

# RESUME INFORMATION FOR ANY MAJOR

These resources are designed to assist you in seeking employment or an internship with any major. By thoughtfully undertaking the job search process, you are preparing yourself to serve Christ and His Church well.

## These resources include:

- Cover letter basics
- Resume overview
- Creating a resume
- Preparing for an Interview
- Dressing for Success
- Sources of job leads
- Resume samples

## Cover Letter Basics

Once you have decided to apply for a job, you should send a cover letter and resume to the contact person for the job. Use the cover letter to introduce yourself and call attention to your enclosed resume. The well-written cover letter highlights aspects of your background and talents that best meet a school's needs. Also, always try to obtain the name of the person to whom the letter should be addressed.

### First paragraph

- Describe the position or title of the position you seek, e.g., first grade teacher, Math teacher, Coach, etc.
- If someone referred you, mention the person's name and explain your connection.

### Second paragraph

- Tailor to a particular job.
- Briefly explain the reason for your interest in teaching.
- Briefly and specifically summarize your most desirable qualifications that would meet their needs (consider bulleting three key qualifications).
- Explain how you intend to contribute to your student's development and the school.

### Third paragraph

- Add this only if there is additional information to amplify information in the second paragraph that is not in your resume or needs clarification (for example, a special project you undertook at a previous job or in your community).

### Closing

- Thank the person for considering your candidacy and say that you are looking forward to meeting him or her and learning more about this opportunity.
- Remember to be truly interested, gracious and respectful of their time.
- Be sure to follow through with any commitment you make.

# Resume Overview

## PURPOSE OF A RESUME

A resume is used to show you have the knowledge, skills and experience relevant to a particular job and to entice the employer to interview you!!

## SELF-ASSESSMENT

In order to put together an effective resume, it is important to know your abilities, what skills you have developed, what values are important to you in a career, and what you can offer to an employer. The first step in preparing your resume is to think about yourself, your experiences and your accomplishments.

Ask yourself these kinds of questions:

- What skills have I developed?
- What are my strengths?
- What have I accomplished?
- Why should someone hire me?

You may find it difficult at first to identify skills, until you think more deeply about your academic, social, work, and volunteer experiences. Students develop various skills in addition to those acquired through their major coursework. It is probably safe to assume many students develop organizational, communication, and interpersonal skills as a result of having to meet deadlines and communicate their ideas to a variety of people. As you review your experiences in this way you may soon discover additional skills.

When you have given sufficient thought to self-assessment, ask family and friends to assess your skills. Check their perceptions against your own and make any necessary adjustments in your personal career profile.

After analyzing your skills, accomplishments, strengths, and value to employers, you will discover the writing of your resume to be a much easier task.

## TYPES OF RESUMES (See samples at end of packet)

### **CHRONOLOGICAL -**

This resume type is the most common for traditional college students. It consists of listing experiences in chronological order with the most recent position listed first. A brief description of accomplishments and duties would follow each position.

### **FUNCTIONAL -**

This resume type consists of placing more emphasis on skills acquired rather than the experiences and dates. Use this type if you have held numerous jobs; you are making a career change; are returning to work after an absence; have limited educational and work experiences.

### **COMBINATION -**

This resume type is just like it sounds like – a combination of both the chronological and functional resume styles. This resume style has been gaining popularity with employers.

# Creating an Resume

A resume must present information quickly, clearly, and in a way that makes your experience relevant to the position in question. That means that this resume should have information condensed down to its most powerful form.

## **Focus on the following areas:**

- Education and Training
- Experiences
- Accomplishments
- Leadership
- Academics
- Honors and Activities
- Skills

## **Identify your goal:**

You need to have a clear job target as you need to develop your resume. For example the job objective in your resume should state your job specification with the keywords that are pertinent to your job profile.

## **Summary:**

You *could* summarize your strengths and key qualifications within the top half of the first page of the resume under a section called "Profile Summary", "Summary of Qualifications" or "Professional Profile" and using keywords that are pertinent to your occupational field choice in 3-5 bulleted statements.

## **Emphasize your accomplishments:**

Describe your basic job responsibilities or accomplishments using action verbs in short phrases or sentences. Show quantifiable results of your work that are relevant to the position you are seeking.

## **Include Keywords:**

Keywords are search terms used by employers to weed through resumes. Your resume should include these related keywords to ensure it is found during the search.

Examples of keywords include job titles, degrees, certifications, professional organizations and skills/areas of specialty. If a keyword has a widely used acronym, include both the spelled-out forms and abbreviated somewhere in your resume since an employer may use either during a search.

