



A resume is a document that internship and job applicants use to market their educational background, work experience, credentials, and accomplishments to potential employers.

## Resume Formatting

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- Avoid resume templates/wizards. Start with a blank Microsoft Word document.
- Use easy-to-read fonts like Arial, Calibri, Cambria, Tahoma, and Verdana.
- Set your font size as 10 or 11 point. Your name and headings may be slightly larger (12 – 14 points).
- Effectively use margins (.5 – 1 inch) and white space. Your resume should not be overcrowded.
- Use **bold**, underline, *italics* and CAPS to emphasize headings, position titles and organization names. Be consistent and do not overuse them.
- Save as a PDF before submitting/applying to preserve the format.

## Sample Resume Headings

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COMMON HEADINGS	ADDITIONAL HEADINGS
Objective (optional)	Related Course Projects
Education	Laboratory Skills
Related Coursework	Languages
Certifications/Licenses	Study Abroad
Honors/Awards	Military Experience
Work Experience	Leadership
Related Experience	Professional Associations
Teaching Experience	Professional Development
Community Service	Presentations
Collegiate Activities	Publications
Computer Skills	Portfolio

## How to Begin

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1. Open a blank Microsoft Word document, select an easy-to-read font and set your font size as 11 point.
2. Select the headings that are most appropriate for your experience.
3. List your education, internship and work experience in reverse chronological order (start with the most recent and work your way backwards).
4. Create a list of your experiences including *position titles*, *organization names*, the *towns* and *states* in which they are/were located as well as the *dates of employment/experience*.
5. Use bullet points for each internship and/or job responsibility.
6. Begin bullet points with action-oriented verbs to describe duties. Avoid personal pronouns (“I, me and my”). Sample action-oriented verbs are on the following page. Please note: use present tense for current roles and past tense for roles you no longer work. (Supervise vs. Supervised).
7. Include keywords and phrases from the job description.
8. Qualify by giving details, examples and specifics of each task.
9. Quantify by giving measurable information such as #, %, \$, ages and time frames.
10. Review Career Services Resume Samples for ideas on layouts.

## Sample Action Oriented Verbs

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### **Management**

Achieved  
Administered  
Analyzed  
Arranged  
Appointed  
Assisted  
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  
Provided  
Referred  
Set Goals  
Stimulated  
Supervised

Trained  
United  
Volunteered

### **Creative**

Acted  
Arranged  
Composed  
Conceptualized  
Created  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Instituted  
Integrated  
Introduced  
Invented  
Performed  
Planned  
Revitalized  
Shaped  
Sold  
Updated

### **Technical**

Assembled  
Automated  
Built  
Calculated  
Coded  
Computed  
Debugged  
Decoded  
Designed  
Devised  
Drafted  
Engineered  
Enhanced  
Experimented  
Fabricated  
Maintained  
Monitored  
Operated  
Planned  
Programmed  
Projected  
Researched

## Name

Street, City, STATE Zip Code ♦ [bsustudent@student.bridgew.edu](mailto:bsustudent@student.bridgew.edu) ♦ 700-000-0000 ♦ [www.linkedin.com/name](http://www.linkedin.com/name)

## EDUCATION

**Bridgewater State University**, Bridgewater, MA

Bachelor of \_\_\_\_\_ degree in \_\_\_\_\_

Graduation Month Year

Concentration: \_\_\_\_\_

Minor: \_\_\_\_\_

GPA: \_\_/4.0; Dean's List: # of semesters

## RELATED COURSEWORK

Add a list of relevant courses you have taken, preferably upper-level unique courses. Separate each course with a comma. Do not go over 2-3 lines worth of classes. You do not need to include the course number, simply include the titles of the courses.

## ACADEMIC PROJECTS or RESEARCH EXPERIENCE

**Name of Course, Bridgewater State University**, Bridgewater, MA

*Title of your Project*

Month Year – Month Year

- Add bulleted descriptions of your project focusing on the key tasks and results
- Be sure to mention if you received grant money or presented your project/research at the end

## RELATED EXPERIENCE

**Employer/Organization**, City, STATE

*Position*

Month Year – Present

- Add bulleted descriptions focusing on your duties and responsibilities
- Each bullet should start with a strong action verb
- If you are still working in this role, your verbs will be *present* tense
- If you are no longer working in this role, your verbs will be *past* tense

**Employer/Organization**, City, STATE

*Position*

Month Year – Month Year

- Add bulleted descriptions focusing on your duties and responsibilities
- Remember to qualify by giving details, examples and specifics of the tasks you are describing
- Remember to quantify by giving measurable information such as #, \$, %, ages, grade levels, and timeframes
- Try to highlight accomplishments and outcomes from your time in this role

