

resumes

see how our resume specialists took this resume from this...

Robin Research

2100 Someplace Circle, Apt. 112
Raleigh, NC 27956

PuppiesLoveMe@gmail.com
(919) 867-5309

SUMMARY

Seeking positions for summer to gain hands-on experience in the field.

RELEVANT COURSEWORK

MB200	GN421
PHY452	CH221
IMM303	BSC331

PREVIOUS JOBS

Cup-a-Joe's, Raleigh, NC
Barista

August 2016 – Present

- I work the cash register and serve coffee every day
- Clean counters and empty the garbage after each shift
- Make sure all orders are made fast and done well

NC State University Forensic Science Institute, Faith Lab
Research Assistant

Jan. 2018 – November 2016

- Conduct 25+ database searches for lab
- Support local and international casework in veterinary and wildlife forensics
- Extract DNA from buccal swabs and Oragene DNA saliva extraction kits
- Assist in a project funded by the National Institute of Justice (NIJ) for the development of a NGS-sequencing filter tool

NC State University Libraries, D.H. Hill & Veterinary Medicine

August 2016-Present

- Handle a variety of requests from patrons to help library run smoothly
- Multi-task and communicate with lots of guests
- Count all visiting patrons and keep track of all interactions each day

CAMPUS LEADERSHIP & INVOLVEMENT

- Society of Multicultural Scientists, *Member*
- oSTEM, *Member*

January 2017 – Present
September 2016 – Present

EDUCATION

NC State University, Raleigh, North Carolina
Major: Biological Sciences
Minor: Spanish

August 2016 – May 2019

...to this!

Font consistent throughout document

Robin Research

professional email

2100 Someplace Circle, Apt. 112
Raleigh, NC 27956

Well-developed. Includes specific type of opportunity being sought and ways in which the applicant would contribute to the company.

robinresearch@ncsu.edu
(919) 867-5309

SUMMARY

Rising senior with hands-on experience in forensic lab research and customer service. Proven abilities in collaborating with small teams, handling complex scientific protocols, and working under pressure. Currently seeking research positions/internships in the RTP area with industry-leading organizations.

EDUCATION

NC State University, Raleigh, North Carolina
Bachelor of Science: Biological Sciences
Minor: Spanish

Full degree named

Section appropriately placed at the top, as education is your strongest selling point as a current student or recent graduate.

May 2020

RELEVANT COURSEWORK

- Microbiology
- Anatomy & Physiology
- Immunology

Professional & specific headings

- Genetics
- Organic Chemistry
- Molecular Science

Full course names

FORENSIC LAB EXPERIENCE

NC State University Forensic Science Institute, Faith Lab
Research Assistant

January 2018 – Present

- Conducted 25+ database searches to compile mitochondrial genome data for North Carolinian wildlife vertebrate species
- Established a forensic mitochondrial sequence repository and validated NGS methods for animal species identification to support local and international casework in veterinary and wildlife forensics
- Extracted DNA from buccal swabs and Oragene DNA saliva extraction kits
- Assisted in a project funded by the National Institute of Justice (NIJ) for the development of a NGS-sequencing filter tool by analyzing statistical STR data produced under different standard deviations to determine most accurate sequencing output with fewest numbers of allelic drop-in/drop-out

Well-written bullet points. All start with strong action verb, are quantifiable & specific and use

CUSTOMER SERVICE EXPERIENCE

NC State University Libraries, D.H. Hill & Veterinary Medicine
Student Assistant

August 2017 – December 2017

- Handle a variety of requests from patrons including searching and retrieving book titles and lendable technology, solving printing issues, and educating patrons on the facilities
- Execute multiple tasks simultaneously during busy hours; communicate effectively and work efficiently as a part of a team
- Document statistics of library usage by conducting headcounts and recording instances of patron assistance in order to provide accurate data

Even spacing between sections.

Cup-a-Joe's, Raleigh, NC
Barista

All experiences include company, position title, location & dates.

August 2016 – Present

- Provide quality customer service to a high volume of customers in a fast paced work environment
- Promoted within the first month of employment from Cashier to "Line Mover" and then to Barista
- Process approximately 100 customer orders during peak business hours
- Coordinate accuracy of customer orders with team of 4 co-workers

Dates formatted consistently and aligned

CAMPUS LEADERSHIP & INVOLVEMENT

- Society of Multicultural Scientists, *Member*
- oSTEM (Out in STEM) via GLBT Center, *Member*

January 2018 – Present
September 2017 – Present

Acronyms explained for clarity.

Using full length of page; limited white space.

the perfect resume: a blueprint

Harper Hillsborough

413 Turlington Hall • Raleigh, NC 27607
hahillsb@ncsu.edu • (919) 123-4567

Education

North Carolina State University | Raleigh, NC
Bachelor of Social Work, Minor in Theatre
GPA: 3.3 / 4.0

May 2022

Work Experience

Starbucks | Barista | Raleigh, NC

August 2017 - Present

- ◆ Prepare custom drink orders in a timely fashion while multitasking in a fast-paced environment.
- ◆ Maintain work area hygiene standards and food safety guidelines.
- ◆ Perform as a part of a diverse team to reach sales goals, customer satisfaction ratings, and daily objectives.

Campus Engagement

Arts Village | Resident & Hall Council Member | Raleigh, NC

September 2017 - Present

- ◆ Engaged in living and learning community of 150+ students with a focus on appreciation & cultivation of the arts.
- ◆ Served the community as a member of Hall Council by organizing and executing social programming throughout the year including the annual Turlington Haunted Hall program.
- ◆ Experienced a variety of arts related performances, seminars, and artist lectures as a part of the Arts Village experience and course.

GLBT COMMUNITY Alliance (GBLTCA) | Member | Raleigh, NC

October 2017 - Present

- ◆ Attended the GLBT Symposium to network with GLBT students and allies on campus.
- ◆ Participated in weekly meetings and planning of community events.
- ◆ Volunteered to paint the Free Expression Tunnel for National Coming Out Day with a group of other students, faculty, and staff as a part of GLBT History Month in October 2017.

University Theatre | Cast & Crew Member | Raleigh, NC

October 2017 - Present

- ◆ Performed as an ensemble cast member in the production of Hairspray.
- ◆ Supported tech crew during load in for all live shows during Fall semester.
- ◆ Created theatrical makeup designs and applied cosmetics to cast members during 3 university productions after taking a course in makeup design for the theatre.
- ◆ Selected as member of the Alpha Psi Omega National Theatre Honor Society.

Skills

Social Media: Proficient in Instagram, Snapchat, Twitter, Facebook, and LinkedIn.

Photography: Intermediate level of Photoshop, editing, and portrait photography expertise.

Languages: Elementary French

heading

Name: 14-20pt font, bold

Address: Permanent or local

Email: 1 email, ncsu.edu preferred, without hyperlink

Phone: 1 phone number

LinkedIn/Website

Optional: use simple, customized web addresses, without hyperlink

Labels ie.. Email - student@ncsu.edu ("Email" label not necessary)

format

Length: Undergraduates: 1page, Graduate students: 1-2pgs, (CV for academic positions: unlimited)

Margins: .5"-1" around entire page

Font: 10-12pt font, simple style (Arial, Calibri, Didot, Garamond, Helvetica, Times New Roman)

Sections: Heading, Objective or Summary, Education, Work Experience, Skill set, Honors

Spacing: Single space text, add 1 space between sections

Templates: Not recommended

Elise Educator

0002 Bowen Hall * Raleigh, NC 27607 * 919-123-0001 * eeducator@ncsu.edu

OBJECTIVE

Seeking opportunity to teach science to high school-level students where I can contribute my instructional, organizational, and classroom management skills.

EDUCATION

North Carolina State University, Raleigh, NC

B.S. Science Education

GPA: 3.39/4.0, May 2019

CERTIFICATIONS

NC Teaching License in Secondary Sciences (June 2019)

Flinn Scientific Safety Certification

CPR Certification

TEACHING EXPERIENCE

Student Teacher (Earth Science), Millbrook High School, Raleigh, NC

Jan. 2018 – April 2018

- Taught, assisted, and observed 9th – 12th grade students in earth science
- Planned, prepared and executed daily lesson plans and activities
- Solely instructed classes for three days during cooperating teacher's emergency leave of absence
- Participated in the development of Individualized Education Plans for students with needs
- Created a behavior management plan
- Attended PLT meetings, staff meetings, and parent conferences

RELATED EXPERIENCE

Camp Counselor, Camp High Rocks, Cedar Mountain, NC

May 2017 – Aug. 2017

- Co-organized instructional sessions on life skills and social activities
- Instructed campers on lake & whitewater canoeing, and backpacking
- Supervised group of 15 youth with cabin maintenance

Lead Mentor, Summer START, NCSU, Raleigh, NC

June 2016 – Aug. 2016

- Met with students weekly to advise, listen, and assist with student concerns
- Led and guided mentor staff with training and planning events
- Assisted Coordinator and Graduate Assistant with program marketing

HONORS & ACTIVITIES

National Science Teachers Association, NCSU Chapter

College of Education Student Ambassador

Alpha Kappa Alpha Sorority, Inc.

Multicultural Young Educators Network

African Student Union

"In your resume, try to include bullets that show your accomplishments and how you added value to your group, team, employer or organization. For example, communicate how you helped to save spending, increase growth, improve a process, etc."

-D.R. Ingram, Jr., Associate Director, Student Career Services

Shay Software

ssoftwa@ncsu.edu

101 Avent Ferry Road #205 | Raleigh, North Carolina 27606 | 919-555-5555 | github.com/swengr15

EDUCATION

North Carolina State University, Raleigh, NC

Master of Computer Science, anticipated May 2019**GPA: 3.79/4.00**

Courses: Software Engineering, Data Structures, DevOps, Database Management Systems, Software Security

Osmania University, Hyderabad, India

Bachelor of Engineering in Information Technology, May 2016**SKILLS**

Languages: Java, Python, Ruby, C, C++, R
 Web Technologies: J2EE, Ruby on Rails, HTML, CSS
 Databases: Oracle, MySQL, PostGres
 Frameworks: Spring, Hibernate, REST, SOAP, Log4j, Logback, Junit
 Operating Systems: Linux, Windows
 Tools: NetBeans, Eclipse, RubyMine, Toad, SQL Developer, Control-M, Tomcat, Heroku, Maven, Ant, GIT, SVN, Perforce, Jenkins, Chef, AWS, GWT

WORK EXPERIENCE**Software Engineer Intern**, Informatica Corporation, Redwood City, CA May 2018 – Aug 2018

- Designed and developed subscription based notification system for targeted build error alerts.
- Developed Jenkins plugin to purge jobs in the build queue.
- Implemented a utility tool to prevent environment related issues in build servers.

Project Engineer, Wipro Technologies, Greater Noida, India June 2016 – July 2017

- Migrated and rewrote multiple client applications as part of a Cloud Computing project.
- Designed application front end screens using GWT; implemented business logic functionality using Java.
- Performed unit testing automation testing using JUnit and performance testing using JMeter.
- Executed end-to-end deployment of cloud applications on environments - SIT, DIT and UAT.

