

CAREER SERVICES RESUME GUIDE

In this guide, you will find information on what employers/graduate schools seek in a resume/cv, as well as some samples to guide you in its preparation. Feel free to drop off your resume for feedback at Career Services, Center for Career Development and Internships at the Gateway at the Student Center or submit it to our resume/job board, as you create your private account with us as a Student or Alumni by utilizing Handshake at www.joinhandshake.com or download the Handshake Jobs and Careers app on your phone.

Your resume is your personal introduction to prospective employers; therefore it should be an excellently written representation of *you* and your experiences and skills. The resume will determine if you will be contacted for an interview. A resume should relate to the position you desire, highlight skills and experiences employers are seeking, look very neat and professionally written, and be free of grammatical and spelling errors.

A resume should be full of action words (*examples*: coordinated, created, spearheaded, implemented, supervised, observed) and should not waste space with descriptions or phrases that you have written about yourself (*examples*: hard working, team player, good listener, great communicator, trustworthy, multi-tasker).

Employers want to read about what you have *DONE*; they do not want to read a list of adjectives you have crafted; they want evidence of your talents and qualifications via the descriptions of your jobs, projects, internships or service.

There are varied acceptable formats for resumes. It is best to create a resume using a Microsoft Word Document, as many templates are of poor quality-- leaving out essential information, wasting white space, and opening up messily on others' computers, while being exceptionally difficult to edit.

Use a common font, like Times New Roman or Calibri. Font size should be no smaller than 10 font or larger than 14 font. Most writers use a size 11 or 12 font.

Human Resource administrators expect a full, one page resume of a college student. One well-written page is more impactful than two pages, as your related experiences and skills are expected to be on the first page. A student *will* need a two page resume if s/he has many relevant experiences or activities. If your resume flows on to the second page, it should fill up at least $\frac{3}{4}$ of page 2.

SECTIONS OF THE RESUME

CONTACT INFORMATION

List your name, address, phone, email, and professional website (if you have one for a portfolio.) If you are a residential student, you may offer your on-campus and home addresses. Make sure that your email is professional and contains all, or most of, your name. Slang or nicknames in emails may result in employers not contacting you. Use of your Wilkes email is highly recommended. Make sure that your email prints in **black** font, as some colored fonts will not show or Xerox well if employers make copies. **Note:** Some commercial templates fill almost 1/5 of your white space on page 1 with your name and contact information--another reason we advise you to avoid templates.

Example 1:

Lawrence Local
222 Main Avenue
Scranton, PA 18505
570-222-2222
lawrence.local@wilkes.edu

Example 2:

Renata Reslife

84 W. South Street, Box 222
Wilkes-Barre, PA 18766
rosalyn.reslife@wilkes.edu

333 Main Avenue
Freehold, NJ 07728
607-222-2222

SHOULD I HAVE AN OBJECTIVE?

Some recruiters state objectives are not necessary, especially when applying to a specific position with a position number within an automated on-line application process. For example, you are applying for position Code 2222 at ABC Company and are told to upload your resume specifically for that position, a recruiter will know what job you seek.

Most employers, however, say “yes,” they like to read your Objective. It helps them decide into what application “pile,” be it virtual or paper, in which they will place your resume and it gives them a sample of your writing abilities.

Having an Objective is very important if you are an undergraduate seeking an internship, a summer, or a part-time position. Without this information, a recruiter may not take the time to try to ascertain when you desire a position.

An Objective is also important when a company has multiple positions open. Indicate what position interests you.

Writing your Objective *well* can give you an advantage over other candidates.

If you tell the organization what you can offer *them*, and limit writing about what you want, that will be viewed more favorably by employers. Relate to their needs, not yours.

EXAMPLES *(Note the differences in tone and quality between Objective A versus B, and C versus D.)*

- Objective A. I want to attain a summer position that will allow me to learn more about computer science, build my professional network, and attain skills in building websites **versus**
- Objective B. To contribute my creativity, computer science education and varied programming skills to ABC Company’s technical support team as your Summer Web Master Assistant
- Objective C. To gain experience in counseling children and within the classroom as a TSS in order to build my therapeutic skills and contribute to your agency **versus**
- Objective D. To bring my passion for supporting children with academic and developmental challenges and my experience in behavioral analysis and child care to your agency as a Therapeutic Staff Support professional

-Never use “I” in your Objective—that is redundant and adds “wordiness.”

-Never repeat action verbs in your Objective—this is your opportunity to showcase your use of the English language.

-Always change each Objective for each individual job/company. Sending a resume with the wrong objective will likely result in the resume being rejected!

EDUCATION

For many recent college graduates, Education may be their most important qualification. Usually after your first professional job, the Education section can be moved to a lower section of your resume.

