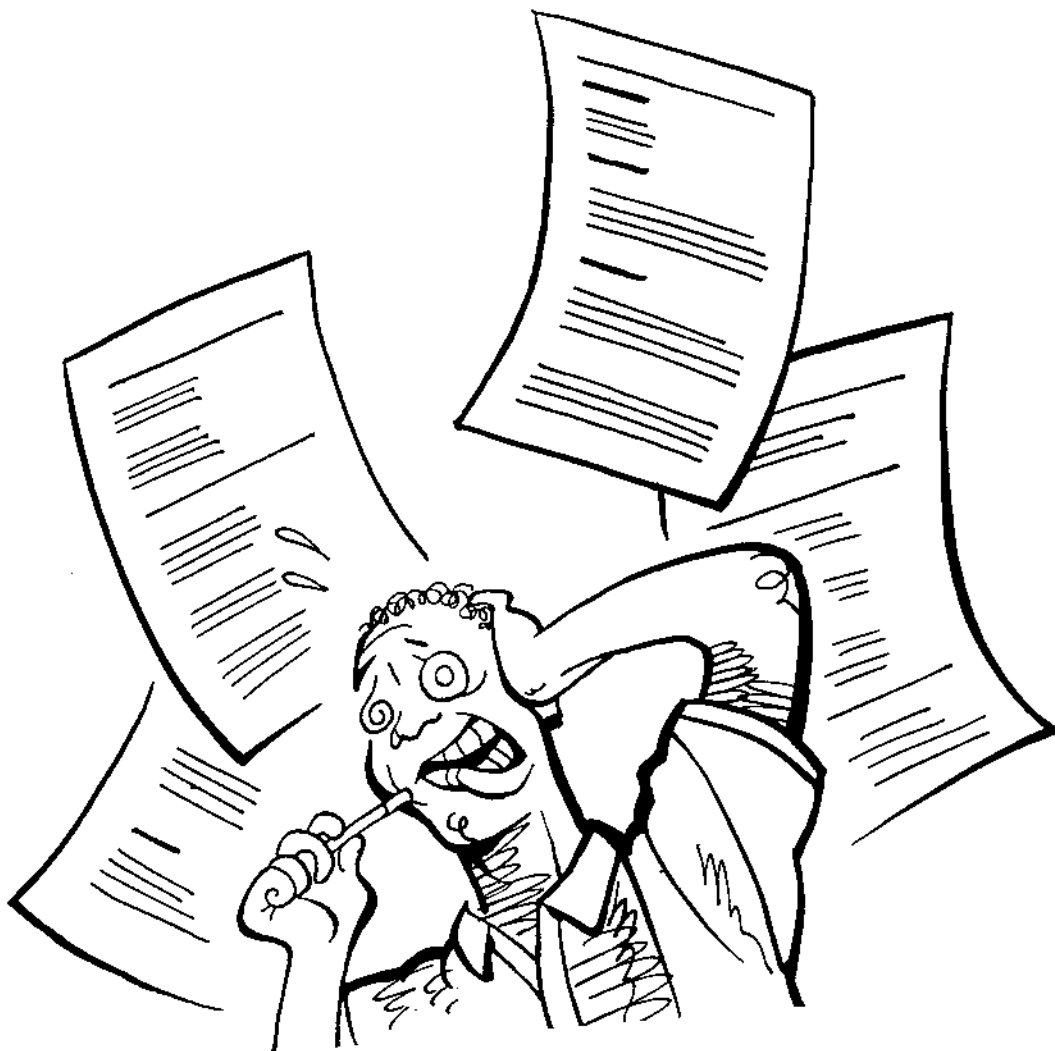


# How to Write a RÉSUMÉ

by Eric R. Anderson



Provided by Capital University Career Development  
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WEB: [www.capital.edu/CareerDevelopment](http://www.capital.edu/CareerDevelopment)  
EMAIL: [CareerDevelopment@capital.edu](mailto:CareerDevelopment@capital.edu)

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# HOW TO WRITE A RÉSUMÉ

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**STEVE STUDENT**  
Columbus, Ohio  
(614) 555-5555  
sstudent@capital.edu

**OBJECTIVE**  
A staff accounting position

**EDUCATION**  
CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2024  
Major: Accounting  
GPA: 3.5/4.0

**RELEVANT EXPERIENCE**  
**Business Manager**, Academic Year 2023-2024  
CAPITAL UNIVERSITY STUDENT PUBLICATIONS, Columbus, Ohio  

- Contact prospective advertisers
- Maintain accounting system for accounts receivable and advertising policies/rates

**Assistant Auditor (Intern)**, Summer 2023  
AUDITOR OF STATE, Columbus, Ohio  

- Performed substantive tests for petty cash and property, plant, & equipment funds
- Verified federal compliance utilizing Quattro Pro
- Analyzed and evaluated internal control procedures for various funds
- Audited State Agencies including EPA, Mental Health, Human Services

**Dispatch Manager**, Summer 2022  
UNITED PRECAST INC., Mount Vernon, Ohio  

- Priced invoices and reviewed special purchase orders
- Performed various accounting duties

**ADDITIONAL EXPERIENCE**  
**Student Ambassador**, September 2022-Present  
CAPITAL UNIVERSITY ADMISSIONS, Columbus, Ohio  

- Provide tours for prospective students, help with events on campus, and host overnight prospective students

**Program Engineer**, Summer 2022  
WMVO RADIO, Mount Vernon, Ohio  

- Monitored and programmed network radio shows
- Produced commercials
- Engineered live remotes and sporting events
- Trained new employees

*Have also held retail positions throughout college*

**ACTIVITIES/HONORS**  
Student Chapter, Institute of Management Accountants, *President*  
Tau Pi Phi (National Business Honor Society)  
Alpha Chi (National Scholastic Honor Society)  
Student Government, *Secretary/Treasurer*

**SOFTWARE**  
Word, Excel, PowerPoint, Access, UltraTax, ATB

### ESSENTIAL RÉSUMÉ WRITING RULES:

**MAIN ISSUE: "FINDABILITY" of essential information within 3-8 seconds**

- Organize your information in order of IMPORTANCE
- Group your experience by RELEVANCE
- Start ideas on the LEFT SIDE, and INDENT where appropriate
- EMPHASIZE groups of roles, titles, organizations (with **bold**, ALL CAPS and *italics*)
- Structure the entire résumé with CONSISTENCY

# Organize information in order of IMPORTANCE

When people read your resume, they start at the top and move down as they skim, looking for important information. When they reach information that looks unimportant, they stop reading.

