Resumes

*Everything You Need to Know*

*A resume is an organized summary of your education, skills, experiences and activities used to introduce yourself to potential employers. In short, it’s your calling card. Each resume should be**tailored specifically to the position in which you are applying for. The purpose of your resume is to get you an invitation for an interview.*

An effective resume gets you an interview, *not a job*, and an effective interview can lead to a job offer.

Employers typically take 10-20 seconds to screen resumes for interviews sorting into yes, no, and maybe piles.

* Yes and maybe piles could get a second read.
* To make it to the yes or maybe pile, your content and layout need to be **clear, concise, and targeted** to the *specific job* for which you are applying.
* Typos, spelling or grammatical errors and unclear content won’t get you into the yes pile.

Your resume is often the **first impression** you make on a potential employer, so make it a good one.

The Basics

* **Templates**
  + Use Microsoft Word, but not a MS Word template.
  + Always save your document as a PDF to ensure formatting isn’t lost when employers view.
  + Your margins should be anywhere from .5 – 1 inch.
* **Format – General (details in below section)**
  + Keep the layout simple and clean.
  + Don’t use first person pronouns.
  + Avoid too many layers of indentation; no sub-bullets.
  + Be consistent with formatting, i.e. if one date is listed August 2017, do not list another as 08.2017
  + The best way to stand out from the crowd is with high quality content and a clearly written, neat, error free document. Employers are looking for content, not fancy or creative formats. You don’t want to stand out for the wrong reason.
  + Don’t put shading on your background or text as it doesn’t photocopy, fax or scan clearly.
  + Don’t include a photo on your resume.
* **Length**
  + Stick to one page if you are an undergraduate; this is ideal. That’s what employers expect.
  + Two pages are permissible for teaching candidates and master’s candidates with professional experience. Federal resumes may be longer than one page; use [www.gogovernment.org](http://www.gogovernment.org) for Federal applications.
  + Graduate students and students with extensive professional experience can sometimes justify a two-page resume. See a Career Coach to help decide.
  + Ph.D. candidates pursuing employment in academia should use a curriculum vita (aka “CV”) that may extend to several pages.
  + Graduate students may choose a CV format, depending on the industry you are seeking.
  + Keep a **master resume** which includes a comprehensive listing and details of all of your experiences that you use for resumes tailored to specific positions; it’s your personal document, no need to share.
  + If your background justifies a two-page resume, the most important information should be on the first page. The second page should include your name and page number in case the pages become separated.
* **Font**
  + Use a font that is easy to read and able to be scanned; Garamond, Times New Roman and Arial are easiest to read. Stick with one or two fonts throughout.
  + Small caps is a nice option for section headers.
  + Use 10-12 point type, with your name larger.
  + Selectively bold the most important items; italic or underlined text can interfere with scanning.
* **Keep it Current, Keep it Real**
  + Make sure that your address, phone number and email are always up-to-date – employers need to be able to contact you, and you need to respond quickly.
* Be sure you can talk about anything on your resume, and that you can demonstrate skills listed.
* **Action Verbs**
* Use short concise statements in the body of your resume always beginning with an action verb.
* The verb tense needs to match the tense of your dates for that position; no –ing for present tense.
* **Listing Your GPA**
* Listing your GPA depends on your GPA, the career field you are pursuing and other qualifications in your background – generally, 3.0 and above is recommended to list on your resume.
* A job/internship description should state if they have a GPA expectation of applicants – if this is the case, abide and list your GPA.
* For fields in which employers care about GPA (like finance), if you omit your GPA, you risk employers assuming that it is very low. They want to know it, and they are going to eventually ask for it.
* Be sure to indicate whether or not the GPA is your major, cumulative or both.
* Consider the following, which can warrant an explanation to employers:
  + Are you looking for work in a career field in which GPA is or is not important?
  + How competitive is the field you plan to enter?
  + Do you have good experience, or other credentials, related to your career goals?
  + Did you work during school to pay for your education?
  + Did you hold leadership positions or community organizations?
  + Did you start out in a difficult major that hurt your GPA and then raise your grades significantly after changing into your current major?
* **Emailing**
  + Emailing resumes is common and appropriate – and always use PDF format for email/online.
  + Before you do so, check the employer’s website for instructions on how to do so, or ask the employer for the preferred method.
  + Do your research before sending your resume. If you send a resume that an employer can’t retrieve or read, don’t expect to hear back.
* **Paper**
  + Your resume and cover letter should always be on the same color, high quality paper.
  + Choose a conservative paper color such as white or off-white; avoid anything with a darker color as it will not copy well and does not convey a professional appearance.
  + You may also wish to buy matching envelopes – if you’re mailing, or dropping off in-person.
* **Printing**
  + Use a laser printer. Clean photocopies are acceptable to give to employers.
  + Use black ink and good quality resume paper.
* **Mailing**
  + If you will mail your resume don’t fold it. Instead, mail it in a 9 x 12 envelope.
  + An unfolded document is easier to photocopy, scan or otherwise reproduce. Make it easy for the employer.
  + Never staple your documents; use paperclips. Again, make it easy for the recipient.