## **Resume Structure:**

You could research some resume templates online to find the right format for your needs. However, it is **not generally recommended that you use a RESUME TEMPLATE** because they restrict you to their format and may not be how you want to communicate your skills, abilities, and experiences to the employer. Resumes should include the following sections:

- Your name and contact information
- Education
- Work and/or Volunteer experience
- Skills and Abilities

If you have just graduated from college or graduate school and you have little relevant work experience, you should place your educational qualifications at the top of your resume. If you have been working for a while and have a lot of relevant job experience, start your resume with your work experience and place your educational qualifications at the bottom.

Be sure your resume is clear and concise. You do not have to be too descriptive, but make sure you clearly express your accomplishments. Note the following example as the candidate states number and ages of young people, duration of work experience, and issues handled.

## **Work Experience** (section heading & bullets example)

Antiochian Village Camp, Anywhere, MI

Summers 20xx, 20xx

### **Camp Counselor**

- Supervised the safety and well-being of 32 campers, ages 13-17, over four two-week overnight sessions.
- Dealt with issues of homesickness, depression, suicide, grief, faith struggles, etc.

### **Quick Tips:**

- Be prepared in an interview to give further details and information on each part of your resume.
- Be as concrete as possible. For example, if you have experience running retreats, think of what worked and did not work as you were giving them.
- Have many friends look at your resume for corrections and comments.
- Make sure your formatting and fonts are consistent throughout.
- DO NOT HAVE ANY SPELLING ERRORS.

## **Resume Construction and Layout Checklist:**

- Do not use a resume template – they are helpful but employers can see that you did not put much effort into creating your document.
- Don't use words such as I, my, he, she, they, their, etc.**
- Use 8 1/2 x 11 inch paper. The resume margins on the top to bottom could be ½ to 1 inch. The left and right margins should be ½ to 1 ¼ inches. Whatever you decide to use, it should be the same top-bottom and left-right.
- Don't use the same action verb multiple times - mix it up** (see action verb list).
- Use the same font type in resume and letter – consistency is important!!
- Your resume should be typed. **No exceptions.**
- Your resume should be well organized, concise, professional in style and appearance, and easy to read.
- Recommend using a laser printer or ink jet set on fine/best quality. Photocopying your resume is not advised.
- Good quality paper (cotton fiber 20-pound bond paper) should be used. Ivory and White are the most widely accepted colors of resume paper.
- Know the reader and what is acceptable in that career field before you make decisions regarding the paper, color and design of your resume.
- You should stress accomplishments while being honest and accurate.**
- Spelling, grammatical, punctuation or typographical errors are inexcusable. Have several people proofread your resume.
- Since you should use phrases instead of complete sentences, periods are not necessary.
- You may use some limited abbreviations on your resume (Example: PA, NJ, MI).
- Do not include personal information that is not related to the position you are applying for (Example: race, age, sex, marital status, # of children, height, weight, health status)
- Use caution also when including information related to political and/or religious affiliations.
- Your resume should be kept to one page if possible. *If you must go to two pages put your name and Page 2 on the top left hand side of the paper.*
- Don't use "References Available" at the end of the resume – often seen as filler.

## Action Verbs and Phrases

Use the following phrases and words to compose your resume statements. They convey involvement and accomplishments and make your resume more readable & effective.

Accomplished	Implemented
Acted/Functioned as	Improved
Administered	In charge of
Advised	Initiated
Amounting to a savings of	Innovation resulted in
Analyzed/Assessed	Installed
Arranged	Instructed
Assigned to	Instrumental in
Assisted with	Interaction with
Budgeted	Investigated
Conducted	Knowledge of/experienced as
Consulted	Liaison for/between
Contracted/Subcontracted	Maintained
Coordinated	Managed
Counseled	More than [ ] years experience
Delegated	Negotiated
Delivered	Organized
Demonstrated	Performed
Developed	Planned
Direct/Indirect control	Presented
Drafted	Promoted to/from
Edited	Proven track record in
Established	Provided technical assistance
Evaluated	Recipient of
Experience involved/included	Remained as
Expertise and demonstrated skills	Resulted in
Extensive training/involvement	Sales quota accountability
Familiar with	Served/Operated as
Formulated	Skilled in
Gathered	Specialized in
Handled	Successful in/at
Honored as	

## Additional Resources for Resume & Cover Letter Assistance

There you will find additional guidelines and samples for resumes and cover letters.

<http://www.collegegrad.com>

<http://www.susanireland.com/resumeindex.htm>

<http://www.rileyguide.com/eresume.html>

<http://www.eresumes.com/>

# Preparing for an Interview

The interview is often the primary vehicle through which hiring occurs. Highly qualified candidates may be turned down for teaching positions because they failed to communicate their talents and abilities. Similarly, under-qualified candidates may be hired for, and ultimately fail in, teaching positions because they successfully oversold themselves. Preparing for an interview should help you and the organization make a good decision and once the job begins, to actually do well.

