

Wilkes University Career Services Resume Guide

A resume documents one's qualifications for a position. It is your marketing tool and its main purpose is to help you get an interview. Your accomplishments and qualifications should be presented in an interesting and efficient manner, as they relate to a career or position. A resume is a summary of one's personal, educational, and work experience and qualifications; it need not be a complete life history.

While it is true that there is no one correct way to design a resume, there are certain traditions in resume writing that have become standard. The descriptions which follow are intended to help you create a resume that will serve your individual needs and represent your individual qualifications.

Overview

Your resume should be neatly printed and be free of typo's and errors. Typically a resume should be only one page long. There are individual exceptions however. If you have a large number of relevant experiences to offer, a two page resume may be necessary. Make sure your most important qualifications are mentioned on the first page and the information should fill at least one half of the second page. Your resume should be printed on good quality paper; grey, crème or white, no larger than 8 ½ x 11. Use a standard business font such as Ariel or Times Roman, with font no larger than 12, no smaller than 10. Margins should be well balanced. **Avoid using Microsoft resume templates**, they often omit critical information, are very difficult to edit and often do not retain the original format when e-mailed. Just start with a blank word document. Do not include your age, birth date, social security number, weight, height, hobbies or other personal information. Keep everything professionally related. Avoid excessive use of bolding, underlining and italics.

Begin your resume with your **CONTACT INFORMATION**. This should be centered at the top of the page and should include your name, address, phone number and, e-mail. If you have a campus and permanent home address, include them both if appropriate for your situation. Be sure your e-mail address is professional sounding, preferably just your name @ wilkes.edu. Avoid using inappropriate e- mail addresses you may use for friends.

Susie College

123 Main Street
Wilkes-Barre PA 18702
(570) 123-4567
Susie.college@wilkes.edu

Next comes your **OBJECTIVE**. An objective is a brief statement that communicates to an employer what type of job you are seeking. Avoid the use of pronouns such as "I" and "me". Avoid flowery and philosophical objectives, keep them specific and to the point. You may hear that an objective is not necessary. Research shows that employers view resumes without an objective as unfocused and weak.

Bad Objective Example: *A career with a progressive organization where I can use my education, skills, abilities and experience to effectively contribute to the overall organization.*

What kind of job does this person want? An employer reading this would have no idea what this person's career goals are. The person reading your resume wants to know what you can contribute to the company. What's in it for them? Match the organizations' needs to your skills and abilities.

Good Objective Examples: *A mechanical engineering career offering opportunities to contribute to research and design projects; A challenging position as an auditor within a public accounting firm; A professional position in the social services which will allow me to assist children or adults with special needs*

An objective can limit your options if it is too specific. That's why it's a good idea to write a new one for each position you apply for. Always tailor it for the job you seek. If there is no specific job advertised and you are applying for possible openings in an organization of interest, mention the qualifications you possess as they relate to the organizations' mission:

EXAMPLE: To contribute my education and experience in the social services to assist mental health consumers at ABC Agency.

EDUCATION

For most recent college graduates, their education may be their most important qualification. . Be certain to include the college/university name and address (city and state only), date of graduation, degree and major. Include your GPA if it is above a 3.0. You can also include your GPA in your major if it is over a 3.0 or higher than your overall GPA. Relevant coursework, concentrations and minors are also appropriate.

This section should show the highest education level completed first and include any colleges/universities attended for a significant amount of time and degrees earned. Do NOT include high school information. Most recent experiences go first.

*Wilkes University, Wilkes-Barre, PA
Bachelor of Business Administration, May 2010
Concentration: Marketing
GPA 3.2/4.0 GPA in Major: 3.6/4.0*

*Luzerne County Community College, Nanticoke PA
Associates in General Studies, May 2008*

EXPERIENCE

This section can also be called “Employment,” however if some of the experiences you wish to include were not really jobs, the word “Experience” can be a catch all.

You can also divide this topic into two sections- Professional/Related Experience and Other Experience. The “Related Experiences” section would highlight the experiences you have that are directly related to your career goals. “Other Experiences” would include part time and summer jobs or other experiences that may not be directly related to the position you are seeking, but demonstrate your work ethic and other valuable skills.

This section should be arranged in reverse chronological order beginning with your most recent experience. Each entry should include the name, city and state of the organization where you worked. the dates and the title of the position you held. Also a brief description of your responsibilities and accomplishments should be included. Be creative but DO NOT misrepresent the job or your duties. Cite accomplishments, this isn’t the time to be modest. Short phrases, beginning with strong action words are most effective. Complete sentences are not necessary. Watch your verb tenses. Previous employment should be described in past tense, current employment in the present tense.

