

# How To Write a RÉSUMÉ

by Eric R. Anderson

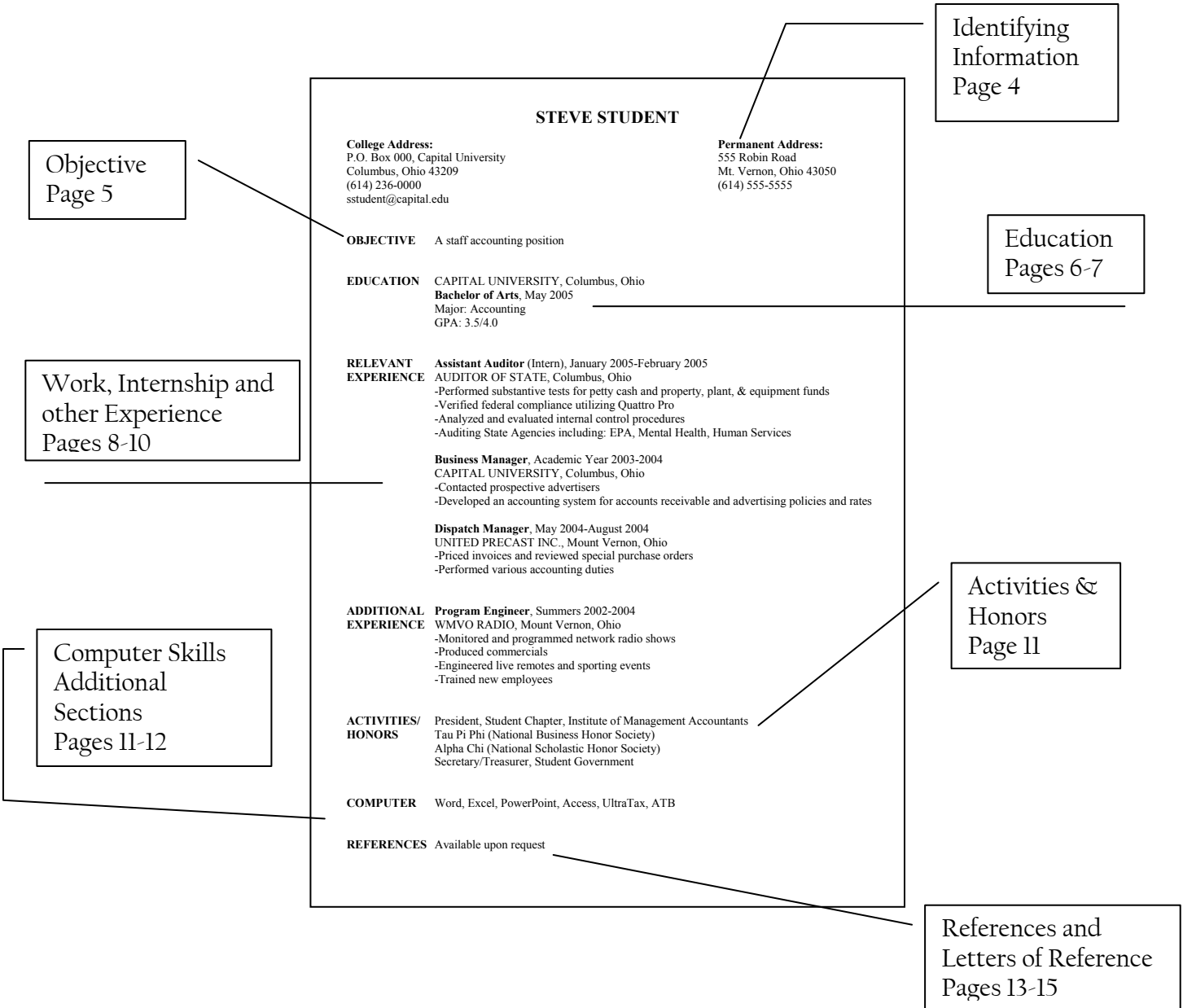


Provided by Capital University Career Services  
Campus Center, Lower Level, 614/236-6606  
[www.capital.edu/careers](http://www.capital.edu/careers)    [careerservices@capital.edu](mailto:careerservices@capital.edu)

**CAPITAL**  
**UNIVERSITY**  
The Education You Want.  
The Attention You Deserve.

# HOW TO WRITE A RESUME

©2005 Eric R. Anderson



OTHER IMPORTANT INFORMATION	
Getting Started/Resume Basics.....	Page 2
Online and Scannable resumes.....	Page 16
Final Notes.....	Page 17
Sample Resumes .....	Page 18

# GETTING STARTED

## BEFORE YOU START

Use a standard word processing program, like Microsoft Word or WordPerfect, but DON'T use the wizards or templates for resumes! Their formats are NOT the best, and the template is difficult to modify. Just start entering your information on the page as you see in the examples on the following pages.