- Research the school or organization.
  - Does it have a website?
  - Is it listed in a directory?
  - Google it!
  - Has it been featured in newspaper or magazine articles?
  - Do any of your contacts have any information for you?
- Research the job.
  - Analyze the job description, and match your experience, skills, interests, and abilities to the job.
  - Talk to people who have worked in similar positions. Your alumni association may help with locating contacts to network with.
- Prepare and anticipate questions. Answer the questions given to you. Try to avoid speaking in tangents.
- Practice your communication skills.
  - Present yourself in a positive manner.
  - Offer a firm handshake.
  - Speak clearly and effectively. Make sure you are not chewing gum or sucking on hard candy during the interview.
  - Listen attentively and maintain eye contact.
  - Avoid the use of unnecessary verbal and nonverbal distractions.
- Dress appropriately.
- Be punctual.
- Turn off your cell phone.
- Write thank-you note(s) immediately after the interview to the person/people who interviewed you.

## Ways to practice interviewing:

- Have a friend or see your career services office to interview you.
- Conduct a mock interview with videotape.
- Conduct a mock interview with audiotape.
- Write out the answers to the interview questions.

Remember, preparation is meant to help you give organized and concise answers that reflect thought.

# Interviews

## Ten Rules of Interviewing

Before stepping into an interview, be sure to practice, practice, practice. A job seeker going to a job interview without preparing is like an actor performing on opening night without rehearsing.

To help with the interview process, keep the following ten rules in mind:

### 1. Keep your answers brief and concise.

Unless asked to give more detail, limit your answers to two to three minutes per question. Tape yourself and see how long it takes you to fully answer a question.

### 2. Include concrete, quantifiable data.

Interviewees tend to talk in generalities. Unfortunately, generalities often fail to convince interviewers that the applicant has assets. Include measurable information and provide details about specific accomplishments when discussing your strengths.

### 3. Repeat your key strengths three times.

It's essential that you comfortably and confidently articulate your strengths. Explain how the strengths relate to the company's or department's goals and how they might benefit the potential employer. If you repeat your strengths then they will be remembered and-if supported with quantifiable accomplishments-they will more likely be believed.

### 4. Prepare five or more success stories.

In preparing for interviews, make a list of your skills and key assets. Then reflect on past jobs and pick out one or two instances when you used those skills successfully.

### 5. Put yourself on their team.

Ally yourself with the prospective employer by using the employer's name and products or services. For example, "As a member of \_\_\_\_\_, I would carefully analyze the \_\_\_\_\_ and \_\_\_\_\_." Show that you are thinking like a member of the team and will fit in with the existing environment. Be careful though not to say anything that would offend or be taken negatively. Your research will help you in this area.

### 6. Image is often as important as content.

What you look like and how you say something are just as important as what you say. Studies have shown that 65 percent of the conveyed message is nonverbal; gestures, physical appearance and attire are highly influential during job interviews.

### 7. Ask questions.

The types of questions you ask and the way you ask them can make a tremendous impression on the interviewer. Good questions require advance preparation. Just as you plan how you would answer an interviewer's questions, write out specific

questions you want to ask. Then look for opportunities to ask them during the interview. Don't ask about benefits or salary. The interview process is a two-way street whereby you and the interviewer assess each other to determine if there is an appropriate match.



### 8. Maintain a conversational flow.

By consciously maintaining a conversational flow-a dialogue instead of a monologue-you will be perceived more positively. Use feedback questions at the end of your answers and use body language and voice intonation to create a conversational interchange between you and the interviewer.

### 9. Research the company, product lines and competitors.

Research will provide information to help you decide whether you're interested in the company and important data to refer to during the interview.

### 10. Keep an interview journal.

As soon as possible, write a brief summary of what happened. Note any follow-up action you should take and put it in your calendar. Review your presentation. Keep a journal of your attitude and the way you answered the questions. Did you ask questions to get the information you needed? What might you do differently next time? Prepare and send a brief, concise thank-you letter. Restate your skills and stress what you can do for the company.

## In Summary

Because of its importance, interviewing requires advance preparation. Only you will be able to positively affect the outcome. You must be able to compete successfully with the competition for the job you want. In order to do that, be certain you have considered the kind of job you want, why you want it and how you qualify for it. You also must face reality: Is the job attainable?