PROJECTS

Database: Created Oracle database application Library Management System, using Java for GUI. Developed functionalities for searching, checking in and checking out books while ensuring optimal calculations. Designed fine calculation, due date notifications and revoking library privileges.

Data Analysis: Implemented a recommendation system using R that suggests appropriate tags for URLs based on a known set of URLs with user assigned social bookmarking tags.

Web Application: Implemented survey & assignment creation features for the Open Source Project 'Expertiza' using Ruby on Rails.

Continuous Integration Pipeline: Set up a CI pipeline for deploying a Java Maven project using Jenkins to automatically deploy the project on a commit to the Github master branch.

EXTRACURRICULAR**Hackathons-** HoyaHacks, Hack Duke and Hack NC

- Created an App version of Harry Potter's marauder's map that included location sharing for friends to stay in touch during outings using Android, Cordova, HTML, CSS, JavaScript, firebase, Google Maps API.
- Developed a HTML5 canvas based game Sheep Intelligence to solve real life problem of traveling sales.

Interests- Swimming (college club team), Taekwondo, guitar, video games.

"Planning your career is FUN! Think of all the possibilities for your life.
 You are pure potential right now."

-Courtney Jones, Career Identity Coach

Wolf E. Packxxxxxxx@ncsu.edu

2012 Apple Street
Raleigh, NC 27607
(910) 123-4567

4321 Anonymous Drive
Fayetteville, NC 28300
(919) 555-6666

OBJECTIVE: Co-op position in Electrical Engineering beginning Spring or Summer 2019.

EDUCATION

North Carolina State University, Raleigh, NC
B.S. in Electrical Engineering, May 2021
GPA: 3.0 / 4.0

Relevant Courses:

Introduction to Signals, Circuits, and Systems, and Introduction to Computer Systems

TECHNICAL SKILLS

C, SolidWorks, Visual Studio, AutoCAD, and MS Excel

WORK EXPERIENCE

Server/Food Runner/Host, On the Border, Fayetteville, NC
May 2016– August 2016, 40 hrs./week

- Greeted and served guests, focusing on making their experience the best possible.
- Developed great communication and teamwork skills assisting chefs and servers.
- Ensured the kitchen was clean, properly prepared and operated efficiently.

Game Technician, Chuck E. Cheese, Fayetteville, NC
February 2015 – May 2016, 30 hrs./week

- Repaired, maintained, and cleaned all games in the playroom.
- Served food and ensured safe play area for all guests.
- Confirmed all guests' needs were met including ticket jams, machine malfunctions, etc.

ACADEMIC PROJECT EXPERIENCE

Freshmen Engineering Design Day (2017) – designed a Rube Goldberg machine (3rd place)

HONORS AND ACTIVITIES

Dean's List (Fall '17-Spring'18), HKN, IEEE (Member), University Scholars, Gamma Beta Phi Society, Red Cross Volunteer, Fitness Classes, and Intramural Basketball.

objective or summary

Though this section is optional, it is suggested if you would like to point out specific career interests or include strengths you bring to the organization.

Examples include:

Seeking a co-op position in Mechanical Engineering beginning Spring 2018.

Seeking a summer internship in publishing where I will contribute strengths in writing, editing, and project management.

Seeking an entry-level position in conservation with special interest in natural resource policy and environmental regulation.

Creative and confident sophomore with experience in the customer service industry.

Proven leader who takes initiative and performs tasks with minimal supervision.

education

Begin with your current degree and work in reverse chronological order. Only include institutions in which you have or are expected to receive a degree from. Remove high school information after freshman year. Be sure to include your anticipated graduation date, month and year, and your cumulative and/or major GPA, if above a 3.0.

GPA

Format options:

- 3.4/4.0 GPA
- GPA: 3.7/4.0 major
- GPA: 2.89/4.00
- 3.1/4.0 overall

"College majors and career paths are rarely linear. An art major is now a district attorney and an economics major is a veterinarian."

-Marcy Bullock, Director of Professional Development

VINCENT VETERAN

163 Cedar Creek Rd., Creedmoor, NC 27522

Cell phone | NCSU email

Innovative and efficient leader seeking full-time position in supply chain management where I will use extensive logistics training and experience developed in the military to help improve performance.

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC
B.S. in Accounting, 3.4/4.0

Expected May 2019

WAKE TECHNICAL COMMUNITY COLLEGE, Raleigh, NC
Associate in Arts, 3.7/4.0

May 2017

RELEVANT COURSEWORK: Intermediate Financial Accounting I, Concepts of Financial Reporting, Introduction to Managerial Accounting, Introduction to Income Taxes, Principals of Microeconomics, Principles of Macroeconomics, Legal and Regulatory Environment, Introduction to Business Processes, Economics, Statistics, Calculus.

WORK EXPERIENCE**UNITED STATES MARINE CORPS**

2004-2012

Supply Operations and Warehouse Manager, Embassy Security Assistant Commander

- Modernized warehouse procedures to increase efficiency work output by disposing and redistributing over \$2,000,000 of obsolete products to reorganize warehouse operations.
- Analyzed annual, cyclic, spot, and wall to wall inventories to formulate procedures to maximize the amount of storage.
- Trained, supervised and evaluated the performance of over forty subordinates, supervised the storage hazardous materials with a 0% injury rate, and prepared inventories to monitor effectiveness and progress.
- Coordinated the movement of supplies from contract vendors, airports, and ship ports to their appropriate destination throughout Kuwait and Iraq.
- Organized tracking and planned expeditious movement of high priority cargo such as robotic equipment and protective armor for tactical equipment in and out of Iraq.
- Planned and supervised the movement of \$18,000,000 of serviceable material to the Defense Reutilization and Marketing Office to be redistributed.
- Coordinated, led and supervised the Marine security detail for Secretary of State Hillary Clinton and provided protection for U.S. Diplomats such as Secretary of Defense Robert Gates.
- Created operational procedures for emergency plans and assisted in developing security contingency plans to counteract threats within the embassy compound (i.e. hostile demonstrations, natural disasters and bomb threats).
- Managed the accountability and maintenance for all detachment property, weapons, ammunition, and maintained a 0% injury rate for all Marines attached to the Embassy.

TECHNICAL SKILLS

Eight years of military experience
Experience in supply chain logistics and management
Highly effective time management and multitasking

Basic SAS programming
Proficient in Excel
Willing to travel

ACHIEVEMENTS & TRAINING

Marine Corps Achievement Medals for Logistics (2)
Marine Corps Certificate of Commendation for Logistics and Security
Specialized Training: Basic Warehousing (Honor Graduate), Warehouse Operations, Administrative Operations, Logistics and Embarking, Leadership and Management Training.

relevant coursework

This section is optional. While some students include coursework within the Education section, others create a section of its own. Students often include 1-2 lines of courses (which can include courses you are currently taking), in the following cases:

-You are starting to take major-related courses.

-You wish to emphasize courses related to your specific career interests.

-You wish to highlight courses above and beyond your standard curriculum.

-You wish to inform the reader of the multidisciplinary nature of your major.

experience

This section will dramatically change and grow while you are a student at NC State. While you may start with one part-time job from high school, you are likely to graduate with 2 or more experiences related to your major! This section will be refined each semester may include a combination of the following:

Career related: co-op, internships, research, externship, and course/departmental projects.

Other: Additional experiences that provide evidence of qualities desired in the workplace: part-time job balancing school and work, work in a family business, and volunteer experience.

Alternative Title: Work Experience, Professional Experience, Relevant Experience

Order: Reverse chronological order (most recent first) **Heading:** Company name,

city + state, position held, dates (month/year) **Bullets:** Brief, measurable statements that begin with action verbs

Description: Type of company or project, how you contributed, skills used or developed, what you learned or gained

Keywords: Include key terms, knowledge, or tools relevant to your field

skills

This section introduces skills you have developed through coursework, experience, or on your own. Two options: present your skills using a simple list or add subcategories to organize specific sets of skills.

Alt. Title: Technical Skills, Skills + Certifications, Computer Skills

Simple List: Prioritize list of relevant skills

Subcategories: Optional: organize by type of skills (Computer, Laboratory, Language)

Level of Ability: *optional*: include terms describing ability (proficient, experienced, familiar, basic)

MADISON PRE-HEALTH

CURRENT ADDRESS: 123 Happiness Lane, Raleigh, NC 27607
PERMANENT ADDRESS: 456 Pitt Avenue, Cincinnati, OH 45201
Cell phone NCSU email

EDUCATION

North Carolina State University, Raleigh, NC
B.S. in Biological Sciences, Concentration in Human Biology
Minor: Women and Gender Studies, GPA: 3.7/4.0

Anticipated May 2020

CLINICAL EXPERIENCE

Physician's Apprentice, *Obstetrics & Gynecology (Cary, NC)* November 2018-Present

- Actively shadow direct physician care, including routine appointments, post-partum check-ups, and hormone therapy renewals
- Follow high-risk patients' pregnancies week-to-week as they approach their expected due dates
- Assist with tasks such as room turnover and patient reminder phone calls

Family Practice Shadow, *Vance Family Medicine (Henderson, NC)* March 2018

- Shadowed a family medicine physician's assistant, learning about full womb to tomb care in rural NC

Medical Volunteer, *Centro de Salud, Hospital La Noria, Hospital Lazarte Echegaray (Peru)* June-August 2017

- Traveled into the local community providing adult vaccinations and promoting preventative healthcare
- Worked alongside obstetricians in the labor and delivery rooms and with post-cesarean care
- Acted as laboring patients' advocate through continual encouragement and labor techniques

Nursing Assistant Volunteer, *White Oak Manor of Charlotte (Charlotte, NC)* May 2016

- Volunteered under the Nurse Aide on duty, assisting with bathing, transport, and feeding
- Facilitated mealtime, ensuring residents received their required diet and preferences

LEADERSHIP & COMMUNITY INVOLVEMENT

Trained Volunteer, *Pregnancy Clinic (Raleigh, NC)* January 2017-Present

- Counsel girls and women facing unplanned pregnancies, empowering them to parent or carry for adoption
- Schedule appointments and record correspondence using eKyros management software
- Engage weekly with past patients via phone to ensure they have access to necessary resources

Service Coordinator, *Sigma Alpha Omega Christian Sorority, (NCSU Chapter)* Spring 2017

- Responsible for organizing multiple service events for group participation including: Relay for Life, PackSmiles, Service Raleigh, and Morningside of Raleigh Assisted Living

PROFESSIONAL EXPERIENCE

Teaching Assistant, *Dr. Charles Hardin, Biochemistry Department NCSU* January 2018-Present
Organic Chemistry Tutor, *NCSU Undergraduate Tutorial Center* August 2017-Present
Dance Teacher, *Carolina Dance Center (Raleigh, NC)* September 2017-Present
Daycare Teacher, *Hope Community Church (Raleigh, NC)* October 2016-Present

ACADEMIC ACHIEVEMENTS

Member, *Alpha Epsilon Delta, Pre-Medical Honor Society, (NCSU Chapter)* September 2016-Present
Member, *Phi Beta Kappa*, 1 of 11 juniors nominated February 2018
Scholarship Recipient, *Grace Galbreath Biochemistry Teaching Award* April 2018
Dean's List, *North Carolina State University* All semesters

SKILLS & CERTIFICATIONS

Certified Nurse Aide (CNA), *North Carolina Board of Nursing*
Basic Life Support Certification (BLS), *American Heart Association*
Certified Medical Scribe Apprentice (CMSA)

"I have two key words when it comes to resumes- relevance and consistency. The information needs to be relevant to the situation, and the formatting needs to be consistent throughout."

