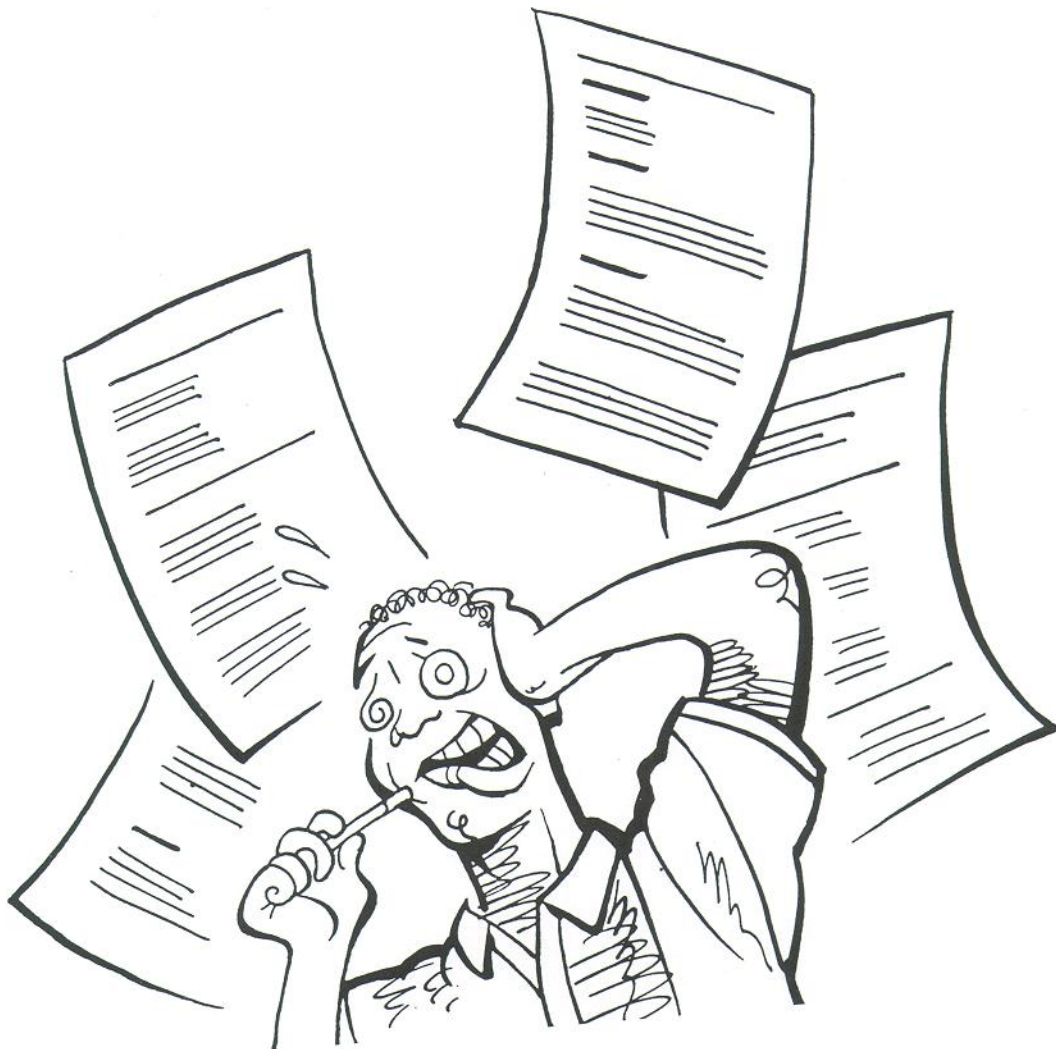


How To Write a RÉSUMÉ

by Eric R. Anderson

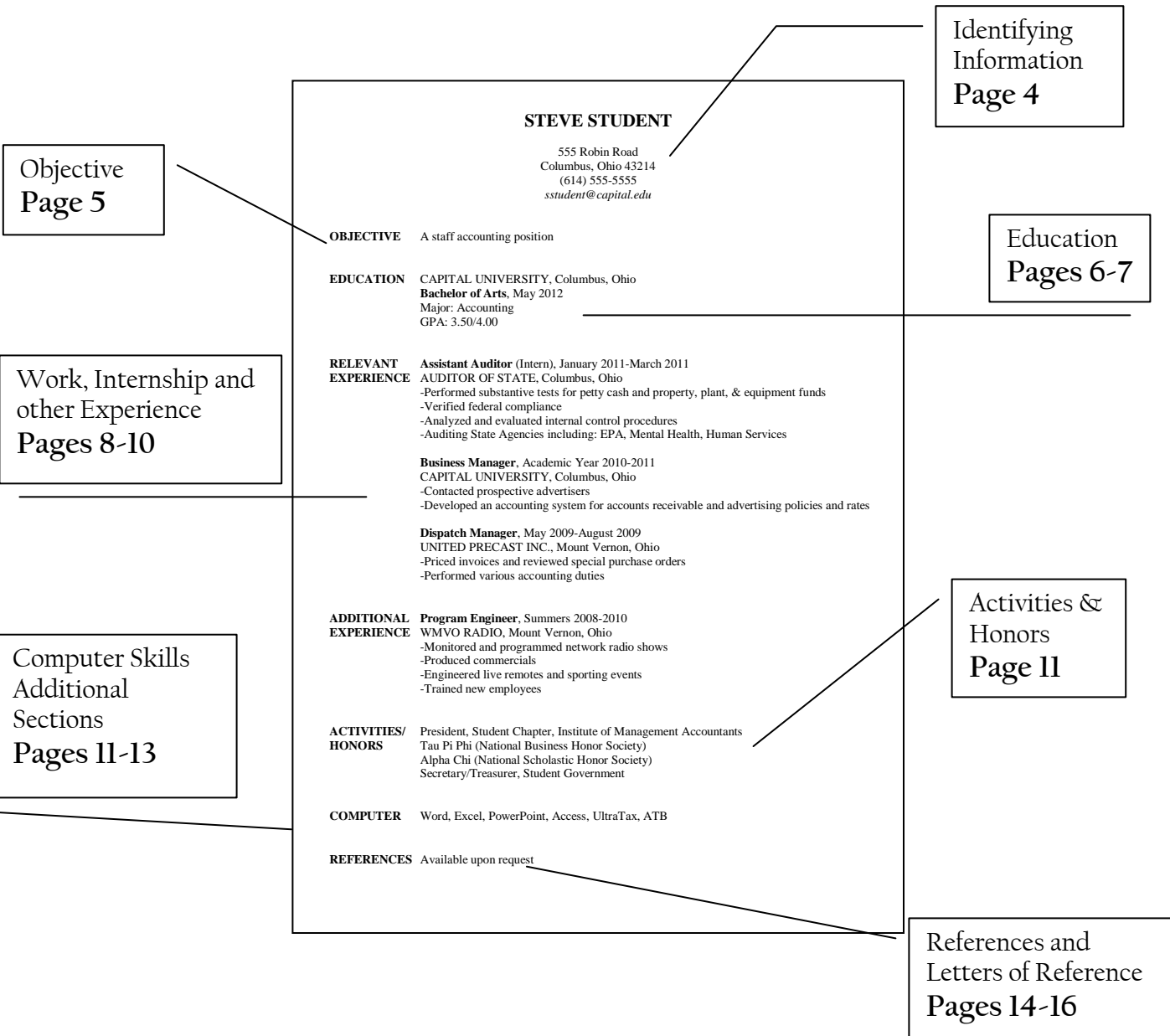


Provided by Capital University Career Development
Division of Student Affairs
Campus Center, Lower Level, 614/236-6606
WEB: www.capital.edu/CareerDevelopment
EMAIL: CareerDevelopment@capital.edu

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University
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HOW TO WRITE A RÉSUMÉ

Table of Contents



OTHER IMPORTANT INFORMATION

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GETTING STARTED

SOFTWARE

- Use a standard word processing program, like Microsoft Word
- DON'T use the wizard or template

AS YOU ARE ENTERING INFORMATION

- When you start writing your résumé, include *everything* that comes to mind; all employment, all education, all experiences, all committees, activities, volunteer work, etc. Then later you can go back and decide what is most important.
- Write concisely. Add specific details. Don't exaggerate your responsibilities.