- List your degree, major/minor/concentrations, date of graduation, college/university, city and state.
 - Include your GPA if it is near or 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.
 - Include relevant academic projects; add advanced coursework and academic honors if you do not have much experience.
- Note:** There are some instances which may necessitate you deciding into which section you may place some information. For example: Dean's List, Outstanding Chemistry Senior, Presidential Scholarship Recipient may be in your Education section, OR they can be placed in your Accomplishments & Awards section; this depends upon your resume set-up and what would be most impactful.

Show the highest education level first, most recent school first. Include other colleges/universities if a degree was earned or courses attractive to an employer were noted. Only include high school information if you are a 1st year student.

Examples: Wilkes University, Wilkes-Barre, PA
Bachelor of Business Administration, Finance major/Marketing minor, 5/2020
GPA: 3.2/4.0, Major GPA: 3.6/4.0

or Bachelor of Business Administration, May, 2020
Major: Finance Minor: Marketing
Wilkes University, Wilkes-Barre, PA
GPA: 3.2/4.0 Major GPA: 3.6/4.0

Luzerne County Community College, Nanticoke, PA
Associates in General Studies, May 2017

EXPERIENCE

This section can also be called "Employment," however if some of the experiences you wish to include were internships or unpaid relevant experiences, the word "Experience" can be a catch-all to include those.

You can also divide this topic into two (2) sections- "Related Experience" and "Additional Work Experience." "Related Experience" section would highlight experiences directly related to your career goals, such as internships, co-ops, clinicals, student teaching, practica or volunteer work. "Additional Work Experience" would include other jobs, part-time and summer positions which may not directly relate to your goal, but demonstrate your work ethic and skills.

- This section should be arranged in reverse chronological order, **beginning with 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.
- A description of your responsibilities and accomplishments should then be included. **Short phrases**, beginning with **varied action words** are most effective; complete sentences are too wordy and take up space. Full sentences belong in a cover/application letter only.
- Do **NOT** use **"I"** while describing your experiences, "I" is assumed.
- Be **careful of your verb tenses**. Previous employment/experiences should be described in past tense and current employment/experience, described in present tense action verbs.
- Many employers like bullet points, but only if you have the space on the page. *A formatting example that saves space:*

Wilkes University, Wilkes-Barre PA
Resident Assistant

January 2019 - Present

Oversee the welfare of 25 undergraduate resident students. Develop and implement educational and social programs within residence hall. Support students as a peer counselor and refer students to campus services. Monitor the physical upkeep of the residence hall. Enforce University policies regarding student conduct. Communicate effectively with Student Affairs administrators during emergent situations.

100+ GREAT ACTION WORDS FOR YOUR RESUME

Vary your action words, don't repeat them.

Remember to make your past/present tenses match the time frame of your activity/experience.

Assisted, Assessed, Acted, Analyzed, Achieved, Accompanied, Accomplished, Advanced
Conducted, Consult, Committed, Composed, Contributed, Coordinated
Delegated, Develop, Deliver, Designed, Defined, Diversified, Devoted, Distinguished
Encouraged, Earned, Enhance, Evaluate, Examined
Facilitated, Formulate, Fulfilled, Forecasted
Generated, Gained, Gathered, Gave, Garnered
Headed, Hosted, Handled
Identified, Implemented, Improved, Improvised, Influenced
Launched, Lobbied
Maintained, Managed, Marketed, Maximized, Mediated, Mentored, Modernized, Motivated, Negotiated
Observed, Obtained, Operated, Organized, Originated, Overhauled, Oversaw
Participated, Performed, Pioneered, Planned, Prepared, Presented, Promoted, Provided, Published Pursued,
Quantified, Ranked, Received, Recommended, Redesigned, Reengineered, Reorganized, Represented
Restructured, Refined, Revised
Safeguarded, Secured, Selected, Specified, Spearheaded, Standardized, Strengthened, Structured Suggested, Superseded,
Supervised, Supported
Targeted, Taught, Tested, Trained, Transcended, Translated
Unified, Upgraded, Utilized, Validated, Valued, Wrote

Retrieved 8/24/2015 from aie.org

TECHNICAL/KEY SKILLS

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

ACHIEVEMENTS, ACCOMPLISHMENTS, HONORS, AWARDS, ACTIVITIES, SERVICE, LEADERSHIP

(Choose section(s) depending upon your background.)

Note: If you create a section, it requires that you have more than one entry in the section. For example, if you created an ACHIEVEMENTS section, but only had one entry, for example Wilkes University Dean's List, incorporate that one entry into another section.

- Include all academic honors, athletics and organizations, plus any leadership positions you held. Explain the type of organization and acronyms.
- Note the role you play in any activity. Do not just list an organization, explain what you do.
- Offer city, state, and time frame in which you did the activity. Employers want specifics.
- Employers want to learn what you did in your undergraduate university career, not in high school. High school activities are usually appropriate for only first year students. Delete them by your sophomore year & replace with campus and community activities. Ask yourself what you can do each semester to boost your resume!

REFERENCES

You may simply state: Available upon request. This is not a necessary component of a resume. We recommend better using the space from this section to highlight your work and accomplishments.

