

BUILDING A PROFESSIONAL RESUME

The following are suggestions that you should consider when writing and sending your resume to prospective employers:

- Use white or light colored paper in standard size (8 ½ x 11 inches). Many office supply stores sell resume paper.
- Be sure to include a cover letter with mailed and emailed resumes. When you email a resume and cover letter, save both documents together as one PDF and attach it to the email, or attach your resume as a PDF and use your cover letter as your email body.
- The resume should be easy to read, crisp, and have a consistent format.
- Always keep your resume up-to-date!

Many companies use Applicant Tracking Systems (ATS), which scan resumes for key words and themes that match the job description. These words identify skills that the company is looking for to fill specific job postings. However, due to the use of this software, there are specific ways a resume should be formatted so that it will scan properly in to the company's system.

- Do not use a template, invisible text boxes, special graphics, color, or shading. Always use a blank Microsoft Word document to create a text-only version of your resume for online submissions. Always submit your resume in a .pdf format and save more creative versions of your resume to hand to an employer in person.
- Use standard, non-decorative fonts in black ink only. Font sizes should be 14-16pt for your name and 10-12pt for the body of your resume.
- Margins should be equally set between .6 – 1 inch on all sides.
- Avoid folding or stapling your resume. If your resume is more than one page, create a header and/or footer with your name, contact information, and page number.

Key words describe skills using nouns and action verbs and are very important in your resume.

Companies usually indicate key skills they are looking for in the job posting.

- Use synonyms in your resume – if you use the word “Attorney”, also use the word “Lawyer”.
- Do not use “I”, “me”, “my”, or other personal pronouns – simply begin statements with strong action verbs to describe what you did. Avoid writing in complete sentences on the resume.
- Key words = experience + knowledge (be honest and do not exaggerate your skills).

Always proofread your resume before you submit it!

MARKETING YOUR RESUME TO EMPLOYERS

Hiring managers get flooded with resumes for job openings. How can you ensure your resume will be looked at? Take some advice from hiring managers:

- **Do the basics**
 - Proofread for spelling, grammar, and tone. (Ask friends to proofread, too.)
 - Use a simple, easy-to-read typeface.
 - Follow instructions in the job posting. If the employer asks for information—such as references or writing samples—provide it.
 - If you're applying by e-mail, your cover letter should be contained in the e-mail. If you're applying online and there's no space indicated for a cover letter, put your cover letter in the comments section.
 - Don't let the informality of e-mail and text correspondence seep into your communications—whether e-mailed, online, or written—with potential employers.
- **Organize your resume for the employer**—Organize your resume information in a logical fashion. Keep descriptions clear and to the point. As possible, tailor your resume to the job and employer, emphasizing skills, experiences, abilities, and qualifications that match the job description.
- **Customize your response**—Address the hiring manager directly, if possible, and include the name of the company and the position for which it is hiring in your cover letter/e-mail response.
- **Make it easy for the hiring manager**—Use your name and the word "resume" in the e-mail subject line so it's easy to identify.
- **Focus on the skills and abilities you can bring to the employer, not what you want from the job**—In your cover letter, answer the questions: What can you do to make the hiring manager's life easier? What can you do to help the company? This is your opportunity to market yourself and stand out from the other candidates. Your resume should support that.
- **Be professional**—Use a professional-sounding e-mail address or voice mail/answering machine message.

(Source: NACE – National Association of Colleges and Employers, <https://www.nacweb.org/>)

OBJECTIVES

An objective statement is a one or two line statement of your career or job search goal. It is used in place of a longer summary, likely when a candidate has little to no experience related to his/her target position. Your objective should be specific to the type of position or field that you are applying to and **focus on what you can contribute to the position or company**, not what you want or what you can gain from the experience.

NOTE: THE FOLLOWING SAMPLES ARE FOR REFERENCE PURPOSES ONLY – DO NOT COPY.

Management:

Seeking an entry-level management position with responsibilities including problem-solving, planning, organizing, and managing budgets.

Admin:

An administrative position in the area of rehabilitation and geriatric healthcare, utilizing knowledge of clinical, community, and patient services.

Teaching:

A position as an Elementary School Teacher that will utilize strong teaching abilities to create a nurturing, motivational, and stimulating learning environment to help children achieve their potential.

Criminal Justice:

Seeking a full-time position in the field of criminal justice where education, initiative to succeed, and desire to serve will be of value in administering and safeguarding criminal and judicial processes.

Tech Support:

Position utilizing training and hands-on experience in MIS, help-desk services, technical support, and customer service.

Accounting:

Seeking entry-level position as a Staff Accountant utilizing outstanding analytical, accounting, and leadership skills.

SUMMARIES

A summary takes the place of an objective statement when a candidate has relevant experience in the field to which he/she is applying. A summary is longer than an objective and highlights the desired position and a few relevant qualifications.

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Samples are based on examples presented in “Modernize Your Resumes and Cover Letters” by Wendy Enelow and Louise Kursmark of The Resume Writing Academy and Career Thought Leaders Consortium.

MODERN STYLE:

Health and Social Service Manager

Mental Health Program Coordinator | Social Worker Case Manager

Bilingual (English-Spanish) healthcare leader delivering top-notch health and social service outreach in rural and urban communities since 2009

Forensic Science Technician

Passion for Science and Discovery

BS in Biology and Criminology – Experience collecting, identifying, classifying, and analyzing physical evidence through classroom projects, criminal investigation internship, and study abroad.

Programmer Analyst / Software Developer

Analytical Thinker with 5+ Years' Experience in the Healthcare and Pharmaceutical Industry.

Technical Expertise Includes:

Command Interpreters • MySQL software • IEA Software Emerald • Microsoft Access
Microsoft Visual Basic • C++ • Python • HTML • JavaScript

Accounting & Finance

Taxation & Audit ▪ Financial Planning & Investment

Intuit QuickBooks ▪ ERP Software ▪ Oracle PeopleSoft ▪ MS Excel ▪ HR Block Tax Software

TRADITIONAL STYLE:

- **Outgoing and articulate**, with excellent people skills. Frequently commended for communication and interaction skills with customers and colleagues.
- **Proven ability to learn, retain, and apply new information quickly**, with solid academic and employment achievements.
- **Leadership abilities**. Consistently gained increased responsibility through employment history and academic pursuit. Sound judgment and solid decision-making skills.

Detail-oriented, high-energy Mechanical Engineering graduate with keen problem-solving and analytical skills as evidenced by the ability to provide analysis and recommendations to improve plant operations. Strong interpersonal, planning, and organizational skills as demonstrated in mechanical engineering internships.

- Contribute independently, or as part of a team, to coordinate and manage products ranging from floor layout designs and thermodynamic calculations to the reproduction of obsolete parts.
- Excellent performance records and personal reviews in three previous co-op positions.

RELEVANT COURSES

The Relevant Courses section should be used on the resume to demonstrate your knowledge of the industry when you have little to no relevant work experience. Choose your most impressive courses; try to avoid listing the entry-level ones.

This section is best paired with the Academic Projects section. Together, both sections are an excellent way to utilize your degree for your job goal.

To format the section, simply list your classes using multiple columns. Course numbers, descriptions, and grades are not necessary.

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TWO COLUMN SAMPLE:

RELEVANT COURSES

Financial Accounting
Calculus
Macroeconomics

Management Accounting
Business Finance
Organizational Development

THREE COLUMN SAMPLE:

RELEVANT COURSES

Digital Circuits
Hardware Modeling
VLSI Design

Information Security
Advanced Systems
Numerical Analysis

Digital Logic
Computer Graphics
Automata Theory

ACADEMIC PROJECTS

Academic projects are used to demonstrate your knowledge of an area or industry when you have little or no experience. Anything done in class, except tests, can be presented as a project. Examples include presentations, papers, group work, case studies, lab reports, and research.

All academic projects should be written in active voice using the strongest action verbs possible. In this suggested format, include a title and keep the overview to two to three lines, providing only enough information so the prospective employer can ask questions. If the project is too in-depth to present in two or three lines, use two or three bulleted statements instead of the paragraph format.

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Software Engineering Group Project

Designed library catalog web system using 3-tier, client-server model. Presented project plan, software requirement specification, non-functional specification, detailed case analysis technical specification, and test plan.

Java Programming Project

Computed United States Golf Association Handicap Index for any number of golf players, designing a simple-to-install and easy-to-use application. Created user-friendly interface to input players' performances and display handicap.

Comparison of Accounting Systems

Researched and compared the accounting systems of two international companies to determine long-term strategic direction and make financial recommendations for improving revenue.