HOW FAR BACK?

- For upper-class students, in addition to experiences and activities from your college years, you 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)
- First year students can include high school experience and education
- 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

Length	One page in length is recommended for most college students, although you can have two pages of <i>important</i> information. <i>Be as concise as you can, but don't leave out the essentials.</i>
Margins	Between 1" and ½" for all margins (Word annoyingly defaults to 1.25")
Type size	10-12 point font
Font	Use a simple font that is easy to read. (Examples are Arial, Tahoma, Times New Roman or Verdana)
Style	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). Write out all words completely (like: Street, Bachelor of Arts, Ohio, September, etc.). It looks nicer and it's easier to read.
Paper	Plain, heavyweight (24#) résumé paper, white or light beige.
Print quality	Use laser printing, or a very high quality photocopy. No ink jet. When emailing your resume, send it as a PDF (see last page for details)
Sequence	Most important items first (EDUCATION if you are still in school or recently graduated; EXPERIENCE if you have significant relevant experience)
Spell-check	ALL CAPS are not checked; change settings or check them yourself. In general, use spell-check, but don't trust it; "a part" and "apart" are spelled correctly, but one space gives them opposite meanings!

IDENTIFYING INFORMATION

Name*

Address
City, State Zip Code
Telephone number
E-mail address

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

It is important to provide all of this information to a prospective employer. It is always placed at the top of the résumé, in one of a number of styles. If you basically have **one** address, you'll typically center it at the top of the page.

KIM COLLEGE
354 Cowtown Lane
Columbus, Ohio 43215
(513) 555-5588
kcollege@capital.edu

Sometimes it makes sense to list two addresses. For example, if you're applying for a summer internship close to the end of the semester. However, only include one email address and be sure to remove the email "hyperlink" on your printed résumé.

KIM COLLEGE

Address until May 10:
Box 999, Capital University
Columbus, Ohio 43209
(614) 236-1234
kcollege@capital.edu

Address after May 10:
354 Intelligence Lane
Mensa, Ohio 44339
(513) 555-5588

If your only phone number is your **cell phone**, you can also list the contact info like this:

KIM COLLEGE
(513) 555-5588
kcollege@capital.edu

Address until May 10:
Box 999, Capital University
Columbus, Ohio 43209

Address after May 10:
354 Intelligence Lane
Mensa, Ohio 44339

OBJECTIVE

Most employers want an objective on a résumé. It is a guiding statement that helps them direct the résumé to the appropriate person, for the appropriate job, while giving your résumé a focus. 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 balancing your statement between being too specific and too broad.

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

If you absolutely can't focus on a narrow range of work fields or if you are distributing your résumé at a job fair or career 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. If you're having trouble with this, come to Career Development for help.

EDUCATION

If you are currently in college, you will most likely want to place this section immediately after the OBJECTIVE. An exception to this might be a student who has significant experience that is applicable to a career. After you have post-bachelor's degree experience in your field, your EXPERIENCE will 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. List your highest degree first.

Finally, if you are a traditional first-year or a first semester sophomore student, you can include your high school information.

EDUCATION CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2012
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 easier to skim.

Also, starting all useful information from the *left side of the column* 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 2011
GPA: 3.02/4.00

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

There are several issues to consider here. Lots of employers like to see a 3.0 or higher. On the other hand, the average college GPA is around 2.7. If yours is near that number, 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 also 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, 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:

SOCIAL WORK EXPERIENCE

PUBLIC RELATIONS EXPERIENCE

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

Notes:

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

The word Employment implies that you were paid. This is usually not the most important issue to emphasize.