Types of Resumes

* **Chronological Resume** 
  1. Many resumes are referred to as “chronological”. These are simply resumes that list your education and experience in reverse chronological order—most recent items first.
  2. This is the most commonly used format, and is best for those first entering the workforce, as education and/or experience are closely related to career goals.
* **Functional/Skill Based Resume**
  1. Where skills from a wide variety of sources get greater emphasis than work history or education. In a skills-based format, most of the document is a summary of skills. Use a “skills” format if the chronological approach doesn’t showcase your strengths. Characteristics are listed under broad headers such as management, leadership, technology, etc.
* **Combination Resume** 
  1. Incorporates aspects of both formats listed above with a short skills summary and a reverse chronological order in the education and experience section.

Resume Content & Sequence

*No two resume are exactly alike, but you should be able to tell they are resumes.*

* Heading -- your name, school and permanent address, phone number, email, LinkedIn URL (if applicable)
* Objective – sometime this is not needed; always needed for career fairs
* Education
* Experience
* Skills
* Activities

*NOTE: Don’t disclose any personal information such as age, marital status, birth date or provide a photograph.*

***Heading***

* Heading is always at the top of your page.
* Use the form of your full name as it appears on academic records and other documents an employer may require you to provide, so there will be no confusion.
* If you go by a middle name or nickname state use this: George Bradley “Brad” Martinez, or George Bradley (Brad) Martinez.
* Current/school and permanent address and phone number.
  + If you are a student, list both current/school AND permanent addresses as employers may wish to contact you during school breaks or event months after you submit your resume.
  + Make it easy for them to find you. It is helpful to include date clarifiers.
* Professional email address, and one which you check daily.
* DO NOT include the word “resume” at the top of your resume.
* Do not include a URL for a personal website unless the contents are strictly professional/academic.
* LinkedIn URL to your page is acceptable, as long as your profile is full, up-to-date, and you have a professional picture. Personalize your URL before listing on your resume.

***Objective***

* Your objective should be an action statement. “To obtain…”, “Seeking…”, etc.
* Do specify if you are looking for an internship, summer job, part time position or full time position.
* Do be specific with the name of the company or organization you are applying to.
* Describe the industry, career field and/or type of position you want.
* Don’t make an employer guess what you want to do. It isn’t the employer’s job to be your career counselor. If you don’t know what you want, you’ll need to do some research. Schedule an appointment with a Career Coach.
* When mailing your resume to an employer with a cover letter leave the objective off.
* Avoid using generic sayings such as “seeking a position which utilizes my skills and abilities”. Specify what your skills and abilities are.
* Avoid objectives that relate to a major. Some majors easily equate to job titles, but most don’t.
* Avoid using cliché sayings such as “challenging position in…”
* A good equation is: Seeking XY position with XY company utilizing (skill 1) and (skill 2). *These should be skills that the job description lists that you possess, and remain in one sentence.*