-Courtney Jones, Career Identity Coach

Casey Pre-Law

123 Wolfpack St.
Raleigh, NC 27695

(000) 000-0000
mprelaw@ncsu.edu

EDUCATION & ACADEMIC HONORS

B.S.: Business Administration, Concentration: Supply Chain/Operations
North Carolina State University (NC State), Raleigh, NC---Overall GPA: 3.6

Graduation: May 20XX

Poole College of Management Dean's List

Awarded to students who achieve a GPA of at least 3.5 in a given semester

May 20XX

SUPPLY CHAIN/OPERATIONS EXPERIENCE

Consult Your Community, Business Analyst, NC State Chapter, Raleigh, NC September 20XX-December 20XX

- Member of team that provides pro-bono consulting services to struggling small businesses in the Raleigh area
- Responsible for meeting with client to understand the goals of the engagement
- Collected and analyzed data in order to prepare and present internal and external recommendations for client to implement
- Conducted case and behavioral interviews with potential new members of club
- Received intensive consulting training at weekly meetings

ContainIt Project, Matthews, NC

December 20XX-May 20XX

- Responsible for managing efforts related to creating safe housing spaces for up to 40 teens on Pine Ridge Reservation, SD
- Managed initial budget of \$20,000; Oversaw accounting and procurement processes and procedures

LEADERSHIP

NC State Pre-Law Students' Association, Treasurer

July 20XX-June 20XX

- Prepared and managed the implementation of a budget
- Oversaw purchasing, disbursements, and collection of membership dues and other funding sources
- Planned and facilitated law school events with other club officers (approx. 5 per semester)
- Member of association since August 20XX

INTERNSHIPS

Mecklenburg County SelfServe Center Intern

May 20XX-August 20XX

- Facilitated the use of propriety resources to assist pro se litigants as they prepared and filed legal complaints and motions
- Collaborated with a colleague to prepare a marketing plan to attract new pro se litigants as well as local attorneys for pro bono clinics
- Assisted in the development of a Continuing Legal Education clinic for the Mecklenburg County Bar
- Developed supply-saving methods to ensure efficient use of resources procured with taxpayer dollars

Clubs and Volunteer

Supply Chain Club

September 20XX-Present

Poole College of Management Student Network Groups Peer Mentor

November 20XX-May 20XX

- Facilitated learning in small groups in NC State's M100 Class (Introduction to Professionalism and Diversity)
- Selected topics of discussion revolved around creating an inclusive, dynamic and professional work environment

Boys & Girls Club of Raleigh Tutor

February 20XX-Present

NC State Technician Newspaper Freelance Writer

January 20XX-Present

involvement & honors

This is not a section to overlook! It is a section where you can differentiate yourself and help the reader get to know you as a potential colleague. Draw from accomplishments and interests developed at NC State, in the community, on your own, and significant items (only) from high school. You can great a general title for this section or specific.

Variety

Leadership + Service, Honors & Involvement, Achievements and Interests

Specific

Study Abroad, Relevant Projects, Certifications, Licensure, Leadership Roles

Graduate Students

Industry Experience, Research Experience, Teaching Experience, Presentations, Conferences, Publications

it's ready to use when ...

- there are no spelling, grammatical errors or spacing inconsistencies.
- bolding, underlining, italicizing has been used intentionally to highlight key information.
- your experiences highlight measurable accomplishments in the most professional way.
- you have reviewed and proofread your resume carefully, at least twice.
- you have had it reviewed by a career services professional.

View more resumes at: go.ncsu.edu/resume-examples



the power of action verbs

Take a look at the work experiences below and note the positive impact made by using action verbs! Action verbs help you highlight your skills in a persuasive, concise, professional way. Try to use a different action verb for each bullet point or statement.

example:

IBM, Research Triangle Park, NC

Human Resources Intern

Summer 2016

Without action verbs

- Duties included administrative tasks in an office setting.
- The needs of recent hires were collected, documented, etc.
- I was involved in a variety of other activities, as needed.

With action verbs

- Worked** with a project team on the redesign of New Employee Orientation.
- Interviewed** 15 recent hires to gain insight into the needs of new employees.
- Wrote** reports and presented results to project team.

action verbs by skill set

administrative		analytical		communication	
approved	prepared	assessed	investigated	advertised	drafted
budgeted	processed	calculated	observed	arranged	edited
calculated	produced	computed	performed	authored	explained
corresponded	projected	conducted	preserved	brainstormed	interacted
distributed	purchased	conserved	programmed	clarified	interviewed
evaluated	reported	created	proposed	collaborated	listened
generated	reviewed	determined	refined	communicated	marketed
inspected	scheduled	developed	researched	composed	negotiated
interviewed	supplied	devised	reviewed	consulted	published
operated	updated	evaluated	revised	discussed	reported
planned	validated	identified	solved	documented	synthesized

creative		helping		leadership	
composed	initiated	advised	facilitated	administered	founded
conceptualized	integrated	advocated	fostered	appointed	generated
created	modeled	assessed	guided	assigned	handled
customized	modified	assisted	helped	chaired	initiated
designed	originated	clarified	implemented	conceived	instituted
developed	performed	coached	inspired	coordinated	led
devised	photographed	coordinated	led	created	lobbied
formulated	produced	counseled	motivated	delegated	managed
founded	revitalized	demonstrated	performed	developed	motivated
generated	shaped	diagnosed	presented	directed	organized
illustrated	sketched	educated	provided	established	originated
improvised	solved	encouraged	referred	executed	oversaw

research		technical	
analyzed	extracted	adapted	engineered
clarified	formulated	analyzed	evaluated
collected	inspected	assembled	fabricated
compared	interviewed	coded	implemented
conducted	investigated	conserved	installed
detected	measured	constructed	maintained
determined	organized	converted	manufactured
diagnosed	researched	created	operated
evaluated	solved	debugged	programmed
examined	summarized	designed	repaired
experimented	surveyed	devised	restored
explored	tested	diagnosed	tested

RESUMES

THAT GET (YOU) NOTICED

RESUME BASICS:

Did you know? Readers spend 10-20 seconds reviewing a resume to decide if the applicant is of interest. To survive the scan, it is important to make your first impression a strong one. Keep these in mind when developing a resume:

Ivanna Tawk

1212 Twitter Lane, Purpleville, NC 222-222-2222 ivannatawk@gmail.com

Objective

To obtain a social media internship at Talk of the Towne utilizing my formal education and my skills in social media, organization, and communication.

Education

Bachelor of Science, Communication, East Carolina University, Greenville, NC May 2019
Concentration: Public Relations
3.6/4.0, Magna Cum Laude, Dean's List, Chancellor's List

Profile/Skills

Spanish	Media Writing	Leadership	Social Media
Layout/Design	Copy Writing	Illustrator	Time Management
Customer Service	Dreamweaver	Quark	Public Speaking
Deadline Savvy	Website Development	InDesign	Teamwork

Experience

ECU Writing Center, East Carolina University, Greenville, NC September 2018 - May 2019
Writer/Editor

- Reviewed and edited articles, research papers, essays for application to graduate schools, and other formal documents written by undergraduate and graduate students for content, grammar, and compliance to appropriate writing styles
- Diplomatically discussed recommended edits with clients
- Developed a research instrument to measure effectiveness and outcomes of services that became a standard tool of the Writing Center

Homes & Land Magazine, Wilmington, NC

May 2018 - August 2018

- Layout Design/Office Assistant
- Built and maintained website and established social media presence (with Facebook, Twitter, and Pinterest)
- Created layout and design for a 120-page monthly real estate magazine that was distributed to 50,000 readers across Eastern NC
- Provided quality customer service to a clientele of over 100 real estate agents

Rho Rho Rho Service Sorority, ECU

September 2016 - September 2017

- Events Chair
- Planned, coordinated, and promoted recruitment, fundraising, and celebration events for groups ranging from 25-500
- Motivated committee of 10 students to develop and execute campaigns that raised more than \$6,000 to assist Homeless Shelter
- Developed and hosted annual recruitment activities and increased membership in one year by 22%
- Designed fliers, posters, and t-shirts to promote activities and built and maintained website

Community and Campus Activities/Affiliations

Student Public Relations Association, Event Planners R Us, Give to the Vets, Marathon for Life

Build a Better Bullet

A strong bullet point includes:

- Goal:** The objective or purpose of the task
- Effect:** The outcome or result of the task
- Success:** The benefit of the task and its positive contribution to the organization.

Begin with a specific task such as: *Answered the phone.*

Now, apply the above

- Goal:** To answer the phone and direct to appropriate staff
- Effect:** Answer the phone quickly and efficiently
- Success:** Minimized the amount of time a caller had to wait on the line.

Revised statement: *Directed callers to appropriate staff quickly and efficiently, minimizing caller wait time*

Purpose: Think of your resume as an advertising tool that summarizes your relevant qualifications and tells the reader what you have done and can do in the field.

Guidelines:

- Tailor the resume to fit each position; one size does not fit all.
- Find out what is important by researching the website and job descriptions.
- Use action verbs to describe your experiences and achievements.

Format:

- The look: uncluttered, plenty of white space between sections, and error free
- Length: One page
- Margins: ½ - 1 inch
- Font: clean, easy to read such as Calibri, Arial, Times, size 10-12

Content:

Contact information: name, phone number, and professional email address

Skills Summary: list both technical skills and transferrable skills, especially key words related to the position.

Objective: An objective is a waste of time and space unless it:

- Highlights your relevant skills and experiences
- Includes the job title and industry
- Clearly specifies what you will bring to the table

Education/Special Training: Include full degree name and graduation date

Experience:

- Highlight your relevant accomplishments, experiences, strengths and skills. Do not restrict your information to jobs only; include volunteer activities, campus involvement, class projects, leadership roles, internships, etc.
- Frame bullet points as accomplishments
- Begin each bullet with an action verb

Community and Campus Activities/Affiliations:

List professional and volunteer activities.