In addition, recognize what it is employers want in their candidates. They want "can do" and "will do" employees. Recognize and use the following factors to your benefit as you develop your sales presentation. In evaluating candidates, employers consider the following factors:

- Ability
- Personality
- Recommendations
- Communication skills
- Outside activities while in school
- Loyalty
- Acceptance
- Initiative
- Work record

# During the Interview

## FREQUENTLY ASKED QUESTIONS

### Company and Position

1. What do you know about our company?
2. Why do you think you might want to work for our company?
3. What type of position are you most interested in?
4. What job in our company do you want to work toward?
5. What job in our company would you choose if you were entirely free to do so?
6. What interests you about our product or service?
7. What qualifications do you have that make you feel that you will be successful with this company?

### Education and Campus Activities

8. Why did you choose your college major?
9. Why did you select your college or university?
10. What subject did you like least? Why?
11. What subject did you like best? Why?
12. If you were starting college all over again, what courses would you take?
13. What percentage of your college expenses did you earn? How?
14. Do you have plans for continued study? An advanced degree?
15. Do you think that your grades are a good indication of your academic achievement?
16. How has your college experience prepared you for a business career?
17. In what school activities have you participated? Why? Which did you enjoy most?
18. What extracurricular offices have you held?
19. What have you learned from participation in extracurricular activities?

### Personal

20. What are your long-range and short-range goals and objectives?
21. What do you really want to do in life?
22. What are your major strengths? Weaknesses?
23. What kind of work interests you?
24. What two or three accomplishments have given you the most satisfaction? Why?
25. How would you describe yourself?
26. What are your salary expectations?
27. What qualifications do you have that make you feel that you will be successful in your field?
28. What personal characteristics are necessary for success in your chosen field?
29. How do you determine or evaluate success?
30. What qualities should a successful manager possess?
31. Do you have any specific geographic location? Why?
32. Are you willing to relocate? Does relocation bother you?
33. How do you spend your spare time? What are your hobbies?
34. What motivates you to put forth your greatest effort?

### Work Experiences

36. What jobs have you held? How were they obtained and why did you leave?
37. What did you learn about yourself from some of the jobs you have held?
38. What jobs did you enjoy most? Least?
39. Do you prefer working with others or by yourself?
41. Do you feel your work experience is representative of your abilities?

## QUESTIONS YOU CAN ASK DURING AN INTERVIEW

Based on your research of the group or organization, you may have many additional questions to add.

### Questions about what a group/organization needs:

1. What are the needs of those you serve?
2. Do you have plans to offer new services/programs?
3. Where do you see the group/organization going in the next five years?
4. What do you see as the group's /organization's strengths and weaknesses?

5. What are the characteristics needed for a person to make significant contributions to this group/organization?
6. What would your expectations of me be in the first couple months?

### Questions to help you understand what they are looking for:

1. What are your expectations of the person you hire for this position?
2. What qualities are you looking for in your ideal candidate?
3. How do you view my qualifications? How do I compare with other applicants?
4. Are you comfortable that my background satisfies your requirements? Where in particular do you feel my experience is lacking?

### Questions to help you understand more about the group/organization and position:

1. What have learned while working for this organization?
2. What do you like about working/serving here?
3. What is the history of this group/organization?
4. How is a leader evaluated?
5. What plans do you have for initial orientation and training?
6. To whom would I report?
7. How are decisions made here? How are policy and operations decisions made?
8. How are people kept informed?

# Dressing For Success

## WOMEN

### Suit

- Cut: Two piece, long sleeve, skirted professional suit
- Fabric: 100% wool for winter, polyester blend for spring/summer
- Color: Navy, dark gray, black, winter green, plum
- Skirt: Skirt length: at knee or 1" below the knee

### Blouse

- Color: White or variety of colors that blend in with skin tone
- Style: Button-down, criss-cross or a variety of other styles
- Fabric: Silk or polyester blends

### Binder/Briefcase

- Binder: Dark color
- Briefcase: Not recommended

### Jewelry/Accessories

- Necklace: Pearls, single strand; gold or silver
- Earrings: Small and close to the ear
- Handbag: Small, conservative style
- Accessories: Conservative scarves, pins, handkerchiefs

### Cosmetics

- Perfume: No perfume
- Makeup: Light application
- Hair: Neatly groomed
- Nails: Clear or neutral color

### Hose/Shoes

- Hose: Taupe or a natural tone
- Shoe style: Closed toe, closed heel, dress pump or flat heel

## MEN

### Suit

- Cut: Two piece traditional cut
- Fabric: 100% worsted gabardine or wool blend
- Texture: Matching color, texture, pattern
- Color: Navy, dark gray, or pinstripe (navy, dark gray or black)

### Belt

- Color: Black
- Material: Leather

### Jewelry

- Jewelry: Analog watch and leather band

### Shirt

- Color: White
- Style: Button-down, long sleeve
- Fabric: 100% cotton or cotton-polyester blend