## AS YOU ARE ENTERING INFORMATION

When you start writing your resume, include everything you can think of; all employment, all education, experiences, committees, activities, volunteer work, etc. Later, you can go back and decide what is most important.

## WHEN YOU'RE FINISHED

The resume must be flawless! Even one error will show an inattention to detail. Remember to use a cover letter when mailing or e-mailing your resume.

# RESUME BASICS

**Length** One page in length is recommended for traditional college students, although most employers say that you can have two pages of important information.

*Be as concise as you can, but don't leave out the essentials.*

**Margins** In general: .7" top and bottom, 1" left and right  
Maximum space: .5" top and bottom, .5" left and right

**Type size** 10-12 point font

**Font** Use a simple font that is easy to read.  
(Examples are Arial, Tahoma, Times New Roman or Verdana)

**Style** No wizards or templates! They'll cause headaches later.

Use the Tab key instead of the space bar to move or align text  
(The TAB will line it up exactly).

Write out all words completely (like: Street, Bachelor of Arts, Ohio, September, etc.). It looks nicer and it's easier to read.

State your points directly and concisely, and don't exaggerate your responsibilities.

**Paper** Plain, heavyweight resume paper, white or light beige.

**Print quality** Use laser printing, or a very high quality photocopy. No ink jet.

**Sequence** Most important items first (EDUCATION if you are still in school or recently graduated; EXPERIENCE if you have significant relevant experience)

# IDENTIFYING INFORMATION

## **Name\***

Address  
City, State Zip Code  
Telephone number  
E-mail address

**\*Note:** Be sure to make your name a little larger so it stands out to the employer.

It is important to provide all of this information to a prospective employer. It is always placed at the top of the resume, in one of a number of styles. If you have **one** address, you'll typically center it at the top of the page.

## **KIM COLLEGE**

354 Intelligence Lane  
Mensa, Ohio 44339  
(513) 555-5588  
*kcollege@capital.edu*

If you have two addresses during an entire year, list both of them. However, only include one email address and be sure to remove the email "hyperlink" on your printed resume.

## **KIM COLLEGE**

### **Present Address:**

Box 999, Capital University  
Columbus, Ohio 43209  
(614) 555-1234  
*kcollege@capital.edu*

### **Permanent Address:**

354 Intelligence Lane  
Mensa, Ohio 44339  
(513) 555-5588

If you're applying for a position near the end of the academic year:

**Address until May 10:**

**Address after May 10:**

# OBJECTIVE

Most employers want an objective on a resume. It is a guiding statement that helps them direct the resume to the appropriate person, for the appropriate job, while giving your resume a focus. It should be a short, succinct description of the type of position(s) you are currently seeking. It is best if your goals are defined well enough for an objective. One of the most difficult tasks in writing the objective is balancing your statement between being too specific and too broad.

In order to write a good objective:

- Tell the employer the field(s) of work for which you want to be considered. You can specify by job function (librarian, social worker, etc.), or by work area (finance, public relations, production, etc.).
- Give the employer any other guidelines that will help them get a grasp of your areas of interest. Take a look at these examples:

## FULL-TIME POSITIONS:

An organic or analytical chemistry position

A middle childhood teaching position in central Ohio

A position in the social service field, with a concentration in care for the elderly

A position in physical education at the high school level

A position in the field of criminal justice, focusing on theft prevention

An entry-level position in sales

## INTERNSHIPS:

A human services internship

To develop my skills in the field of psychology through an internship

An internship or part-time job in which I can develop my accounting skills

If you absolutely can't focus on a narrow range of work fields or if you are distributing your resume at a job fair or career fair, you can omit the objective, but you will be less marketable if you are unsure of your goals. A good, well thought-out objective can make you a stronger candidate. It will help you organize your resume and your thoughts for an interview. If you're having trouble with this, come to Career Services for help.

# EDUCATION

If you are currently in college, you will most likely want to place this section immediately after the OBJECTIVE. An exception to this might be a student who has significant experience that is applicable to a career. After you have post-bachelor's degree experience in your field, your EXPERIENCE will be placed after the OBJECTIVE.

Also, you should generally include only those schools from which you have received a degree. There are exceptions to this rule, like a school at which you were particularly active and involved. List your highest degree first.

Finally, if you are a traditional first-year or a first semester sophomore student, you can include your high school information.

**EDUCATION**      CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2006  
Major: English  
Minor: Marketing  
GPA: 3.12/4.00

Q: Why do we add the "/4.00" to X.XX/4.00"? A: It indicates the scale upon which your GPA is based.
--

The use of **bold lettering** and CAPITAL LETTERS makes the information much easier to read, and easier to skim.

Also, starting all useful information from the *left side of the column* is helpful.

**STUDY ABROAD** experience:

List it after your Capital University information, in the same format.

