

# ► Commerce Career Services

Rouss & Robertson Halls, Suite 407 ♦ 434.924.7986 ♦ [www.commerce.virginia.edu/career\\_services](http://www.commerce.virginia.edu/career_services)

## Resume Writing

### Look inside for.....

- Guidelines for what to include on your resume
- Tips for formatting, writing and printing your resume
- Samples resumes for third and fourth years

Your resume will be one of the most important tools you use in marketing yourself to employers. You can use your resume to summarize your most relevant experiences and accomplishments while demonstrating your written communication skills and professionalism to potential employers. In turn, employers use resumes to select candidates for interviews and to structure interview questions.

When faced with the prospect of writing a resume, many students worry about what they will include. Far too many do not see their experiences and accomplishments as being significant to prospective employers. Nothing could be further from the truth! Most education, work, and extracurricular activities are relevant and can be presented in a manner that demonstrates your skills and potential. Remember, this is your opportunity to sell your strengths as a future employee.

This handout provides basic guidelines for constructing a resume. If you are interested in more information, Commerce Career Services (CCS) hosts workshops and employer panels each year on resume writing. Check *Career Services Weekly* and [www.commerce.virginia.edu/career\\_services](http://www.commerce.virginia.edu/career_services) for the dates and times of these workshops. The CCS staff is also available to meet with you to discuss your resume throughout the year.

### FORMAT

The resume should be limited to one page, prepared on a standard 8 ½ x 11 sheet of paper. A standard 10-pt Times New Roman font is easy to read. No margins should be lower than 0.5". The resume should be structurally organized, with margins and titles logically arranged to guide the reader. White space should be used when appropriate to separate sections of the resume and to give the resume a strong visual appearance.

Most resumes have separate sections including the following information (not necessarily in this order):

- Identifying information
- Objective
- Education
- Honors and awards
- Experience, related experience, and/or other experience
- Leadership activities
- Skills
- Interests (optional section)

# CONTENT

## A. Identifying Information

This includes name, address, telephone number, and email address. Most students list both a current (school) address and permanent (home) address. You may also include a line below your identifying information.

### EMPLOYER TIP!

*"When writing your resume and cover letter, remember to include both school and cell phone numbers. Remember that employers will be calling these numbers, so make sure your answering machine and voicemail greetings are professional." Dana Feinstein, Recruiter, Citi*

## B. The Objective Statement

People have varied opinions about whether an objective statement should be included on the resume. Many employers rely on the objective statement to gain a quick understanding of what type of position the student wants. On an effective resume, the objective represents a focus or "theme," and the other sections of the resume support the objective.

1. **The objective should be focused.** It should include specific information about the type of position that is being sought (e.g., brand management) and the type of organization sought (e.g., consumer goods marketing company). Make sure that your objective is compatible with the opportunities available at the organization to which you are sending your resume. If you have more than one objective, you may develop and use different versions of the same resume, with each version having a different objective.
2. **Avoid using broad, "generic" objectives.** Do not use broad, sweeping statements such as "want to work with people" or "desire a position in management" or "to work for a dynamic company."

### EMPLOYER TIP!

*"I suggest making it clear in the objective about what you want to do. This can be hard but take an inventory of the things that you like to do and go from there." Joanne J. Courtney, Project Coordinator-Recruiting, ExxonMobil*

## C. Education

This section includes, in reverse chronological order, your graduate or undergraduate institution, expected date of graduation, academic concentration, and any other information that might be especially relevant to your objective such as study abroad. Many students include any relevant coursework, percentage of college expenses earned, and grade point average.

1. **Listing your GPA.** Although listing your GPA on the resume is optional, most recruiters indicate that they would prefer to see it. If you have a strong GPA, mentioning it on the resume will demonstrate your academic talents and achievements. If you choose not to list your GPA, recruiters may assume that it is not strong. In most cases, recruiters will raise the issue of grades in the on-Grounds interview. Students with lower GPAs should be ready to convince recruiters in the interview that they have the necessary skills to compete. Another option is to list your **Commerce GPA** on your resume, particularly if it is higher than your cumulative GPA. **SIS calculates these GPAs for you. Do not calculate them yourself.** Typically, students do not report their concentration GPA. If you decide to do so, make sure that you have taken more than one class that counts towards your concentration.
2. **Emphasize the McIntire School of Commerce and the University of Virginia.** The University of Virginia and McIntire have an excellent reputation nationwide.

3. **Listing your second major.** If you have a major from the College of Arts & Sciences, make certain to list it as a second major, not as a second degree. In other words, you cannot receive both a bachelor of arts and a bachelor of science. Please refer to the following for an example:

Candidate for Bachelor of Science in Commerce  
Concentrations in Marketing and Management  
Second Major in Spanish from the College of Arts & Sciences

4. **Make sure to highlight special achievements.** Many students feel uncomfortable with the thought of “bragging” about themselves. If you have accomplishments you are proud of, let others know on your resume. List those special achievements, such as “one of six students selected for special honors program,” or “full scholarship recipient,” or “financed 100% of all educational expenses,” etc.
5. **Should you include high school?** It is generally recommended that college students exclude high school information on their resumes. However, some students have good reasons for including their high schools. For example, the high school may be well-known, or the employer may have attended the same school, or the student may want a job in his or her hometown. If high school is included, merely list the school, its location, and date of graduation. More elaborate information is not recommended and should be included only when the information is relevant to the job.
6. **If you transferred from another school, should you list the corresponding information?** CCS recommends that you include your previous institution on your resume, especially if you decide to include information concerning your experiences and accomplishments from your previous institution. You will want to include the name of the institution, dates attended, and area of study. Include this information below your University of Virginia educational information so that an employer can reference those accomplishments and experiences during the dates of attendance at that institution. **Do not combine your GPA from your previous institution with your UVa GPA. Simply list each GPA under the corresponding institution.**

#### D. Honors and Awards

This section, when included, should contain academic achievements, such as Dean’s List, scholarships received, and election to any honor societies. If you have achieved several academic honors, it is usually recommended to include them under a separate Honors and Awards section on your resume. Students with fewer academic honors may choose to include them in the education section. The listing of high school honors and awards is generally not recommended.

#### E. Experience

This section should include not only any paid positions (part-time and summer), but also any significant volunteer or extracurricular activities. Similar to the educational section, information presented here should be organized in reverse chronological order and should include names and locations of employers and dates of employment.

This section often presents students with the best opportunities to market themselves to employers. Don’t sell yourself short. The description should detail the level of responsibility, as well as the breadth of exposure. It is most important in this section that strong, effective language be used. The language should be succinct, crisp, expressive, and personal. You will want to make the reader pay attention by using words that convey measurable accomplishments and problem-solving abilities.

1. **Know your transferable skills.** Many tasks you have performed may not seem pertinent to include on your resume. However, much of what you have learned is transferable to other jobs and can be presented in a way that is appealing to prospective employers. The key is recognizing your transferable skills. To help you, a list of commonly acquired skills is included in this handout.
2. **Make sure to support your objective.** Your experience section should directly relate to your objective by highlighting relevant skills. For example, if your objective is a position in brand management, then

your experience should demonstrate those skills brand managers look for (creativity, communication skills, etc.). You may want to have a **RELATED EXPERIENCE** section on your resume to emphasize the specific experiences you have acquired that directly supports your objective.

3. **Use active rather than passive language.** Use “action” verbs to give your resume more impact. Rather than saying “Responsible for all direct-mail marketing activities,” say, “Created direct-mail marketing campaign.” **A list of action verbs is presented at the end of this handout.**
4. **Indicate progressive increases in responsibility.** If you have worked for the same company for two consecutive summers, yet your job responsibilities have increased, make sure you specify the increased responsibilities on the resume.
5. **Indicate if you have received a full-time offer from your summer employer.** If your summer employer has extended you full-time offer after graduation, indicate this fact as one of your descriptors on your resume for that employer. We encourage you to include this fact even if you do not plan to accept the offer—for example, “offered full-time employment upon graduation as a result of positive performance review.”
6. **Highlight either your job title or your employer.** Some students may have had experience when they have worked for impressive organizations (AMS, Chase Manhattan, etc.), but their job titles may sound unimpressive (receptionist, teller, etc.). If this is the case, it may be more effective to list the company first (highlighted by bold print or italics) and then the job title.

If you have had an impressive-sounding title (project manager, assistant to the president) but worked for a less-known company (Jones and Company), you may want to list the job title first (highlighted) and then the company name.

#### **F. Leadership Activities**

This section includes those extracurricular activities in which students are engaged outside of the classroom. When listing extracurricular activities, give the name of the organization and the dates when you were involved with the organization. Make sure to mention any offices held. Employers will want to see signs of leadership potential. Community and civic organizations may be included here. Whenever possible, describe your extracurricular activities, rather than just listing your activities. Recruiters are more interested in knowing what you’ve done rather than what you’ve joined.

#### **G. Skills**

This optional section can be used to highlight skills that you feel deserve special attention. Good examples of these are computer and foreign language skills. Many students include these abilities in other sections of their resumes, but making a separate section may draw an employer’s attention to these accomplishments.

#### **H. Interests**

This section, usually optional, includes such items as personal hobbies and travel experiences. If you decide to include an interests section on your resume, try to keep it interesting! Reading, cooking, and jogging appear all too frequently on many other students’ resumes. Remember that employers are likely to ask you about one or more of your interest areas during an interview, so be sure to include only those interests in which you have been actively involved and feel comfortable talking about at length.

#### **I. References**

There is no need to include the statement “References Available upon Request.” Employers assume that you have references. The space that becomes available by not listing a reference statement can be used more effectively to describe experiences.

Most students find it useful to prepare a printed reference sheet, with the names, titles, company/university affiliation, addresses, business telephone numbers, and email addresses of three or four references. The reference sheet may be taken to the interview to hand to the employer as requested.

You will want to make certain, however, that you have specifically asked people to serve as references. Usually, no more than three or four references are necessary. Faculty members, present and former employers, community leaders, business owners, and supervisors all make excellent references. Make sure that any references you list can recall and describe their interactions with you. Once you have secured a position, follow up with your references with thank-you letters for their role in assisting with this process. **An example of a reference sheet is attached to this handout.**

## J. GENERAL TIPS FOR EFFECTIVE RESUMES

The following hints may be helpful while you are completing your resume:

- Have your resume critiqued by more than one person.

### EMPLOYER TIP!

*"I suggest students ensure that there are no typographical errors on the resume. They should triple check that there are no mistakes. Surprisingly, resumes do have mistakes in them at times. It is also good to keep the resume fairly short. It should be long enough to convey the information needed, keeping in mind that the interview following is the opportunity to provide more detail. I find that one page is typically sufficient for college students." Tessy B. Schlemmer, Director of Human Resources, Hantzmon Wiebel, LLP*

- Use the minimum number of words necessary to convey meaning. For example, eliminate unneeded articles (a, an, and the) in your position descriptions.
- Avoid using passive phrases such as "Duties included..." or "Responsible for..."
- Use short, concise phrases, with each phrase starting with an action verb.
- Ensure that verb tense corresponds with timing of the experience. For example, if you are still involved in an activity, use present tense for verbs within that position description.
- Be sure spelling and punctuation are correct – check for typographical errors.
- If you have difficulty fitting everything onto one page, begin to eliminate the information that is least recent and least relevant to your job search.
- Use consistent phrasing and language throughout your resume.
- Spell out all names rather than using abbreviations or acronyms.
- Avoid using personal pronouns (e.g., "I" and "me").
- Use highlighting (italics, bold print, and capital letters) in a consistent manner to make the resume more readable.

#### EMPLOYER TIP!

*"A resume is one of the most important documents you will create over the course of your career. Proper attention to detail is vital to your success. Items to be especially careful of include:*

- *Random, capitalized words that do not require capitalization*
- *Inconsistent verb tenses*
- *Typos: A typo will often deter a prospective employer from interviewing you. Consider having at least 3 friends/relatives review your resume. As a final check, read each line of your resume backward, looking for typos."*

*Danielle Timmons, Brand Manager, Philip Morris USA*

#### K. PRINTING THE RESUME

The appearance of your resume is just as important as its content. In making final copies of resumes for employers, students should keep the following guidelines in mind. Always use a high-quality, medium-bond paper that looks and feels professional. Do not use standard photocopy paper. The color of paper should be white, off-white, gray, or beige. Also, make sure to buy enough blank paper of the same type and matching envelopes to use for cover letters and mailings.

