



The Resume

You in 6 seconds or less.



What's in a good resume?

A good resume gives a quick summary of your experiences and is tailored for every job application you complete. Your resume should show how you could complete the tasks described on the job description, that you have the skills, abilities, knowledge and qualities the employer needs, and can contribute to the success of the organization.

Format:

- 1 page, 1 side, legible 10-12 font size (change the margin size if you need more space or if you are on the second page!)
- Begin statements with action verbs and use bullet points to explain your experiences concisely -- use past tense if you are talking about the past
- Place the most important information at top of page (such as your degree) followed by a list of your experiences most related to the desired position
- Resumes are often skimmed so you must convince the recipient quickly (10 seconds or less) that you have “the right stuff” to merit an invitation to a phone or in-person interview
- Color is ok to add but make sure it can be printed in color and black and white and is still readable

Experience:

- Avoid pronouns, such as “I”, my, etc.”
- Brief statements: Use bullet points. Avoid full sentences
- Be specific- if you can put the words “by, like, such as” at the ends of a statement, you should elaborate further
- Quantify- indicate populations worked with, goals achieved, budget amount, people managed, etc.
- Tailor your resume to the position you are applying for by using key words/phrases from job description
- The employer wants to know how you and your experiences will meet the company’s needs!

Need More Experience on Your Resume?

- Seek extra training/certification/licensure
- List relevant coursework/specific projects
- Volunteer or Observe
- Join a community/professional/campus organizations(s)
- Include any service-learning and/or global learning experiences

Resume mistakes to avoid:

- Don't include high school info after sophomore year
- Don't add a photo of yourself
- Avoid filling only half of the page
- Proofread! Avoid any spelling/grammar/formatting mistakes
- Make sure you aren't using an inappropriate email address- have a personal email address that includes only your name/initials with numbers or symbols (i.e joeschmo22@ gmail.com)
- Don't add personal contact info that you do not check regularly
- Avoid ending your resume with “References Available Upon Request”
- You don't need an objective statement on your resume (these are on a lot of templates towards the top); this will be developed within your cover letter
- Don't list every college/university that you attended; only list where you have received a degree
- Avoid using a pre-made resume builder or template. They can be hard to work with when creating your own sections and moving sections around



ACTION VERB IDEAS

Looking for the right word that captures what you've done?

COMMUNICATION SKILL:

Advertised
Arbitrated
Authored
Clarified
Composed
Contacted
Corresponded
Demonstrated
Drafted
Edited
Informed
Interpreted
Mediated
Moderated
Negotiated
Notified
Presented
Promoted
Publicized

CREATIVE SKILL:

Built
Composed
Conceived
Conceptualized
Constructed
Created
Designed
Developed
Established
Formulated
Generated
Initiated
Invented
Launched
Performed
Piloted
Planned
Produced
Published
Revised

HELPING & COUNSELING SKILL:

Advised
Advocated
Aided
Assessed
Assisted
Coached
Collaborated
Counseled
Diagnosed
Directed
Encouraged
Guided
Listened
Led
Mentored
Represented
Served
Supported

TEACHING SKILL:

Advised
Assessed
Coached
Demonstrated
Developed
Educated
Evaluated
Facilitated
Guided
Informed
Instructed
Led

RESEARCH SKILL:

Analyzed
Clarified
Coded
Collected data
Compared
Compiled
Evaluated
Experimented
Explored
Inquired
Interpreted
Interviewed
Investigated
Reported
Reviewed
Studied
Summarized
Surveyed

LEADERSHIP & ORGANIZATION SKILL:

Achieved
Administered
Arranged
Completed
Clarified
Decided
Delegated
Determined
Directed
Eliminated
Enhanced
Evaluated
Exceeded
Expanded
Headed
Improved
Instigated

FINANCIAL SKILL:

Analyzed
Billed
Budgeted
Calculated
Compiled
Developed
Financed
Monitored
Reconciled
Reported

BEHAVIORAL & SOCIAL SCIENCE RESUME SAMPLE

Emphasize any related research conducted within your field of study from courses or outside work. If you're considering graduate school after graduation, include any on-campus activities and academic awards or honors that may speak to your ability to complete graduate level coursework

List related coursework that aligns with position you're seeking.

Highlight your internship and related work experience

Add an "Other Work Experience Section" to highlight any transferable skills you've gained in part-time positions

JULIE GILLIGAN

1234 Main Street North Canton, OH | Julie@gmail.com | 123-456-7890

EDUCATION

Bachelor of Arts, May 2015

Kent State University, Kent, Ohio

Major: Human Development and Family Studies Concentration: Family Life Education

Overall GPA: 3.3 Major GPA: 3.7

SIGNIFICANT COURSEWORK

Child Development, Family Law and Procedure, Family Intervention across the Lifespan, Gerontology, Non-Profit Management, Psychology and Sociology.

SPECIAL SKILLS

Computer Skills: Microsoft Word, PowerPoint

Certifications: First Aid, CPR

Language Skills: Fluent in American Sign Language

RELATED EXPERIENCE

Child Development Center, Kent State University, Kent, Ohio

Teacher Assistant (August 2013 - January 2014)

- Assisted teacher in supervision of 15-25 children ranging in age from two to five.
- Designed and implemented activities, helped with discipline, and planned field trips.

Intern (January-May 2013)

- Observed and recorded children's classroom behavior for research project.
- Assisted in planning activities and managing children's behavior to ensure positive engaging learning environment for all.

OTHER WORK EXPERIENCE

Office Assistant, Admissions, Kent State University, Kent, Ohio (October 2011 - December 2014)

- Greeted public, answered phones, directed students to appropriate personnel.
- Performed general office work, such as typing, filing, and copying.

Lifeguard, Parma Heights Recreation Department, Parma Heights, Ohio (Summers 2010 - 2013)

- Ensured safety of swimmers.
- Developed curriculum for advanced swimming lessons and lifesaving classes.

COMMUNITY SERVICE

Marketing Intern, The Salvation Army-Portage County, Ravenna, Ohio (January - May 2014)

- Developed web site content geared toward recruiting new volunteers and promoting upcoming events and service opportunities.
- Taught public disaster education programs designed to prepare community for emergency situations.
- Utilized extensive survey and demographic data for targeted marketing efforts.

ACTIVITIES

Member, National Counsel on Family Relations

Member, Women's Rugby Club

Member, Black Student

Union

BUSINESS RESUME SAMPLE

Include any internship experiences you have had while in school, as well as any relevant work history. Any employment history outside of the professional business environment should focus on the transferable skills of that position (for example communication skills, time management, etc.)

Degree information with academic major, GPA, and graduation date go at the top of the resume. "Expected Graduation" indicates you have not yet graduated at the time of your application.

Highlight global learning to make your resume stand out

Provide a detailed list of tasks and responsibilities from your internship that relates to your desire job.