RESUME RUBRIC

A rubric which focuses on the criteria employers/evaluators use to decide upon the status of your resume within their organizations, is on the last page of this document.

ALBERTO ACCOUNTANT
2500 Walnut Street
Anytown, PA 18888
Cell: 570-555-8888
Email: anthony.account@wilkes.edu

OBJECTIVE To contribute accounting skills and experience within a challenging fall semester internship

EDUCATION Wilkes University, Wilkes-Barre, PA
Bachelor of Science in Accounting, Minor in Business Administration, 5/2020
Major GPA: 3.50/4.0 GPA: 3.15/4.0
Advanced Courses: Advanced Taxes, Intermediate Accounting II,
Managerial Accounting, Business Law, Statistics

RELATED EXPERIENCE

Cash Accounting Assistant (part-time) September, 2018 to present
Helper Holdings Corporation, Pottsville, PA

- Enter daily cash and credit card sales.
- 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

VITA (Volunteer Income Tax Assistance) Tax Preparer Spring semester, 2020

- Completed federal tax returns for low and middle level income tax payers
- Assured efficient and ethical procedures were followed, utilized TaxWise federal tax preparation software

Summer Student Accounting Assistant June, 2019 to August 2019
The Accounting Group, Anytown, PA

- Observed CPAs with clients, gained understanding of marketing, professionalism and accounting procedures
- Assisted with audits of hospitals, sports teams and small businesses
- Prepared reports for auditors, deposits, and journal entries utilizing firm's software

Summer Spotlight Student June, 2017
Baker Tilly, New York, NY

- Chosen to participate in leadership training sessions; gained insights into firm's accounting practices

ADDITIONAL WORK EXPERIENCE

Receiver/Maintenance (academic breaks) April 2017 to May 2018
Handy Dandy Equipment, Anytown, PA

- Handled incoming shipments and added to existing inventory or new inventory records
- Delivered equipment to factories and picked up packages
- Performed maintenance duties to assure a clean parking lot and offices

COMPUTER SKILLS

Microsoft Word, Excel, familiarity with Access, PowerPoint, Outlook, Turbo Tax Income Tax Software

COMMUNITY SERVICE

- **Community Clean Up, Volunteer** - Wilkes University "Big Event" service day Spring 2018 & 2019
- **Coordinator** - Integrative Management Experience Class Project, Wilkes University Fall, 2018
Raised \$400.00 for Wilkes-Barre SPCA Adoption Day project, PetSmart, Wilkes-Barre, PA

Bianca Business

123 Main Avenue
Wilkes-Barre, PA 18701
Cell: 570-123-1234
Email: susan.college@wilkes.edu
Portfolio: www.BiancaBusiness.com

OBJECTIVE To build a challenging career allowing me to contribute creativity, events coordination and marketing abilities to further the mission of a non-profit organization

EDUCATION

Wilkes University, Wilkes-Barre, PA
Bachelor of Business Administration to be awarded May, 2020
Major: Marketing Minor: Communication Studies
GPA: 3.48/4.0

RELATED EXPERIENCE

Zebra Communications, Wilkes University Fall 2019-present

Account Executive in student-run advertising agency

- Consult with potential clients to ascertain advertising and marketing needs
- Spearheaded student team to promote fundraising dinner for CEO Food Banks Charities
- Created all print promotional materials for All for Fun Sports Camp, Kingston, PA

Chamber of Business & Industry, Anytown, PA Summer, 2019

Summer Intern-Special Events Department

- Set up sites for special events and promotions, help assured efficient check-in at events
- Entered data on Excel to assist in reporting expenditures of \$425,000 marketing budget
- Cold called potential sponsors for fund-raising, corporate image positioning, and community outreach
- Acted as a liaison via phone, between company and city organizations, media, and vendors

PROFESSIONAL DEVELOPMENT COURSE PROJECTS

Promotions Coordinator, participant: Attained sponsorship for printing needs and funding for event expenses for American Autism Society Run, via outreach to businesses, Fall, 2018

Manager: Oversaw accounting, marketing and management team members involved in a Wilkes gym shorts sale, attained \$500.00 profit then donated to Wounded Warriors NEPA, Fall, 2017

COMPUTER SKILLS

Microsoft Office, Adobe, Page Maker, File Maker

WORK EXPERIENCE

Happy Kids Day Care, Pittston, PA Summers, 2017-2018

Counselor/Communications Assistant, Day Care Center

- Engaged early childhood students in daily activities to enhance social and school readiness
- Developed promotional print materials and Facebook page aimed at potential clients

ACADEMIC HONORS & ACHIEVEMENTS

Wilkes University Dean's List, 2017-present
Delta Mu Alpha Scholarship for Business Students, recipient, 2017-2020

Chelsea Communicator

123 Main Avenue
Scranton, PA 18505
570-555-5555

chelsea.communications@school.edu
Portfolio: www.ChelseaCreative.com

Objective To offer my experiences in public relations, marketing and graphic design within a dynamic corporate environment

