

## Introduction to Resume Writing



**NJIT Career Development Services**  
**323 Dr. Martin Luther King, Jr. Blvd.**  
**Fenster Hall, Room 200**  
**Newark, NJ 07102**  
**Phone: 973.596.3100**  
**[www.njit.edu/careerservices](http://www.njit.edu/careerservices)**

# Developing a winning resume

## Resume Formats

There is no “perfect” or right resume format. The format you choose will depend upon the job you hope to find and your past experiences. The following pages show resume formats. Look them over and determine what format or combination of formats will present you in the best possible light. Remember, the purpose of a resume is to get you a job interview. The interview gets you the job.

## General Resume Guidelines

The following guidelines are just that—guidelines for what to include in a good resume. Remember, your résumé’s function is to obtain a job interview for you. Use your common sense and imagination to highlight your background and experience in a well-focused resume.

## Length

- A one-page resume works well for the recent graduate. If you have an extensive work history, two pages are reasonable. Remember, individuals with extensive work history should limit information to what is pertinent to their current job objective. If you do go to two pages, make sure the most important information is stated on the first page.

## Appearance

- An organized readable layout determines whether a resume is read. Direct the reader’s eye with the format. Make sure it is well-organized and concise. Avoid dense text appearance that is difficult to read.
- Consider using high-quality white or off-white paper.
- Always type or word-process your resume and have it professionally copied.
- Make sure there are no typographical, spelling, or grammatical errors.
- Information that has been crossed out or handwritten is unacceptable.
- Make sure your resume will copy well. Do a photocopy test.

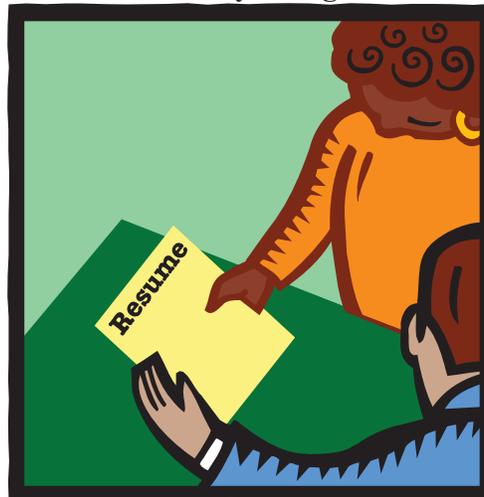
## Content (See the following resume categories)

- Design your resume with a particular objective in mind. Present information important to the objective first.
- List information in descending order of importance.
- Be selective about what you include in your resume, but never falsify or exaggerate information.
- Concentrate on the positive and use action verbs to describe your background.

## Resume Inventory

The following categories are usually found in a resume. These are suggestions. You should adopt those that best fit your needs.

## Necessary Categories



## Objective

In one sentence, simply state the type of work that you’d like to do. If you have one special interest, state it as a special interest (...with a special interest in Network Administration). Similarly, if you have several interests, state them using the connective word “and” (...with interests in Programming and Database Management). If you have no real preference, identify at least two as general using the word “or” (...with general interests in Digital Design or Signal Processing).

## Education

Include GPA only if 3.0 or greater. If your overall GPA is less than 3.0 and your average in your major is 3.0 or greater (e.g., all E.E. courses), use that instead (e.g., Major GPA: 3.2). Also, list all schools attended after high school and include any Certifications or additional Training Certificates, listing the most recent first and working backward.

## Honors/Awards

Include scholarships, honor societies, honor programs, and special awards. Also include any recognition from your community, job, or service organizations.

## Key Courses

Include courses that are directly related to your **Objective**, not basic courses taken by all students. If you have a special interest in Networking and have taken courses in Networking, those courses should be listed by name. Do not include course numbers.

## Computer Skills

Must be included, regardless of your major. Categorize according to Proficient (know very well), Working Knowledge (know well enough to work with), and Familiar (limited knowledge). Computer Science majors may wish to identify skills categorized by Languages, Operating Systems, Databases, and Applications.