***Education***

* The education section should almost always immediately follow your objective. Your Bachelor, Master or Doctoral degree work has been your main “job” most recently. Even if your degree is not specifically tied to your objective, you want the employer to know that you have completed or are working on a degree.
* List all college degrees in most to least current order.
  + Degree level (B.A., B.S., M.A., M.Ed., Ph.D., etc.)
  + Major(s) – if you’re intending to declare a certain major, note with (Intended) after listing
  + Minor(s), Concentration(s) and/or Certificate(s) (if applicable)
  + Date of completion or anticipated completion by month and year
  + Institution and location by city and state
  + Study Abroad if you have done it, or have been accepted to go, incl. general description of studies
* You may also include under the Education or other sections
  + GPA—cumulative or major
  + Percentage of money you contributed towards your education, i.e. “Earned and financed 50% of college tuition and living expenses.”
  + Technical or continuing education if it is related to your career goal
  + Dissertation or thesis topic if relevant to job search
  + Career related course-work, i.e. Relevant Coursework section
  + Class projects or independent studies
  + Publications
* **Don’t include high school degree.** If you are in college, employers know you graduated from high school.
  + The only exception is if you are a freshmen or sophomore. By your junior year, you need to be showcasing your college and other accomplishments. By graduate school, provide college and graduate level work only.

***Experience***

* List in reverse chronological order (most to least recent).
* Part time and summer jobs, volunteer work—it doesn’t matter if they are not related to your career goal. *These kinds of jobs show employers that you have learned basic work ethics and skills such as taking responsibility, working cooperatively with co-workers, customer service, time management, or others that are important to any work environment.* Think about skills you used that are transferrable to a different work setting.
* Internships, participation and leadership positions in organizations, & professional experience(if you have it)
* Freshmen and sophomores can include employment going back to high school; this lets employers know you have a work history. By junior or senior year, and by graduate school, you can trim off the oldest information that’s not career-related which will help keep your resume to one page.
* You may wish to include the following
  + Field study or class projects—these could also go under their own heading, separate from experience
  + Research experience (on campus or off), conference presentations, publications
  + Externship or job shadow experience
  + Separate sections for related or other experience
* Each experience should include the following
  + Employer/Organization
  + Position title
  + Location as city and state; don’t include street address or zip code
  + Time frame (Summers 2016 & 2017 or Fall 2016 or January – October 2016); can be numeric
  + Description
    - Bulleted list of accomplishment; concise descriptions
    - Phrases not complete sentences
    - Use action verbs to start your descriptions; see list of action verbs on further page, i.e. Organized three workshops on time management for an audience of more than 100
    - Quantify where applicable; #, %, $: Trained five employees; Raised $400 in fundraising, etc.
    - Use terminology relevant to your career field, skills and interests.
    - Use job descriptions to work smarter not harder: great place to find key words
      * They will tell you what skills they need in applicants in the job description!
    - If the nature or purpose of the organization is not clear from the name, provide a brief explanation.
    - When listing an organization, use a complete name followed by an abbreviation, American Institute of Aeronautics and Astronautics (AIAA)

***Honors***

* Your accomplishments tell an employer about your interests, motivations, and skills.
* You can include scholarships, awards, recognition or academic achievement, etc.
* Honors can be one combined with another section or can be its own separate sections depending on how many you have, the types you have, and how you want to sequence them in your resume.
* If you have one significant academic honor and/or a particularly outstanding academic honor, you can list it in the Education section. This can be helpful if your GPA isn’t a strong selling point.

***Skills, Certifications & Licensure***

* This section can include a list of various skills, including computer skills, laboratory skills (specific instruments or procedures relevant to your chosen field), foreign language, etc.
* If all the skills you list are of one type, head the section “Computer Skills” for example.
* If you have several skills in several categories, head the section Skills and include subheadings to organize your categories such as Computer Skills, Laboratory Skills, Certifications, etc.
* In ordering your resume, if your skills are the element of your background that are most closely related to your career objective, place this section higher on your resume.
* If your certifications or licensures expire, include dates that the certifications are active.

***Coursework/Relevant Coursework***

* Whether or not to include coursework or relevant courses depends on several things:
  + Don’t include courses that you would have obviously taken based on your major, minor, etc. That doesn’t add value to your resume or help you stand out from other candidates. Your space would be better spent on other relevant information.
  + Include courses that are relevant to your objective that employers wouldn’t otherwise know you’ve taken. For example, if you are an English major and have taken four computer science classes, it can’t hurt to list those courses.

