

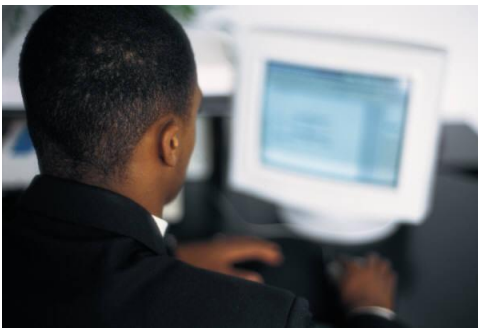


BRIDGEWATER

STATE UNIVERSITY

Expect More. Achieve More.

Resume Writing



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Office of Career Services
Campus Center, Room 8 • Bridgewater, MA 02325
(508) 531-1328 • careersrv@bridgew.edu
www.bridgew.edu/careerservices

Purpose of the Resume



From the Employer's Perspective

- The resume is a **screening tool** used to rule out applicants who do not meet the qualifications or do not present themselves professionally in writing.
- Resumes which clearly articulate the candidate's experience, skills and accomplishments may be considered further.
- Appearance of the resume and content are equally important in today's job market.

From the Candidate's Perspective

- The resume is used as a **marketing tool** to sell your experience and qualifications to potential employers.
- The resume is a creative, personal statement of your education and experience as well as your future career direction.
- It should highlight your unique qualifications and experience. It should not be a long biography of everything you have ever done; rather it should summarize and highlight the relevant accomplishments and skills which match the employer's current hiring needs.

Resume Production

Software

We recommend that you use a blank Microsoft Word document instead of a template. This will make it easier to edit and upload your resume.

Fonts

Use conservative fonts such as Arial, Calibri, Century Schoolbook, Tahoma or Times New Roman

Avoid decorative fonts commonly used for printing brochures and newsletters.

Use 11 point font. Headings and your name may be a bit larger (12-14). Smaller font sizes (10) may be used to fit more information on a one-page resume.

Be careful that the page is not too crowded or difficult to read.

Use **Bold**, underline, ALL CAPS and/or *Italics* for emphasis with headings, position titles. Do not overuse them.



Paper Stock

Use quality bond resume paper. Paper can be purchased at any office supply store.

Paper Color

Match your cover letter, reference page and envelopes with the resume.

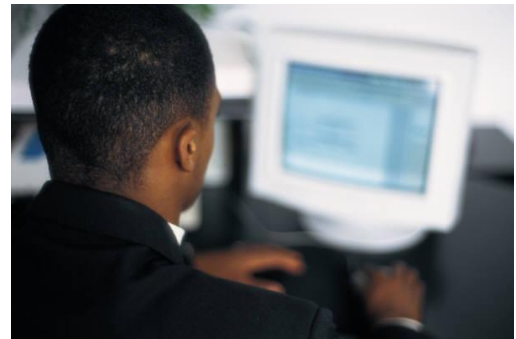
Use white, off white, or cream. Conservative is best.

Avoid dark color paper such as brown, blue and gray.

Reproducing the Resume

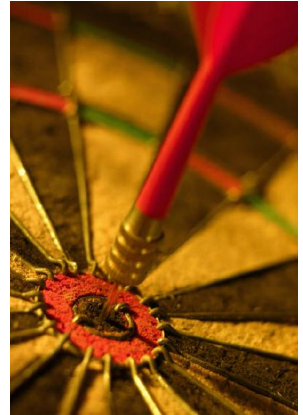
Use your own resume paper to print your document on a laser printer. Laser printers are available on campus in Maxwell Library, computer labs and Career Services.

For a quick fix on the day of the Job Fair, take your original white copy to the Campus Center Print Shop to have additional copies printed fast.



Preparing a Resume

A Step by Step Approach



1. ESTABLISH RESUME FOCUS

Determine whether you are seeking an internship, summer, part-time or a full-time job. Know the type of position you want in your career field. Have a specific job focus in mind to help tailor your resume.