EXAMPLE

Wilkes University, Wilkes-Barre PA *January 2009-Present*
Resident Assistant
Supervise a 25 person hall. Monitor the physical upkeep of the facility. Enforce University policies. Develop, plan and implement educational and social programs for residents. Serve as a peer counselor and refer students to campus services.

Honors, Awards, Activities, Leadership, Community Service, OR Achievements (Depending on your background)

Include all academic honors, athletics and organization you participated in, plus any leadership positions you held. Explain the type of organization or any acronyms you think would be helpful to the reader. Your indication of involvement, leadership and ability to direct or coach is extremely important to employers. Be sure to mention any involvement in community service or other community activities.

Technical Skills

This section may include computer knowledge, fluency in a foreign language, and proficiency in using lab or other equipment essential to your career

References

You may simply state: Available upon request. This is not a necessary component of a resume.

ANTHONY ACCOUNTANT

2500 Walnut Street
Totally, PA 18888
Home - 570-555-3066
Cell -570-555-1800
acctant@wilkes.edu

OBJECTIVE To secure a position which will allow for career growth in public accounting

EDUCATION Wilkes University, Wilkes-Barre, PA
Bachelor of Science in Accounting, Minor in Business Administration, 1/2010
Major GPA: 3.18

RELATED EXPERIENCE

Cash Accounting Assistant September, 2008 to Present, Part-time
Totally Holdings Corporation, Pottsville, PA

- Enter daily cash and credit card sales.
- Enter store gift certificate, special order deposit and store credit slips daily.
- Maintain several different cash accounts for all stores and smaller business of the corporation.
- Transfer cash from 40 store accounts to the main corporation account weekly.
- Provide weekly over/short reports to managers of stores

Accounting Internship June, 2009 to August 2009
The Accounting Group, Anytown, PA

- Performed entry level accounting work including helping with accounts receivable billing, bank reconciliation, cash reconciliation, payroll; prepared reports for auditors, deposits, and journal entries.
- Determined management fees for different programs of the company and helped with the cost allocation budgets.

Volunteer Tax Preparer February, 2009
VITA (Volunteer Income Tax Assistant), Wilkes University, Wilkes-Barre, PA

Prepared income tax returns for low income individuals in the Wilkes-Barre, PA area.

Receiver/Maintenance April 2000 to March 2002
Handy Dandy Equipment, Hazleton, PA

- Handled incoming shipments and add to existing inventory or start new inventory record
- Delivered and picked up packages
- Performed maintenance duties

COMPUTER SKILLS

Microsoft Word, Excel, Access, PowerPoint, Outlook, MAS 90 Accounting Software, AS 400
Back Office, Quicken, Turbo Tax Income Tax Software, Tax Wise Tax Software

REFERENCES Available Upon Request

Mary Chemical
Mary.chemical@wilkes.edu

Campus:
Box 100
Wilkes University
Wilkes-Barre, PA 18766
570-408-0000

Home:
1000 Mountain Drive
Anyville, PA 11111
570-222-3333

Objective

A career as a research chemist within the pharmaceutical industry

Education

Bachelor of Science in Biochemistry, May 2010
Wilkes University, Wilkes-Barre, PA
GPA: 3.1 Major GPA: 3.4

Course work: Biochemistry, Genetics, Cell and Molecular Biology, Forensic Chemistry, Medicinal Chemistry, Analytical Chemistry, Bioinformatics, Brain Chemistry, Inorganic Chemistry, Psychopharmacology, Modern Physics

Research: Determination of the Effects of HIV Medication on the Activity of Digestive Enzymes.
Research mentor, Dr. Martin Brilliant, Wilkes University

Technical Skills

- Varian 360A NMR Spectrometer Anasazi upgrade
- Nicolet FT-IR with ATR cell
- Agilent 6890 Series GC system with Agilent 5973 Network Mass Selective Detector
- Perkin Elmer LS45 Luminescence Spectrophotometer
- Hitachi D-7000 HPLC system
- Dupont Therna Analysis Model DSC 9105 Differential Scanning Calorimeter
- Hitachi U-2000 Spectrophotometer

Accomplishments and Activities

- Chemistry Department Student Researcher of the Year Award, 5/2010
- Wilkes University Chemistry Club 2003-2006, Secretary, 2009
- American Chemical Society, Student Affiliate, 2008-2010
- St. Joesph's Church, Wilkes-Barre, Pa. Volunteer fundraiser, child care, homeless shelter, clothing drive assistant.

