples of adding some design to a resume.

# SARA

**Sara Rohacik**

138 Gamet Park Road

Madison, CT 06443

cell: 847-420-4666

land: 203-245-1076

[sararoha@hotmail.com](mailto:sararoha@hotmail.com)

[sararoha.deviantart.com](http://sararoha.deviantart.com)

## WORK EXPERIENCE

- November 2007- Present      Graphic Designer, ScienceVision LLC, Madison, CT  
Designer of Posters, Brochures, and Mailing Pieces  
Receptionist duties
- May- August 2003      Assistant Manager, Eisenhower Gallery, Edgartown, MA  
Sold Painting, Sculpture, and Jewelry  
Took Inventory  
Packed and shipped artworks  
Hung artworks
- February 2001- August 2004      Martha's Vineyard Concierge, Edgartown, MA  
Cared for children ages one to twelve  
Greeted visitors at the airport
- February 2000- August 2001      Mosher Photo, Vineyard Haven, MA  
Made art prints, sold cameras and interfaced with public

## EDUCATION

- Graduated 2006      The School of the Art Institute of Chicago, Chicago, IL  
Bachelor of Fine Arts with emphasis in graphic design,  
photography, and psychology

## PUBLICATIONS AND EXHIBITIONS

- 2007      SAIC Undergraduate Exhibition (BFA Show), Gallery 2, Chicago, IL  
2004-2006      SAIC *Creative Currents*, Undergraduate Catalogue, picture page 59  
2002      *Elderly Values*, Open show at Cambridge School of Weston, MA  
2001      *Body Parts*, Home Gallery, 90 Old Farm Road, Chilmark, MA

## AWARDS AND RECOGNITION

- April 2003      Art Bash at The School of the Art Institute of Chicago, Gallery 2  
Chicago, IL  
June 2002      Artist, Photo Group Exhibition, Garden Club Show, Chilmark, MA  
June 2001      Sold wire sculpture for \$350, Garden Club Exhibition, Chilmark, MA

## SKILLS

- Office:      Microsoft Word, Windows XP, Internet Explorer, most  
Macintosh Software, and working knowledge of PC platform
- Graphic:      Adobe Photoshop, Adobe InDesign, Microsoft PowerPoint,  
and Adobe Illustrator
- Fine Arts:      B&W, color, and digital photography, lithography,  
holography, and sculpture

# andremorgan

TEMPORARY ADDRESS: 203B Meier Hall • Andrews University • Berrien Springs • MI • 49104

## PROFILE

**Enthusiastic award winning designer** with experience in web as well as print.

**Effective and positive team player** known for contributing effective creative solutions as well as technical ability. Able to give and embrace constructive criticism while working in a team environment towards a common goal.

**Effective listener/communicator and fast diligent learner** hungry for knowledge.

**Detail oriented designer** that embraces good design theory and ethics in order to maximize the effectiveness of a final product.

**Productive worker under pressure** and highly motivated.

## EDUCATION

### Bachelor of Technology in Digital Multimedia

Andrews University, Berrien Springs, MI, 49104

Graduated May, 07

## AWARDS/ HONORS

**2007 Jean Marie Gallery Award** – 1st place Web Design (judges included Jeff Croft)

**Who is Who Among Colleges and Universities** honoree

## TECHNICAL SKILLS

Adobe Photoshop

Adobe Image-Ready

Adobe Illustrator

Adobe In-Design

Adobe Dreamweaver

Adobe Flash

Maya 6.0

TextMate

CSS

PHP (novice)

Final Cut Pro

CSS Edit

CMS (novice)

xhtml

## EXPERIENCE

### PrintekMobile [internship]

Graphic designer in marketing responsible for developing creative solutions within the companies branding standards as well as the development of new standards.

### Edwin Bertram Marketing Professionals [internship]

Worked on a creative team in developing an advertising campaign and sales pitch.

### Andrews University CAST Editor

Conceptualized design and concept, arranged a team, and headed the production the AU CAST which is a directory of students, faculty/staff, and businesses in the university's area.

### Andrews University School of Technology Teaching Assistant

Aided students in understanding and executing concepts being taught.

### Andrews University Student Movement Layout Designer

Designed and weekly updated the Andrews University newspaper from Sept. 06 - Jan. 07.

### Andrews University Student Success Tutor

Served as a tutor for most digital media courses, primarily digital imaging.

Cell : 340.626.8821 | E-mail: designer.morgan@gmail.com

The following 2 resumes illustrate how one person can put together 2 resumes emphasizing different skills and qualifications supporting alternative objectives.