### Tie

- Color: Burgundy, deep greens, paisley, stripes, geometric patterns

### Socks/Shoes

- Socks: Black, navy blue over the calf (no white socks)
- Shoe style: Tie shoe, all leather, wing-tips preferred or all leather dress slip-ons
- Shoe color: black

### Binder/Briefcase

- Binder: Dark color
- Briefcase: Not recommended

### Grooming

- Cologne: No cologne or aftershave
- Hair: Neatly groomed (professional cut)

## Sources of Job Leads

For some people, the “perfect” job in an organization is open at the right time for them, and simply lands in their lap. For most people, however, a bunch of very human factors complicate finding that opportunity: e.g., there are no jobs open in your home region; there is a job open but it will be a month or two until they if the organization is ready to commit a salary to it; the only jobs open are in another field and your gifts are working in a different area or age group. It will serve you well to do a good search for any position, to find a good match with an open position and your unique God-given gifts.

### Here are some sources of job leads and networking contacts:

- Immediate family members and their friends
- Online job listing services accessible through the Internet
- Friends and their friends and relatives
- Faculty and classmates where you attended school
- University career services department
- Alumni network from your school
- Networking with colleagues in your present organization and field
- Job postings organizations that have teaching positions
- Your home church or pastor
- Trade journals and newsletters
- Directories
- Professional association members

## ESS Resume – Functional Sample

### YOUR NAME

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*Current Address*  
1234, West Street  
Anywhere, MI 00000  
(123) 456 7890

*yourname@yahoo.com*

*Home Address*  
1234, West Street  
Anywhere, MI 00000  
(123) 456 7890

### OBJECTIVE

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To obtain a Physical Therapy position emphasizing Orthopedics and Sports Medicine, while continuing to develop my interests in manual therapy

### EDUCATION

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SPRING ARBOR UNIVERSITY, Spring Arbor, MI

Awarded August 20xx

***Bachelor of Science in Physical Therapy***

- Activities: Class Representative, Physical Therapy Students' Association
- Honors: Dean's List, every semester
- Graduated Cum Laude

### SKILLS:

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- Microsoft PowerPoint, Excel, Outlook, Word, Access, WordPerfect, and SPSS
- English and Filipino language proficiency

### EXPERIENCE

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- Planned and supervised operations of 120 patient/week outpatient clinic
- Implemented new systems and policies resulting in improved customer service and compliance with government regulations
- Participated in planning of \$300,000 annual budget
- Recruited new staff and reorganized existing staff to improve clinic productivity
- Raised weekly average patient visit volume by 140% through improved scheduling and rapid insurance approval turnaround
- Increased clinic revenues through increased patient visit volume and utilization of higher-value procedures
- Created a physical therapy department in nursing home by designing layout of clinic, establishing operating procedures, procuring equipment, and training staff
- Operated four-person off-site physical therapy department for 120-bed hospital
- Served as Interim Director of Physical Therapy and Discharge Planning Team Member in 80-bed hospital
- Worked in variety of healthcare facilities as staff therapist, interim supervisor and providing direct patient care

### WORK HISTORY

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**Director of Physical Therapy**

LONE STAR REHABILITATION, Houston, TX  
November 20xx – August 20xx

**Locum Tenens Physical Therapist**

THERAPISTS UNLIMITED, Houston, TX  
February 20xx – October 20xx

**Locum Tenens Physical Therapist**

STAMBUSH PHYSICAL THERAPY, Houston, TX  
September 20xx – February 20xx

## Accounting Resume – Functional Sample

### Your G. Name

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*School Address*

0000 E. Main Street  
Spring Arbor, MI 49283  
000-555-0000

*Home Address*

000 South Austin Road  
Elk, IL 50671  
000-555-0000

#### Objective:

To obtain the Accounts Payable Clerk position at Thomson-Shore, Inc. to continue providing all quality and efficient services that is expected.

#### Education:

*Spring Arbor University, Spring Arbor, MI*

To be awarded 03/20xx

**Bachelor of Arts in Accounting**

- Cumulative 3.65/4.00 GPA

*Northern Michigan University, Marquette, MI*

08/20xx – 09/20xx

- Completed general education and accounting courses

#### Accounting Experience:

- Excellent understanding of Microsoft Word and Excel as well as QuickBooks
- Updated all the accounts payable and accounts receivable files daily
- Prepared monthly financial statements on weekly basis for 500 plus costumers
- Posted payments and entered new accounts
- Traced skip debtors and contacted them to collect payment
- Contacted clients for questions concerning debtors
- Filed for and set up LLCs as well as Corporations
- Responded to IRS and State notices to clients
- Completed Payroll and Payroll Tax Forms
- Strong understanding of accounting principles and procedures
- Ability to easily pick up and understand most computer programs
- Great deal of customer service and sales experience