Resume Styles:

- Resume styles focus on the order and the way information is placed on your resume. Typically resumes fit one of the following three styles; chronological, functional, or combination (see samples for examples of each style).
- Choosing the right style comes down to two factors:
 - The amount, consistency, and depth of work experience you have in your field of interest
 - How well the job you currently are seeking aligns with your past work experience

Your resume is destined for the trash if:

- It is not specifically written to match the position
- Includes misspelled words or poor grammar
- Includes your picture and personal information such as height, weight, age, etc.
- Lists titles and positions without explaining activities, experiences and results
- Contains inappropriate or unprofessional email (hotchick123@xmail.com)
- Is filled with irrelevant information

Avoid the trash with these resume prep steps:

- Make a master list of all your past and current experiences that include; class projects, volunteerism, organizations, awards, jobs, etc.
- Analyze the position and identify key skills the employer is seeking. Match your past and current experiences to the position
- Rework your resume so that your past experiences from the master list connect and show related experiences to the position

Transferable Skills on Resumes



As you begin your job search or consider careers that would be right for you, it is important to know what you are good at and what you enjoy doing. Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. If you've researched, written, edited and presented papers for classes, you've used skills that are not limited to any one academic discipline or knowledge area but are transferable to many occupations. A prospective employer expects you to apply the skills you have learned through your studies, work, and life experiences to the work environment.

What Skills and Qualities Are Important to Employers?

The following is a list of functional areas that you can draw transferrable experiences for your resume or an upcoming interview.

Human Relations

Attend to the social, physical or mental needs of people

being sensitive	empathize
counsel	interpersonal skills
advocate	facilitating group process
coach	active listening
providing care	motivate
convey feelings	

Design & Planning

Imagine the future, develop a process for creating it

anticipate problems	compose
create images	think visually
design programs	anticipating consequences of action
display	conceptualize
brainstorming new ideas	creating images
improvise	

Communication

Exchange, transmission and expression of knowledge and ideas

speak effectively
 write concisely
 listen attentively
 express ideas
 facilitate discussion
 provide appropriate feedback
 negotiate
 perceive nonverbal messages
 persuade
 describe feelings
 interview
 edit
 summarize
 promote
 work in a team
 make presentations
 think on one's feet
 deal with public

Organization, Management

Direct and guide a group in completing tasks and attaining goals

initiate new ideas
 make decisions
 lead
 solve problems
 meet deadlines
 supervise
 motivate
 coordinate tasks
 assume responsibility
 set priorities
 teach
 interpret policy
 mediate
 recruit
 resolve conflict
 organize
 determine policy
 give directions

Research & Planning

The search for specific knowledge

set goals
 analyze ideas
 analyze data
 define needs
 investigate
 read for information
 gather information
 formulate hypotheses
 calculate and comparing
 develop theory
 observe
 identify resources
 outlining
 create ideas
 identify resources
 critical thinking
 predict and forecasting
 solve problems

Resume Power Verbs

Fundraising

research
analyze
strategize
program
develop
contact
inquire
inform
motivate
direct
persuade
monitor
coordinate

Public Relations

assess
prepare
coordinate
present
negotiate
publicize
strengthen
promote
handle
participate
facilitate
troubleshoot

Accounting

record
assess
audit
prepare
maintain
forecast
calculate
estimate
figure
appraise
examine
measure
verify

Leadership

create
lead
encourage
manage
organize
compare
inspire
represent
govern
direct
advise

Writing

conceive
construct
craft
integrate
interpret
capture
abstract
express
inform
summarize
conclude

Craft/Artisan

design
create
build
entertain
perform
draw
render
illustrate
compose
construct
conceive
choreograph

Innovating

create
modify
change
upgrade
improve
design
activate
restructure
establish
stimulate
implement
transform

Language

translate
interpret
lecture
converse
negotiate
compare
understand
comprehend
proficiency
fluency
teach
tutor

Research & Development

identify
evaluate
review
assess
compare
analyze
critique
explain
prepare
recommend
conclude
determine

Human Resources

assess
analyze
recruit
survey
screen
interview
select
train
mediate
appraise
coordinate
align

Finance

analyze
invest
budget
inventory
evaluate
appraise
construct
develop
acquire
deploy
manage
project

Analysis

assess
observe
review
dissect
interpret
discern
conceptualize
discover
infer
illuminate
clarify
quantify
qualify
conclude

Editing

review
analyze
check
compare
comment
correct
rewrite
revise
rework
amend
improve
initiate
investigate
advise
read

Consulting

troubleshoot
problem solve
assess
assist
arrange
guide
counsel
survey
serve
contribute
motivate
train

Teaching

educate
tutor
stimulate
inform
instruct
facilitate
awaken
explore
advise
counsel
entertain
amuse

Performing

create
present
play
interpret
act
sing
dance
perform
model
read
inspire

Program Development

appraise
analyze
design
construct
develop
prepare
strategize
coordinate
formulate
recommend
persuade
implement
monitor

Information

appraise
analyze
inventory
structure
design
categorize
document
process
manage
program
link
coordinate
organize

Management/Supervision

coordinate
facilitate
plan
schedule
delegate
mediate
evaluate
strategize
develop
listen
consult
monitor

Design

organize
explore
formulate
sketch
draw
draft
layout
create
plan
style
pattern
build
display

Technical

conceptualize
design
troubleshoot
inspect
locate
edit
analyze
implement
construct
modify
operate

Selling

inform
educate
persuade
provide
assist
serve
trade
vend
handle
present
sell
convince

Organizing/Logistics

classify
organize
assist
maintain
liaison
assist
support
arrange
systematize
schedule
coordinate
streamline
simplify

Marketing

review
assess
survey
analyze
quantify
identify
announce
promote
advertise
advance
boost
improve

Administration

monitor
track
assess
coordinate
organize
requisition
access
receive
process
serve
furnish

Service/Hospitality

serve
assist
troubleshoot
present
maintain
help
coordinate
prepare
welcome
enhance
anticipate

Persuading

present
articulate
clarify
challenge
negotiate
inquire
reason
influence
convince
arbitrate
mediate
reconcile

Mechanical

analyze
design
construct
craft
troubleshoot
create
engineer
repair
manipulate
align
coordinate
balance

Investigating

pursue
interrogate
question
analyze
intuit
seek
search
probe
examine
explore

Counseling/Healing

listen
sense
intuit
assess
analyze
assist
align
coordinate
understand
inform
facilitate
help



Resume Rubric

The rubric below can be used to score the effectiveness of your resume. Use the rubric to score your resume before meeting with a Career Counselor to have your resume critiqued. After your final edits are completed, score the final version of your resume using the rubric.

Student Name:		Reviewer:	
Resume goal/target industry:			Date:
Criteria	Excellent (3)	Good (2)	Poor (1)
Overall Appearance & Style Goal: To ensure your resume is well-structured and highlights skills, strengths, and experiences that are relevant to the employer/audience. Comments: SCORE: 3 2 1	<ul style="list-style-type: none"> Appropriate use of bold, italics, & underlines to emphasize key points Good use of space; not a lot of extra white space Fills one page without over crowding Font style & size is readable Relevant information appears throughout Section headings reflect content & content substantiates headings 	<ul style="list-style-type: none"> Fills one page but with too much white space Some inconsistent fonts & section headings Some relevant information throughout Important information is not clear to reader or does not stand out Categories need to be structured differently to be more effective 	<ul style="list-style-type: none"> Exceeds one page due to irrelevant information Does not fill majority of one page Font style & size are unreadable and/or inconsistent Information not laid out in a clear & consistent layout Overall lack of structure
Typos, Grammar & Spelling Errors Goal: To ensure your resume is free of errors in mechanics, usage, grammar, or spelling. Comments: SCORE: 3 2 1	<ul style="list-style-type: none"> Free of spelling, punctuation & spacing errors Grammar is appropriate & consistent No personal pronouns present 	<ul style="list-style-type: none"> Few & minor spelling, punctuation, & spacing errors Some personal pronouns 	<ul style="list-style-type: none"> Resume is hard to understand due to numerous errors in spelling, punctuation, grammar, & spacing
Objective Statement Goal: To ensure your statement is clearly targeted to a specific company, industry, and/or position. Comments: SCORE: 3 2 1	<ul style="list-style-type: none"> Clear & concise Type of work is clear & targeted Contains the type of position being sought Contains industry and/or company name Contains skills relevant to the position 	<ul style="list-style-type: none"> Missing key information Does not clearly state the position, industry & relevant skills 	<ul style="list-style-type: none"> Includes too much or too little information Does not contain key information
Education Section Goal: To convey academic qualifications and relevant training and certifications. Comments: SCORE: 3 2 1	<ul style="list-style-type: none"> Entries are in reverse chronological order Degree is spelled out Major(s) is indicated Indicate minor/concentration, if applicable Graduation month/year are indicated Course work listed is relevant Each institution includes: name, location, & dates Indicate relevant trainings and/or certificates GPA listed is a 3.0 or above 	<ul style="list-style-type: none"> Degree is abbreviated Coursework listed is not all relevant No minor/concentration indicated Institution is named but abbreviated Specific department is listed 	<ul style="list-style-type: none"> Missing institution name and location Entries are not listed in reverse chronological order List start and finish range of graduation date Irrelevant or outdated high school information listed List institution from which no degrees were received Missing degree, major, and/or concentration
Experience Section Goal: To highlight your relevant experiences, skills, and accomplishments. Comments: SCORE: 3 2 1	<ul style="list-style-type: none"> Organization name, position title, location, & dates are included Bullets/SARs begin with strong action verbs, do not repeat, and are in correct verb tense Bullets/SARs are concise, direct, & indicate one's impact/accomplishments Results are quantified (#s, \$, %, etc.) Experiences and/or skills are listed in order of relevance Bullets/SARs under experiences and/or skills are listed in order of importance Use industry specific language & terminology 	<ul style="list-style-type: none"> Action verbs are weak Verb tense is incorrect and/or inconsistent Verbs repeat frequently Bullets/SARs are not concise or direct and do not indicate impact Does not indicate accomplishments or results 	<ul style="list-style-type: none"> Entries do not include organization name, dates, position title, or location Bullets are written in complete sentences Verb tense is incorrect and/or inconsistent throughout Bullets/SARs are wordy, vague, do not indicate one's impact Bullets are not listed in order of importance to the reader Results are not quantified when appropriate Irrelevant or outdated information is listed
Additional Sections Goal: To demonstrate additional relevant experiences, skills, or accomplishments. Comments: SCORE: 3 2 1	<ul style="list-style-type: none"> Listings are relevant to the target audience Listings are concise Section title is appropriate 	<ul style="list-style-type: none"> Some listings are relevant Some listings are concise 	<ul style="list-style-type: none"> Items are wordy Items are vague or irrelevant
TOTAL SCORE:	Additional Comment(s):		

Sample Resume

MICHAEL CANNON

244 10th Street • Greenville, NC 27834 • 829.253.9380 • mcannon@gmail.com

Objective

To obtain a position as a Health Educator utilizing my strengths in needs assessment, program planning, and health education.