Education Wilkes University, Wilkes-Barre, PA
Bachelor of Arts in Communication Studies, May 2020
Concentration: Public Relations Minor: Integrative Media
GPA: 3.0/4.0 Major GPA: 3.45/4.0
University Dean's List, 2017-2020

Computer Skills: Microsoft Office, Illustrator, InDesign, Page Maker, Final Cut Pro
Advanced Course Work: Technical Writing, Public Relations, News Writing

Related Experience

Zebra Communications, Wilkes University student-run public relations firm Spring 2018- present
-Assistant Coordinator - Oversaw account activities, consulted with potential clients, mentored second year students with campaigns, created print and web based advertisements for League of Women Voters and Domestic Violence Support Center, Wilkes-Barre, PA, 2016-present

-Account Executive – Assisted in promoting fundraising dinner for American Cancer Society, Scranton chapter; via creating website, registration form and emailed flyers; designed promotional brochure for St. Mark's Church Sports Camp, Luzerne, PA, 2017-2019

New Yorktown University, Yorktown, NY

Intern-Assistant to the Director of University Relations

Summer 2019

Assisted in promotion and publicity of special events including Admissions Fair, Science Day and Career Network. Drafted press releases and assisted in research for speeches of president and provost. Provided input into development of press kits; created event flyers using Adobe Illustrator. Researched prospective consumer markets; created direct mail lists; updated media lists; compiled publicity files.

Embrace a Child in Tanzania Foundation, New York, NY

Spring 2018-Summer 2019

Online Communications Student Representative

Worked virtually, wrote external press releases, backgrounders, and biographical sketches. Spearheaded event planning for two major on-campus fundraisers at Wilkes, "Send a Girl to School" and "Hospital Helpers," resulting in \$1800.00 of pledges for a school and hospital in rural Tanzania. Created graphics for agency.

Additional Employment

Waitress & Hostess - Debbie's Delicious Deli, Scranton, PA, part-time, academic breaks, 2018-present

Clerical Aide - Admissions Office-Wilkes University Work Study Program, part-time, 2017-2018

(Scannable resume. 12 pt. font for main text lines, no graphics, no hollow shapes, name only on first line)

Corey Computation

100 Main Street
Wilkes-Barre, PA 18766
(570) 444-5555
corey.computation@wilkes.edu

Objective Career in computer science utilizing my skills and interests in programming and help desk support

Education

B.S. in Computer Science; Minor in Mathematics, 5/2020
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, 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.

Related Employment

Desktop Support, Work Study Program 1/2019 to present
Wilkes University, Computer Support Operations, Wilkes-Barre, PA
Aid faculty, students, and staff experiencing difficulties with PCs and Macs via phone helpline
Address and remediate software issues, visit offices with staff to resolve hardware problems
Upgrade office computer software, transfer data, set up services during deployment of new computers

Computer Laboratory Assistant 1/2018 to 12/2018
Wilkes University, Writing Center Laboratory, Wilkes-Barre, PA
Oversaw evening student computer lab, maintained supplies,
Assisted students with Microsoft Office, SPSS, Excel and graphic design programs
Serviced printers, and diagnosed and aided lab users with problems with software or hardware

Data Entry Technician, Summers 2017 to 2019
Consolidated Information Resources, Wilkes-Barre, PA
Classified and sorted health-care related documents, ensuring expedient claims recovery
Digitally processed health-care related documents

Honors and Activities

Presidential Scholarship Recipient, 2016-2020
Mathematics and Computer Science Club President, 2020, Member, 2017-present
Wilkes University Jazz Band, Percussionist, 2016-2020

Christopher Crim

christopher.crimin@wilkes.edu
610 – 222 - 2222

Permanent Address:
100 Main Street
Irontown, PA 18777

Campus Address:
84 W. South Street, Box 55
Wilkes-Barre, PA 18766

OBJECTIVE:

To offer my criminology education and desire to assist adolescents as a staff member within an agency dedicated to supporting juveniles and their families

EDUCATION:

Bachelor of Arts, Criminology major, Psychology minor, to be awarded December, 2021
Wilkes University, Wilkes-Barre, PA
GPA: 3.1/4.0

ACADEMIC HIGHLIGHTS:

Senior Research Capstone:

Multivariate correlational analysis of student academic success related to involvement in after-school educational support and recreational program. Utilizing SPSS to examine high school GPA in relation to time spent with college mentors, hours in program and level of involvement in northeastern PA GOALS Program.

Professional Internship:

Luzerne County Children & Youth Services, Wilkes-Barre, PA Spring, 2020
Caseworker Assistant--Observed Juvenile Foster Care Worker interact with families of at-risk students. Completed psycho-social assessments of adolescent clients, under supervision of staff. Observed and wrote summaries describing interactions between foster children and natural parents during supervised visitation hours at the agency. Accompanied caseworkers to court house to observe child custody and juvenile court proceedings. Gained understanding of professional interactions between agency staff and police, probation and school-based services.

