



Resume Writing

CBU Career Services

Buckman Hall Suite 207 ▪ 901-321-3330 ▪ career@cbu.edu ▪ www.cbu.edu/career

Your resume will be quickly scanned, rather than read. Ten to twenty seconds is all the time you have to persuade a prospective employer to read further. What this means is that the decision to interview a candidate is usually based on an overall first impression of the resume, a quick screening which so impresses the reader and convinces them of the candidate's qualifications that an interview results. As a result, the top half of the first page of your resume could either make or break you. By the time they have read the first few lines, you have either caught their interest, or your resume has failed. That is why we say that your resume is an ad. You hope it will have the same result as a well-written ad: to get the reader to respond.

This section outlines general tips, and the back of the page outlines suggestions for each section on the resume.

- Resumes should be one page in length. Try to condense information to fit one page, especially if the second page is less than half full. Keep it clear and concise but not too brief.
- A resume should be neat, well organized, and easy to read. It will create both a factual and visual first impression to the reader. Be consistent with formatting, font, and content. Notice the usage of bold in the resume. If you worked at a prestigious or well-known company, you may want to bold the company instead of the job title.
- Be consistent with grammar and punctuation. Spelling errors are unacceptable! Have someone proofread your final draft (try reading it backward to catch mistakes in spelling).
- Use Action Verbs to describe duties and skills in experience sections. Avoid *Duties included...* and *Responsible for...* Demonstrate your strengths and explain your accomplishments.
- Most students with continuous work histories use the *chronological style*. If you have had a variety of jobs or experiences not related to your objective, you may choose a *functional style*. Seek assistance if you are unsure of a style to use.
- Consider writing more than one version of your resume. Various jobs may emphasize different skills and preferred experiences. You want your resume to highlight those specific skills/experiences.
- The average resume requires 4-5 drafts before reaching a satisfied completion. Edit each draft to improve word choice and reduce redundancy. Update your resume each semester with new information.
- Chances are that you will need to make constant modifications to your resume (changing objectives, arranging sections, highlighting different information). Employers are seeking candidates that can meet their preferred qualifications. They may **not** take the time to review a general resume that has no focus.
- Print out the final draft on a quality printer; take copy to a copy/printing shop; select white, gray, or ivory resume paper; make enough copies to send to immediate openings.
- Make the resume your own!

Have your resume critiqued at Career Services. Just call or email to set-up an appointment.

RESUME WORKSHEET

FORMAL NAME
Email

Present a professional image!

Current Address

Street
City, ST Zip
Home Phone
Cell

Permanent Address

Street
City, ST Zip
Home Phone
Cell

*Use a
10-11-12
point font*

OBJECTIVE: Concise statement of your career goal, position sought, and related skills.

EDUCATION: **Name of Institution** (spelled out), City, ST
Degree and Month/Year of Graduation
Major, Minor, Concentration
GPA: Overall and/or in Major (if >or=3.0; Indicate 4.0 scale)

Know the exact name of your major!

List other schools attended and/or overseas academic experiences
(You usually do not include high school information after sophomore year in college)

Related Courses: List coursework that supports your objective and demonstrates knowledge

Computer Skills: List computer knowledge

Language Skills: List your language proficiencies

Study Abroad: Identify when and where you studied abroad

Other things you could include utilizing subheadings: licenses/certifications; publications/presentations; projects, etc.

EXPERIENCE: **Job Title**, Name of Organization
City, ST Dates of employment

*List job title, organization, location & dates
for all experiences related to the objective*

*Ask yourself:
Who was
affected?
Why important?
What was the
result?
How did you do it?*

- Experience sections can include volunteer work, jobs, internships and relevant leadership positions (see following examples)
- Use bulleted statements to list your duties and responsibilities
- Give a brief description of duties and skills learned – highlight important aspects of position
- Use Action Verbs to describe duties performed, accomplishments and contributions
- Use numbers whenever possible (i.e. “Managed an annual budget of \$23,000”)
- You do not need to include every job you’ve ever had; list those experiences of most relevance

*Don't
undersell
yourself!*

ACTIVITIES: List names and offices held of school and community organizations
Include function of organization and any major accomplishments or positions of leadership

HONORS & AWARDS: Include academic scholarships/awards, athletic awards, honorary societies, recognitions within organizations, etc. ***THIS SECTION CAN ALSO GO UNDER EDUCATION.***

*Typically a 0.8"
to 1.0" margin*

ADDITIONAL EXPERIENCE: This could be volunteer work, extracurricular activities, etc.