For most traditional students, this means that your EDUCATION will be more important than your EXPERIENCE, but not always. Also, depending on what you're applying for, maybe your RESEARCH is more important than your WRITING & EDITING EXPERIENCE, or maybe your SELECTED COURSE WORK is more important than your EXPERIENCE.

**Erika Student**  
Columbus, Ohio 43209  
(614) 555-1212  
estudent@capital.edu

**EDUCATION:** ← Education is usually (but not always) more important than Experience sections.

CAPITAL UNIVERSITY, Columbus, Ohio  
Bachelor of Arts, May 2020  
Majors: Communication, Public Administration  
GPA: 3.4/4.0

**COMMUNICATION EXPERIENCE:**

Communication Intern, Fall Semester 2019  
TWO CATERERS, Columbus Ohio  
• Strategized advertising campaigns  
• Photographed and videotaped events  
• Collaborated to produce collection of photographs and videos  
• Edited New Hire Employee Handbook  
• Developed plan for utilizing social media outlets  
• Cold-called businesses to collect information  
• Developed stress-test for restaurant

Communications Assistant, October 2018-August 2019  
PROMOTIONS ONE, Columbus Ohio  
• Assisted in coordinating events  
• Represented company at various events  
• Strategized and developed promotional materials  
• Recruited, selected and interviewed employees  
• Prepared materials for presentations  
• Recorded minutes

**SALES AND MARKETING EXPERIENCE:**

Supervisor, Academic Year 2018-2019  
Lead Caller, Academic Year 2017-2018  
Caller, Academic Year 2016-2017  
Capital Fund  
CAPITAL UNIVERSITY, Columbus Ohio  
• Train and supervise new employees

What is most important for YOU?  
How about "least important", but still important enough to put on your resume?

# Group your experience by RELEVANCE

Instead of making one big "Experience" section or dividing them by "Work" and "Volunteer," group your experiences by their *relevance* to each other and to your objective.

**Erika Student**  
Columbus, Ohio 43209  
(614) 555-1212  
estudent@capital.edu

**EDUCATION:**  
CAPITAL UNIVERSITY, Columbus, Ohio  
Bachelor of Arts, May 2020  
Majors: **Communication, Public Relations**  
GPA: 3.4/4.0

**COMMUNICATION EXPERIENCE:**  
**Communication Intern**, Fall Semester 2017  
TWO CATERERS, Columbus Ohio  

- Strategized advertising campaign for new restaurant
- Photographed and videotaped events
- Collaborated to produce collection of photographs
- Edited New Hire Employee Handbook
- Developed plan for utilizing social media outlets
- Cold-called businesses to collect information
- Developed stress-test for restaurant

**Communications Assistant**, October 2017-August 2018  
PROMOTIONS ONE, Columbus Ohio  

- Assisted in coordination of Red, White & BOO
- Represented MommyMile brand for all communications to public
- Strategized and designed social media multi-platform campaign
- Recruited, selected, trained, and supervised volunteers
- Prepared materials for board meetings
- Recorded minutes at board meetings

**SALES AND MARKETING EXPERIENCE:**  
**Supervisor**, Academic Year 2018-19  
**Lead Caller**, Academic Year 2017-18

*Experience is grouped by relevance*

**EDUCATION**  
CAPITAL UNIVERSITY, Columbus, Ohio  
Bachelor of Arts, May 2021  
Major: Accounting  
GPA: 3.88/4.00

**SELECTED COURSE WORK**  
Financial and Managerial Accounting  
Intermediate Accounting  
Governmental Accounting  
Management Information Systems  
Finance

**BUSINESS EXPERIENCE**  
**Administrative Assistant**, January 2019-present  
NORWECO, INC., Westerville, Ohio  

- Create mailing databases for mass market
- Prepare inventory and costing spreadsheets for inventory control

**Business Office Assistant**, Summer 2018  
NORWALK REFLECTOR, INC., Norwalk, Ohio  

- Typed classified ads for daily newspaper
- Provided customer service

**ADDITIONAL EXPERIENCE**  
**Coach**, Summer League Volleyball, Summers 2017-2018  
NORWALK ST. PAUL HIGH SCHOOL, Norwalk, Ohio  

- Coached and trained 14 and 16-year-old female athletes
- Created drills and workout programs for each athlete
- Developed teamwork activities
- Supervised weekly practice and weekend tournaments

**Orientation Leader**, Summers 2018 and 2019  
CAPITAL UNIVERSITY STUDENT ACTIVITIES OFFICE, Columbus, Ohio  

- Supervised 20-30 first-year students, and advised them
- Co-facilitated group discussions related to orientation
- Prepared and led team-building and educational activities

*Have held additional positions*

*Directly relevant*

*Relevant to broad industry focus*

*Demonstrates relevant transferable skills*

*Relevant to work ethic*

*directly related to her major.*

# Start main ideas on the LEFT SIDE, and INDENT where appropriate

Instead of writing in paragraphs, or just letting text "wrap" to the next line while you're typing, be intentional about starting new ideas on the left side. Indent for emphasis, or to indicate that ideas are "sub-categories" of the main idea. This works because we typically read from left to right, skimming down the left side of a page for important information.

Avoid big blocks of text



SOLA (Students of Latino Affinity) President, January 2019-Present  
Phi Sigma Iota (International Foreign Language Honor Society)  
Secretary, November 2018-Present  
Student Government Senator, Multicultural Affairs Subcommittee,  
Academic Year 2018-19  
Varsity Tennis Team, Capital University, Co-Captain, Academic Years  
2017-2019  
LEAD (Leaders Emerging and Developing) Member, Capital University,  
Academic Year 2018-2019



SOLA (Students of Latino Affinity)  
**President**, January 2019-Present  
PHI SIGMA IOTA (International Foreign Language Honor Society)  
**Secretary**, November 2018-Present  
STUDENT GOVERNMENT  
**Senator**, Multicultural Affairs Subcommittee, Academic Year 2018-19  
VARSITY TENNIS TEAM  
**Co-Captain**, Academic Years 2017-2019  
LEAD (Leaders Emerging and Developing)  
**Member**, Academic Year 2018-2019

Instead, start ideas on the left,  
and indent for emphasis

EMPHASIZE groups of roles, titles, organizations  
(with **bold**, ALL CAPS and *italics*)

and

Structure the entire résumé with CONSISTENCY

It's easier for our brains to skim documents when they contain visual clues about the content, and when these visual clues are consistent.