Investment Management

Managed investment portfolio in Stock-Trak Simulation. Determined successful investment strategies, tested theories, and researched various markets.

Psychology Research Project

Investigated psychophysiology, schema, and depression in young adolescents. Conducted physiological measurement and clinical diagnostic interviewing to determine patterns of behavior.

3D Graphic Design Project

Created a 3D model of the skeletal infrastructure of a 20-story building in intricate detail using Maya software. Ensured measurement and layout accuracy through careful architectural research.

RESULT/ACCOMPLISHMENT STATEMENTS

Result and accomplishment statements are used when describing previous experience to show the employer written proof of your results, achievements, and successes. They demonstrate what is unique about you and how you can add value to a potential position by citing specific examples. Simply listing duties or responsibilities from your job description is not enough – focus on what you actually did and how your efforts impacted your position, the project, or organization.

To help get you in the mindset of writing result and accomplishment statements, ask yourself some of these questions:

- What was the purpose of this work? How was this work relevant to the organization?
- Which goal(s) was I contributing to? What value or benefit did I add?
- How did I go above and beyond basic job duties? Compared to others in my position, how did I stand out?
- Did this work save time/money, increase customer satisfaction, design/improve a process or policy, etc? Did I achieve more with less; complete something ahead of schedule/budget?
- Did I receive a promotion and/or recognition during my employment? Did I consistently maintain or hit above personal or company goals or quotas?

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You can develop result and accomplishment statements using several methods, which are described below:

SOAR

Statement of Action – What did you do? (Action verb)

Occurrence of Action – How often action occurred/took place (daily, weekly, annually, etc.)

Amount of Action – How much, how many? (20%, 50+, over 100, \$1M, etc.)

Result of Action – Result/outcome of efforts (increased, decreased, designed, saved, implemented, etc.)

Statement – Managed a technical crew

Occurrence – Managed a technical crew on a daily basis

Amount – Managed a technical crew of over 20 people on a daily basis

Result – Managed a technical crew of over 20 people, on a daily basis, that increased production 3 quarters in a row

PAR/CAR

Problem/Challenge – opportunity/issue

Action – Action taken to solve the problem

Result – Result or outcome of your efforts

STAR

Situation/Task – Situation or task at hand

Action – Action taken

Result – Result of action taken

ADDITIONAL RESULT/ACCOMPLISHMENT STATEMENT EXAMPLES:

- Selected as Freshman Orientation Leader; acclimated 150 new students to college environment through guided tours of campus and presentations over a 3-day period.
- Led 8-member team project that collected new hire data from 350 employers in the Dallas-Fort Worth metroplex.
- Redesigned company accounting and payroll systems by implementing new, electronic reporting system which decreased turnaround time for reimbursements.
- Trained over 200 new insurance agents in a 2-month time frame on the legal, ethical, and regulatory aspects of insurance and securities sales.
- Innovated blood drive volunteer system, which increased student and faculty participation by 20%.
- Recognized and promoted to Assistant Sales Manager within 1 year for consistent customer service-oriented attitude, product knowledge, and leadership capabilities.

TRANSFERABLE SKILLS

You have obtained many skills throughout your life: working, being a student, participating in extracurricular activities, and even personal experiences have all contributed to your skill set. Skills which can apply to many different jobs or areas are called transferable skills. They are especially handy to use if you have no relevant work experience or if you are changing career paths. Incorporating these into your work experience section will help showcase the applicable skills you have to offer the employer. Remember, **simply listing that you have these skills is not enough**. You must include **how** you used these skills in order to prove you possess them, and show how they are relevant and applicable to the employer.

Below is a list of transferable skills to help you get started.

Communication

Speaking effectively	Providing appropriate feedback	Negotiating and persuading
Listening attentively	Perceiving nonverbal messages	Speaking a foreign language
Writing concisely	Facilitating group discussion	Reporting information
Editing	Expressing ideas	Describing feelings

Research and Planning

Creating ideas	Forecasting, predicting outcomes	Gathering information
Setting goals	Extracting important information	Synthesizing data
Imagining alternatives	Identifying resources	Solving problems
Analyzing	Developing evaluation strategies	Defining needs

Human Relations

Developing rapport	Perceiving feelings and situations	Representing others
Being sensitive	Providing support for others	Cooperating
Counseling	Delegating with respect	Motivating
Asserting	Conveying feelings	Listening

Organization, Management, and Leadership

Initiating new ideas	Decision making with others	Coordinating tasks
Managing groups	Delegating responsibility	Promoting change
Managing conflict	Selling ideas or products	Counseling
Coaching	Handling details	Teaching

Work Survival

Being punctual	Setting and meeting deadlines	Attending to detail
Meeting goals	Implementing decisions	Enforcing policies
Cooperating	Accepting responsibility	Making decisions
Organizing	Managing time	Enlisting help

Computer and Technical

Design systems	Troubleshooting	Advanced quantitative abilities
Test and measurement	Classify, analyze, and quantify	Networking protocols
Logical thinking	Data integration	Security applications
Problem solving	Product applications	Internet and web graphics

TRANSFERABLE SKILLS: SAMPLES

Here are some examples of how to use transferable skills to improve on basic job descriptions and prove to the employer that you possess relevant job-related skills. Remember to focus on results and accomplishments rather than simply listing duties and responsibilities.

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For a Server:

Before: Provided customer service to customers.

After: Gained and maintained clientele of regular customers through reputation as an excellent server.

Before: Sold desserts and appetizers to customers.

After: Effectively utilized marketing strategies to upsell items and become top seller in the section.

For a Front Desk Worker:

Before: Helped with events.

After: Recruited by director for two consecutive years to organize and promote school-wide participation in the department's annual program.

Before: Interacted with customers.

After: Interacted with customers, speaking clearly to ensure proper communication of policies.

For a Sales Associate:

Before: Responsible for opening and closing store as Keyholder.

After: Fast-track promotion from Sales Associate to Keyholder for exceptional communication skills and devotion to promoting the store's brand.

Before: Sold shoes, purses, and other accessories.

After: Exceeded daily sales goals regularly, serving 50+ customers a day with a high customer satisfaction rating.

For a Camp Counselor:

Before: Worked summers at a Girl Scout camp.

After: Supervised at Girl Scout camps in the area, developing study skills, fostering creativity, and encouraging an appreciation for the outdoors.

Before: Taught valuable skills.

After: Worked with upper management to teach at-risk youth leadership and teamwork skills.

ACTION VERBS

When describing a current job or project, use these verbs; if you are describing a past job or project, make sure to change these verbs into their past-tense endings.

Bolded words are especially good for describing accomplishments.

MANAGEMENT & LEADERSHIP:

Administer	Analyze	Appoint	Assign	Attain	Chair	Consolidate	Contract	Coordinate
Delegate	Develop	Direct	Eliminate	Enhance	Ensure	Establish	Evaluate	Execute
Generate	Handle	Hire	Improve	Incorporate	Increase	Initiate	Institute	Interview
Lead	Manage	Mediate	Merge	Moderate	Motivate	Negotiate	Organize	Originate
Outline	Oversee	Plan	Preside	Prioritize	Produce	Recommend	Recruit	Reorganize
Resolve	Review	Schedule	Strengthen	Supervise	Support	Transition	Unify	

COMMUNICATION:

Address	Arbitrate	Arrange	Author	Authorize	Collaborate	Communicate	Compose	Convince
Correspond	Define	Develop	Direct	Draft	Edit	Enlist	Formulate	Influence
Incorporate	Interact	Interpret	Lecture	Market	Mediate	Moderate	Motivate	Negotiate
Persuade	Present	Promote	Propose	Publicize	Reconcile	Recruit	Report	Resolve
Speak	Transcribe	Translate	Verbalize	Write				

ORGANIZATION:

Approve	Arrange	Categorize	Catalog	Classify	Collect	Compile	Condense	Define
Distribute	Execute	File	Generate	Implement	Incorporate	Inspect	Maintain	Monitor
Operate	Order	Organize	Outline	Prepare	Process	Purchase	Record	Report
Retrieve	Schedule	Screen	Specify	Systematize	Standardize	Tabulate	Update	Validate

RESEARCH:

Clarify	Collect	Critique	Diagnose	Evaluate	Examine	Extract	Identify	Inspect	Interpret
Interview	Investigate	Organize	Review	Summarize	Survey				

TECHNICAL:

Assemble	Build	Calculate	Compute	Design	Devise	Engineer	Fabricate	Maintain	Operate
Overhaul	Program	Remodel	Repair	Solve	Train	Troubleshoot	Upgrade		

FINANCIAL:

Administer	Allocate	Analyze	Appraise	Audit	Balance	Budget	Calculate	Compute	Develop
Forecast	Manage	Market	Plan	Project	Research	Reconcile	Report	Target	

HELPING & TEAMWORK:

Advocate	Aid	Assess	Clarify	Coach	Collaborate	Contribute	Counsel	Demonstrate	Diagnose
Educate	Ensure	Expedite	Facilitate	Familiarize	Guide	Mediate	Moderate	Participate	Refer
Represent	Resolve	Support	Volunteer	Unite					

CREATIVE:

Act	Compose	Conceptualize	Create	Customize	Design	Develop	Direct	Establish	Fashion
Found	Illustrate	Initiate	Institute	Integrate	Introduce	Invent	Market	Originate	Perform

Additional Verbs for TEACHING:

Accomplish	Achieve	Adapt	Advance	Advise	Articulate	Assist	Commend	Compete
Complete	Conduct	Consult	Deliver	Discover	Distinguish	Diversify	Enable	Encounter
Encourage	Expand	Explain	Focus	Group	Guide	Influence	Inform	Innovate
Install	Instruct	Involve	Launch	Network	Nominate	Observe	Obtain	Participate
Provide	Publish	Receive	Reduce	Restore	Restructure	Reverse	Revise	Reward
Select	Serve	Set goals	Solidify	Sponsor	Stimulate	Streamline	Study	Teach
Test	Travel	Tutor	Utilize	Validate	Venture	Verify	Work	

Additional Verbs for ENGINEERING AND COMPUTER SCIENCE:

Abstract	Acquire	Add	Advertise	Answer	Anticipate	Apply	Appraise	Ascertain
Assess	Audit	Augment	Bolster	Buy	Brief	Bring	Care	Charge
Charter	Check	Combine	Compare	Compile	Conceive	Conserve	Construct	Contract
Convert	Cooperate	Copy	Correlate	Cultivate	Deal	Debate	Debug	Decide
Detect	Determine	Discriminate	Dispatch	Display	Dissect	Document	Draw	Drive
Drive	Earn	Empathize	Enforce	Enlighten	Enlist	Estimate	Exceed	Excel
Experiment	Explore	Express	Finance	Fix	Follow	Foster	Gain	Gather
Give	Govern	Help	Imagine	Improvise	Inaugurate	Index	Indicate	Judge
Keep	Lay-out	Learn	Level	Lift	Listen	Locate	Log	Make
Maintain	Manage	Manipulate	Map	Master	Maximize	Measure	Memorize	Mentor
Meet	Minimize	Model	Modify	Narrate	Offer	Overcome	Perceive	Perfect
Plant	Practice	Predict	Protect	Prove	Query	Question	Raise	Run
Rank	Rationalize	Read	Reason	Relate	Rely	Respond	Revamp	Save
Scan	Scheme	Sell	Solicit	Specialize	Spread	Strategize	Stress	Succeed
Supervise	Sustain	Symbolize	Synthesize	Talk	Theorize	Trace	Transmit	Verify
Visualize								

ACTIVE ADJECTIVES

These adjectives are perfect in any job search document in which you need to describe yourself or your accomplishments.

Remember, no “I, me, my” on the resume.

A – E

Active	Adaptable	Adaptive	Adept	Aggressive	Altruistic	Analytical	Ambitious	Assertive
Attentive	Bright	Committed	Competent	Conscientious	Consistent	Creative	Dedicated	Dependable
Determined	Diligent	Diplomatic	Disciplined	Discreet	Dynamic	Effective	Efficient	Energetic
Enterprising	Enthusiastic	Exceptional	Experienced					

F – P

Fair	Faithful	Familiar	Firm	Generous	Honest	Independent	Innovative	Keen	Logical
Loyal	Mature	Methodical	Motivated	Objective	Organized	Outgoing	Passionate	Persistent	Pleasant
Positive	Practical	Productive	Professional						

R – Z

Receptive	Reliable	Resilient	Resourceful	Respectful	Quick-witted	Self-confident	Self-motivated
Self-reliant	Self-starter	Sensitive	Sharp	Sincere	Skilled	Skillful	Strong
Studious	Successful	Tactful	Team-player	Tenacious	Trustworthy	Understanding	Well-organized

REFERENCE PAGE

References are a separate document from the resume. It is best to ask permission before listing someone as a reference. When you receive permission, provide a copy of your resume to your reference so they can refer to it if a prospective employer calls. List only 3-4 references and use the same font, format, margins, and name and contact information on the reference document as is used on the resume to present a uniform package.

Possible references include:

- Former Managers/Supervisors
- Colleagues
- Important Customers
- Business Associates
- Professors

Compile the following on your prospects:

- Name
- Position/Company
- City, State Zip
- Phone
- Email

SAMPLE:

Jane Doe

5555 Deer Forest Street Plano, TX 75093
(555) 555-5555 janedoeemail@utd.com

Reference List

Artemis Fowl, Entrepreneur
Tara, Ireland
(555) 334-7621
fowlisfair@aaa.eee

Prof. Severus Snape, Professor of Potions and the Dark Arts
Hogwarts School of Witchcraft and Wizardry
London, England H7 4GS
(555) 743-4324
snape@aaa.eee

James Sunderland, Employee
Lakeview Hotel
Silent Hill, TX 75075
(555) 387-5649
pyramidhead@aaa.eee

Roland Deschain, Gunslinger
The Dark Tower
Dallas, TX 75075
(555) 897-4596
seekingsusan@aaa.eee

ATTENTION

The following resumes are for reference purposes only, and copying them word-for-word is a form of academic dishonesty. It is imperative that your resume and information reflect your skills, abilities, and experience. It is strongly recommended that templates and boilerplate wording be avoided to create a strong, effective resume.

Do not provide false information or copy wording from other sources.

Raphael Giovanni

2120 Midwich Ln. • Fremont, NE 68025 • (402) 555-8890 • giovanni@email.com

Social Studies Teacher, Grades 7-12

Teaching and training experience both in schools and in businesses. Competent, results-oriented instructor able to motivate students of differing abilities to achieve their true potential.

- Certified to Teach: History, Political Science, Geography, Economics, Sociology, Psychology
- Strengths: Integrated Curriculum, Multicultural, Service Learning, Special-Needs Students
- Classroom Media: PowerPoint, Internet Research

EDUCATION & HONORS

Bachelor of Arts in Education: Social Science 7-12 Field Endorsement

University of Nebraska, Lincoln, NE

- Dean's List

May 2017

GPA: 3.97

2014 – 2016

TEACHING EXPERIENCE

Student Teacher, Grades: 7 – 12 • Dunwich Public Schools, Dunwich, NE

January 2017-May 2017

- Taught World History, American History, and Sociology to 100 students.
- Instructed students on how to research political parties, develop platforms, and debate ideas.

Student Practicum, Grades: 7 – 8 • Alchemilla Middle School, Fremont, NE

August 2016-December 2016

- Created and taught unit on Louisiana Purchase to 20 students.
- Increased awareness of economically disadvantaged persons through planning and implementation of service learning project.

Master-Level Tutor, Undergraduates • University of Nebraska, Lincoln, NE

September 2014-August 2016

- Certified by International College Reading and Learning Association.
- Tutored students in History, Political Science, Sociology, and Geography.
- Trained several new tutors at workshops and implemented new learning programs.

Student Mentor, Grade: 8 • Aperture Science Middle School, Fremont, NE

March 2013-April 2014

- Tutored student with ADHD in English, Math, Science, and History.
- Implemented creative learning techniques that resulted in student passing exams.

COMPUTER & LANGUAGE SKILLS

- MS Office
- Proficient in German

ADDITIONAL WORK EXPERIENCE

Shift Manager/Crew Member • Flet Woods Eatery, Fremont, NE

June 2011 – June 2012

- Managed up to five employees including hiring, training, and scheduling.
- Balanced daily receipts and deposited cash at bank. Discovered and fixed mechanical error resulting in \$1,000+ savings.

SAMPLE 2: Best utilized to display relevant experience

TALIA ROSS

Massachusetts – 500.555.4569 – talia@email.com

PROFILE

Detail-oriented, high-energy Chemical Engineering graduate with keen problem-solving and analytical skills as evidenced by the ability to provide analysis and recommendations to improve plant operations. Strong interpersonal, planning, and organizational skills as demonstrated in chemical engineering internships.

- Contribute independently, or as part of a team, to coordinate and manage products ranging from floor layout designs and thermodynamic calculations to the reproduction of obsolete parts.
- Excellent performance records and personal reviews in three previous co-op positions.