#### L. HELPFUL WEB SITES

[college.wsj.com](http://college.wsj.com)  
[wetfeet.com](http://wetfeet.com)  
[vault.com](http://vault.com)

[rileyguide.com](http://rileyguide.com)  
[careerpath.com](http://careerpath.com)  
[jobweb.org/jconline](http://jobweb.org/jconline)

## **Resume Critique Points to Consider**

- ☐ Is contact information clear; are phone numbers included? E-mail address?
- ☐ Is the objective specific, if one is included?
- ☐ Does the resume lead with strength? What stands out when you look at it for 10 seconds?
- ☐ Is the overall appearance professional? Balanced margins? Font?
- ☐ Does it look burdensome to read? Is it longer than 1 page?
- ☐ Does it look cluttered?
- ☐ Does it look too brief?
- ☐ Is education clear? Is GPA included? Major GPA? Work-related coursework? Concentrations?
- ☐ Are academic honors included? Are they substantial enough to merit an “Honors” category?
- ☐ Is high school included? If so, does it make sense to include it?
- ☐ Are other educational endeavors such as study abroad, special programs, independent studies, minors, etc. included?
- ☐ Has the resume highlighted titles or organizations? Which look stronger?
- ☐ Are descriptions written with most impressive information first? Using action verbs? Is there enough information to visualize what you did?
- ☐ Has the formal (order of Experience, Related Experience, Activities, etc. categories) allowed most important experience to be up front?
- ☐ Has the resume highlighted accomplishments? Are items quantified where possible?
- ☐ Are leadership roles well defined?
- ☐ Are language and computer skills mentioned?
- ☐ Are dates included, but not highlighted?
- ☐ Are college summers accounted for?
- ☐ Are interests or personal data included appropriate? Does this information aid the reader in understanding the individual?
- ☐ Does the resume content confirm the individual’s ability to use skills or perform roles mentioned in the “Objective” or “Personal Profile or position description?”
- ☐ Does the resume communicate a track record of success?
- ☐ Has the resume avoided personal pronouns?
- ☐ Is the highlighting “scannable?” Remember that computer scanners have difficulty with underlining.

## Transferable Skills

Acquired customer service skills

Administer programs

Advise people

Analyze data

Appraise services

Arrange social functions

Assemble apparatus

Audit financial records

Budget expenses

Calculate numerical data

Check for accuracy

Classify records

Coach individuals

Collect money

Compile statistics

Conduct research

Confront other people

Construct buildings

Coordinate events

Correspond with others

Counsel people

Create new ideas

Decide uses of money

Delegate responsibility

Design data systems

Dispense information

Display artistic ideas

Distribute products

Edit publications

Estimate physical space

Evaluate programs

Exhibit plans

Find information

Generate reports

Handle complaints

Handle detail work

Initiate communication

Inspect physical objects

Interpret languages

Interview people

Inventing new ideas

Investigate problems

Listen to others

Locate missing information

Manage an organization

Measure boundaries

Mediate between people

Meet the public

Monitor the progress of project

Motivate others

Negotiate contracts

Operate equipment

Organize people and tasks

Persuade others

Plan agendas

Plan organizational needs

Predict futures

Prepare materials

Process status reports

Program computers

Promote events

Raise funds

Record scientific data

Recruit new hires

Respond to inquiries

Repair mechanical devices

Review programs

Run meetings

Sell products

Serve individuals

Set up demonstrations

Sketch diagrams or charts

Speak in public

Supervise others

Teach lessons

Update files

Work with precision

Write clear reports



## Action Verbs

<b>A</b> accomplished achieved acquired adapted administered advanced advised allocated analyzed applied appointed approved arranged assessed assigned assisted attained audited  <b>B</b> bought broadened brought built  <b>C</b> calculated centralized clarified collaborated combined completed composed conceived concluded condensed conducted constructed consulted contracted contributed controlled converted coordinated corrected created cut	<b>D</b> decentralized decreased defined demonstrated designated designed determined developed directed discovered documented doubled  <b>E</b> earned edited eliminated employed enforced established estimated evaluated examined exceeded executed exercised expanded expedited extended  <b>F</b> financed forecasted formed formulated founded fulfilled  <b>G</b> generated guided  <b>H</b> handled headed helped hired	<b>I</b> identified implemented improved increased influenced initiated inspected installed instructed integrated interpreted interviewed introduced invented invested investigated  <b>L</b> led liquidated located  <b>M</b> made maintained managed marketed mediates minimized modernized modified monitored motivated  <b>N</b> negotiated  <b>O</b> obtained operated ordered organized originated overhauled oversaw	<b>P</b> participated performed pinpointed planned prepared presented prevented processed procured produced programmed projected promoted proposed proved provided published purchased  <b>R</b> realized recommended recruited reduced reinforced renegotiated reorganized reported represented researched reshaped resolved restored reviewed revised  <b>S</b> saved scheduled secured selected served settled shaped showed simplified sold solved sponsored	staffed standardized started streamlined strengthened structured studied suggested summarized supervised supported surpassed surveyed sustained  <b>T</b> tailored taught tested traded trained transformed translated trimmed tripled  <b>U</b> undertook used utilized  <b>V</b> verified  <b>W</b> widened won worked
--	---	--	---	---

# SAMPLE RESUME

## Mark Donahue

mld7h@virginia.edu

Current Address: 6 Preston Place, Charlottesville, VA 22903 (434) 555-5555

Permanent Address: 100 King Solomon Drive, Annandale, VA 22003 (703) 555-5555

<b>Education</b>	<b>University of Virginia, McIntire School of Commerce</b> Charlottesville, VA August 2008-May 2011 Candidate for B.S. in Commerce, Concentrations in International Business and Information Technology Second major in Spanish from the College of Arts and Sciences UVa Cumulative GPA 3.20; Commerce Major GPA: 3.33; Spanish Major GPA: 3.43
	<b>UVa Sustainable Development Practicum Course</b> Bluefields, Nicaragua January 2010 Learned through lectures from government officials, directors of NGOs, and business and labor leaders; examined conditions in locale; proposed and presented development project.
	<b>Piedmont Virginia Community College</b> Charlottesville, VA August 2007-May 2008 Major in Business Administration; PVCC Cumulative GPA 4.0
<b>Honors</b>	Warwick D. Johnston International Scholarship, spring 2006 Golden Key International Honour Society, 2005-Present National Society for Collegiate Scholars, 2004-Present Dean's List, 2003-Present
<b>Experience</b>	<b>Philip Morris USA</b> , Richmond, VA Summer 2007 <i>Information Systems IT Strategy &amp; Planning Intern</i> <ul style="list-style-type: none"><li>• Researched and developed enterprise-wide strategy for retiring legacy computer systems</li><li>• Met with directors from the business to research and craft solutions for their problems</li><li>• Created a resource toolkit that employees could use when researching various IT topics</li><li>• Offered full-time employment upon graduation as a result of positive performance review</li></ul>
	<b>University of Virginia Conference Services</b> , Charlottesville, VA Summer 2006 <i>Conference Assistant</i> <ul style="list-style-type: none"><li>• Handled the logistical housing operations for incoming seminar participants</li><li>• Worked with clients to assure satisfaction during stay at UVA</li><li>• Conference Assistant of the Month, June 2005</li></ul>
	<b>Coca-Cola Enterprises</b> , Richmond, VA Summer 2005 <i>Warehouse Loader</i> <ul style="list-style-type: none"><li>• Built orders for various clients to be delivered to their stores</li></ul>
	<b>Wyndham Swim and Racquet Club</b> , Glen Allen, VA 2002-2004 <i>Office Assistant</i> <ul style="list-style-type: none"><li>• Answered phones and provided customer service to area residents</li></ul>
	<b>McIntire Information Technology Group</b> 2005-Present <i>President</i> <ul style="list-style-type: none"><li>• Promoted the importance of IT knowledge and understanding for undergraduate students</li><li>• Coordinated yearly events, meetings, speeches, and seminars for group members</li></ul>
<b>Activities</b>	<b>Virginia Alpine Ski Team</b> , skied twice a week with the team 2004, 2006
	<b>Adult Learning Center</b> , volunteer English tutor Fall 2003
<b>Skills</b>	<b>Languages:</b> Fluent in Spanish, intermediate knowledge of French, elementary knowledge of Arabic and Chinese <b>Computer:</b> Microsoft Word, Excel, PowerPoint, Visio, FrontPage, Project. Familiar with Java.

# SAMPLE RESUME

Shelby Johnston  
spj8s@virginia.edu  
(434) 123-5647 (cell)  
245 Maple Avenue Charlottesville, VA 22903

<b>Objective</b>	To obtain a full-time position in account management at an advertising agency.	
<b>Education</b>	<b>University of Virginia, McIntire School of Commerce</b> Candidate for Bachelor of Science in Commerce Concentrations in Marketing and Management, Cumulative GPA 3.3, Major GPA 3.26	May 2007
<b>Activities</b>	<b>PRESENTER, AAF National Student Advertising Competition</b> Created and presented an advertising campaign for Coca-Cola Classic, advanced to the national competition.	2006 - 2007
	<b>ADVERTISING MANAGER, Corks &amp; Curls Yearbook</b> Create and manage the advertisement of the University's student-run yearbook publication with an advertising budget of \$7,000 a year.	2003-Present
	<b>ATHLETE, UVa Varsity Track and Field Team</b> Full-scholarship athlete, 3-year letter earner, 15 hours a week commitment plus travel to 17 competitions a year. Recruited high school athletes in academic year.	2003-2007
	<b>PROGRAM DIRECTOR, SNACK</b> Co-founder and program director of SNACK, a volunteer program teaching underprivileged children about nutrition. Market and communicate with 50 volunteers.	2005-Present
	<b>FACILITATOR, Multicultural Education Class</b> Led discussions about societal issues, including racism, sexism, heterosexism, classism, and ableism. Influenced greater acceptance and encourage discussion of issues.	2005-2007
	<b>MEMBER, American Advertising Federation (AAF)</b> Compete in AAF National Student Advertising Competition, won the regional competition and will advance to nationals. Create and present an advertising campaign.	2005-Present
	<b>MEMBER, Alpha Delta Pi Sorority</b>	2004-Present
<b>Experience</b>	<b>MARKETING INTERN, VAVi Sport &amp; Social Club</b> San Diego, CA Analyzed, managed and implemented various sales strategies. Compiled weekly and monthly sales reports. Created a weekly newsletter sent out to 11,000 members.	Summer 2006
	<b>EXTERN, Ogilvy &amp; Mather</b> New York, NY Shadowed an assistant account executive for a day. Observed the role of account management with in an advertising agency.	Jan 2007
	<b>OWNER/INSTRUCTOR, Cooking Class Camp</b> Houston/Dallas, TX Entrepreneur of a cooking class camp held for children ages 4-15 in one-week sessions during the summer. Instruct, plan and advertise for the camp. Average 50 attendees.	1993-Present
<b>Academic Honors</b>	<b>Dean's List</b> <b>Atlantic Coast Conference Honor Roll</b> <b>University of Virginia Scholar Athlete</b> Recognition for achieving at least a 3.3 GPA both semesters and/or overall GPA of 3.3 <b>University of Virginia Athletic Honor Roll</b> Awarded each semester for a 3.0 GPA or better	Spring 2004 2004-2006 2004-2006 2004-2007
<b>Athletic Honors</b>	<b>Indoor All-ACC Honors, Silver Medalist in the High Jump</b>	2003

# SAMPLE RESUME

Outdoor NCAA Regional Qualifier, Sixth place

2004

## GWENEVERE MICHAELS

### *Present Address:*

1800 Jefferson Park Ave., Apt 200  
Charlottesville, VA 22904

804.221-6621 Cell  
gm2u@virginia.edu

### *Permanent Address:*

14 Chestnut Street  
Midlothian, VA 12345

---

### **EDUCATION: University of Virginia, McIntire School of Commerce**

August 2004-Present  
Charlottesville, VA

**Master of Science in Accounting**, May 2007; GPA 3.7

**Bachelor of Science in Commerce**, May 2006  
Concentration in Accounting; UVa Cumulative GPA 3.6

**George Washington University**  
Major in Business Administration; GPA 3.9  
Member of Beta Gamma Sigma and Beta Alpha Psi Honor Fraternities

August 2002-May 2004  
Washington, DC

**Midlothian High School, International Baccalaureate Program**  
Study-abroad program in Europe with a focus on history and culture