Capabilities Profile

Program Planning & Evaluation
Communication
Public Speaking

Implementing Programs
Health Promotion
Certified Peer Educator

Health Education
Epidemiology
Needs Assessment

Education

East Carolina University
Bachelor of Science in Public Health
Concentration: Community Health
Minor: Biology
GPA: 3.24
Honors: Chancellor's List (Spring 2018, Fall 2018)

Related Coursework

Needs Assessment and Program Planning, Program Evaluation, Applied Principles of Health Promotion, Community Strategies for Health Education, Theory and Practice in Community Health Education

Relevant Experience

East Carolina University
Greenville, NC
January 2017 – May 2017

Student: Program Planning & Needs Assessment

- Observed food choices & and health behaviors of female mall patrons
- Completed needs assessment on African American women of reproductive age
- Created a program to increase the knowledge and awareness of preconception care among African American women

Office of Public Health
Greenville, NC
November 2016 – May 2017

Certified Preconception Peer Educator

- Family life planning; before, during & after care; risk assessment
- Informed females on the steps in becoming healthy before conception
- Educated males and females on preconception and how to decrease barriers and increase a healthy pregnancy
- Performed risk assessment on men and women to better understand their reproductive health behaviors
- Distributed resources on contraceptives, smoking cessation, BMI, and stress management
- Encouraged and educated males on how to increase support of pregnant partner before and after pregnancy

Pitt County Preconception Health Campaign
Goldsboro, NC
August 2016 – November 2016

Volunteer

- Informed women about the importance of creating a reproductive life plan
- Educated females about making smart food choices and increasing physical activity
- Created flyers to explain the importance of taking a multivitamin with folic acid to prevent birth defects

Work Experience

Server, Carolina Ale House
Mentor, Boys and Girls Club
Greenville, NC
Greenville, NC
August 2016 – Present
October 2015 – August 2016

Leadership Activities

Member, North Carolina Society of Public Health Education
Member, Eta Sigma Gamma (Health Education Honor Society)
Secretary, Eta Sigma Gamma (Health Education Honor Society)
Volunteer, Special Olympics
Volunteer, Relay for Life
September 2016 – Present
September 2016 – Present
January 2016
October 2015
September 2015

Sample Resume

Ivanna B. Hired

(333) 333-3333 • nicei08@xmail.com
• www.linkedin.com/in/nicer

SUMMARY

Savvy public relations young professional skilled in writing, public speaking and developing social media content; proven experience creating and pitching brand messages and special event planning and implementation

SKILLS

Spanish	Media Writing	Leadership	Social Media
Layout/Design	Copywriting	Illustrator	Time Management
Customer Service	Dreamweaver	Quark	Public Speaking
Event Planning	Website Development	In Design	Teamwork

EDUCATION

Bachelor of Science, Communication, East Carolina University, Greenville, NC May 2019
Concentration: Public Relations
3.6/4.0, Magna Cum Laude, Dean's List, Chancellor's List

RELEVANT EXPERIENCE

ECU Writing Center, East Carolina University, Greenville, NC September 2018-May 2019
Writer/Editor

- Reviewed and edited articles, research papers, essays for application to graduate schools, and other formal documents written by undergraduate and graduate students for content, grammar, and compliance to appropriate writing styles
- Diplomatically discussed recommended edits with clients
- Developed a research instrument to measure effectiveness and outcomes of services that became a standard tool of the Writing Center

Public Relations Student Society of America, Member September 2015-May 2017
Promotions Chair September 2017-May 2018

- Designed and maintained website
- Sent out daily tweets; followed relevant groups
- Wrote monthly article for publication in Communication newsletter
- Effectively managed multiple duties under strict deadlines
- Coordinated promotion of all society events
- Worked closely with executive committee to coordinate communication to members

Rho Rho Service Sorority, Member, East Carolina University September 2016-May 2017
Events Chair January 2017-December 2018

- Planned, coordinated, and promoted recruitment, fundraising, and celebration events for groups ranging from 25-500
- Motivated committee of 10 students to develop and execute campaigns that raised more than \$6,000 to assist Homeless Shelter
- Developed and hosted annual recruitment activities and increased membership in one year by 22%
- Designed fliers, posters, and t shirts to promote activities and built and maintained website

ADDITIONAL EMPLOYMENT

Eat Your Vegetables, Riverborough, NC, Server Summers 2015-2018

ADDITIONAL CAMPUS ACTIVITIES

Spanish Club 2015-2019
Alternate Spring Break, Quito Ecuador Spring 2017

Sample Resume

Gina J. Pirate

Gjprofessional@gmail.com | 252.111.1234
720 Pirate Lane Unit 104 | Greenville, North Carolina 27858

OBJECTIVE

To obtain a position as an English/Language Arts educator in the middle grades that will allow me to showcase my content knowledge, along with skills in classroom management, instruction and assessment.

EDUCATION

East Carolina University, Greenville, NC *May 2019*
Bachelor of Science in Middle Grades Education GPA 4.0
Licenses: Math and English/Language Arts, Grades 6-9 Honors: Chancellor's List: Spring 2018, Fall 2017

University of North Carolina at Chapel Hill, Chapel Hill, NC *May 2015*
Bachelor of Arts, Journalism and Mass Communication, PR Sequence, GPA 3.4
Minor in History

RELEVANT EXPERIENCE

Riverwood Middle School, Student Teacher Intern, Grade 7 ELA, Clayton, NC *August 2017 - present*

- Create original lesson plans and units in accordance with the North Carolina Common Core Standards for English Language Arts grade 7.
- Well-versed in methods of instruction and assessment, creating clear objectives for each lesson and aligning assessments with objectives.
- Solid classroom management procedures and experience in maintaining a productive classroom environment.
- Work with students of all ability levels ranging from AIG to EC students.
- Experience working with IEP and 504 accommodations and modifying lessons and/or assessments to adhere to such modifications.
- Attend parent-teacher meetings to ensure that parents are kept abreast of their child's progress in the classroom.
- Sit-in on PLC meeting to gain experience on how the curriculum will be employed in the classroom.

Cary Family YMCA, Swim Coach, Swim Instructor, Lifeguard, Cary, NC *October 2015 - present*

- Coach the Mini Competitor Swim Team (ages 5-8) and Summer Swim team (ages 7-8), working to build both physical endurance and strength of character to prepare young athletes to swim in competitive environments. Focus is on individual growth and self-improvement.
- Swim Instructor for children of all ages and ability levels, even working with adults at times. Work on building confidence in the water, solidifying technique, and learning water safety all while encouraging the values set forth by the YMCA of caring, honesty, respect, and responsibility.
- Lifeguard to ensure the safety and enjoyment of all those who come to the YMCA. Focus on water safety and encouraging children to be responsible in the water. Current certifications in CPR, First Aid, and Oxygen/AED for the professional rescuer.

AquaVentures Swim Academy, Swim Instructor, Raleigh, NC *June 2015 - August 2015*

- Worked with children ages 5-18 who were at various ability levels.
- Instructed children in the basics of swimming and fine tuning technique based on current skill levels.
- Delivered fun and personal swimming experiences to each student, instructing in a friendly and caring environment.

Youth Guidance, Volunteer, Vero Beach, FL *June 2011*

- Assisted with after-school art program aimed at youths from single-parent homes and in need of mentors.
- Helped to encourage confidence in children through art, focusing on respect of self and others, and on kindness and caring.

ADDITIONAL WORK EXPERIENCE

ClearImage, Marketing & Business Development Specialist, Raleigh, NC *May 2010 - July 2015*

- Launched and managed PRBrandBuilder, a subsidiary of ClearImage
- Administered the business development and public relations initiatives for Peak 10, a national data center
- Managed services provider, xaitment, a global AI middleware tool provider for the video game and simulation industries, and Gamebase USA, a global game engine provider for the video game industry.

MMI Public Relations, Project Coordinator, Raleigh, NC *September 2012 - August 2013*

- Worked with multiple accounts across various industries including environmental, pharmaceutical, technology, real estate, education, economic development firms and research institutes.

TECHNICAL SKILLS AND PLATFORMS

SMART Technology, VoiceThread, Prezi, Study Island, Edmodo, Blog Talk Radio, Google Docs, NVU (Web-page creation/publishing), Fetch, FileZilla, iMovie, Blogger, WordPress, Blackboard, Moodle, Microsoft Office (Word, Excel, PowerPoint, Publisher)

Sample Resume

Ivanna Teach

Local Address

1111 NE Pirate Blvd. Apt 000
Greenville, NC 27858

lvt10@yahoo.com
(252) 111-1111

Permanent Address

111 Pirate Drive Court
Jacksonville, NC 28546

OBJECTIVE

Seeking a teaching position in Middle School Band with Pitt County Schools that will utilize my skills in classroom management, instruction, assessment, and musicianship to best prepare students for exams, assessments, and performances.

CAPABILITIES PROFILE

Behavior Management	Counseling & Advising	Knowledge of band instruments
One-on-one instruction	Assessment & Evaluation	Organizational skills
Lesson Plan Development	Teaching & Content Instruction	Problem-Solving

EDUCATION

Bachelor of Arts in Music Education, East Carolina University, Greenville, NC December 2018
Overall G.P.A. 4.0/4.0 Certification: Praxis I
Honors: North Carolina Teaching Fellow, Phi Kappa Phi Honor Society, Phi Eta Sigma National Honor Society

TEACHING EXPERIENCE

Red Oak Middle School, Battleboro, NC
Northern Nash High School, Rocky Mount, NC *Student Teacher* 2018-present

- Tutor individual students in various subject matters
- Lead the class in warm-ups to build flexibility, technique, and musicianship
- Create and implement curriculum to over 20 students in a classroom
- Guide and counsel students with adjustment or academic problems
- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems
- Prepare reports on students and activities as required by administration

MUSIC EXPERIENCE

First Presbyterian Church, Greenville, NC *Handbell Director* 2013-present

- Teach students to play the bells and conducting choir performances during worship and community events.
- Coach beginning students in the fundamentals of playing the handbell
- Train students in how to skillfully utilize diverse playing techniques and expose students to diverse repertoire

Private Piano & Trumpet Lessons *Private Music Instructor* 2008-present

- Teach private piano lessons to elementary school students and trumpet lessons to middle and high school students.
- Work individually with students during the week to instruct and assess their
- Instruct five students how to read and notate music
- Demonstrate the importance of practice and preparation to students through drills

Wahl Coates Elementary School, Greenville, NC *Student Teacher* 2016-2018

- Tutored individual students to improve their singing on pitch
- Facilitated lessons on various woodwind and brass instruments
- Trained students to read and notate music

Wellcome Middle School, Greenville, NC *Tutor* 2006-2007

- Tutored beginning band students (6th grade) once a week, teaching basic instrumental skills and fundamentals to master increased skill level on individual instruments, improved tone and technique, and greater awareness and appreciation of music

AFFILIATIONS

Phi Eta Sigma National Honor Society / National Society of Collegiate Scholars / College Music Educators National Conference (CMENC) / Pi Kappa Lambda the National Music Honors Society

Sample Resume

Wanna Getajob

123 Main Way Greenville, NC 27834

Getajobw12@students.ecu.edu

Home 919-961-0393

OBJECTIVE

Graduating Senior at East Carolina University with a Bachelor of Arts in Computer Science seeking an internship position concentrating in software and application development during the summer of 2019.