**BUSINESS EXPERIENCE**

**Administrative Assistant**, January 2019-present  
NORWECO, INC., Westerville, Ohio

- Create mailing databases for mass marketing
- Prepare inventory and costing spreadsheets for

**Business Office Assistant**, Summer 2018  
NORWALK REFLECTOR, INC., Norwalk, Ohio

- Typed classified ads for daily newspaper
- Provided customer service

**ADDITIONAL EXPERIENCE**

**Coach**, Summer League Volleyball, Summers 2017  
NORWALK ST. PAUL HIGH SCHOOL, Norwalk, OH

- Coached and trained 14 and 16-year-old female
- Created drills and workout programs for each atf
- Developed teamwork activities
- Supervised weekly practice and weekend tourna

**Orientation Leader**, Summers 2018 and 2019

CAPITAL UNIVERSITY STUDENT ACTIVITIES OFFICE, Columbus, Ohio

- Supervised 20-30 first-year students, and advised them on their transition to college life
- Co-facilitated group discussions related to orientation sessions
- Prepared and led team-building and educational activities

*Have held additional positions*

In this example,  
bold always  
indicates position  
titles, and all caps  
always means  
organization names.

# GETTING STARTED

## SOFTWARE

- For most résumés, use a standard word processing program, like Microsoft Word. For creative industries, Canva and other tools are appropriate.
- DON'T use résumé templates. The embedded tables in templates are hard to change when you are adding new information, and often have inconsistencies in spacing that could be hard for you to fix.

## AS YOU GET STARTED

- Include *everything* that comes to mind at first; all employment, all education, all experiences, all committees, activities, community service, etc. Later, you can go back and decide what is most important.
- Write concisely. Add quantifiable details. Don't exaggerate your responsibilities.

## HOW FAR BACK?

- **First year students** can include high school experience and education
- **Upper-class students** can consider some high school experience, but only if it is directly relevant (e.g., a Marketing major might include a reference to DECA, as it demonstrates an early interest in business)
- **Experienced students and alumni** should initially consider all experiences that are directly related to their objective, even if those experiences are several years old.

# RÉSUMÉ BASICS

|                      |  |
|----------------------|--|
| <b>Length</b>        | One page in length is recommended for most college students, although you can have two pages of <i>important</i> information.<br><i>Be as concise as you can, but don't leave out the essentials.</i>  |
| <b>Margins</b>       | Between 1" and ½" for all margins  |
| <b>Type size</b>     | 10-12 point font   |
| <b>Font</b>          | Use a simple font that is easy to read.<br>(Examples are Arial, Tahoma, Times New Roman or Verdana)  |
| <b>Style</b>         | Use the Tab key (on the keyboard) and Indent button (on the toolbar) instead of the space bar to move & align text (to line it up exactly).<br><br>Write out all words completely (like: Street, Bachelor of Arts, Ohio, September, etc.). It looks nicer and it's easier to read. |
| <b>Spell-check</b>   | ALL CAPS are not checked; change settings or check them yourself.<br>In general, use spell-check, but don't trust it; "a part" and "apart" are spelled correctly, but one space gives them opposite meanings!  |
| <b>Paper</b>         | Plain, heavyweight (24#) résumé paper, white, grey, or ivory.  |
| <b>Print quality</b> | Use laser printing, or a very high quality copy. No ink jet. When emailing your resume, send it as a PDF (see last page for details)   |

# IDENTIFYING INFORMATION

## **Name\***

City, State (optional)  
Telephone number  
E-mail address

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

This information is always placed at the top of the résumé, in one of a number of styles. You'll typically center it at the top of the page, but it can be left-justified.

### **What about a “header”?**

Don't put your identifying information in a header. It's unnecessary, and complicates the formatting. In addition, if your résumé is two pages long, a header will show up on the second page.

## **KIM COLLEGE**

(513) 555-5588  
*kcollege@capital.edu*

## **KIM COLLEGE**

(513) 555-5588  
*kcollege@capital.edu*

## **KIM COLLEGE**

Columbus, Ohio ♦ (513) 555-5588 ♦ *kcollege@capital.edu*



# OBJECTIVE

The objective is a guiding statement that gives your résumé a focus and helps employers direct the résumé to the appropriate person. It should be a short, succinct description of the type of position(s) you are currently seeking. It is best if your goals are defined well enough for an objective. One of the most difficult tasks in writing the objective is not being too specific nor too broad.

## **Do you need an Objective?**

If you have substantial career-related experience, or a very clear, relevant history of internships and jobs, you likely don't need an objective. But most traditional students will need an objective, and according to recent research, most employers still want a clear, career-specific objective on a résumé (although there are exceptions).

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

## **In order to write a good Objective:**

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

## **FULL-TIME POSITIONS:**

An organic or analytical chemistry position

A middle childhood teaching position in central Ohio

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

A position in physical education at the high school level

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

An entry-level position in sales

## **INTERNSHIPS:**

A human services internship

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

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

# EDUCATION

Most college students and recent alumni will place this section immediately after the OBJECTIVE. An exception to this might be someone with significant experience that is applicable to a career. After you have post-bachelor's degree experience in your field, your EXPERIENCE will typically be placed after the OBJECTIVE.

Also, you should generally include only those schools from which you have received a degree. There are exceptions to this rule, like a school at which you were particularly active and involved. Typically list your most recent (or most relevant) degree first.

## What about High School education information?

If you are a traditional first-year, you can typically include your high school information. See page 7 for related information.

## EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2024  
Major: English  
Minor: Marketing  
GPA: 3.12/4.00

Q: Why do we add the "/4.00"  
to X.XX/4.00"?

A: It indicates the scale upon  
which your GPA is based.

The use of **bold lettering** and CAPITAL LETTERS (*or italics*) makes the information much easier to read and skim.

Also, starting all useful information from the same *left indented margin* is helpful.

## STUDY ABROAD experience:

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

UNIVERSITY OF SYDNEY, Sydney, Australia  
**Study Abroad Natural Resources Program**, spring semester 2023  
GPA: 3.02/4.00

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

### Should you include the GPA?

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

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

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

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

### HOW TO CALCULATE your Major GPA:

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

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

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

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

The major GPA = 3.08.