## Projects

This category should be added after **Computer Skills**, especially if **Work Experience** is weak or nonexistent. Include Senior or Master’s Projects, course projects, and/or challenging class assignments. Use the same format for Projects as shown in **Work Experience**.

## Work Experience

Format with bullets as shown. Begin each phrase with a **Power Verb**, emphasizing special accomplishments. Use fragmented sentences and avoid personal pronouns such as I, me, or we.

## Professional Affiliations

Include any and all organizations with which you have an affiliation such as IEEE, ASME, NSBE, HOST/SHPE, etc. However, write the full organization name instead of using the initials. List all offices held and positions of leadership, such as President, Secretary or Committee Chairperson.

## Hobbies/Interests

Any activities that you enjoy, such as music, reading, or sports.

## Activities

Include your participation in organizations with which you have more than just an interest, such as a specific varsity or intramural sport, fraternity, sorority, campus organization or club. Include community activities as well, and list all leadership positions and offices held.

## Action Word List

### Examples of Action Words That Describe Your Functional Skills

Abstracted	Calculated	Dealt	Exceeded	Improvised	Memorized	Promoted	Shaped
Achieved	Cared	Debated	Excelled	Inaugurated	Mentored	Proposed	Skilled
Acquired	Charged	Decided	Expanded	Increased	Met	Protected	Solicited
Acted	Chartered	Defined	Expedited	Indexed	Minimized	Provided	Solved
Adapted	Checked	Delegated	Experimented	Indicated	Modeled	Provided	Specialized
Addressed	Clarified	Delivered	Explained	Influenced	Modified	Publicized	Spoke
Administered	Classified	Designed	Explored	Initiated	Monitored	Published	Stimulated
Advertised	Coached	Detected	Expressed	Inspected	Narrated	Purchased	Strategized
Advised	Collaborated	Determined	Extracted	Instituted	Negotiated	Queried	Streamlined
Advocated	Collected	Developed	Facilitated	Integrated	Observed	Questioned	Strengthened
Aided	Comforted	Devised	Fashioned	Interpreted	Obtained	Raised	Stressed
Allocated	Communicated	Diagnosed	Financed	Interviewed	Offered	Ran	Studied
Analyzed	Compared	Directed	Fixed	Introduced	Operated	Ranked	Substantiated
Answered	Completed	Discovered	Followed	Invented	Ordered	Rationalized	Succeeded
Anticipated	Complied	Discriminated	Formulated	Inventoried	Organized	Read	Summarized
Applied	Composed	Dispatched	Fostered	Investigated	Originated	Reasoned	Synthesized
Appraised	Computed	Displayed	Founded	Judged	Overcame	Recorded	Supervised
Approved	Conceived	Dissected	Gained	Kept	Oversaw	Received	Supported
Arranged	Conducted	Documented	Gathered	Launched	Participated	Reduced	Surveyed
Ascertained	Conserved	Drafted	Gave	Learned	Perceived	Referred	Sustained
Assembled	Consulted	Drove	Generated	Lectured	Perfected	Related	Symbolized
Assessed	Contracted	Edited	Governed	Led	Performed	Relied	Tabulated
Assisted	Contributed	Eliminated	Guided	Lifted	Persuaded	Reported	Talked
Attained	Converted	Empathized	Handled	Listened	Planned	Researched	Taught
Audited	Cooperation	Enabled	Headed	Located	Practiced	Responded	Theorized
Augmented	Coordinated	Enforced	Helped	Logged	Predicted	Restored	Trained
Authored	Copied	Enlightened	Identified	Made	Prepared	Revamped	Translated
Bolstered	Correlated	Enlisted	Illustrated	Maintained	Presented	Reviewed	Upgraded
Briefed	Counseled	Ensured	Imagined	Managed	Prioritized	Scanned	Utilized
Brought	Created	Established	Implemented	Manipulated	Produced	Scheduled	Validated
Budgeted	Critiqued	Estimated	Improved	Mapped	Programmed	Schemed	Verified
Built	Cultivated	Evaluated		Mastered	Projected	Screened	Visualized
		Examined		Maximized		Set goals	Won
				Mediated			Wrote