Work History

Chemistry Lab Teaching Assistant/Stock Room Aid
Wilkes University, Wilkes-Barre, PA January 2008 to May 2010
Assist the professor during lab period by answering student questions, preparing solutions, and tending glassware. Perform maintenance tasks in the chemical stock room.

Library Technician/Work Study
Wilkes University, Wilkes-Barre PA August 2006 to May 2007
Assist library patrons with check-in and check-out procedures and organize library materials. Oversee the use of library owned computers and printers.

JOE COLLEGE

123 Any Street, Apartment 5
Anytown, USA 33333
Joesph.college@wilkes.edu
Cellular Phone: 570-222-2222
Campus Phone: 570-555-5555
Home Phone: 610-444-4444

OBJECTIVE

To contribute to Townyoulike School District as an outstanding educator in the junior high school social studies department. Experienced as a football coach and in the sport of tennis.

EDUCATION

Bachelor of Arts in History: Secondary Education Teacher Certification candidate, May, 2010
Wilkes University, Wilkes-Barre PA
GPA 3.4/4.0
Certifications: PA Certification in History and Secondary Education, anticipated, May, 2010
Praxis: All examinations successfully completed.

RELATED EXPERIENCE

Student Teacher, Social Studies and Citizenship Education Spring, 2010
Anytown Junior High School, Anytown Area School District, Anytown, PA
Taught four sections of 9th grade social studies and historical concepts classes. Engaged students in lectures, cooperative learning, and dramatization activities to enhance understanding of historical context and foundations of the modern world. Assisted with supervision of field trips to civil war battleground and museums.

Practicum, History Class Fall, 2009
Average Town High School, Average Scores School District, Averagetown, PA
Observed 9th and 10th grade history classes. Assisted teachers with grading of tests, tutored students needing additional help with essay writing. Took initiative in consultation with Social Studies department, to create history website resource guide and history timeline bulletin boards for school entrances. Invited to all class field trip to assist teachers.

Assistant Football Coach Fall 2007 & 2008
Lakeview High School, Lakeview School District, Lake Township, PA
Assisted coaches with team members' strength conditioning program. Ran drills and exercises. Served as mentor to students, promoting outstanding sportsmanship and academic achievement. Suggested school's Football Academic All-Star Honor Society in 2005, encouraged players' participation and wrote promotional brochure for the society, which was implemented in 2006.

Cooperative Education Intern, Wilkes University Fall, 2006
Greenview Terrace After School Program, Greenview, PA
Tutor in home work for academic subjects for students in grades 2 to 8. Engaged students in learning about tennis and created a free after school tennis lesson program and in-house leagues. Taught outstanding tennis players aged 12-14 to coach 8-10 year olds.

WORK EXPERIENCE

Waiter, Cracker Barrel, Anytown, PA Summers & Academic Breaks, 2005-2006
Landscape's Assistant, Bob's Lawns, Greenview, PA Summers, 2006 & 2007

HONORS AND ACTIVITIES

Dean's List, Wilkes University, 2008-2010
Athletic and Academic Achievement Scholar Recipient, 2007 & 2008
Football: Wilkes University Varsity Team, 2007-2009
Tennis: Intramural tennis, Wilkes University.
Volunteer instructor at Anytown Community Tennis League, Anytown, PA summer program, 2006 to present.
Community Service: Bowling for Kid's Sake, Anytown Ambulance Association

MEMBERSHIPS

PSEA, Pennsylvania State Education Association, Student Affiliate
Delta Rho Mu, History Honor Society, inducted April, 2008

Joseph Q. College
Joeph.college@wilkes.edu

Campus:
P.O. Box 1234
Wherever University
Wherever, PA 18766
570-408-1111

Home:
123 Maple Street
Hazlewood, PA 20502
705-831-1111

OBJECTIVE

To contribute acquired skills and educational background to a career in the public sector.

EDUCATION

B.A. in Sociology and B.A. in Spanish, May, 2010
Wherever University, Wilkes-Barre, PA

Course Highlights: Advanced Spanish Conversation, Spanish Literature, Translation, Abnormal Psychology, Drugs & Alcohol in American Society, Psychological Tests & Measurements, Sociology of Minorities, Creative Writing, American Government

Academic Highlights:

President, Wherever Multicultural Society, 2009-2010
Promoted club to all students, organized special events and panel discussions.