Alex Branham

2020 East Maple Street North Canton, Ohio 44720
123.456.7890
email@walsh.edu

EDUCATION

Deville School of Business, Walsh University, North Canton, Ohio
Bachelor's Degree of Arts: Expected May 2020
Master of Business Administration: Expected Fall 2021
Major: Accounting, Minor: Theology
GPA: 3.85

HONORS

Walsh University Merit Scholar (Four-Year Scholarship)
TOWER of Excellence Award Winner
BA/MBA Direct Entry
Walsh University Blouin Global Honors Program: Four-year scholarship focused on the study of food sustainability
International Experiences:

- Tanzania | December 2017 | 2 weeks
- Rome | June-July 2019 | 6 weeks

Sigma Beta Delta Honor Society
Dean's List at Walsh University (Every Semester)

WORK EXPERIENCE

Career Representative, Career Services, Walsh University, North Canton, Ohio (August 2019-Present)

- Market various events for career services by creating flyers and designs throughout the year
- Assist in scheduling appointments, creating business cards, and updating resumes for students

Sales Representative, Wainwright's Jewelry, Beverly, Ohio (December 2018, December 2019)

- Created marketing content for the store, such as gift certificates, social media posts, and flyers
- Managed the store when needed and assisted customers with purchases

Finance Intern, Finance Department, Walsh University, North Canton, Ohio (January 2018-April 2019)

- Prepared and entered journal entries related to transactions such as petty cash and department transfers
- Tagged and entered fixed assets for the fiscal year that needed to be capitalized

VOLUNTEER EXPERIENCE

Sunday School Teacher, St. Mary/St. Benedict Parish, Canton, Ohio (August 2018-Present)

- Teach students multiple aspects of the faith such as scripture, the Sacraments, and saints
- Organize family-fun days for the parish throughout the year

Junior Achievement Day, Walsh University, North Canton, Ohio (Fall 2016, Fall 2018)

- Guided groups of high school students around campus to attend business development sessions
- Kept time on track during the sessions and answered questions about the university that students had

Akron-Canton Regional Foodbank, Akron, Ohio (Fall 2016- Spring 2017)

- Packaged food in boxes to ship out to local food pantries
- Tied bags of fruit for shipment to local food pantries

ACTIVITIES

Institute of Management Accountants Treasurer, Walsh University (August 2018-Present)
Men's Ministry Group, Walsh University (Fall 2016-Present)

COMPUTER SCIENCE RESUME SAMPLE

Emphasize all related experiences that might demonstrate your skill-set. This can be in the form of related internships or work experience (paid or volunteer). Highlight any relevant coursework, computer languages, and technical skills you have acquired.

Ryan Reynolds

123 Akron Ave. Akron, OH 44325
(330) 972-7747 • zz3@walsh.edu
<https://github.com/COMPUTERZIP>

EDUCATION

Walsh University, North Canton, OH

Bachelor of Science in Computer Science - Programming

Minors: Marketing

Dean's List: 8 semesters

Expected: May 2018

GPA: 3.59/4.0

TECHNICAL SKILLS

Languages: Java, Swift, Objective-C, C, Python, SQL, Bash Scripting

Web Skills: HTML, CSS, XML, JavaScript, jQuery, AJAX, JSON

Technologies: Eclipse, Xcode, Visual Studio, JIRA

Relevant Experience

Website Designer

Walsh University Student Activities, North Canton, OH

October 2015 - Present

- Create and maintain Student Union Board Website, largest programming board on campus
- Set up an organizational network
- Develop or implement procedures for ongoing website revision
- Confer with management or development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions

IT Department Intern

Summit County Governmental Center IT Department, Akron, OH

October 2014 – September

2016

- Transferred entire network from Novell Servers to a Microsoft Active Directory server
- Performed initial setup for computers to the network
- Identified the causes of networking problems, using diagnostic testing software and equipment

Work Experience

Verizon Wireless, Cleveland, OH

Sales Representative

May 2013 – July 2014

- Estimated or quoted prices, credit or contract terms, warranties, and delivery dates
- Closed sales in a timely manner and consistently helped achieve store's goals as part of a team
- Recommended products to customers, based on customers' needs and interests

Honors and Awards

Code Jam Programming Competition, Akron, OH

April 2016

- 2nd place recipient

ACM Programming Competition

December 2015

- 3rd place recipient

Volunteer Experience

Akron Canton Regional Foodbank Volunteer

August 2013-Present

Haven of Rest Volunteer

May 2015-Present

Indicate your area of emphasis within the Education Section.

You should also include coursework that aligns with the position you are seeking.

Indicate the type of technical skills you have acquired. You can list these in your technical skills section.

If you have built your own computer or other hardware that you wish to emphasize, you can create a separate section and list them

If you have served in at least two leadership positions, or have substantial volunteer experience, create a separate section in order to emphasize those experiences.



EDUCATION RESUME SAMPLE

A new teacher's resume should reflect all certifications, field experiences, internships, organization leadership roles or affiliations, and any other experience that showcases your ability to be successful in the position in which you are applying.

Indicate your specialty and licensure area as credentials within "Education" section.

Be sure to tell the reader the expected date on which you will take the Ohio (or other state) licensure exam.

Your student teaching experience should immediately follow your "Education" as employers will want to see what you have accomplished

Any relevant leadership or out-of-classroom instructor experiences should be listed to further show your work with the population you will teach.

FIRST NAME, LAST NAME

Canton, OH 44401 | 330.XXX.XXXX | @walsh.edu

EDUCATION

Walsh University: North Canton, Ohio

(Expected December 2019)

Bachelor of Arts in Education -- AYA Integrated Social Studies (7-12)

Minors: History, Museum Studies

GPA: 3.92

Certification: Pedagogy Taken May 2018, Will Take Content December 2019

STUDENT TEACHING EXPERIENCE

Global Studies and U.S. History Teacher, Grades 9 and 10 (August-November 2019) Canton South High School, Canton, Ohio

- Taught full schedule, assumed all teacher responsibilities within the classroom and school
- Wrote and implemented instructional units and lesson plans, with hands-on and interactive activities
- Daily assessed about 15 – 25 students, worked with honors, on-level, and inclusion students
- Planned a museum and college visit for the Junior and Senior Psychology Class

PRACTICUM EXPERIENCE

Social Studies and Math Teacher, Grade 6 (Fall 2018) Lake Center Christian School, Uniontown, Ohio

- Tutored Students Who Needed Extra Help with Content and Created Reviews for Students for Tests

Social Studies and Religion Teacher, Grade 6 (Fall 2018) St. Thomas Aquinas Middle/High School, Louisville, Ohio

- Did Intervention Work with Small Groups and Led Class Discussion on Current Events

EMPLOYMENT

Assistant Teacher & Lead Summer Camp Counselor, Lake Community Branch YMCA (January 2018-Current)