### Grades used in computing GPA:

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

# EXPERIENCE

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

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

EXPERIENCE

CAREER RELATED EXPERIENCE

RELEVANT EXPERIENCE

ADDITIONAL EXPERIENCE

*Or, if it's all in your major or field of interest:*

SOCIAL WORK EXPERIENCE

PUBLIC RELATIONS EXPERIENCE

BUSINESS EXPERIENCE

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

## **What about Volunteer (and other unpaid) experience?**

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

The word Employment implies that you were paid. This is usually not the most important issue to emphasize. It's most important to include all your relevant experiences!

## **Should you include all of your jobs and experiences?**

You don't want to add several jobs that don't relate to your career objective. On the other hand, you want credit for having worked! If you decide not to include all of your jobs, consider adding a phrase at the bottom of your EXPERIENCE section like one of these:

*Have held additional positions*

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

*Have held retail sales positions throughout college*

## THE HEADING

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

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

### TYPICAL FORMAT

**Sales Associate**, December 2023 - Present  
ROCK ENTERPRISES, PUMICE, OHIO

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

### SPECIFIC EMPLOYMENT TIME PERIODS CAN OMIT MONTHS:

Summers 2022 & 2023    **or**    Academic year 2023-24    **or**    Fall Semester 2023

LONG TITLES AND ORGANIZATION NAMES will require a different format for ALL jobs listed:

**Coordinator, Committee on the Viability of Earth's Existence**  
Academic years 2022-2024  
ENTROPY COMMISSION OF WISCONSIN, Oconomowoc, Wisconsin

- (text)

## THE DESCRIPTION

This is where you explain your experience and create a mental picture for the reader. Employers want to know what you "did" -your daily activities as well as accomplishments, what you learned, and how the position prepared you with transferrable skills. **SHOW** those elements by describing them. Use statements that get right to the point. Employers spend limited time when skimming a résumé, so make your information pertinent.

Here are three good examples:

### RELEVANT EXPERIENCE

**Student Teacher**, Fall 2023, 14 weeks, Sixth Grade  
PATASKALA SCHOOL OF ORIGAMI RESEARCH, Pataskala, Ohio

- Taught a class of 35 students
- Developed lesson plans
- Coordinated monthly science projects which complemented units on geology, Ohio plant life, and mammals of South America
- Implemented developmental discipline in classroom

## BUSINESS EXPERIENCE

**Market Research Intern**, Fall Semester 2023

CARDINAL REALITY SERVICES, INC., Columbus, Ohio

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

## LEADERSHIP

**Orientation Leader**, Summers 2022 & 2023

*Student and Community Engagement*

CAPITAL UNIVERSITY, Columbus, Ohio

- Supervised 20-30 first-year students and advised them on their transition to college
- Co-facilitated group discussions related to orientation sessions
- Prepared and led team-building and educational activities

This is called the “bullet format.” It is much easier to read than the same information in a paragraph. Employers skim your résumé, so if you can describe your accomplishments with statements that begin with *skill verbs*, they can read more of your résumé in the 10 seconds or less that they’ll spend skimming it. But don’t put ALL the information on your resume in bullet format. Be selective; you’ll probably only use it for your experience descriptions.

## THE VERBS

The verb beginning each “bullet” statement guides the emphasis. Look at this example:

- Met with clients and venue owners to draft and negotiate contract agreements  
*compare with this version:*
- Drafted and negotiated contract agreements between clients and venue owners

These two statements describe the same task, but emphasize very different skill sets.

## Verb TENSE

Describe your *current* positions using *present* tense verbs (teach, develop, implement)

Describe your *past* positions using *past* tense verbs (taught, developed, implemented)

*See the list on the next page to help you start thinking of verbs that you can use!*

# VERB IDEAS FOR DESCRIBING YOUR EXPERIENCES

(REMEMBER TO USE *PRESENT TENSE* FOR CURRENT POSITIONS)

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

# ADDITIONAL AND OPTIONAL SECTIONS

## SPECIAL SKILLS/ACCOMPLISHMENTS:

If you have special competencies that have not been mentioned previously, or which you would like to consolidate into one section, this is the place. Some ideas are **LANGUAGES**, **RESEARCH**, **PUBLICATIONS**, and **PRESENTATIONS**. Here's a framework for a research section (for an example, see the "Cosine Student" résumé at the end of the booklet), and other section possibilities:

### RESEARCH

**Effect of Diet on Social Behaviors**, Spring Semester 2024  
THE MCCRYSTAL LABORATORY FOR BEHAVIORAL RESEARCH

- [What you studied, examined, tested, etc.]
- [The point of what you learned, the conclusions you reached]
- Paper presented at Capital University's Annual Symposium on Undergraduate Scholarship.

### LABORATORY

NMR, IR, AA, GC, HPLC, and Column Chromatography

### COMPUTER LANGUAGES

|        |            |      |     |       |
|--------|------------|------|-----|-------|
| C#     | Python     | Java | C++ | T-SQL |
| PL/SQL | JavaScript |      |     |       |

### ADDITIONAL TECHNICAL SKILLS

|         |               |      |      |       |
|---------|---------------|------|------|-------|
| SSMS    | PyCharm       | SSRS | SSIS | GIT   |
| Minitab | Visual Studio | HTML | CSS  | Xcode |

## SELECTED COURSE WORK:

Include specific course work if those courses are **not implied by your major** (don't include entry-level courses that everyone takes). Many employers feel that related course work is helpful in making their decision. Experience is *more* important (so don't sacrifice space), but if you have room for course work, and it is your most relevant experience, include it.

### SELECTED COURSE WORK

|                           |                  |
|---------------------------|------------------|
| Human Resource Management | Employment Law   |
| Organizational Behavior   | Public Relations |

## COURSE-EMBEDDED PROJECTS:

Sometimes your most relevant experiences, or some of your strongest experiences, are these semester-long projects embedded in your courses that you work on either alone or in a group. They must be unique, like analyzing social media impact for a specific organization. They can't be exercises that are identical for everyone in the course.