EDUCATION

Bachelor of Science in Chemical Engineering, Minor in Psychology December 2016
Miskatonic University, Arkham, Massachusetts GPA: 3.89

INTERN EXPERIENCE

Engineering Co-Op

Herbert West Biotechnology, Arkham, Massachusetts

January 2016 – May 2016

Maintenance and Engineering Department

- Researched specifications for a large batch mixer Capital Project and collaborated across business functions to develop engineering operating requirements from startup to installation.
- Facilitated meetings for approval, design, and assembly of new polyfilm applicator. Performed troubleshooting and necessary field changes.
- Collaborated with team members to reengineer bulk powder flow in a hopper of material, improving speed of production process.

Maintenance and Engineering Department

August 2015 – December 2015

- Gathered and calculated daily loadings on cooling tower and water chiller to ensure adequate amounts for current usages. Designed backup system for emergency situations.
- Developed layout designs for plant utilities room to house installation of new vacuum system and made improvements to the existing system.
- Compiled information on causes of chemical tote pump failures and developed solutions for reducing breakdown frequency.

Production Department

May 2013 – August 2014

- Redesigned plant pigment room layout to accommodate new scales and equipment.
- Worked extensively on updating new plant systems P&IDs to “as-built” drawings.
- Modified pump controls to meet operating procedures as required by OSHA.

TECHNICAL SKILLS & TOOLS

CHEMCAD • C++ • Engineer’s Aide SiNET • Thermal Analysis Systems The Energy Analyst
Catalytic Reactors • Plate Filter Press • Agitators/Mixers • Vial Handling Systems

ACTIVITIES & LEADERSHIP

Miskatonic University Chapter Habitat for Humanity • LeaderShape Institute

SAMPLE 3: Best utilized to highlight academic achievements for scholarship/award applications

STEIN R. STEWART

1788 Fusrodah Blvd., Apt. 356 – Fairfield, CT 97554 – 203.555.6690 – stein@yahoo.com

SUMMARY

Accomplished, well-rounded college professional seeking summer fellowship in government and public policy.
Enthusiastic and energetic contributor to student government and mentoring programs with strengths including:
Leadership – Problem-Solving – Cross-Cultural Communications

EDUCATION & HONORS

B.S. in Government and Public Policy May 2018
FAIRFIELD UNIVERSITY, Fairfield, CT. GPA: 3.87

- Recipient of Aramark Fellowship, Spring 2010
- Recipient of Academic Excellence Scholarship, 2008-2011
- Selected for Collegium V – Fairfield University’s Honors Program

RELEVANT COURSEWORK

U.S. Foreign Relations	Government and Political Communication
Moot Court Honors Class	Political Policy Process & Procedures

LEADERSHIP/ORGANIZATIONAL ACTIVITIES

Chair, Academic Affairs Committee – STUDENT GOVERNMENT ASSOCIATION September 2016 – Present

- Instrumental in various projects including surveying students and persuading the administration to implement new foreign language curriculum.
- Currently involved in other initiatives such as Advanced Placement credit for selected classes and establishing a campus radio station.

Senator, Executive Committee – STUDENT GOVERNMENT ASSOCIATION April 2016 – May 2017

- Elected senator for two consecutive terms.
- Collaborated with President, Vice President and other Senate Chairs to establish effective processes/procedures both within the committee and in partnering with other campus organizations.

Orientation Team Member – NEW STUDENTS PROGRAM July 2016

- Completed preparatory class that included leadership skills training.
- Participated in the coordination of all orientation programs to facilitate transition of freshmen, transfer and graduate students to the University, as well as at the freshmen camp and Emerging Leadership Program.
- Served as mentor to 5 students and assisted them with transition/academic issues.

FELLOWSHIP

Special Assistant – UNITED NATIONS INFORMATION CENTRE, Washington, DC January 2016 – May 2016

- Awarded Aramark Fellowship as 1 of 2 from Fairfield University. Produced reports on Congressional hearings, conferences and lectures relating to United Nations activities.
- Researched non-profit organizations applying for NGO status with the UN and prepared information updates on the UN conference on Sustainable Finance.

WORK EXPERIENCE

Cashier – Whole Foods, Fairfield, CT 2013–2015

SAMPLE 4: Best utilized to highlight academic projects/courses when there is little/no work experience

MERRILL WOODWARD

7405 Mirrorlane Circle
Richardson, TX 75080
(972) 555-5431
merrill@gmail.com

OBJECTIVE: To obtain an internship in software engineering, preferably in object-oriented development, utilizing excellent problem-solving, critical thinking, and communication skills.

EDUCATION

BS in Computer Science

The University of Texas at Dallas, Richardson, TX

Expected December 2018

GPA: 3.87

AS in Business

Collin College, McKinney, TX

May 2015

GPA: 3.73

COMPUTER SKILLS

Languages: C, C++, Assembly Language (8085, 8086), Matlab, Simulink

Operating Systems: UNIX, Solaris, MS DOS, Windows (all versions)

Packages: MS Office, HTML 4.0

Hardware: VHDL, Spice

RELEVANT COURSEWORK

Signals and Systems
Probability and Statistics
Digital Circuits
Systems and Control

Communications Systems
Electromagnetic Engineering I
Digital Signal Processing
Microwave Circuits and Systems

ACADEMIC PROJECTS

Software Engineering Group Project

January 2016

Designed library catalog web system using 3-tier, client-server model. Presented project plan, software requirement specification, non-functional specification, detailed case analysis technical specification, and test plan.

Java Programming Project

September 2015

Computed United States Golf Association Handicap Index for any number of golf players, designing a simple-to-install and easy-to-use application. Created user-friendly interface to input players' performances and display handicap.

ACTIVITIES

Member – IEEE, UT Dallas

Member – Emerging Leaders Program, UT Dallas

August 2015 – Present

June 2016 – July 2017

VISA STATUS & AVAILABILITY

F1; Available Spring and Fall 2018

SAMPLE 5: Best utilized for applying to on-campus positions

SUSAN B. GREEN

1234 Robin Ln.
Richardson, TX 75080
(972) 546 -7896
Sbg454894@utdallas.edu

OBJECTIVE:

To obtain a part-time, on-campus position utilizing outstanding customer service, organizational, and leadership skills.

EDUCATION:

BS in Computer Science

The University of Texas at Dallas, Richardson, TX

Expected May 2019

WORK EXPERIENCE:

Customer Service Representative

Kohl's Department Stores, Richardson, TX

May 2015 - Present

- Provide efficient customer service and accurately manage register transactions
- Balance and reconcile daily cash receipts for all transactions
- Assist with training new employees by showing necessary procedures of the company

TECHNICAL & LANGUAGE SKILLS

- Familiar with Microsoft Word, Excel and Access
- Working knowledge of HTML and Java
- Proficient in Spanish

COMMUNITY INVOLVEMENT:

Volunteer

Habitat for Humanity

March 2016 - Present

- Participate in various builds throughout the DFW area
- Sell donated materials at the Habitat's ReStore to support construction of homes

ACTIVITIES:

President

UT Dallas Emerging Leaders Program

August 2015 - Present

Member

IEEE

August 2015 - Present

Secretary

Crush Crew

August 2016 – May 2017

GRACE COLTERMAN

1101 Riversong Drive
Selton, Alabama 42315

grace@gmail.com
423-555-9987

CUSTOMER SERVICE MANAGER

Communications ■ Sales ■ Administration

Bilingual (English-Spanish) professional with 10+ years' experience in training, program management, customer relations, and supervision.

PROFESSIONAL EXPERIENCE

Communications: *Public Relations, Advertising, Training, Staff Development*

- *Degree in Public Relations/Journalism:* Completed comprehensive training in public relations, including advanced coursework in mass communications, newswriting, editing, advertising, media, and graphic arts.
- *Writing/Verbal Skills:* Excellent communication skills for effective customer communications, proposals, correspondence, flyers, newsletters, internal communications, and public speaking.
- *Staff Development:* Successfully coordinated and implemented monthly training programs - assessed learning needs, created curriculum, presented instruction, and secured nationally recognized guest speakers.
- *Background as Educator:* Able to provide client-centered interactive training sessions, emphasizing practical applications for customer education and/or staff development.

Sales: *Presentations, Negotiations, Customer Relations, Event Planning, Fund-Raising*

- *Persuasive Communicator:* Made formal presentations to boards and decision makers; sold new program ideas and secured approval for funding. Demonstrated ability to sell varied products as “floater” for upscale retailer; generated daily sales equal to that of experienced sales associates.
- *Customer Relations:* Selected by management as liaison and troubleshooter to resolve concerns with coworkers, external customers, and vendors.
- *Event Planning:* Organized well-received special events in work and community volunteer capacities. Planned events for up to 400. Initiated fund-raising projects to offset a \$250,000 reduction in state funding.