2. LIST EXPERIENCE(S)

Think about all of the experiences you have had including, but not limited to, summer jobs, full and part-time employment, volunteer, student teaching, internships, skills, honors, awards, etc. Put your brainstormed list down on paper first and then review the list.

3. DECIDE ON FORMAT

Choose chronological or functional (*see page 5*). *For most students, a chronological format is the best.*

4. PLAN YOUR LAYOUT

Look at a variety of other resumes to determine a layout you like. Make it easy to read. Use margins, white space, lines, bold or italics for emphasis without overusing. Remember: Appearance counts!

5. PREPARE YOUR FIRST DRAFT

Develop a template for yourself and fill in the blanks. Check out the samples in this guide for ideas. By no means do you have to use the exact format(s) provided.

6. SELECT KEY WORDS AND PHRASES

Communicate your knowledge of the field. Incorporate keywords from the job description when appropriate.

7. USE ACTION VERBS AND STATEMENTS (*see page 10 and 11*)

This will ensure that your resume catches the attention of the hiring manager.

8. EDIT AND PROOFREAD

Ask professionals in your field and Career Services counselors to help you fine-tune your initial drafts. Formatting, content, spelling, grammar and punctuation all count.

Resume Formats

Chronological Resume
Maria Jones
 123 Main Street
 Bridgewater, MA 02324
 (508) 279-0000
 Email

EDUCATION
Bridgewater State University, Bridgewater, MA
 Bachelor of Science Degree in Elementary Education, May 2011

CERTIFICATION
 Massachusetts Elementary Education, anticipated May 2011

EXPERIENCE
Brockton Parks & Recreation, Brockton, MA 2010 - Present
Senior Recreation Leader
 Direct activities for children, ranging in age from five to twelve.
 Communicate with parents on a daily basis regarding their children.

Hunt School, Bridgewater, MA Spring 2010
Student Teacher
 Taught in a suburban sixth grade classroom composed of 23 students.
 Designed and implemented an interdisciplinary curriculum unit on ancient Egypt in which the students were cooperatively involved at all times. Supervised and assisted students with the final project of recreating the interior of an Egyptian tomb.

Hancock Elementary School, Brockton,
Student Teacher
 Taught in a self-contained classroom consisting of 14-16 students with a variety of severe emotional and behavioral needs. Implemented developmentally appropriate curriculum to individual students. Completed a unit on world religions that was conducive to the learning of the student. Focused on positive reinforcement teaching socialization.

- Most applicable for recent graduates.
- Lists positions in reverse chronological order (most recent first).
- Job responsibilities and skills are listed under each position held.
- Calls attention to growth and progression into positions of increased responsibility.
- Lists dates of employment at the top of each job description.
- Presents job duties and experience under headings by job title and company.
- Easy for employer to determine what work was performed at each company.

- Most applicable for candidates who:
- ... are out of work
 - ... have a history of being unemployed
 - ... are job hoppers
 - ... are career changers
 - ... had a reduction in responsibilities
 - ... have a long work history

Headings consist of *functions or skills*
 Responsibilities and accomplishments are described under each applicable heading.

Employment dates are given at the end of the resume, after employers had a chance to read about skills and successes.

Shortcomings in job history have less of an emphasis.

Functional Resume (Human Resources)
Maria Jones
 123 Main Street
 Bridgewater, MA 02324
 (508) 279-0000
 Email

MANAGEMENT

- Supervised student teachers and completed performance evaluations.
- Confronted personnel problems as they arose.

PLANNING AND ORGANIZATION

- Implemented developmentally appropriate math and reading curriculum to individual students.
- Directed recreational activities for over 50 children, ranging in age from five to twelve.