*(see next page for examples)*



## RELEVANT COURSE-EMBEDDED PROJECTS

### **Marketing Analyst**, Fall 2023

*Comprehensive Integrated Marketing Plan for:*

SCHOOL OF MANAGEMENT & LEADERSHIP, CAPITAL UNIVERSITY

- Developed marketing plan and campaign based on student focus group data
- Created a target consumer analysis that aligned with the overall marketing plan

### **Student Consultant**, Fall Semester 2022

*Situational Analysis and financial analysis for:*

DREXEL MOVIE THEATER, Columbus Ohio

- Launched a situational analysis, including financial analysis
- Formulated marketing plan and presented recommendations to management

## BUSINESS COURSE-EMBEDDED PROJECTS

### **Digital Marketing**, Fall Semester 2023

*Marketing Plan for:*

NATIONWIDE CHILDREN'S HOSPITAL, Columbus, Ohio

- Developed a digital marketing plan for BC4Teens campaign
- Researched and created ways to promote healthcare resources
- Managed budget to meet overall campaign goals

### **Consumer Behavior**, Spring Semester 2023

*Marketing Plan and Strategy for:*

KEEPSAKE THEME QUILTS, Bexley, Ohio

- Analyzed company financials and operations; recommended improvements
- Developed, moderated, and reviewed focus group research for key consumer insights
- Created and presented a marketing plan to increase company sales and awareness
- Company owner implemented key components

## COMPUTER SCIENCE COURSE-RELATED PROJECTS

### **Airline Seating Simulation**, Spring Semester 2023

Software Engineering, CAPITAL UNIVERSITY

- Applied Agile Development and Pair Programming techniques with classmate to develop a hypothetical airline seating simulation based on user preferences and use cases
- Created a GUI using the Python Graphics Module to allow user input in addition to file read/write support

### **Music App**, Spring Semester 2023

IOS App Development, CAPITAL UNIVERSITY

- Developed an IOS App in SwiftUI that lets users search for songs using iTunes API and add songs to a favorites playlist

## HONORS and ACTIVITIES:

You can combine these or use them by themselves, depending on how much information you have. For instance, if you have one honor (like: Dean's list) and two activities, you can list them all in an HONORS/ACTIVITIES section. If you participated in several activities, (like: Young Norwegians of Ohio, Student Government, Arctic Snowshoeing), you can list them in a separate ACTIVITIES section.

Employers are also interested in **volunteer activities** and **community involvement**.

**Warning:** You should limit your activities to those that fit one or more of three criteria:

- (1) Shows leadership
- (2) Shows communication skills
- (3) Is related to your field

### What about religious and political involvement?

It is often **not** a good idea to include religious and political affiliations (e.g., Campus Crusade for Christ; College Democrats) when these issues are **not directly relevant** to the position you are seeking. You do not want to put off a recruiter who does not share your views. This can also be somewhat true of some social affiliations.

## HONORS and ACTIVITIES: how to make them more readable

### **Problem:** SECTION CAN BE HARD TO SKIM IF ALL THE TEXT LOOKS SIMILAR:

Difficult  
to  
read



SOLA (Students of Latino Affinity) President, January 2024-Present  
Phi Sigma Iota (International Foreign Language Honor Society) Secretary,  
November 2023-Present  
Student Government Senator, Multicultural Affairs Subcommittee, Academic Year  
2023-24  
Varsity Tennis Team, Capital University, Co-Captain, Academic Years 2022-2024  
LEAD (Leaders Emerging and Developing) Member, Capital University,  
Academic Year 2023-2024

### **Solutions:**

#### **START WITH THE ACTIVITIES, THEN INDENT & BOLDFACE YOUR ROLES/TITLES:**

*(This section on the next page contains the same information as above!)*

SOLA (Students of Latino Affinity)  
**President**, January 2024-Present  
PHI SIGMA IOTA (International Foreign Language Honor Society)  
**Secretary**, November 2023-Present  
STUDENT GOVERNMENT  
**Senator**, Multicultural Affairs Subcommittee, Academic Year 2023-24  
VARSITY TENNIS TEAM  
**Co-Captain**, Academic Years 2022-2024  
LEAD (Leaders Emerging and Developing)  
**Member**, Academic Year 2023-2024

#### **YOU CAN ALSO START BY EMPHASIZING YOUR ROLES/TITLES** (and eliminate dates):

**President**, SOLA (Students of Latino Affinity)  
**Secretary**, PHI SIGMA IOTA (International Foreign Language Honor Society)  
**Senator**, STUDENT GOVERNMENT Multicultural Affairs Subcommittee  
**Co-Captain**, VARSITY TENNIS TEAM  
**Member**, LEAD (Leaders Emerging and Developing)

# REFERENCES

## Is this section required on the résumé?

- **NO.** Most people leave it off.
- It is *assumed* that your references are available upon request, and that you will provide a list (see below) with contact information when the employer asks for it.

If you **do** include it, the reference section ALWAYS comes last. It usually looks like this:

**REFERENCES** Available upon request

## Who should be listed as references on your list?

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

BEFORE YOU LIST PEOPLE AS REFERENCES, talk with them about it. Ask them, "Will you provide a positive reference for me?"

## Do you need actual letters, or just a list?

- **Most employers will simply want a list of your references**, including email and phone numbers (see example on the next page). Make sure that you ask references for the best phone number to list for them. Graduate programs typically want actual letters (see the "How to Get Into Graduate and Professional School" booklet for details).
- Provide those referenced with a summary of your experiences and accomplishments with them, so that they can refresh their memory prior to receiving a call from a prospective employer.
- Contact references when you are invited to each interview, and provide your references with details about who might call them so that it is not a surprise when they receive calls from the employers.

# REFERENCES

## Chris M. College

Alan W. Drone  
Director of Human Resources  
Entomology Incorporated  
(515) 555-3467  
*adrone@entomology.com*

Kirk Anderson  
Cartoonist/Illustrator  
St. Paul Pioneer Press  
(608) 555-2973  
*kirka@pioneerplanet.com*

Sue Synapse  
(Former supervisor at Spinal Enterprises)  
Area Manager  
Dendrite Advertising Company  
(614) 555-8389  
*synapses@dendrite.org*

# SAMPLE RÉSUMÉS

The following pages include résumé formatting samples that come from a few different majors. They are not “major-specific.” They are meant to demonstrate a variety of styles that could be used for many majors.