Observational Experience:

Irontown Police Department, Irontown, PA Winter breaks, 2018-2019
Enhanced knowledge gained in Crime and Juvenile Delinquency and Family Violence university courses while engaged in "ride alongs," observing police interactions with citizens. Gained knowledge of challenges and proper police procedures during questioning, arrests and booking. Observed officers' criminal court cases.

WORK EXPERIENCE:

Laborer--Irontown Municipal Authority, Irontown, PA Summers, 2018-present
Work on painting and landscaping teams to maintain town's civic hall, public schools and playgrounds.

SERVICE & LEADERSHIP:

-Sociology/Criminology Club Member, assist with fundraising and promoting speakers, 2017-present
-Wilkes University "Big Event," Community Service Day, city clean-ups, Spring 2019-2020
-Irontown PA Civic Club, summer wrestling coach for club's junior high school league, 2019, 2020

ELAINE EDUCATOR

222 Main Avenue, Anytown, PA 18555
610-555-555 elaine.educator@wilkes.edu

Objective: To bring my passion as an educator to the social studies and citizenship education program of Supergreat School District. Offer experience in coaching cheerleading and in the sport of tennis.

Education:

Bachelor of Arts in History, May, 2017

Secondary Education Teacher Certification to be awarded May, 2020

Wilkes University, Wilkes-Barre, PA Magna Cum Laude Graduate, GPA: 3.7/4.0

Praxis: Indicate your status

Teaching Experience:

Student Teacher, Crestwood Area High School District, Mountaintop, PA Spring, 2020

Taught 10th and 11th graders Civics and American History. Utilized technology, a web-based blog and field projects to individualize education and motivate students. Created "On this Day in History" skits program, utilizing class members as actors, which led to deeper involvement with material. Volunteered weekly to assist high school cheerleaders with creating new choreography for cheer routines.

Teaching Assistant, SHINE Program, Wilkes-Barre Area School District, Wilkes-Barre, PA Fall, 2019

Worked with teachers in state funded after-school educational enrichment program. Assisted students with civic education projects and nutrition bulletin board competition. Monitored Homework Room to assure a productive environment, assisted elementary aged children with Language Arts homework. Oversaw playground activities to assure safety.

Cheerleading Instructor, Anytown Athletes' Center, Anytown, PA Summers, 2017-2020

Taught tumbling, precision of movement, and showmanship to girls, ages 5 to 10, diligently following safety procedures.

Observational Practicum Experience:

Meyers High School, Wilkes-Barre Area School District, Wilkes-Barre, PA Fall, 2019

Assisted 11th grade History teacher with grading, room displays and creation of PowerPoints for enrichment lessons. Gained knowledge of varied teaching styles and philosophies by interacting with social studies department teachers.

Lee Park Elementary, Hanover Area School District, Hanover Twp., PA Spring, 2018

Observed 9th grade Pennsylvania History class, created bulletin boards and a class presentation on the State Capital. Accompanied classes to field trip to Harrisburg, PA and volunteered to assist teachers with assuring students' safety and positive learning experiences.

Additional Work Experience:

-Waitress, part-time, Tony's Pizza Emporium, Anytown, PA 2017-present

-Clerical aide, Wilkes University Work Study Program, Engineering Department Fall 2016 – Spring 2018

Entered confidential student academic data on Excel, served as department receptionist when needed.

Campus Accomplishments/Activities:

Dean's List, 2016-2020; Women's Tennis Team Member, 2016-2019; Athletic Honor Roll, 2016-2019

Education Club, member 2016-2020, Secretary, 2019; Relay for Life American Cancer Society, runner, 2016, 2019

References:

Dr. Mark Goodteacher, Principal, Lee Park Elementary, 39 Lee Park Avenue, Hanover Twp., PA 570-200-0000

Dr. Ellie Excellent, Associate Professor, Wilkes University, 84 W. South St., Wilkes-Barre, PA 570-222-2222

Ms. Mary Magnificent, Coordinator, SHINE Program, Wilkes University, Box 222, Wilkes-Barre, PA 570-000-0000

EDWARD ENVIROMENTAL

122 Main Street, Anytown, PA 18755

570-222-2222

edward.environmental@wilkes.edu

Objective: A career utilizing my engineering experiences and desire to contribute to the oversight and improvement of a community's water quality

Education: B. S. Degree in Environmental Engineering , May 2020
Wilkes University, Wilkes-Barre, PA
G.P.A. in Major: 3.10/4.00 G.P.A. Overall: 2.99/4.00

Senior Project: Conducted an inflow and infiltration study of new sewage system in a northeast PA residential development. Utilized Envirostats for data analysis. Attained "Senior Project Distinction" recognition from School of Science and Engineering.