- for K-5 (Before and After School Care)
- for 6th-8th grade group (2018)
- Planned Events for Kids Night Out (Brought in Exhibits and Speakers, Planned Rotations)

Camp Counselor, Internship at Springfield Assembly of God Church (February-August 2019)

- Worked with Kids Ministries (Preparing Curriculum)
- for 3rd-5th Grade Camp

OTHER EMPLOYMENT

Duma Meats Cashier (November 2014-January 2018)

VOLUNTEER EXPERIENCE

Study Abroad Trip to The Texas and Mexico Border (Laredo, Texas and Nuevo Laredo, Mexico)

Stan Hywet Hall and Gardens Tour Guide (2017-2018)

Vacation Bible School Leader at Church

Kids Ministries Teacher at Church

PROFESSIONAL DEVELOPMENT EXPERIENCE

Immigration Professional Development at Stan Hywet Hall and Gardens (2017)

CPR Certified (2018)

Child Abuse Certified (2018)

Communicable Disease Certified (2018)

Suicide Prevention Certified (2019)

Pearson Professional Development (2019)



ENGINEERING RESUME

Engineering students should highlight any industry specific technology that you have experience managing. Add any co-op experience or projects that would be relevant to the position or graduate program in which you are applying.

Franny Flyer

300 Irving Avenue • Dayton, OH 45409 • (262) 733-4476 • frannyflyer@udayton.edu

EDUCATION **University of Dayton** Dayton, OH May 2018
Bachelor of Science in Civil Engineering
GPA: 2.8/4.0

- Freshman of the Year 2014
- Army ROTC Scholarship Recipient

EXPERIENCE **Richards Construction Company** Dayton, OH May 2017-August 2017
Intern

- Created transportation engineering site plans using MicroStation and AutoCAD
- Performed surveys of construction sites and conducted on-site measurements for topographical studies
- Inspected several freeway interchange and bridge rehabilitation projects through direct cooperation with contractors and in accordance with the State of Wisconsin Highway and Structure Specifications Handbook

Shenker and Associates Dayton, OH May 2016 – August 2016
Construction Department Intern

- Conducted concrete air tests and concrete slump tests to ensure each batch was properly mixed and uniform
- Generated daily reports for project engineer and inspectors, including an evaluation of the daily duties performed by the construction crews

Transportation Department Intern May 2015 – August 2015

- Prepared bids for projects based on solicitation documents and including price quotes, services, and references
- Reviewed final roadway designs and developed project quantities
- Initiated design for water drainage and completed roadway profiles, reducing water overflow by 34%

LEADERSHIP **University of Dayton Recreation Complex** Dayton, OH September 2015-May 2017
EXPERIENCE *Student Manager*

- Recruited, interviewed, and trained six new employees ensuring new employees are aware of and follow standard operating procedures
- Supervised 12 employees and led bi-weekly staff meeting

ACTIVITIES **American Society of Civil Engineers, Member** September 2015 - Present
University of Dayton Choir, Member September 2014-Present

SKILLS

- AutoCAD, Prolog manager, Visual Basic, Fortran
- Qualified to perform basic tests on concrete

Degree information with academic major, GPA, and graduation date go at the top of the resume. In this area you could add any relevant coursework you have taken

Be sure to provide a detailed list of tasks and responsibilities from your internship.

Highlight any industry specific technology that you have experience managing.

FIRST YEAR STUDENT RESUME

As a first-year student, your work history (related to your major) may be limited. Using experience from your high school years will give employers and internship sites a better understanding of your path so far. As you gain experience at Walsh, your high school experiences should be removed.

High School information and experience are still relevant as Freshman. However as you progress into SO, JR, SR years, the information is removed.

Related employment history may not be vast, but think about transferable skills within your work thus far.

Ima Freshman

ifreshman@radford.edu ~ 540-555-9876
123 My Street, My Home Town, VA 12345

EDUCATION

- Bachelor of Science, Radford University** May 2017
Major: Pre-major, Considering Communications and Psychology
Recipient May Jennings Scholarship, \$2000 annual award
[After your first semester, you will also list your GPA if 3.0 or higher, Dean's List, concentration, minors, and relevant courses]
- Abingdon High School, Abingdon VA** June 2013
Graduated in top 10% of class
GPA 3.95/4.00
[After freshman year, you will delete your high school from your resume]

EXPERIENCE

- Sales Associate (seasonal)** April 2012 –Present
Kohls Department Store, Bristol, VA
- Provide excellent customer service assisting customers in merchandise selection.
 - Assist in orientation for new associates and work between departments as needed.
 - Operate the cash register and practice secure transition procedures.
- Volunteer** June 2012 – August 2013
Bristol Community Hospital, Bristol VA
- Delivered messages and newspapers to patients with a smile to brighten their day.
 - Provided assistance and information to family and guests visiting the hospital.

ACTIVITIES AND HONORS

- Radford University**
- Radford University, Freshman Hall Council Representative Fall 2013-present
 - Radford University Ultimate Frisbee Club Fall 2013-present
- Abingdon High School**
- National Honor Society, Inductee Spring 2013
 - Tennis Team 2009-2013
 - Team Captain 2012, 2013
 - Single AA State Championship, 2013
 - Marching Band, Drum Line 2009-2013
- [Remember to remove high school information after freshman year]

GRAPHIC DESIGN RESUME

As a graphic design major or if you are applying to a position in graphic design, it is important to showcase your talent through your resume. Add links to your digital portfolio and any specific software that you use.



shellby
jansen

Graphic Design

Digital Media
Communication

Creative Writing

Contact

123-456-7890

yname@gmail.com

123 Main Street
N. Canton, OH
44720

Skill

Illustrator



Photoshop



InDesign



After Effects



Premiere Pro



Education

Bachelor of Arts

Graphic design & digital media communications
creative writing minor
Walsh University April 2020

Work Experience

Clay's Park Resort North Lawrence, OH 2015-present

Welcome Center Manager

- Inform customers/resolve complaints
- Design weekly activities sheet
- Greet customers entering establishment

Walsh University North Canton, OH Aug. 2019-present

Career Center Intern

- Create flyers and booklets for events
- Rebrand logo
- Design Instagram Layouts

Walsh University North Canton, OH Aug. 2017-present

Event Crew

- Facilitate, set up and teardown events
- Train new employees on operations

The Family Ministry Center Cleveland, OH Jan. 2018-Apr. 2018

Social Media Intern

- Updated Facebook
- Launch Serve and be Served Campaign - an initiative to engage the community more with the nonprofit while also offering opportunities to volunteer
- Designed graphics for Facebook and Serve and be Served Campaign
- Revised the copy, format, and design on marketing material such as brochure and pamphlets

Activities

The Commons - Akron February 2019

- Learned entrepreneurship skills, collaborated with students from different universities, and completed and pitched an innovation idea related to using AI to improve the customer experience for Goodyear

Cleveland Urban Semester Spring 2018

- Lived in Cleveland, took courses on urban affairs and social justice, attended community events, and interned with a local nonprofit

Leader in Social Justice 2016 - 2020

- Serve in the community, take courses on social justice issues, and engage in a community engagement capstone project to support a nonprofit

Volunteer

Faith Family Church 2017-present

Code Girls Dec. 2018

Head Start Jan. 2017-Apr. 2017

The Boys and Girls Club 2016 - 2017

Put all your work together, upload it to the Internet, and include a link to this website on your resume how to show your potential employer your qualities and abilities

Mention all software programs you know how to use and at what level you can use them.