Independent Study: "The Feminization of Poverty in the United States."

Phi Beta Lampa Honor Society in Spanish.

EXPERIENCE

Wherever City Government, Gretna, PA (8/2008-5/2010)
Weekend/Evening Telecommunications Shift Supervisor

- Supervised staff of five operators handling incoming calls; ensured smooth workflow and prompt attention to emergency situations.
- Notified key personnel of incoming emergencies; coordinated security efforts to ensure hospital safety; initiated appropriate measures during fire alarms.
- Reported shift inadequacies; recommended resolutions.

Wherever City Health Clinic, Harvey, PA (7/2008-8/2009)
Assistant Translator

- Translated Spanish medical documents; edited previously translated documents.
- Assisted medical personnel in obtaining personal information from patients.

SKILLS: Computer: Microsoft Office, Web design, SPSS
Languages: Fluent in Spanish, some Portugese.

Joseph Q. College

Campus:
Wilkes University, Box 1234
Wilkes-Barre, PA 18766
Cell: 570-555-1111

Home:
123 Maple Street
Anytown, PA 12222
JosephQ@wilkes.edu

OBJECTIVE: A challenging career providing social and educational services to children.

EDUCATION:

Bachelor of Arts in Psychology, Minor in Sociology, May, 2010
Wilkes University, Wilkes-Barre, PA GPA: Major: 3.6 GPA 3.4/4.0

Academic Highlights:

- Psi Chi, Inducted to Psychology Honor Society, 2009
- Psychology Program Peer Mentor, for first year psychology students, 2009-2010
- Course work in Family Dynamics, Developmental & Adolescent Psychology, Psychopharmacology, Special Needs Individuals, Tests & Measurements
- Senior Research: Presented "A Correlational Study of Attitudes toward Individuals with Developmental Disabilities and Relations to Socioeconomic Status"

Internship:

Children's Assistance Center, Anytown, PA
Psychology Intern, Fall, 2009
Observed masters level therapists in family therapy settings for adjudicated adolescents, assisted therapeutic staff support personnel with clients diagnosed with ADDH who were mainstreamed into junior high school classrooms, spent time in supporting individual adolescent clients in social skills and recreational activities in the day treatment program.

COMMUNITY SERVICE:

Human Impact Works, Anytown, PA
"Buddy Program" Volunteer, 2007-2010
Met weekly with adolescent diagnosed with autism to engage him in positive social interaction. Transported and accompanied client to shopping, movies, YMCA, and community recreation programs.

WORK EXPERIENCE:

Veterans Clinic, Anytown, PA
Ward Medical Clerk, Weekends, 2008-Present

- . Serve as an administrative aide to the medical personnel on the wards.
- . Carry out doctor's orders in ordering lab work, scheduling tests, and maintaining accurate patient records.
- . Maintain positive interactions with staff, patients, and family members.

Wilkes University Library, Wilkes-Barre, PA
Interlibrary Loan Assistant, Work-study Program, 2008-2009

- . Assisted librarians in inter-library loan office of college library.
- . Processed incoming mail, notified students of receipt of requests, and updated transactions on the computer

George Goodnurse

Permanent:
222 Goodday Road
Anyville, PA 22222
Cell Phone: 610-555-5555

Campus (to May, 2010)
Box 222, Wilkes University
Wilkes-Barre, PA 18766
george.goodnurse@wilkes.edu

Objective: To assure exceptional patient care as a Registered Medical Surgical Nurse.

Education: Bachelor of Science in Nursing, May, 2010
Wilkes University, Wilkes-Barre, PA
National Council Licensure Examination for Registered Nurses, 6/'10
GPA in major: 3.4/4.0; Wilkes University Dean's List, 2008-2010

Experience: Certified Nursing Aide, Part-time, 2/08-present
Happy View Nursing Home, Anyville, PA
Assist nurses with patient care. Assure competent completion of geriatric patients' care plans. Transport to meals and programmed social activities, assisting with special feeding needs, bathing and hygiene. Engage in positive social interaction with patients to support and encourage their communication and cognitive abilities. Finance nursing education by working 30-35 hours per week.