EDUCATION

East Carolina University, Greenville, NC

May 2019

Bachelor of Arts in Computer Science

Minor in Information Network Technology

SKILLS AND CAPABILITIES

C+	Effective Communicator	Microsoft Office
Team Oriented	Mac OSX	Java
SQL	Task Oriented	Microsoft Windows Server
HTML	C#	VMware Workstation
Trouble Shooting	Problem Solving	Microsoft Visual Studio
Linux	Quick Learner	CSS

ACADEMIC PROJECTS

Software Engineering I

East Carolina University

Spring 2019

- Designed a website that allowed the users to logon, upload and share images as a solo project.
- Created the database for utilization of that website.
- Utilized ASP.Net, C#, CSS, and SQL.

Software Engineering II

East Carolina University

Spring 2019

- Created a website that would help companies locate students within a particular academic program.
- Created documentation for a presentation and worked within a group to design a student page.
- Utilized PHP, SQL. Documented website information Via UML.

E-Business

East Carolina University

Fall 2018

- Worked with a group of 6 students on a project creating a database for a food selling website.
- Designed buttons that navigated pages within the website, as well as designed products page that displayed items.
- Designed a gift basket and cart page and created a database that held product information.
- Utilized ASP.Net, C#, CSS, and SQL.

RELEVANT WORK EXPERIENCE

ECU Ace Computer Tech Support

Fall 2018

Consult Technician

- Removed adware from student's computers.
- Helped students establish Wi-Fi access in their dorms and around campus
- Assisted with software installation on student's computers.

LEADERSHIP AND ORGANIZATIONAL MEMBERSHIPS

Association of Computing Machinery, *Member*

2016-Present

Gamma Nu Eta, *Member*

Spring 2014-Present

North Carolina Food Bank, *Volunteer*

Fall 2014-Present

North Raleigh Ministries, *Volunteer*

May-July 2014

Sample Resume

Nurse N. Student

1243 Pirate Lane | Greenville, NC 27858 | (252) 555-5555 | studentn10@students.ecu.edu

OBJECTIVE

CULTURALLY COMPETENT and **DRIVEN** upcoming nurse graduate seeking a challenging position in the *New Graduate Residency Program* with Vidant Medical Center to employ comprehensive nursing and demonstrate established customer service, organization and relevant skills.

EDUCATION

East Carolina University, Greenville, NC **Bachelor of Science in Nursing** May 2018
Honors: Beta Nu Chapter of Sigma Theta Tau International Nursing Honor Society, North Carolina Nurse Scholar

Pitt Community College, Greenville, NC **Associate of Arts** May 2016
Honors: Vice President of Student Government, Phi Theta Kappa Honor Society

CLINICAL ROTATIONS

Nash General, Rocky Mount, NC **Capstone, Emergency Department** January 2018 – May 2018

Rex Healthcare, Raleigh, NC **Medical/Surgical Nursing** January 2017 – May 2017

Vidant Medical Center, Greenville, NC **Pediatric, Labor and Delivery, Postpartum, Antepartum, Newborn Nursery** August 2017 – December 2017
Orthopedic, Cardiac Intermediate Care January 2017 – May 2017

Washington Head Start, Washington, NC **Community Health** January 2017 – May 2017

Vidant Medical Center, Greenville, NC **Fundamentals in Nursing** August 2016 – December 2016

CLINICAL COMPETENCIES

- Develop blood pressure education program based on target population for community service project
- Assess, design, monitor and report on patient care plans for diverse population
- Screen preschoolers for blood pressure, height and weight
- Participate and observe in teaching of preschoolers
- Plan and implement teaching of the five senses to preschoolers

RELEVANT EXPERIENCE

Vidant Medical Center, Greenville, NC August 2016 - Present

Care Tech - Cardiovascular Intensive Care Unit

- Measures vital signs, intake and output, finger stick blood sugars; Obtain EKG readings; Perform trach care, venipuncture and blood specimen collection; Document using EPIC software
- Performs hygienic and comfort related tasks including baths, personal grooming, oral hygiene, skin care, perineal and catheter care and maintenance of a sanitary and safe patient environment

Nurse Extern - Cardiac Intensive Care Unit

August 2016 - December 2016

- Assessed, monitored, managed, and documented care for critically ill cardiac patients
- Assisted with various procedures including: bronchoscopies, thoracentesis, Swan-Ganz catheter placement at bedside, central line placement, radial arterial line placement, temporary pacemaker placement at bedside, discontinuation of intraaortic balloon pump, transesophageal echocardiogram and suturing of head trauma at bedside

COMMUNITY ENGAGEMENT

Christian Medical and Dental Association, Saline Solution Program, Student Participant August 2015 - Present

Pitt County Council on Aging, Caregivers Program, Volunteer October 2015 - February 2016

Sample Resume

Teresa VanDoren

1822 Johnson Avenue Asheville, North Carolina 23333 • (805) 471-3418 • teresavandoren@hotmail.com

EDUCATION

East Carolina University, Greenville, NC

June 2019

Bachelor of Arts Foreign Languages and Literatures, Concentration in Spanish

CULTURAL STUDIES ELECTIVE CLUSTER

Elementary Hispanic Language
Microeconomic Theory
Culture and Politics in U.S.

Cultural Anthropology
Global Geography
Comparative Social Change

The Global Environment
Israeli-Palestinian Conflict
Literature and Social Change

INTERNATIONAL EDUCATION

El Centro de Lenguas Modernas, University of Granada, Spain

2017-2018 Academic Year

Language Courses Abroad, International House, Playa del Carmen, Mexico

Winter 2016

University of Salamanca, Spain

Study Abroad: Summer 2013

INTERNATIONAL COMMUNITY EXPERIENCE

La Finca Argayall, Place of Light, La Gomera, Canary Islands, Spain

Assistant Chef/Community Member/Event Planner

June-August 2018

- Worked 6 days per week in vegetarian kitchen – prepared meals
- Co-existed with fellow community members and guests from Germany, Belgium, Switzerland, England, Israel, Italy, Argentina
- Orchestrated community events

Student World Assembly, Raleigh, NC

Publicity Coordinator

September 2016-June 2017

- Facilitated discussions at meetings surrounding current events
- Responsible for publicizing upcoming events throughout the campus
- Organized film showings and interactive educational displays on campus and in the community

Student Conservation Association, Denali, Alaska

Conservation Crew Member

Summer 2014

- Lived and volunteered in Denali National Park helping the Park Service
- Built a trail covering 3 miles and 3,000 ft. incline
- Cooperated with five other teens from diverse backgrounds from across the country

EXPERIENCE IN EDUCATION

Greenville Parks and Recreation, Greenville, NC

Head Teacher

February 2019-June 2019

- Created educationally stimulating activities for children in grades K-6
- Implemented planned activities
- Supervised 14 children, ages 5-12 during each shift

Children Using Language to Understand “R” Earth, Greenville, NC

Co-founder of Club/Activities Coordinator

September 2012-June 2013

- Planned lessons aimed at grades K-2 learning Spanish
- Taught an 8 week course on beginning Spanish at Sinshimer Elementary School
- Organized activities for the club to gain exposure on campus

SKILLS

Language: Bilingual Spanish/English, Conversational French

Computer: Word, PowerPoint, Excel, 50 WPM

Graduate Sample Resume

Graduate Gary

garyg18@students.ecu.edu | 252-328-6050 | www.linkedin.com/in/GraduateGary

CAPABILITIES PROFILE

Teamwork	Time Management	Goal-Oriented
Public Speaking	Spanish	Leadership
Social Media	Research	Fundraising

EDUCATION

East Carolina University, Greenville, NC May 2020
Master of Public Administration Area of emphasis: Management

North Carolina State University, Raleigh, NC December 2017
Bachelor of Science, Communication Minor: Business Administration

RELEVANT COURSEWORK

Organization Theory in the Public Context, Human Resource Management in Public Agencies, Leadership and Ethics in the Public Sector, Organizational Communication Theory, Marketing Management, Public Relations Theory

EXPERIENCE

Organizational/Planning Skills

- Organized weekly events for 20 children and families ranging in ages from 5 years old and up
- Coordinated schedules of two lawyers to ensure maximum efficiency
- Organized, planned, and executed monthly programs and events
- Created and organized fundraising program involving the local community to assist with scholarship fund

Communication Skills

- Delivered professional and courteous customer service while multi-tasking in hectic environments
- Assisted clients by scheduling appointments and provided requested information on services
- Utilized interpersonal communication skills to interact with diverse clientele

Leadership Skills

- Facilitated monthly meetings with staff members
- Collaborated with team members to deliver maximum service as well as worked independently
- Lead two discussion sections when professor and mentor are unavailable

RECENT EMPLOYMENT HISTORY

Graduate Assistant: Department of Political Science, Greenville, NC January 2018-Present
Intern: YMCA, Raleigh, NC May 2017-December 2017
Receptionist: Law Office of Wolfpack and Pirate; Raleigh, NC August 2015-December 2017

VOLUNTEER/COMMUNITY SERVICE

Foodbank of Eastern North Carolina
Relay for Life (NC State and ECU)
Special Olympics

PROFESSIONAL AFFILIATIONS

Society of Human Resource Management (SHRM), Student Member

College of Business Sample Resume

Samantha Smith

3200 Main St., Apt. 7
Greenville, NC 27834

252-555-5555
smiths2011@ecu.edu

Education

May 2019 **East Carolina University College of Business**, Greenville, NC
Bachelor of Science in Business Administration, Management Information Systems
GPA 3.85/4.0

Technical Expertise

- **Programming Languages/Software Applications:** SQL, Visual Basic, Access, C++
- **Networking:** Ethernet Connections, Novell Systems
- **Hardware/Operating System Platforms:** Cisco, Windows, Macintosh OS

Technical Projects

Database Management Project, Greenville, NC

- Served as project team's html coder to create a business application using SQL and Access to insert, update, delete, and query information
- Developed a database to efficiently track and record information concerning product sales and period reports

Analysis of Business Information System, Baltimore, MD

- Collaborated with a group to develop a business application using SDLC to design the management system
- Effectively applied data analysis techniques to evaluate and improve business operations

Experience

June 2016 – Present **Equis Corporation**, Charlotte, NC
Online Support Customer Service Agent

- Assist 10+ customers per day with internet issues utilizing multiple troubleshooting methods
- Provide customer service to online customers in fast-paced environment to ensure 97% satisfaction rate
- Update and maintain 1000+ customer accounts database

May 2013 – May 2016 **ECU Student Union**, Greenville, NC
Dining services – Crew Supervisor

- Supervised and scheduled a crew of 17 students by assigning various duties, responsibilities, and work stations in accordance with work requirements
- Interviewed and trained more than 5 new staff members regarding policies and procedures
- Managed the dining area which fed more than 200 students daily

Activities and Honors

- Vice President of the East Carolina AITP
 - VMember of the Gamma Beta Phi Honor Fraternity
 - VECU Running Club
 - VMentor at the Greenville Boy's and Girl's Club
 - VChancellor's List
- August 2016 – Present
December 2015 – Present
May 2015 – Present
December 2015 – May 2016
May 2017



RESUMES, CURRICULUM VITAE & LETTERS

RESUMES

Resumes are a brief account of one's educational and professional qualifications and experiences used to apply for internships, jobs, scholarships, graduate school and more. Resumes highlight the specific, tangible, and transferable skills and attributes you have to offer. Your goal should be to communicate your qualifications and the value you will add to the organization. Your resume should be targeted and no more than two pages.

