

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 @ whatever.com. Avoid using any silly or offensive e-mail addresses you may use for friends.

Susie College
123 Main St.
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 position in manufacturing operations and development where mechanical aptitude and commitment to safety can contribute to profits and efficiency.*

A position as an auditor with a large public accounting firm.

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.*

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.

Wilkes University, Wilkes-Barre, PA
Bachelor of Science in Environmental Engineering May 2006
Concentration: Water Quality
GPA 3.2/4.0 *GPA in Major: 3.6/4.0*

Luzerne County Community College, Nanticoke PA
Associates in Biology, May 2004

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
Resident Assistant *January 2005-Present*
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.

Honors, Awards, Activities

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.

Louis Armstrong

Campus:
Box 12, Wilkes University
Wilkes-Barre, PA 18766
570-555-5555

Louis.Armstrong@wilkes.edu

Home:
222 Bluejay Drive
Hummel, PA 18888
717-555-5555

Objective To acquire relevant experience in the accounting profession through a spring semester full-time professional internship.

Education Bachelor of Science in Accounting, to be awarded May, 2007
Wilkes University, Wilkes-Barre, PA
GPA: 3.40 Major GPA: 3.78

Advanced Course Work:
Taxation, Financial and Managerial Accounting, Business Law, Statistics,
Spanish II and III, Management of Organizations

Experience Clerical Aide, Work-study Program
Wilkes University, Wilkes-Barre, PA Fall 2003 to present
Student assistant at for Leadership Development Office at various campus activities including athletic events and fundraisers. Greet guests, collect donations and fees, assist presenters with materials.

Hostess/Server Spring 2002 to present
The Inn at Hershey Garden, Hershey, PA
Cashier, balance cash drawer, seat and serve customers in a fine dining atmosphere.

Cashier Fall 2001
CVS Pharmacy, Hershey, PA
Operated cash register, balanced daily receipts, customer service.

Honors and Activities

Volunteer Income Tax Assistance Program, Spring, 2005 & 2006
Assist low income and elderly tax payers with filing tax returns in a community service program sponsored by the Wilkes University's Business and Accounting Department
Wilkes University, Baseball Team, Captain, 2006, Member 2004-present
Wilkes University Dean's List
Wilkes University Walk for Alcohol Awareness

Skills Computer: Peachtree Accounting, Quark, Microsoft Office, Access, SPSS
Language: Conversant in Spanish

References Available Upon Request

Mary Chemical

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

mary.chemical@wilkes.edu

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 2006
Wilkes University, Wilkes-Barre, PA
GPA: 3.0 Major GPA: 3.34

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, 5/2006
- Wilkes University Chemistry Club 2003-2006, Secretary, 2006
- American Chemical Society, Student Affiliate, 2005-2006

Work History

Chemistry Lab Teaching Assistant/Stock Room Aide
Wilkes University, Wilkes-Barre, PA January 2005 to May 2006
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 2002 to May 2006
Assist library patrons with check-in and check-out procedures and organize library materials. Oversee the use of library owned computers and printers.

SUSAN Q. COLLEGE

123 Hazlewood Avenue
Scranton, PA 18505
570-555-1234
susan.college@wilkes.edu
www.scollege.com

OBJECTIVE

To contribute my experience and skills in an events coordination/public relations position

EDUCATION

Bachelor of Arts in Communication Studies, Magna Cum Laude, 5/2006
Wilkes University, Wilkes-Barre, PA
GPA: 3.5/4.0

EXPERIENCE

Chamber of Business & Industry, Scranton, PA
Intern-Special Events Coordinator Fall, 2005-Spring, 2006

- . 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.

Wilkes University, Wilkes-Barre, PA
Intern-Assistant to the Director of University Relations Summer, 2005

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

Anytown Arts Center, Anytown, PA
Intern-Communications Department Fall, 2004-5/2005

- . Assisted editors with Anytown Arts Center Newsletter. Researched stories, edited drafts.
- . Created weekly reports and entered data regarding funds raised via business and community campaigns.