HUMANITIES, ARTS, LITERATURE, LANGUAGE, AND COMMUNICATION RESUME

For those in Humanities, Arts, Literature, Language, and Communication – internships, work history, volunteerism related to your intended career path are key. If you're pursuing graduate school, be sure to include any academic awards or honors that may speak to your ability to complete graduate level coursework (such as Dean's list). Add relevant coursework, special projects, and presentations that relate to the role or organization that you are applying for.

Use section titles to organized resume by skill areas most related to job you're seeking.

Experience could also be built within relevant organizations that you've participated in.

Create bullet points in your experience section that are tailored to the positions you are applying for

First & Last Name

123 Main Street
North Canton, OH 44720
123-456-7890
Email@walsh.edu

EDUCATION

[B.A. in Theology, Philosophy | Walsh University | April 2020](#)

4.0 Cumulative GPA

Certifications

Last Life Advocacy Student Training (2017)

Forge Leadership Network Legislative Summit (2017)

AWARDS AND HONORS

Outstanding Student Award (2020)

Dean's List (2016-2020)

President's List (2019-2020)

Scholar Program, Br. Francis Blouin Global Scholar

- Developed global awareness of food, hunger, and sustainability in a local and academic context through immersion trips to Moshi, Tanzania (2017) and Rome, Italy (2019)

EXPERIENCE

SEP 2017 – APRIL 2020

[Campus Guide / Walsh University Admissions, North Canton, OH](#)

- Communicated mission, vision, and culture of Walsh University and experience to prospective students and their parents in a way that shared my love for the community

AUG 2018 – DEC 2018

[Intern / Walsh University Office for Mission Implementation, North Canton, OH](#)

- Protected, promulgated, and promoted the Catholic mission of Walsh University
- Collaborated closely with Vice President of Mission Implementation

JUN 2018-AUG 2018

[Intern / Diocese of Toledo Office for Life and Justice](#)

- Created dialogue between diocesan priests, lay faithful, and parish communities to promote a culture of life
- Organized pro-life events and campaigns to support vulnerable women and their pre-born babies

COMMUNITY ENGAGEMENT

Walsh University Cavs for Life Core Team (2019-2020)

Refuge of Hope, Canton, OH (2016, 2020)

40 Days for Life Campaign (2016-2020)

National March for Life (2012, 2016-2020)

Campus Ministry Member (2016-2020)

House of Loreto, Canton, OH, (2019)

Eight Days of Hope Disaster Relief Volunteer (2008-2020)

MOT & DPT RESUME SAMPLE PAGE 1

New MOT & DPT resumes/CV's should include the clinical and/or practicum experiences most related to the position you are applying for. You do not need to list every clinical/practicum experience you have completed. At the masters and/or doctoral level, your resume/CV can be two pages, but make sure you are including relevant information and that the most relevant information for the position you are applying is listed toward the top.

P.T. Candidate 1500 St. Olaf Ave., Northfield, MN 55057 • 612-555-5555 • candidatep@stolaf.edu

EDUCATION:

Bachelor of Arts: St. Olaf College, Northfield, MN
Major: Exercise Science, Neuroscience Concentration

Expected Graduation: May 2013
GPA: 3.52/4.00

Honors: St. Olaf Academic Scholarship; Woody Budnick Scholarship; TwinWest Foundation Scholarship; Dean's List, Fall 2012

Relevant Course Work: Organic Chemistry, Introductory Biology, Nutrition and Wellness, Treatment and Prevention of Sports Injuries, Psychopathology, Anatomy and Physiology, Biomechanics, Biopsychology

Laboratory Experience: Chemical Synthesis Lab, Cell and Genetics Lab, Equilibrium Lab, Anatomy Lab, Biomechanics Lab

Certifications: CPR and AED of Adults and Children, December 2012

Off-Campus Study: Bodies and Biomes

January 2012

- Investigated what makes the human body and the environment healthy by conducting a field research project in the Sonoran Desert surrounding Tucson, Arizona.
- Accomplished physiological challenges and explored the effects of elevation on the environment and the body.
- Synthesized the knowledge of physiological and ecological adaption to better understand what is health.
- Created a healthy student community at Biosphere 2 by resolving conflicts, mediating disputes, and stimulating co-habitation among students of different backgrounds.

REHABILITATION EXPERIENCE:

Rehab Aide, Sister Kenny Rehabilitation Institute, Apple Valley, MN

(40 hours) October 2012-Present

- Facilitate the rehabilitation of patients by maintaining the gym and treatments rooms.
- Work on a team made up of physical therapists, physical therapist assistants, and administrative assistants to provide individualized care and rehabilitation experience to the greater Northfield area.
- Streamlined clerical and housekeeping duties which allowed physical therapists to focus more time on their patients.

Rehab Assistant, United Hospital, St. Paul, MN

(50 hours) May-August 2012

- Supported occupational, speech, and physical therapists in providing care to adolescent, infant and teenage patients.
- Clarified treatment protocols for patients and their parents and instructed them on correct form and usage when appropriate.
- Communicated with patients to set goals and stimulated their learning environment by gathering different treatment tools.
- Rehabilitated autistic children by partaking in prescribed therapeutic activities.
- Observed a pediatric orthopedic surgeon assess and treat patients with sports-related injuries.
- Learned the benefits of water therapy and how to rehabilitate patients using this technique.

PHYSICAL THERAPY SHADOWING:

Nyberg Physical Therapy, Burnsville, MN

(40+ hours) June-August 2012

- Worked with licensed physical therapists to explore different techniques of contemporary rehabilitation.
- Found a passion for rehabilitation exhibited by patient care professionals that affirmed personal and professional career goals.
- Assisted physical therapists in prescribing treatment protocols and motivated patients to attain their goals through hard work and consistency.

OSR Physical Therapy, Eden Prairie, MN

(67 hours) July-August 2011

- Observed a licensed physical therapist in an outpatient clinic setting; expedited diagnosis and treatment by taking notes for the physical therapist.
- Gained hands-on experience by participating in patient care and serving as a mock-patient for a Mark Bookhout Seminar on massage and manual therapy techniques.
- Coached patients to set goals in order to improve their quality of life.
- Critiqued the differences in spinal manipulation techniques and exercise-based programs.

Be sure to include any memberships, current or pending licensures & certifications (with expiration dates), and/or professional development, as well as any research or presentations you have completed.