## ADDITIONAL EXPERIENCE

**Employer/Organization**, City, STATE

*Position*

Month Year – Month Year

- If this position is not highly related to your career goals, you can add minimal bulleted descriptions
- Try to focus on describing tasks that required transferable skills, such as teamwork and leadership

## LEADERSHIP EXPERIENCE

**Club/Organization**, City, STATE

*Position*

Month Year – Month Year

- You can either simply list your position and organization details or add 1-2 bulleted descriptions if you were part of a student club or community organization and held a leadership role such as an Executive Board member

## SKILLS

*Language:* Fluent in \_\_\_\_\_; conversational in \_\_\_\_\_

*Computer:* List the names of software, databases, programming languages, social media platforms, virtual platforms that you are skilled in and separate by commas

# NAME

131 Summer Street  
Bridgewater, MA 02325  
111-111-1111

[student@student.bridgew.edu](mailto:student@student.bridgew.edu)  
[www.linkedin.com/name](http://www.linkedin.com/name)

## EDUCATION

**Bridgewater State University**, Bridgewater, MA

Bachelor of Science degree in Psychology

Minor in Spanish

Financed 100% of education; Worked full-time while attending school full-time

*Honors:* GPA: 3.3; Achieved Dean's List status

May 20xx

## RELATED COURSEWORK

Adolescent Psychology, Psychology of Personality, Clinical Psychology and Health Psychology

## WORK EXPERIENCE

**Office of Undergraduate Admissions, Bridgewater State University**, Bridgewater, MA

Student Worker

May 20xx – Present

- Support 5 administrative assistants with organizing, filing, and processing student applications.
- Prepare mailings and help collect materials for campus open houses.
- Selected as only student worker to work full-time during summers.

**Macy's**, North Dartmouth, MA

Sales Associate

September 20xx – Present

- Train 2-3 new employees per quarter on store procedures and policies.
- Supervise staff of 5 in Manager's absence.
- Recommend, select, and help locate merchandise based on customer needs and desires.
- Provide excellent customer service, while processing sales transactions and returns.
- Perform inventory and stock control.

## COLLEGIATE ACTIVITIES

**Psychology Club, Bridgewater State University**, Bridgewater, MA

President

May 20xx – Present

- Schedule and manage weekly meetings for club of 15 members.
- Invite keynote speakers to campus each semester to discuss psychology related research.

**Varsity Basketball Team, Bridgewater State University**, Bridgewater, MA

Captain

November 20xx – March 20xx

- Led a team of 14 players during practice and games, with a focus on supporting team dynamics and individual success.

## COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint and Facebook



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## Education

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**Bridgewater State University**, Bridgewater, MA

Bachelor of Science degree in Computer Science

Anticipated May 20xx

GPA: 3.2

**Massasoit Community College**, Brockton, MA

Associate of Science degree in Computer Science

May 20xx

## Computer Skills

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*Programming Languages:* Java, C++, CSS, Python, HTML and SQL

*Operating Systems:* Windows, Unix and Linux

*Software:* Microsoft Word, Access, Excel, PowerPoint, Publisher, Photoshop and Illustrator

*Social Media:* LinkedIn, Twitter, Instagram, and Facebook

## Languages

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Fluent in Spanish and Portuguese

## Relevant Experience

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*IT Intern*

June 20xx – August 20xx

**The Hanover Insurance Group**, Worcester, MA

- Wrote code using Python and assisted in the development of new applications and products
- Provided enhancements to existing applications and products through debugging efforts
- Worked closely with senior developers and mentors to research, design, and implement web technologies
- Collaborated with 4 project team members during development process
- Created and presented a final presentation for management and leadership members at the close of the internship program highlighting the work accomplished throughout the summer

## Work Experience

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*Department Supervisor*

September 20xx – Present

**Home Depot**, Brockton, MA

- Supervise a staff of 10 per shift in the plumbing department
- Train, coach and develop associates in each department to ensure customers receive excellent service and can easily find the merchandise they need
- Provide valuable input into merchandising decisions to the Store Management Team and Operations Team

## Military Experience

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*Military Police Officer (31B)*

October 20xx – Present

**Massachusetts Army National Guard**, Buzzards Bay, MA

- Complete law enforcement patrols
- Secure and process crime scenes providing training and supervision
- Interview witnesses, victims, and suspects in investigations
- Arrest and charge criminal suspects

## **NAME**

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[www.linkedin.com/name](http://www.linkedin.com/name)

## **EDUCATION**

**Bridgewater State University**, Bridgewater, MA  
Bachelor of Science degree in Biology, *magna cum laude*  
**Honors:** GPA 3.8, Achieved Dean's List all semesters