EMPLOYMENT HISTORY

Brockton Parks & Recreation , Brockton, MA <i>Senior Recreation Leader</i>	2009 - Present
Hunt School , Bridgewater, MA <i>Student Teacher</i>	Spring 2011
Hancock Elementary School , Brockton, MA <i>Student Teacher</i>	Fall 2010

EDUCATION

Bridgewater State University, Bridgewater, MA
 Bachelor of Science Degree in Elementary Education
 Minor in Psychology

May 2011

Resume Headings



COMMON HEADINGS

Objective (optional)

Education

Related Coursework (optional)

Certification(s)

Honors

Awards

Experience

Options:

Related Experience

Professional Experience

Teaching Experience

Internships

Practica

Community Service

Campus Activities

Collegiate Activities

Community Activities

Leadership Skills

Computer Skills

ADDITIONAL HEADINGS

Skills

Qualifications

Highlights

Experiential Education

Related Course Projects

Study Abroad

Licenses

Professional Associations

Professional Affiliations

Professional Development

Memberships

Workshops

Presentations

Publications

Military

Laboratory Skills

Language Skills

Portfolio

Sample Chronological Format

FULL NAME

Street Number and Address

City, State and Zip Code

Area Code & Phone #

Email

OBJECTIVE	Statement should be specific including type of position and industry of choice.
EDUCATION	Name of college, location, degree received, major, date of graduation. <i>Bridgewater State University, Bridgewater, MA</i> <i>Bachelor of Science Degree in Psychology, May 2010</i> <i>Minor: Communications Studies</i> List GPA if it is a 3.0 or higher. Include academic honors, financing education, etc. (e.g., <i>cum laude</i> , Dean's List).
HONORS	List any honors, awards and/or scholarships you've received and when <i>Psychology National Honor Society, 2008 - Present</i> <i>Who's Who Among College Students, 2007</i> <i>Received the Ellen Shea Award for Academic Excellence, 2007</i>
RELATED EXPERIENCE	<p>This section should include internship experience or practicum/student teaching. It should also include summer, part-time and full-time employment related to your field. All experiences should be described with action verbs to communicate your accomplishments (See page 11). Each position should be listed in reverse chronological order.</p> <p>Title of position, Name of organization, location (city/state), dates employed List 4-6 duties/responsibilities of position using action verbs.</p> <p><i>Intern, Phoenix Communications, Boston, MA</i> <i>September 2009-December 2010</i></p> <ul style="list-style-type: none">• <i>Assisted Public Relations Director in planning and producing first employee newsletter.</i>• <i>Wrote articles, edited copy and solicited advertisers to underwrite cost.</i>• <i>Organized network fair for new interns to meet professionals in field.</i>• <i>Conducted needs assessment survey for parents with children and presented findings to Board of Directors.</i>
ADDITIONAL EXPERIENCE	This section would cover work which is not related to your field. If you do not have room, it may be left off the resume.
ACTIVITIES	List activities in college and in the community, especially those that denote leadership. They should be listed in reverse chronological order. You may include volunteer activities. This heading also may be called Leadership, Community Activities, Volunteer, etc.
LANGUAGE SKILLS	List foreign languages that you speak. If you say that you are fluent in a language, you must be prepared to speak, write and read in this language during a job interview. Other descriptions of language fluency include "basic knowledge of" and "proficient in."
COMPUTER SKILLS	List software in which you are proficient.

Sample Functional Format

FULL NAME

Street Number and Address

City, State and Zip Code

Area Code & Phone #

Email

OBJECTIVE

Statement should be specific including type of position and industry of choice.

EXPERIENCE AND ACCOMPLISHMENTS

A functional resume centers on your skills and accomplishments, rather than your work history. Begin by listing your most important skill first -- the skill that best matches the job requirements. List three to four skills and write a short bulleted list for each skill that explains your achievements and accomplishments.