January 2002-May 2002  
Midlothian, VA

---

### **EXPERIENCE: University of Virginia / Ernst & Young Your Master Plan Program** **Teaching Assistant**

Summer 2006 & 2007  
Charlottesville, VA

- Assisted in teaching over 70 students various accounting courses, including Intermediate I and II; explained accounting concepts and hosted exam preparation sessions
- Served as Senior Teaching Assistant for the 2007 summer, assisted with advanced accounting courses

### **Ernst & Young** **Audit Intern**

Summer 2005  
Richmond, VA

- Prepared and tied servicing reports for Capital One's trusts
- Prepared Sarbanes-Oxley walkthroughs for major business processes at Hilb, Rogal, and Hamilton

### **University of Virginia, McIntire School of Commerce** **Research Assistant**

August 2005-Present  
Charlottesville, VA

- Researched and compiled reviews of international accounting standards for pension accounting, accounting standards in China, and the factors and standards of pension fund valuation

### **Keiter, Stephens, Gary, Hurst & Shreaves, CPAs** **Accounting Intern**

Summer 2004  
Richmond, VA

- Compiled handbook for company tax clients on the possible tax breaks for nonprofit businesses
- Prepared individual income tax returns

---

### **ACTIVITIES: University of Virginia, Transfer Student Peer Advisor Program (TSPA)** **Tri-Chair**

March 2005-Present  
Charlottesville, VA

- Led 38 college students in mentoring incoming transfer students, organized training sessions and events
- Mentor 15 incoming transfer students on all aspects of student life and academics
- Compile a proposal to overhaul the TSPA program

### **University of Virginia, Beta Alpha Psi Honor Fraternity** **Service Chair**

August 2005-Present  
Charlottesville, VA

- Co-chaired a charity run in memory of a UVA faculty member; all proceeds donated to a student scholarship fund in her name
- Managed all logistics and financial operations of the race

### **Burnley-Moran Elementary School** **Volunteer**

September 2004-May 2005  
Charlottesville, VA

- Taught math to a class of 16 kindergarten students twice a week
- Taught reading, writing, and spelling to third graders twice a week

# SAMPLE RESUME

## Marley Carter

npb9t@virginia.edu  
(434) 987-2222

### Current Address:

123 Main Street  
Charlottesville, VA 22903

### Permanent Address:

456 Fort Street  
Atlanta, GA 30322

### EDUCATION

#### University of Virginia

McIntire School of Commerce, M.S. in Commerce, expected August 2009

#### Bachelor of Arts, May 2008

German and Philosophy double-major, Urban and Environmental Planning minor, Cumulative GPA 3.113  
Attended New York Investment Banking Trip through McIntire Commerce School, January 2007.

Charlottesville, VA

#### The Westminster Schools

Diploma May 2004, SAT: 1430: 740 Math, 690 Verbal. GPA: 94, Top 20% of class

Selected for "Running through History" program, experiencing history across nine European countries, Summer 2003.

Atlanta, GA

#### The Chewonki Foundation Maine Coast Semester

Selected for a residential academic program in Wiscasset, Maine; a rigorous, environmentally focused experience while living and working in an organic, sustainable farm community. German language independent study at Bowdoin College in Brunswick, Maine, with German professors/students one night a week. Fall 2002.

Wiscasset, ME

#### The American International School

Lived abroad four years while attending school with students from 43 different countries, 1996-2000.  
Attended Jane Goodall's "Roots and Shoots" environmental program, Anzere, Switzerland, 1998.

Vienna, Austria

### HONORS

#### The Cum Laude Society – 2004

#### German Language Award – 2000, 2004

#### Discovery Leader (Environmental awareness and student team-building) – 2003-2004

#### Emilie Warren Morgan Memorial Scholarship – for scholastic achievement, community service, positive attitude, 2002.

### ACTIVITIES

#### University of Virginia Honor Committee

*Educator:* Facilitated understanding of the Honor System with incoming students; served as a liaison between the University community and the Honor Committee, 2006-2007.

Charlottesville, VA

#### University of Virginia Dance Marathon

*Executive Board, Family Committee Co-Chair:* Assisted in the recruitment and involvement of Charlottesville community families to raise money for the U.Va. Children's Hospital through The Miracle Network. Raised a quarter of a million dollars in 2005. Time commitment approximately five hours per week. 2006-2007

Charlottesville, VA

#### Kappa Alpha Theta Sorority

*Alumni Relations Chair:* Promoted improved communications and relations with alumni, organized event, coordinating with over 150 alumni. 2005-2006.

### EXPERIENCE

#### The American Council on Germany

*Intern:* Researched candidates for the Young Leaders program, worked and attended special events to foster the building of strong relationships between German and American business and government leaders, July-August 2007.

New York City, NY

#### Tibi, LLC

*Public Relations and Sales:* Interned as an assistant for a fast-growing fashion and design company, May-August 2007.

New York City, NY

#### The Sea Island Company

*Junior Staff:* Planned and organized children's activities while building relationships between counselors, families, and children. Promoted second summer from counselor to group leader. Full summers 2005, 2006; New Years 2004, 2005; Thanksgiving 2006.

Sea Island, GA

#### Tao Jones, LLC Bar and Grill

*Waitress:* Provided a quality dining experience through exceptional customer service. Worked approximately fifteen hours per week, 2006-2007.

Charlottesville, VA

#### University of Virginia

*Conservation Advocate:* Promoted recycling and sustainability by reaching out to the university community and bringing recycling awareness to students as a dorm liaison. Time commitment about four hours per week, 2004-2005.

Charlottesville, VA

### SKILLS, & INTERESTS

Comprehensive knowledge of Microsoft Word, Excel, and PowerPoint.

Fluent in both written and spoken German. Interested in architecture, photography, community service.

# **SAMPLE REFERENCE SHEET**

**Mark Donahue**

**mld7h@virginia.edu**

Current Address: 608 Preston Place, Charlottesville, VA 22903 (434) 977-1234  
Permanent Address: 7839 King Solomon Drive Annandale, VA 22003 (703) 978-3669

---

## **REFERENCES**

**Dr. Margaret McGonagall**

**Professor of Finance**

**University of Virginia, McIntire School of Commerce**

P.O. Box 400173

Charlottesville, VA 22903

(434) 924-1234

mmcgonagall@virginia.edu

**Mr. Donald Weasley**

**Manager**

**American Eagle Outfitters**

234 Chain Bridge Road

McLean, VA 22003

(703) 223-6789

dweasley@aeo.com

**Mr. Martin Malfoy**

**Volunteer Coordinator**

**Madison House, University of Virginia**

170 Rugby Road

Charlottesville, VA 22903

(434) 293-4949

mmalfoy@virginia.edu

**Center for Engineering Career Development  
U.Va. School of Engineering and Applied Science**

**RESUMES  
Everything You Need to Know**

***Purpose***

A resume is a brief, concise document that presents, and effectively sells, your most relevant and positive credentials for employment, admission to graduate school, consideration for a scholarship or fellowship, or other professional purpose.

An employer will usually spend 15 to 20 seconds reviewing your resume, so the content of your resume must be clear, concise, and targeted to the type of job for which you are applying.

***Preparation***

One-page resumes are preferred for most entry-level positions. Two-page resumes are acceptable if the information on both pages demonstrates the skills and/or experience relevant to your profession. Resumes should highlight skills and accomplishments that meet employer qualifications, excluding irrelevant information and experiences. Well-designed resumes will be visually appealing and free from any spelling, typographical, punctuation, or grammatical errors. All resumes should be written concisely in an organized format that presents the most important information first.

Employers who read individual resumes spend very little time on each resume-in most cases, only twenty to thirty seconds. Many large employers are now using optical scanning machines and various software programs to assist them with this initial review.

If your resume has a typo or grammatical error, it will probably jump off the page to an employer, and this is a way to weed you out of a candidate pool. Your resume may be the only chance you get to make an impression, so make it a good one.

***Constructing Your Resume***

Categories of information you include on your resume should provide answers to these questions:

***Contact information***

Begin your resume with your name by capitalizing and using bold type.

- Include street address, city, state, and zip code.
- Include a phone number(s) where you can be reached
- Include your e-mail address

***Career/Job Objective***

The purpose of the objective statement is to inform the employer of your career goal and targeted interests. The statement should describe the focus of your job search. If your resume is broader, relay the most relevant objective in an accompanying cover letter. A good objective includes type and/or level of position, type and style of organization, and skills/qualifications.

***A career/job objective is advantageous when:***

- You want to specify your interests and where you would fit in the organization.
- You want to present the impression of a focused, self-confident person.

***A career/job objective is not advantageous when it is:***

- Too broad and meaningless, reflecting indecision.
- Too exclusive, eliminating you from jobs for which you might be considered.

## ***Qualifications or Experience Summary***

A summary of qualifications can condense an extensive background by emphasizing experiences and accomplishments in brief keyword phrases. The qualifications summary is accomplishment-oriented and provides an overview of your work experience. It can also serve to summarize relevant academic, volunteer and leadership experience for those who have limited work experience. A summary is most appropriate for someone with substantial experience, for someone who is changing careers and wants to demonstrate transferable skills, or for someone with a varied background.

## ***Education***

If your education relates to your objective and is within the past three years, it should be the first section. If not, education should follow the work experience section of your resume.

In reverse-chronological order, this section includes the schools you have attended, dates of graduation or dates of attendance, as well as degrees sought or completed. Other information that might be included: related coursework, scholarships and honors, percentage of college expenses earned by you, and special projects (e.g. research projects, teaching).

- Start with your most recent degree or the program in which you are currently enrolled. List other degrees or relevant education in reverse chronological order.
- Highlight your degree by using bold type or capital letters.
- If the degree is relevant to your job objective, begin with degree and emphasis, followed by university, location of university, and date of graduation or anticipated date of graduation.
- If degree/program is not directly related to current job objective, begin with the university, followed by the location, degree and emphasis, and graduation date.
- If you are within two semesters of graduation, do not use "expected" or "anticipated" with year of graduation.
- Should I include my GPA? If you are uncertain about including your GPA, ask a Career Services advisor for recommendations based on your individual circumstances.

## ***Educational Highlights***

This section is most effective when you have experiences from your education that are impressive and/or directly relate to your objective. Adding this section is useful when you have developed skills and specific knowledge through education and related activities rather than work experience. This section can be used to highlight coursework, research, study abroad experience, leadership and student activities that complements your objective.

- Consider listing relevant coursework under the appropriate degree.
- An alternative to highlighting courses is to list the skills and knowledge acquired through important courses and research. Example:
- You may want to describe thesis, research or design projects.

## ***Employment Experience (Chronological)***

- Begin with your current/most recent position and work backward, chronologically.
- Devote more space to recent employment.
- If your job titles relate to your current job objective, start each position description with job titles. If not, begin with the organization.
- Follow job title and organizational information with the organization's city and state.
- Use the first and last month and year to describe dates of employment.
- Describe the last three to five positions in detail. Summarize earlier positions unless relevant to your objective. Within each listed position, stress the major accomplishments and responsibilities that demonstrate your competency

## ***Employment Experience (Functional)***

- Use two to four sections to summarize each area of functional skill or expertise.
- Develop the functional skill headings based on the skills you want to market to employers and/or that are most related to your targeted objective.
- Describe your skills in short phrases and place under the appropriate functional skill categories.
- Rank the phrases within each category and place the most important skill or accomplishment first.
- Do not identify employers within functional skills sections.



- List a brief history of your actual work experience at the end of the section, giving job title, employer and dates. If you have had no work experience or a very spotty work record, leave out the employment section entirely or summarize the nature of your jobs without providing specific details. If you do this, be prepared to discuss your specific jobs in more detail at the job interview.
- Both chronological and functional resumes must be succinct, emphasizing your experience and accomplishments. Resumes are often your first introduction to the employer and dramatically impact the screening process. Invest the time to create an excellent marketing tool - your resume - to increase job opportunities and career advancement.

### ***Types of Resumes***

Information related to skills and experiences can be presented in a chronological format, a functional format, or a combination of the two. Each format has its advantages and disadvantages. To select the type that best supports your strategy, review the following descriptive information and resume samples.

#### ***Chronological Resume***

In the chronological resume, job history is organized chronologically with the most recent job listed first. Job titles and employers are emphasized and duties and accomplishments are described in detail. A chronological resume is easy to read, and can highlight career growth. It is suited to those whose career goals are clearly defined and whose job objectives are aligned with their work history.

#### ***Functional Resume***

In a functional resume, skills and accomplishments developed through work, academic, and community experiences are highlighted. Your skills and potential can be stressed and lack of experience or possible gaps in work history de-emphasized.