UNIVERSITY OF SYDNEY, Sydney, Australia  
**Study Abroad Natural Resources Program**, spring semester 2005  
GPA: 3.02/4.00

## THE ISSUE OF G.P.A.: Should you include it?

There are several issues to consider here. Lots of employers like to see a 3.0 or higher. On the other hand, the average college GPA is around 2.7. If yours is near that number, then you might want to include it. If you *don't* include your GPA, some employers may wonder exactly how terrible it was, and you will leave it to their imagination. If your GPA is below what anyone can imagine, perhaps you should leave it off.

*There are some other ways to illustrate your academic performance:*

Major GPA: (GPA in your major courses **only**)

GPA during last two years: (if you got your head on straight during your junior year)

## HOW TO CALCULATE your Major GPA:

- Using only the courses from your major area, record the number of credit hours for each and also convert the letter grades to points using the list below.
- Multiply number of credits by points for each class
- Add all points in one column and all credits in another
- Divide total points by total number of credits.

Credits	Grade	Points
4	A (4)	16
3	B (3)	9
3	B- (2.67)	8.01
2	C (2)	4
12		37.01

In the example on the left, the student has taken four classes totaling 12 **Credit Hours**. Based on the numerical value of each grade, the total **Points** equals 37.01.

To find the grade point average for these four classes, we divide the **Points** by the **Credits** (37.01 /12).

The major GPA = 3.08.

## Grades used in computing GPA:

Grade	Points
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	you guess

# EXPERIENCE

*In this section you can include employment, internships, academic credit experiences, etc.*

Use a section title to group your experiences by **relevance**:

EXPERIENCE

CAREER RELATED EXPERIENCE

RELEVANT EXPERIENCE

INTERNSHIPS

ADDITIONAL EXPERIENCE

*Or, if it's all in your major:*

SOCIAL WORK EXPERIENCE

PUBLIC RELATIONS EXPERIENCE

Within sections, experiences must be in reverse chronological order (most *recent* first).

*Notes:*

*Volunteer Experience does not necessarily have to be in its own separate section. For example, volunteer experiences could be Career Related, Relevant, Additional, etc.*

*The word Employment implies that you were paid. This is usually not the most important issue to emphasize.*

## THE HEADING

In the heading of each experience, you will include your title or position, the period of time that you worked, and your place of employment. If you didn't have a title (like "student intern"), or if your title doesn't describe what you did (part-time Postal employees have been officially called "casual workers"), it's okay to come up with your own, as long as it accurately reflects the position that you held.

There are many ways to list the heading for an experience. To make it easy to skim, you can put **bold lettering** on top and all CAPITAL LETTERS on the bottom. This also sets the heading apart from the text (which we'll cover on page 9).

### TYPICAL FORMAT

**Sales Associate**, May 2004 - September 2004

ROCK ENTERPRISES, Pumice, Ohio

- (text)
- (text)
- (text)

### FOR SUMMER JOBS

**Auditing Intern**, Summers 2003, 2004

PALATINE AREA SCHOOLS, Palatine, Nebraska

- (text)
- (text)

### FOR LONG TITLES AND ORGANIZATION NAMES

**Coordinator, Committee on the Viability of Earth's Existence**

Academic years 2003 - 2004

ENTROPY COMMISSION OF WISCONSIN, Oconomowoc, Wisconsin

- (text)

## THE TEXT

This is the description of your experience. Employers want to know what you did at your job—what you have learned and accomplished, and how that experience prepared you for other opportunities. They do NOT want a section where you state that you are reliable, creative, thorough, and perfect. SHOW those attributes through a job description, don't just TELL them. "Telling" is weak. "Showing" is strong. Use phrases that get right to the point. Employers often spend limited time when scanning a resume, so make your information pertinent.

Here's a good example:

<b>RELEVANT EXPERIENCE</b>	<b>Student Teacher</b> , September 2004 - November 2004 PATASKALA SCHOOL OF ORIGAMI RESEARCH, Pataskala, Ohio <ul style="list-style-type: none"><li>• Taught a class of 35 students</li><li>• Developed lesson plans</li><li>• Implemented developmental discipline in classroom</li><li>• Coordinated science projects (one per month)</li></ul>
--------------------------------	--

This is called the "bullet format", and it is much easier to read than the same information in paragraph format. Employers will be skimming your resume, and so if you can describe your accomplishments with statements that begin with *skill words* on the left side of the page, they can cover more of your resume in the 10 seconds or less that they allot during the first screening.