REFERENCES: Have them ready, ON A SEPARATE SHEET OF PAPER, in case you are asked for them! If there is room, feel free to put “Available Upon Request”

EXAMPLE RESUMES

JENNIFER FREUD

jfreud@cbu.edu

Present Address: 650 E. Parkway South, Box 333, Memphis, TN 38104, (901) 843-7777

Permanent Address: 4406 Owl Court, Marion, IL 60679, (303) 555-1786

EDUCATION

Christian Brothers University, Memphis, Tennessee, May 2016

Bachelor of Arts, Psychology; Minor: Spanish

Overall GPA: 3.2; Major GPA: 3.5

Honors: Psi Chi Honor Society, 2011 - present

Related Courses: Cognitive Psychology, Cultural Anthropology, Sociology of Addiction, Sociology of the Family, Personality, Psychopathology, Methods & Statistics

Summer Program Abroad: Managua, Nicaragua, June 2011

RELATED EXPERIENCE

Student Associate, Psychology Department, Christian Brothers University, Memphis, TN, 2014-present

- Assist professors with preparation of psychology courses and labs, preparing for 6 courses per semester
- Conduct research on the relationship between personality and persistence in order to assess student success in the classroom, presenting results to faculty

Behavioral Health Intern, Methodist Hospital, Memphis, TN, Summers 2013 & 2014

- Conducted psychosocial evaluations on incoming patients
- Led group therapy and individual counseling sessions utilizing cognitive-behavioral techniques
- Documented and updated patient charts according to hospital protocol

Teacher/Counselor Intern, Youth Villages, Memphis, TN, Spring 2014

- Provided group and individual counseling to behaviorally challenged youth at residential campuses
- Created and utilized a point system that rewarded positive behavior, which resulted in a significant decrease in disruptive behavior of children

Research Assistant, Psychology Department, Christian Brothers University, Memphis, TN, Fall 2013

- Conducted research on the correlation between service and self-esteem in adolescents
- Presented at the Christian Brothers University Poster Session in Memphis, TN

ADDITIONAL WORK EXPERIENCE

Sales Associate, GAP Kids, Memphis, TN, Summers 2012 & 2013

- Exceeded sales goals by 18% through the utilization of client-centered product marketing
- Assisted with opening and closing procedures

Hostess, Houston's Restaurant, Memphis, TN, Fall 2012

- Provided fast-paced customer service in a team oriented environment
- Worked 20 hours per week while maintaining a full academic course load

LEADERSHIP AND ACTIVITIES

- CBU Student Government Association, Senator, May 2013 to present
- American Psychological Association, Student Member, May 2013 to present
- Zeta Tau Alpha, Recruitment Chair, May 2012 to August 2013
- Up 'til Dawn, Member, Fall 2010 to present; Marketing Chair, May 2012 to August 2013

JAMES SAMPLE

123 Success Ln., Memphis, TN 38104 | jsample@cbu.edu | 901-481-1237

OBJECTIVE

Seeking a summer internship or part-time position in Civil Engineering. Particular interest in Structural Engineering.