TRAINING AND PRESENTATION

- *Trained all new employees on store procedures and policies*
- *Taught 23 sixth grade students various recreational activities*

MANAGEMENT AND LEADERSHIP

- *Supervised a staff of 5 Recreation Assistants and completed performance evaluations*
- *Handled customer complaints in a professional and timely manner*
- *Nominated for and participated in the Leadership Institute*
- *Served as the Vice President of the Student Government Association*

PLANNING AND ORGANIZATION

- *Created and implemented recreational activities for 23 sixth grade students*
- *Scheduled and organized weekly Student Government Association meetings*

MARKETING

- *Designed weekly bulletin boards and created weekly Career Services articles for the school newspaper*
- *Prepared marketing materials to promote upcoming Student Government Association meeting and events including cable television and newspaper advertisements, brochures, flyers, web-based information, club and organization visits, flyers and postcards*

EMPLOYMENT HISTORY

List your employment history, beginning with your most recent employer and working backward including: Title of position, name of organization, location (city, state) and dates employed

Office Assistant, Career Services Office, Bridgewater State University, Bridgewater, MA 2009 – Present

Recreation Leader, YMCA, Middleboro, MA 2008 – 2009

Sales Associate, Macy's, Taunton, MA 2006 – 2008

LICENSES/CERTIFICATIONS

List job-related special licenses or certificates that you may have.

COMPUTER SKILLS

List software in which you are proficient.

EDUCATION

Start with your highest degree. Include name of college, location, degree received, major, date of graduation. Include academic honors if applicable.

Bridgewater State University, Bridgewater, MA

Bachelor of Science Degree in Psychology, May 2009

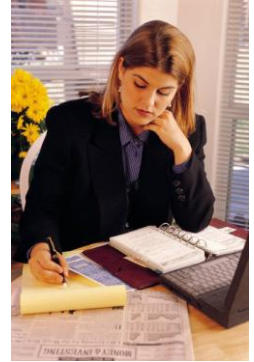
Minor: Communications Studies

Study Abroad Experience on Your Resume

There are a few different options for where to place your study abroad experience on your resume. Here are a few examples:

Education Section Example – If you participated in an academic study abroad program, you can list your experience in this section.

Bridgewater State University, Bridgewater, MA
Bachelor of Science, Accounting and Finance, *cum laude*, May 2010
Concentration: Finance
Honors: Dean's List, GPA 3.7



Institute for the International Education of Students, La Plata, Argentina
January 2009 – May 2009

- Completed coursework in Latin American culture and society
- Demonstrated willingness to take risks through enrollment in Spanish-speaking curriculum
- Gained Spanish fluency
- Examined the Argentinean economy as an independent research project

Experience Section Example – If you have gained practical experience while abroad, such as internship, practicum or work experience, you can list it in this section.

English Tutor, The English Connection, Brockton, MA (5/10-Present)

- Developed and implemented lesson plans for ESL adult students
- Managed classroom of 10-15 adults from diverse backgrounds
- Integrated cross-cultural learning into lesson plans

Study Abroad, Institute for the International Education of Students, La Plata, Argentina (1/09-5/09)

- Learned to establish rapport quickly with individuals in an unfamiliar environment
- Developed culturally appropriate questionnaire
- Interviewed 25 rural Argentinean women, overcoming linguistic and cultural barriers
- Analyzed data using Argentinean software and wrote final report in Spanish

International Experience Example – You can also include study and work abroad programs in a separate category. *This option is most appropriate if you have had multiple experiences abroad.*

Study Abroad, Institute for the International Education of Students, La Plata, Argentina (1/09-5/09)

- Learned to establish rapport quickly with individuals in an unfamiliar environment
- Developed culturally appropriate questionnaire
- Interviewed 25 rural Argentinean women, overcoming linguistic and cultural barriers
- Analyzed data using Argentinean software and wrote final report in Spanish

Study Abroad, Institute for the International Education of Students, La Plata, Argentina (1/09-5/09)

- Completed coursework in Latin American culture and society
- Demonstrated willingness to take risks through enrollment in Spanish-speaking curriculum
- Gained Spanish fluency
- Examined the Argentinean economy as an independent research project




Using Action Words

Action words are used to introduce good resume phrases. Here are some suggestions for selecting words and phrases.

1. Use action words in short, clearly written phrases.
2. Use the minimum number of words necessary to convey accurately what you wish to say.
3. Select words that will mean something to the person who will read your resume. Use the jargon of your chosen field where appropriate. The job description will also supply this.
4. Avoid introductory phrases such as "my duties included" or "I was in charge of".
5. Describe accomplishments whenever possible rather than just discussing duties.