ABC Kids Care, Anytown, NY
Counselor/Communications Assistant, Day Care Center Summers, 2003 & 2004

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

RELATED SKILLS AND COURSE WORK:

Microsoft Office, Microsoft Publisher, Adobe Photoshop, Corel Draw, SPSS
Technical Writing, News Writing, Creative Writing, Editing, Advanced Public Relations,
Business Law, Accounting

ACADEMIC HIGHLIGHTS & ACTIVITIES:

Wilkes University Dean's List, 2006-2004
Wilkes University Women's Lacrosse Team, 2005-2003
Office of Community Service Volunteer: AIDS Walk, 2005, Red Cross Fundraiser, 2004

References & portfolio available on website noted above, or available upon request.

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, 2007
Wilkes University, Wilkes-Barre PA
GPA 3.4/4.0
Certifications: PA Certification in History and Secondary Education, anticipated, May, 2007
Praxis: All examinations successfully completed.

RELATED EXPERIENCE

Student Teacher, Social Studies and Citizenship Education Spring, 2007
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, 2006
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 2005 & 2006
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.

Practicum, Social Studies Class Spring, 2005

Lakeview High School, Lakeview School District, Lake Township, PA
Assisted and observed in a 6th grade class room. Engaged students in learning geography by creating educational games to enhance teacher's lecture. Hired as a part-time football coach upon completing practicum.

Cooperative Education Intern, Wilkes University Fall, 2004
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, 2004-2007
Landscaper's Assistant, Bob's Lawns, Greenview, PA Summers, 2004 & 2005

HONORS AND ACTIVITIES

Dean's List, Wilkes University, 2006-2007
Athletic and Academic Achievement Scholar Recipient, 2006 & 2007
Football: Wilkes University Varsity Team, 2004-2007
Tennis: Intramural tennis, Wilkes University.
Volunteer instructor at Anytown Community Tennis League, Anytown, PA summer program, 2005 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, 2007

Joseph Q. College
Joesph.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, 2006
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, 2004-2005

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 (8/2004-5/2006)

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 (7/2002-8/2004)

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.

1

Donna Jones
123 Main Street
Kingston, PA 18704
570-888-7777
donna.jones@wilkes.edu

OBJECTIVE: To attain the position of caseworker within the Care For Families agency.

EDUCATION: B.A in Psychology and B.A. in Sociology, January 2006
Wilkes University, Wilkes-Barre, PA
Psychology GPA: 3.0 Sociology GPA: 3.4
Wilkes University Scholarship recipient.

Relevant Coursework: Social Psychology, Personality, Developmental Psychology, The Family, Fields of Social Work, Methods of Research in Social Work, Cultural Identity

EXPERIENCE: *Therapeutic Support Staff, Community Care Group, Wilkes-Barre, PA*
February, 2005- present; Per Diem Worker

- Provide one-to-one interventions with the client and his/her family and caregivers in home and school settings.
- Work with primary therapist to educate parents from varied socioeconomic and cultural backgrounds on creating basic behavioral contingencies and developmentally appropriate interventions for their children.
- Assist therapist in the development and implementation of behavioral programs and other therapeutic interventions.

Administrative Assistant, Laborforce Inc., Scranton, PA
October, 2004 – January, 2005

- Served as receptionist and greeted clients.
- Entered data, filed and faxed confidential information.

Clerical Aide, School of Science, Wilkes University Work Study Program, Wilkes-Barre, PA January, 2003- December, 2004

- Organized and updated files, xeroxed, posted flyers.

COMPUTER SKILLS: Macintosh, IBM PD-DOS, Windows 2000, XP
Software: MSWord, Excel, Access, Works, Power Point, Word Perfect.