Administration: *Program Management, Planning, Development, Budgeting, Supervision*

- *Management:* Held direct accountability for planning, staffing, facilities management, and coordination of education program with 250 enrollees and 15 instructors. Hired, placed, and evaluated certified instructors.
- *Program Development:* Created successful programs (business-school partnerships, volunteerism, community outreach), from concept development through implementation at multiple sites.
- *Planning:* Served on cross-functional team that conducted strategic planning, developed budgets in excess of \$345,000, determined programming, and ensured compliance for school site serving 650+ students.

EMPLOYMENT HISTORY

Site Administrator, Alton Unified School District
Teacher, Dunder Mifflin Union School District

EDUCATION

Bachelor of Arts in Public Relations/Journalism—University of Alabama

SAMUEL B. ANDERSON

sam_anderson@gmail.com • (972) 555-4321
Dallas, TX 75205 • linkedin.com/in/sambanderson

PROFILE

- Communicates with diverse audiences, capable of bringing them together for a common cause.
- Develops and organizes high-impact events, utilizing project management and organizational skills.
- Advocates for diversity and inclusion initiatives that contribute to organizational success.

EDUCATION

The University of Texas at Dallas, Richardson, TX Expected May 2018
Bachelor of Arts, Literary Studies GPA: 3.47

ACTIVITIES & HONORS

UT Dallas Student Union & Activities Advisory Board (SUAAB) August 2016 – present
Variety Chair

- Design and implement on-campus events, which can include magicians, hypnotists, novelty acts, comedians, and other unique performers.

The Honor Society of Phi Kappa Phi October 2016 – present
Member

- Nominated by UT Dallas faculty for outstanding academic achievement

WORK EXPERIENCE

UT Dallas Multicultural Center, Richardson, TX May 2016 – present
Office Assistant

- Promote an atmosphere of professionalism and warmth by providing excellent customer service.
- Market events and celebrations sponsored by the Multicultural Center, contributing to high levels of participation at events such as Diversity Dialogues, the Welcome Back Block Party, and Operation I AM.
- Manage a library of 250+ loaned items for programming and entertainment.

Ben & Jerry's, Plano, TX

Super Scooper May 2014 – August 2014

- Delivered exceptional customer service, earning "Employee of the Month" in July 2014.
- Trusted with the keys to the store on multiple occasions when the manager was out of the office.
- Maintained a spotless work area, helping the store secure an "A" restaurant inspection score.

SKILLS

MS Office: Word, PowerPoint, Outlook, Excel, Access

Adobe Acrobat

Peoplesoft

Languages: English (native), Spanish (native), Mandarin Chinese (proficient)

CAROL A. LEWIS

Coppell, TX 75019 • carolewis@gmail.com • (817) 555-3333 • www.carolewis.com

OBJECTIVE

Seeking a position in a marketing agency or nonprofit that will utilize strong client/donor acquisition, copywriting, organization, and event planning skills.

WORK EXPERIENCE

Freelance, Carol Lewis Photography & Handcrafted Paper Greetings, Coppell, TX January 2012 – Present
Founder, Photographer & Designer

- Facilitates meetings with clients and vendors for sales, printing, media, and branding.
- Oversees sales, creation/fulfillment, distribution, media, and marketing of all products.
- Communicates with clients to keep them informed of progress from initial order to delivery.

The Clariden School of Southlake, TX August 2005 – June 2012
Senior Bridge Coordinator (2007 – 2012)

- Coordinated internships and job-shadowing opportunities relevant to student career plans.
- Facilitated a project-based curriculum for the senior class that included entrepreneurial business.
- Maintained a flexible schedule despite rigorous job demands in order to help where needed.

Librarian (2005 – 2007)

- Organized and catalogued the school's first library, managing a collection of 5,000+ items.
- Planned and implemented biannual book fairs, book clubs, and weekly class visits.

California State University, Monterey Bay, Seaside, CA August 2002 – May 2005
Student Services Secretary (August 2004 – May 2005)

- Managed daily office tasks for university Vice President and Dean of Students.
- Conveyed information in a friendly and courteous manner to students and guests.

Resident Assistant (August 2002 - July 2004)

- Positively mediated and resolved conflicts for residence hall of 20+ students.
- Successfully planned and executed social events to encourage involvement in campus community.

VOLUNTEER WORK

Catholic Charities, Coppell, TX November 2015 – July 2016
Copywriter

- Created detailed, error-free content and text for the entire website.
- Coordinated with founder to devise relevant marketing strategies and produce content for newsletters and social media.
- Conceived and implemented responsible business and financial plans with board members.

EDUCATION

The University of Texas at Dallas, Richardson, TX May 2017
Master of Arts in Humanities – Aesthetic Studies GPA: 3.8

California State University, Monterey Bay, Seaside, CA May 2005
Bachelor of Arts in Human Development & Family Studies GPA: 3.2

SELECTED SKILLS

Adobe Acrobat Pro, Pagemaker, and InDesign (intermediate) • HTML and CSS (basic) • Illustration • Digital and Film Photography, MS Excel, PowerPoint, and Word • Chicago, MLA, and APA Style Guides

STACY L. BEIFONG

SBeifong@gmail.com • (972) 555-1234
Richardson, TX 75081 • SBeifong.virb.com

3D GENERALIST & VFX ARTIST

Gifted asset creator with experience designing props, weapons, and other assets from conceptual mockups through modeling and texturing to final implementation and placement in an environment. Natural collaborator with excellent communication skills, capable of working with a team or alone. Recent graduate with an eye for design and a strong background in concept art and illustration.

Areas of Expertise

- 3D Modeling & Texturing
- Lighting & Shading
- Rigging (basic)
- Pipeline Management
- Troubleshooting
- Render Wrangling
- Storyboarding
- Illustration

TECHNICAL SKILLS

Software: Adobe Photoshop, Autodesk 3ds Max, Maya, and Mudbox, Nuke, Simplify 3D, ZBrush
Programming/Scripting: C++, C#, Java, Python
Other: Adobe After Effects and Dreamweaver, Camtasia, HTML5 and CSS (basic), WordPress

PROJECTS

"Snatch!" and "Terminal B"

Summer 2015

ReelFX Animation Production Course
Modeling Team Manager

Created a short film with 25 students and 11 industry professionals to complete two 45-second shorts. Worked primarily as a modeling and texture artist, modeling characters and props, texturing individual set pieces, and adjusting shaders. Assigned modeling assignments to team members, contributed to managing pipeline, and ensured that the team met all deadlines. Acted as liaison between modeling team and other project teams.

"Sticky"

Spring 2014

Animation Studio Production Course
Modeling Team Member

Created a short film with 30+ students enrolled in an industry simulation course over two semesters. Contributed to model of main character and developed numerous assets. Assisted with rendering and packaging final product.

EDUCATION

The University of Texas at Dallas, Richardson, TX
BA in Arts, Technology, and Emerging Communication
Concentration in 3D Animation

12/2015
GPA: 3.75

WORK EXPERIENCE

UT Dallas School of Arts, Technology, & Emerging Communication, Richardson, TX 05/2013 – 12/2015
Lab Technician

- Maintained all lab computers and related equipment, including all software and hardware.
- Provided user support and training for students on how to use program software.
- Exercised patience and communicated clearly with all lab guests and fellow staff in a kind, professional manner.

SUSAN K. HART



susankhart.com



susankhart@gmail.com



(972) 555-5555

USER EXPERIENCE DESIGNER

Design professional with 6+ years of proven outstanding performance in deadline-driven environments. Unflappably easy-going and often praised by supervisors for friendly professionalism and empathy with clients. Considered a versatile and devoted team player by past and present coworkers. Seeking an entry-level, full-time position in UX design to build on a strong background in psychology and graphic design.



TECHNICAL SKILLS

- Adobe Photoshop, Illustrator, & InDesign
- HTML & CSS, Adobe Dreamweaver
- User Research & Prototyping
- Autodesk Maya, Lightwave 3D, Nuke
- Windows & Mac OS



PROJECTS

FINAL DESIGN PROJECT, 5/2017
Created a mobile app implementing biometrics and Conversational UI from ideation to hi-fi digital prototype, utilizing user research, personas, wireflows, user testing and design thinking.

FUTURE OF UI THINK TANK, 10/2016
Presented at an invite-only think tank hosted by Aperio Insights to examine, discuss and visualize the future of automotive UI.