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, January 2010 - July 2011

ROCK ENTERPRISES, PUMICE, OHIO

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

SPECIFIC EMPLOYMENT TIME PERIODS CAN OMIT MONTHS:

Summers 2009 & 2010

or

Academic year 2010-11

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

Coordinator, Committee on the Viability of Earth's Existence

Academic years 2009 - 2011

ENTROPY COMMISSION OF WISCONSIN, Oconomowoc, Wisconsin

- (text)

THE TEXT

This is the description of your experience. Employers want to know what you did at your job—what you have learned and accomplished, and how that experience prepared you for other opportunities. They do NOT want a section where you state that you are reliable, creative, thorough, and perfect. SHOW those attributes through a job description, don't just TELL them. "Telling" is weak. "Showing" is strong. Use phrases that get right to the point. Employers often spend limited time when scanning a résumé, so make your information pertinent.

Here's a good example:

RELEVANT EXPERIENCE	Student Teacher , Spring 2011, 14 weeks, Sixth Grade PATASKALA SCHOOL OF ORIGAMI RESEARCH, Pataskala, Ohio <ul style="list-style-type: none">• Taught a class of 35 students• Developed lesson plans• Implemented developmental discipline in classroom• Coordinated monthly science projects which complemented units on geology, Ohio plant life, and mammals of South America
--------------------------------	---

This is called the "bullet format", and it is much easier to read than the same information in paragraph format. Employers will be skimming your résumé, and so if you can describe your accomplishments with statements that begin with *skill verbs* on the left side of the page, they can cover more of your résumé in the 10 seconds or less that they allot during the first screening.

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!

Q. Do you include all of your jobs since high school?

A. Not necessarily. For example, you do not want to add several jobs that don't really relate to your career objective if you don't have to. 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:

Have held additional paid positions

Or

Worked part-time and full-time positions throughout college

Or

Have held restaurant positions throughout college

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 in 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 two other section possibilities:

RESEARCH	Effect of Diet on Social Behaviors , Spring Semester 2011 THE MCCRYSTAL LABORATORY FOR BEHAVIORAL RESEARCH <ul style="list-style-type: none">• [What you did]• [The point of what you learned]• Paper presented at Capital University's Annual Symposium on Undergraduate Scholarship.
COMPUTER	Microsoft Word, Excel, PowerPoint, Adobe InDesign CS3
LABORATORY	NMR, IR, AA, GC, HPLC, and Column Chromatography

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, include it.

SELECTED COURSE WORK	Marketing Promotional Strategy	Case Studies in Public Relations Personal Selling and Sales Management
-----------------------------	-----------------------------------	---

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 Snow shoeing), 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:

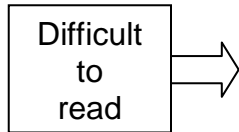
- (1) Shows leadership
- (2) Shows communication skills
- (3) Is related to your field

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. Also, 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: ways to make them more readable

Problem:

ACTIVITIES AND HONORS CAN BE HARD TO SKIM IF ALL THE TEXT LOOKS SIMILAR:



SOLA (Students of Latino Affinity) President - January 2009 - Present
Phi Sigma Iota (International Foreign Language Honor Society) Secretary,
November 2009 – Present
Student Government Senator, Subcommittee on Multicultural Affairs – August
2009 – May 2010
Varsity Tennis Team, Capital University, Co-Captain August 2009 – May 2011
LEAD (Leaders Emerging and Developing) Member, Capital University,
August 2008 - April 2009

Solutions:

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

SOLA (Students of Latino Affinity)
President, January 2009-Present
PHI SIGMA IOTA (International Foreign Language Honor Society)
Secretary, November 2009 – Present
STUDENT GOVERNMENT
Senator, Multicultural Affairs Subcommittee, Academic Year 2009-10
VARSITY TENNIS TEAM
Co-Captain, August 2009 – May 2011
LEAD (Leaders Emerging and Developing)
Member, August 2008 - April 2009

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)

ALSO, A SPECIFIC ACTIVITY CAN SOMETIMES BE LISTED LIKE AN EXPERIENCE:

Orientation Leader, Summers 2009 and 2010
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