CURRICULUM VITAE (CV)

Curriculum Vitae are commonly used outside of the United States. Here, CVs are typically used to apply for a job abroad or when searching for an academic or research oriented position. CVs are more than two pages and cover your education accomplishments such as research, publications, patents, teaching experience, poster sessions and professional memberships.

FORMAT

There are several ways you can format your resume or CV. However, keep your preferences, experience and target audience in mind. To get started, visit our website, careers.unc.edu to access resume and CV template options. Additionally, ensure that you include the most

relevant experiences and position them higher up on the document to reinforce importance.

RESUME/CV CONTENT

Heading

- Include your name, local or permanent address (optional), phone number and professional or UNC email address. If you are going home for the summer or moving in the near future, consider using your permanent address.

Students in majors such as Journalism, Art, and Computer Science would benefit from an online portfolio. CS majors should also add their GitHub login name here.

Summary Statement

The summary statement is a great way to highlight extensive experience or longevity. A summary statement could benefit non-traditional, advanced-degree seeking, or career transitioning students. Your profile should be two or four lines and include descriptive statements about who you are, what you know, what you do, and what makes you unique. This should be targeted to the specific company and position. Speak to the job you want, not the job you have.

Sample Summary

"Project Manager with 10+ years of experience specializing in web production, education publications, public outreach and consumer packaging. Professional, creative, flexible with proven analytical skills. Adept at researching and crafting award-winning marketing campaigns for a variety of clients and products."

Education

Include your degree(s), major/discipline, minor, concentration (if applicable) and anticipated graduation date (May 20XX).

- Highlight your best GPA, either major or overall.
- Include GPA if 3.0 or higher. If GPA is lower than a 3.0, then consider omitting it from the resume.
- GPA should only go 2 places beyond the decimal point (3.67, not 3.674) and never be rounded up.
- By fall of junior year, remove high school from your resume.

Honors and Awards (optional)

- List Dean's List, scholarships, and other awards.
- Highlight the nature of the award briefly.

Relevant Coursework (optional)

- Use this section if listing courses will clarify your major/discipline or if you have completed unique or in-demand courses that are of interest to an employer.
- List the name of the course, not the course number or description in this section.

Experience

This section may include internships, part-time jobs, volunteer experiences, leadership roles, service learning, and class projects.

- Headings can include Work Experience, Related or Relevant Experience, Teaching Experience, Leadership, Class Projects, Research Experience, etc.
- Experiences should be listed in reverse chronological order within each section, with the most recent first. Consider what is most recent and relevant to the employer.
- For each position, include name and location of employer, your title, and dates of employment. Be consistent in your formatting of this information.
- Include 2–5 bullets per position to describe your duties and accomplishments. Start each bullet with a strong action verb and do not use personal pronouns.
- Use numbers, dollars, or percentages in bullets to quantify your results when applicable.
- When writing bullets to describe your experiences, it may be helpful to focus on the following three points:
 - + What is the background?
 - + What was your action?
 - + What was the result?



The Graduate School at UNC does not have a traditional ABCDF grading system. Grades are posted in the following categories and do not convert to a traditional numerical scale or GPA.

H - High Pass

P - Pass

L - Low Pass

F – Fail

Please see the full policy for reporting graduate GPA at: handbook.unc.edu/grading.html

Employers put a high value on students' involvement with on- and off-campus organizations, as they are an indication of leadership potential, teamwork skills, and your areas of interest.

- List your computer-related/social media skills, lab experience, and/or foreign language proficiency as applicable.

- Do not list the actual references on the resume or CV. References should be listed on a separate sheet. See page 37.

- Choose category headings that emphasize your particular strengths and achievements (i.e. “Research Experience” or “Teaching Experience”).
- Use consistent heading and subheading styles throughout the CV.
- In the publication section, bold your name to make it stand out.
- Publications should be cited in the format for your particular field.
- Add a header with name and page number to each page after the first.
- Length: 2–4 pages for new professional, 4–7 pages for those with more experience, and 10 pages maximum.

Use the space below to build a bullet that demonstrates BAR (background, action and result).

Action Verb	Action Steps Completed	Results
Ex: Created	A tutoring program for psychology students to increase student success over a period of 6 weeks	Raised GPA from 3.0 to 3.4

Catherine A. Reynolds

Cary, NC 27519 | catherineareynolds@live.unc.edu | (919) 000-0000

EDUCATION

University of North Carolina at Chapel Hill

May 20xx

Bachelor of Arts: Media and Journalism - Broadcast and Electronic Journalism Concentration

GPA: 3.24

Related Coursework: Audio, Video, Film Production and Writing, Narrative Production, Interactive Media

Honors: Dean's List (all semesters)

RELATED EXPERIENCE

Social Media Intern, *Myth Marketing*, San Antonio, TX

May 20xx-August 20xx

- Assisted startup company with establishing online presence utilizing Web 2.0 technology
- Created and maintained daily blog and Twitter account to promote marketing services and increase visibility to potential clients; added over 500 new Twitter followers in 3 months
- Collaborated with 2 other interns to research current social media trends in technology and presented findings to management

Business Development Intern, *MarketUp*, Raleigh, NC

May 20xx-August 20xx

- Managed a database of 50 potential clients to document meeting discussions and bid milestones
- Forecasted revenues for existing clients using Excel and reported results on a weekly basis
- Performed research on potential clients to communicate their needs, existing business lines, and major marketing campaigns to supervisor

ADDITIONAL EXPERIENCE

Technology Chair, *Design for America*, UNC Chapel Hill

August 20xx-Present

- Created chapter web page to communicate the organization's upcoming events and member information
- Advised on technological tools such as Adobe and Dreamweaver for project development
- Provided technical and overall input to the executive board

Cashier, *North Carolina Museum of Life and Science*, Durham, NC

April 20xx- Sept 20xx

- Assisted with customer relations and sales through prompt and efficient service in high volume gift shop
- Balanced register of \$4,000 cash volume nightly and ensured accuracy of deposits

Youth Counselor, *Child and Family Services*, Raleigh, NC

June 20xx - August 20xx

- Assisted students with completing academic assignments to ensure their understanding of the material and timely completion
- Demonstrated creativity in maintaining a conducive and learning-rich environment for 15 students
- Facilitated bi-weekly meetings with 4 counselors to strengthen teamwork and define learning objectives for students

ACTIVITIES

UNC-CH Dance Team, Member and Lead Dancer, Fall 20xx - Present

MASALA Multicultural Organization, Member, Fall 20xx - Present

Habitat for Humanity, Volunteer, Spring 20xx - Present

SKILLS

Technology: SQL, Dreamweaver, Microsoft Office Suite, Adobe Creative Suite

Languages: Conversational in Spanish, Beginner in Arabic

Social Media: Twitter, LinkedIn

Keisha R. Brown

123 Main St., Cary, NC 27519 | KeishaRBrown@live.unc.edu | (919) 000-0000 | Github: KeishaRBrown

EDUCATION

University of North Carolina at Chapel Hill May 20xx
 Bachelor of Science in Computer Science, Minor in Mathematics
Cumulative GPA: 3.52 Major GPA: 3.71
Related Coursework: Computer Organization, Data Structures, Advanced WWW Programming, Fluency in Information Technology, Serious Games
Honors: Dean's List (all semesters)

SKILLS

Programming Languages: Java, C, C++, C#, Visual Basics, HTML, CSS, ML, PHP
Operating Systems: Windows XP/Vista/7/8/10, Linux
Databases: MySQL, Oracle, Cloudscape, Sybase SQL Anywhere
Languages: Conversational Spanish, Beginner German

PROJECTS

- Apache Software Foundation | Open Source Contributor** June 20xx-Present
- Added more than 250 lines of XML code to Apache Cocoon Web development framework and updated library for Apache Commons
- RESTroom Yelp | Advanced WWW Programming** December 20xx
- Worked with a team of 4 and developed a fully functional web application with a dynamic **Javascript** based front-end, an AJAX-based communication with a RESTful server-side API, a relational database that stores back-end application state, and an ORM layer to access data in the database
 - Designed most of the front-end, & debugged **PHP**
- Lecture Gauge | Pearl Hacks** April 20xx
- Collaborated on a team of students from 5 different universities to create a web application to increase communication between students and professors during lectures
 - Created front-end using **HTML, CSS, and JavaScript**
- Discover the New World Mini-game | Personal Project** November -December 20xx
- Created a mini-game in **C#** for Xbox with immersive music and sound effects as well as designing a user interface
 - Generated a random map based on a 2D array with multiple pages for the user to traverse on their journey west

RELEVANT EXPERIENCE

- Jax Games | Open Source Game Developer | Raleigh NC** May 20xx-Aug 20xx
- Lead development for GUI engine programming and XMPP networking
 - Work with C++ , JavaScript , and XML clientside, Python and Erlang serverside
 - Communicate regularly with team to identify technological needs and solve problems

ADDITIONAL EXPERIENCE

- UNC Computer Science Department | Teaching Assistant | Chapel Hill NC** September 20xx-Present
- Mentor and assist over 275 Introduction to Programming students, explaining challenging concepts to both Computer Science and non-technical majors
 - Coordinate office hours and lesson plans in conjunction with six other teaching assistants in order to ensure widespread availability and quickly return tests and assignments
- Design for America | Technology Chair | UNC Chapel Hill** August 20xx-Present
- Created chapter web page, advised on technological tools for project development, and provided technical and overall input to the executive board
- Cary Tennis Park | Center Aid I | Cary NC** August 20xx-November 20xx
- Communicated clearly and effectively with customers, helping them understand and choose equipment
 - Managed and prioritize multiple tasks such as stringing, maintenance, and customer service in a fast-paced environment on major tournament days

Amy Larkin

101 Main Street, Raleigh, NC 27606
(919) 515-5555 | amy_larkin@live.unc.edu

EDUCATION

PhD, Discipline Area

Expected December 20XX

School if appropriate, University of North Carolina at Chapel Hill

- *Dissertation:* title or topic
- *Committee:* optional, you may wish to include names of your committee members

MPH (or other Master's degree), Discipline Area

August 20XX

School if appropriate, University Name

- *Master's Thesis:* title or topic
- Certifications or other pertinent information, you may also wish to include awards here (or in a later section)

BA (or other Bachelor's degree), *cum laude (optional)*, Discipline Area

May 20XX

University Name

SUMMARY OF RESEARCH SKILLS (optional section, examples below)

Project management * grant and proposal writing * research methodology & design * Institutional Review Board clearance * participant recruitment * data collection * data management * statistical analysis (SPSS, Mplus, ATLAS.ti) * online survey design and programming (Qualtrics) * oral presentations * cost effectiveness analysis

RESEARCH INTERESTS (optional section, examples below)

Obesity * obesity related co-morbidities * physical activity * nutrition * social support * technology-based health interventions * structural equation modeling * health behavior theory * health communications * research dissemination & translation