### Examples of Adaptive Skills Words That Describe Your Personal Traits

Active	Committed	Disciplined	Fair	Keen	Personable	Resourceful	Tactful
Adaptable	Competent	Discreet	Familiar	Logical	Pleasant	Self-confident	Tenacious
Adaptive	Conscientious	Effective	Firm	Loyal	Poised	Self-motivated	Well-Organized
Adept	Cooperative	Efficient	Forceful	Mature	Positive	Self-reliant	
Aggressive	Creative	Energetic	Honest	Methodical	Practical	Sensitive	
Analytical	Dedicated	Enterprising	Independent	Objective	Productive	Sharp	
Assertive	Dependable	Enthusiastic	Innovative	Open- Minded	Receptive	Sincere	
Broad-minded	Determined	Exceptional	Instrumental	Outgoing	Reliable	Strong	
	Diligent	Experienced			Resilient	Successful	
	Diplomatic						

## Example of a General Sample Resume

Anna J. Smith

83 River Road  
Newark, NJ 07105

Phone: 973.555.5555  
E-Mail: [ajstest@njit.edu](mailto:ajstest@njit.edu)

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- OBJECTIVE:** To secure a challenging position in the field of Computer Engineering with an interest in networking and applications.
- EDUCATION:** New Jersey Institute of Technology, Newark, NJ  
BS, Computer Engineering, Expected Graduation: May 2022      GPA: 3.4
- HONORS/AWARDS:** Dean's List, Garden State Award
- KEY COURSES:** Digital Electronics, Computer Architecture, Digital Data Communication
- COMPUTER SKILLS:** Proficient: UNIX, Windows XP/7, Sun Solaris, TCP/IP, C++  
Working Knowledge: C, SQL, Oracle, Java, JavaScript  
Familiar: Visual Basic, DreamWeaver, PhotoShop
- PROJECTS:**  
\*Designed and constructed a comprehensive security system  
\*Designed and wrote programs for a single board computer using Motorola 68000 microprocessor chip
- WORK EXPERIENCE:**  
2021 – Present      **Global Network Solutions, New York, NY**  
**Intern**
- Reduced the number of computer issues through the design and implementation of an employee MIS training program
  - Created new company web site that improved client satisfaction by implanting new customer service features such as account access, order status, and new product recommendations, based on previous orders
  - Assist in networking Windows NT on a LAN to increase employee communication and file-sharing capabilities
- 2020-2021      **New Jersey Institute of Technology, Newark, NJ**  
**PC Lab Assistant**
- Helped lab assistants communicate with each other about computer issues by implementing a new database tracking system
  - Provided PC maintenance including system upgrades, troubleshooting, and repair to over 50 computers
  - Assisted students in creating accounts and helped them log into the system
  - Configured printers, scanners, and other peripherals
- 2019-2020      **United Parcel Service, Parsippany, NJ**  
**Loader & Sorter**
- Prepared service merchandise for import and export
  - Sorted inventory
- PROFESSIONAL AFFILIATIONS:** Vice President of Engineering Honor Society, Member of Institute of Electrical and Electronics Engineers (IEEE)
- HOBBIES/INTERESTS:** Transforming PCs into multimedia systems, Electronics, Car Repair
- ACTIVITIES:** Sports enthusiast, actively participating in three Pro-Am Basketball Leagues

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## Sample Chronological Resume

### Andre Diaz

3967 N. Woods Avenue

Paramus, NJ 07612

Phone: 973.555.5555

E-mail: [DiazA@netlink.net](mailto:DiazA@netlink.net)

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**Objective** To obtain a position as a network administrator where I can use my education and experience to the benefit of a growth-oriented company.