### ***Resume Checklist***

The following checklist has been designed to assist you in writing your resume. This checklist reflects the expertise of the Career Center staff developed through critiquing thousands of resumes, discussing selection criteria with numerous employers, and gathering input from a wide range of career professionals.

#### ***APPEARANCE***

- Is it inviting and easy to read; not too much information uses appropriate font styles and font sizes (10-14 pts.)
- Incorporates enough white space between sections to facilitate skimming centers text; adequate margins creates visual impact using bullets, boldface, underlining, italics, and font sizes to emphasize key words (for scannable resumes, use boldface only)
- Printed on high quality (16-25 lb.) bond paper print is letter quality

#### ***ORGANIZATION AND FORMAT***

- appropriate format includes keyword phrases of profession
- presents strongest qualifications first
- appropriate length: 1 page for every 6-10 years of work experience

#### ***WRITING STYLE***

- begins sentences or phrases with powerful action verbs
- short paragraphs mostly under five lines; short sentences
- brief, succinct language; no unnecessary words
- absolutely free from grammatical, spelling, punctuation, usage, and typographical errors

### ***CONTENT***

#### ***Contact Information***

- address, current and permanent (if necessary)
- telephone number(s) where you can be reached 9-5

## **Objective**

(Optional for chronological resume. Required for functional resume.)

- briefly indicates the sort of position, title, and possible area of specialization sought
- for management or supervisory positions, indicates level of responsibility sought
- language is specific, employer centered not self-centered; avoids broad or vague statements

## **Summary of Skills, Accomplishments, or Expertise**

- identifies 3-6 key achievements that support the objective
- summarizes relevant work experience and accomplishments that support the objective

## **Education and Training**

- Highest level of attainment is listed first; work from most current degree backward degree in progress or most recently completed degree include type of degree, name of university, location of university, date of graduation or anticipated date list of other degrees, relevant higher education coursework, continuing professional education or training
- courses, and study abroad
- major, minor, or areas of concentration
- omit high school if you have completed more than two years of college unless referencing impressive honors or relevant extracurricular activities
- relevant courses, papers, projects; include paper or project titles
- GPA, honors, awards, scholarships
- percentage of educational expenses earned

## **Employment Experience And or Related Projects**

- Include all paid, volunteer, intern, or cooperative education experiences that are relevant to your objective.
- Start with most recent experience if using chronological format.
- title held, organization name, city, state, or country location (if not U.S.A.)
- dates position held; if several positions for one employer, list employer once responsibilities listed in order of each item's relative value to the future employer; indicate transferable skills and adaptive abilities used on the job
- accomplishments on your job; what problems did you face? What solutions did you find?
- contributions to the organization, i.e., ways your work helped increase profit, membership publicity, funding, motivation, efficiency, productivity, quality; saved time or money; improved programs, management, communication, information flow etc.
- quantitative or qualitative indicators that describe the results of your contributions or accomplishments, i.e., "increased sales by \$50,000"; "reduced staff turnover by 25%"; "significantly improved staff ability to access
- data"
- learning that took place on the job that is relevant to your job objective (optional) describe accomplishments in jargon of the field

## **Skills**

- computer skills: software applications, languages, hardware, operating systems
- language skills: specific level of fluency and ability to read and write as "basic," "intermediate," or "advanced"
- other

## **TECHNICAL SKILLS**

- Techies may want to place the skills section after the job objective and before the "Experience" section. But there are exceptions. If you're just starting out, you may want to place a greater emphasis on education and internship and then consider placing the list below the experience section or adding other elements, such as communication abilities and foreign languages, to the skills section.
- Here are examples of one job seeker's technical skills section:

## TECHNICAL SKILLS

**Languages:** Java, XML, C, C++, JavaScript, SQL, HTML, UML.

**Tools:** Borland JBuilder, Sun ONE Studio (Forte), Macromedia Dreamweaver MX, Rational Rose, UltraEdit-32, Borland CBuilder, Oracle SQL Plus.

**Operating Systems:** Windows (XP, 2000, NT), IBM OS/2 2.0, HP-UX 9.0, DEC VMS 4.1, Unix (Linux and Sun Solaris).

### List Format -- Gives Employers a Quick Overview

#### TECHNICAL SKILLS

<i>Languages</i>	<i>Tools</i>	<i>Operating Systems</i>
Java	Borland JBuilder	Windows (XP, 2000, NT)
XML	Sun ONE Studio (Forte)	IBM OS/2 2.0
C	Macromedia Dreamweaver MX	HP-UX 9.0
C++	Rational Rose	DEC VMS 4.1
JavaScript	UltraEdit-32	Unix (Linux and Sun Solaris)
SQL	Borland CBuilder	
HTML	Oracle SQL Plus	
UML		

### List Format with Years of Experience -- Shows Depth

#### TECHNICAL SKILLS

<i>Web Technologies</i>	<i>Years of Experience</i>	<i>Years of Experience</i>
Dreamweaver, JavaScript, HTML	1-3 years	
<i>Languages</i>	<i>Years of Experience</i>	<i>Years of Experience</i>
Java, C, C++, UML	1-2 years	

### List Format with Years of Experience and Skill Level -- More Detail

An alternative is to denote only the years of experience.

#### TECHNICAL SKILLS

<i>Languages</i>	<i>Years' Experience</i>	<i>Skill Level</i>
Java	6	Expert
XML	3	Intermediate
C	6	Expert
C++	4	Intermediate
JavaScript	6	Expert
SQL	4	Intermediate
HTML	6	Intermediate
UML	2	Novice

©2007 Monster

## Extracurricular Activities, Community Service, Professional Associations

- list of significant positions of responsibility; include title, name of organization or team, dates leadership roles, achievements, and transferable skills that are relevant

### Additional Resume Categories

To add relevant information to your resume that focuses on special knowledge or skills, consider the following resume headings:

RELATED PROJECTS  
PROFESSIONAL AFFILIATIONS  
TECHNICAL SKILLS  
INTERNSHIP  
EXPERIENCE ASSETS  
ACCOMPLISHMENTS  
COOPERATIVE EDUCATION

EDUCATIONAL HIGHLIGHTS  
HONORS  
TRAVEL  
LEADERSHIP ACTIVITIES  
SCHOLARSHIPS  
LANGUAGES  
INTERESTS

SKILLS  
QUALIFICATIONS  
SUMMARY PRESENTATIONS  
PUBLICATIONS  
REFERENCES  
TRAINING  
VOLUNTEER ACTIVITIES

# Proofread, Proofread, Proofread!

## Does your resume:

- Include only relevant information?
- Use action verbs?
- Stress skills and accomplishments over duties?
- Make qualifications evident?
- Include specific info: figures, dates, numbers?
- Support your purpose/objective?

## Evaluate Appearance

- Attractive layout?
- Headings highlighted?
- White space?
- Style appropriate?
- Font size readable?
- Length appropriate?
- Important items stand out through spacing and/or highlighting?
- Consistent placement of information (e.g. dates)?

## **KEY PHRASES**

### Resume Phrases and Words

The following phrases and words may help with organizing your resume statements. They convey involvement and accomplishments and make your resume more readable and effective.

Interaction with...  
Established..  
Edited...  
Initiated...  
Managed...  
Maintained...  
Instrumental in...  
Remained as...  
Honored as...  
Recommendations accepted by...  
Adept at...  
Assisted with...  
Coordinated...  
Delegated...  
Directed...  
Developed...  
Consulted..  
Budgeted...  
Evaluated...  
Installed...  
Instructed...  
Negotiated...  
Planned...  
Presented...  
Proven track record in...  
More than [ ] years experience...  
Successful in/at...  
Knowledge of/experienced as...  
Initially employed...  
Proficient/competent at...  
Sales quota accountability...  
Served/Operated as...  
Direct/Indirect control...  
Assigned to...  
Provided technical assistance...  
...on an ongoing/regular basis.....  
Worked closely with...

Acted as liaison for/between...  
Formulated...  
Handled...  
Implemented...  
Assigned territory consisting of...  
Promoted to/from...  
Recipient of...  
Innovation resulted in...  
...amounting to a total savings of...  
Administered...  
Analyzed/Assessed...  
Arranged...  
Counseled...  
Conducted...  
Demonstrated...  
Advised...  
Delivered...  
Drafted...  
Gathered...  
Improved...  
Investigated...  
Organized...  
Performed...  
Recommended...  
Experience involved/included...  
Expertise and demonstrated skills...  
Experienced in all facets/phases...  
Extensive training/involvement...  
Specialize in...  
Temporarily assigned to...  
Reported directly to...  
In charge of...  
Familiar with...  
Contracted/Subcontracted...  
Acted/Functioned as...  
to ensure maximum/optimum...  
Resulted in...

# Action Verbs By Skill Category Communicative

*Tip: Circle all of the words relevant to your experiences, and then use them in your resume!*

address	enlist	present
arbitrate	express	promote
arrange	follow-up	publicize
author	formulate	publish
brief	influence	question
communicate	inform	read
compose	interpret	reconcile
confront	interview	recruit
contact	lecture	refer
convince	market	report
correspond	mediate	rewrite
describe	meet	speak
develop	moderate	suggest
direct	motivate	summarize
document	negotiate	talk
draft	network	translate
edit	persuade	write

## Creative

act	establish	pilot
broaden	execute	pioneer
compose	explore	plan
conceive	fashion	redesign
conceptualize	forge	rehearse remodel
conduct	found	renovate
create	illustrate	replace
design	imagine	revitalize
develop	improvise	shape
direct	institute	sketch
discover	integrate	spearhead
draft	introduce	start
dramatize	invent	stimulate
draw up	market	strategize
entertain	modernize	transform
	originate	
	perform	

## Financial

account for	budget	market
adjust	calculate	monitor
administer	compute	plan
allocate	control	procure
analyze	develop	project
appraise	estimate	purchase
audit	finance	reconcile
balance	forecast	research
buy	manage	transfer

## Helping

advise  
advocated  
aided  
anticipated  
assessed  
assisted  
care for  
clarify  
coach  
counsel  
demonstrate  
diagnose  
educate  
enable

encourage  
enlist  
ensure  
evaluate  
expedite  
facilitate  
familiarize  
forecast  
foster  
guide  
handle  
harmonize  
moderate  
observe

orient  
predict  
prescribe  
protect  
provide  
reconcile  
rectify  
refer  
rehabilitate  
represent  
serve  
support  
utilize  
volunteer

## Management

administer  
account for  
analyze  
appoint  
approve  
assign  
assume  
attain  
chair  
choose  
contract  
consolidate  
consult  
decide  
delegate  
determine  
develop  
devote  
direct

dispatch  
dispense  
employ  
evaluate  
execute  
formulate  
handle  
head  
hire  
leverage  
manage  
maintain  
orchestrate  
order  
organize  
oversee  
plan  
perfect  
preserve

prioritize  
produce  
propose  
protect  
realize  
recommend  
recruit  
regulate  
review  
revitalize  
reward  
save  
set goals  
schedule  
supervise  
terminate  
unify  
withdraw

## Organizational

approve  
arrange  
catalogue  
classify  
collaborate  
collect  
compile  
conserve  
consolidate  
cut  
diagram  
dispatch  
distribute  
enlist  
execute  
expedite  
extract  
generate

identify  
implement  
inspect  
integrate  
interface with  
join  
list  
log  
monitor  
operate  
organize  
pinpoint  
prepare  
prioritize  
process  
record  
reshape  
reorganize

retrieve  
revamp  
revise  
schedule  
screen  
set up  
shape  
specialize  
specify  
streamline  
stretch  
substitute  
systematize  
tabulate  
target  
update  
validate

## Research

acquire  
amplify  
analyze  
calculate  
chart  
clarify  
collect  
compare  
conduct  
critique  
diagnose  
design

determine  
disprove  
evaluate  
examine  
extract  
formulate  
identify  
inspect  
interpret  
interview  
investigate  
locate

modify  
organize  
process  
review  
research  
study  
summarize  
survey  
systematize  
test  
trouble-shoot

## Results

achieve  
accelerate  
accomplish  
add  
advance  
attain  
augment  
award  
complete  
compound  
contribute  
decrease  
double  
effect  
eliminate  
enlarge  
establish

exceed  
excel  
expand  
extend  
fortify  
improve  
increase  
initiate  
introduce  
launch  
lower costs  
map  
maximize  
measure  
obtain  
pioneer  
prove

reduce  
re-establish  
resolve  
restore  
selected as  
stabilize  
standardize  
succeed  
transform  
trim  
triple  
validate  
widen  
won

## Teaching

accept  
adapt  
advise  
actively  
analyzes  
apply  
appraise  
assess  
assign  
attend  
calm  
categorize  
challenge  
choose  
clarify  
coach  
command  
communicate  
compliment  
consider  
cooperate  
coordinate  
correct  
define  
demonstrate  
designate  
develop  
direct  
discipline  
doubt

educate  
elaborate  
elicit  
emphasize  
enable  
encourage  
evaluate  
excite  
explain  
explore  
facilitate  
focus  
generate  
guide  
hypothesize  
identify  
implement  
incorporate  
indicate  
infer  
inform  
initiate  
inquire  
instruct  
interact  
integrate  
investigate  
judge  
listen  
model

modify  
motivate  
observe  
organize  
persuade  
ponder  
postulate  
praise  
provoke  
question  
reinforce  
rephrase  
reward  
set goals  
set standards  
simplify  
solicit  
speculate  
state  
stimulate  
structure  
synthesize  
systematize  
teach  
tell  
thank  
theorize  
train  
tutor

## Technical

activate  
assemble  
began  
build  
calculate  
compute  
construct  
contrive  
convert  
deliver  
design  
detect  
devise  
display  
engineer

exhibit  
fabricate  
install  
maintain  
navigate  
operate  
overhaul  
participate  
program  
rehabilitate  
remodel  
repair  
resolve  
retrieve  
screen

sell  
service  
solve  
supply  
train  
upgrade



# SHELLY JEFFERSON

sj@virginia.edu

1 Street, Vienna, VA 22205

743.600. 4444

## OBJECTIVE

To obtain a position which would utilize my highly valued problem solving and analytical abilities, excellent communication skills, proven leadership, mature decision making and highly effective team building skills.