#### Accounting History:

*Devereaux & Co., Jackson, MI*

**Staff Accountant**

08/20xx – 09/20xx

*Credit Services Inc., Marquette, MI*

**Office Assistant**

11/20xx – 03/20xx

#### Related Employment:

*Landmark Inn, Marquette, MI*

**Host**

03/20xx – 07/20xx

- Managed the dining area and assigned sections and tables to servers
- Organized orders and time of reservations

*Subway, Marquette, MI*

**Closing Manager**

08/20xx – 10/20xx

- Oversaw daily operations and supervised three to five employees at a time
- Decided amount of food preparation

# Youth Ministry Resume – *Chronological Sample*

## Your Name

Address  
City, State, Zip Code

Phone Number  
E-mail address

### **EDUCATION:**

*Bachelor of Arts in Youth Ministry and Religious Studies* To be awarded May 20xx  
SPRING ARBOR UNIVERSITY, Spring Arbor, MI

- Participated in study abroad semester in Barcelona, Spain
- Foreign language skills include fluent in Spanish and conversational French
- Cross cultural experiences include Romania, Italy, Spain and France
- Cumulative GPA: 3.5/4.0, Major GPA: 3.8/4.0

### **INTERNSHIP:**

*Youth Pastor* September 20xx to Present  
Community Church, Jackson, MI

- Planned and directed all youth programming for 75 students, grades 7-12
- Taught weekly Sunday School and Wednesday Bible study, with studies in Romans, Proverbs, and the Gospels
- Established and developed a Youth Leadership team, mentoring 20 students one-on-one
- Launched a Youth Missions Initiative, providing monthly opportunities for youth to serve in cross-cultural contexts
- Successful in time management and dedication to achieving tasks for the organizational goals

### **EXPERIENCE:**

*Volunteer Leader, Work/Crew Summer Staff* June 20xx to Present  
YOUNG LIFE, Hillsdale, MI

- *Volunteer Leader* - Shared the Gospel with high school students; organized skits, games, announcements, and talks at weekly Club meetings; prepared and facilitated Bible studies
- *Work Crew/Summer Staff* - Work Crew stressed humility and a Christ like attitude while performing manual labor; Summer Staff added leadership and responsibility to the Work Crew experience
- *Europe Mission Trip* - Served at children's homeless shelter in Arad, Romania on a general work crew for an Young Life youth camp in Venice, Italy

*Computer Lab Technician* January 20xx to May 20xx  
SPRING ARBOR UNIVERSITY, Spring Arbor University, MI

- Assisted computer users with software applications
- Diagnosed hardware and software problems, install and update hardware and software

# Business Resume – Chronological Sample

## Your Name

0000 Pheasant Run Dr, Anywhere, MI 00000

517.000.0000

yourname@yahoo.com

### EDUCATION

#### **Bachelor of Arts in Business Management and minor in Computer Science**

Awarded May 20xx

*Spring Arbor University, Spring Arbor, MI*

- Cumulative GPA: 3.55/4.00
- Collegiate Activities:
  - Students In Free Enterprise (SIFE) and Investment Club
  - Attended the Solutions Seminar IX in October 2004 and chosen as student representative to pose questions to Harry Hosmer, founder of Royal Energy Inc.
- Relevant Coursework: Principles of Management, Statistics, Organizational Behavior, Strategic Management, Data Structures, Logical Software Systems

### LEADERSHIP

#### **Student Body President, Spring Arbor University, Spring Arbor, MI**

Elected 20xx – 20xx Term

Director of Student Leadership Summit

February 20xx

- Led student government and worked to provide student activities

#### **China Studies, Spring Arbor University, Spring Arbor, MI**

20xx

- Served as a Student Leader studying Chinese culture and history

#### **Varsity Soccer, Spring Arbor University, Spring Arbor, MI**

20xx – 20xx

- Team Co-Captain 20xx and scholarship starter for four seasons

#### **Athlete Leadership Retreat, Spring Arbor University, Spring Arbor, MI**

July 20xx

- Attended workshops on leadership and management

### WORK EXPERIENCE

#### **Assistant General Manager, McDonald's, Jackson, MI**

Feb. 20xx – Present

- Plan and execute business plan toward daily and monthly store-wide and market-wide targets
- Prepare and present end-of-month sales and accounting reports
- Staff, train and manage store to achieve store/market goals
- Build sales through continuous training, retention, and fast, friendly and quality service

#### **Banking Associate, Standard Chartered, Jackson, MI**

Jan. – Aug. 20xx

- Trained and supervised new service representatives
- Reconciled daily teller records with master computer printout (validation)
- Successfully sought, acquired and managed new personal and corporate accounts