ACTION STATEMENTS WITH ACCOMPLISHMENT-ORIENTED RESULTS

This chart demonstrates how to take an action statement from good to exceptional. Basic duties and responsibilities are described in the first column. The second column changes these passive phrases into active statements. The third column highlights accomplishments and successes.

<p align="center">(-) PASSIVE</p> 	<p align="center">(+) ACTIVE</p> 	<p align="center">(++) ACCOMPLISHMENT-ORIENTED</p> 
<p>Duties included teaching art lessons.</p>	<p>Prepared and displayed creative art activities.</p>	<p>Prepared creative art activities, increased students' interest and abilities. Awarded four blue ribbons at District Art Show.</p>
<p>Worked with customer service.</p>	<p>Provided customer service for bank services.</p>	<p>Provided customer service through resolution of problems, explanation of bank services and policies, and knowledge of financial planning, resulting in greater customer satisfaction.</p>
<p>Responsible for clerical duties.</p>	<p>Assisted supervisor with clerical/office procedures to save time.</p>	<p>Successfully developed and implemented systems to streamline office procedures, increasing productivity.</p>
<p>Department Manager.</p>	<p>Managed department and recruited participants.</p>	<p>Staffed and managed a 20-30 person department that recruited participants for marketing research studies. Cut costs by one-third in less than six months.</p>
<p>Responsible for counseling ex-offenders.</p>	<p>Counseled ex-offenders on career, alcohol, and drug abuse.</p>	<p>Acquired considerable counseling experience through 300 hours of one-on-one counseling sessions with ex-offenders in the areas of career assessment, alcohol and drug abuse.</p>

Positive Action Verbs

Management

Achieved
Administered
Analyzed
Arranged
Appointed
Chaired
Contracted
Consolidated
Coordinated
Defined
Delegated
Directed
Developed
Employed
Established
Evaluated
Executed
Expanded
Hired
Initiated
Improved
Increased
Introduced
Managed
Negotiated
Organized
Oversaw
Planned
Prioritized
Recommended
Reviewed
Scheduled
Selected
Spearheaded
Succeeded
Supervised

Communication

Addressed
Advised
Arbitrated
Authored
Clarified
Coached
Collaborated
Communicated
Developed
Directed
Drafted
Edited
Formulated
Influenced
Interpreted
Lectured
Mediated

Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Recruited
Reported
Spoke
Translated
Wrote

Analysis

Analyzed
Assessed
Clarified
Collected
Complied
Computed
Conducted
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Experimented
Explored
Identified
Interpreted
Interviewed
Investigated
Organized
Researched
Reviewed
Summarized
Surveyed
Synthesized
Systematized

Financial

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Compiled
Computed
Forecasted
Financed
Formulated
Funded
Managed
Marketed

Measured
Modified
Negotiated
Planned
Problem-Solved
Projected
Purchased
Researched
Sold
Solicited
Solved

Interpersonal

Adapted
Advised
Assessed
Clarified
Coached
Communicated
Coordinated
Counseled
Demonstrated
Developed
Educated
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Negotiated
Persuaded
Referred
Set Goals
Stimulated
Supervised
Trained
United
Volunteered

Creative

Acted
Arranged
Composed
Conceptualized
Created
Designed
Developed
Directed
Dramatized
Established
Expanded
Fashioned

Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped
Sold
Updated

Technical

Assembled
Built
Calculated
Computed
Designed
Devised
Drafted
Engineered
Experimented
Fabricated
Maintained
Monitored
Operated
Planned
Projected
Researched

Descriptive Words

Ability
Capability
Competence
Consistently
Constantly
Efficiently
Knowledgeable
Maturely
Productively
Professional
Profitably
Repeatedly
Resourcefully
Significantly
Substantially
Successfully
Technically
Versatility
Vigorously
Well Educated
Well Rounded

RESUME SAMPLE 1

(Psychology)

