

WRITING A RÉSUMÉ

1. This is your personal work, so create a résumé that represents you well and that you like. While there is no perfect format, a well-organized résumé with a professional appearance will attract more attention from potential employers. However, be sure that you follow basic guidelines:
 - A. Make sure your résumé says the most about you in the fewest number of words (one page is recommended for Bachelor's level students, but there are some exceptions, e.g. more than ten years of employment experience). If résumé is two pages long, add name and "page 2" at the top of second page.
 - B. Be consistent with your format! Margins, bolding, capitalization, style must be consistent.
 - C. Proofread for typing and spelling accuracy.
2. Only items leading directly to setting up an interview should be included. Salary requirements, supervisor's names, abbreviations, clichés, reasons for leaving jobs, personal opinions and personal information such as height, weight, age, marital status, etc. should be excluded.
 - A. Required Categories: (Heading) Name, Address, Phone Number, Email Address; (Body) Education, Experience (Work and/or Activities).
 - B. Optional Categories: (Body) Objective, Relevant Coursework, Honors & Awards, Activities, Credentials, Skills, Computer Skills, Publications or Presentations, Professional Affiliations, and Other.
 - C. Include GPA only if 3.0 or higher and use scale. Example: GPA: 3.3/4.0
 - D. Remove high school information, unless Education major applying to school districts or freshman or sophomore applying for part-time jobs
3. Both the résumé and cover letter should be examples of your best work! Maintain a positive tone by excluding negative aspects of your experience.
4. Use a computer! Choose a conservative font such as Helvetica, Times, Courier, Geneva, New York, Palatino, or a sans serif font no smaller than 10 and no larger than 12.
5. Make your résumé look professional. Use only a laser printer on good quality bond paper. Use white, off white, 8 1/2" x 11" bond paper. (Remember that your potential employer may photocopy your résumé, so be sure that the paper is not too dark to photocopy well!).
6. Put your Degree and Graduation Date before your school name.
7. Positions need to be listed in reverse chronological order. Be specific with dates, job titles, employers, interests, and accomplishments. Be complete and descriptive without being too long. Always be completely accurate and truthful! Be consistent in your format. Example: Sales Associate, June 2006-December 2006
Susie's Discount Store, Florence, AL
8. Use what is called telegraphic style. Omit all personal pronouns (I, we, they, you, etc.) Use incomplete sentences in list form (no paragraphs!) without punctuation.
9. Use results oriented, "action verbs" in describing your experience (see list on following page). Words such as administered, coordinated, developed, created, implemented, managed, and prepared are keys in telling employers what you have accomplished. Use past tense unless you are describing a job you are currently doing (in which case present or past tense is acceptable).
10. List any professional organizations and honor societies of which you are an active member. Highlight any awards and/or honors, especially if they are relevant to the position.

TOP 10 ITEMS EMPLOYERS LOOK FOR ON A RESUME

COLLEGE OF BUSINESS RESUME SAMPLE

JOHN B. GOOD

jbg@aol.com

Current Address
400 Spruce Street
Florence, AL 35630
(256) 555-1234

Permanent Address
10 Beach Drive
Port St. Joe, FL 55555
(551) 444-3322

OBJECTIVE To obtain an entry level management position with JFK Marketing

EDUCATION Bachelor of Business Administration, May 20xx
University of North Alabama, Florence, AL
Major: Management
GPA: 3.7/4.0

COMPUTER SKILLS MicroSoft Word, Excel, PowerPoint, Publisher, QuickBooks

RELEVANT EXPERIENCE

Assistant Manager Intern, Summer 20xx
Roberts Restaurant, Tallahassee, FL

- Prepared work schedules for six waiters and six bus boys
- Presented a monthly training session on improving customer service
- Entered payroll information for all employees unto QuickBooks

Sales and Marketing Intern, Summer 20xx
Aetna Life & Casualty, Dallas, TX

- Created marketing brochures for a new insurance product
- Developed presentation materials for a pre-staff of 46 members
- Submitted marketing analysis reports for actuarial associates to develop future projection reports

OTHER EXPERIENCE

Sales Representative, Summer 20xx
Cutie Pie's Children's Shop, Tuscumbia, AL

- Fitted toddlers in shoes designed for their age group
- Completed a daily sales report
- Suggested latest baby and toddler fashions to grandparents

