



Resume Writing

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Know yourself: Know your skills

Basic Information

- ◇ Your name as you want to be referred to professionally (Jon Baker, Jonathon Baker, Jon E. Baker).
- ◇ Current address and phone number with area code (where you can be reached now!).
- ◇ Permanent address and phone number with area code (if you will be in different locations during your search, an address of someone who will always know how to reach you. This could be a family address).
- ◇ If you use e-mail, include your address.

Objective

A clear objective is critical to resume development because it helps focus and select information. Although you may wish to make your objective broad, do not make it so broad that it says nothing. If you are pursuing employment in more than one field, simply create different objectives for each field.

Your career objective should answer this question, "What do I want to do?" Is it for graduate school, a part-time job, an internship, a professional position after graduation, a scholarship? Make sure your objective makes this clear.

Some sample objectives are:

1. Research position in biochemical laboratory
2. Position teaching science or social studies at the secondary school level
3. Editorial or research assistant in a public affairs organization
4. Acceptance to College Student Personnel Administration graduate program
5. Internship position to explore career options in the health field
6. Summer job in the field of physical therapy

Educational Background (for each degree-conferring institution)

- ◇ Institution
- ◇ City, State
- ◇ Graduation date
- ◇ Degree or certification obtained
- ◇ Major/Minor/ emphasis area
- ◇ Any areas of Concentration
- ◇ GPA (if proud of it)
- ◇ Additional certification or licensure
- ◇ Relevant coursework
- ◇ Specialized instruction

Experience

This part of your resume may include several sections such as work experience, volunteer experience (internships, community service, student teaching), campus leadership, and any area in which you may have significant experience, such as publications/ presentations or knowledge. You may divide this between Career Related Experience and Other Work Experience.

Briefly describe for each position:

- 1) Job title, dates, organization name, location
- 2) List your responsibilities for each position using a variety of ACTION WORDS to describe situations and achievements
- 3) Unless necessary, avoid little words in description such as "a", "an", "the."
- 4) Include scope of responsibility such as: *Trained eight student workers*
- 5) Concretely outline any outstanding results such as: *Developed new computerized customer listing using MS Access software to improve output by ten percent*

Honors/Activities/Leadership/Special Skills

Front load these with those most important or most pertinent to your objective (career goal). You may want to use specific headings such as professional organizations, computer skills, and leadership positions. Include any honors, scholarships or recognition awards that you have received. If you were actively involved in any clubs, teams or committees while in college, those may be included also. The key to this section is keeping it brief. If you feel you need more detail, use the guidelines for Experience and make it a complete section.

Interests

The trend is to keep away from any extraneous information that does not clearly connect to your career goal. However, if you are applying for a position in which you have experience through a hobby or leisure activity, you may want to consider adding it to your resume. For example, if you are applying for a forest ranger position and you enjoy hiking in the wilderness, include it by stating: Skilled in all-terrain hiking, camping and navigating. What you need to ask yourself is, "Will this information help the potential employer learn more about how well I can do the job?" If your answer is yes, then be sure to include the information.

Polishing It Up

After you get all your information down on paper, go through and decide which experiences are directly related to your objective, which are definitely not related, and which are questionable. The questionable information can be used only if there is room. Otherwise stick with the directly related experiences.

Fanny Flyer

300 Irving Avenue • Dayton, OH 45409 • (262) 733-4476 • flyerdan@notes.udayton.edu

OBJECTIVE

Seeking a civil engineering position in construction management using communication, analytical and creative problem-solving skills.

EDUCATION

University of Dayton, Dayton, OH

Bachelor of Science Degree in Civil Engineering, May 20xx

SKILLS

- Competent in use of data collectors, digital and electronic levels
- Experienced with AutoCAD; knowledgeable concerning Prolog manager, Visual Basic, Fortran and MS Office; Internet proficient
- Qualified to perform basic tests on concrete

EXPERIENCE

6/xx-Present

Intern, SHENKER AND ASSOCIATES, INC., Dayton, OH

Construction Department

- Inspected daily duties of construction crews
- Conducted concrete air tests and concrete slump tests
- Generated pertinent daily reports for project engineer and assisted other inspectors

Transportation Department

- Prepared bids for projects
- Reviewed final roadway designs and developed project quantities
- Initiated design for water drainage and completed roadway profiles