## MORE SPECIFIC RÉSUMÉS ON OUR WEB SITE

Our website has résumé samples for majors that require customized styles:

<http://www.capital.edu/resume-guide/>

*You'll find samples for these **majors**:*

- Education
- Nursing (several styles)
- Music Education
- Music Industry
- Music Performance
- Music Technology/Computer Science
- Theatre

*You'll find samples for these **formats**:*

- Functional format
- Adult and experienced
- First-year

# STEVE STUDENT

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

## OBJECTIVE

A staff accounting position

## EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2024  
Major: Accounting  
GPA: 3.5/4.0

## RELEVANT EXPERIENCE

**Business Manager**, Academic Year 2023-2024  
CAPITAL UNIVERSITY STUDENT PUBLICATIONS, Columbus, Ohio

- Contact prospective advertisers
- Maintain accounting system for accounts receivable and advertising policies/rates

**Assistant Auditor** (Intern), Summer 2023  
AUDITOR OF STATE, Columbus, Ohio

- Performed substantive tests for petty cash and property, plant, & equipment funds
- Verified federal compliance utilizing Quattro Pro
- Analyzed and evaluated internal control procedures for various funds
- Audited State Agencies including EPA, Mental Health, Human Services

**Dispatch Manager**, Summer 2022  
UNITED PRECAST INC., Mount Vernon, Ohio

- Priced invoices and reviewed special purchase orders
- Performed various accounting duties

## ADDITIONAL EXPERIENCE

**Student Ambassador**, September 2022-Present  
CAPITAL UNIVERSITY ADMISSIONS, Columbus, Ohio

- Provide tours for prospective students, help with events on campus, and host overnight prospective students

**Program Engineer**, Summer 2022  
WMVO RADIO, Mount Vernon, Ohio

- Monitored and programmed network radio shows
- Produced commercials
- Engineered live remotes and sporting events
- Trained new employees

*Have also held retail positions throughout college*

## ACTIVITIES/HONORS

Student Chapter, Institute of Management Accountants, **President**  
Tau Pi Phi (National Business Honor Society)  
Alpha Chi (National Scholastic Honor Society)  
Student Government, **Secretary/Treasurer**

## SOFTWARE

Word, Excel, PowerPoint, Access, UltraTax, ATB

# Toni M. Student

(614) 555-5555  
tonistudent@gmail.com

## OBJECTIVE

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

## EDUCATION

**CAPITAL UNIVERSITY**, Columbus, Ohio  
Bachelor of Arts, May 2024  
Major: Marketing  
GPA: 3.37/4.00

## BUSINESS EXPERIENCE

**Market Research Intern**, Fall 2023

CARDINAL REALITY SERVICES, INC., Columbus, Ohio

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

**Accounting Clerk**, Summer/Seasonal, 2021-2023

WESTRECO INCORPORATED, Marysville, Ohio

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

## ADDITIONAL EXPERIENCE

**Resident Assistant**, Academic Years 2022-2024

CAPITAL UNIVERSITY, Columbus, Ohio

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

**Crew Member**, August 2022-Present

CHIPOTLE MEXICAN GRILL, Columbus Ohio

- Assist customers with ordering in store, picking up online orders, and payment
- Cooperate with other crew to maximize efficiency of the line when making orders
- Maintain sanitary standards with routine cleaning of the prep area and lobby

## HONORS/ACTIVITIES

Tau Pi Phi, *business honorary society*

Phi Beta, *fine arts honorary fraternity*

Alpha Phi Omega, *co-educational service fraternity*

Umpire, *Ohio High School Athletic Association*, 2015-Present

Coach, *summer softball teams*

# Sarah Student

Columbus, Ohio  
sstudent@mail.com  
(614) 236-0000

|                           |  |
|---------------------------|--|
| OBJECTIVE                 | To utilize my foreign language skills in an international business or Federal government internship  |
| EDUCATION                 | CAPITAL UNIVERSITY, Columbus, Ohio<br><b>Bachelor of Arts</b> , May 2024<br>Majors: Spanish<br>Political Science<br>GPA: 3.75/4.00<br>Major GPA: 4.00/4.00   |
| CAREER RELATED EXPERIENCE | <b>Research Intern</b> , Summer 2023<br><i>Public Utilities Commission of Ohio</i> , Columbus, Ohio <ul style="list-style-type: none"><li>• Participated in investigations of customer-owned, coin-operated telephones (COCOTs) or pay phones</li><li>• Compiled investigative information of various COCOTs into a database</li><li>• Organized projects notifying owners of violations and processing the responses</li></ul> <b>Teaching Assistant</b> , Academic Year 2023-23<br><i>Political Science Department</i> , Capital University <ul style="list-style-type: none"><li>• Developed lesson plans and interactive lectures for first-year Political Science majors</li><li>• Assisted in grading, writing and providing feedback on assignments</li><li>• Administered exams in the absence of a professor</li><li>• Provided additional assistance to students in the form of tutoring</li></ul> |
| ADDITIONAL EXPERIENCE     | <b>Resident Assistant</b> , Academic Years 2021-2023<br><i>Residential and Commuter Life Office</i> , Capital University, Columbus, Ohio <ul style="list-style-type: none"><li>• Served as leader/advisor for 22 residents</li><li>• Resolved roommate and hall conflicts</li><li>• Counseled residents in various academic and personal areas</li><li>• Facilitated floor and hall educational and social activities</li></ul> <p><i>Have held additional paid positions during college</i></p>   |
| HONORS & ACTIVITIES       | Dean's List<br>Phi Sigma Iota (National Honor Society), President, 1 year<br>Alpha Phi Omega (Co-ed Fraternity), President: 2 years, Vice-President: 1 year<br>Career Development Intern<br>Governor's Honors Program<br>Pep Band Member   |



# Don M. Student

Columbus, Ohio  
740-555-1212  
Dstudent3@capital.edu

## EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2025  
Major: Computer Science  
GPA: 3.47/4.00

## RELEVANT EXPERIENCE

### **Software Delivery Intern**, Summer 2023

SAFEAUTO INSURANCE Information Technology Department

- Assisted the Software Delivery team with numerous tasks including: hardware imaging, software rollouts to end users, and designing VDI architecture
- Presented a summer-long project regarding third-party application patching in Microsoft SCCM to leadership at the conclusion of the internship

### **IT Helpdesk Assistant**, Spring Semester 2022

CAPITAL UNIVERSITY Information Technology Department

- Provided maintenance, technical support, and troubleshooting of desktop computers, printers, telephones, and other devices to ensure effective use of resources among students and faculty
- Utilized strong communication skills when answering calls and acknowledging Helpdesk emails