HONORS/ ACTIVITIES

Gamma Beta Phi Honor Society
Who's Who of American Business Students 20xx
American Management Association, Student Chapter
Student Government Association, member

COLLEGE OF EDUCATION RESUME SAMPLE

SUSIE Q. PUBLIC

Susie@una.edu

567 12th Street

Florence, AL 35630

256-111-1122

EDUCATION

Bachelor of Science in Education, May 20xx
The University of North Alabama, Florence, AL
Major: Secondary Education, Language Arts
GPA: 3.7/4.0

CERTIFICATION

Class B, Language Arts Education (6-12)
HIGHLY QUALIFIED

RELEVANT EXPERIENCE

Intern, Peabrain Middle School, Fall 20xx
8th and 9th Grade English

- Prepared daily classroom lessons
- Instructed approximately 110 students
- Configured student grades and averages
- Maintained creative and informative bulletin boards
- Developed activities incorporating multiple learning styles

Practicum Student, Alabama High School, Spring 20xx
11th grade English

- Observed teacher's performance in daily classroom activities
- Participated in meetings with teachers and principal
- Gained insight about personal teaching style and preferences

COMPUTER SKILLS

Microsoft Word, PowerPoint, Excel, Access

HONORS AND ACTIVITIES

Dean's List, 2 semesters
Kappa Delta Epsilon

VOLUNTEER EXPERIENCE

Baptist Student Union, 20xx-20xx

- Taught lessons to under privileged children to broaden their horizons
- Promoted activities that encouraged creative learning skills

Adopt-A-Highway, 20xx-20xx

- Rehabilitated roadside through trash pickup four times annually
- Recycled to improve roadway and environment

COLLEGE OF NURSING AND ALLIED HEALTH RESUME SAMPLE

Susan A. Blankenship
(Name as it appears on Nursing License)
sab@hotmail.com

Current Address
123 Old Navy Highway
Florence, AL 35555
(256) 777-7777

Permanent Address
111 South Smith Street
Somewhere, USA 11111
(123) 444-4444

OBJECTIVE To practice nursing in the surgical department of St. Mark's Hospital

EDUCATION Bachelor of Science in Nursing, May 20xx
University of North Alabama, Florence, AL
Minor 1: Biology
Minor 2: Psychology
GPA: 3.5/4.0

**CERTIFICATION
LICENSURE** Alabama Board of Nursing
Eligible to take National Council of Licensure Exam (NCLEX) for Registered Nurse
Basic Life Support
Cardiac Life Support

EXPERIENCE Preceptorship, January 20xx-Present
XYZ Hospital, Anywhere, FL (225 hours)

- Monitor patients progress immediately following surgical procedures
- Coordinate discharge procedures with patients

Nursing Student, January 20xx-December 20xx
Alabama Health Department, Somewhere, AL
SBS Home Health, Decatur, AL
PQR Regional Center, Anywhere, AL
Highside Middle School, Somewhere, AL

- Performed nursing assessments
- Planned patient care through detailed nursing care plans
- Taught health promotion to elementary students

**COMPUTER
SKILLS** Meditech, Electronic Medication Administration Record,
Microsoft Office

**HONORS/
ACTIVITIES** Dean's List, 4 semesters
Association of Nursing Students
Alabama Association of Nursing Students
National Student Nurses' Association