## EDUCATION

UNIVERSITY OF VIRGINIA, School of Engineering and Applied Science

Charlottesville, VA

ME in Systems Engineering, GPA: 3.9

August 2000 - May 2005

BS in Systems Engineering with Distinction, Focus in Management Systems, GPA: 3.9

Minor in Engineering Business

- Thesis – An Analysis of the Economic Impact of Decision Making by EPA's Superfund Program
- Best Paper Award – IEEE Systems and Information Engineering Design Symposium, April 2004
- Dean's List – Fall 2000, Spring 2002, Fall 2002, Spring 2003

## EXPERIENCE

ABC CONSULTING

Vienna, VA

July 2005 -  
present

*Client – MLI, New York, NY*

- Served as Communications Lead, supporting deployment planning and managing the day-to-day operations of the Program Management Office.
- Managed a team of three, responsible for project and portfolio management, change request management, issue/risk management, resource management, financial analysis, and executive, program, and end-user communications.

*Client – CPP, San Francisco, CA*

- Served as a Business Analyst Lead, managing the work products of three resources within the Enterprise Application Integration group for requirements elicitation, use case elaboration, and interface specification of two custom development projects.
- Completed cost and time estimations, managed issues, and tracked progress of analysis and development efforts.
- Sold over \$1.2M in add-on sales for work on the account including three resources for requirements gathering and technical design.

*Client – Kodak, Rochester, NY*

- Analyzed data for Magneto-optical crystals and statistical reliability modelling of optical Fibers.
- Evaluated million dollar problems affecting optical fiber connectors in communication systems.
- Recommended solutions on how to improve the quality of optical fiber connectors.
- Managed a team of four as Training Lead in developing customer support and finance related training documentation for a custom developed system. Facilitated and taught training sessions to clients. Provided on-going support to clients prior to launch.
- Served as a Business Analyst during the Inception and Elaboration phases of a digital media delivery project utilizing the Rational Unified Process, facilitating requirements gathering sessions and generating use cases.

*Client – Gladstone, Atlanta, GA*

- Served as a Business Analyst during the Inception phase of a billing system implementation, developing and validating current and future state process flows.
- Authored and executed system test cases, documented testing results, and communicated defect analysis reports to the development team and project sponsors.

## CERTIFICATIONS AND AFFILIATIONS

- Certified Apprentice Engagement Manager, ABC Consulting
- Certified Level 1 Software Engineer, ABC Consulting
- Member, Omega Rho International Honor Society
- Member, Phi Eta Sigma, National Honor Society
- Member, National Society of Collegiate Scholars

May 2007 – present  
December 2006 – present  
August 2003 – present  
August 2001 – present  
August 2001 – present

## LEADERSHIP

- Co-Chair, Herndon Community Service Team, ABC Consulting
- Editor in Chief, TME News to Peruse Newsletter, ABC Consulting

December 2006 – present  
August 2006 – present

## SKILLS

PROFICIENT IN MICROSOFT OFFICE AND MICROCAL ORIGIN

**CHRISTOPHER CAVALIER**

@virginia.edu

School Address:

Permanent Address

**OBJECTIVE**

To obtain a position within a related field of Electrical Engineering utilizing my strong analytical abilities and interest in the field.

**EDUCATION**

UNIVERSITY OF VIRGINIA, SCHOOL OF ENGINEERING AND APPLIED SCIENCE Charlottesville, VA  
**B.S Electrical Engineering, concentration in controls: Cumulative GPA: 3.0 Major GPA: 3.4** May 2009  
**Related Coursework:** Electronics, Computer Architecture, Power System Fundamentals, Electromagnetic Fields, Signals and Systems I & II, Linear Control Systems, Computer Networks, Electrical Engineering Projects

**RELATED WORK EXPERIENCE**

UVA CENTER FOR APPLIED BIOMECHANICS Charlottesville, VA  
**Project Assistant/Summer Intern,** Summer 2007– May 2009  
 ➤ Researched magneto-rheological fluids and their effectiveness in high impact force dampers and decelerators.  
 ➤ Used research knowledge and principles taught in ECE classes to design an electromagnet to house and manipulate the MR fluid to intricate specifications

US NAVAL RESEARCH LAB, CENTER FOR SPACE TECHNOLOGY Washington D.C  
**Intern** Winter 2008  
 ➤ Explored the lab; exposure to cutting edge research and development.  
 ➤ Worked with a team that established the longest free-space laser communication link over the Chesapeake Bay Detachment.

UVA AUTO SAFETY LABORATORY (*Bio-Impact Mechanics/Aerospace Engineering lab*), Charlottesville, VA  
**Project Assistant/Summer Intern,** Summer 2006  
 ➤ Managed and aided in the modeling and conduction of the Fluid Percussion Brain Injury Project in relevance to non-lethal weapons/projectiles.  
 ➤ Modeled an impact interface using a high impact ultra low friction piston/cylinder for the projectile to the brain simulator.  
 ➤ Performed preliminary analysis of brain impact data.  
 ➤ Installed and configured project related computer hardware for testing and data collection

**OTHER EXPERIENCE**

- **Private Tutor**, French, Biology, and Mathematics (Algebra/Geometry/Calculus) 2005-present
- **Volunteer**, INOVA Mount Vernon Hospital 2005-2008
- **Volunteer**, Yoo's Martial Arts 2004-2008

**TECHNICAL SKILLS**

Highly skilled in Excel, MS Office applications; experienced in Java; familiar with Visio, Access, SQL, php, html

**LEADERSHIP**

**UVa Mentoring – Executive Board, President, Founder**, Currently initiating university-wide mentoring program for freshman. Responsible for piloting the program advertising, training mentors, and recruiting mentees.

**Tau Beta Pi (Engineering Honor Society) – Executive Board, Social Chair**

**Engineering Mentoring**, Act as a mentor for a younger student. Develop worksheet curriculum for goal setting and progress assessment.

**Madison House Volunteering** – Buford Middle School; Charlottesville, VA

# Frank A. Ichel

9709 Rambling Ridge Court    Fairfax Station, VA 22039    703-622-4669    FrankIchel@gmail.com

## EDUCATION

### University of Virginia, Charlottesville, VA

*Bachelor of Science, Chemical Engineering*  
Rodman Scholar

Dec. 2008

- Thesis research and technical report analyzing hydrogen production energy efficiency
- Energy Outlook and Technical Options: Proposed energy outlook scenarios for 2030

### Thomas Jefferson High School for Science and Technology

Student Government Class President (2000-2001), Academic Honors, Varsity Tennis Team

Alexandria, VA  
2000–2004

## WORK EXPERIENCE

### *ExxonMobil Research and Engineering*    Fairfax, VA

*Process Engineering Division Intern, Distillation & Gas Processes Section*

Summer 2007

- Created spray nozzle header design algorithm to optimize liquid distribution in fractionation towers to improve efficiency and reduce maintenance costs
- Constructed Excel tool to automate design algorithms to be used by process designers and software developer, to serve as foundation for proprietary design software (PEGASYS) distributed to EMRE engineers globally
- Analyzed experimental nozzle data, correlating drop-size distribution and pressure-drop to specify nozzle type
- Presented the tool to Distillation Section and incorporated user feedback
- Utilized tool to design spray nozzle headers for two columns in the Joliet Refinery
- Collaborated with software developer and project manager as a technical consultant during PEGASYS testing

### *ExxonMobil Research and Engineering*

*Projects Division Intern, Process Design Section*

Fairfax, VA  
Summer 2006

- Automated design of 3-Phase Separator Drums and Blowdown Drums in several Excel tools
- Specified Sour Water Stripper Feed Drum design in technical consultation with Chalmette Refinery
- Delivered validated Excel spreadsheet models to software developers to serve as foundation for PEGASYS

### *College Preparation Tutoring*

*Private SAT and High School Prep Services*

Fairfax, VA  
2003–2005

### *George Mason University – Krasnow Institute*

*Research Mentorship*

Fairfax, VA  
2003–2004

- Applied computational models of population dynamics to social science research (Complexity)

## SKILLS / INTERESTS

Skills: AspenPlus, Laboratory Experience with H<sub>2</sub> Fuel Cell, Profitability Analysis  
Very Proficient in Microsoft Excel, Microsoft Power-Point, and Microsoft Word

Interests: Energy Options and Environmental Sustainability, Ethics, Economics, Sports, Weight Lifting

### *UVA Poker Club*

*Co-Founder, Poker Tournament Director*

2004–2006

- Organized and supervised ~50 entrants weekly in Wahoo's Series of Poker tournaments

### *UVA Green Dining*

*Student Activist*

2008

- Led Sustainable Community Design Team in developing a recycling strategy to compost used take out boxes
- Aligned private interests and University Recycling to gain approval for On Grounds composting

**DAVID DARDEN**

100 Engineer's Way  
P.O. Box 30000  
Charlottesville, VA 22904

Home: 434-982-3131  
Work: 434-924-2424  
bbbb@virginia.edu

---

**OBJECTIVE**

Mechanical or product development engineering position working on designing and testing cardiac related medical devices.

**SUMMARY OF QUALIFICATIONS**

Graduate researcher with experience designing and prototyping cardiac assist devices. Proven ability to work well within cross-functional teams. A talent for creative and simple solutions to challenging engineering problems. Some specific skills include:

- Strong analytical and problem solving ability
- Able to create and work from engineering models and CAD drawings (SolidWorks, Catia, and PRO/E)
- Knowledge of manufacturing processes such as machining, casting, molding, etc.
- Excellent technical writing and documentation skills using the Microsoft suite

**EDUCATION****Masters Degree in Mechanical and Aerospace Engineering**

University of Virginia, Charlottesville, VA (Expected May 08) GPA 3.8

- Thesis work focused on the mechanical design of a magnetically suspended, axial flow, artificial heart pump
- Designed a test rig to validate CFD model predictions and test the fluid components of a left ventricular assist device

**Bachelor Degree in Mechanical Engineering Program**

Brigham Young University, Provo, UT (Apr 06) GPA 3.6

- Solid background in mechanical design and analysis as well as sound understanding of basic electrical and civil engineering principles
- Courses completed in advanced CAD modeling, composites, materials science, machine design, and instrumentation

**EXPERIENCE****University of Virginia, Mechanical and Aerospace Engineering Department**

*Teaching Assistant* (Jan 07-May 07)

- Developed a deep understanding of mechanics of materials
- Refined skills in communicating engineering concepts through teaching and tutoring

**Brigham Young University, Physics Department**

*Physics Demo Area Assistant* (Apr 03-Apr 06)

- Gained extensive hands on experience with modeling physical phenomenon from eddy current production to thin film interactions and more
- Designed and built multiple prototypes employing basic manufacturing techniques such as milling, turning, etc.