*I have included a list on the next page to help you start thinking of words that you can use in your text!*

### Q. Do you include all of your jobs since high school?

**A. Not necessarily.** For example, you do not want to add several jobs that don't really relate to your career objective if you don't have to. On the other hand, you want credit for having worked! If you decide not to include all of your jobs, consider adding a phrase at the bottom of your EXPERIENCE section like:

*Have held additional paid positions*

Or

*Worked part-time and full-time positions throughout college*

Or

*Have held restaurant positions throughout college*

Accommodated	Consulted	Explored	Mediated	Reorganized
Accomplished	Contacted	Extended	Mentored	Repaired
Achieved	Contracted		Modeled	Reported
Acquired	Contributed	Facilitated	Moderated	Represented
Acted	Controlled	Fixed	Modified	Reproduced
Activated	Cooperated	Forecasted	Monitored	Researched
Adapted	Coordinated	Formulated	Motivated	Resolved
Administered	Counseled	Fostered		Responded
Advanced	Created	Founded	Navigated	Restored
Advertised	Critiqued		Negotiated	Reviewed
Advocated		Gathered		Revised
Alleviated	Debated	Generated	Observed	
Allocated	Decorated	Graphed	Obtained	Saved
Analyzed	Defended	Grouped	Opened	Scheduled
Anticipated	Defined	Guided	Operated	Screened
Appraised	Delivered		Ordered	Secured
Approved	Delegated	Held	Organized	Selected
Arbitrated	Demonstrated	Helped	Oversaw	Served
Arranged	Designed	Hosted		Shaped
Assembled	Detected		Painted	Shared
Assessed	Determined	Identified	Participated	Simplified
Assigned	Developed	Illustrated	Performed	Sold
Assisted	Devised	Implemented	Persuaded	Solved
Audited	Diagnosed	Improved	Planned	Sorted
	Directed	Increased	Preached	Spoke
Balanced	Disciplined	Indexed	Predicted	Streamlined
Budgeted	Discovered	Influenced	Prepared	Structured
Built	Discussed	Initiated	Presented	Studied
	Dissected	Inspected	Presided	Summarized
Calculated	Distributed	Installed	Prioritized	Supervised
Called	Drafted	Instructed	Processed	Supported
Catalogued	Dramatized	Integrated	Produced	Sustained
Changed	Drew	Interpreted	Programmed	Synthesized
Chose		Interviewed	Proofread	
Clarified	Edited	Introduced	Promoted	Tabulated
Classified	Educated	Invented	Proposed	Targeted
Coached	Eliminated	Investigated	Provided	Taught
Collaborated	Encouraged		Purchased	Tended
Collected	Enforced	Judged	Publicized	Tested
Combined	Enhanced	Justified	Published	Traded
Communicated	Entertained			Trained
Compared	Established	Launched	Raised	Translated
Competed	Estimated	Learned	Read	Traveled
Completed	Evaluated	Lectured	Recommended	Tutored
Compiled	Examined	Led	Reconciled	
Composed	Exercised	Listened	Recorded	Unified
Computed	Exhibited		Recruited	Updated
Conceived	Expanded	Maintained	Reduced	Utilized
Conducted	Expedited	Managed	Refined	
Connected	Experimented	Manipulated	Reflected	Validated
Constructed	Explained	Mapped	Reformed	Volunteered
			Related	
			Renewed	Wrote



## FUNCTIONAL EXPERIENCE SECTIONS :

This is sometimes called a "functional resume" format. If you have the needed experience to apply for a job, but your major and work experiences don't **appear** to support that, you can consider including these sections. Examples of possible section titles are:

### EXPERIENCE

#### **Sales**

- Worked at a retail clothing store in sales and service
- Sold washing machines door-to-door during junior year

#### **Supervision**

- Act as assistant manager of Alma's Grocery Palace on weekends
- Supervised four grounds workers when employed at Port Columbus

#### **Public Speaking**

- Presented case study information to business classes
- Facilitated student discussion groups at Capital University

## SUMMARY OF QUALIFICATIONS:

This section is typically used by people who have several years of specific experience that they wish to summarize, rather than listing all responsibilities of all jobs that they've held. An example of this is:

### QUALIFICATIONS

*Over five years of Personnel experience in recruitment, selection and placement. In addition, five years of front-line customer service responsibilities in corporate environments:*

- Directed and managed up to 22 employees in a high volume customer inquiry department. Provided quality assistance and problem resolution in response to 1600-2000 phone calls daily
- Implemented a comprehensive recruitment program that addressed future management needs of the organization. Directly involved in the hiring of 40-50 exempt undergraduate, MBA, and experienced candidates annually
- Designed strategies to fill key entry and mid-level management positions from local, regional, and national markets
- Created targeted recruitment activities that increased headcount by 100% to support an expanding market and product line
- Hired non-exempt employees. Average vacancy load was 35-45 job openings

## REFERENCES

- Most employers do *not* expect your letters of recommendation to be on file at Capital.
- Many employers will simply want a list of your references, including addresses and phone numbers (see example on page 15). They can often get more accurate and useful information from references over the phone.
- Including a reference section in your resume is still an accepted practice, although many people leave it off. It is *assumed* that your references are available upon request.