FUNCTIONAL EXPERIENCE SECTIONS:

This is sometimes called a "functional résumé" format. If you have the needed experience to apply for a job, but your major and work experiences don't **appear** to support that, you can consider including these sections. Examples of possible section titles are:

EXPERIENCE

Sales

- Worked at a retail clothing store in sales and service
- Sold washing machines door-to-door during junior year

Supervision

- Act as assistant manager of Alma's Grocery Palace on weekends
- Supervised four grounds workers when employed at Port Columbus

Public Speaking

- Presented case study information to business classes
- Facilitated student discussion groups at Capital University

To see functional format résumé examples, click on the link on the Résumé Booklet page on our website (www.capital.edu/CareerDevelopment).

REFERENCES

IS THIS SECTION REQUIRED ON THE RÉSUMÉ?

- Including a reference section in your résumé is still an accepted practice (it has come to mean “the end”), although many people leave it off. It is *assumed* that your references are available upon request.

If included, the reference section ALWAYS comes last. It usually reads like this:

REFERENCES Available upon request

DO YOU NEED ACTUAL LETTERS, OR JUST A LIST?

- Many employers will simply want a list of your references, including addresses and phone numbers (see example on page 16). They can often get more accurate and useful information from references over the phone.
- If you are providing this kind of list, you should still provide your references with a summary of your experience with them, so that they can refresh their memory prior to receiving a call from a prospective employer. Read the tips on the next page.
- Contact your references a few weeks before you will need them. Make sure that you ask them for the best phone number to list for them.
- When you interview for positions, let your references know, so that it is not a surprise when they receive calls from employers.

GETTING A *LETTER* OF RECOMMENDATION

Many students make mistakes when asking for letters of recommendation. For instance, you shouldn't stick a note in someone's mailbox that reads, "I need a letter of recommendation sent to [employer] by this Friday. Thanks". It's offensive and shows poor planning. It definitely does not guarantee a good letter.

Whom do you ask?

Faculty members and employers are the most typical references, but anyone who has supervised you 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.

Procedure for *requesting* and *obtaining* letters of recommendation:

1. **Make personal contact** with the potential writer. Ask, "Will you write a positive letter of recommendation for me?" If the answer is "no", ask someone else!
2. **Schedule a meeting to discuss the recommendation letter** with the writer. Then bring a list of what you plan to provide to them in order to help them write the letter, ***and ask them what else would be helpful***. Even though they are happy to write letters of recommendation for you, writing can be something of a chore if they have to recall everything about you before they begin to write.

HERE'S WHAT TO INITIALLY INCLUDE ON YOUR LIST:

- | | |
|--|----------------------------------|
| -Courses you took with them (and your grades) | -Projects/research you completed |
| -Group projects and presentations | -Titles of papers you wrote |
| -Résumé (and personal statement, if it's complete) | -Other relevant experiences |

Your professors and supervisors will appreciate being able to refer to this information while writing, and their letters will be more specific and more personal because of it.

3. **Compile and provide all materials (including, for example, copies of your papers with the professor's comments) to the writer by an agreed date.**
4. **Provide a stamped envelope, pre-addressed to you, or pick up their letter in person.** Be sure to decide on a date to have the letter in your hands. It is a good idea to set the date a few days before you need the letter. You do not want to be in a bind or turn in a letter to your future employer late.
5. **Send a thank you note to the writer after you receive the letter, or at the deadline.** It's important to show your appreciation (and if they haven't written the letter by then, your note will jog their memory).

Note: Keep the original letters. Make photocopies for employers who request them.

REFERENCES

Chris M. College

Alan W. Drone
Director of Human Resources
Entomology Incorporated
298 Fire Ant Lane
Termite, Iowa 34534
(515) 555-3467
adrone@entomology.com

Kirk Anderson
Cartoonist/Illustrator
89 Lois Lane
Madison, Wisconsin 53700
(608) 555-2973
kirka@pioneerplanet.com

Sue Synapse
(former supervisor at Spinal Enterprises)
Area Manager
Dendrite Advertising Company
908 Pylorus Court
Duodenum, Ohio 43222
(614) 555-8389
synapses@dendrite.org

ONLINE RÉSUMÉS

Many times you will submit your résumé electronically to organizations. Below are some tips for online résumés and job searches.