Certifications: OSHA 1910.120: Hazardous Waste Site Operations (1/2020)
Passed the Pennsylvania State EIT Examination (2020)

Advanced Course/Laboratory Work: Hydrology, Hazardous and Solid Waste Management, Fluid Mechanics Air Quality Measurements, Heat and Mass Transfer, Air Pollution Control, Wastewater Treatment, Advanced Water Quality, Soils

Relevant Experience:

Anytown Area Joint Sanitary Authority, Anytown, PA

Operator's Assistant, Cooperative Education Program, Spring, 2020

- Operational assistant at 2.4 MGD tertiary wastewater treatment plant
- Assisted in inspections of local industrial pretreatment wastewater processes
- Academic Project - "Feasibility study of installation of an ozone disinfection system"

Green County Water Authority, Greenway, New Jersey

Assistant, Facilities Maintenance, Summer, 2019

- Assisted in creation and installation of a preventive maintenance program for a Corbalis 275 MGD water treatment plant
- Documented and distributed maintenance work for all GCW A facilities
- Served as librarian for all GCWA data and documents

Additional Employment:

Wilkes University, Wilkes-Barre, PA, Resident Assistant, 8/2017 - present

- Supervise and mentor undergraduates in a residence hall of 20 students
- Enforce University policies and regulations; chosen to train new assistants
- Plan and implement educational and social programs to foster students' growth

Greentown SuperSaver, Anytown, PA, Sales Team Member & Section Manager, summers 2016-2018

- Section Manager, promoted for organizational abilities, 2018; Cashier & stockroom, 2016-2017

Professional Affiliations:

- President, American Society for Heating, Refrigeration, and Air Conditioning Engineers-ASHRAE
- American Water Works Association member-AWWA
- Sigma Pi Sigma, National Science Undergraduate Honor Society, inducted, 2019

Sample CV-Curriculum Vitae, an “academic resume” for educational settings and graduate school admission

Greta Gradschool

Campus:
222 Main Street
Wilkes-Barre, PA 18711

greta.gradschool@wilkes.edu
610-111-1111

Permanent:
222 Bluebell Lane
Bethlehem, PA 22222

Objective To contribute research experience and education in cognitive psychology to the endeavors of Awesome Graduate School’s PhD in Psychology program, while attaining the education and insights allowing me to contribute to the profession as a scientist and educator

Education Bachelor of Arts in Psychology, Minor in Neuroscience to be awarded, 5/2020
Wonderful University, Wilkes-Barre, PA
GPA: 3.80/4.0 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, 3/2020

Senior Research: “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, 1/2020

“Semantic generalization and retroactive inhibition in a clinical setting,” accepted for presentation to the Institute of Rehabilitation Conference, Philadelphia, PA, 5/2020. Will assist Drs. J. Great and L. Lovely, Hartville Rehabilitation researchers, in presentation and discuss results of experimental study of conditioned responses.

Internship Psychology student intern, Children’s Services, Anytown, PA 1/2020-5/2020
Assisted counselors and special education teachers at day program’s intensive intervention unit for adolescent students. Engaged students in appropriate classroom and social interactions, tutored individuals and small groups. Observed individual cognitive behavioral counseling performed by licensed psychologists and social workers. Gained knowledge of medications and applied psychology interventions used to help remediate behavioral and learning challenges.

Honors Psy Chi, Psychology Honor Society, inducted 2018
Wonderful University Dean’s List, 2016-present
Wonderful University Academic Scholarship recipient, 2017-2020

Service Peer Mentor, Wonderful University Psychology Department Fall 2019-present
Serve as resource and support for three first-year psychology department students.

Volunteer, Classroom Aid for adults with developmental challenges 2019-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, assist psychologist with testing upon clients' admittance to program.

Student Representative, Search Committee for Academic Vice-President 2017

Big Brothers/Big Sisters, Big Sister to 10 year old girl, Bethlehem, PA 2017- present

Teaching Experience

Tutor, Wonderful University Learning Support Center Fall 2019-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, 2018, 2019
 Assist career services instructors with credit bearing career planning course for first-year students not declaring majors. Present career information, serve as co-facilitator with instructor, lead group brainstorming activities. Score interest inventories, serve as a peer mentor to selected students.

Advanced Courses & Skills

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

Memberships

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

References

Dr. Bea Inquisitive, Assistant Professor
 Wonderful University Psychology Department, Wonderful, PA 18888
 Phone: 570-888-9999 Email: bea.inquisitive@wonder.edu

Dr. Robert Right, Professor
 Wonderful University Neuroscience Department, Wonderful, PA 18888
 Phone: 570-888-7777 Email: robert.right@wonder.edu

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

MICHAEL MECHANICAL

77 Main Avenue Wilkes-Barre, PA 18702
570-777-7777 michael.mechanical@wilkes.edu

OBJECTIVE A challenging opportunity to contribute skills and build a career as a Mechanical Engineer

EDUCATION Bachelor of Science in Mechanical Engineering (ABET), Minor in Physics, May 2020
Wilkes University, Wilkes-Barre, PA
GPA: 3.45/4.0 Dean's List 2016-2017

Senior Project: Project Leader for the design and construction of a therapeutic toy for children with autism. Designed and built programmable battery powered electronic toy using Arduino Mega microcontroller to program lights, sensors and sounds, then implemented into plush animals to match the child's interests.