If included, the reference section ALWAYS comes last. It usually reads like this:

**REFERENCES** Available upon request

Many students make mistakes when asking for letters of recommendation. For instance, you shouldn't stick a note in someone's mailbox that reads, "I need a letter of recommendation sent to [employer] by this Friday. Thanks". That is offensive and shows poor planning. It definitely does not guarantee a good letter. On the next page, you'll find a simple process that ensures good letters of recommendation.

# GETTING A LETTER OF RECOMMENDATION

## WHOM DO YOU ASK?

Faculty members and employers are the most typical references, but anyone who has supervised you can be an excellent reference (e.g. an advisor to your student organization, a supervisor at a volunteer experience). Personal references (neighbors, friends, etc.) are typically not valued by employers.

## PROCEDURE FOR *REQUESTING* letters of recommendation:

- a. Make personal contact with the potential writer (in person, by telephone, or by letter).
- b. Ask, "Will you write a positive letter of recommendation for me?"  
If the answer is "No" ask someone else!

## PROCEDURE FOR *OBTAINING* letters of recommendation:

- a. Discuss the recommendation letter with the writer. Ask what information is needed from you. Be sure to include a copy of your resume, a list of relevant groups, associations, experiences, and any other information they may have requested.
- b. Provide the writer with materials that will make writing the reference letter easier so that it will be completed sooner! *This is essential.* Think about it--these people have to write many letters. Even if they are happy to write letters of recommendation for you, writing can be something of a chore; they have to recall everything about you before they begin to write. You can also make it easier by requesting faculty recommendations upon completion of your course or research project. At a later time, the faculty member may not be available or recall the extent of your contribution to the assignment. Help yourself by helping them. Make a list (it doesn't have to be typed) of all the classes you had with them, the projects you completed, the grades you received, the papers and tests you took, work responsibilities and achievements (if the reference is an employer), anything that you think might be important as they are writing. Your professors and past employers will really appreciate being able to refer to these lists while writing their letters.
- c. References will typically write letters of recommendation on their own stationery.
- d. Provide a stamped envelope, pre-addressed to you, or pick up their letter in person. Be sure to decide on a date to have the letter in your hands. It is a good idea to set the date a few days before you need the letter just incase anything comes up. You do not want to be in a bind or turn in a letter to your future employer late.
- e. Send a thank you note to the writer after you receive the letter, or at the deadline. It's important to show your appreciation (and if they haven't written the letter by then, your note will jog their memory).  
*Note: Keep the original letters. Make photocopies for employers who request them.*

# REFERENCES

## Chris M. College

Alan W. Drone  
Director of Human Resources  
Entomology Incorporated  
298 Fire Ant Lane  
Termite, Iowa 34534  
(515) 555-3467  
*adrone@entomology.com*

Kirk Anderson  
Cartoonist/Illustrator  
89 Lois Lane  
Madison, Wisconsin 53700  
(608) 555-2973  
*kirka@pioneerplanet.com*

Sue Synapse  
(former supervisor at Spinal Enterprises)  
Area Manager  
Dendrite Advertising Company  
908 Pylorus Court  
Duodenum, Ohio 43222  
(614) 555-8389  
*synapses@dendrite.org*

## ONLINE RESUMES

Many times you will submit your resume electronically to organizations. Below are some tips for online resumes and job searches.

- When posting your resume online, consider including only your name and e-mail address as contact information so that your privacy is not invaded.
- If you are asked to cut and paste your resume directly into an online application, you need to eliminate all extraneous formatting. (see Cosine Student example #2)
- If e-mailing your resume unsolicited, paste the text directly into the body of the email so it will be immediately visible.
- If you've been requested to e-mail your resume, attach it to the e-mail preferably in Microsoft Word format.

## SCANNABLE RESUMES

At times, an employer may request a scannable resume. This is often true for large companies or employers interviewing at job fairs.

Here are some hints:

- Provide a laser printed original or a high quality photocopy
- Use white or light colored paper
- Do not fold or staple
- Use a font size of 10 to 12 points
- Avoid fancy treatments such as italics, underlines, or shadows
- Avoid vertical and horizontal lines, graphics, and boxes
- Include only one mailing address and your e-mail address and place them below your name
- As long as the letters don't touch each other, you can use boldface and/or all capital letters for section headings
- Use field specific terms to define your skills, experience, education, or professional affiliations
- Use a font such as Arial or Tahoma
- Do not use columns - give each idea its own line (see Cosine Student example)

## FINAL NOTES

- ! Everything has to be perfect in your resume! You should spell-check, proofread, and have other people critically evaluate your resume and suggest changes. When it is sent to employers, it **MUST BE FLAWLESS!** Any error reflects on you, and will make it easy for the recruiter to decide that your resume belongs in the "no" pile.
- ! Don't forget your cover letter! If you are **mailing** a resume to an employer, you **NEED** to include a cover letter. For information on cover letters, get a copy of the "HOW TO WRITE A COVER LETTER" booklet in Career Services, in the Lower Level of the Campus Center.
- ! When you mail your resumes, consider using 9 by 12 inch envelopes, so that the resume and cover letter don't have creases in them. There is nothing wrong with sending them in a regular sized envelope, but some employers think they look nicer without folds.
- ! Remember that resumes on white paper will scan better.