ORGANIZATIONS

UX CLUB AT UT DALLAS
Member • 2016 to Present

UXPA DALLAS
Member • 2016 to Present



EDUCATION

The University of Texas at Dallas
MA in Arts & Technology, 5/2017

West Texas A&M University
BS in Psychology, 5/2014

Amarillo College
Graphic Design Certificate,
8/2009



WORK EXPERIENCE

UX DESIGN INTERN

Sabre Corporation, Southlake TX
5/2016 to 3/2017

- Conducted user research to identify customer usability issues with multiple websites, improving functionality by fixing scripting errors and streamlining site navigation.
- Completed initial analyses of clients' competitors by creating site maps, comparing content and designing wireframes for web developers and UX managers to review.
- Met multiple tight deadlines each month for priority clients while maintaining high quality of work.

GRAPHIC DESIGNER

Trinity Fellowship, Amarillo, TX
5/2010 to 7/2015

- Conceptualized and executed 20+ comprehensive marketing campaigns for diverse demographics.
- Created billboards, brochures, magazine articles, presentations, and logos for multiple publications, institutional websites, blogs, and live events.
- Won 9 American Advertising (ADDY) Awards for outstanding craftsmanship and design from the American Advertising Federation, including a District Ten Silver Addy.
- Recognized as "Designer of the Month" numerous times for producing excellent work and for assisting other designers with projects during slow periods.

SERVER, TRAINER & BARTENDER

Saltgrass Steakhouse, Amarillo, TX
7/2006 to 4/2010

- Promoted twice, first to Trainer in 2007 and then to Bartender in 2008.

BBS SAMPLE - UNDERGRADUATE

Chris Smith

123 Pine Street, DeKalb, IL 60115; (815) 555-1234; chrissmith@aol.com

OBJECTIVE

A position as a Case Worker assisting teenagers with learning life skills and personal development.

EDUCATION

B.A., Psychology, Family and Child Studies minor, Northern Illinois University, DeKalb, IL May 20XX

SKILLS

Foreign Language: Fluent in Spanish; comfortable with basic translating and interpreting

Computer: MS Office: Word, Excel, PowerPoint

SOCIAL SERVICES EXPERIENCE

Psychiatric Technician, Kishwaukee Community Hospital, DeKalb, Illinois, 20XX – Present

- Assist patients in a team-based psychiatric setting; provide feedback on patient functioning to professional staff
- Gain first-hand knowledge of the applied use of DSM-IV, psychotropic medications, and evidence-based treatments for anxiety and mood disorders
- Facilitate group therapy sessions in a supportive manner that involves all group members
- Counsel patients on a one-to-one basis, focusing on life skills and behavior modification

Developmental Aide, Opportunity House, Jonestown, IL, 20XX – 20XX

- Organized and conducted recreational activities for 6-10 developmentally disabled adults
- Co-presented personal hygiene and social skills workshops

Patient Care Technician, St. Thomas Aquinas Hospital, Woodstock, IL, 20XX – 20XX

- Transported patients with physical disabilities to hospital departments efficiently and safely
- Conducted special deliveries to patients and departments in a timely manner
- Answered phones and staffed the front desk, pharmacy, and gift shop as needed using excellent customer service skills
- Interacted professionally and confidentially with nursing staff and doctors

VOLUNTEER EXPERIENCE

Homework Helper, Community Connection, DeKalb, IL, October 20XX – March 20XX

- Provided support and tutoring assistance for math, reading, science and social science homework assignments utilizing Spanish language skills
- Supervised more than 20 grade school students at a local community center
- Instructed students on how to use computer programs, such as Microsoft Word and basic keyboarding
- Mediated student conflicts and taught listening and conflict resolution skills

RESEARCH EXPERIENCE

Research Assistant, School Psychology Lab, Northern Illinois University, DeKalb, IL, May 20XX – August 20XX

- Completed an inventory inspection of intervention materials; researched new interventions
- Entered district-wide CBM data into SPSS and AIMSweb; scored MAZE data
- Wrote literature reviews for lab-related articles on social support, bullying and response-to-intervention

Research Assistant, Clinical Psychology Lab, Northern Illinois University, DeKalb, IL, January 20XX – May 20XX

- Explained lab session procedures to participants and administered surveys
- Read articles in preparation for weekly graduate level research presentations on hypochondriasis, social phobia, anxiety and depression
- Attended weekly meetings with research team to discuss protocol changes

HONORS AND SCHOLARSHIPS

Ryanne Mace Memorial Scholarship – Fall 20XX

University Honors Program, May 20XX – Present

A. Bond and Margaret F. Woodruff Scholarship Fund, Psychology – Spring 20XX

Elizabeth J. Schwantes Undergraduate Scholarship in Psychology – Fall 20XX

BBS SAMPLE - GRADUATE

SANDRA SMITH

2501 Waterview Parkway, Apt. #458 • Richardson, TX 75080 • 555-555-5555 • ssmith@email.com

PROFILE

A detail-oriented, accomplished Speech-Language Pathology student with substantial practicum/clinical experience. Highly familiar with managing screening, evaluation and treatment activities; knowledgeable in voice and fluency disorders.

- Contribute independently, or as part of a team, to coordinate and manage treatment programs and follow-up observation schedules.
- Strong communication and presentation skills.
- Excellent performance records and personal reviews following practicum experiences.

EDUCATION

The University of Texas at Dallas, Richardson, TX
Master of Science, Communication Disorders

Expected Graduation: May 2018
GPA: 4.0

Texas Tech University, Lubbock, Texas
Bachelor of Science in Human Development and Family Studies

May 2015
GPA: 3.8

PRACTICUM EXPERIENCE

Western Elementary School, Dallas, TX
Speech-Language Pathology Intern

January 2017 – June 2017

- Provided assessment and treatment to school-age children with language and learning disabilities
- Provided detailed reports and conferred with parents and teaching staff.

Cook Children's Hospital, Dallas TX

August 2016 – December 2016

- Provided assessment and treatment to children exhibiting speech and language difficulties related to illness and hospitalization.
- Attended infant/toddler team conferences.

North Texas Regional Medical Center, Dallas, TX

May 2016 – August 2016

- Evaluated and provided remedial services for adolescents experiencing communication disorders including: Autism, Mental Retardation and Cerebral Palsy.
- Developed augmentative support devices and programs.

Center for Communication Disorders, Richardson, TX

May 2015 – August 2015

- Performed diagnostic speech-language evaluations, set goals and provided treatment to children with communication disorders.
- Collaborated with appropriate specialists to determine treatment goals.

ACTIVITIES & LEADERSHIP

Member, American Speech-Language Hearing Association (ASHA)

Certified in American Sign Language

Volunteer, Habitat for Humanity

EPPS SAMPLE – UNDERGRADUATE

SUSIE SHORE

2200 Waterview Pkwy., Apt. #1342 • Richardson, TX 75080
972-123-2351 • susie@shore.com

SUMMARY

Dedicated leader with demonstrated strengths in:

- Communicating with diverse group of constituents, bringing them together for a common cause;
 - Developing and organizing high-impact programs;
 - Business, government and global policy knowledge due to strong and relevant academic background.
-

EDUCATION

Bachelor of Arts in Political Science

THE UNIVERSITY OF TEXAS AT DALLAS, RICHARDSON, TX

Expected May 2016

GPA: 3.9

RELEVANT PROJECTS

- Analyzed U.S. Department of State's reports on numerous human rights practices around the world. Reviewed policies and estimated future trends.
- Represented defendant in Mock Trial Case and effectively presented evidence to jury to exonerate client.

RELEVANT COURSES

Implications of Political Economy

Business Law

Constitutional Issues

Domestic Policy

Global Economy

EXPERIENCE

Intern

Sept. – Dec. 2014

Office of Congressman Mr. Barnes, Springfield, IL

- Interacted and acquired interpersonal communication skills by speaking with constituents about their concerns and accurately documenting their comments.
- Drafted, edited and wrote thank you notes and letters to constituents and local leaders.
- Generated and maintained database of contacts comprised of high profile local leaders.

Tutor

Richardson ISD, Richardson, TX

Aug. 2012 – Sept. 2014

- Tutored students in the subject area of English to help them develop writing and reading skills

SKILLS

Multilingual – English, Japanese, Spanish

MS Excel, Access, Word and PowerPoint

ACTIVITIES / HONORS

- **UTD College Democrats**, Political Director 2015, Membership Director 2013, 2014
- **Presenter**, 2014 Leadership Symposium
- **Dean's List**, 2012 – Present
- **Volunteer**, Human Rights Advocacy

EPPS SAMPLE – UNDERGRADUATE

FRED SANFORD

800 W. Technology Way
Richardson, TX 75080
972-765-5432
fred_sanford@msn.com

OBJECTIVE

To obtain a position as a Juvenile Probation Officer with Dallas County where a mature and tolerant individual can assist people on probation to positively impact their lives and the community as a whole.