*Team Lead* (Senior Design Project, Sept 05-Apr 06)

- Strong leadership and organization skills developed
- Insight gained into carrying products from conception to production

# Erin Engineer

**Current Address** – 120 Engineers Way, Charlottesville, VA 22903

**Permanent Address** – 127 Springs Circle, Fairfax, VA 20175

eeee@virginia.edu      **U.S. Citizen**

## EDUCATION

**University of Virginia – School of Engineering and Applied Science** – Cumulative GPA 3.581      Graduation Date: May 2010

- Bachelor of Science: Electrical Engineering – Major GPA 3.715
- Bachelor of Science: Computer Engineering – Major GPA 3.628

### RELEVANT COURSEWORK

- |                                 |                                |                                |
|---------------------------------|--------------------------------|--------------------------------|
| ▪ Advanced Digital Design       | ▪ Analog Integrated Circuits   | ▪ Solid State Devices          |
| ▪ Advanced Software Development | ▪ Computer Architecture        | ▪ Data Representation          |
| ▪ Computer Design Organization  | ▪ Electronics I and II         | ▪ Digital Logic Design         |
| ▪ Operating Systems             | ▪ Signals and Systems I and II | ▪ Software Development Methods |
| ▪ Computer Networks             | ▪ Electromagnetic Fields       |                                |

## RELATED WORK EXPERIENCE

**The Boeing Company, El Segundo, CA**

June – August 2009

*Level-Entry Systems Engineer for Mobile Satellite Ventures (MSV) Program*

- Developed XML/Schema files and documented requirements for an Interface Control Document (ICD)
- Learned industrial engineering concepts and tools to understand IDEF0 and sequence diagrams, to use company specified tools, to attend meetings, and to aid group in developing ICD's to meet customer's specifications
- Developed sequence diagrams, spreadsheets, and documents for various aspects of satellite network system
- Worked under Jonathan Fish

**Naval Surface Warfare Center at Carderock Division, Carderock, MD**

June – August 2008

*Technical Aid Specialist for engineers and scientists*

- Used OrCAD software to design and implement instrumental designs for GPS system
- Programmed tidbits of codes to communicate with serial communication ports (Rabbit3k microcontroller)
- Worked under Dave Bochinski and John Maurer

## RELATED PROJECTS

**University of Virginia Senior Thesis Project**

Fall 2008 –  
Spring 2009

- Designing, building, and testing an analog and digital control systems for UVa's ROMAC project
- Control system designed to ensure proper suspension of impeller in magnetic bearings of left ventricular assist device (LVAD) prototype

**Analog Integrated Circuits Class Project: A/D Converter**

- Designed and simulated an analog-to-digital converter to meet frequency and input distortion constraints using Cadence under UNIX environment

Spring 2008

**Electronics II: Operational Amplifier**

- Designed, simulated, and built an operational amplifier using transistors (MOSFETs and BJTs)

Fall 2007

**Electronics I: Electronic Temperature Sensor**

- Designed, simulated and built a diode-based temperature sensor. Exposed to the PSpice for simulation and lab equipments (i.e. oscilloscope) for experimentation.

Spring 2006

**Software Development Methods Project**

- Implemented and programmed software that serves as an interface for security cameras. It is a user-friendly software that controls the camera's movement (pan, tilt, and zoom)

Fall 2005

## COMPUTER SKILLS

Languages and Software:

- Java, C/C++, XML, HTML, VHDL, x86 Assembly
- Eclipse, MathCAD, MATLAB, OrCAD, Cadence Tools, PADS, PSpice, FPGA Advantage, Quartus II, Microsoft Office

Platforms:

- Windows NT/98/2000/XP Professional, Linux/Unix

## LEADERSHIP, HONORS AND ACTIVITIES

Vice President, Deafness Education & Awareness for all Students (DEAFS)

Fall 2007 – present

Treasurer, Deafness Education & Awareness for all Students (DEAFS)

Fall 2006 – Spring 2008

Deafness Education & Awareness for all Students (DEAFS)

Fall 2005 – present

Member of Institute of Electrical and Electronics Engineers, Inc. (IEEE)

Fall 2007 – present

National Society of Collegiate Scholars (NSCS)

Fall 2005 – present

**DANIEL JEFFERSON, PH.D.**Email: [djeffersonn@virginia.edu](mailto:djeffersonn@virginia.edu)

Office: Department of Biomedical Engineering, University of Virginia

(434) 924-4444

Residence: 4793 Wesley Chapel Road, Richmond, VA 22301

(804) 234-4231 cell

**OBJECTIVE/SUMMARY OF QUALIFICATIONS**

To obtain a research scientist position that utilizes cell biology approaches to engineering design with an emphasis on musculoskeletal tissue interaction with biomaterials.

- Expert at fabrication and characterization of biomaterial structures
- Skilled in cell biology techniques
- Knowledge of procedures related to filing patents

**EDUCATION**

UNIVERSITY OF VIRGINIA, DEPARTMENT OF BIOMEDICAL ENGINEERING Charlottesville, VA

**Doctor of Philosophy in Biomedical Engineering** 2008

**Dissertation Title:** Sintered Poly[bis(amino acid ester)phosphazene] Microspheres Imbued with Poly(L-lactide) Nanofibers: Biomimetic Scaffolds for Bone Tissue Engineering

UNIVERSITY OF OKLAHOMA, DEPARTMENT OF CHEMICAL AND MATERIALS ENGINEERING, Norman, OK

**Bachelor of Science in Chemical Engineering with special distinction** 2003

**FELLOWSHIPS AWARDED**

UNIVERSITY OF VIRGINIA, DEPARTMENT OF BIOMEDICAL ENGINEERING Charlottesville, VA

**NIAMS, NIH Sponsored NRSA T32 Training Fellowship** 2009

**PRACTICAL EXPERIENCE**

UNIVERSITY OF VIRGINIA, DEPARTMENT OF BIOMEDICAL ENGINEERING Charlottesville, VA

**Postdoctoral Fellow** 2009

- Construct model substrates from poly(methyl methacrylate)
- Investigate how focal adhesion assembly is affected by the physical properties of a substrate
- Investigate how signaling cascades are affected by the physical properties of a substrate
- Monitor how cell migration is affected by the physical properties of a substrate

UNIVERSITY OF VIRGINIA, DEPARTMENT OF BIOMEDICAL ENGINEERING Charlottesville, VA

**Graduate Research Assistant** 2003 - 2008

- Synthesize polyphosphazenes
- Fabricate composite nanofiber/microsphere scaffolds
- Characterize physicochemical properties of scaffolds and polyphosphazenes
- Assay osteoblast phenotype progression
- Assay osteoblast transcription factor activity

**PATENTS**

1. **Brown JL**, Nair LS and Laurencin CT. Solvent/Non-Solvent Sintering Technique for Creating Sintered Microsphere Scaffolds. US Provisional Patent Application Serial No. 60/940,549.
2. **Brown JL**, Deng M and Laurencin CT. Smart Nanosphere Capable of Targeted Cancer Cell Destruction. US Provisional Patent Application Serial No. 60/918,105.

**PUBLICATIONS**

1. **Brown JL**, Peach MS, Nair LS, Kumbar SG and Laurencin CT. Composite nanofiber/microsphere scaffolds: bridging nanoscale and microscale architectures to improve bioactivity of mechanically competent constructs. Under Review with Nature Materials

## PUBLICATIONS, continued

---

2. Deng M, Nair LS, Nukavarapu SP, Kumbar SG, **Brown JL**, Krogman NR, Allcock HR and Laurencin CT. Biomimetic, Bioactive Etheric Polyphosphazene-Poly(lactide-co-glycolide) Blends for Bone Tissue Engineering. J Biomed Mater Res Pt A. 2009 Jan; Online.
3. Nukavarapu SP, Kumbar SG, **Brown JL**, Krogman NR, Nair LS, Allcock HR and Laurencin CT. Polyphosphazene/Nano-Hydroxyapatite Composite Microsphere Scaffolds for Bone Tissue Engineering. Biomacromolecules. 2008 Jun; 9 (7): 1818-1825.
4. **Brown JL**, Nair LS and Laurencin CT. Solvent/Non-Solvent Sintering: A Novel Route to Create Porous Microsphere Scaffolds For Tissue Regeneration. J Biomed Mater Res Pt B. 2008 Aug; 86B (2): 396-406.
5. **Brown JL**, Nair LS, Bender J, Allcock HR and Laurencin CT. The formation of an apatite coating on carboxylated polyphosphazenes *via* a biomimetic process. Mater Lett. 2007 Jul; 61 (17): 3692-3695.

## PRESENTATIONS

---

1. **Brown JL**, Nair LS and Laurencin CT. Biomimetic Composite Scaffolds for Bone Tissue Engineering. 3<sup>rd</sup> Musculoskeletal Regeneration Symposium, Charlottesville, (2009).
2. **Brown JL**, Nair LS and Laurencin CT. Composite Microsphere/Nanofiber Scaffolds for Bone Tissue Engineering. World Biomaterials Conference, Amsterdam, (2008).
3. **Brown JL** and Laurencin CT. Poly[(amino acid ester)phosphazene] Sintered Microsphere Matrices: A New Direction in Bone Tissue Engineering. "Brown-bag" Bioresearch Seminar, Norman, (2007).
4. **Brown JL** and Laurencin CT. Polyphosphazene Microsphere Scaffolds: A New Direction in Bone Tissue Engineering. 1<sup>st</sup> Musculoskeletal Regeneration Symposium, Charlottesville, (2007).
5. **Brown JL**, Meng D and Laurencin CT. Smart Nanospheres for Targeted Cancer Cell Destruction: The Cure for Cancer. Nanonexus 2007, Oak Ridge, (2007).
6. **Brown JL** and Laurencin CT. Solvent/Non-Solvent Slurry Sintering Technique for Preparing Microsphere Scaffolds. BMES, Charlottesville, (2006).

## POSTERS

---

1. **Brown JL**, Nair LS and Laurencin CT. Novel Biodegradable Polyphosphazene Lighter than Water Microsphere Scaffolds for Bioreactor Based Bone Tissue Engineering. Society for Biomaterials 2007, Chicago, (2007).
2. Nukavarapu SP, Krogman NR, Kumbar SG, **Brown JL**, Nair LS, Allcock HR and Laurencin CT. Novel Composite Polyphosphazene Hydroxyapatite Scaffolds for Bone Tissue Engineering. Society for Biomaterials 2007, Chicago, (2007).

## JOURNAL REVIEWS

---

- Artificial Organs
- Journal of Biomedical Materials Research: Part B. – Applied Biomaterials

## COMMUNITY INVOLVEMENT

---

- Fluvanna County Officer of Election

## REFERENCES

---

Available upon request

*(Many thanks to the students and alumni who shared their resumes for this handout)*

## Your Resume Career Objectives

### Why list your objectives?

Does your resume speak for itself? Is it clear from your work experiences what you want to be doing in your job or internship? If you are just graduating or looking to make a career change, the answer is probably no, which is why you want an objective on your resume. Let the employer know what you want. Your objective should be as specific as possible so the employer clearly understands what you are looking for. If you are uncertain of what you are looking for, it is best to keep an objective off of your resume rather than creating a generic, vague objective.

### Sample Objectives:

- Professional position using teamwork, chemistry knowledge, computer skills, and creative thinking to solve problems related to chemical engineering.
- To secure a challenging position that utilizes my engineering education and interests in the fields of technical business and consulting.
- To apply information technology skills to contribute to the success of a leading edge organization.
- To obtain a challenging position in the field of Systems Engineering as well as a knowledge of management and organizational methods.
- Seeking a position as a software engineer, circuit design engineer, or application developer.
- A position within the computer science discipline, preferably concentrating on network analysis or design.
- Seeking a position in the electrical engineering or computer science industry with special interest in communications, networking, digital signals, and microelectronics.
- To gain employment involving the design, development, or testing of technologies in the fields of aerospace and mechanical engineering.
- Position in information technology, network development, or a field related to aerospace/mechanical engineering.
- Position in consulting industry, focusing on e-commerce, internet strategy, and information technology.
- Utilize my civil engineering education and technical skills in a project management position for a construction firm.
- To obtain a summer position related to transportation engineering, focusing on traffic analysis or highway design.
- To gain experience in chemical engineering involving applications of engineering principles such as mass and energy balance, thermodynamics, fluid dynamics, heat transfer, and chemistry with possible exposure to labs and pilot plants.
- A position in consulting with a specialization in computer information systems.
- To gain hands-on experience through an internship in an information technology or information systems division.
- Summer position in computer industry focusing on programming or software development.
- To obtain a summer internship within the field of civil engineering in order to gain hands-on experience while utilizing my academic background and advancing my interest in structural mechanics.
- To obtain a summer position in mechanical engineering focusing on machine design and structural engineering.
- Position in civil engineering specializing in structural or transportation engineering.