MOT & DPT RESUME SAMPLE PAGE 2

Start your second page with your name for easy reference. Make sure the second page starts a new section or experience

Comment on the unique aspects of each clinical experience. Examples include: type of patient population you worked with, disorders you treated, skills/treatments used, etc. Do not list the same things for each experience.

P.T. Candidate

1500 St. Olaf Ave., Northfield, MN 55057 • 612-555-5555 • candidatep@stolaf.edu

Courage Center, Stillwater, MN

(38 hours) June 2011

- Observed three licensed physical therapists analyze and diagnose patients in multiple settings including hospital, outpatient clinic, at-home visits and the nursing home. Investigated the lifestyle and daily work of a physical therapist.
- Assembled exercise cards for patients and collected diagnostic data to facilitate healing program.
- Encouraged patients to meet goals and communicated questions and concerns regarding exercise and rehabilitation programs.
- Communicated respectfully and professionally with patients of different economic, social, and ethnic backgrounds.
- Promoted healthy living among Medicare and Spanish-speaking patients.

RESEARCH EXPERIENCE:

Cadaver Researcher, St. Olaf College Biology Department, Northfield, MN

September 2012-May 2013

- Worked as a team with 10 other St. Olaf students to dissect two cadavers in an exploration of human gross anatomy.
- Inspected different anatomical areas of the cadavers after extensive dissection to determine motor, cardiovascular, renal, muscular and pulmonary ailments.
- Served as a teacher's assistant to lab sections of the human anatomy class.
- Instructed students in locating different muscles, organs and tissues of the human body.
- Coached students to push past fears and undertake an inspired exploration of the human body.
- Guided students in learning how to take vital signs, assess cardiopulmonary function, read electrocardiograms and determine nervous system deficiencies.
- Evaluated students on their knowledge of gross anatomy.

Student Researcher, St. Olaf College Neuroscience Department, Northfield, MN

July-October 2012

- Assessed the relationship between caffeine and alcohol consumption in adolescent mice.
- Programmed and set-up newly acquired operant conditioning equipment to conduct different operant protocols; designed an experiment using this operant conditioning equipment and 12 adolescent DBA/2J and C57BL/6 mice.
- Evaluated self-administered alcohol-caffeine mixture intake and compared it to nose-poking behavior.
- Analyzed findings in light of broader implications for adolescents who consume alcohol and caffeine.
- Presented findings on a poster titled *Nose-Poking for Ethanol-Red Bull: Developing an Operant Conditioning Protocol for Adolescent Mice* at the Midbrains 2012 Undergraduate Neuroscience Conference of the Upper Midwest.

WORK EXPERIENCE:

Retail Salesperson, Running Room, Eden Prairie, MN

August 2007-Present

- Traveled to area high schools to inform cross country runners about proper footwear, nutrition, and injury prevention.
- Evaluated runners' gaits and foot motions in order to suggest and fit them into proper footwear for running and other aerobic activities.
- Prioritized duties and directed employees in carrying out these tasks.
- Negotiated sales with customers and guided them in their purchase of athletic apparel and footwear.
- Managed the cash register, stocked shoe shelves, folded and organized clothes racks and tables, organized the shoe walls, and trained new employees.

VOLUNTEER EXPERIENCE:

Coordinator, Groveland Emergency Food Shelf, Minneapolis, MN

June 2007-Present

- Stocked shelves with donated food items and filled food orders for clients of Eden Prairie who were in need of emergency supplies.
- Dealt with conflict by negotiating with clients and enlisted the help of neighboring nonprofit organizations to provide supplemental assistance.
- Improvised when the special needs of clients were not met.
- Developed efficient systems for sorting, stocking, and distributing food.
- Took initiative to coordinate with administrative staff to streamline the communication between the front office and the back food shelves.

INTERCOLLEGIATE ATHLETICS & CO-CURRICULAR ACTIVITIES:

Team Captain	St. Olaf Varsity Men's Cross Country Running	August 2012-May 2013
Athlete	St. Olaf Varsity Men's Cross Country Running	August 2010-May 2013
Member	Fellowship of Christian Athletes, St. Olaf College	September 2011-May 2013
Athlete	St. Olaf Varsity Men's Indoor Track and Field	December 2010-May 2013
Athlete	St. Olaf Varsity Men's Outdoor Track and Field	March 2010-May 2013

P.T. Candidate — 2 of 2

NURSING RESUME SAMPLE

If you are a current nursing student or a nursing graduate, it is important to highlight the clinical experiences you had during nursing school, as well as any related healthcare experience (paid or volunteer). In addition, be sure to include the date you completed or expect to complete the NCLEX licensure exam, as well as any other certifications you currently hold. If you continue your education and earn your Nurse Practitioner licensure, your resume/CV may extend to two pages.

Mary Rose Finneran

1234 Plain Street Columbus, Ohio 47220 • 123.456.7890 • email@walsh.edu

EDUCATION: Walsh University, Byers School of Nursing; North Canton, Ohio

Bachelor of Science in Nursing

Expected Apr 2019

GPA: 3.74, Walsh University Honors Program

Sigma Theta Tau International, International Honor Society of Nursing

Apr 2018-Present

Thesis: The Influence of Parity on a Woman's Perception of Nursing Support During Labor and Birth Satisfaction

LICENSURE/CERTIFICATIONS:

NCLEX National Council Licensure Exam

Expected Jun 2019

BLS Basic Life Support for Healthcare Providers

May 2016-Present

INTERNATIONAL EXPERIENCES:

Walsh University Nursing Care in Haiti

Expected Mar 2019

- Will serve in conjunction with Akron Children's Hospital at St Damien and St Luke's Hospitals in Haiti
- Presidential Pilgrimage, France & Italy

May 2017

NURSING CLINICAL EXPERIENCES:

Senior Preceptorship (120 Hours)

Jan 2019-Present

Medical/Surgical Intensive Care Unit at Cleveland Clinic Akron General

- Developed confidence in autonomously caring & advocating for the critically ill adult
- Collaborated with the ICU team to promote the health & recovery of patients
- Performed charting of the critically ill patient on EPIC

Critical Care

Sept 2018-Dec 2018

Medical/Surgical & Cardiovascular Intensive Care Units at Cleveland Clinic Akron General

- Provided CPR, medication titration, ventilator management, suctioning, neurological assessment, & ECG monitoring of the critically ill adult
- Reported critically ill patient's situations, backgrounds, assessments, & recommendations to members of the healthcare team

Medical Surgical

Gastrointestinal Medical/Surgical Unit

Sep 2017-Dec 2017

Cardiac & Telemetry Monitoring Unit

Jan 2018-Apr 2018

- Developed knowledge in assessment, planning, implementation, & evaluation of nursing care
- Administered intravenous, nasogastric, subcutaneous, & oral medications; monitored blood sugars
- Educated patients & families before surgery & discharge

WORK EXPERIENCES:

Patient Support Assistant, OhioHealth Flex Team

Apr 2018-Present

- Floated to any short-staffed OhioHealth hospital unit in central Ohio
- Adapted to a new unit every shift; inquired about the expectations & flow of the PSA role on the unit
- Trained new associates of the Flex Team in the PSA role

Patient Support Assistant, Riverside Methodist Hospital Float Pool

May 2017-Apr 2018

- Collected vital signs & blood sugars; monitored intake & output; assisted patients in completing activities of daily living; communicated to the nurse any changes or abnormal findings in patient

LEADERSHIP EXPERIENCE:

Walsh University Community Kitchen, Director of Operations

Aug 2016-Present

- Prepared & served meals at local soup kitchens; empowered other students to become servant leaders
- Developed relationships with community members the organization served

Near "Education" section, be sure to indicate the expected date for licensure exam completion.