Clinical

Rotations: Anyville Hospital, Anyville, PA In-patient psychiatric unit, spring '10
General Hospital, Wherever, PA Pediatric unit, fall, '09
Mercy Health Center, Anytown, PA Oncology unit, spring, '08
Anyville Hospital, Anyville, PA Medical surgical unit, fall, 07

Observed patient care administered by R.N. Performed clinical procedures according to hospital policy. Interacted with related departments such as respiratory, physical, occupational therapy and pharmacy. Assisted in education of patients and families on health care needs and conditions. Attended staff education sessions on quality assurance, confidentiality, pharmacology, and oncology.

Community

Service: Wilkes Nursing Student Association, Health Fairs, Fall, '07-'10
American Red Cross Blood Drive, Wilkes University, Spring '09, '10
American Cancer Society, Neighbor to Neighbor Mailing Fundraisers, '07-'10
St. Mary's Church, Wilkes-Barre, PA, Children's Programs-Child Care, '06-'09

Additional

Experience: Wilkes University Work-study program, Clerical Aid, Fall Semesters, '07-'09
YMCA Day Camp, Anyville, PA, Summer Kitchen Worker, '06-'08
Mom and Pop's Unimart, Anytown, PA, Cashier, Summers, '06-'07

Anthony Allbusiness
33 Enterprise Street
Wilkes-Barre, PA 18702
(570) 222-2222
anthony.abusiness@wilkes.edu

- Objective** A business career allowing me to contribute my education and experiences in project management and marketing
- Education** Wilkes University, Wilkes-Barre, PA
Bachelor of Business Administration, May, 2010
Concentration: Marketing
- Advanced Course Work:
Financial and Managerial Accounting, Marketing & Advertising, Business Law I & II, Statistics, Finance, Management of Organizations, International Business
- Experience** Bank Teller Part-time, May 2008-present
Savers Bank, Kingston, PA
Provide quality customer service in a professional manner. Consistently exceed teller sales goals and actively participate in sales promotions. Received “Savers Service Champion” distinctions.
- Marketing Intern Summer, 2009
Greater Wilkes-Barre Chamber of Commerce, Wilkes-Barre PA
Trained in market research to promote area industrial parks to corporations, coordinated mailing campaigns to increase membership, assisted in event planning for clients and prospects, observed Chamber committee meetings on economic development, human resources and business-education partnership programs.
- Activities** J.S. Sidhu School of Business & Leadership, Professional Development Projects:
Luzerne County ASPCA-Raised \$500 as co-chair of campus wide and community fund drives
- Organized pet adoption drives at PetSmart & PetCo, Wilkes-Barre, 2010
“Wilkes-Barre Believes”-Student marketing team advertised opportunities in area promotional magazine to local business via cold calls, attained a 50% increase in advertising revenues, 2009
- Wilkes University Career Services Program Student Ambassador 2009-2010
Assisted in marketing career education programs via class & faculty visits, assisted corporate recruiters in outreach to students, utilized and updated web-based media to promote programs to students, alumni and potential employers.
- Wilkes University Soccer Team, Captain, 2010, Member 2007-2010
Wilkes University Golf Team, Member 2006-2008
Relay For Life, 2009 & 2010-Campus Liaison, fundraiser & participant
- Skills** Computer: Microsoft Office, Access, Adobe Photoshop, HTML
Languages: Conversational German & Russian
- References** Available Upon Request

Susan M. Technical

123 Main Street
Anytown, PA 18777
570-777-8888
Susan.Tech@aol.com

Objective: A career opportunity in Mechanical Engineering with an emphasis on design.

Education: Bachelor of Science in Mechanical Engineering (ABET), May 2010
Wilkes University, Wilkes-Barre, PA
GPA: 3.22

Academic Highlights: Wilkes University Dean's List, Technical PA Scholarship recipient, Engineering Department recognition for Senior Project "Design of Sputtering Machine"

Experience: Design Engineer/Co-op Student
Lehigh Aluminum Products., White Haven, PA
(Co-op, 5-12/2009/ Hired as a Part-time Design Engineer 1/2009-present)
-AutoDesk Inventor and AutoCAD Drafting
-Technical analysis including stress and strength testing
-Identify and resolve field quality issues

Teaching Assistant (Fall, 2009 & Spring, 2010)
Wilkes University Engineering Department, Wilkes-Barre, PA
-Mentor students in Thermodynamic course and projects
-Assist Professor in lab preparation and grading
-Aided in the rebuilding of a DC Sputtering Machine
-Prepared MEMS labs for classes