Good Example of Direct Experience in Your Major

BRIAN J. OLSON

24 Crescent Street

Halifax, MA 01758

508-555-3999

bolson@bridgew.edu

EDUCATION

Bridgewater State University, Bridgewater, MA

Bachelor of Science degree in Psychology

Minor: Sociology

GPA 3.4

May 2011

HONORS

Dean's List all semesters

2008 - 2011

Psi Chi National Honor Society for Psychology

2009 - 2011

Who's Who Among Students in American Colleges and Universities

May 2009

RELATED COURSEWORK

Abnormal Psychology, Behavior Modification, Child Psychology, Experimental Psychology, Juvenile Delinquency, Psychology of Criminal Behavior, Psychology of Personality and Sociology of Corrections

RELATED EXPERIENCE

Senior Residential Counselor, Baird Center, Marlboro, MA

February 2009 - Present

Monitor the care of twenty-four behaviorally and emotionally disturbed adolescent males. Manage a cabin of six clients and prepare quarterly treatment conference reports for each. Design special behavior contracts and programs for all clients assigned to cabin. Organize and implement recreational clubs and activities. Conduct weekly advocacy with clients and assist in developing long and short-term goals with clients.

Intern, Plymouth Juvenile Court, Plymouth, MA

January - May 2008

Provided individual and group counseling for juvenile offenders in detention. Reviewed case files and incidents reports. Assisted supervisor with the representation of juveniles in court. Documented progress reports and notes for assigned clients.

Case Manager, Community Care Services, Wareham, MA

May 2007 - January 2008

Managed the cases of twelve at-risk students along with their families. Conducted client visits, coordinated referral services and maintained client records. Assisted community-based agencies and monitored all client activities within educational institutions. Developed social and survival skill objectives with clients to assist in the progression of treatment.

VOLUNTEER EXPERIENCE

Literacy Volunteer, Hanover Public Library, Hanover, MA

2005 - 2007

Tutor, Silver Lake Regional High School, Kingston, MA

2005 - 2006

SKILLS

- Microsoft Word, Excel, Access, PowerPoint, PageMaker, Internet and Email applications
- Fluent in Spanish and Portuguese

RESUME SAMPLE 2

(Accounting & Finance)

Good Example of No Related Experience/Applying for Internship

CHRISTINA MICHAELS

Bridgewater State University
Pope Hall, #222
Bridgewater, MA 02325
508-531-0000

123 Fairhaven Way
Lexington, MA 02072
cmichaels@attbi.com
781-555-0000

SUMMARY OF SKILLS

- Established skill in customer service and relationship building
- Strong quantitative, analytical and problem solving skills
- Excellent written and oral communication skills
- Ability to multi-task, prioritize and work independently

EDUCATION

Bridgewater State University, Bridgewater, MA
Bachelor of Science degree in Accounting and Finance January 2011
Concentration: Finance
Honors: Dean's List, *cum laude*, GPA 3.7, MA Society of Certified Public Accountants Award, 2008

Kansai University Japan Exchange Program, Osaka, Japan Fall 2010

- Completed coursework in Japanese culture and society
- Gained exposure to the Japanese language
- Examined the Japanese economy as an independent research project

RELATED COURSEWORK

Auditing, Capital Budgeting, Insurance and Risk Management, Investments, Financial Statement Analysis and Disclosure, Advanced Taxation, International Finance and Accounting Information Systems

WORK EXPERIENCE

Macy's, Taunton, MA July 2008 – Present
Sales Associate

- Train new employees on store procedures and policies
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires
- Answer questions regarding the store and its merchandise
- Create displays and conduct inventory
- Handle sales transactions

Student Affairs, Bridgewater State University, Bridgewater, MA September 2007 – May 2008
Office Assistant

- Created marketing materials to promote student affairs events and programs
- Performed administrative duties including answering phones, typing, photocopying and faxing
- Assisted professional staff at events with greeting guests, student registration and set up

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Access, Peachtree, SPSS, HTML, Internet and E-mail applications

RESUME SAMPLE 3

(Teaching)

MARK JONES

22 South Street • Bridgewater, MA 02324 • (508) 555-1212 • mjones@aol.com

OBJECTIVE

To obtain a teaching position for grades Pre-K through 3 in an integrated classroom.