Lead with your clinical experience, as it's the most relevant experience toward your search. Provide a detailed account of your observation locations and responsibilities that you held.

Continue the resume with any related work experience and/or volunteer experience to show your knowledge beyond your clinical work.

PERFORMING ARTS RESUME SAMPLE

For students in the performing arts or with performance experience, it is critical to highlight your performances within your field and transferable skills learned from work experience. Focus on adding the experiential learning opportunities that you have completed in your college career to help you stand out among other candidates.

Add individual performances and focus on experience relevant to the position in which you are applying

Related employment history may not be vast, but think about transferable skills within your work thus far.

Add any skills that might be relevant to the organization or role you are seeking

Chris Song

2020 East Maple Street North Canton, OH 44720 | email@walsh.edu | 123-456-7890

Education

Walsh University, North Canton, OH

Bachelor of Arts Major: Music Performance (Expected May 2019)

GPA: 4.0 Dean's List: Fall 2015-Spring 2019

Study Abroad Experience

Rome, Italy- Walsh University Campus (October- December 2016, May 2018)

Chamber Singers in Rome Tour

Completed coursework in global management and global microeconomics

Individual Performances

Senior Recital, Walsh University, North Canton, OH (April 2019)

Guys and Dolls, Walsh University, North Canton, OH (Spring 2017)

- Cast as lead male role, Nathan Detroit

Various Wedding Ceremonies

- Performed hymns and other contemporary pieces for wedding ceremonies

Relevant Experience

Audio and Video Store Maintenance, Abercrombie & Fitch, New Albany, OH (Jan 2018-Present)

- Notify supervisors when major equipment repairs are needed
- Diagnose and resolve media system problems
- Direct and coordinate activities of assistants and other personnel during production

Other Work Experience

Cook, McDonalds, North Canton (May 2017- Dec 2017)

- Communicate with customers regarding orders, comments, and complaints
- Accept payment from customers, and make change as necessary
- Prepare daily food items, and cook simple foods and beverages using proper safety precautions and sanitary measures.

Community Engagement

University Programming Board, Walsh University

President

- Enabled and encouraged strong communication within board
- Collaborated with other board members to plan campus events and programs
- Analyzed student body needs for successful events

Akron-Canton Regional Food Bank (Jan 2018)

Volunteer (30 hours)

Skills

Piano, Guitar, Microsoft Office (Word, Power point, Excel), Conversational Spanish

PRE- LAW AND GFA RESUME SAMPLE

Pre-law and GFA students or recent graduates should include any internship, civic engagement, service, leadership, and global experiences you have had while in school, as well as any relevant work history. Any employment history outside of the your major should focus on the transferable skills of that position (for example customer service, time management, communication, etc.)

Mikayla McClanahan

email@walsh.edu / 2020 E Maple St, North Canton, Ohio, 44720 / 123.456.7890

Education

Walsh University North Canton, OH (Expected May 2020) Overall GPA: 3.69

Bachelor of Arts Majors: Government & Foreign Affairs, Philosophy

Minors: Medical Humanities, Biology

Scholarships and Honors Programs

National Hunger Policy Conference - scholarship (2018, 2019)

- Earned scholarship from the Food Research Action Committee to attend three-day conference and participate in round table discussion forums with a focus of eliminating hunger on college campuses

Walsh University - Global Honors Program (2016-2020)

- Advocated for sustainable solutions to hunger through campus awareness programs and attendance of conferences
- Co-Led 36 Hour Fast to allow students to experience hunger on campus
- Attended two scholarship study abroad experiences with a variety of site visits:
 - *Tanzania* (December 2018) - explored the community's relationships with education, food and friendship
 - *Italy* (Summer 2019) - studied the political and social relationships with food including visits to FAO and WFP

Walsh University - Vanessa Merit Scholarship (2016-2020)

Internship and Volunteer Experience

Aultman Hospital - Advanced Clinical Bioethics Internship (Expected May 2020)

- Working under the guidance of a clinical bioethicist, participating in discussions on advanced directives, hospice care, surrogate decision making, DNR orders, artificial nutrition and hydration and forgoing medical treatment

Beto O'Rourke Campaign - Grassroots Volunteer (Spring 2019- Winter 2020)

- Completed phone calls and door-to-door canvassing through three counties in Ohio

Ohioans for Gun Safety - Petition Organizer (Fall 2019 – current)

- Organized petitions, maintained records, and recruited signatures for smart background checks in Ohio

Employment

YMCA Stark County - Lead Before/After School Teacher (August 2018-Current)

- Lead before/after school Y-Care programs for students 6-13, creating lesson plans incorporating core subjects

Walsh University Academic Service Center – Reading and Writing Tutor (August 2019 – current)

- Meeting with college students to develop more professional active reading and writing skills

Extracurricular Activities

Walsh University Women's Soccer Team (2016-2020)

- Lead Walsh Women's NCAA Division II Soccer Team as Team Captain for two consecutive seasons

Walsh University Women's Basketball Team (2018-2020)

- Manage the Walsh Women's Basketball Team, tracking statistics and assisting with practice plans and implementation

Walsh University College Democrats Co-Founder and President (2018-2020)

- Presided over and planned all meetings, events and service projects

Walsh University Student Government (WUSG) Executive Board - Senate Clerk (2019-2020)

- Kept minutes and voted on all budget and executive board-related decisions

Ohio Hunger Dialogues (2016 & 2019)

- Hosted conference about hunger crisis in Ohio and discussed potential solutions in round table conversations

Awards and Certificates

Peace Corp Prep Certificate (2020)

All Politics are Local Conference Certificate (2019)

Liberty Tree Seminar Certificate (2018, 2019)

GMAC All Conference 1st Team - Soccer (2018)

GMAC Academic All-Conference 1st Team-Soccer (2017-18)

All Ohio 1st Team- Soccer (2018)

Academic All North/Central Region 2nd Team-Soccer (2018)

Midwest All Region 3rd Team-Soccer (2018)

1st time NCAA Tournament Round of 32 Participant (2018)

GMAC Career Best Save Percentage Record Holder

You can include relevant coursework to feature your education regarding legal studies, ethics, etc

Highlight specific internship, volunteer, and/or observation experiences that you have had.