AWARDS AND HONORS

- Funding Agency (agency or departmental/university award), Type or Title of Award, 20XX-20XX, amount (optional)
- This section demonstrates how you are recognized by your department or professional organizations
- Award amounts may demonstrate your ability to win grants or manage funds

RESEARCH EXPERIENCE

Dissertation Research

January 20XX - Present

UNC School/Department, Chapel Hill, NC

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

Title

June 20XX - Present

Company/Organization, City, State or Country

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

TEACHING & MENTORING EXPERIENCE

Title

Spring 20XX & Spring 20XX

Course Name

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details

Undergraduate Mentor (optional, examples below)

June 20XX - July 20XX

- Recruited and hired 3 undergraduate interns for dissertation research through the UNC Office for Undergraduate Research
- Scheduled and oversaw regular meetings and managed intern activities including the transcription and coding of over 11 hours of qualitative interviews
- Provided recommendations and career advice as needed

Amy Larkin

101 Main Street, Raleigh, NC 27606
(919) 515-5555 | amy_larkin@live.unc.edu

PROFESSIONAL EXPERIENCE

Title

Aug 20XX – May 20XX

Company/Organization, City, State or Country

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

Title

June 20XX - Aug 20XX

Company/Organization, City, State or Country

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

Title

April 20XX – Aug 20XX

Company/Organization, City, State or Country

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

PUBLICATIONS AND PRESENTATIONS

Publications

- Use the citation structure appropriate for your discipline.
- You may have separate sections (in process, in press, etc)
- Bold your name within the list of authors

Oral Presentations

- Use the citation structure appropriate for your discipline.
- You may have separate sections (accepted, guest lecturer, etc)
- Bold your name within the list of authors if appropriate

PROFESSIONAL AFFILIATIONS

Include memberships and leadership roles

COMMUNITY SERVICE AND OTHER ACTIVITIES

This section may be set up the same as the experience sections above or a simple list of organizations, roles/titles, and dates depending on space.

Your CV should be 2-4 pages in length.

ACTION VERBS FOR RESUME WRITING

The following action verbs are not subject to major but skills. The bold words are especially good for pointing out accomplishments.

MANAGEMENT SKILLS

Achieved	Analyzed	Assigned	Attained	Chaired
Conceived	Consolidated	Coordinated	Decided	Encouraged
Improved	Incorporated	Increased	Inspired	Launched
Managed	Outlined	Produced	Recommended	Reevaluated
Reported	United			

COMMUNICATION SKILLS

Arbitrated	Arranged	Authored	Collaborated	Convinced
Counseled	Defined	Developed	Directed	Drafted
Edited	Enlisted	Formulated	Influenced	Mediated
Moderated	Motivated	Negotiated	Persuaded	Promoted
Reconciled	Recruited	Renegotiated	Reported	Researched
Spoke	Translated			

RESEARCH SKILLS

Clarified	Collected	Conceived	Critiqued	Detected
Diagnosed	Disproved	Evaluated	Examined	Extracted
Identified	Inspected	Interpreted	Interviewed	Investigated
Organized	Reported	Researched	Searched	Studied
Summarized	Surveyed	Systematized	Wrote	

TECHNICAL SKILLS

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

FINANCIAL SKILLS

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

CREATIVE SKILLS

Acted	Applied	Composed	Conceived	Conceptualized
Created	Customized	Designed	Developed	Directed
Established	Evaluated	Fashioned	Formed	Formulated
Founded	Illustrated	Initiated	Instituted	Integrated
Introduced	Invented	Originated	Performed	Planned
Produced	Projected	Refined	Researched	Revitalized
Rewrote	Shaped	Updated		

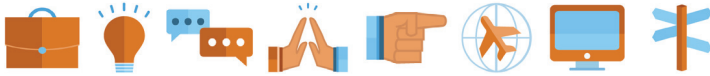
HELPING SKILLS

Advised	Aided	Assessed	Assisted	Brought
Coordinated	Counseled	Demonstrated	Diagnosed	Educated
Encouraged	Enlisted	Expedited	Facilitated	Familiarized
Guided	Helped	Inspired	Maintained	Modified
Motivated	Performed	Referred	Rehabilitated	Represented
Supported	Upheld			

CLERICAL OR DETAIL SKILLS

Activated	Altered	Approved	Arranged	Assembled
Catalogued	Classified	Collected	Compiled	Described
Dispatched	Edited	Estimated	Executed	Gathered
Generated	Implemented	Inspected	Listed	Maintained
Monitored	Observed	Operated	Organized	Overhauled
Prepared	Processed	Proofread	Published	Recorded
Reduced	Retrieved	Screened	Specified	Systematized
Tabulated	Validated			

RESUME/CV REVIEW PROCESS



University Career Services encourages you to take advantage of our personalized resume and Curriculum Vitae feedback. Counselors are accessible by several means, including appointments, to help you tell your story and demonstrate your career readiness.

DO'S & DON'TS

Do:

- Draft a clear and well-organized document.
- Bachelor's candidate resumes should be no more than two pages of relevant information.
- CVs should be no more than 4 pages in length.
- Check the spelling of every word and ensure there are no errors.
- Customize the content for the organization or opportunity.
- Describe duties and accomplishments in bullets.
- Quantify results when possible.
- Keep format consistent throughout document.

Don't:

- Include a picture or personal information such as weight, height, marital status, SSN, age, race, and religion.
- Use personal pronouns such as I, me, or my.
- Exaggerate your experiences.
- Start bullet points with "Responsible for" or "Duties included."
- State current or previous salaries unless explicitly instructed to do so.

PROOFREADING

- Any typo or grammatical mistake on your resume or CV can indicate that you are not detail oriented.
- Do not rely on spell check to catch misspelled words. You should have several reliable people proofread your document before you send it out.

SUBMITTING YOUR RESUME OR CV

- You can upload your resume or CV to Handshake and apply for positions posted daily.
- If you are emailing your resume or CV, attach it as a PDF document. Make sure that your name appears in the name of the attachment (John_Smith_resume.pdf).
- If submitting a hard copy of your resume or CV, print it on resume quality paper. This is a heavier quality bond paper that can be purchased at any office supply store. Use a conservative, professional color, such as off-white or crème.



Olivia Hernandez

27487 Patrick Avenue • Hayward, California, 95147 • (415) 783-8480

JOB OBJECTIVE

Human Resource Specialist

SUMMARY OF QUALIFICATIONS

- 3 years experience in office management and personnel
- Processed all documents for new hires
- Detail oriented with a desire to achieve objectives

PROFESSIONAL EXPERIENCE

1997–pres. QualInfo, Santa Cruz, CA

Office Manager

- Managed all office policies and procedures for this start-up company
- Created all processes and procedures for office management
- Saved the company over \$85,000 per year in outsourced office-management costs
- Led a hiring team that hired 60 new employees during expansion phase

1992–1997 Help-U-Tech, Watsonville, CA

Accounts Receivable and Payable Supervisor

- Restructured accounts receivables department and reduced collection time by 15%
- Trained all new employees on company policies
- Reduced turnover by 25%

1990–1992 Hayward Community College, Hayward, CA

Office of Records and Transcripts, Records Specialist

- Employee of the quarter for two quarters
- Supervised new employees

EDUCATION

AAS, Office Management, 1992

Hayward Community College, Hayward, CA

NANCY L. SCOTT

3730 Madison Street
Chicago, IL 60613
733-444-1948
nancy@email.net

SUMMARY OF QUALIFICATIONS

Thoroughly experienced accounting professional with a diversified background including receivables, payables, cost of sales spreadsheets, and inventory records. Extensive education and training in the accounting field with proficiency in detail and accuracy. Utilized Excel and other in-house accounting software. Reliable and responsible, work well independently and on a team.

PROFESSIONAL EXPERIENCE

Accounts Payable/Payroll

- Completed trial balances to general ledger, manually reconciled 60–100 accounts daily
- Posted payments to assigned payable accounts and payable transactions to set payable ledgers
- Efficiently and accurately coded, calculated, and verified field employee wage information

Revenue Accounting

- Verified voucher checks and overcharge claims, matched checks to assigned receivable accounts
- Balanced prepaid accounts and prepared bank deposits
- Posted payments and credit card charges to assigned receivable accounts
- Reviewed invoices to verify freight car movement
- Handled register transactions, including cash and credit card purchases

Inventory Accounting

- Accurately updated master lists, posted inventory transactions, managed administrative tasks
- Generated senior management reports and prepared cost of sales reports per units sold
- Designed and implemented use of master reporting forms and prepared data entry forms

EMPLOYMENT HISTORY

Grand Silo Industries, Oakview, IL	Senior Accountant	1999–present
Hillcrest Accounting, Springdale, IL	Accountant	1993–1999
Estrada Bookkeeping, Chicago, IL	Sr. Accounting Specialist	1989–1993
Prior to 1989 employed by World Accounting and Bureau Tax Services		

EDUCATION

Bachelor of Science, Management: Elmhurst College, Elmhurst, IL

AA, Accounting, Burlington City College, Riverdale, IL

Computer Operation and Data Entry Applications, Ricks College, Rexburg, ID

Robert Browning
5200 East Essex Avenue
Los Angeles, CA 90106
213.444.0000
rbmyemail@electronicmail.net

SENIOR NETWORK ENGINEER/ENGINEERING PROGRAM MANAGER

Cross Functional Experience & Cross Industry Experience

Highly qualified technical professional with a well-developed business acumen reflecting a career of strong leadership skills coupled with hands-on IT and networking expertise. Recognized ability to apply advanced technical solutions to a diverse range of functional business requirements. Outstanding record of delivering simultaneous large-scale, mission critical projects on time and under budget. Team based interaction style and superior interpersonal skills. Strengths in:

- Network Planning
 - Systems Optimization
 - Program Management
 - VitalSuite Engineering
 - Remote Access Services
 - LAN/WAN Design
 - Performance Management
 - VoIP Implementation
 - Security Technologies
 - Web/Internet Design
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PROFESSIONAL EXPERIENCE

SENIOR NETWORK ENGINEER, Systems Inc., Denver, CO 2000 to present

- Directed a \$200 million, 5-year, 25-member team's strategic and tactical activities to create a large-scale retail wireless start-up as a Gyro Licensed Business.
- Led the design of a real-time POS interfacing network spanning three companies designed to process \$23 million worth of prepaid transactions adhering to strict SLA process and guidelines.
- Engineered ongoing architecture, configuration, and optimization of a \$1.5 million multi-protocol VoIP network designed to carry over 120 million domestic and international minutes per month.

SENIOR SYSTEMS ENGINEER, Teton Technologies, Denver, CO 1997 to 2000

- Assigned to program customized OID and MIB2 traffic collectors capturing nonstandard device SNMP data from ATM, IP, VoIP, MPLS, and Frame Relay routers and switches.
 - Outstanding performance and expertise lead to promotion as lead field test engineer for southwest region after only 6 months.
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EDUCATION

MBA Telecommunications and Finance—In progress
Denver National University, Denver, CO

PMO Certification—Completed two years of training
University of Texas, Austin, TX

BA Communications and Political Science—Graduated 1996
Texas A&M University, College Station, TX