EDUCATION

The University of Texas at Dallas, Richardson, TX
Bachelor of Arts in Criminology

Dec. 2020
GPA 3.41

RELEVANT SKILLS

Languages: English, Spanish

Computer: Microsoft Office (Excel, PowerPoint, Word)

Other Professional: Interpersonal, organizational, strong verbal and written communication

RELEVANT COURSES

Immigration and Crime

Crime and Justice Policy

Victimology

Corrections

Constitutional Issues

The War on Drugs

ACADEMIC PROJECTS

Death Penalty Study

Examined Supreme Court cases encompassing the death penalty. Presented paper and PowerPoint overview to evaluate current policies that were a result of those important decisions.

Drugs and Crime Research

Conducted research on the impact of drugs and crime in various demographic communities. Presented data and findings in a report.

Constitutional Issues

Created fact sheet of the constitutional issues facing today's U.S. Government decision makers.

RELATED EXPERIENCE

Big Brothers Club, Volunteer

2015 - Present

- Mentor and advise two youths from despairing socio-economic backgrounds, focusing on educational awareness, community involvement and financial literacy.

ACTIVITIES

UT Dallas Emerging Leaders Program

Campus Hispanic Association (CHisPA)

UTD Peer Advisor

JAMES REYNOLDS

1234 Main Street #222 ▪ Plano, TX 75093 ▪ 972-273-5496 ▪ student007@hotmail.com

OBJECTIVE

Seeking employment with the federal government to utilize relevant Stata analysis strategies and 4 years of relevant research experience.

QUALIFICATIONS

- More than four years' research and analysis experience.
- Exceptional evaluation and calculation experience.
- Strong knowledge of economic trends in the market.
- Excellent problem solving skills; highly flexible and able to adapt to change.
- Equally comfortable collaborating in a team or working independently.

EDUCATION

The University of Texas at Dallas, Richardson, TX
Master of Science in Economics – August 2017

The University of Texas at Dallas, Richardson, TX
Bachelor of Science in Economics, Minor in Statistics – May 2015

RELEVANT EXPERIENCE

Research and Data Analysis

- Assembled economic data to run regressions and wrote a detailed report determining data strength between consumer credit and houses prices.
- **Computational** – Stata, Mathematica; **Application Software** – Microsoft Office
- Conducted cost-benefit analysis and demand analysis.

Problem Solving

- Created hypothesis and ran regression to analyze effects of policy changes on drunk driving fatalities. Solved issues of autocorrelation and multicollinearity.
- Examined effect of various policies on financial strategies of a company.
- Helped in finding alternative policy options.
- Provided approach of global economy in the field of agriculture and infrastructure.

Communication

- Cold called company and industry contacts to collect relevant data.
- Collaborated with team to set project objectives and organized data findings.
- Presented data and information to a wide range of constituents.

EMPLOYMENT

The University of Texas at Dallas, **Research Assistant** 2015-2017

Ryan Hardy

8483 Comfort Drive
Baltimore, MD 21456

(443) 555-3847
rhardy@gmail.com

Objective

To obtain an internship position with the Johns Hopkins Children's Safety Center

Education

*Bachelor of Science in Health Science
Dual Track Community and School Health*
Towson University

May 2018
Towson, MD

- GPA: 3.4
- Member of Eta Sigma Gamma Professional Honor Society (honor society in health education)

Community Health Education Experience

Alcohol, Tobacco, and Other Drugs (ATOD) Abuse Prevention Center
Peer Educator

September 2016 - present
Towson, MD

- Aid ATOD Abuse Prevention Center staff with developing and implementing new prevention programs and social media marketing campaigns
- Present prevention programs and health facts to four student organizations and seven undergraduate classes

Baltimore City Health Department, Healthy Teens and Young Adults Center
Intern

January 2015- May 2017
Baltimore, MD

- Helped the health education team design, implement and evaluate special projects and program activities including a preventative pregnancy program for teens in Baltimore City public schools
- Collaborated with health educators to present reproductive health techniques and facts to Baltimore city teens

Teaching Experience

Towson Middle School
Student Teacher

January 2016 - March 2016
Towson, MD

- Developed and implemented lesson plans for 5th grade health class on nutrition, mental health, alcohol, and human sexuality
- Fostered a classroom environment that was conducive to learning

Other Work Experience

Applebee's
Server, Food Runner

May 2014 - August 2016
Towson, MD

- Communicate effectively with customers by remembering individual orders accurately and ensuring satisfaction with each order
- Received Employee of the Month award three months for outstanding customer service reviews

Bernie Miller

123 Address Lane City, TX 12345 | bbio@utdallas.edu | 123.456.7890

EDUCATION

Bachelor of Science in Biochemistry

May 2017

The University of Texas at Dallas, Richardson, TX

- GPA: 3.5/4.0
- Relevant Courses: Classical Molecular Genetics, Physical Chemistry I and II, Instrumental Analysis

ACADEMIC PROJECT

DNA and RNA Extraction from Drosophila Flies, Biochemistry Workshop

October 2015

The University of Texas at Dallas, Richardson, TX

- Prepared a variety of buffers to use for the RNA extraction process
- Utilized the NanoDrop application to determine the concentration of the DNA sample
- Analyzed RNA utilizing gel electrophoresis
- Amplified gel using Gel Doc EZ to determine RNA sample accuracy

PROFESSIONAL EXPERIENCE

Physical Therapy Technician

February 2016 - Present

Hunt Valley Physical Therapy, Denton, TX

- Work in a physical therapy office with four physical therapists.
- Aid in teaching patients and helping them to perform exercises.
- Set up electrical stimulation and traction equipment.
- Register new patients, receive co-pays, schedule appointments, and write dictations.

LEADERSHIP EXPERIENCE

Member, American Chemical Society

March 2016 – Present

The University of Texas at Dallas, Richardson, TX

- Attend weekly meetings and assist promote organization across campus
- Serve as incoming Secretary for Fall 2016 semester

Saxophone Section Leader, Pep Band

August 2015 – Present

The University of Texas at Dallas, Richardson, TX

- Teach saxophone techniques to 3 fellow band members
- Lead sectional rehearsals and initiated memorization techniques

Athlete, Tennis Team

January 2015 – Present

The University of Texas at Dallas, Richardson, TX

- Promote a positive attitude and strong work ethic during daily practices
- Participate in weekly matches

LABORATORY SKILLS

HPLC

DNA isolation

Bacteria identification

Dissection

RNA reverse transcription

Carbohydrate fermentation

NanoDrop

PCR on agarose gel

Microorganism cultivation

Cell Culture

Titration

pH meter

Anita Job

Dallas, TX • 514-564-6267 • Ajob@hotmail.com

Profile

Recent Bachelor of Science in Marketing graduate with 2 years' internship experience seeking full time position to develop profitable marketing campaigns and strategies, utilizing expertise in client relations, brand management, and Adobe products.

Education

BS in Marketing

University of Texas at Dallas, Richardson, TX

GPA: 3.7/4.0

May 2015

Related Experience

Marketing Specialist Intern

ACME Inc., Dallas, TX

May 2014 – May 2015

- Evaluated comparative results of advertising campaigns to determine most effective strategy for products
- Closely monitored product sales and identified potential areas for expansion and development
- Contracted with radio and television production agencies to increase brand awareness; created compelling, testimonial-driven campaign that successfully conveyed value of product, which increased product sales
- Improved client relationships by creating a customer feedback database that helped to identify problem areas and provide better customer service

Product Marketing Intern

Company ABC, Dallas, TX

Jan 2013 – Jan 2014

- Collaborated with Product Team to education internal and external stakeholders about product features and their benefits
- Created product content for website, including videos, blogs and case studies, using Adobe Dreamweaver, InDesign, and After Effects
- Assisted Sales Team on calls, when appropriate, to provide in-depth information to prospective clients

Academic Project

Marketing Plan and Sales

- Researched current market trends and competitors and developed marketing plan for new, unique product with competitive pricing strategy
- Created sales strategy and utilized Adobe Photoshop to create eye-catching advertisement

Computer Skills

Adobe Suite, Social Media Platforms, MS Office, Google Analytics

Leadership and Activities

Secretary/Member – American Marketing Association, UT Dallas

Jan 2012 – May 2015

Member – Delta Epsilon Iota, Academic Honor Society, UT Dallas

Sept 2012 – May 2015

Volunteer – Richardson Animal Shelter, Richardson, TX

June 2011 – Dec 2013

Artemis Fowl

Silent Hill, TX 75075 • 555-234-7890 • AFowl@email.com

Customer Service Manager

7+ Years' Experience in Retail/Clothing Industry
Results-Oriented • Customer-Focused • Well-Organized • Highly Efficient
Client Relationship Development • Sales Training and Team Building

Professional Experience

Customer Service Manager

01/2012-Present

Green Clothiers of Northern California, Two Ville, CA

- Manage range of key operational functions in support of eco-friendly clothing retailer with two locations and \$55M in annual revenue.
- Recruit, train, and manage 15-member team, ensuring continuous delivery of outstanding customer service generating over \$23M in annual revenue.
- Redesign, develop, and implement employee training program which increased sales revenues by 22% for the first year and 30% for each successive year.