## TECHNICAL SKILLS

|        |                               |
|--------|-------------------------------|
| Python | Swift UI/UIKit                |
| C++    | Hardware Imaging              |
| C#     | Git/Azure DevOps              |
| X++    | JavaScript/React.js           |
| SQL    | VMware Horizon Administration |

## RELEVANT COURSE-EMBEDDED PROJECTS

### **Airline Seating Simulation**, Spring Semester 2023

Software Engineering, CAPITAL UNIVERSITY

- Applied Agile Development and Pair Programming techniques with classmate to develop a hypothetical airline seating simulation based on user preferences and use cases
- Created a GUI using the Python Graphics Module to allow user input in addition to file read/write support

### **Music App**, Spring Semester 2023

IOS App Development, CAPITAL UNIVERSITY

- Developed an IOS App in SwiftUI that lets users search for songs using iTunes API and add songs to a favorites playlist

# Erika Student

(614) 555-1212  
estudent@capital.edu

## EDUCATION:

CAPITAL UNIVERSITY, Columbus, Ohio  
Bachelor of Arts, May 2024  
**Majors: Communication, Public Relations**  
GPA: 3.4/4.0

## COMMUNICATION EXPERIENCE:

**Communication Intern**, Fall Semester 2023  
TWO CATERERS, Columbus Ohio

- Strategized advertising campaign for new restaurant
- Photographed and videotaped events
- Collaborated to produce collection of photographs and videos
- Edited New Hire Employee Handbook
- Developed plan for utilizing social media outlets
- Cold-called businesses to collect information
- Developed stress-test for restaurant

**Communications Assistant**, October 2022-August 2023  
PROMOTIONS ONE, Columbus Ohio

- Assisted in coordination of Red, White & BOOM!, MommyMile, and First Night Columbus
- Represented MommyMile brand for all communications to public
- Strategized and designed social media multi-platform campaign
- Recruited, selected, trained, and supervised volunteers
- Prepared materials for board meetings
- Recorded minutes at board meetings

## SALES AND MARKETING EXPERIENCE:

**Supervisor**, Academic Year 2023-24  
**Lead Caller**, Academic Year 2022-23  
**Caller**, Academic Year, 2021-22  
*Capital Fund*  
CAPITAL UNIVERSITY, Columbus Ohio

- Train and supervise new employees
- Oversee daily operations
- Attend Alumni Events
- Call Capital University Alumni to ask for donations

## ACTIVITIES:

SAAAC (Students for the Advancement of Afrikan-American Culture)

- **Social Chair**, coordinated annual SAAC fashion show, including advertising

Muslim Student Association

- **Media Relations Coordinator**, Assisted with managing and advertising for various programs

PRSSA (Public Relations Student Society of America)

- **Member**

# KATELYND STUDENT

(614) 555-1212  
*kstudent@capital.edu*

|                                  |   |                                    |
|----------------------------------|---|------------------------------------|
| <b>OBJECTIVE</b>                 | A position in the field of human resources or organizational behavior   |                                    |
| <b>EDUCATION</b>                 | CAPITAL UNIVERSITY, Columbus, Ohio<br><b>Bachelor of Arts</b> , May 2024<br>Major: Psychology<br>Minor: Business Management<br>GPA: 3.76/4.00   |                                    |
| <b>SELECTED COURSE WORK</b>      | Human Resource Management<br>Organizational Behavior  | Employment Law<br>Public Relations |
| <b>HUMAN SERVICES EXPERIENCE</b> | <b>Crisis Center Intern</b> , August 2023 - Present<br>FRANKLIN COUNTY CHILDREN'S SERVICES, Columbus Ohio <ul style="list-style-type: none"><li>• Provide support, interaction, and supervision for children who are brought to Intake.</li><li>• Assist with a variety of administrative duties</li></ul> <b>Activity Coordinator</b> , Spring Semester 2023 (40 hours)<br>HERITAGE DAY HEALTH CENTER, Columbus, Ohio <ul style="list-style-type: none"><li>• Engaged adult day care residents with activities and conversation</li></ul> <b>Behavioral Mentor</b> , Fall Semester 2022<br>KIDSCONNECT MENTORING PROGRAM, Columbus, Ohio <ul style="list-style-type: none"><li>• Certified and trained behavioral mentor</li><li>• Mentored children in grades six through eight at Canal Winchester Middle School</li></ul> |                                    |
| <b>RESEARCH</b>                  | <b>Determination of Language Use and its Effects on Perspective-Taking</b><br>Spring Semester 2023 <ul style="list-style-type: none"><li>• Conducted a research study to determine the first and third-person effects on perspective-taking</li><li>• Results showed those who read a story in first-person demonstrated higher levels of perspective-taking than those who read a story in third-person</li><li>• Paper presented at Capital University's Annual Symposium on Undergraduate Scholarship</li></ul>  |                                    |
| <b>ADDITIONAL EXPERIENCE</b>     | <b>Associate</b> , October 2022 - Present<br>PANERA BREAD, Columbus, Ohio<br><br><b>Server</b> , January 2021 - August 2022<br>BOB EVANS RESTAURANT, Canal Winchester, Ohio<br><br><b>Salesperson</b> , Summer 2022<br>AIMEE'S BLUE RIBBON SPICES, Granville, Ohio  |                                    |
| <b>EXTRA-CURRICULAR</b>          | <b>Secretary</b> , Spring Semester 2023 - Present<br>PSI CHI (International Psychology Honors Society)  |                                    |

# Cosine Student

Columbus, Ohio  
(614) 555-5555  
*cstudent@capital.edu*

**Format most often  
used if your résumé  
will be scanned**

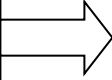
## OBJECTIVE

A position integrating science and communication

## EDUCATION

**Capital University**, Columbus, Ohio  
Bachelor of Arts, May 2024  
Major: Biology  
Minors: Chemistry and Music  
GPA: 3.84/4.00

The “Cosine Student”  
résumé on the next page  
shows how this original  
résumé can be modified to  
easily cut and paste into an  
employer’s online application  
site that supports text only.