*What I have described is the most accepted method of writing a resume. On the other hand, you will always find a company or a person who will disagree. In addition, you may feel for one reason or another that this type of resume isn't right for your situation. You might be right!*

*Just make sure that your headings and sections make sense, your writing is clear and concise, and that the resume is organized and easy to read.*

## WHERE CAN I PRINT MY RESUME?

Capital's computer labs have computers and laser printers available for your use! Make sure you use resume-weight paper, at least 24# (copy paper is 20#).

## SAMPLE RESUMES

- The following pages include sample resumes for a variety of majors. They are helpful to use as a guide, but remember - YOUR RESUME IS UNIQUE!
- The “Cosine Student” sample resumes are good to use as examples if you are creating a scannable resume (also see page 16) or are asked to cut and paste your resume into an employer’s online application.
- Attention Nursing Students! Career Services has separate copies of sample resumes for nursing. Just ask!
- Career Services will gladly help you revise and review your resume!

# Tammi A. Student

## Current Address

1 College and Main, Box 000  
Columbus, Ohio 43209  
(614) 236-0000  
tstudent@capital.edu

## Permanent Address

555 Streambed Drive  
Findlay, Ohio 45840  
(419) 555-5555

## OBJECTIVE

To obtain a middle childhood teaching position

## EDUCATION

**Capital University**, Columbus, Ohio  
Bachelor of Arts, May 2005  
Major: Middle Childhood Education  
Reading Endorsement (K-12)  
GPA: 3.74/4.00

## FIELD EXPERIENCE

**Student Teacher**, Spring 2005, 14 weeks, Sixth Grade  
GAHANNA MIDDLE SCHOOL SOUTH, Gahanna, Ohio

- Taught all lessons in mathematics, science, and social studies
- Instructed an accelerated mathematics group
- Worked closely with an L.D. collaborative teacher
- Developed lesson plans with team members
- Attended staff meetings and other school functions

**Pedagogy Experience**, Fall 2003, 200 hours, Third/Fourth Grade split class  
OHIO AVENUE ELEMENTARY, Columbus, Ohio

- Taught lessons in mathematics, science, art, social studies, spelling and reading
- Developed a week-long unit on transportation

**Early Field Experience**, Fall 2002, 120 hours, Third Grade  
HIGH POINT ELEMENTARY, Gahanna, Ohio

- Taught mathematics and spelling
- Worked individually with students in revising writing
- Coordinated activities involving the school theme of oceans

## TUTORING EXPERIENCES

**Reading Tutor**, Fall 2004, Second Grade  
THE COLUMBUS ACADEMY, Gahanna, Ohio

- Tutored individual students and small groups of children

**Tutor**, Spring 2004, First Grade Student  
CAPITAL UNIVERSITY READING CENTER, Columbus, Ohio

- Prepared reading skills lessons

**Ready To Read Tutor**, Spring 2004, High School Student  
YOUTH EMPLOYMENT RETRAINING PROGRAM, Columbus, Ohio

- Taught reading skills lessons using newspaper articles

*Have held part-time and full-time positions during college*

## ACTIVITIES

Capital University Education Society, 2002-2005  
-Board Member, 2004-2005

Capital University Ambassador, Admission Office, 2004-2005  
Chapel Choir, 2003-2005

# STEVE STUDENT

555 Robin Road  
Columbus, Ohio 43215  
(614) 555-5555  
*sstudent@capital.edu*

- OBJECTIVE** A staff accounting position
- EDUCATION** CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2005  
Major: Accounting  
GPA: 3.5/4.0
- RELEVANT EXPERIENCE**
- Assistant Auditor** (Intern), January 2005-February 2005  
AUDITOR OF STATE, Columbus, Ohio  
-Performed substantive tests for petty cash and property, plant, & equipment funds  
-Verified federal compliance utilizing Quattro Pro  
-Analyzed and evaluated internal control procedures for various funds  
-Audited State Agencies including: EPA, Mental Health, Human Services
- Business Manager**, Academic Year 2004-2005  
CAPITAL UNIVERSITY STUDENT PUBLICATIONS, Columbus, Ohio  
-Contacted prospective advertisers  
-Developed an accounting system for accounts receivable and advertising policies and rates
- Dispatch Manager**, May 2004-August 2004  
UNITED PRECAST INC., Mount Vernon, Ohio  
-Priced invoices and reviewed special purchase orders  
-Performed various accounting duties
- ADDITIONAL EXPERIENCE**
- Program Engineer**, Summers 2002-2004  
WMVO RADIO, Mount Vernon, Ohio  
-Monitored and programmed network radio shows  
-Produced commercials  
-Engineered live remotes and sporting events  
-Trained new employees
- ACTIVITIES/HONORS**
- President, Student Chapter, Institute of Management Accountants  
Tau Pi Phi (National Business Honor Society)  
Alpha Chi (National Scholastic Honor Society)  
Secretary/Treasurer, Student Government
- COMPUTER SKILLS** Word, Excel, PowerPoint, Access, UltraTax, ATB
- REFERENCES** Available upon request