EDUCATION

Bachelor of Science, Civil Engineering, Graduation: May 2016

Christian Brothers University, Memphis, TN

Cumulative GPA: 3.17; Major GPA: 3.48

Relevant Courses

- Structural Engineering I-III: Timber, Concrete, and Steel Design
- Hydrology
- Bridge Engineering
- Geotechnical Engineering
- Design of Foundations

Projects

- **Introduction to Wind, Earthquake Engineering:** Designed steel structure from steel roof decking to reinforced concrete foundation. Utilized up-to-date building codes as well as manuals, such as AISC Steel Construction Manual. The structure was designed to withstand wind forces and seismic activity.
 - **Traffic Engineering:** Analyzed and modified intersection system given the type and number of vehicles utilizing the intersection to accommodate the needs.
 - **Hydraulics:** Designed pump for a typical drainage system, given the blue prints of the building and the flow rate on specific rooftops.
 - **Structural Engineering I, Timber Design:** Designed typical structure from roof to concrete slab, given designated live loads as well as dead loads.
-

SKILLS

- MicroStation, AutoCAD, and Total Station as well as other surveying equipment
 - Microsoft Office: Word, Excel, PowerPoint, Project
 - Able to read and understand both civil drawings as well as piping drawings
 - Fluent in verbal and written Spanish
-

EXPERIENCE

Civil Engineering Intern, Company Name, Memphis, TN, May 2014 – August 2014

- Assisted in construction of various heavy civil projects: chain wall foundations, pumping pit foundations, containment levees, pipe supports, and drainage ditches.
- Performed extensive surveying work with auto level and total station. Recorded and analyzed field data.
- Designed two small area, low impact drainage systems.
- Assisted with FEED analysis for logistics terminal start-up.

ESL Tutor, School Name, Memphis, TN, January 2012 – May 2014

- Aided English as a Second Language (ESL) elementary students in a wide variety of courses, attempting to eliminate language barriers in a school environment. Interacted with Kingsbury Elementary and Jackson Elementary.

Construction Worker, Company Name, Memphis, TN, September 2009 – August 2013

- Installed sheetrock in both commercial and residential sites, as well as remodeled existing structures.
-

HONORS AND ACTIVITIES

- **Tau Beta Pi Engineering Honor Society**, October 2014 – Present
- **American Society of Civil Engineers (ASCE)**, January 2013 – Present
 - Social Chair, August 2013 – May 2014
- **Tau Kappa Epsilon Fraternity**, September 2012 – Present
- **Boy Scouts of America**, Volunteer, August 2011 – Present

ELLA CINDERS

444 Muddy Forest Ln.
Memphis, TN 38104

901-555-9586
ellacinders@gmail.com

EDUCATION

Christian Brothers University, Memphis, TN, May 2015
Bachelor of Science, **Biology**; Minors: **Chemistry** and **Psychology**; G.P.A. 3.1/4.0

RELATED EXPERIENCE

Spring Hollow Family Medical Center: Memphis, TN March 2014 to Present

- Observed 205 hours of general medical procedures with patients ages 2 to 83.

Special Topics Course: Medical Shadowing Experience August 2014-December 2014

- Shadowed once per week, for a total of 45 hours, at **Delta Medical Center**.
- Departments: Dietary, Emergency Medicine, Orthopedics, Physical Therapy, Respiratory Therapy, Imaging (X-ray), Pharmacy, Nursing.

CLINICAL & LABORATORY SKILLS

- CPR and First Aid certified through American Heart Association, expires April 2016.
- Familiar with anatomical terminology, cells, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems.
- Conducted multiple experiments in cell line characterization/molecular biology, including gel electrophoresis, western blotting, DNA/RNA extraction, and immunofluorescence microscopy.
- Comfortable with many basic scientific tools and techniques, such as IR Spectroscopy, Pipette usage, Centrifugation, Spec20 Spectrophotometry, and cell culture.

WORK EXPERIENCE

Student Worker, Physician Assistant Program
Christian Brothers University, Memphis, TN September 2014-Present

- Acted as liaison between Physician Assistant Program faculty/staff, students, and visitors.
- Greeted and directed visitors to desired locations on campus, and promoted PA program.
- Assisted Administrative Assistant with document preparation, recordkeeping and filing systems, mass mailings and planning annual Open House.

Multiple Waitress Positions
Pearl's Oyster House, Perkin's, El Porton; Memphis, TN March 2012-August 2014

Team Leader
Burger King, Memphis, TN March 2011-December 2012

- Trained new employees in every workstation and supervised shift of five employees.
- Maintained a clean work environment by following sanitation policies and helped obtained a 98 on a health inspection.