**NAME**

00 Main Street Des Moines, IA  
(008) 111-1111, [myemail@](mailto:myemail@)

**EDUCATION**

ANY UNIVERSITY, Anywhere, US  
**Master of Arts in Music**, May 200-  
Full tuition scholarship, GPA: 3.5/4.0

This is a chronological resume that emphasizes the academic and musical training and is appropriate for staying in the field

SIMPSON COLLEGE, Indianola, IA  
**Bachelor of Arts in Music**, 200-  
GPA: 3.4/4.0

**MUSICAL TRAINING**

**Teachers:**

- First & Last Name, Anytown Symphony Orchestra
- First & Last Name, Empire Brass

**Coaches:**

- Empire Brass, First & Last Name
- First & Last Name, First & Last Name, First & Last Name

**ORCHESTRAL EXPERIENCE**

- Anywhere Civic Symphony Orchestra, Principal, 200- to Present
- Newton Symphony Orchestra, Principal, 200- to Present
- Any University Honors Chamber Orchestra, 200-
- Simpson College Symphony Orchestra, 200-

**CHAMBER MUSIC**

- Smith Piano Trio, Present
- Sophisticated Brass, 200-
- Two Good Brass Quintet, 200-
- Eclectic Brass Quintet, 200-
- Anywhere University, Any name Institute, 200-

**AWARDS**

- Appointed Trustee Scholar, Any University, 200- to 200-
- First Prize Winner, First Annual Interlochen, 200-

This is a functional resume that shows an emphasis in a new direction and nicely highlights skills that are relevant to the career change. Listing the skill headings in the left hand column draws attention to them even more.

**NAME**

00 Main Street Des Moines, IA  
(008) 111-1111, [myemail@](mailto:myemail@)

**OBJECTIVE**

To secure a position in the computer industry utilizing training, microcomputer consulting, and programming skills.

**SKILLS**

**Training**

- Train new employees in Wylbur, a mainframe editor.
- Revise course materials incorporating format and example sections.
- Lecture academic community in current microcomputer issues and future trends.

**Consulting**

- Consult with user community in a variety of software packages and hardware configurations for Macintosh and PC computers.
- Design automated dial-up procedures to the University's mainframe utilizing both Red Ryder (Macintosh) and ProComm (PC).

**Programming**

- Edit departmental newsletter, circulation 1,000.
- Create page design and lay out issues using PageMaker.

**EXPERIENCE**

**Worcester Polytechnic Institute, Worcester, MA**  
PC Applications Specialist, (200- to present)

**COURSES  
COMPLETED**

- ADABAS Internals
- Programming with NATURAL
- Job Control Language (JCL)

Software

MS DOS	PageMaker	MultiMate
MacWrite	MS Word	MultiPlan

**EDUCATION**

Any University, Anywhere, US  
Master of Music, 200-  
Full tuition scholarship, GPA: 3.5/4.0

Putting the education at the end plays down unrelated academic training.

Simpson College, Indianola, IA  
Bachelor of Music, 200-

## Reference Sheets

### **Purpose**

The purpose of a reference sheet is to present a list of people who can verify and elaborate on your professional experience for a potential employer. Past employers, professors, and advisors are the best professional references to have. It is important to have a reference sheet because potential employers will often ask for a list of references they can contact. If you included a statement such as "References Available Upon Request" on your resume, you should be able to produce a reference sheet as soon as one is requested. In any case, having a reference sheet will save you time later on during the interview process.

### **Things to Remember**

- Make sure to include people who know what type of person you are and who are familiar with your work.
- Select individuals who know your distinctiveness so that they can provide a positive and accurate description of you to the employer or company in which you are seeking employment.
- ALWAYS contact your references before including them on a reference sheet.
- Give your references a copy of your resume and talk to them about the job you are seeking so they will know how to best represent you.

### **What to Include**

Your name

Your present and permanent address(es)

Your reference person or persons' information, which includes that person's:

Name

Department/Company

Title/Position

Address

Telephone number

Brief statement as to how you know this person.

SAMPLE REFERENCE SHEET PG. 29

For consistency you may use the same header information as you use on your resume

## References for (NAME)

00 Main Street Des Moines, IA  
(000) 111-1111, [my.email@](mailto:my.email@)

Professor (name)  
Simpson College  
701 North C St.  
Indianola, IA 50125  
(515) 961-0000

*I performed research and prepared draft materials for Professor (name) to use in his course on International Management.*

Smith, Jones, Johnson & Johnson Law Firm  
1337 Any Street  
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*I was a volunteer clerk for Mr. Jones during the Spring Semester, 20—.*

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