- When posting your résumé online, consider including only your name and e-mail address as contact information so that your privacy is not invaded.
- If you are asked to cut and paste your résumé directly into an online application, you need to eliminate all extraneous formatting. (see Cosine Student example #2)
- If you've been requested to e-mail your résumé, attach it to the e-mail preferably as a PDF.

SCANNABLE RÉSUMÉS

At times, an employer may request a scannable résumé. This is often true for large companies or employers interviewing at job fairs.

Here are some hints:

- Provide a laser printed original or a high quality photocopy
- Use white or light colored paper
- Do not fold or staple
- Use a font size of 10 to 12 points
- Avoid fancy treatments such as italics, underlines, or shadows
- Avoid vertical and horizontal lines, graphics, and boxes
- Include only one mailing address and your e-mail address and place them below your name
- As long as the letters don't touch each other, you can use boldface and/or all capital letters for section headings
- Use field specific terms to define your skills, experience, education, or professional affiliations
- Use a font such as Arial or Tahoma
- Do not use columns - give each idea its own line (see Cosine Student example)

SAMPLE RÉSUMÉS

- The following pages include résumé formatting samples that come from a couple of different majors. They are not “major-specific”. They are meant to demonstrate a variety of styles that could be used for many majors.
- The first “**Cosine Student**” sample résumé is good to use as an example if you are creating a scannable résumé (also see page 17). The second “**Cosine Student**” sample shows how the original résumé can be modified to easily cut and paste into an employer’s online application site that supports text only.

MORE SPECIFIC RÉSUMÉS ON OUR WEB SITE

Our web site has résumé samples for majors that require customized styles:

Career Development is at www.capital.edu/CareerDevelopment

Click “*Career Booklets*” on the left navigation bar, then select the picture of this booklet

You’ll find samples for these majors:

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

You’ll find samples for these formats:

- Functional format
- CLL (experienced) résumé
- First-year résumé

STEVE STUDENT

555 Rocky Road
Columbus, Ohio 43215
(614) 555-5555
sstudent@capital.edu

OBJECTIVE	A staff accounting position
EDUCATION	CAPITAL UNIVERSITY, Columbus, Ohio Bachelor of Arts , May 2012 Major: Accounting GPA: 3.5/4.0
RELEVANT EXPERIENCE	Business Manager , Academic Year 2011-2012 CAPITAL UNIVERSITY STUDENT PUBLICATIONS, Columbus, Ohio <ul style="list-style-type: none">• Contact prospective advertisers• Maintain accounting system for accounts receivable and advertising policies/rates Assistant Auditor (Intern), Summer 2011 AUDITOR OF STATE, Columbus, Ohio <ul style="list-style-type: none">• 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 2010 UNITED PRECAST INC., Mount Vernon, Ohio <ul style="list-style-type: none">• Priced invoices and reviewed special purchase orders• Performed various accounting duties
ADDITIONAL EXPERIENCE	Student Ambassador , September 2010-Present CAPITAL UNIVERSITY ADMISSIONS, Columbus, Ohio <ul style="list-style-type: none">• Provide tours for prospective students, help with events on campus and host overnight prospective students Program Engineer , Summer 2009 WMVO RADIO, Mount Vernon, Ohio <ul style="list-style-type: none">• Monitored and programmed network radio shows• Produced commercials• Engineered live remotes and sporting events• Trained new employees <p><i>Have also held retail positions throughout college</i></p>
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
REFERENCES	Available upon request