COMMUNITY SERVICE

Alzheimer's Day Services of Memphis (75 hours) June-July 2014
Mid-South Food Bank (100 hours) April-September 2013

RENEE BREWER

156 Peppertree Road
Memphis, TN 38122
901-555-8952
rmbrewer@gmail.com

EDUCATION:

Christian Brothers University, Memphis, Tennessee - May 2015

Bachelor of Arts, Psychology; Minor: English; GPA. 3.84

- Graduated Summa Cum Laude with Honors Diploma
- Member of CBU Honors Program
- Member of Psi Chi (Psychology Honor Society): Research Group Member
- Member of Sigma Tau Delta International English Honor Society: Chapter Treasurer

EXPERIENCE:

The Exchange Club Family Center. Memphis, Tennessee (January 2015 - Present)

Intern

- Presented psycho-educational materials to children in three programs: ages 7-10 who had experienced domestic violence; ages 4-12 experiencing divorce; and ages 8-12 in an anger management program.
- Observed play therapy sessions with licensed professional counselor.

Memphis-Shelby County Humane Society: Memphis, Tennessee (February 2011 - December 2015)

Volunteer

- Socialized animals and used operant conditioning principles to train them for greater adoptability, greeted visitors, and assisted prospective adopters in choosing the best pets for their lifestyle.
- Sanitized food dishes, kennels, litter boxes, and bedding.

Cordova High School: Cordova, Tennessee (August 2009 - May 2011)

Bookkeeper's Assistant (School Year Only)

- Maintained records of all purchases, and matched invoices with purchase orders.
- Calculated and compared school's expense records with bank statements. Entered expenditures into a specialized computer database.

RESEARCH:

Vogl, R. J., Brewer, R., Campbell, P., & Smith, A. P. (February 2015). *Mood effects on source memory and confidence for conversations*. Presented at Annual Meeting of the Southeastern Psychological Association, New Orleans, LA.

Brewer, R. (April 2014). *The effect of the presence of a companion animal on anxiety*. Poster presented at CBU Student Research Poster Session and Mid-South Psychology Conference, Memphis, TN.

Cox, C., Vogl, R. J., O'Daniel, H., Kim, L., & Brewer, R. (February 2014). *An examination of the fading affect bias and the effect of oxygenation in individuals with dysphoria*. Poster won 2nd Place in the Poster Presentation category of the Mid-South Psychology Conference, Nashville, TN.

PUBLICATIONS:

Loquemur (Christian Brothers University's Honors Journal)

- 2014 - "Pets Aren't Quite People, But Maybe They're Something Better"
- 2013 - "Degenerate Art: Nazi Germany's Reaction against Modernism"

2014 *Castings* (Christian Brothers University's Journal)

- 1st Place Short Story - "Oops, There She Goes"
- 2nd Place Poem - "Overlooked Riddle"

DEXTER LASSITER

12 Park Avenue

Memphis, TN 38121

Home: (901) 353-9781 Cell: (706) 542-8419

dlassiter@cbu.edu

Education

Bachelor of Science, Business Administration

Christian Brothers University, Memphis, TN; Graduation Date: May 2016

Overall GPA: 3.79/4.0; Minor: Spanish

Computer Skills: Excel, Word, PowerPoint, Access, Publisher, Photoshop

Related Experience

ISS International Service Systems, Memphis, TN, *Division Planner Intern*, May 2014 - Present

- Provide direction and support for company goal of 90% business retention in division with fifteen branches and gross contract revenues exceeding \$250,000,000
- Assist Division Vice President in corporate account re-engineering processes
- Evaluate & make recommendations on personnel and processes for under-performing division accounts
- Responsible for monthly division wide sales forecasts and profit & loss profiles
- Monitor compliance and success of division safety program
- Coordinate various branch manager and committee meetings

Crye-Leike Realtors, Memphis, TN, *Marketing Intern*, Spring 2014

- Developed marketing materials, such as mailers and flyers in order to promote realtor services
- Conducted research on potential clients and presented findings during annual research meeting
- Assisted Senior Marketing Director by preparing seminar materials, sending letters and developing flyers, and coordinating information sessions