***Interests***

* For graduate students pursuing positions in academia, and for some other career fields, your CV would include teaching and research interests.
* Don’t include an interest section listing hobbies and things that personally interest you.
* If you have interests, activities or hobbies that are very important to you and that make a statement about who you are, consider creating them in an activities section of your resume or try to incorporate into your interview.

*Career Coaches are on hand to look over your resume before you submit for an application. To schedule an appointment, call 223-6106, or visit Brown 209.*

Ask about our walk-in hours!

**Chronological Resume Worksheet**

**HEADER INFORMATION**

First name, middle initial, last name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current address, dates you will be at this address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent address, dates you will be at this address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LinkedIn/Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OBJECTIVE**

Seeking the \_\_\_ position with \_\_\_ which utilizes skills in \_\_\_, \_\_\_, and \_\_\_ to enhance the company in what ways.

**EDUCATION**

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College City, State

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Degree Month, year to be received

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Major(s), minor(s), concentration(s)

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Cumulative Grade Point Average (if above a 3.0) Major GPA

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Related Course Work

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Study Abroad Experience, Research, Thesis (if applicable)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (the field you are going into) **EXPERIENCE** (List most recent experiences first.)

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Name of organization City, State

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Title Dates of employment

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Leading with an action verb, list a responsibility, job duty, or accomplishment

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Name of organization City, State

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Leading with an action verb, list a responsibility, job duty, or accomplishment

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Leading with an action verb, list a responsibility, job duty, or accomplishment

**SKILLS** (Specify computer languages or special skills, including working knowledge, proficiency, or fluency in languages

other than English.)

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**ACTIVITIES** (List leadership positions, memberships, or affiliations. Include responsibilities and/or duties. Consider moving to Experience section should it relate to the jobs you are applying for.)

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Name of organization City, State or College

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Title or Position Dates of employment

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Leading with an action verb, list a responsibility, job duty, or accomplishment

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Leading with an action verb, list a responsibility, job duty, or accomplishment

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Name of organization City, State or College

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Title or Position Dates of employment

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Leading with an action verb, list a responsibility, job duty, or accomplishment

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Leading with an action verb, list a responsibility, job duty, or accomplishment

**HONORS AND AWARDS** (If listing awards, tell the employer what the award was for.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of honor/award, date received

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of honor/award, date received

## *Action Verbs -- By Skills Categories*

## Communication/People Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Addressed | Advertised | Arbitrated | Arranged |
| Articulated | Authored | Clarified | Collaborated |
| Communicated | Composed | Condensed | Conferred |
| Consulted | Contacted | Conveyed | Convinced |
| Corresponded | Debated | Defined | Developed |
| Directed | Discussed | Drafted | Edited |
| Elicited | Enlisted | Explained | Expressed |
| Formulated | Furnished | Incorporated | Influenced |
| Interacted | Interpreted | Interviewed | Involved |
| Joined | Judged | Lectured | Listened |
| Marketed | Mediated | Moderated | Negotiated |
| Observed | Outlined | Participated | Persuaded |
| Presented | Promoted | Proposed | Publicized |
| Reconciled | Recruited | Referred | Reinforced |
| Reported | Resolved | Responded | Solicited |
| Specified | Spoke | Suggested | Summarized |
| Synthesized | Translated | Wrote |  |

## Creative Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Acted | Adapted | Began | Combined |
| Composed | Conceptualized | Condensed | Created |
| Customized | Designed | Developed | Directed |
| Displayed | Drew | Entertained | Established |
| Fashioned | Formulated | Founded | Illustrated |
| Initiated | Instituted | Integrated | Introduced |
| Invented | Modeled | Modified | Originated |
| Performed | Photographed | Planned | Revised |
| Revitalized | Shaped | Solved |  |

## Data/Financial Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Administered | Adjusted | Allocated | Analyzed |
| Appraised | Assessed | Audited | Balanced |
| Budgeted | Calculated | Computed | Conserved |
| Corrected | Determined | Developed | Estimated |
| Forecasted | Managed | Marketed | Measured |
| Netted | Planned | Prepared | Programmed |
| Projected | Qualified | Reconciled | Reduced |
| Researched | Retrieved |  |  |