Academic Projects: Fluids System Design, Stirling Engine, Digital Frequency Counter
Control System and circuit, Rube Goldberg Machine

TECHNICAL SKILLS

Computer software: AutoCAD, ProEngineer, ANSYS and MATLAB, Windows and Mac OS
Related course work: Thermodynamics, Fluid Dynamics, Heat & Mass Transfer, Mechatronics, Machine Design, Circuits, Differential Equations, Strength of Materials, Combustion Engines, Engineering Ethics, Vibrational Systems, Advanced Spanish

RELATED EXPERIENCE

Sodo Extruder, Mountainhome, PA June 2019 –September 2019
Mechanical Engineering Co-op: Helped with engineering projects assembling extruded aluminum products. Trained in reporting product logistics data for deliveries and shipments, designing of inspection mounts for automated inspection systems. Observed Six Sigma manufacturing techniques, quality assurance procedures, and production and assembly performance monitoring.

ProA Engineering Inc., Wilkes-Barre, PA June 2018-August 2018
Summer Engineering Student: At structural engineering firm, assisted mechanical engineers, using programs such as ProEngineer, Photoshop and Excel. Analyzed structures' data and blue prints while finalizing proposals and reports for ProA's new projects, including renovation plans for healthcare facilities and high rises.

WORK EXPERIENCE

Sodexo Food Service, Wilkes-Barre, PA August 2016-May 2019
Food service team member – Prepared sandwiches and served students during weekend night hours.

Wilkes University Center for Academic Success, Wilkes-Barre, PA March 2016-May 2018
Tutored undergraduate students in Algebra, Calculus and Chemistry courses at campus Learning Center.

ACTIVITIES

Member of the American Society of Mechanical Engineers Club, 2016-2020
Member of the Pennsylvania Society of Professional Engineers Club, 2016-present
Wilkes University Ultimate Frisbee Team, 2016-2020

Nancy Nurse

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

Campus (to May, 2017)
Box 222, Wilkes University
Wilkes-Barre, PA 18766
nancy.nurse@wilkes.edu

Objective: To contribute nursing skills and desire to assure exceptional patient care as a Graduate Nurse

Education:

Bachelor of Science in Nursing, May, 2020
Wilkes University, Wilkes-Barre, PA
National Council Licensure Examination for Registered Nurses, Date
GPA in major: 3.4/4.0 GPA 3.0/4.0

Experience:

Certified Nurses Assistant, January 2019-present
Happy View Nursing Home, Anyville, PA

- Assist nurses with patient care in a 100 bed facility.
- Assure competent completion of geriatric patients' care plans.
- Transport to meals and programmed social activities.
- Work with special feeding needs, bathing and hygiene for memory care residents.
- Engage in positive social interaction with patients to encourage their communication.
- Finance nursing education by working 30-35 hours per week.

Clinical Rotations:

Anyville Hospital, Anyville, PA	In-patient psychiatric unit, spring '20
General Hospital, Wherever, PA	Pediatric unit, fall, '19
Mercy Health Center, Anytown, PA	Oncology unit, spring, '18
Anyville Hospital, Anyville, PA	Medical surgical unit, fall, '17

- Observed patient care administered by R.N. Performed patient care assessments, administered medications, completed patient charting.
- Interacted with respiratory, physical, occupational therapy professionals and physicians.
- Assisted in education of patients and families on health care needs and conditions.
- Attended staff education sessions on quality assurance, confidentiality, pharmacology, and oncology.

Current Certifications/Training:

- BLS for Health Care Providers (CPR & AED), American Heart Association
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)

Community Service:

- Wilkes Nursing Student Association Health Fairs-Patient education, blood pressure screener, '19,'20
- American Red Cross Blood Drive-Donor Aid, Wilkes University, Spring '19, '20
- Relay for Life-Student volunteer, sponsorships recruiter, Spring, '18,' 19
- St. Mary's Church, Wilkes-Barre, PA-Children's Sunday Programs, teaching assistant, '17-'19

Additional Work Experience:

- Mom and Pop's Unimart, Anytown, PA, Staff trainer, clerk, '16-present
- Wilkes University Work-Study program, Clerical aid for Admissions Office, '17-'18
- YMCA Day Camp, Anyville, PA, Summer counselor for twenty 7 to 10 year olds, '18

OWEN PSYCHE

Campus: Wilkes University, Box 1234, Wilkes-Barre, PA 18766

Home: 123 Maple Street, Anytown, PA 12222

Email: owen.psyche@wilkes.edu Cell: 570-555-1111

OBJECTIVE

To contribute business education, communication and organizational skills in a summer internship within ABC Enterprises Human Resources department