Sales/Marketing/Research Assistant, part-time (Fall 2009-Present)
Worldwide Construction Associates, Anytown, PA
-AutoCADD drawings/modifications for production
-Building sight surveyor and inspector
-Sell equipment to building industry on the East coast
-Utilize online marketing/sales software

Admissions Tour Guide
Wilkes University Engineering Department, Wilkes-Barre, PA (Spring 2008-Spring, 2008)
-Guided tours within the Engineering Department for incoming/prospective students
-Answered questions, promoted department to potential engineering students and their families

Special Interests and Skills:

-Sales, home construction industry, wood work, metal work
-Access, Internet, Microsoft Office
-AutoDesk Inventor, AutoCAD 3D/2D, MATLAB, Pspice, Unix LogicWorks, Advanced Design

Professional Memberships:

IEEE
American Home Builders and Inspectors
American Engineering Undergraduate Honor Society, Phi Rho Delta, Inductee

Susan Q. College
123 Hazelwood Avenue
Hazleton, PA 18505
570-555-1234
Susan.College@wilkes.edu

PROFESSIONAL OBJECTIVE

A challenging career growth opportunity in research and design in electrical engineering

EDUCATIONAL BACKGROUND

Bachelor of Science Degree in Electrical Engineering (ABET), May 2010
Wilkes University, Wilkes-Barre, PA
GPA: 3.1/4.0
EIT Exam, passed June, 2010

Associates Degree in Electronic Engineering Technology, 2007
Penns College, Asheville, KY
GPA: 3.4/4.0

Senior Engineering Project: Creation of software for flux capacitor circuitry in Delorean to augment capability for time travel. Gained proficiencies in testing, circuitry, and GPSX. Awarded departmental award for Most Creative Senior Project.

Advanced Courses and Skills:

Electronics, robotics, MEMS, systematic flux capacitancy, projective radioactivity.
Unix, CSpice, Linux, Microsoft Word, Microsoft Excel, C++, UNIX, AutoCADD

Campus Activities: IEEE: Member, 2008-present, Secretary, 2010; Club Day Representative

RELATED EXPERIENCE

ABC CORPORATION, Hazleton, PA 1/2009-5/2010
Cooperative Education-Assistant Project Engineer, Summer & part-time
Assist engineers in Research and Development laboratory with design, development and modifications to new instruments utilized in the biomedical industry. Tested instrument features, circuitry. Served as liaison between Manufacturing and R&D departments.

Engineering Technician, Summers and Part-time 2/2008-5/2009
Trained and engaged in the testing of instrument precision and quality involving laser alignment, electronic adjustments.

KENTUCKY ELECTRIC, Treebranch, KY 5/2006-8/2007
Engineering Co-op Student
Constructed test units for automobiles in Electronics Laboratory. Fabricated interior of unit from engineering plans. Designed and constructed control panel.

ADDITIONAL WORK EXPERIENCE

Weekend Server, Ruby Tuesdays, Hazleton, PA 2008
Wait Staff, weekends, Mom & Pops Diner, Hazleton, PA 2007

DONALD DRAMATIC

123 E. School Street
West City, PA 12934
Phone: 555-555-5555
Cell: 555-555-5554
Email: Donnyd@act.com

Photos and Videos: Please link to www.DDramatic.net

*INSERT PROFESSIONAL
PHOTOGRAPH*

Height: 6'0" Weight: 190 Hair: Black Eyes: Blue Voice: Tenor

Representative Roles

A New Way	Billy/Chorus	New Jersey Theatre, NJ
Love Bird	Young Kyle/Joseph	The New School, NY
The Crucible	Townsperson/Chorus	Small Theatre, NJ
Much Ado About Nothing	Borachio	Wilkes University, PA
Ironside Boys	Scottie	Bracton Company, PA
You're a Good Man Charlie Brown	Snoopy	Small Theater, NJ
Death of a Salesman	Bernard	Wilkes University, PA
Man of La Mancha	Don Quixote	Wilkes University, PA
Hamlet	Hamlet	Wilkes University, PA

Technical Experience

All the Way to Denmark, Stage Manager, The New School, NY
Death of a Salesman, Set Crew, Wilkes University, PA
Journey to the Center of Town, Set Crew, Wilkes University, PA
Trauma and Stuff, Prop/Set Crew, Wilkes University, PA
Hamlet, Costume Crew, Wilkes University, PA