CLEARANCES: Act 33 PA Child Abuse History Clearance
Act 34 PA State Police Criminal Record Clearance

VOLUNTEER: Kingston Fire Department, Kingston, PA 2003-present
Fundraising events worker

McGlynn Learning Center, Wilkes-Barre, PA 2004-present
Tutor for 8-12 year olds in housing development's after school program

REFERENCES: Available upon request

George Goodnurse

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

Campus (to May, 2007)
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, 2007
Wilkes University, Wilkes-Barre, PA
National Council Licensure Examination for Registered Nurses,
passed 6/07
GPA in major: 3.4/4.0; Wilkes University Dean's List, 2006-2007

Experience: Certified Nurses Aide, part-time, 2/05-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 '07
General Hospital, Wherever, PA Pediatric unit, fall, '06
Mercy Health Center, Anytown, PA Oncology unit, spring, '06
Anyville Hospital, Anyville, PA Medical surgical unit, fall, 05

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, '05, '06
American Red Cross Blood Drive, Wilkes University, Spring '05, '06
American Cancer Society, Neighbor to Neighbor Mailing Fundraiser
St. Mary's Church, Wilkes-Barre, PA, Children's Programs

Additional

Experience: Wilkes University work-study program, clerical aide, Fall '04-'05
YMCA Day Camp, Anyville, PA, Summer program aide, '04
Mom and Pop's Unimart, Anytown, PA, '03-'05

Mary Marketer
90 Happy Street
Scranton, PA 18507
(570) 444-5555
mary.marketer@wilkes.edu

OBJECTIVE

To contribute to an organization's objectives by enhancing its public image and marketing initiatives.

EDUCATION

Bachelor of Business Administration, concentration in Marketing, 5/06
Wilkes University, Wilkes-Barre, PA
GPA in Major: 3.10/4.0

RELATED EXPERIENCE

Artsy News, Scranton, PA

Marketing Correspondent, Website Coordinator (1/05 – 5/06)

Marketing Intern (5/05 – 12/05)

-Promoted from a marketing intern position to employee responsible for website updates and web based promotions for a New York Times owned weekly entertainment publication reaching 156,000 readers.

-Helped coordinate events for public relations activities, contests, promotions, and giveaways.

-Conducted interviews, worked with photographers and editors to publish theater and concert features.

Mobility Product Specialists, Pittston, PA

Receptionist, showroom assistant (8/02– 1/04)

Handled incoming phone calls, assisted customers with questions, updated prices, and maintained orderliness of showroom of specialized equipment for the physically challenged.

COMPUTER SKILLS

Microsoft Word, Excel, Power Point, Access, Adobe Acrobat, BizStats

ADDITIONAL WORK EXPERIENCE

Tony's Grill, Wilkes-Barre, PA

Customer Service & Hostess (2/04– present)

Financed college education by working 25-30 hours per week.

Take phone and walk-in orders, pack and label food, handle cash and credit card transactions, and serve as a hostess.

ACADEMIC ACTIVITIES AND ACHIEVEMENTS

-Wilkes University Dean's List (2005, 2006)

-Business student consultant, Wilkes University Small Business Development Center: Provided market research, franchise, trademark, and human resources information to new restaurant owner.

-Secret Shopper Program for the Wilkes University Small Business Development Center

-Students for the Advancement of Management (S.A.M.) member

-Business and Accounting Club member

-Commuter Council member

Suzie 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, May 2006
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 May-December 2005/ Hired as a Design Engineer January 2006-present)

- AutoDesk Inventor and AutoCAD Drafting
- Technical analysis including stress and strength testing
- Identify and resolve field quality issues

Teaching Assistant

Wilkes University Engineering Department, Wilkes-Barre, PA

- Aid students in Thermodynamic course and projects (Fall, 2005- Spring, 2006)
- Assist Professor in lab preparation and grading
- Aided in the rebuilding of a DC Sputtering Machine (Fall, 2004-Fall, 2005)
- Prepared MEMS labs for classes