## ***REFERENCES FOR***

***(YOUR NAME)***

---

NAME  
TITLE AND RELATIONSHIP TO YOU  
ADDRESS  
PHONE  
FAX  
EMAIL

NAME  
TITLE AND RELATIONSHIP TO YOU  
ADDRESS  
PHONE  
FAX  
EMAIL

NAME  
TITLE AND RELATIONSHIP TO YOU  
ADDRESS  
PHONE  
FAX  
EMAIL

# Writing Resumes

*There is no right way to write a resume.*



---

## The Resume is . . .

- ✓ an advertisement
- ✓ an individually designed document
- ✓ a highlight of your background
- ✓ used by employers as a screening device
- ✓ just ONE piece of the job search process

## What's on Your Resume?

- ✓ **Identifying Information:** Includes name, address (permanent and temporary), telephone, and e-mail. *Tip: Be sure you make your name stand out!*
- ✓ **Objective:** Short, specific statement that includes position, industry, and relevant skills.
- ✓ **Education:** In reverse-chronological order, this section includes the schools you have attended, dates of graduation or dates of attendance, as well as degrees sought or completed. Other information that might be included: related coursework, scholarships and honors, percentage of college expenses earned by you, and special projects (e.g. research projects, teaching).
- ✓ **Experience:** This section includes not only paid positions, but also significant volunteer, extracurricular, or field experiences. Names and locations of employers and years of employment should be included. Descriptions should detail the level of responsibility and breadth of exposure. Be sure to stress any accomplishment or unique contribution you made. Possible headings: Related, Leadership, or Volunteer Experience, Activities, Interests, and Qualifications.

*Tip: Make sure to put all of your experiences in reverse-chronological order within each section/category!*

## Language

Resume language should be succinct and expressive. Make the reader pay attention by using action verbs that convey measurable accomplishments and problem-solving skills.

- ✓ Use the minimum number of words necessary to convey meaning.
- ✓ Use precise action verbs to describe accomplishments and responsibilities.
- ✓ Avoid personal pronouns.
- ✓ Leave out articles: a, an, the.
- ✓ Use short sentences or phrases.
- ✓ Use parallel grammatical structures and consistent verb tenses.

### ***Does your resume:***

- include only relevant information?
- use action verbs?
- stress skills and accomplishments over duties?
- make qualifications evident?
- include specific info: figures, dates, numbers?
- support your purpose/objective?

## Proofread, Proofread, Proofread!

- ✓ As a general rule, one page is the recommended length. This may vary if you have extensive experience.
- ✓ Use sans serif fonts, (fonts without serifs) such as Helvetica, Bookman, Arial and Times.
- ✓ Use a font size of 10 to 12 points.
- ✓ Avoid script and underlining; boldface and italics is generally acceptable.

### **Evaluate Appearance**

- attractive layout?
- white space?
- font size readable?
- important items stand out through spacing and/or highlighting?
- consistent placement of information (e.g. dates)?
- headings highlighted?
- style appropriate?
- length appropriate?

# Cover Letters

When e-mailing or mailing your resume *always* include a cover letter to explain why you are sending the resume. For more information on how to write a cover letter and other types of correspondence, see the UCS handout *Cover Letters and Other Correspondence*.

## Action Verbs By Skill Category

*Tip: Circle all of the words relevant to your experiences, and then use them in your resume!*

### Communicative

address	convince	express	mediate	publicize	speak
arbitrate	correspond	follow-up	meet	publish	suggest
arrange	describe	formulate	moderate	question	summarize
author	develop	influence	motivate	read	talk
brief	direct	inform	negotiate	reconcile	translate
communicate	document	interpret	network	recruit	write
compose	draft	interview	persuade	refer	
confront	edit	lecture	present	report	
contact	enlist	market	promote	rewrite	

### Creative

act	develop	execute	institute	pilot	revitalize
broaden	direct	explore	integrate	pioneer	shape
compose	discover	fashion	introduce	plan	sketch
conceive	draft	forge	invent	redesign	spearhead
conceptualize	dramatize	found	market	rehearse	start
conduct	draw up	illustrate	modernize	remodel	stimulate
create	entertain	imagine	originate	renovate	strategize
design	establish	improvise	perform	replace	transform

### Financial

account for	appraise	calculate	finance	plan	research
adjust	audit	compute	forecast	procure	transfer
administer	balance	control	manage	project	
allocate	buy	develop	market	purchase	
analyze	budget	estimate	monitor	reconcile	

### Helping

advise	clarify	encourage	forecast	orient	refer
advocated	coach	enlist	foster	predict	rehabilitate
aided	counsel	ensure	guide	prescribe	represent
anticipated	demonstrate	evaluate	handle	protect	serve
assessed	diagnose	expedite	harmonize	provide	support
assisted	educate	facilitate	moderate	reconcile	utilize
care for	enable	familiarize	observe	rectify	volunteer

## ***Management***

administer	contract	dispense	maintain	propose	set goals
account for	consolidate	employ	orchestrate	protect	schedule
analyze	consult	evaluate	order	realize	supervise
appoint	decide	execute	organize	recommend	terminate
approve	delegate	formulate	oversee	recruit	unify
assign	determine	handle	plan	regulate	withdraw
assume	develop	head	perfect	review	
attain	devote	hire	preserve	revitalize	
chair	direct	leverage	prioritize	reward	
choose	dispatch	manage	produce	save	

## ***Organizational***

approve	cut	identify	operate	retrieve	streamline
arrange	diagram	implement	organize	revamp	stretch
catalogue	dispatch	inspect	pinpoint	revise	substitute
classify	distribute	integrate	prepare	schedule	systematize
collaborate	enlist	interface with	prioritize	screen	tabulate
collect	execute	join	process	set up	target
compile	expedite	list	record	shape	update
conserve	extract	log	reshape	specialize	validate
consolidate	generate	monitor	reorganize	specify	

## ***Research***

acquire	collect	determine	identify	modify	summarize
amplify	compare	disprove	inspect	organize	survey
analyze	conduct	evaluate	interpret	process	systematize
calculate	critique	examine	interview	review	test
chart	diagnose	extract	investigate	research	trouble-shoot
clarify	design	formulate	locate	study	

## ***Results***

achieve	complete	establish	initiate	pioneer	standardize
accelerate	compound	exceed	introduce	prove	succeed
accomplish	contribute	excel	launch	reduce	transform
add	decrease	expand	lower costs	re-establish	trim
advance	double	extend	map	resolve	triple
attain	effect	fortify	maximize	restore	validate
augment	eliminate	improve	measure	selected as	widen
award	enlarge	increase	obtain	stabilize	won

## ***Teaching***

accept	coach	educate	identify	modify	simplify
adapt	command	elaborate	implement	motivate	solicit
advise	communicate	elicit	incorporate	observe	speculate
actively	compliment	emphasize	indicate	organize	state
analyzes	consider	enable	infer	persuade	stimulate
apply	cooperate	encourage	inform	ponder	structure
appraise	coordinate	evaluate	initiate	postulate	synthesize
assess	correct	excite	inquire	praise	systematize
assign	define	explain	instruct	provoke	teach
attend	demonstrate	explore	interact	question	tell
calm	designate	facilitate	integrate	reinforce	thank
categorize	develop	focus	investigate	rephrase	theorize
challenge	direct	generate	judge	reward	train
choose	discipline	guide	listen	set goals	tutor
clarify	doubt	hypothesize	model	set standards	

## ***Technical***

activate	construct	devise	maintain	rehabilitate	sell
assemble	contrive	display	navigate	remodel	service
began	convert	engineer	operate	repair	solve
build	deliver	exhibit	overhaul	resolve	supply
calculate	design	fabricate	participate	retrieve	train
compute	detect	install	program	screen	upgrade

**College Address**

123 Thomas Jefferson Lane  
Charlottesville, VA 22058  
434-555-5555

**Permanent Address**

123 Homecooked Meal Road  
Richmond, VA 23362  
804-555-5555

**EDUCATION**

**University of Virginia**, Charlottesville, Virginia  
*Bachelor of Science, Computer Engineering*  
Computer Skills: Pascal, C++

May 2010  
Overall GPA: 3.17

**Lee-Davis High School**, Mechanicsville, VA  
Class Rank: 6/301

June 2006  
Overall GPA: 3.9

**LEADERSHIP EXPERIENCE**

**Pakistani Student League**, University of Virginia  
Treasurer (2008)

August 2007-present

- ❖ Manage a budget of \$10,000 for program and social event allocation, use Microsoft Excel to maintain budget
- ❖ Prepare annual budget proposal

**School Board Committee**, Charlottesville, VA  
Student Committee Member

September 2007-June 2008

- ❖ Participated in school board budget reviews in preparation for decision-making process concerning anticipated budget cuts
- ❖ Assisted with designing and implementing college preparatory programs geared to first generation college students
- ❖ Served as liaison between committee and group of volunteer tutors/mentors

**Hollymead Pool**, Mechanicsville, VA  
Head Lifeguard

June-August 2007

- ❖ Successfully rescued 3 swimmers; promptly administered first aid and alerted emergency personnel
- ❖ Enforced swimming rules
- ❖ Trained, created work schedules, rotated and assigned breaks for staff of 5 lifeguards
- ❖ Supervised maintenance of pool and pool area

**Wal-Mart**, Mechanicsville, VA  
Cashier

October 2005-April 2006

- ❖ Operated computerized cash register and handled on average \$3,00 daily
- ❖ Received Great Excellence Award for exceptional customer service
- ❖ Developed solid product knowledge and marketed merchandise to customers
- ❖ Processed new inventory, created displays, and maintained organized store floor end dressing rooms

**INTERESTS**

Running marathons, tenor saxophone and photograph

# ELIZABETH CAVALIER

etc@virginia.edu

School:  
101 Cavalier Drive  
Charlottesville, VA 22903  
434-555-1212

Permanent:  
200 Stadium Drive  
Boston, MA 02154  
617-899-4546

---

## OBJECTIVE

To obtain a job in engineering that utilizes experience in technology.

## EDUCATION

UNIVERSITY OF VIRGINIA, SCHOOL OF ENGINEERING AND APPLIED SCIENCE  
B.S. Systems and Information Engineering  
Cumulative GPA: 3.0; Major GPA: 3.78

Charlottesville, VA  
May 2009

### Related Coursework

- Data Communications
- Human Computer Interface
- Operations Research/Network Modeling and Design
- Business Software Development

## RELATED WORK EXPERIENCE

### GENUITY, INC. (formerly GTE INTERNETWORKING)

Columbia, MD

*Network Controller/Summer Intern*, Network Operations Center

Summer 2008

- Troubleshoot data communication problems including fault isolation, equipment fault detection, and circuit outages.
- Developed network management/monitoring scripts using UNIX and PERL.
- Performed remote monitoring of dial-up, routing, and other network equipment.
- Attended professional training classes in ATM, TCP/IP, Ascend Max, T1/T3 Technologies and UNIX.

### DEPARTMENT OF COMPUTER SCIENCE, UNIVERSITY OF VIRGINIA

Charlottesville, VA

*Web Assistant*

Spring-Summer 2007

- Designed and implemented a website for the Department of Computer Science using HTML, JavaScript, and Photoshop.

### HUGHES NETWORK SYSTEMS

Germantown, MD

*Summer Intern*, DirecPC Engineering Test Group

Summer 2006

- Installed DirecPC hardware/software and various Operating Systems.
- Configured and installed the Portmaster and Cisco Switch.
- Performed ping tests to insure network connections.
- Revised and edited Oracle forms using the form builder and SQL.