Education & Training

Bachelor of Arts in Musical Theatre, Magna Cum Laude, 2010
Wilkes University, Wilkes-Barre, PA
Musical theatre productions, orchestra, chamber ensemble, concert choir performer

The New School, New York, N.Y. Summer Theatre Apprentice/Actor, 2009

Dance: Roberts Dance Academy, N.Y. John Major, Jennifer Minor
Voice: Dr. Wanda Sing, Mary LaPlume
Acting: James Monroe, Jessica Lovedance, Carami Jones

Special Skills

Dialects: Standard British, Yorkshire, Standard American, Irish, Southern, New York
Stage Combat: Hand to hand, Broadsword
Sports: Baseball, Tennis, Gymnastics
Instruments: Saxophone, clarinet, drums

John Martin Gate

(Example of left-justified, scannable resume. Use 12 point font for main text lines, no graphics, no hollow shapes, name only on first line)

100 Main Street
Pittston, PA 18505
(570) 343-6573
jmgates@wilkes.edu

Objective

A career in computer science utilizing my skills and interests in programming and computer support.

Education

B.S. in Computer Science; Minor in Mathematics, May 2010
Wilkes University, Wilkes-Barre, PA
GPA 3.10/4.0

Senior Project

Worked with project managers to create a local area network, utilizing C++ programming, for a logistics and transportation provider, Jones Enterprises, Scranton PA.

Course Highlights

Machine Language, Differential Equations, Multivariable Calculus, Physics I, Linear Algebra, Technical Writing and Creative Writing.

Computer Skills

PC maintenance and repair. Knowledge and experience with Windows 98SE, 2000, XP. Knowledge of Linux, Unix, C++, Java. Web Design. Networking PCs. Macintosh.

Employment

Desktop Support, Work Study Program 1/2009 to 5/2010
Wilkes University, Computer Support Operations, Wilkes-Barre, PA
Aid faculty, students, and staff experiencing difficulties with PCs.
Address and solve software issues, fix hardware problems.
Upgrade computer components, assist during the yearly computer sale.

Computer Laboratory Assistant 1/2008 to 5/2009
Wilkes University, Computer Support Operations, Wilkes-Barre, PA
Oversee an evening student computer lab
Service printers, and examine and fix problems lab users experience.
Maintain proper supply level and general lab orderliness.

Data Entry Technician, part-time, summers 6/2007 to 8/2009
Consolidated Information Resources, Wilkes-Barre, PA
Classified and sorted health-care related documents, ensuring expedient claims recovery.
Digitally processed other health-care related documents.

Honors and Activities

Presidential Scholarship Recipient, 2006-2009
Mathematics and Computer Science Club President, 2010, Member, 2006-2010
Wilkes University Jazz Band, Percussionist, 2006-2010
Anytown PA Civic Band, 2005-present

SUSAN Q. COLLEGE

123 Hazlewood Avenue
Syracuse, NY 18505
680-555-1234
Susan.college@school.edu
www.susanqcollege.com

OBJECTIVE

A position in events coordination/public relations utilizing my experience & education.

EXPERIENCE

Chamber of Business & Industry, Syracuse, NY

Intern-Special Events Coordinator Fall, 2009-Spring, 2010

- Created and coordinated special events and promotions with Director.
- Entered data on Excel in order to assist in reporting on \$425,000 marketing budget.
- Developed/evaluated event and marketing proposals during 2nd semester of internship.
- Assisted in charity fund-raising, corporate image positioning, and community outreach.
- Acted as a liaison between company and city and state organizations, media, and vendors.

Giraffe Communications, Superwow University Spring, 2008-Spring, 2010

- Assistant Vice President**-Within a student run agency, oversaw account activities, met with potential clients, mentored second year students with campaigns, created print and web based advertisements for League of Women Voters, Syracuse Domestic Violence Center, 2010
- Account Executive**-Worked on student teams to promote fundraising dinner for Catholic Charities Syracuse chapter; created media guide for All For Fun Sports Camp, Syracuse, NY, 2008-2009

Superwow University, Syracuse, NY

Intern-Assistant to the Director of University Relations Summer, 2009

- Assisted in promotion and publicity of special events.
- Drafted press releases and speeches.
- Helped prepare press kits; involved in media relations and outreach.
- Researched prospective consumer markets; created direct mail lists; updated media lists; compiled publicity files.

Superwow University, Syracuse, NY

9/2008-5/2009

Teaching Assistant, Communications Department

- Assisted professor Dr. Mary Brilliant in editing *Working With the Media* textbook.
- Offered edits and comments on mid-term and final papers for classes of freshmen students.