# Toni M. Student

**PRESENT ADDRESS:**

1 College and Main  
Box 000, Capital University  
Columbus, Ohio 43209  
(614) 236-0000

**PERMANENT ADDRESS:**

555 Sanskrit Street  
Marysville, Ohio 43040  
(513) 555-5555  
tstudent@columbus.rr.com

---

**OBJECTIVE** An entry-level position in the field of marketing or sales

**EDUCATION** **CAPITAL UNIVERSITY**, Columbus, Ohio  
Bachelor of Arts, May 2005  
Major: Business Management  
Concentration: Marketing  
GPA: 3.37/4.00

**BUSINESS EXPERIENCE** **MARKET RESEARCH INTERN**, Fall 2004  
CARDINAL REALITY SERVICES, INC., Columbus, Ohio

- Developed a demographic survey to gain marketing information on current Cardinal Apartment residents nationally
- Classified survey results according to AMA occupational standards, apartment style preferences, and household income
- Tabulated resident profile information using Excel

**ACCOUNTING CLERK**, Summer/Christmas Break, 2001-2004  
WESTRECO INCORPORATED, Marysville, Ohio

- Prepared payroll for part-time employees using Excel
- Analyzed fixed asset inventory
- Prepared purchase orders and paid invoices

**ADDITIONAL EXPERIENCE** **RESIDENT ASSISTANT**, Academic Year 2004-2005  
CAPITAL UNIVERSITY, Columbus, Ohio

- Directly supervise 25 residents
- Counsel residents in variety of personal and academic areas
- Facilitate floor and hall developmental programs

**HONORS/ ACTIVITIES** Tau Pi Phi, *business honorary society*  
Phi Beta, *fine arts honorary fraternity*  
Delta Xi Delta, *local social and service sorority*  
Umpire, *Ohio High School Athletic Association*, 2001-Present  
Coach, *summer softball teams*

REFERENCES AVAILABLE UPON REQUEST

# Sarah Student

**Present Address:**  
1 College and Main  
Box 000, Capital University  
Columbus, Ohio 43209  
(614) 236-0000  
sstudent@mail.com

**Permanent Address:**  
555 Crayon Road  
Baltimore, Ohio 43105  
(614) 555-0000

**OBJECTIVE** To utilize my foreign language skills in an international business or Federal government internship

**EDUCATION** CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2005  
Majors: Spanish and French  
Minor: Political Science  
GPA: 3.85/4.00  
Major GPA: 4.00/4.00

**CAREER RELATED EXPERIENCE** **Research Intern**, June 2004-August 2004  
*Public Utilities Commission of Ohio*, Columbus, Ohio

- Participated in investigations of customer-owned, coin-operated telephones (COCOTs) or pay phones
- Compiled investigative information of various COCOTs into a database
- Organized projects notifying owners of violations and processing the responses

**ADDITIONAL EXPERIENCE** **Departmental Assistant**, August 2002-May 2004  
*French and Spanish Departments*, Capital University, Columbus, Ohio

- Evaluated papers and projects
- Administered exams in the absence of a professor
- Provided additional assistance to students in the form of tutoring

**Resident Assistant**, Academic Years 2002-2004  
*Department of Residence Life*, Capital University, Columbus, Ohio

- Served as leader/advisor for 22 residents
- Resolved roommate and hall conflicts
- Counseled residents in various academic and personal areas
- Facilitated floor and hall educational and social activities

*Have held additional paid positions to offset college costs*

**HONORS & ACTIVITIES** Dean's List  
Phi Sigma Iota (National Honor Society), President, 1 year  
Delta Xi Delta (Sorority), President: 2 years, Vice-President: 1 year  
Peer Career Advisor  
Governor's Honors Program  
Pep Band Member

**SOFTWARE** Microsoft Word, Excel, Access

**REFERENCES** Available upon request

**Cosine Student**  
Acute Avenue  
Columbus, Ohio 43215  
(614) 555-5555  
*cstudent@capital.edu*

**Format most often  
used as a scannable  
resume**

## **OBJECTIVE**

A position integrating science and personal communication

## **EDUCATION**

**Capital University**, Columbus, Ohio  
Bachelor of Arts, May 2005  
Major: Biology  
Minors: Chemistry and Music  
GPA: 3.84/4.00

## **EXPERIENCE**

**Personal Assistant**, September 2002-present  
CHEMISTRY DEPARTMENT, Capital University

- Conduct specific research for chemistry textbook in progress
- Transfer text copy from WordPerfect to Word
- Grade student papers, problems and lab reports
- Oversee correspondence to chemistry alumni