COLLEGE OF ARTS AND SCIENCES RESUME SAMPLE

James Tee

James.tee@hotmail.com

1495 Lion Street
Florence, AL 35630
(256) 555-8234

OBJECTIVE	To obtain the Assistant Arts and Entertainment Editor position with the Times Daily.
EDUCATION	Bachelor of Arts, August 20xx University of North Alabama, Florence, AL Major: English Minor: Journalism GPA: 3.4/4.0
RELEVANT EXPERIENCE	Internship, Feature Columnist, Summer 20xx <i>The Franklin County Times</i> , Russellville, AL <ul style="list-style-type: none">Shadowed each department to gain insight and knowledge of operational proceduresWrote feature articles on local events including elections, entertainment and community issues Contributing Journalist, August 20xx – May 20xx <i>The Birmingham News</i> , Birmingham, AL <ul style="list-style-type: none">Wrote feature articles on campus, community, activities and eventsPhotographed interviews and sporting events including captions for publications Student Assistant, October 20xx – March 20xx <i>University of North Alabama Office of Advancement</i> , Florence, AL <ul style="list-style-type: none">Wrote script and produced layout for Alumni Relations yearly brochure for annual contributions campaignResearched past donation information and use for alumni funds
PROFESSIONAL AFFILIATIONS	Society of Professional Journalists, President, 20xx Public Relations Society of America, 20xx – 20xx American Society of Newspaper Editors, 20xx - Present The Newspaper Guild, 20xx – Present
COMPUTER SKILLS	Microsoft Word, Corel, WordPerfect, PowerPoint, PhotoShop, InDesign, QuarkXpress, Microsoft Photo Editor

ACTION VERBS

Each job duty on a résumé needs to begin with an action verb. Use past tense action verbs for previous jobs and present tense action verbs for current positions. Below is a list of action verbs to help you get started:

Achieved	Directed	Improvised	Planned
Acquired	Discovered	Increased	Practiced
Adapted	Displayed	Indexed	Prepared
Addressed	Dissected	Indicated	Presented
Administered	Distributed	Influenced	Produced
Advertised	Documented	Initiated	Projected
Advocated	Drafted	Innovated	Provided
Aided	Earned	Inspected	Questioned
Analyzed	Edited	Inspired	Raised
Applied	Eliminated	Installed	Ran
Approved	Enabled	Integrated	Read
Arranged	Enforced	Interpreted	Reasoned
Assembled	Engineered	Interviewed	Received
Assessed	Enlisted	Introduced	Reconciled
Assisted	Ensured	Inventoried	Reduced
Attended	Established	Judged	Referred
Brought	Estimated	Justified	Related
Built	Evaluated	Kept	Reported
Calculated	Examined	Launched	Researched
Charged	Exceeded	Learned	Responded
Checked	Executed	Lectured	Scanned
Clarified	Expanded	Led	Scheduled
Classified	Experienced	Lifted	Served
Coached	Experimented	Located	Set goals
Collected	Explained	Made	Sold
Communicated	Explored	Maintained	Solved
Compared	Extracted	Managed	Specialized
Composed	Facilitated	Manipulated	Simulated
Computed	Financed	Mastered	Strengthened
Conducted	Fixed	Maximized	Succeeded
Constructed	Followed	Met	Summarized
Contributed	Formed	Modeled	Supervised
Controlled	Formulated	Modified	Supported
Cooperated	Fostered	Motivated	Tabulated
Coordinated	Founded	Narrated	Tailored
Created	Gained	Negotiated	Taught
Critiqued	Gathered	Observed	Trained
Debated	Generated	Obtained	Transformed
Decided	Grouped	Offered	Translated
Defined	Guided	Operated	Unified
Delegated	Handled	Ordered	Upgraded
Delivered	Helped	Organized	Utilized
Demonstrated	Hired	Originated	Validated
Designed	Identified	Overcame	Verified
Detailed	Illustrated	Participated	Wrote
Determined	Implemented	Perceived	
Developed	Improved	Performed	

REFERENCES

1. Remove “References Available Upon Request” since it is assumed that references will be provided
2. Have separate page for references with the same heading as your résumé
3. Include the following for each reference: name, title, place of employment, business address, city, state, zip code, email address and business telephone number.
4. You should have 3-5 references listed. At least one (though you may use more than one) should be an Academic Reference (professor, advisor, etc.). At least one reference (though you may use more than one) should be a Professional Reference (employer, supervisor, etc.). The remainder of your reference can be of your own choosing. Avoid Personal References unless they are specifically requested.

REFERENCES

for
John Smith

Mr. John Doe
President
Alpine Camp for Boys
1234 Maple Street
Mentone, AL 35555
(256) 555-5555
john.doe@mentonecamp.com

Dr. Jane Smith
Professor
University of North Alabama
UNA Box 5066
Florence, AL 35632
(256) 765-5555
janesmith133@una.edu

Miss Susan Johnson
Store Manager
Logan’s Roadhouse
5555 Florence Blvd.
Florence, AL 35630
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susanjohnson@logans.com