Toni M. Student

555 Sanskrit Street
Pickerington, Ohio 43147
(614) 555-5555
tstudent@columbus.rr.com

OBJECTIVE	An entry-level position in the field of marketing or sales
EDUCATION	CAPITAL UNIVERSITY , Columbus, Ohio Bachelor of Arts, May 2012 Major: Marketing GPA: 3.37/4.00
BUSINESS EXPERIENCE	Market Research Intern , Spring 2011 CARDINAL REALITY SERVICES, INC., Columbus, Ohio <ul style="list-style-type: none">• 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, 2008-2011 WESTRECO INCORPORATED, Marysville, Ohio <ul style="list-style-type: none">• Prepared payroll for part-time employees using Excel• Analyzed fixed asset inventory• Prepared purchase orders and paid invoices
ADDITIONAL EXPERIENCE	Resident Assistant , Academic Years 2010-2012 CAPITAL UNIVERSITY, Columbus, Ohio <ul style="list-style-type: none">• Directly supervise 25 residents• Counsel residents in variety of personal and academic areas• Facilitate floor and hall developmental programs Chair/Member , Academic Years 2009-2011 Homelessness Awareness Week Planning Committee CAPITAL UNIVERSITY, Columbus, Ohio <ul style="list-style-type: none">• Planned events to promote awareness of homeless in the U.S.• Coordinated the Empty Bowls program• Created fact sheets and displayed them on campus• Educated students about policies affecting homeless persons in the U.S.• Encouraged students to write their senators in support of policies that benefit homeless youth programming
HONORS/ ACTIVITIES	Tau Pi Phi, <i>business honorary society</i> Phi Beta, <i>fine arts honorary fraternity</i> Delta Xi Delta, <i>local social and service sorority</i> Umpire, <i>Ohio High School Athletic Association</i> , 2008-Present Coach, <i>summer softball teams</i>

REFERENCES AVAILABLE UPON REQUEST

Sarah Student

sstudent@mail.com

Present Address:
1 College and Main
Box 000, Capital University
Columbus, Ohio 43209
(614) 236-0000

Permanent Address:
555 Crayon Road
Baltimore, Ohio 43105
(614) 555-0000

OBJECTIVE	To utilize my foreign language skills in an international business or Federal government internship
EDUCATION	CAPITAL UNIVERSITY, Columbus, Ohio Bachelor of Arts , May 2012 Majors: Spanish Political Science GPA: 3.75/4.00 Major GPA: 4.00/4.00
CAREER RELATED EXPERIENCE	Research Intern , Summer 2011 <i>Public Utilities Commission of Ohio</i> , Columbus, Ohio <ul style="list-style-type: none">• Participated in investigations of customer-owned, coin-operated telephones (COCOTs) or pay phones• Compiled investigative information of various COCOTs into a database• Organized projects notifying owners of violations and processing the responses Teaching Assistant , Academic Year 2010-11 <i>Political Science Department</i> , Capital University <ul style="list-style-type: none">• Developed lesson plans and interactive lectures for first-year Political Science majors• Assisted in grading, writing and providing feedback on assignments• Administered exams in the absence of a professor• Provided additional assistance to students in the form of tutoring
ADDITIONAL EXPERIENCE	Resident Assistant , Academic Years 2009-2011 <i>Department of Residence Life</i> , Capital University, Columbus, Ohio <ul style="list-style-type: none">• Served as leader/advisor for 22 residents• Resolved roommate and hall conflicts• Counseled residents in various academic and personal areas• Facilitated floor and hall educational and social activities <p><i>Have held additional paid positions during college</i></p>
HONORS & ACTIVITIES	Dean's List Phi Sigma Iota (National Honor Society), President, 1 year Delta Xi Delta (Sorority), President: 2 years, Vice-President: 1 year Career Development Intern Governor's Honors Program Pep Band Member
SOFTWARE	Microsoft Word, Excel, Access

Cosine Student
123 Acute Avenue
Columbus, Ohio 43215
(614) 555-5555
cstudent@capital.edu

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

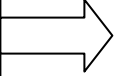
OBJECTIVE

A position integrating science and personal communication

EDUCATION

Capital University, Columbus, Ohio
Bachelor of Arts, May 2012
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.



EXPERIENCE

Personal Assistant, September 2011-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 2011
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 2010 and 2011
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, Spring 2011
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, April 2011

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
123 Acute Avenue
Columbus, OH 43215
(614) 555-5555
cstudent@capital.edu

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.