**Office Manager's Assistant and Physician's Aide**, Summers 2003 and 2004  
DR. MARK A. STEINMETZ, M.D., Bluffton, Ohio

- Prepared Medicare and Medicaid claim forms for submission
- Led patients to examination rooms, charted symptoms and vital signs
- Performed basic, in-office lab tests: urinalysis, blood sugar, hemoglobin
- Scheduled appointments
- Assisted with basic office work

**Nursing Assistant**, Summers 2002-2004  
MENNONITE MEMORIAL HOME, Bluffton, Ohio

- Assisted residents in AM & PM care; perineal care, dental care, dressing
- Served residents at mealtime
- Showered/bathed residents
- Aided residents afflicted with incontinence
- Escorted residents to activities

## **ADDITIONAL SKILLS**

Microsoft Word, Access, PowerPoint  
Laboratory Instrumentation: NMR and IR spectroscopy

## **COLLEGE ACTIVITIES/HONORS**

Alpha Chi, National Collegiate Honor Society  
Summa Cum Laude Graduate, 2005  
Student Environmental Action Coalition, 2002-2005  
Chapel Choir, 2001-2005  
Musical Theater Workshop, 2004-2005

Cosine Student  
123 Acute Avenue  
Columbus, OH 43215  
(614) 555-5555  
cstudent@capital.edu

When asked to cut and paste your resume into an employer's online application, use this format, free of any *italics*, **bold**, symbols or drawn lines. Use spacing and capital letters for definition between sections.

## OBJECTIVE

A position integrating science and personal communication

## EDUCATION

Capital University, Columbus, Ohio  
Bachelor of Arts, May 2005  
Major: Biology  
Minors: Chemistry and Music  
GPA: 3.84/4.00

## EXPERIENCE

Personal Assistant, September 2002-present  
CHEMISTRY DEPARTMENT, Capital University  
- Conduct specific research for chemistry textbook in progress  
- Transfer text copy from WordPerfect to Word  
- Grade student papers, problems and lab reports  
- Oversee correspondence to chemistry alumni

Office Manager's Assistant and Physician's Aide, Summers 2003 and 2004  
DR. MARK A. STEINMETZ, M.D., Bluffton, Ohio  
- Prepared Medicare and Medicaid claim forms for submission  
- Led patients to examination rooms, charted symptoms and vital signs  
- Performed basic, in-office lab tests: urinalysis, blood sugar, hemoglobin  
- Scheduled appointments  
- Assisted with basic office work

Nursing Assistant, Summers 2002-2004  
MENNONITE MEMORIAL HOME, Bluffton, Ohio  
- Assisted residents in AM & PM care; perineal care, dental care, dressing  
- Served residents at mealtime  
- Showered/bathed residents  
- Aided residents afflicted with incontinence  
- Escorted residents to activities

## ADDITIONAL SKILLS

Microsoft Word, Access, PowerPoint  
Laboratory Instrumentation: NMR and IR spectroscopy

## COLLEGE ACTIVITIES/HONORS

Alpha Chi, National Collegiate Honor Society  
Summa Cum Laude Graduate, 2005  
Student Environmental Action Coalition, 2002-2005  
Chapel Choir, 2001-2005  
Musical Theater Workshop, 2004-2005

# DON M. STUDENT

## *Present Address:*

555 East Main Street  
Columbus, Ohio 43209  
(614) 111-2222  
dstudent@capital.edu

## *Permanent Address:*

555 Carpet Avenue  
Portsmouth, Ohio 45662  
(614) 555-5555

**OBJECTIVE** An entry-level computer programming position

**EDUCATION** CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2005  
Major: Computer Science  
**Bachelor of Music**, May 2005  
Major: Music Industry  
GPA: 3.28/4.00

**CAREER RELATED EXPERIENCE** **Database Analyst**, September 2004-Present  
Marketing Department  
RIVERSIDE METHODIST HOSPITALS, Columbus, Ohio

- Build, update, and merge/purge internal databases and mailings lists
- Write simple and complex reports from databases, preparing written summaries of analysis
- Prepare graphs and charts for presentations

**Intern**, Summer 2004  
WWCD, Columbus, Ohio

- Updated statistical records in computer database
- Evaluated computer operation errors and suggested solutions
- Assisted with commercial productions in studio
- Processed merchandise orders

**ADDITIONAL EXPERIENCE** **Computer Clerical Student Assistant**, Summer 2003  
Academic Computing Services  
THE OHIO STATE UNIVERSITY, Columbus, Ohio

- Built MAGNUS accounts for operating system users
- Assigned/changed passwords
- Classified and processed applications
- Assisted with varied departmental projects
- Learned and utilized electronic mail services

**COMPUTER SKILLS** Python          UNIX          C++          C#  
Java          Scheme          Visual Basic          Dreamweaver

**REFERENCES** Available upon request