ABC Kids Care, Syracuse, NY

Summers, 2006 & 2007

Counselor/Communications Assistant, Day Care Center

- Engaged students in a daily activities program to enhance social and school readiness.
- Developed promotional and advertising strategies aimed at potential community clients.

EDUCATION

Superwow University, Syracuse, NY

Bachelor of Arts in Communications, May 2010, Magna Cum Laude, 3.6 GPA

Computer Courses: Microsoft Office, Adobe, Page Maker, File Maker

Advanced Course Work: Technical Writing, Public Relations, News Writing

PORTFOLIO & REFERENCES Available on www.susanqcollege.com.

Sample CV-Curriculum Vita, an “academic resume” for opportunities in educational settings

Robin Smith

Campus:
222 Main Street
Wilkes-Barre, PA 33333
570-444-4444

robin.smith@wilkes.edu

Permanent:
222 Bluebell Lane
Bethlehem, PA 22222
610-444-5555

Objective Attainment of a fellowship in the National Science Foundation’s Student Cognitive Sciences Summer Research Program

Education Bachelor of Arts in Psychology, Minor in Biology, to be awarded, May, 2010
Wonderful University, Wilkes-Barre, PA
GPA: 3.88/4.0 Major GPA 4.0/4.0

Research “The correlation between depression inventory results and career indecision scales of undergraduate college students,” assistant to Dr. B. Inquistive, Wonderful University and Dr. M. Smart, Jones College. Co-presented in a poster session at the Eastern Psychological Association Convention, 2008.

“The effects of rehearsal on the learning of nonsense syllables under stressful conditions,” ongoing, mentor, Dr. J. Wright, Wonderful University

Presentations

“The effects of rehearsal on memory of spatial data and sequences.” Undergraduate Cognitive Research Society Symposium, Fine College, Hartville, PA, with M. Jones, B. Smith, C. Smart, Wonderful University, 2009.

“Semantic generalization and retroactive inhibition in a clinical setting,” accepted for presentation to the Institute of Rehabilitation Conference, Philadelphia, PA, 2011. Will assist Drs. J. Great and L. Lovely, Hartville Rehabilitation researchers, in presentation and discuss results of experimental study of conditioned responses.

Honors

Psy Chi, Psychology Honor Society, inducted 2007
Wonderful University Dean’s List, 2006-present
Wonderful University Academic Scholarship recipient, 2006-2010

Service

Peer Mentor, Wonderful University Psychology Department, Fall 2008-present
Serve as resource and support for three first-year psychology department students.

Volunteer, Classroom Aid for adults with developmental challenges, 2009-present
Day Options Program, Hartville Rehabilitation Services, Wilkes-Barre, PA,
Assist clients with vocational education and cognitive developmental activities. Observe occupational and physical therapists, assist with intake activities, observe psychological testing upon clients’ admittance to program.

Student Representative, Search Committee for Academic Vice-President, 2005

Big Sister, Big Brothers-Big Sisters, Bethlehem, PA, 2007- present

Teaching Experience

Tutor, Wonderful University Learning Support Center, Fall 2005-present
Assist undergraduates with learning of course content and test taking strategies, offer feedback

on written assignments for Introduction to Psychology, Introduction to Social Science Research, and Neuroscience classes.

Teaching Assistant, Career Development, Wonderful University, Fall, 2009

Assist career services instructors with credit bearing career planning course for first-year students not declaring majors. Present career information powerpoints, serve as co-facilitator with instructor, lead group brainstorming activities. Score interest inventories, maintain spreadsheet. Engage student groups in career development class activities, meet individual students to explain make-up assignments, serve as a peer mentor to select students.

Courses & Skills

Neuroscience, Cognitive Science, Biochemistry I & II, Experimental Psychology I & II, Psychopharmacology, Research Methodologies, Biological Laboratory Skills, SPSS, Microsoft Office

Memberships

American Psychological Association, student affiliate
Cognitive Science Association, student member

References

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Phone: 570-888-9999 Email: joe.magni@wonder.edu

Dr. Robert Wright, Professor
Wonderful University Biology Department Wonderful, PA 18888
Phone: 570-888-7777 Email: mary.guru@wonder.edu

Dr. Martha Jones, Clinical Services Director
Hartville Rehabilitation Services, Hartville, PA 17777
Phone: 579-999-9999 Email: mjones@hartville.net