May 20xx

## **RELATED COURSEWORK**

Microbiology, Cellular Biology, Human Genetics, Anatomy and Physiology I, and Anatomy and Physiology II

## **LABORATORY SKILLS**

**Instrumentation:** ChemDraw, Chem3D and ChemFinder

**Techniques:** IR Spectroscopy, Ultraviolet – Visible Spectroscopy, Differential Interference Contrast Microscopy, Polymerase Chain Reaction, Gel Electrophoresis, Chromatography (Liquid, Thin Layer), Distillation, Crystallization, Extraction and Protein Purification (Western Blot, Northern Blot)

## **RESEARCH EXPERIENCE**

*Student Researcher*, **Bridgewater State University**, Bridgewater, MA

May 20xx – August 20xx

Mentor: Dr. Mary Science, Biology Department

- Developed an independent research project aimed to elucidate cadherin and  $\beta$ -catenin expression, localization, and function in retinoblastoma cell lines

*Student Researcher*, **Bridgewater State University**, Bridgewater, MA

January 20xx – March 20xx

Mentor: Dr. Peter Science, Biology Department

- Awarded the Adrian Tinsley Grant (\$4000) to engage in 10 weeks of self-directed research
- Assembled ruminant GI Bacterial clone library by DNA extraction and purification from multiple rumen and fecal samples, isolating 16S rRNA by PCR before plasmid ligation and transformation
- Analyzed and identified subsequent sequencing results using NCBI BLAST and Sequencer, generating novel phylogenetic trees with Ribosomal Database Project II

## **PRESENTATIONS**

*"Characterization of Cadherin Expression in Retinoblastoma Cell Lines"*

April 20xx

**National Conference on Undergraduate Research**, Lexington, KY

Poster Presentation

*"Bacterial Diversity in the Gastrointestinal Tract of the Kiko Goat as Assessed by 16s rRNA Gene Clone Libraries"*

March 20xx

**Mid-Year Symposium (MYS)**, **Bridgewater State University**, Bridgewater, MA

Information Session and Poster Presentation

## **COMPUTER SKILLS**

**Software:** Microsoft Word, Excel, PowerPoint and Publisher

**Social Media:** LinkedIn, Facebook, Instagram and Twitter

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## Education

**Bridgewater State University**, Bridgewater, MA

Bachelor of Science degree in Marketing

Anticipated May 20xx

GPA: 3.5; Dean's List: 6 Semesters

**Cape Cod Community College**, Barnstable, MA

Coursework: Business Administration (Transferred)

July – August 20xx

## Relevant Experience

**New England Aquarium**, Boston, MA

Marketing/Public Relations Intern

January 20xx – Present

- Assist Media Relations Director with media relations, website content and donor relations
- Create content and contests on social media (Instagram, Twitter and Facebook) to drive followers to website and programs. Increase traffic (views) on Facebook by 15%, Instagram 25% and Twitter 20%
- Maintain media and job books for the current year's advertising and collateral as well as fulfill requests for marketing materials
- Draft press releases and media advisories for media outlets including The Boston Herald, Boston.com and local and regional television stations
- Write short copy for internal and external Aquarium marketing materials
- Help brainstorm and create storyboards for upcoming Aquarium programs such as "Camp Out Night"
- Participate on Event Support Team during 3 on-site promotional events

**Bridgewater State University**, Bridgewater, MA

September 20xx – December 20xx

Team Member, Marketing Research Project, Marketing Management and Strategy Course

- Worked in a team of four to conduct research on marketing a new product for a regional snack foods company
- Utilized secondary data analysis and surveys to determine target market based on demographics
- Gathered results and created a proposal for the company recommending product changes, marketing strategies and branding to improve customer response as well as increase product sales

## Volunteer Experience

**Brockton High School**, Brockton, MA

October 20xx – Present

Mathematics Tutor

**My Brother's Keeper**, Easton, MA

September 20xx – May 20xx

Furniture Program Volunteer

**Our Daily Bread Food and Resource Center**, Taunton, MA

August 20xx

Server

## Skills

*Language:* Fluent in Spanish and conversational in Cape Verdean Creole

*Computer:* Microsoft Word, Excel, PowerPoint, Publisher and Adobe Photoshop

*Social Media:* LinkedIn, Facebook, Twitter, and Instagram



# NAME

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## EDUCATION

**Bridgewater State University**, Bridgewater, MA  
Bachelor of Science degree Elementary Education  
Bachelor of Arts degree in Spanish  
GPA 3.5, Achieved Dean's List seven semesters

May 20xx

**Study Abroad, Academic Programs International, University of Malaga**, Malaga, Spain  
Completed coursework taught exclusively in Spanish