Dillard's, Memphis, TN, *Sales Associate*, February 2012 – January 2013

- Conducted weekly sales of \$5,000 that was achieved by developing strong customer rapport, identifying opportunities, and maintaining updated knowledge of women's shoes
- Motivated sales team to provide upbeat and accurate customer service

Additional Experience

Greenville Hospital System, Greenville, South Carolina

Intern, Summer 2010

- Conducted interpretation and translation for Spanish speaking patients
- Provided advice on effective patient interaction to hospital staff based on cultural knowledge of patients

Honors and Activities

- American Marketing Association, May 2014 to present
- Omicron Delta Epsilon (Economics Honor Society), January 2014 to present
- Alpha Mu Alpha (Marketing Honor Society), January 2014 to present
- Kappa Sigma Fraternity, Treasurer, Fall 2014
- Christian Brothers Student Government, Allocations Board, August 2014 to May 2015
- Habitat for Humanity, Volunteer, Summer 2013

Kate Goodman

goodk@cbu.edu

650 East Parkway South, Campus Box 40 • Memphis, TN 38112 • (c) 404-812-3111 (h) 901-843-5555

- Education** **Christian Brothers University, Memphis, Tennessee, May 2016**
Bachelor of Arts, Religion & Philosophy; Minor: Spanish
Overall GPA: 3.53/4.0; Major GPA: 3.67/4.0
- Language Skills:** Fluent in reading, speaking and writing Spanish
Computer Skills: Excel, Word, PowerPoint, Access, Works
Related Courses: Oral Proficiency Practicum, Spanish in Memphis
Study Abroad: Spanish in Spain, Estudio Sampere, Summer 2011
Honors: National Biological Honor Society
- Professional Experience** **Latino-Memphis, Memphis, TN**
Intern, August to December 2012
- Developed and implemented ESL lesson plans for clients
 - Explored innovative cross cultural awareness projects/programs within the United States
 - Established a mentor program between CBU and MIFA that works with Latino children in the public school system
- On the Border, Atlanta, GA**
Server, Summer 2010
- Provided team oriented customer service in a fast paced work environment
 - Utilized language skills when communicating to Spanish speaking patrons
 - Answered customer inquiries regarding menu options and resolved customer complaints
- Leadership Experience** **Christian Brothers Soccer Team, Member, Fall 2012 to present**
- SCAC Regular Season and Tournament Champions
 - Selected by members of team to serve as Captain
 - Developed communication and teamwork skills while working with eleven team members
- Career Advising Intern, CBU Career Services , Memphis, TN, August 2012 to May 2013**
- Developed and conducted presentations on resume writing and interviewing skills to 40 students, receiving positive evaluations from attendees
 - Coordinated "Careers In Arts" panel discussion, securing speakers and organizing event
 - Advised students on resume writing and career resources during satellite hours
 - Coordinated marketing campaign for Career Awareness Week and Internship Fair
- Omega Leader Sorority, Philanthropic Chair, CBU, Memphis, TN, 2012**
- Coordinated fundraising programs for local nonprofits, raising over \$3,000
 - Developed a monthly newsletter in order to increase member awareness of campus events
- Volunteer Experience** **Good Samaritan Health Center, Atlanta, GA**
Translator/Volunteer, Summer 2012
- Conducted health education classes in Spanish for adults and youth
 - Provided translation and interpretation during health care visits

Think about your career goals and the skills and experiences that most align with your goals. Remember, unpaid volunteer experience can be just as important, or even more important, than your paid work history!

VOLUNTEER EXAMPLE

123 Street, City, ST Zip

Phone

Email

EDUCATION

Bachelor of Science in Natural Science, 3.36 GPA
Christian Brothers University, Memphis, TN - May 2016

LABORATORY SKILLS

- Familiar with anatomical terminology, cells, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems.
- Conducted multiple experiments in cell line characterization/molecular biology, including gel electrophoresis, western blotting, DNA/RNA extraction, and immunofluorescence microscopy.
- Comfortable with many basic scientific tools and techniques, such as IR Spectroscopy, Pipette usage, Centrifugation, Spec20 Spectrophotometry, and cell culture.