Survey Department

- Performed topographic surveys, construction staking, construction surveys, and level loops
- Revised data gathered after surveys and operated a variety of instruments

Summer 20xx

Intern, TRANSPORTATION ENGINEERING DEPARTMENT, RICHARDS CONSTRUCTION CO., Dayton, OH

- Drew and revised transportation engineering site plans using MicroStation and AutoCAD
- Performed surveys of construction sites
- Conducted on-site measurements for topographical studies
- Performed inspection of several freeway interchange and bridge rehabilitation projects through direct cooperation with contractors by gaining knowledge of the State of Wisconsin Highway and Structure Specifications Handbook

9/xx-5/xx

Student Manager, DAYTON RECREATION COMPLEX, Dayton, OH

- Recruited and interviewed new employees
- Supervised and provided assistance to twelve employees
- Organized weekly social activities and managed complex during absence of owner

HONORS/ ACTIVITIES

UD Freshman of the Year—20xx
American Society of Civil Engineers

Army ROTC Scholarship recipient
UD Choir

Sample Resume • Internship

Fanny Flyer

PO Box 1881 • University of Dayton Dayton, OH 45409 • 937-226-0540 • flyerfan@notes.udayton.edu

- Objective** A summer research internship in the field of biology
- Education** University of Dayton, Dayton, OH
Bachelor of Science Degree in Biology May 2009
Minor: English GPA: 3.2/4.0
- Computer Skills** MS Office, Adobe PageMaker on IBM and Macintosh
- Relevant Classes** Principles of Biology, Ecology- Evolution, Microbiology, and Subtropical Ecology
- Lab Skills** Cell fractionation by differential centrifugation, RNA analysis extraction and fractionation, membrane isolation, Lipid extraction techniques
- Career Related Experience**
Summer Research Intern, Marshfield Clinic, Kettering, OH
Summer 2008
- Learned advanced research techniques under the supervision of a research scientist
 - Contributed to special projects in the laboratory
- Student Worker and Hall Secretary**, Office of Residence Life, Dayton, OH
August 2007-May 2008
- Provided information to current and incoming students, parents and visitors to Dayton about University Residence Halls
 - Acted as a liaison between administrators and those with questions about halls
 - Assisted with office tasks, including data entry and mailings
 - Created bulletin board displays providing information to students living in the halls
- Cashier**, Sodex/Marriot Food Services, Kettering, OH
October 2006- December 2006
- Handled cash transactions
 - Interacted with customers in a fast paced environment
 - Completed specific tasks within set deadlines
 - Maintained clean working area
- Other Work Experience**
Server, Hardees Restaurant, Des Moines, IA, August 2005- May 2005
Cabin Counselor, Cool Camp for Kids, Zion, WY, Summers 2002-2004
- Honors and Activities** Dean's List, Presidential Scholarship, Arts and Entertainment Committee, Intramural field hockey

Action Words

Use these Action Words to describe situations and achievements. Use a mix of the words as to avoid repetitiveness

accentuated	designated	mapped	resolved
accomplished	designed	mastered	restored
achieved	developed	merited	resumed
adhered to	devised	mobilized	revealed
administered	directed	modeled	revived
adopted	discharged	negotiated	schemed
advanced	dispatched	obtained	secured
applied	displayed	operated	seized
apprehended	earned	organized	shared
assimilated	effected	originated	showed
assisted	emphasized	outlined	specialized
assumed	employed	oversaw	sponsored
attained	empowered	participated	stressed
authorized	enforced	performed	succeeded
built	engineered	persisted	supervised
carried out	established	planned	supported
caused	exceeded	pointed out	surpassed
charted	excelled	pooled	sustained
checked	exercised	practiced	synchronized
collaborated	exerted	prepared	synthesized
combined	exhibited	prevailed	transacted
commanded	expedited	produced	understood
commissioned	featured	programmed	undertook
conducted	formed	progressed	used
constructed	fulfilled	projected	utilized
continued	generated	promoted	ventured
contributed	handled	prompted	verified
controlled	helped	proposed	withstood
cooperated	implemented	pursued	
coordinated	indicated	qualified	
created	invested	regulated	
delegated	made	remained	
demonstrated	maintained	represented	
derived	managed	resisted	