### RELATED EXPERIENCE

#### **Fitness Center Supervisor, Spring Arbor University, Spring Arbor, MI**

Sep. 20xx – Dec. 20xx

- Funded personal expenses through graduate school

#### **Computer Lab Assistant, Spring Arbor University, Spring Arbor, MI**

Sept. 20xx – May 20xx

- Assisted professor in lab for CPS 150

#### **Campus Janitorial, Spring Arbor University, Spring Arbor, MI**

October 20xx – May 20xx

- Worked as assistant to the janitor in men's residence halls

## Teaching Resume – *Chronological Sample*

### Your Name

*School Address*

0000 E. Main Street  
Spring Arbor, MI 49283  
000-555-0000

*Home Address*

000 South Austin Road  
Elk, IL 50671  
000-555-0000

### EDUCATION

**Bachelor of Arts in French and Spanish**  
Spring Arbor University, Spring Arbor, MI

Awarded June 20xx

**Summer Session Abroad**  
University of Dijon, Dijon, France

May-August 20xx

### TEACHING EXPERIENCE

**Student Teacher**, Public High School, Spring Arbor, MI

March-June 20xx

- Assumed full responsibility for two French I classes, one French II class and two Spanish I classes
- Presented culture unit on art and music of Spain
- Designed and supervised cooking project, exploring cuisine of French-speaking countries around the world

**Field Experience**, Eastmoor Middle School, Hilliard, OH

January-March 20xx

- Developed long range unit and lesson planning skills for beginning French and Spanish classes
- Assisted with annual Spanish culture food fair
- Aided teacher in general classroom activities

**Field Experience**, Bolton Hollow Middle School, Hilliard, OH

September-December 20xx

- Observed Spanish and French classes
- Tutored five students with introductory French
- Supervised Spanish Club's design of hallway display for parent Open House

**Tutor**, Syracuse University, Syracuse, NY

January-June 20xx

- Assisted Japanese student with English conversation and grammar
- Helped acclimate student to American culture

**Camp Counselor and Instructor**, Camp Horizons, Roanoke, VA

June-August 20xx

- Taught beginning Spanish and canoeing
- Organized Multicultural Festival

### RELATED EXPERIENCE

Conversation Partner for International students, Spring Arbor University

20xx -20xx

Member of Columbus Chapter, Alliance Francais

20xx -20xx

Waitress, Café Francais, Jackson, MI

January-June 20xx

Student Office Worker, Language Department, Spring Arbor University

20xx -20xx

Clerk, Sarazin Imports, Chicago, IL

June-September 20xx

# Business Resume – Functional Combination Sample

0000 NAPLES DRIVE • ANYWHERE, MI 00000 • (616) 000-0000 • yourname@arbor.edu

## YOUR NAME

### OBJECTIVE

To obtain the internship position utilizing my problem solving, decision making and interpersonal skills as a team member of the Action Agency.

### PROFILE SUMMARY

- Participated in High Beams program for incoming Freshman Minority students to Spring Arbor University campus during the summer get acquainted with the surroundings
- Foreign language skills include basic Spanish and French
- Girl Scouts of America member, Assistant Scoutmaster, volunteer including receiving Girl Scout Gold Award
- Participant in 1st Michigan Light Artillery Battery D Civil War Re-enactors as hospital steward

### EDUCATION

Spring Arbor University: Spring Arbor, MI To be awarded December 20xx  
**Bachelor of Arts in Business Administration with concentration in Marketing**

### WORK EXPERIENCE

- Restocked, condensed and organized products daily and setup for any special event
- Provided timely customer service such as taking orders, preparing smoothies and coffee, and operating cash register
- Assisted owner with employee management and greeting and assisting customers
- Aided photographer with photo shoots, responded to customer e-mails, answered phone, composed customer orders, and invoiced
- Trained and equipped team to successfully run high adventure activities and compiled weekly work schedule
- Helped run high adventure activities while supporting and managing team of six staff
- Watched business while owners were out of the country for two weeks
- Ran high adventure activities for 4<sup>th</sup>-6<sup>th</sup> grade campers and assisted counselors with campers

### WORK HISTORY

Bath & Body Works: Jackson, MI	<i>Sales Associate</i>	September 20xx - Present
Maui Wowi: Grandville, MI	<i>Team Leader and Barista</i>	October 20xx - Present
Walcott Imaging: Holland, MI	<i>Summer Intern</i>	May 20xx - August 20xx
SpringHill Camps: Ewart, MI	<i>High Adventure Coordinator</i>	June - August 20xx