**Education** **New Jersey Institute of Technology, Newark, NJ**  
MS, Information Systems, May 2022  
GPA 3.5

**Rutgers University, New Brunswick, NJ**  
BS, Information Systems, May 2020  
GPA 3.1

### Experience

June 2020-Present

**Intranet Inc., Elizabeth, NJ**

#### Technical Analyst

- Create databases to store client information which increased accuracy by 80%
- Update company web page using Java and JavaScript
- Provide help desk support to an office of 150 employees

2019-2020

**Radio Shack, Paramus, NJ**

#### Sales Associate

- Demonstrated strong customer services skills in selling
- Sold over \$3500 in electronic products monthly
- Awarded Sales Associate of the Month three times
- Created database to track and maintain inventory records

2018-2019

**Rutgers University, New Brunswick, NJ**

#### Library Clerk

- Assisted with circulation desk activities such as check-in, check-out, stocking shelves, inventory control, and creating new library accounts
- Trained new employees on all procedures

### Skills

Operating Systems: UNIX (Sun Solaris), Linux, Windows 95,98, 2000, 10

Languages: C, C++, Java, JavaScript, Visual Basic, Perl, Cobol

Applications: MS Word, MS Excel, MS Access, MS FrontPage, MS Project, SAS, Adobe PhotoShop

### Professional/ Community Affiliations

Chapter President, The American Association of Computing Machinery

Secretary, Omicron Delta Kappa-National Leadership Honor Society

Captain, Intramural Soccer

Volunteer, St. James School, Newark, NJ

Volunteer, Women's Resource Center, Cranford, NJ

## Sample Functional Resume (skills-based)

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### Mary Jones

17 West River Drive

Somerville, NJ 08876

Phone: 908.555.5555

Email: [Jonesmary@netlink.net](mailto:Jonesmary@netlink.net)

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### Professional Profile

Three years of experience as a licensed Civil Engineer. Drafted plans and served as Project Manager for multimillion dollar renovation projects including bridges, highways, residential facilities, and industrial parks. Proficient in AutoCad and Pro-Engineer. Ability to supervise and interact well with all levels of management.

### Career Highlights

#### Project Management:

- Supervised drafters and field engineers for bridge, highway, and building renovation projects
- Oversaw budgets of up to \$4 million.
- Conducted team meetings and maintained cooperative liaison between management, field engineers, and drafters

#### Drafting:

- Proficient in using AutoCad and Pro-Engineer to draft a variety of projects for construction of bridges, highways, and industrial parks
- Served as Senior Drafter for construction of an assisted living facility
- Created presentation plans to senior management for approval

#### Field Engineering:

- Surveyed land to determine building protocol
- Served as team leader during the construction of a new highway bridge

### Experience

2020-Present

#### Ross Engineering, New York, NY

Project Manager

2018-2020

#### KB Associates, Bridgewater, NJ

Drafter

### Education

#### New Jersey Institute of Technology, Newark,

NJ MS, Civil Engineering, May 2022

GPA 3.75

#### New Jersey Institute of Technology, Newark, NJ

BS, Civil Engineering, May 2020

GPA 3.5

## Sample Combination Resume

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**Stephanie McClain**

1019 Lincoln Avenue

Jackson, NJ 08732

Phone: 609.555.5555

E-mail: [McClain4376987@netlink.net](mailto:McClain4376987@netlink.net)

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- Objective** To obtain a position that will use my background in statistics and research.
- Relevant Skills** Ability to analyze complex statistical data  
Strong knowledge of SAS and SPSS+  
Strong mathematical and analytical skills  
Ability to develop and implement strategic plans for statistical studies  
Excellent written and verbal communication skills
- Computer Skills** Strong knowledge of SAS and SPSS+  
Proficient with Microsoft Windows 7, Vista, XP, MS Word, MS Excel, MS Access, and MS PowerPoint
- Achievements** Two years experience working with business studies  
Developed over 15 public opinion surveys  
Assisted research team for a major Fortune 500 Company  
Created personality test for new company hires
- Education** **New Jersey Institute of Technology, Newark, NJ**  
**MS, Statistics, May 2022**  
GPA 3.85  
Honors:  
  - New Jersey State Statistics Award, 2017**The College of New Jersey, Trenton, NJ**  
**BS, Statistics, 2019**  
GPA 3.79  
Honors:  
  - Magna Cum Laude Graduate
- Experience**
- 2019-Present** Verizon, Parsippany, NJ  
**Statistical Analyst**  
  - Create and analyze surveys of client satisfaction that are used to improve services and productivity
  - Serve as captain of 20 member analytical team
  - Open up lines of communication between independent research groups
- 2018-2019** **The Gallop Poll, Princeton, NJ**  
**Junior Statistics**  
  - Assisted with implementation of public opinion surveys
  - Analyzed data using SAS
  - Assisted with sample selection