Customer Service Manager

08/2007-12/2011

Fine Clothing International, Inc., Two Ville, CA

- Consistently exceeded annual goals by more than 10% in key metrics including profit, sales, employee retention, and customer service.
- Provided top-notch customer service to all constituents in support of fine clothing retailer with 5 store locations and \$120M in annual revenue
- Supported 10-member team to achieve lowest returns percentage for a total of 3 years.

Customer Service Representative

05/2004-07/2007

Eagle Sportswear, Two Ville, CA

- Assisted customers on sales floor by answering questions and making recommendations, consistently generating additional revenues with thorough product knowledge and friendly sales technique.
- Selected to train 5 new representatives functioning as lead trainer, providing ongoing guidance and constructive feedback which increased trainee retention 12%.

Leadership Activities and Awards

Employee of the Month (4x), Green Clothiers of Northern California

01/2012-Present

Manager of the Year, Green Clothiers of Northern California

2007, 2009

Manager of the Year, Fine Clothing International, Inc.

2008-2010

Salesperson of the Year, Eagle Sportswear

2006

President, Spanish Club, University of California

2004

Education

MBA

2011

BA in Communications; Minor in Spanish

2005

University of California, Two Ville, CA

Computer and Language Skills

- Microsoft Office Suite (Outlook, Access, Word, Excel)
- Fluent in Spanish

JSOM SAMPLE – UNDERGRADUATE *(from CMC website)*

JANE DOE

972.972.972; jane.doe@utdallas.edu
<http://www.linkedin.com/public/janedoe>

EDUCATION

The University of Texas at Dallas

B.S., Business Administration; Minor in Finance

May 2015

GPA 3.55

EXPERIENCE Morgan Stanley - Dallas, Texas

June 2014 – August 2014

Summer Associate, Investment Banking

- Analyzed and processed 100+ corporate financial transactions valued at \$250M
- Researched 15 Fortune 500 oil and gas companies and evaluated the impact of emerging markets
- Prepared and led 15 client strategy meetings, which resulted in 50% portfolio performance increase

Chili's Restaurant - Richardson, Texas

Customer Service Representative and Trainer

April 2013 – Present

- Managed and trained 10 employees about customer service policies, conflict resolution, payment processing and opening/closing procedures
- Achieved highest same store sales for 4th quarter of 2013 and sales volume of \$125K
- Reconciled daily receipts and systematized transaction data within MS Excel

Hostess

December 2012 – April 2013

- Implemented online check-in process to decrease patron wait times by 50%
- Created online billing process and reduced nonpayment of services by 25%
- Explained seasonal menu items and daily specials to prospective customers

ACADEMIC PROJECT

Business Communication

January 2014 – May 2014

- Developed a 10-page proposal about employee training and conflict resolution policies
- Designed 30-minute interactive Prezi presentation to educate 50 students about employee mediation
- Reviewed business writing and techniques for clear and concise electronic workplace communication

LEADERSHIP EXPERIENCE

UT Dallas Naveen Jindal School of Management Dean's Council

September 2014 – Present

- Initiated a strategic plan to increase student awareness and utilization of campus recycling by 100%
- Established the council's website and implemented a social media campaign to increase user compliance of the university's information resources acceptable use policy

ORGANIZATIONS

Consulting Club, UT Dallas

September 2013 – Present

Phi Beta Lambda, UT Dallas

September 2013 – Present

ADDITIONAL INFORMATION

Technical: MS Office, STATA, InDesign, HootSuite, Pinterest, Drupal, Blogger, and Prezi

Languages: Advanced Spanish and Conversational Japanese

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions OR

(Visa) Eligible to work in the U.S. and will require visa sponsorship for full-time employment

JSOM SAMPLE – GRADUATE *(from CMC website)*

Jack Doe

972.972.9722; jackdoe@utdallas.edu

<http://www.linkedin.com/public/jackdoe>

EDUCATION

The University of Texas at Dallas

M.S., Supply Chain Management

B.S., Finance

Dean's Excellence Scholarship

May 2015

GPA 3.8

BUSINESS EXPERIENCE

Lennox International, Inc.

Supply Chain Intern – Residential Heating and Cooling

June 2014 – August 2014

- Reviewed \$75M of repair parts sales from 2004-present and forecasted product lifecycles utilizing SAP
- Calculated inventory targets and processed order quantities for 100+ clients
- Accomplished 98% fill rate and implemented product pricing, purchasing and reconciliation improvements

Deloitte

Lead Consultant

June 2012 – August 2013

- Evaluated and executed the merger and acquisition of \$5B oil and gas provider
- Determined reasonable assurance of client's financial statements and ensured SEC compliance
- Earned the Deloitte Outstanding Performance Award and recognized among the top 10% performers

Goldman Sachs

Summer Analyst

June 2011 – August 2011

- Analyzed 100 portfolios and company probability to reduce debt obligations through sensitivity models
- Predicted financial performance based on market trends and directed management strategy during 5 M&As
- Processed amendments and calculated derivatives for 25 Fortune 500 clients

ACADEMIC PROJECT

Operations Management

January 2014 – May 2014

- Researched and evaluated new employee training procedures of 50 Fortune 500 companies
- Assessed new hire probationary period policies and compiled data within MS Excel
- Completed 25-page analysis which discussed policy revisions and recommended training initiatives

ORGANIZATIONS

Supply Chain Leadership Council

September 2014 – Present

CMC Leadership Council, UT Dallas

September 2013 – Present

SAP Users Group, UT Dallas

September 2013 – Present

TECHNICAL SKILLS

Languages: C++, HTML, Java, PHP, SQL, Visual Basic

Tools: SAS Enterprise Miner 7.1, SAP ECC 6.04, SAP SCM 7.0, SAP Predictive Analysis, MS Office, MS Access

ADDITIONAL INFORMATION

Languages: Advanced Chinese, Conversational Hindi

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions OR

(Visa) Eligible to work in the U.S. and will require visa sponsorship for full-time employment

RESUME SELF-CRITIQUE

Now that you have read through the tips and samples in this packet and created or revised your resume, it is time to check it over! Conduct a “**resume self-critique**”. Use the following checklist to review your resume. Look for items including missing and incorrect information, grammatical errors, misspelled words, and formatting mistakes.

If you are preparing the resume to apply for a specific position, do what the employers will do! **Compare your resume with the position description**. Does your resume contain key words found in the job description? Are the key words and key qualifications blatant and easy to find, or will the employer have to draw conclusions and make the connections him or herself? Remember, you want to make it EASY for the employer to see that you are a fit for the position!

Also, see the top 10 list below to get an idea about the most common transferable skills that many employers seek in job candidates. These skills are important for most majors and types of jobs.

Checklist for Proofreading Your Resume

- Is the resume visually appealing?
- Does it fit comfortably on the page without being too crowded or too empty?
- Did you use a good balance between CAPITALIZING, bolding, italicizing, and underlining?
- Is the content relevant to the posting?
- Is important information presented and easy to find?
- Is the format uniformed?
- Is the font consistent?
- Is your resume a good representation of you? Does it peak the employer’s interest enough for them to want to know more about you?

TOP 10 SKILLS EMPLOYERS WANT TO SEE ON YOUR RESUME

(Source: NACE – National Association of Colleges and Employers, <https://www.nacweb.org/>)

It’s a given that a good grade point average (GPA) is very important to potential employers. According to the annual Job Outlook survey, many employers say they screen by GPA. But what else do they look for?

Employers considering new college graduates for job openings are looking for leaders who can work as part of team, communicate effectively, and solve problems.

Here are the top 10:

1. Leadership
2. Ability to work in a team
3. Written communication skills
4. Problem-solving skills
5. Strong work ethic
6. Analytical/quantitative skills
7. Technical skills
8. Verbal communication skills
9. Initiative
10. Computer skills