## Helping Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Adapted | Advocated | Aided | Answered |
| Arranged | Assessed | Assisted | Clarified |
| Coached | Collaborated | Contributed | Cooperated |
| Counseled | Demonstrated | Diagnosed | Educated |
| Encouraged | Ensured | Expedited | Facilitated |
| Familiarized | Furthered | Guided | Helped |
| Insured | Intervened | Motivated | Prevented |
| Provided | Referred | Rehabilitated | Represented |
| Resolved | Simplified | Supplied | Supported |
| Volunteered |  |  |  |

## Management/Leadership Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Administered | Analyzed | Appointed | Approved |
| Assigned | Attained | Authorized | Chaired |
| Considered | Consolidated | Contracted | Controlled |
| Converted | Coordinated | Decided | Delegated |
| Developed | Directed | Eliminated | Emphasized |
| Enforced | Enhanced | Established | Executed |
| Generated | Handled | Headed | Hired |
| Hosted | Improved | Incorporated | Increased |
| Initiated | Inspected | Instituted | Led |
| Managed | Merged | Motivated | Navigated |
| Organized | Originated | Overhauled | Oversaw |
| Planned | Presided | Prioritized | Produced |
| Recommended | Reorganized | Replaced | Restored |
| Reviewed | Scheduled | Secured | Selected |
| Streamlined | Strengthened | Supervised | Terminated |

## Organizational Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Approved | Arranged | Catalogued | Categorized |
| Charted | Classified | Coded | Collected |
| Compiled | Corrected | Corresponded | Distributed |
| Executed | Filed | Generated | Incorporated |
| Inspected | Logged | Maintained | Monitored |
| Obtained | Operated | Ordered | Organized |
| Prepared | Processed | Provided | Purchased |
| Recorded | Registered | Reserved | Responded |
| Reviewed | Routed | Scheduled | Screened |
| Submitted | Supplied | Standardized | Systematized |
| Updated | Validated | Verified |  |

## Research Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Analyzed | Clarified | Collected | Compared |
| Conducted | Critiqued | Detected | Determined |
| Diagnosed | Evaluated | Examined | Experimented |
| Explored | Extracted | Formulated | Gathered |
| Inspected | Interviewed | Invented | Investigated |
| Located | Measured | Organized | Researched |
| Reviewed | Searched | Solved | Summarized |
| Surveyed | Systematized | Tested |  |

## Teaching Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Adapted | Advised | Clarified | Coached |
| Communicated | Conducted | Coordinated | Coordinated |
| Developed | Enabled | Encouraged | Evaluated |
| Explained | Facilitated | Focused | Guided |
| Individualized | Informed | Instilled | Instructed |
| Motivated | Persuaded | Simulated | Stimulated |
| Taught | Tested | Trained | Transmitted |
| Tutored |  |  |  |

## Technical Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Adapted | Applied | Assembled | Built |
| Calculated | Computed | Conserved | Constructed |
| Converted | Debugged | Designed | Determined |
| Developed | Engineered | Fabricated | Fortified |
| Installed | Maintained | Operated | Overhauled |
| Printed | Programmed | Rectified | Regulated |
| Remodeled | Repaired | Replaced | Restored |
| Solved | Specialized | Standardized | Studied |
| Upgraded | Utilized |  |  |