EDUCATION

Bridgewater State University, Bridgewater, MA

Bachelor of Science degree

May 2011

Dual Major in Early Childhood Education and Psychology, Minor in Mathematics

GPA 3.5, Achieved Dean's List seven semesters, *cum laude*

CERTIFICATIONS

Massachusetts Early Childhood Education Licensure

anticipated Summer 2011

Massachusetts Office Child Care Services Certification

2009 – Present

American Heart Association CPR Certification

2009 – Present

American Red Cross First Aid Certification

2009 – Present

TEACHING EXPERIENCE

Student Teacher, Central Elementary School, Bridgewater, MA

January – May 2011

- Taught in suburban first grade integrated classroom of thirty students.
- Progressively gained responsibility culminating in total operation of classroom for one week.
- Organized and presented multi-disciplinary unit on Native Americans incorporating hands-on activities.
- Attended weekly staff meetings and professional development/education reform seminars.

Student Teacher, Head Start, Taunton, MA

September – December 2010

- Instructed in a bilingual preschool classroom in a multi-cultural environment.
- Planned various age-appropriate activities including several sensory and reading activities.
- Managed total classroom operation for one week.
- Interacted with parents daily and observed parent-teacher conferences.

Prepracticum, Burnell School, Bridgewater, MA

April – May 2010

- Team-taught in a second grade classroom using the Wolpert Method of Language Arts.
- Created and presented hands-on lessons of a thematic nature to small groups.

Prepracticum, Burnell Children's Center, Bridgewater, MA

January – March 2009

- Designed and implemented various lessons including flannel board stories and sensory activities.

Prepracticum, Pine Elementary School, Brockton, MA

March – April 2008

- Team-taught in a second grade classroom using the Wolpert Method of Language Arts.
- Created and presented hands-on lessons of a thematic nature to small groups.

VOLUNTEER/CO-CURRICULAR ACTIVITIES

Peer Educator, MCADOC, Media Campaign Addressing Drugs on Campus

Fall 2010 – Spring 2011

Volunteer, Harrington Elementary School, Chelmsford, MA

September – December 2009

Tutor, Bridgewater State College Math Lab

Fall 2008 – Spring 2009

Volunteer, Head Start, Lowell, MA

June 2008

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Access, Publisher, FrontPage, SMART Board & SynchronEyes Technology, HTML, Internet and Email application

RESUME SAMPLE 4
(Art/Graphic Design)

KIM SMITH

123 MAIN STREET • LAKEVILLE, MA 02347 • (508) 555-0987 • KRSMITH@AOL.COM

EDUCATION

Bridgewater State University, Bridgewater, MA
Bachelor of Arts Degree in Art
Concentration in Graphic Design
Minor in Communication Studies
GPA: 3.8; Achieved Dean's List status all semesters

Anticipated May 2012

RELATED COURSEWORK

Advanced Graphics, Typeface Design 1-2, Graphic Design 1-3, Drawing 1-2, Painting 1, Sculpture 1, Architectural Design, 1-2, Business Enterprise and Technical Communication

RELATED EXPERIENCE

Intern, MB Graphics, Abington, MA

Spring 2011

- Designed and produced custom signs and banners for local companies
- Assisted the Director with large custom design projects for high end clients including custom paint and vinyl graphics for local motorcycle shop as well as website design
- Provided superior customer service in person, on-line and by phone

TECHNICAL SKILLS

Adobe Photoshop, Illustrator, Indesign, Flash, QuarkXPress, Dreamweaver, Fireworks, Final Cut Pro, Microsoft Office, PC and Mac Operating Systems, Screen Printing and Letterpress

EXHIBITIONS

“Expressions,” Bridgewater State University, Bridgewater, MA

Spring 2010

“The Human Soul,” Bridgewater State University, Bridgewater, MA

Spring 2009

RESUME SAMPLE 5

(Science)