Sales/Marketing/Research Assistant, part-time

Worldwide Construction Associates, Anytown, PA

(Fall 2003-Present)

- AutoCAD Drawings/Modifications for production
- Building sight surveyor and inspector
- Sell equipment to building industry on the East coast
- Coordinate online marketing/sales

Admissions Tour Guide

Wilkes University Engineering Department, Wilkes-Barre, PA

(Spring 2004-Spring, 2006)

- Served as a tour guide to the Engineering Department for incoming/prospective students
- Answered questions and 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

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 responsible career opportunity in research and design in electrical engineering

EDUCATIONAL BACKGROUND

Bachelor of Science Degree in Electrical Engineering, May 2006
Wilkes University, Wilkes-Barre, PA
GPA: 3.1/4.0
EIT Exam, passed June, 2006

Associates Degree in Electronic Engineering Technology, 2004
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 Project.

Advanced Courses and Skills:

Electronics, robotics, MEMS, systematic flux capacity, projective radioactivity.
Unix, CSpice, Linux, Microsoft Word, Microsoft Excel, C++, UNIX,
AutoCADD, LogicWorks, Advanced Design Systems, TCP/IP Networking

RELATED EXPERIENCE

ABC CORPORATION, Hazleton, PA 1/2005-5/2006
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 2/2003-5/2004
Trained and engaged in the testing of instrument precision and quality involving
laser alignment, electronic adjustments.

KENTUCKY ELECTRIC, Treebranch, KY 5/2004-8/2004
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 2006
Waiter, weekends, Mom & Pops Dinner, Hazleton, PA 2005

DONALD DRAMATIC

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

*INSERT PROFESSIONAL
PHOTOGRAPH*

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

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	Summer Theater, CO
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
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

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 Gates

(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 2006.
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 1/2004 to 5/2006

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 1/2004 to 5/2006

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 6/ 2002 to 6/2003

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, 2002-2006
Mathematics and Computer Science Club President, 2006, Member, 2002-2006
Wilkes University Jazz Band, Percussionist, 2003-2006
Anytown PA Civic Band, 2001-present

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

Robin Smith

robin.smith@wonder.edu

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

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, 2007
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, 2006.

“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, 2008.

“Semantic generalization and retroactive inhibition in a clinical setting,” accepted for presentation to the Institute of Rehabilitation Conference, Philadelphia, PA, 2/2007. Will assist Drs. J. Great and L. Lovely, Hartville Rehabilitation Services researchers, in presentation and discuss results of correlational study on conditioned responses.

Honors: Psy Chi, Psychology Honor Society, inducted 2005
Wonderful University Dean’s List, 2003-present
Wonderful University Academic Scholarship recipient, 2003-2007

Service: Peer Mentor, Wonderful University Psychology Department, Fall 2005-present
Serve as resource and support for three first-year psychology department students.

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

YMCA Phonathon Volunteer, Wonderfultown, PA 2005, 2006

Teaching

Experience: Tutor, Wonderful University Learning Support Center, 8/2005-present
Assist undergraduates with learning 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, Spring, 2006
Assist career services faculty with career planning course for first-year students not declaring majors. Score interest inventories, engage student groups in career development class activities, meet individual students to explain missed assignments and assessments, serve as a supportive mentor to select students.

Related

Experience: Day Options Program, Hartville Rehabilitation Services, Wilkes-Barre, PA, Assist adult clients with developmental challenges in vocational education and cognitive developmental activities. Observe occupational and physical therapy, assist with intake activities, observe psychological testing upon clients' admittance. Classroom aide, 1/2006-present. Hired after completion of psychology program internship, Fall, 2005.

Courses

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

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

References: Dr. James Wright, Assistant Professor
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Dr. Mary Guru, Professor
Wonderful University Biology Department Wonderful, PA 18888
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Dr. Martha Jones, Clinical Services Director
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