Don't forget to include professional, campus, or community organization involvement that may be relevant.

PRE-PROFESSIONAL RESUME SAMPLE

If you are a pre-medical professional student (e.g. pre-medicine, dental, veterinary, physical or occupational therapy, & physician assistant), it is important to include any required observation experiences you have had, as well as any related healthcare experience (paid or volunteer). Due to the high level of competition for acceptance into graduate school, be sure to include your GPA and any academic awards or honors that may speak to your ability to complete graduate level coursework

SARAH SMITH

Permanent Address
123 Elm Avenue
Roanoke, Virginia 24002

sss4@virginia.edu
(555) 555-1234

Current Address
4567 Maple Avenue
Charlottesville, Virginia 22903

EDUCATION

University of Virginia, Charlottesville, Virginia
Bachelor of Science in Biology, Pre-Med Minor: English

Expected May 2017

Relevant courses: Cell Biology, Biochemistry, Microbiology

CLINICAL EXPERIENCE

University of Virginia Hospital, Charlottesville, Virginia
Volunteer, Renal Dialysis Center

September 2015-Present

- Provide comfort and support for patients receiving renal dialysis
- Engage in conversation with patients
- Work with medical staff to keep pod units fully stocked and running smoothly

Madison House, Charlottesville, Virginia
Volunteer, Adopt-a-Grandparent Program

September 2013-May 2015

- Developed relationship with senior citizen through conversations once a week
- Participated in various activities at nursing home facility including exercise classes and game nights

RESEARCH EXPERIENCE

University of Virginia, Charlottesville, Virginia
Research Assistant, Department of Biology

May 2015-August 2015

- Created single amino acid mutations in an enzyme involved in sulfur metabolism, sulfite reductase
- Cleaned and organized lab equipment
- Ordered and maintained office and lab supplies

Research Assistant, Cellular, Molecular and Developmental Biology

May 2014-August 2014

- Studied cell responses to a mutant yeast protein in a protein trafficking laboratory
- Performed site-directed mutagenesis through PCR to create specific mutants and transformed them into yeast
- Observed protein stability and ubiquitination by immunoblotting and localization by immunofluorescence

SHADOWING EXPERIENCE

Lakeview Clinic, Roanoke, Virginia
Shadowing

December 2014-January 2015

- Shadowed Dr. Susan Johnson a general practitioner for 60 hours
- Viewed Dr. Johnson's interactions with patients, during examination, and throughout explanations of diagnosis
- Gained a greater understanding of the strong communication skills needed to be a physician

University of Virginia Hospital, Charlottesville, Virginia
Shadowing

October 2014

- Shadowed various Emergency Room doctors during two eight hour shifts
- Observed the unpredictability and variety of cases seen in an emergency room setting
- Gained a better understanding of the flexibility, and quick thinking needed to work as a physician in this environment

PUBLICATIONS

Damon GQ, Johnson HC, Smith S. Methods of endocytosis. *Annu Rev Biochem* 2014, 78:843-916.

Research experience and any publications are important to add when applying to graduate programs

Lead with your related or observation experiences, as they are likely your most relevant experiences thus far. Provide a detailed account of your observation locations and unique aspects of each experience.



SCIENCES & MATH RESUME SAMPLE

If you're studying science or mathematics, it is important to emphasize any related research conducted within your field of study. Internships and work history related to your intended career path should also be included. If pursuing graduate school after graduation, be sure to include any academic awards or honors that may speak to your ability to complete graduate level coursework (such as Dean's list), as well as any on-campus activities or involvement.

Garrett Moss

2020 East Maple Street North Canton, OH 44720 | email@walsh.edu | 123-456-7890

Education |

Walsh University, North Canton, OH

Bachelor of Science, Biology, Environmental Science (Expected May 2019)

GPA: 3.15 Dean's List: Spring 2017, Fall 2018

Related Coursework

Organic Chemistry | Microbiology | Anatomy/ Physiology | Conservation Biology | Environmental Chemistry | GIS/ Remote Sensing

Related Work Experience

Blue Water Baltimore, Baltimore, MD (August 2016- present)

Water Quality Monitoring Intern

- Monitor water quality in field operations and manage water-quality data
- Contribute to the development of the 2013 Baltimore State of the Harbor Report Card
- Trained to collect water-quality samples for bacteria, nutrients, and chlorophyll lab analyses

Echo Hill Outdoor School, Canton, OH (Summer 2018)

Summer Camp Intern

- Assisted the teaching staff with all aspects of the school curriculum including planning, co-teaching and assessing classes for students' enjoyment and learning
- Collaborated with teachers to create and implement new course and curriculum ideas, including "Canoe Classroom," which involved taking students out in canoes to learn about the bay
- Completed a research project that detailed past, present, and potential future conservation and water quality efforts for the Chesapeake Bay

Other Work Experience

Linwood Community Pool, Worton, MD (Summer 2017)

Head Swim Instructor, Lifeguard

- Taught children ages 4-13 basic water skills and advanced techniques, eased anxieties of children and parents
- Participated in day-to-day lifeguard duties including, rule enforcement, pool maintenance, and lifeguarding
- Used customer service skills to appease disgruntled patrons

Research & Presentations

Ohio Oil Fracking Analysis, Walsh University Research Symposium (April 2017)

Volunteer Experience

Betterton Beach Clean-Up, Betterton, MD May 2016, 2017, 2018 Volunteer

- Took part in trash removal and general up-keep efforts on Betterton Beach

List courses here, to emphasize related coursework and knowledge that aligns with position you're seeking,

To emphasize completed and/or presented research projects, include a section that outlines your work.

VETERAN RESUME SAMPLE

The work history that you developed as a service member is very valuable, but describing those experiences/skills to a prospective employer can be difficult. Focus on the core skills & abilities you've gained that can be transferred into a new field and marketed to civilian employers.

If your work history is not directly related to your desired field, you can emphasize related coursework here.

Within your military service experience outlines, be sure to highlight any transferable duties using verbs that match language of your desired position. Avoid any military-only lingo and terms where possible.

Jason Watson

6559 Church Lane, Fayetteville, NY 13066 • jasonwatson@msn.com • 315-458-9863

Education

Associate in Science, Criminal Justice

Minor in Delinquency Studies

Onondaga Community College, Syracuse NY

Expected Graduation Date: December 2011, GPA 3.45

Related Coursework: Juvenile Delinquency, Juvenile Justice, Managing Delinquent Behavior

Experience

Veterans' Student Peer Counselor

January 2010-Present

Office of Veterans' Affairs, Onondaga Community College, Syracuse, NY

- Counsel and assist student veterans on information and applications for VA educational benefits.
- Conduct referrals to federal, state, or county veteran service agencies as appropriate.
- Direct student veterans on employment and career opportunities.
- Mentor and guide veterans through society reintegration process
- Answer office phones and respond to questions from veterans, survivors, and their families
- Coordinate Veterans' Association (Vets Club) activities serve as club treasurer.