TRACY SULLIVAN

140 Maple Street
East Bridgewater, MA 02333

tsullivan@bridgew.edu
508.555.1242

EDUCATION	Bridgewater State University , Bridgewater, MA Bachelor of Science degree in Chemistry/Geology, anticipated May 2012 Cumulative GPA: 3.7; Major GPA: 3.9
RELATED COURSEWORK	Geochemistry, Biochemistry, Environmental Chemistry, Instrumental Analysis, Quantitative Chemical Analysis, Mineralogy, Environmental Geology and Hydrology, Research Methods in Geology and Contaminant Hydrogeology
LABORATORY SKILLS	pH Measurements, Electro-Deposition, Potentiometry, Crystallography, Mass Spectrometry, Digital Image Processing, Xray Diffraction and Optical Microscopy
HONORS	<i>Recipient, Adrian Tinsley Program Grant</i> 2011 <i>Recipient, Who's Who Among College Students</i> 2010 Achieved Dean's List status 2009 – Present
RELATED EXPERIENCE	<i>Research Methods, Blue Hills Reservation</i> , Milton, MA Spring 2011 <ul style="list-style-type: none">• Participated in computerized study of rock composition and deterioration of Blue Hills• Measured deterioration factors of various rock strata• Reviewed and analyzed professional peer reviewed published articles in geology and chemistry
WORK EXPERIENCE	<i>Server, Fireside Grille</i> , Middleboro, MA 2009 – Present <ul style="list-style-type: none">• Train new employees on restaurant guidelines• Supervise staff in absence of supervisor• Take orders and serve food/beverages to patrons in a timely manner• Prepare checks and collect payments from patrons• Check with customers to ensure that they are enjoying their meals and take action to correct any problems
ACTIVITIES	<i>Member, Geographic Enthusiast Organization (G.E.O.)</i> 2011 <i>Vice President, Earth Science Club</i> 2010 – Present <i>Member, Circle K International</i> 2010 – Present

Reference Page

A reference page is a listing of 3 individuals who can attest to your professional or academic qualifications. Be sure you have their permission to be listed as a reference and send them information on the jobs you are applying to with an updated resume.

You should include the following information for each reference:

Name of Reference
Title
Employer name
Full address
City, state, and zip
Tel. #
Email address
A statement of their relationship to you



Maria Jones
123 Main Street
Bridgewater, MA 02324
(508) 279-0000
Email

REFERENCES

John Smith
Marketing Director
JP Marketing Solutions
128 Market Street
Boston, MA 02345
508-111-2222
John.smith@jpms.com
Association: Fall 2009 Internship Supervisor

Jane Doe, PhD.
Assistant Professor of Management Science
Bridgewater State University
131 Summer Street
Bridgewater, MA 02324
508-333-4444
jdoe@bridgew.edu
Association: Faculty Supervisor in the School of Business
at Bridgewater State College

Mary Gray
Manager
CVS Pharmacy
131 Summer Street
Bridgewater, MA 02324
508-555-0000
mgray@cvs.com
Association: Current Work Supervisor

DO:

- ✓ Make it brief, using short phrases
- ✓ Use action verbs such as created, initiated, organized (*see page 11*)
- ✓ Include internship, practicum, summer, full-time, and part-time employment
- ✓ Organize education and employment in *reverse* chronological order
- ✓ Use the language/jargon of your chosen field
- ✓ Have your resume critiqued for style, grammar and spelling
- ✓ Emphasize skills, strengths and accomplishments
- ✓ List major awards, achievements and publications

DON'T:

- ✓ Make the resume longer than 1-2 pages
- ✓ Use negative words
- ✓ Use abbreviations
- ✓ Use common introductory phrases such as "My duties included" or "I was responsible for"
- ✓ Mention high school degrees and activities (unless you are a freshman or sophomore)
- ✓ Include personal information (e.g., height, weight, birth date, marital status, children or religion)
- ✓ Include present salary or salary desired