## RELEVANT EXPERIENCE

**Departmental Assistant**, September 2022-present  
CHEMISTRY DEPARTMENT, Capital University

- Conduct specific research for chemistry textbook in progress
- Grade student papers, problems, and lab reports
- Oversee correspondence to chemistry alumni

**Office Manager’s Assistant and Physician’s Aide**, Summer 2023  
DR. MARK A. STEINMETZ, M.D., Bluffton, Ohio

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

**Peer Mentor**, Smooth Transitions, Summers 2021 and 2022  
MULTICULTURAL AFFAIRS, Capital University

- Served as source of guidance for incoming students of color
- Tracked individual progress of 40 students throughout their entire first semester at Capital

## RESEARCH

**Effects of Soft Drink Consumption on Weight Gain in Rats**, Fall 2022  
CAPITAL UNIVERSITY, Columbus, Ohio

- Monitored weight gain and food consumption of rats receiving soda/water mixture compared to rats receiving only water to find causal relationship between soft drink consumption and obesity in humans
- Concluded that soft drinks are not significant cause of obesity
- Experimental rats consumed less food contrary to human results, suggesting that humans override homeostasis
- Poster presented at Capital University’s Annual Honors Symposium for Undergraduate Research

## ADDITIONAL SKILLS

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

## COLLEGE ACTIVITIES/HONORS

Alpha Chi, National Collegiate Honor Society  
Student Environmental Action Coalition  
Chapel Choir  
Musical Theater Workshop

COSINE STUDENT  
Columbus, OH  
(614) 555-5555  
cstudent@capital.edu

#### OBJECTIVE

A position integrating science and communication

#### EDUCATION

Capital University, Columbus, Ohio  
Bachelor of Arts, May 2024  
Major: Biology  
Minors: Chemistry and Music  
GPA: 3.84/4.00

#### RELEVANT EXPERIENCE

Personal Assistant, September 2022-present  
CHEMISTRY DEPARTMENT, Capital University

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

Office Manager's Assistant and Physician's Aide, Summer 2023  
DR. MARK A. STEINMETZ, M.D., Bluffton, Ohio

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

Peer Mentor, Smooth Transitions, Summers 2021 and 2022  
MULTICULTURAL AFFAIRS, Capital University

- Served as source of guidance for incoming students of color
- Tracked individual progress of 40 students throughout their entire first semester at Capital

#### RESEARCH

Effects of Soft Drink Consumption on Weight Gain in Rats, Fall 2022  
CAPITAL UNIVERSITY, Columbus, Ohio

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- Concluded that soft drinks are not significant cause of obesity
- Experimental rats consumed less food contrary to human results, suggesting that humans override homeostasis
- Poster presented at Capital University's Annual Honors Symposium for Undergraduate Research

#### ADDITIONAL SKILLS

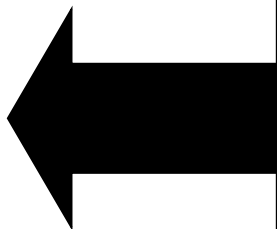
Microsoft Word, Access, PowerPoint  
Laboratory Instrumentation: NMR and IR spectroscopy

#### COLLEGE ACTIVITIES/HONORS

Alpha Chi, National Collegiate Honor Society  
Student Environmental Action Coalition  
Chapel Choir  
Musical Theater Workshop

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

**WARNING:** This text-only résumé specifically demonstrates how to modify the "Cosine Student" example from the previous page. It's not a good general format.



# JORDAN STUDENT

(614) 555-2222  
jstudent@capital.edu

This is an example of a student who is using a "Selected Course Work" section, because she does not yet have experience directly related to her major.

## OBJECTIVE

An internship in the field of accounting

## EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2025  
Major: Accounting  
GPA: 3.88/4.00

## SELECTED COURSE WORK

|                                     |                                |
|-------------------------------------|--------------------------------|
| Financial and Managerial Accounting | Management Information Systems |
| Intermediate Accounting             | Finance                        |
| Governmental Accounting             |                                |

## BUSINESS EXPERIENCE

**Administrative Assistant**, January 2023-present  
NORWECO, INC., Westerville, Ohio

- Create mailing databases for mass marketing
- Prepare inventory and costing spreadsheets for inventory control

**Business Office Assistant**, Summer 2022  
NORWALK REFLECTOR, INC., Norwalk, Ohio

- Typed classified ads for daily newspaper
- Provided customer service

## ADDITIONAL EXPERIENCE

**Coach**, Summer League Volleyball, Summers 2021-2023  
NORWALK ST. PAUL HIGH SCHOOL, Norwalk, Ohio

- Coached and trained 14 and 16-year-old female athletes
- Created drills and workout programs for each athlete
- Developed teamwork activities
- Supervised weekly practice and weekend tournaments

**Orientation Leader**, Summers 2022 and 2023

*Student and Community Engagement*

CAPITAL UNIVERSITY, Columbus, Ohio

- Supervised 20-30 first-year students, and advised them on their transition to college life
- Co-facilitated group discussions related to orientation sessions
- Prepared and led team-building and educational activities

*Have held additional positions*

## ACTIVITIES/HONORS

NCAA Division III Varsity Volleyball  
Institute of Management Accountants  
Women in Business Society

# FINAL NOTES

Everything has to be perfect in your résumé; it's the first impression you'll make! Spell-check, proofread, and have other people critically evaluate your résumé and suggest changes. When it is sent to employers, it **MUST BE FLAWLESS!** Any error reflects on *you* and will make it easy for the recruiter to decide that your résumé belongs in the "no" pile.

## YOU NEED A COVER LETTER

If you are **sending** a résumé to an employer, you **NEED** to include a cover letter. For information on cover letters, get a copy of the "HOW TO WRITE A COVER LETTER" career guide on our website: <http://www.capital.edu/career-how-to/>

## PRINT YOUR RÉSUMÉ

Make sure you use résumé-weight paper, at least 24# (copy paper is 20#). You can buy résumé paper and print your résumé in Career Development (10¢/page).

## EMAIL YOUR RÉSUMÉ

Send your emailed résumé as a PDF so that your formatting will remain consistent.

### **Naming your resume file:**

Instead of saving and sending your resume as "resume.pdf", you should use **your name** in the document name (e.g., DaveStudent-resume.pdf). Name your resume file **FOR YOUR AUDIENCE**, not for you.

## MAIL YOUR RÉSUMÉ? EVER?

Occasionally, you might use the U.S. Post Office to mail your résumés. If so, consider using 9 by 12 inch envelopes, so that the résumé and cover letter don't have creases in them. There is nothing wrong with sending them in a regular sized envelope, but some employers think they look nicer without folds.