VOLUNTEER EXPERIENCE

Tutor, Snowden Elementary, Memphis, TN, September 2013-Present

- Tutor approximately 10 middle and high school students one-on-one and in small groups in biology, chemistry, and anatomy and physiology.

Camp Leader, STEAM Academy, Memphis, TN, May-July 2014

- Assisted 30 2nd grade students with reading, math, and science enrichment assignments.
- Participated in science exploration and art activities.

Mentor, Local Community Center, Memphis, TN, December 2012-May 2013

- Tutored 10-25 students in grades K-6th in the After School and Summer Day Camp programs.
- Taught character development, social skills, and conflict resolution as well as providing assistance in math, science, and reading.
- Provided transportation for children to attend activities throughout the city and chaperoned fieldtrips.

WORK EXPERIENCE

Business Support Representative, Company Name, Memphis, TN, August 2014-Present

- Serve as primary customer service contact; answer questions and address concerns for customers.
- Complete and submit confidential forms and route them to appropriate personnel for signatures within established deadlines.
- Order office equipment and supplies and provide administrative support to the General Manager.
- Created a portable FAQ card to assist field personnel in addressing customers' questions.

Sales Associate, Company Name, Memphis, TN, March 2012-April 2014

- Developed specialty gift baskets and purchased inventory.
- Sold baskets, prepared gifts, delivered baskets, and billed and collected money.
- Increased sales 15% each year.

ADDITIONAL INFORMATION

- CPR and First Aid certified through American Heart Association, expires April 2016.
- Bilingual: Fluent in Spanish and English.
- Tennessee Education Association (TEA) member.

ACTION VERBS

Communication Skills

Advertised
Arbitrated
Authored
Clarified
Composed
Contacted
Corresponded
Demonstrated
Drafted
Edited
Facilitated
Informed
Interpreted
Leveraged
Mediated
Moderated
Negotiated
Notified
Presented
Persuaded
Promoted
Proofread
Publicized
Published
Translated
Wrote

Creative Skills

Adapted
Built
Composed
Conceived
Conceptualized
Constructed
Created
Cultivated
Designed
Developed
Devised
Directed
Formulated
Founded
Generated
Integrated
Invented
Launched
Originated
Performed
Produced
Streamlined

Helping & Counseling Skills

Advised
Advocated
Aided
Assessed
Assisted
Coached
Collaborated
Counseled
Diagnosed
Directed
Encouraged
Guided
Inspired
Led
Mentored
Represented
Served
Supported
Validated

Leadership Skills

Accomplished
Achieved
Championed
Clarified
Decided
Delegated
Effected
Enhanced
Exceeded
Excelled
Expedited
Established
Founded
Headed
Improved
Influenced
Inspired
Instigated
Led
Leveraged
Marketed
Motivated
Orchestrated
Participated
Presided
Recommended
Succeeded
Strategized
Targeted

Management & Organizational Skills

Accelerated
Administered
Arranged
Assembled
Completed
Conducted
Controlled
Correlated
Determined
Directed
Eliminated
Engineered
Evaluated
Executed
Expanded
Expedited
Implemented
Increased
Integrated
Maintained
Managed
Planned
Prepared
Procured
Provided
Saved
Scheduled
Solved
Supervised

Research Skills

Analyzed
Clarified
Coded
Collected data
Compared
Contrasted
Evaluated
Examined
Experimented
Explored
Inquired
Interpreted
Interviewed
Investigated
Reported
Reviewed
Studied
Summarized
Surveyed

Teaching Skills

Advised
Assessed
Clarified
Coached
Conducted
Demonstrated
Developed
Educated
Evaluated
Explained
Facilitated
Guided
Illustrated
Influenced
Informed
Instructed
Led
Mentored
Planned
Trained
Tutored
Validated

Technical Skills

Analyzed
Budgeted
Built
Calculated
Computed
Correlated
Developed
Devised
Financed
Handled
Installed
Integrated
Maintained
Manipulated
Operated
Programmed
Repaired
Restructured