## Sample Scanner-Friendly Resume/ Key Word Resume

Martha Poppy  
16 Washington Street  
Newark, NJ 07012  
973.555.9087  
mpoppy@domain.com

### OBJECTIVE:

To obtain a position that allows me to use my skills as a web designer and JAVA programmer.

### PROFESSIONAL PROFILE:

JAVA programmer who has three years experience working in the computer-programming field. Designed over 15 web sites for clients nationwide. Efficient worker with the ability to work independently as well as in a group. Dedicated professional who has demonstrated excellent written, communication, and analytical skills.

### EDUCATION:

BS in Computer Information Systems, New Jersey Institute of Technology, Newark, NJ  
Expected Graduation Date: May 2020, GPA: 3.29

### COMPUTER SKILLS:

Programming Languages: C++, JAVA, PERL, and VISUAL BASIC  
Systems: Windows, UNIX (Sun Solaris), and MacOS  
Software: Microsoft Word, Microsoft ACCESS, Excel, Adobe Acrobat, QuarkXPress, Aldus Pagemaker, and Adobe PhotoShop

### EXPERIENCE:

5/20-Present, Junior Programmer at Chandler Advertising, Fort Lee, NJ  
Created programs using JAVA, Visual Basic, and Perl.  
Used HTML code for all web pages designed at Chandler Advertising.

9/20-5/21, Teaching Assistant at New Jersey Institute of Technology, Newark, NJ  
Facilitated lab for JAVA, Web Page Design, and C++ classes.  
Maintained database of all student grades and projects.  
Designed promotional flyers for lectures and special events.

9/18-9/20, Assistant Computer Operator at The McDaniel Group, Point Pleasant, NJ  
Entered client data into billing database.  
Managed client files.

### ACTIVITIES:

5/20-5/21, President of The Association of Computing Machinery  
Demonstrated leadership abilities by coordinating a monthly lecture series.  
Increased membership of organization by 25 percent through creative advertising and outreach to student body.

REFERENCES AVAILABLE UPON REQUEST

## Sample Co-op Resume

**Niral Shah**  
87 Washington Street  
Newark, NJ 07102  
973-555-6488  
[Nshah2541@njit.edu](mailto:Nshah2541@njit.edu)

**Objective:** To obtain a co-op position within the field of electrical engineering

**Availability:** Summer 2022

**Education:** New Jersey Institute of Technology, Newark NJ  
BS, Electrical Engineering, Expected Graduation: May 2023  
GPA: 3.25

**Honors** Dean's List every semester  
Member of Albert Dorman Honors College

**Key Courses:** Circuits & Systems, Digital Design, Microprocessors, Electronic Circuits,  
Computer Architecture and Organization, Signals and Systems, Random Signals and Noise

### Computer

**Skills:** **Operating Systems:** Windows, Vista/7  
**Applications:** MS Word, MS Excel, MS PowerPoint, MathCAD, Matlab, Pro-Engineer  
**Languages:** C++, JavaScript, HTML

### Projects:

**Motorola 68000 Microprocessor**

- Designed and created a multistage monitoring system and a computer controlled wave form generator using single board computer with Motorola 68000 processor.

### Closed Loop Control

- Designed and built a closed loop control for a small vehicle which will follow a given trajectory.

### Work

**Experience:** **New Jersey Institute of Technology**, Newark, NJ January 2021-Present

#### Teaching Assistant

- Teach students concepts concerning electronic circuits and devices, particularly junction diodes, bipolar transistors and field-effect transistors
- Review solid-state device physics in sufficient detail to help students understand the basic models of semiconductor devices for dc and ac analysis

**Best Buy**, Bridgewater, NJ May 2020- December 2020

- Assisted customers in product selection.
- Worked in multiple departments and increased sales by 40%.
- Received Employee of the Quarter Award for excellent performance.