**Resume Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Resume should effectively land you an interview.** | **Resume could land you an interview (borderline case).** | **Resume is average, needs improvement to rise to the "top of the stack."** | **Resume needs significant improvement and would be discarded during screening** |
| **Format** | This resume fills the page but is not overcrowded. There are no grammar or spelling errors. It can be easily scanned. | This resume almost fills the page, but has some uneven white space. There may be a single spelling or grammar error. | The font and spacing of this resume are not appealing and cannot be easily scanned. There are spelling errors and grammatical mistakes. | This resume is either one-half page or two to three pages long. The font is too big or may be hard to read. There is more white space than words on the page. There are multiple spelling and/or grammar errors. |
| **Education Section** | This section is organized, clear, and well defined. It highlights the most pertinent information and includes: institution and its location, graduation date, major, degree, GPA, study abroad (as appropriate), and any relevant course work. | This section is well organized and easy to read. It includes institution and its location, graduation date, major, and degree. GPA and “extra” information, such as study abroad and course work are missing. | Information such as institution and its location, graduation date, and major are included, but degree and GPA are not listed. This section is not well organized and there is no order to how information is formatted. | This section is missing the most crucial information. Institution is listed, but not its location and graduation date is missing. The major is included, but not degree. No GPA is stated. |
| **Experience Section** | This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and formatted as bullets beginning with action verbs. (This section could be split into related and other experience.) | Places of work, location, titles, and dates are included for each position. Descriptions are formatted as bullets beginning with action verbs, but are not detailed enough to help the reader understand the experience. Information does not relate 100 percent to the intended career field. | Descriptions are not presented in bulleted lists that begin with action verbs. Instead, complete sentences in paragraph form are used to describe positions. Places of work are included for each position, but not locations, dates, and titles. | There is no order to the descriptions of each position. Descriptions are not detailed and don't illustrate the experience. No locations and dates of employment are listed. |
| **Honors/ Activities** | This section is well organized and easy to understand. Activities and honors are listed, and descriptions include skills gained and leadership roles held. Dates of involvement are listed. | This section includes all necessary information, but is difficult to follow. Leadership roles within organizations are listed, but skills are not defined. Dates of involvement are listed. | This section is missing key information such as leaderships positions held or dates of involvement. Organizations are listed; organization, involvement and not individual involvement are described in each. | This section is missing—or contains very little—information. Organization titles or dates of involvement are not included, and there are no descriptions |

**Yank T. Tiger**1 College Road, Box 1234 ● Hampden Sydney, VA 23943 ● *effective until 5.10.2018*   
5723 Germantown Road ● Roanoke, VA 24019 ● *effective as of 5.11.2017*yankttiger@hsc.edu ● 540-220-1774

[www.linkedin.com/in/ellenmasters](http://www.linkedin.com/in/ellenmasters)

**Objective**

Seeking the \_\_\_ position with \_\_\_ which utilizes skills in \_\_\_, \_\_\_, and \_\_\_ to enhance the company in what ways.

**Education**

**Hampden-Sydney College** Hampden Sydney, VA  
***Bachelor of Arts in Economics and Business*** May 2018 ***Minor: Rhetoric*** GPA: 3.2/4.0 (Cumulative)

* Computer Skills: Microsoft Excel, Word, Access, Excel
* Language Skills: Proficient in Spanish, knowledge of French

**Honors Program** Fall 2014-Present

Enrolled and successfully completed 8 of 8 required honors courses

**Public Relations Experience**

**Colonial Williamsburg Foundation** Williamsburg, VA

***Marketing Intern*** Summer 2017

* Designed and conducted a survey to market products outside the local area
* Required extensive research and thorough knowledge of products
* Survey results were instrumental in successful sales of a new product line
* Managed budget of $12,000 for marketing special summer projects

**Hampden-Sydney College** Hampden Sydney, VA

***Resident Assistant*** Fall 2015-Spring 2017

* Publicized and implemented educational, recreational, social, and cultural programs to create a community
* Provided academic and personal counseling to peers while enforcing policy and resolving conflicts among residents
* Responsible for safety of forty upperclassmen residential students

**Garnet & Grey** Hampden-Sydney College

***Tour Coordinator*** Fall 2015-Present

***Volunteer Tour Guide*** Spring 2015-Present

* Provide quality customer services to guests and visitors at official campus events
* Lead guided tours to prospective students and parents
* Serve as Liaison between Ambassador Membership and Admissions Office

**Other Experience**

**Kelly Services** Richmond, VA

***Administrative Assistant*** Summers 2015-2016

* Wide variety of assignments required flexibility, adaptability, time management skills when meeting deadlines, and exemplary interpersonal and communication skills
* Earnings used to pay 50% of college expenses

**Honors**

**Lush Scholar** 2014-2017

* Awarded $4,000 grant to conduct marketing research for nonprofit organization based in London, England

**Dean’s List** Fall 2014, 2015, 2016;

Spring 2015, 2016, 2017