Sergeant/Squad Leader

2001-2004, 2005-2009

10th Mountain Division Light Infantry, US Army, Fort Drum, NY

- Squad Leader of an 8 man team responsible for their physical and mental wellbeing.
- Managed squad personnel, including two team leaders, and equipment worth over \$1,000,000.
- Supervised and instructed personnel in procedures, skills and ensured compliance with safety guidelines.
- Performed a wide range of duties requiring strong organizational skills, analytical thinking, and persistence such as: Assisted the Platoon Leader in all technical and tactical planning leading to 100% success;
- Assisted the Platoon Sergeant in coordinating and conducting training; Implemented planning and tasking methods to ensure teamwork.
- Served as a resource for new team members; provided information and aided them in obtaining specific support services such as transportation, child care, personal finances, healthcare, housing, etc.
- Established relationships with team members and their families to ensure understanding of expectations.
- Conducted daily inspection to ensure personal hygiene, dress code and living quarters maintenance guidelines were followed.
- Conducted monthly inspections to ensure off base residents followed guidelines regarding home and property regulations, family needs (basic necessities for spouse and children), and vehicle/transportation requirements.
- Received two Honorable Discharges.

Honors/Awards

- Enlisted Honor Graduate of US Army Ranger School, July 2007
- Earned two Army Commendation Medals for exhibiting dedication to duty while under severe conditions, 2005, 2007
- Honor Graduate of the Cycle for Infantry Basic Training, April 2001
- Obtained several letters of recommendation for promotion in recognition of distinguishing actions, 2001-2008

Leadership Activities

- Panelist, Informational Panel on Veteran's Issues in the Classroom, 2011
- Presenter, Senator Gillibrand's Press Conference on Veteran's Educational Benefits, 2010
- Club Treasurer/Member, Veteran's Club, Onondaga Community College, 2010-Present
- Board Member, 25th District Veterans Advisory Board for Congressman Daniel Maffei, 2009-Present



FUNCTIONAL RESUME

For non-traditional students and alumni with many years of experience, the functional resume (or skills-based) organizes information into groups of skills or experiences. This format works well when you're showcasing relationship or transferability of past experience to a position you're seeking. This format is common when entering new job market or your employment history is not directly related to a position.

MAURICE MANNING

177 Champlain Street • Akron, Ohio 44306 • (330) 996-5351 • manning@beaconjournal.com

OBJECTIVE Seeking a position in human resources, utilizing strong interpersonal communication and management skills

SKILLS

Management

- Supervised and directed the daily activities of a staff of seven clerical personnel, including training, scheduling and workflow distribution
- Appraised employee performance levels based upon individual and team objectives
- Conducted monthly staff meetings and fulfilled the role of an effective liaison between management and support staff

Recruitment

- Wrote vacancy notices to accurately reflect the qualification requirements for clerical positions
- Utilized written and online resources to advertise vacancies and generate applicants
- Performed all aspects of the hiring process for support staff, including prescreening, behavioral interviewing, assessment of qualifications, and reference checks
- Negotiated wage and benefit agreements

Communication

- Developed an employee procedures manual for distribution to all new employees during orientation
- Organized and facilitated two in-service training programs for a staff of 20
- Coordinated with personnel office on EEOC compliance
- Utilized listening and verbal skills to resolve technical, professional, and interpersonal conflicts among individuals from diverse backgrounds

Technical

- Experienced with PC and mainframe computer operations
- Recently achieved Microsoft Office Suite certification

PROFESSIONAL EXPERIENCE Office Manager, Editorial Department, Akron Beacon Journal, Akron, Ohio
2008 - Present

Administrative Assistant, American Greetings, Inc., Cleveland, Ohio
2005 - 2008

EDUCATION Kent State University, Kent, Ohio
Bachelor of Arts, May 2005
Major: History
GPA: 3.3

The main difference between a functional resume and a traditional resume is the "Work Experience" section. A functional resume focuses on a few key skill areas relevant to your field rather than the past positions you have held.

By identifying top skill areas and supporting them with descriptive bullet points, you are able to give a comprehensive overview of your strengths and accomplishments. After that, you can separately list each position, along with dates that you held the position in a separate section.

EXTRACURRICULAR AND STUDENT ORGANIZATION SAMPLES

As a student athlete, a member of a learning community, or student organization, it is important for you to emphasize the experiences you had in your program. This should include but not be limited to the service and volunteer work completed within these programs.

Student- Athlete

Walsh University Men's Football Team

August 2017-Present

Team Captain October 2019-Present

- Devote an average of 25 hours per week to practice, meetings, conditioning, travel and games
- Lead a diverse team of 65 men to buy into a common goal
- Demonstrate effective communication skills to assist in navigating team conflict

Volunteer Experience

Volunteer, Pro-Football Hall of Fame Summer Camp

Summer 2018

- Assisted coaches with 5-10 students
- Planned drills and demonstrated techniques

GLOBAL HONORS PROGRAM

SEPTEMBER 2012-MAY 2016

Walsh University

- Advocated for sustainable solutions to hunger through awareness programming on campus
- Led Lenten Rice Bowl fundraising campaign
- Worked with Caritas International to create an overview on Agricultural Extension Programs in developing nations
- Presented on student engagement at the Ohio Hunger Dialogues
- Expanded knowledge on hunger and food sustainability with study abroad experiences in Tanzania and Italy

Learning Community

Honors Program

HONORS AND AWARDS

Dean's List (3 semesters)

Phi Alpha, Theta, National Honors Society

Walsh University Honors Program—Presidential Scholarship Award Recipient

- Conducted original research while working closely with a faculty mentor
- Completed interdisciplinary courses organized around a specific theme or topic
- Presented final senior thesis to the Walsh community

Walsh University Black Student Union, North Canton, Ohio

Secretary April 2018- April 2019

Social Media Coordinator August 2017- April 2018

Member August 2016- Present

- Design marketing and print materials for BSU sponsored events using Microsoft Publisher
- Maintain all BSU social media including Instagram, Twitter, and Facebook
- Promote and encourage Walsh community participation in BSU events
- Take notes at meetings and find ways to collaborate with campus organizations

Organizations/ Clubs

Volunteer Experience & Service-Learning

COMMUNITY ENGAGEMENT

Volunteer Tutor, YMCA Stark County (5 hours/week for 15 weeks) Fall 2019

- Tutored middle school and junior high students after school for one hour a day
- Focused of the development of math and reading skills through introduction of new study techniques and homework help

Volunteer, Akron-Canton Regional Food Bank, Akron OH (30 hours) Fall 2018

Volunteer, House of Loreto, Canton, OH (15 hours) Spring 2017