January – May 20xx

## LICENSURE AND CERTIFICATIONS

**Massachusetts Initial License, Grades 1-6**  
**CPR Certification, American Heart Association**  
**Sheltered English Immersion (SEI) Endorsement**

Anticipated August 20xx  
20xx – Present  
January 20xx

## TEACHING EXPERIENCE

**Student Teacher, Central Elementary School**, Bridgewater, MA

January – May 20xx

- Prepare lesson plans for multiple subjects including math, writing and science in a first-grade classroom of 22 students, modifying teaching methods for different learning styles and IEP's
- Implement a thematic unit, Sharing in Communities, which utilizes iPad applications in a group setting, combined with field trips to a local community garden
- Utilize the DIBELS assessment to measure early literacy skills and ensure completion of reading benchmarks
- Lead a guided reading group for 3 advanced third grade students
- Develop 4 interactive and scaffolded math lessons focusing on coin value, place value, shapes and patterns
- Correct daily homework assignments and provide feedback to students at the end of each week
- Serve as a Spanish translator as needed for non-native speaking families at parent-teacher conferences

**ESL Intern, Elementary School of the University of Puerto Rico**, San Juan, Puerto Rico

June – August 20xx

- Taught English as a second language in grades K-2 for classes of up to 30 students
- Prepared lesson plans for thematic unit on colors, numbers, family, nature and classroom objects
- Utilized poetry and songs to teach English vocabulary words
- Differentiated instruction for student of all ability levels, including 2 students with autism

**Prepracticum, Edgar B. Davis K-8 School**, Brockton, MA

April – May 20xx

- Team-taught in a second-grade classroom of 24 students using the Wolpert Method of Language Arts
- Created and presented hands-on lessons of a thematic nature to small groups of 4

**Prepracticum, Central Elementary School**, East Bridgewater, MA

March – April 20xx

- Designed and implemented various lessons including flannel board stories and sensory activities in a first grade classroom of 20 students

## SKILLS

**Language:** Spoken fluency in Spanish, highly proficient in reading and writing

**Computer:** Microsoft Word, Excel, PowerPoint, Publisher, FrontPage, HTML, SMART Board, Google Classroom, Aspen and Schoology

## NAME

Address ~ City, State Zip ~ 111-111-1111 ~ Email

## EDUCATION

**Bridgewater State University**, Bridgewater, MA

Master of Science degree in Social Work

Bachelor of Science degree in Social Work ~ Minor: Psychology

May 20xx

January 20xx

## HONORS

*Recipient*, **Dean's List**

20xx – 20xx

*Member*, **Phi Alpha Honor Society for Social Work**

20xx – 20xx

## RELATED COURSEWORK

Social Welfare Policy, Interventions in Child Welfare, Data Analysis for Social Work, Abnormal Psychology, Behavior Modification, Child Psychology, Juvenile Delinquency, Psychology of Criminal Behavior and Introduction to Public Speaking

## RELATED EXPERIENCE

*Senior Field Intern/Residential Counselor*, **Baird Center**, Marlboro, MA

September 20xx – Present

- Monitor the care of adolescent males with behavioral and emotional disorders.
- Manage a group home of 6 clients and prepare quarterly treatment reports for each.
- Design behavioral plans and programming in collaboration with clients.
- Organize and implement recreational clubs and activities such as basketball and art classes.
- Conduct individual meetings with clients on a weekly basis to establish attainable treatment goals.

*Legal Intern*, **Plymouth Juvenile Court**, Plymouth, MA

January – May 20xx

- Provided individual and group counseling for juvenile offenders in detention.
- Reviewed case files and incident reports in preparation for court hearings.
- Assisted supervisor weekly with the representation of juveniles in court.

*Case Manager*, **Community Care Services**, Wareham, MA

May 20xx – January 20xx

- Managed 12 at-risk client cases, conducted home visits, coordinated referral services and maintained client records.
- Monitored all client activities when participating in day habilitation programs.
- Developed solution-focused and collaborative treatment goals with clients to support their social, emotional, and behavioral skill development.
- Utilized Spanish and Portuguese speaking abilities in working with various clients and families.

## VOLUNTEER EXPERIENCE

*Service Learning Volunteer*, **Dana Farber Cancer Institute**, Boston, MA

September 20xx – May 20xx

*Tutor*, **Silver Lake Regional High School**, Kingston, MA

January 20xx – May 20xx

## SKILLS

Language: Fluent in Spanish and Portuguese

Computer: Microsoft Word, Excel, Access, PowerPoint, Publisher, ETO, APS and Epic

Social Media Platform: LinkedIn, Facebook and Instagram

Virtual Platform: Zoom, Teams, WebEx and Google Meet

Other: Team Player, Strong Communicator, and Good Listener