EDUCATION

Bachelor of Arts in Psychology, Minor in Management, to be awarded May, 2020

Wilkes University, Wilkes-Barre, PA

GPA: 3.2/4.0 Major GPA: 3.5/4.0

Related Course Work: Industrial Organizational Psychology, Management, Advertising, Business Correspondence & Reports, Family Dynamics, Personality, Tests & Measurements

Research Project: Utilize SPSS statistics software to assist Wilkes University Career Services staff with multivariate correlational study on employability soft skills and hiring offers for undergraduates, 2019

ACADEMIC HIGHLIGHTS

EMentor-Orientation Guide – Selected by Student Development Program to mentor Wilkes first year students as a residential advisor during two summer orientation weekends, and during the school year via email or individual meetings with mentees, 2018-2020

Psychology Intern, Children's Assistance Center, Anytown, PA, spring, 2019

-Observed Master's-level therapists engage families in family counseling, gained insight into cognitive therapy

-Assisted children with ADHD as a tutor and peer mentor in an after-school program

PPD (Professional and Personal Development) Courses – Enhanced business communication skills through developmental seminars, personality assessments, and alumni networking programs, 2018 & 2019

IME (Integrative Management Experience) - Served as Project Coordinator on a team of six students promoting pet adoption day for Luzerne County SPCA at PetSmart, Wilkes-Barre, PA. Created promotional flyers for store, engaged more customers, resulting in a 35% increase in adoptions, fall, 2020

Psi Chi, National Undergraduate Psychology Honor Society, inducted fall, 2019

WORK EXPERIENCE

Anytown Retirement and Geriatric Center, Anytown, PA

Ward Medical Clerk, weekends, 2018– present

Administrative aide for receptionists, socialize with patients during dayroom activities and in outdoor sitting areas, perform clerical tasks including faxing, filing and entering confidential patient data into database

COMMUNITY SERVICE

Human Impact Works, Anytown, PA

“Buddy Program” Volunteer, 9/2017 – present

Interact weekly in social activities, engaging adolescent girl diagnosed with autism in community

“Relay for Life,” Wilkes University, fundraiser/runner for American Cancer Society, 2019, 2020

RESUME RUBRIC-Some content courtesy of NACE (National Association of Colleges & Employers)

CRITERIA	EXCELLENT Resume could land you an interview.	GOOD Resume may land you an interview.	SATISFACTORY Resume is average. Needs improvement to rise to the “top of the stack.”	MINIMUM Resume needs significant improvement and would likely be discarded during screening.	SCORING
Format	-Balanced margins, not overcrowded, has eye appeal -Appropriate fonts and point size used with variety -Format highlights strengths	-Almost fills the page, some uneven white space -Format identifies strengths and offers adequate information -Appropriate fonts used	-Font and spacing are not appealing or appropriate -Unbalanced margins, too much/too little white space	-Resume goes over one page <i>unnecessarily</i> -Resume does not adequately fill one page -Font is too big or too small -More white space than words, unbalanced margins -Fonts/colors/graphics distract from readability	
Points	15	12	10	8	
Education Section	Organized, clear and well defined. Highlights pertinent information. Includes institution, graduation date, major, degree, GPA if applicable, relevant course work & projects.	-Organized and easy to read. -Includes basic information but is lacking important information	-Not well organized. -No order to how information is presented. -More than one crucial item of information is missing or unclear	-Missing the most crucial information. -Graduation date missing -Institution without location -Major and/or degree is not listed or is incorrect	
Points	25	20	15	10	
Experience & Skills Section	Well defined and information relates to intended career field. Places of work, location, titles, and dates are included. Descriptions are clear. Bullets utilized effectively. Statements begin with action verbs. Professional terminology used. Information demonstrates ability to perform jobs.	-Descriptions are not detailed enough to fully understand what was done. -Information related to intended career field not adequate. -Some professional terminology and action verbs used.	-Descriptions do not begin with action verbs. -Complete sentences are used in descriptions. Locations, dates and/or titles are missing. -Not in reverse chronological order -Uses “I” statements to describe work done.	-Not well defined and no order to the descriptions. -Descriptions offer no details. -Locations/dates of employment are not listed. -Use of “I” in descriptions. -Information does not clearly demonstrate the ability to perform the job.	
Points	25	20	15	10	
Activities Honors Sections	Well organized and easy to understand. Activities and honors are listed. Descriptions include skills gained and roles held. Dates and locations of organizations are listed.	Well organized, but missing some descriptive data, dates or pertinent details. -Needs to better illustrate skills attained.	-Missing key information such as positions held, involvement or location. -Organizations are described instead of individual's role.	-This section contains very little information. -Organization titles or dates of involvement not listed. -Descriptions not listed	
Points	20	15	10	5	
Spelling & Grammar	No spelling errors No grammar errors	1 spelling error 1 grammar error	2-3 spelling errors 2-3 grammar errors	4 or more spelling errors 4 or more grammar errors	
Points (100)	15	12	10	8	