**Activities:** **ECE Club**, 2020-Present

#### Honors College Retreat Counselor Fall 2021

- Mentored incoming freshmen, introduced college principles and rules, and helped ease their transition into college.

# Sample IT Resume

**Samantha Crowe**

97 Crest Road  
Princeton, NJ 08541  
609-555-8741  
[scrowe@njit.edu](mailto:scrowe@njit.edu)

**Objective:** A position as a web developer where I can use my skills and education to benefit the company

**Education:** **New Jersey Institute of Technology**, Newark, NJ  
BS, Information Technology; Concentration: Multimedia  
Expected Graduation: May 2022 GPA: 3.76

**Key Courses:** Internet Applications, Wireless Networks, Computer Systems Security, Application Development for the World Wide Web, Information Design Techniques, Internet Applications, Multimedia Information Systems

**Honors:** Dean's List, Spring 2019 – Present  
Phi Eta Sigma National Honor Society

## Computer

**Skills:** C++, HTML, ASP.NET, Visual Basic, JAVA, JavaScript, MS FrontPage, Macromedia Flash, Adobe Photoshop, Adobe Illustrator, MS Word, MS Excel, MS PowerPoint, MS Access

**Projects:** **Shopping Cart**  
Created a shopping cart application for an on-line bookstore using ASP.NET with functionality such as Login, Logout, Search, Insert items, and Delete items.  
**Graphic Design**  
Created a logo for a fictitious clothing store using Adobe Photoshop and Illustrator

## Work Experience:

Jan. 2021 - Present **Colgate-Palmolive**, Piscataway, NJ  
**Assistant Web Developer**

- Design web layout for the company website using Macromedia Flash, Adobe Photoshop and Illustrator.
- Wrote content and tested site functionality

Dec. 2020 **Rutgers University Computing Services**, Newark,  
NJ Lab Consultant, Dec. 2020 – Present

- Assisted computer lab users with various hardware and software related problems and general network maintenance.
- Performed software upgrades, virus protection upgrades , and hardware maintenance for over fifty computers.

## Professional Associations:

Society of Women Engineers, 2020- Present

**Activities:** NJIT Student Senate, IT Representative 2020-2021  
Alpha Sigma Tau Sorority, Treasurer, 2021-Present

**References:** Available Upon Request

## Sample Engineering Resume

**John Pratt**  
56 9<sup>th</sup> St., Apt. #5A  
Elizabeth, NJ 07200  
973-555-8925  
[johnp@njit.edu](mailto:johnp@njit.edu)

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### *OBJECTIVE*

To obtain a position as a Mechanical Engineer with an interest in design of biomedical instruments

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### *EDUCATION*

**New Jersey Institute of Technology, Newark, NJ**  
BS, Mechanical Engineering, Expected graduation: May 2022  
GPA: 3.28

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### *KEY COURSES*

Strength of Materials, Statics, Thermodynamics, Engineering Materials and Processes, Fluid Mechanics, Machine Design, Introduction to Computer Aided Design, Kinematics of Machinery, Physiology and Medicine, Population Biology, Introduction to Biomechanical Engineering

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### *HONORS*

Pi Tau Sigma, Mechanical Engineering Honor Society, 2020 – Present  
Dean's List, Every Semester

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### *COMPUTER SKILLS*

Pro-Engineer, AUTOCAD, ANSYS, MATLAB, C++, Visual Basic, Windows Vista/7, MS Word, MS Excel, MS PowerPoint