### CROSS CULTURAL EXPERIENCE

Costa Rica and Jamaica January 20xx

- Studied the education, government, religion, and culture of both countries

### TECHNOLOGY

- Experienced in Microsoft Excel, Microsoft Power Point, and Microsoft Word and exposure to Access
- Research ability in online journal databases including InfoTrac and First Search

### AWARDS RECEIVED

Deans List, Spring Arbor University 20xx - Present

# Teaching Resume – Chronological Combination Sample

## Your Name

Address, City, State, Zip Code

Phone Number

E-mail address

**Objective** To obtain a middle school social studies position in district

### **Profile Summary**

- Foreign language skills include fluent in Spanish and conversational French
- Cross cultural experiences include Romania, Italy, Spain and France
- Dedication to task, organization, and time management
- Active interest in reading, music, travel, and the outdoors

### **Education**

*Bachelor of Arts in History*

To be awarded May 20xx

SPRING ARBOR UNIVERSITY, Spring Arbor, MI

- Participated in study aboard semester in Barcelona, Spain
- Cumulative GPA: 3.5/4.0, Major GPA: 3.8/4.0

**Licensure** Initial Michigan Two-Year Provisional Licensure, Social Studies

### **Teaching Experience**

Eastmoor Middle School, Jackson, MI

March-June 20xx

#### **Student Teaching**

- Prepared educational objectives and lesson plans for one 7<sup>th</sup> and two 8<sup>th</sup> grade classrooms, taught units on the American government and U.S.
- History, introduced cooperative learning groups, assisted with parent-teacher conferences and open house.

Parkmoor Elementary School, Albion, MI

September-December 20xx, March-June 20xx

#### **Field Experience**

- Taught small groups about world governments, created bulletin boards, tutored individual students, supervised school-related functions such as the ice cream social, band concerts and school dances

### **Professional Enrichment**

Phi Alpha Theta, National History Honor Society member

20xx-Present

National Council of Teachers of Social Studies

April 20xx

- Presented at annual conference in Nashville, TN

History Success Certificate

March 20xx

### **Related Experience**

Michigan Historical Society, Lansing, MI

June 20xx-Present

#### **Tour Guide**

- Taught children about Michigan's history in a creative manner, led tours through museum, helped conducted genealogical research, and organized archives

Spring Arbor University Student Government, Spring Arbor, MI

September 20xx-20xx

#### **Vice President**

- Oversaw meetings, approved proposals by student organizations, advised judicial committee, developed new election procedures

## Sample Headings

### Your Name

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*School Address*

0000 E. Main Street  
Spring Arbor, MI 49283  
000-555-0000 Cell

*Home Address*

000 South Austin Road  
Elk, IL 50671  
000-555-0000 Home

### Your Name

---

Current: 106 East Main Street, Spring Arbor, MI 49283 517.000.0000  
Home: 000 South Austin Road, Elk, IL 50671 000.555.0000

youremail@arbor.edu

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### YOUR M. NAME

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*School Address*

0000 E. Main Street  
Spring Arbor, MI 49283  
000-555-0000 Cell

*Home Address*

000 South Austin Road  
Elk, IL 50671  
000-555-0000 Home

### Your Name

0000 Pheasant Run Dr, Anywhere, MI 00000

517.000.0000

yourname@yahoo.com

### Your Name

---

**Current Address:**

Address  
City, State, Zip Code  
Phone Number

E-mail address

**Permanent Address:**

Address  
City, State, Zip Code  
Phone Number

---

Reference Page Sample

Your Name

School Address

0000 E. Main Street  
Spring Arbor, MI 49283  
000-555-0000 Cell

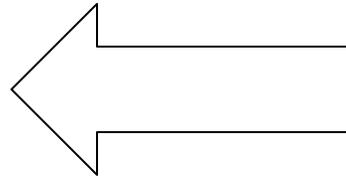
Home Address

000 South Austin Road  
Elk, IL 50671  
000-555-0000 Home

REFERENCES

Name  
Title, Employer  
Mailing address  
City, St ZIP  
Email  
Phone #

Name  
Title, Employer  
Mailing address  
City, St ZIP  
Email  
Phone #



You should have a minimum of 3 people listed as professional references. These could be 2 academic and 1 previous employer or supervisor. Remember these are not personal references.

Format – this document should mirror your resume.

Sample Resume Headings

Your Name

106 East Main Street, Spring Arbor, MI 49283

(517) 000-0000

youremail@arbor.edu

Your Name

0000 Pheasant Run Dr, Anywhere, MI 00000

517.000.0000

yourname@yahoo.com

Your Name

Current Address:

Address  
City, State, Zip Code  
Phone Number  
E-mail address

Permanent Address:

Address  
City, State, Zip Code  
Phone Number  
E-mail address