OBJECTIVE

A position integrating science and personal communication

EDUCATION

Capital University, Columbus, Ohio
Bachelor of Arts, May 2012
Major: Biology
Minors: Chemistry and Music
GPA: 3.84/4.00

Notice that this text-only résumé specifically demonstrates how to modify the "Cosine Student" example from the previous page.

EXPERIENCE

Personal Assistant, September 2011-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 2011
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 2010 and 2011
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

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CAPITAL UNIVERSITY, Columbus, Ohio
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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

DON M. STUDENT

555 East Main Street
Columbus, Ohio 43209
(614) 111-2222
dstudent@capital.edu

OBJECTIVE An entry-level computer programming position

EDUCATION CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2012
Major: Computer Science
Bachelor of Music, May 2012
Major: Music Industry
GPA: 3.28/4.00

CAREER RELATED EXPERIENCE **Database Analyst**, September 2010-Present
Marketing Department
RIVERSIDE METHODIST HOSPITALS, Columbus, Ohio

- Build, update, and merge/purge internal databases and mailings lists
- Write simple and complex reports from databases, preparing written summaries of analysis
- Prepare graphs and charts for presentations

Computer/Production Intern, Summer 2011
WWCD, Columbus, Ohio

- Updated statistical records in computer database
- Evaluated computer operation errors and suggested solutions
- Assisted with commercial productions in studio
- Processed merchandise orders

ADDITIONAL EXPERIENCE **Computer Clerical Student Assistant**, Summer 2010
Academic Computing Services
THE OHIO STATE UNIVERSITY, Columbus, Ohio

- Built accounts for operating system users
- Classified and processed applications
- Assisted with varied departmental projects
- Learned and utilized electronic mail services

Reporter, Fall Semester 2009
THE CHIMES (Capital University's student newspaper)

- Researched stories and conducted interviews
- Wrote 20 news, feature, editorial and sports stories

COMPUTER SKILLS Python UNIX C++ C#
Java Scheme Visual Basic Dreamweaver

REFERENCES Available upon request

JORDAN STUDENT

555 Sheridan Avenue
Columbus, Ohio 43209
(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 2013
Major: Accounting
GPA: 3.78/4.00

SELECTED COURSE WORK

Financial and Managerial Accounting	Management Information Systems
Intermediate Accounting	Microeconomics
Governmental Accounting	Macroeconomics
Finance	Marketing

BUSINESS EXPERIENCE **Administrative Assistant**, August 2011- present
NORWECO, INC., Westerville, Ohio

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

Business Office Assistant, Summer 2011
NORWALK REFLECTOR, INC., Norwalk, Ohio

- Typed classified ads for daily newspaper
- Provided customer service

ADDITIONAL EXPERIENCE **Coach**, Summer League Volleyball, Summers 2009-2011
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 2009 and 2010
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 paid and volunteer positions

ACTIVITIES/HONORS Varsity Volleyball, Capital University
Institute of Management Accountants
Women in Business Society

COMPUTER SKILLS Word, Excel, Access, PowerPoint

REFERENCES Available upon request

FINAL NOTES

Everything has to be perfect in your résumé! You should 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 **emailing or mailing** 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" booklet on our website: <http://www.capital.edu/24532.pdf>

PRINT YOUR RÉSUMÉ

Capital's computer labs have computers and laser printers available for your use. 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).

MAIL YOUR RÉSUMÉ

When you mail your résumés, 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.

EMAIL YOUR RÉSUMÉ

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

If you have an Apple (Mac) computer, just select "Print", and then select the PDF option in the lower left of the box. You'll be prompted to name the file.

If you have a PC and you're using Office 2007 or later, you can "save as" and choose PDF.

If you have a PC, and you're using Office 2003, you can download free software from www.CutePDF.com. When you want to save a PDF, select the "Print" command, then choose "Cute PDF Writer" from your list of possible printers. You'll be prompted to name and save the file.