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### *WORK EXPERIENCE*

- |                       |                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 2020 – Present  | <b>Rite Aid Pharmacy, Elizabeth, NJ</b><br><b>Pharmacy Technician</b> <ul style="list-style-type: none"><li>• Retrieve, package, and organize prescriptions for the pharmacist</li><li>• Index prescriptions for pharmacy records</li><li>• Finalize sales transactions</li></ul>                                                                                                        |
| Sept. 2021 – Present  | <b>Stryker, Mahwah, NJ</b><br><b>Co-op Engineer</b> <ul style="list-style-type: none"><li>• Assist project engineers on the hip engineering team in the design and development of orthopedic products.</li><li>• Participate in research, design, development, maintenance, testing, and project planning.</li><li>• Use CAD and Pro/E Wildfire while designing hip components</li></ul> |
| Jan. 2021 – Aug. 2021 | <b>Bed and Bath Inc., Paramus, NJ</b><br><b>Sales Associate</b> <ul style="list-style-type: none"><li>• Handled opening and closing of cash drawer</li><li>• Assisted customers with purchases</li><li>• Created floor displays</li><li>• Trained and supervised new staff</li></ul>                                                                                                     |

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### *REFERENCES*

Available Upon Request

## Sample Business Resume

**Robert Jones**  
78 Hope Street  
Newark, NJ 07102  
973-555-9333  
[Robertjones39@njit.edu](mailto:Robertjones39@njit.edu)

**Objective:** To obtain an entry-level finance position where my education and experience can add value

**Education:** **New Jersey Institute of Technology, Newark, NJ**  
**BS, Management, Concentration: Finance**  
Expected Date of Graduation: May 2022      GPA: 3.25

**Key Courses:** Business Statistics, Principles of E-Commerce, Principles of Management, Managing and Establishing Emerging Technologies, Principles of Financial Management, Securities in Financial Markets, Financial Management Using ERP Systems

**Honors:** Dean's List, all semesters  
Member of Omicron Delta Kappa, National Leadership Honors Society  
Member of Beta Gamma Sigma, School of Management Honors Society

**Experience:**  
**9/21 – Present**      **PNC Bank, Mercerville, NJ**  
Credit Analyst Intern

- Perform traditional business cash flow analysis utilizing spreadsheets, financial statements, and personal tax returns
- Perform lease track analyses, collateral analyses, and A/R and A/P aging analyses.
- Determine the profitability of customer and prospective relationships utilizing profitability modeling software (CPS). Perform credit investigation duties, including running D&B Reports, CBA's, and completing profiles of loan and deposit information of a commercial borrower.
- Review the financial statements of companies of different sizes and complexities, operating in different industries.

**2020-2021**      **United Way, Newark, NJ**  
Administrative Assistant

- Answered phone calls and provided information to the community about United Way services
- Maintained an Access Database which had all volunteer information
- Assisted with office bookkeeping

**Computer Skills:** Microsoft Windows /XP/Vista/7, Microsoft Office (Word, Excel, PowerPoint, Microsoft Access, C++, Macromedia Flash, Adobe Photoshop

**Activities:** Society for the Advancement of Management, Vice President – Present  
Student Senate, School of Management Representative - 2021  
*The Vector* (NJIT Student Newspaper), Staff Writer – 2020-Present

**References:** Available Upon Request

## Sample Communications Resume

**Carolyn Bertucci**

17 Plainfield Road

Summit, NJ 07901

(973) 555-5555

[CarolynBertucci@yahoo.com](mailto:CarolynBertucci@yahoo.com)

- Objective:** To obtain a position as a reporter or news writer for a television news organization
- Education:** **New Jersey Institute of Technology, Newark, NJ**  
BA, Communications, Concentration: Journalism  
Minor: Global Studies  
Expected Graduation Date: May 2022  
GPA: 3.75
- Key Courses:** Practical Journalism, Online Journalism, Advanced Reporting, Investigative Reporting, Television News Writing, Advanced Electronic Publishing, Advanced Reporting, Journalism, Ethics and the Law, Urban Journalism
- Experience:** **WPIX-TV New York, New York, NY**  
**News Intern (Jan. 2021 – Aug. 2021)**
- **Newsgathering:** Gathered and processed research materials and assisted the Assignment Editor with assigning crews and coordinating reporters and stories
  - **News Production:** Assisted producers and writers by pulling file tape, reviewing graphics, and printing/distributing rundowns and scripts. Made research calls, called crews in the field, and worked on the assignment and planning boards
  - **Features Production:** Called PR/entertainment representatives, assisted with coordinating live shots, pulled file tape and general duties of the line producer. Attended pitch meetings, and under the supervision of a segment producer, worked on individual segments.
  - **Tape Library:** Placed footage by date order and category and recycled all tapes that contained duplicate information. Assisted producers and reporters in locating important video, trained in news library research, ENPS and PATHFIRE
  - **Sports News:** Assisted in editing voice-overs and packages, researched and wrote voice-overs, lead-ins and tags, screened and edited sound bites, established and maintained relationships with media coordinators and public relations representatives
- Red Lobster, Livingston, NJ**  
**Wait Staff (Sept. 2021 – Dec. 2021)**
- Took orders, encouraged customers to participate in meal promotions, and provided quality customer service
- Computer Skills:** Windows 10 and 365, Microsoft Word, Microsoft Excel, Microsoft Access, Adobe Illustrator, Adobe PhotoShop, InDesign, C/C++, JavaScript, Python
- Activities:**
- |                          |                        |                       |
|--------------------------|------------------------|-----------------------|
| <i>The Vector</i> , NJIT | <b>Editor-In-Chief</b> | <b>(2021-Present)</b> |
|                          | <b>Managing Editor</b> | <b>(2020-2021)</b>    |
|                          | <b>Staff Writer</b>    | <b>(2019-2020)</b>    |
| Habitat for Humanity     | <b>Member</b>          | <b>(2019-Present)</b> |
- References:** Available Upon Request

## Sample Masters Student's Resume

**Julia Sanchez**  
123 Main Street  
Somerset, NJ 08873  
(732) 555-5555

[Julia\\_Sanchez3@gmail.com](mailto:Julia_Sanchez3@gmail.com)

**OBJECTIVE:** To secure a position in the field of Mechanical Engineering with an interest in design and operations.

**EDUCATION:** **New Jersey Institute of Technology, Newark, NJ**  
M.S. Mechanical Engineering, May. 2022 GPA: 3.45  
Master's Project: "*Kinematics Data of a Joint*"  
• MATLAB (MATLAB 6.2) animation project which determines the torque forces acting at the joint. B.S. Mechanical Engineering, May 2021 Major GPA: 3.65

**HONORS/AWARDS:** Dean's List multiple semesters, NJIT Provost's Scholarship (2020-Present)

**KEY COURSES:** Thermodynamics, Stress Analysis, Dynamic Analysis of Machines, Fluid Mechanics, Machine Design, Automatic Controls, Heat Transfer, Robotics & Controls

**COMPUTER SKILLS:** Pro/Engineer, AutoCAD, Matlab, MathCAD, MS Excel, MS Project, MS Word, Windows OS

### WORK EXPERIENCE:

**2020-Present** **Project Engineer (Co-op) – Biomerix Corporation, New York, NY**

- Worked as a member of the R&D team for the development of three different medical devices - rotator cuff patches, spinal annular closure device and polyurethane coated coils for treating cerebral aneurysms.
- Created engineering designs and drawings using Pro/Engineer for various medical devices and delivery systems.
- Developed testing protocols to support biomechanical, materials characterization, and other material performance testing.
- Performed mechanical testing on biomaterials used in various medical devices and also for FDA approved vascular occlusion device

**2015 – 2020** **Prism Construction, Somerset, NJ**  
**Field Engineer**

- Assisted Project Manager with daily construction reports, calculations, and construction work estimates
- Modified and updated project schedules using MS Project to ensure timely completion of all projects
- Tracked construction progress with respect to construction documents

**2014-2015** **Novartis Pharmaceutical, Bridgewater, NJ**  
**Field Engineer Co-op**

- Performed equipment/machinery inventory at various sites across New Jersey
- Assisted in designing machine parts using Pro-Engineer

**VOLUNTEER EXPERIENCE:** **Habitat for Humanity**

**PROFESSIONAL AFFILIATIONS:** **American Society of Mechanical Engineers (ASME)**  
**HOST/SHPE**