## SKILLS

**Operating Systems:** Windows NT, MacOS, UNIX, SunOS

**Applications:** Microsoft Office (Access, Excel, FrontPage, PowerPoint, Publisher, Word), SilverScreen, Photoshop, Visual Basic, Visual InterDev, Oracle

**Programming Languages:** PASCAL, C++, HTML, SQL, UNIX scripting, PERL

**Languages:** Written and reading proficiency in Chinese

## LEADERSHIP AND PROFESSIONAL ACTIVITIES

Society of Women Engineers (Co-Webmaster, Secretary, Treasurer)

Fall 2006-present

Engineering Student Council (Student Advisor)

Fall 2007-present



# JACQUELINE SALERNO

(434) 222 2456

1235 Evergreen Circle, Charlottesville, VA 22901

jsalerno@virginia.edu

## EDUCATION

*University of Virginia*, Charlottesville, VA

May 2009

*M.A. French Literature*

Elected by fellow graduates students to serve as a liaison between students and faculty at all department meetings; Nominated for Departmental Graduate Teaching Award for 2008-2009

*Instituto Cervantes*, Paris, France

August 2006

Spanish as a Foreign Language Certificate

*Alliance Française*, Paris, France

September 2004

Degree to teach French as a Second Language

*Université Stendhal*, Grenoble III, France

June 2000

Equivalent to a B.A. in English and German

## LANGUAGES

French: native speaker

Spanish: fluent

English: fluent

German: reading and speaking proficiency

## TEACHING

*University of Virginia, French Department.*

August 2007–present

*Foreign Language Institute House Director (Summer 2008):* Prepare evening activities, coordinate test reviews, and tutor students who need extra help. As instructor will review material taught in the morning class and prepare cultural activities each afternoon.

*Teaching Assistant:* Teach intermediate (201-202) French courses with responsibility for preparing and leading two sections of 21 students each. Solely responsible for teaching French 201 in Summer 2008 and chair the same course in Spring 2003, which includes preparing the syllabi, suggesting composition topics, creating the first test and organizing all other tests and the final exam.

*Altavista Combined Schools*, Altavista, VA. *French and Spanish Teacher*

September 2007–June 2008

Prepared weekly lesson plans, taught French I-V and three classes of Spanish I, composed of middle school and high school students; was homeroom teacher for French I class. Attended faculty meetings and conducted parent-teacher conferences. Directed the French Club and organized monthly cultural activities, established pen-pal program with French high school.

*Alliance Française*, Paris, France. *French Teaching Assistant*

July 2004–April 2005

Organized lesson plans and taught Elementary, Business and Civilization courses. Emphasis was placed on the use of authentic and semi-authentic documents and the sole use of French due to the multicultural audience.

*Pierre Overall*, Paris, France. *French Teacher*

March–September 2005

Prepared and taught Intermediate courses to Austrian high school students on vacation in Paris. Reviewed grammar by developing creative and useful activities in order to prepare students for afternoon visits of Paris and surroundings.

*Centre Scolaire*, Le Péage de Roussillon, France. *English Teacher*

January–February 2002

Planned weekly work with other colleagues and was in charge of teaching introduction (6<sup>th</sup> and 7<sup>th</sup> graders) intermediate (9<sup>th</sup> graders) and advanced (11<sup>th</sup> graders) courses to native French speakers. Attended faculty meetings and conducted parent-teacher conferences. Served as homeroom teacher for 7<sup>th</sup> graders.

## ADDITIONAL EXPERIENCE

*Opéra National de Paris*, Paris, France, *Travel Agent Liaison*

October 2002–April 2007

*A.E.G. Elektrowerkzeuge*, Stuttgart, Germany, *Export Service Trainee*

March–July 1996

Local Address:  
893 14<sup>th</sup> St.  
Charlottesville, VA 22903

Inita Help  
[ith3r@virginia.edu](mailto:ith3r@virginia.edu)

Permanent Address:  
316 Chocolate Ave.  
Hershey, PA 16432

## Education

### University of Virginia

Bachelor of Arts, expected May 2009  
Major: Biology Minor: Economics

GPA: 2.87

## Work Experience

### University of Virginia Hospital, Charlottesville, VA

*Pediatric Care Unit Volunteer*

9/07-present

- Assist physicians, nurses, and staff with minor medical procedures as well as clerical operations.
- Interact with patients and families to provide emotional support during hospital stay.
- Also aid classroom staff with educational activities for pediatric patients.

### Dogwood Investment Management, LLC, Philadelphia, PA

*Client Associate*

5/08-8/08

- Talked with clients. Assisted Security Analyst in performance composites.

### Matthew G. Tooth, D.D.S., Hershey, PA

*Hygienist Assistant*

8/06

- Assisted pediatric dental clinic staff with dental procedures as well as office administrative operations.

### Hershey Band Camp, Hershey, PA

*Teaching Assistant—flute*

6/05-7/05

- Assisted in teaching flute technique and performance skills to children of all ages.

## Activities

### University of Virginia Opera Workshop

*Member—first chair flute*

9/06-present

### National Society of Collegiate Scholars

*Member*

9/07-present

- Perform volunteer and service activities for UVA and community.

### Honor Council

*Representative*

9/05-12/05

- Coordinated activities and events for residence hall members.

## Special Skills and Interests

Languages; English, Punjabi, French

Working knowledge of Microsoft Word, Excel, and PowerPoint. Widely traveled, strong interpersonal and communication skills.

Current Address:  
893 14<sup>th</sup> St.  
Charlottesville, VA 22903

List relevant courses to the job, particularly those beyond your major (i.e. electives and special topic courses).

## AFTER

Permanent Address:  
316 Chocolate Ave.  
Hershey, PA 16432

### EDUCATION

**University of Virginia (UVa)**  
B.A. Biology, Minor: Economics

Lead-off your statements with a variety of power words to show the reader you possess many skills.

May 2009

**Related Coursework:** Advanced Microeconomics; Statistics; Economics of Health; Corporate Finance

### RELATED EXPERIENCE

*Pediatric Care Unit Volunteer, University of Virginia Hospital, Charlottesville, VA* September 2007-present

- Assist physicians, nurses, and staff with minor medical procedures as well as clerical operations.
- Interact with patients and families to provide emotional support during hospital stay.
- Aid classroom staff with educational activities for pediatric patients.

*Client Associate, Dogwood Investment Management, LLC, Philadelphia, PA* May 2008-August 2008

- Collaborated with Security Analyst to complete performance composites for potential investors.
- Operated extensively with contacts at Merrill Lynch and Pershing to perform accounting-related activities for clients.
- Communicated with clients and their professional advisors, including accountants and attorneys.
- Worked closely in small business environment with Portfolio Manager and Director of Client Services.
- Proficient with AXYS, popular asset management program, Excel, and Microsoft Office applications.

*Hygienist Assistant, Matthew G. Tooth, D.D.S., Hershey, PA* May 2006-August 2006

- Supported pediatric dental clinic staff of ten with dental procedures.
- Cleaned, sanitized, and maintained instruments and equipment.
- Greeted patients, escorted them to treatment rooms, and created comfortable environment.
- Recorded medical and dental histories of patients.

*Flute Teaching Assistant, Hershey Band Camp, Hershey, PA* June 2005-July 2005

- Taught flute technique and performance skills to 25 children, aged nine to 16, for 25 hours per week.

### ADDITIONAL EXPERIENCE

*Active Member, National Society of Collegiate Scholars, Charlottesville, VA* September 2007-present

- Recruit members through fliers, emails, and letters to potential candidates. Assist four officers in running of monthly meetings for over 200 members.
- Perform volunteer and service activities for UVA and community, including monthly park clean-up project and "sponsor a family for Thanksgiving" project.

*Server, Applebees, Hershey, PA* May 2007-August 2007

- Worked collaboratively with team of ~20 cooks, hosts, and busers to provide quality dining experience.
- Recorded, processed, and delivered orders for up to 5 tables simultaneously.
- Resolved customer complaints immediately and professionally.

*Representative, Honor Council, Charlottesville, VA* August 2005-May 2006

- Coordinated activities and events for 100 residence hall members.
- Raised funds of \$500 through campus-wide bake sale.

### LANGUAGES

Fluent English, Fluent Punjabi, Proficient French

Use numbers to show the scope of your accomplishments and give range to your duties.

Any time you talk about money, be sure to state the amounts.

Bobby Business  
3902 E. Market St., Charlottesville, VA, 22903  
434-999-0001  
[bbusiness@virginia.edu](mailto:bbusiness@virginia.edu)

## EMPLOYMENT

This area is a poor use of space. Best to use a different resume layout to maximize your descriptions to let the reader know that you possess many skills, abilities, and accomplishments

UBS Investment Bank, *New York, NY* Summer 2008

### Summer Analyst

Built financial models, analyzed financial statements, worked on fairness opinions, created hostile defense profiles, etc.

Transaction experience:

- \$1.7 billion global industrials deal
- \$1.3 billion sale of Beaver Dam Corp. to More Money LLC
- \$500 million consumer products deal
- \$380 million healthcare deal
- \$120 million insurance deal

Blue Associates, Inc, *Charlottesville, VA* August 2008-present

### Project Assistant Intern

Serve as researcher and data analyst on EPA contracted principles at environmental consulting firm. Provide primary data analysis and regulatory research for mobile source emissions trends report. Other duties include EPA rule-making support, software QA testing, contract proposals preparation and reviewing/proofing of drafts

LON, Inc, *Hoover, MA* Summer 2006

### Independent Representative

Procured customers for local, long distance, and small business telephone services as well as natural gas and electric utility services. Promoted and sold services through presentations, sales meetings, and bill analyses. Provided ongoing review of customers' bills and options.

## EDUCATION

University of Virginia, *Charlottesville, VA* 2005-present

In process of earning degree in Foreign Affairs and Economics

Elm High School, *Virginia Beach, VA* 2004

### Graduate

## ACTIVITIES

Soccer Organization of Charlottesville-Albemarle, *Charlottesville, VA*

Lead two local co-ed teams of 20 children in Charlottesville-Albemarle community, ages 5-8.

APO fraternity, *Charlottesville, VA*

Perform over 35 hours of community service per semester with 200 other fraternity members. Enforce attendance policy. Formulate major service projects in city of Charlottesville and surrounding community.

IR Organization, *Charlottesville, VA*

Prepared UNSC for high school conference.

Lead off with education if you are a full time student.

## AFTER

### Current Address:

3902 E. Market St.  
Charlottesville, VA 22903  
434-999-0001

### Bobby Business

bbusiness@virginia.edu

### Permanent Address:

4890 Moneymaker Ln.  
Boston, MA 03164  
978-555-0123

## EDUCATION

**University of Virginia**, Charlottesville, VA

B.A. Foreign Affairs & Economics, GPA: 3.33

May 2009

## BUSINESS EXPERIENCE

**Blue Associates, Inc.**, *Project Assistant Intern*, Charlottesville, VA Summer 2008-present

- Serve as researcher and data analyst on Environmental Protection Agency (EPA) contracted principles at environmental consulting firm.
- Provide primary data analysis and regulatory research for mobile source emissions trends report.
- Support EPA rule-making, testing software QA, prepare contract proposals, and review and proof drafts.

**UBS Investment Bank**, *Summer Analyst*, New York, NY

Summer 2007

- Built financial models, analyzed financial statements, worked on fairness options, created hostile defense profiles, conducted due diligence, and assisted deal teams in a variety of other tasks.
- Supported major transactions, including \$1.7 billion global industrials deal, \$1.3 billion sale of Beaver Dam Corporation to More Money LLC, \$500 million consumer products deal, \$380 million healthcare deal, and \$120 million insurance deal.

**LON, Inc.**, *Independent Representative*, Hoover, MA

Summer 2006

- Procured customers for local, long distance, and small business telephone services as well as natural gas and electric utility services.
- Promoted and sold services through presentations, sales meetings, and bill analyses.
- Provided ongoing review of customers' bills and options.

## LEADERSHIP EXPERIENCE

**Soccer Organization of Charlottesville-Albemarle**, *Coach*, VA

Fall 2007-present

- Led two local co-ed teams of 20 children in Charlottesville-Albemarle community, ages five-eight years old.
- Run weekly practices, keep in contact with children's parents, coach games on Saturdays.

**Alpha Phi Omega Fraternity**, *Chairman*, Charlottesville, VA

Spring 2007-present

- Perform over 35 hours of community service per semester with 200 fraternity members.
- Enforce attendance policy.
- Formulate major service projects in city of Charlottesville and surrounding community, including elementary school beautification, nursing home visits, and reading to the elderly program.

**Internal Relations Organization**, *Chairman*, Charlottesville, VA

Fall 2006-Spring 2007

- Prepared and presided over United National Security Council at Virginia Model United Nations Conference for over 30 high schools.
- Created 20 page background guide on three pressing international security issues.
- Moderated debates among 50 countries.
- Coordinated efforts of six staff members to provide realistic simulation.

If it is unclear from its title, provide a sense of what the organization does through the descriptions of your responsibilities.

Line up your dates on the right margin so they don't distract from your descriptions and to make your resume appear more balanced on the page.

---

---

**SUSAN B. PHOENIX**

123 University Way  
Charlottesville, VA 22901  
(434) 906-XXXX  
Phoenixsb123@virginia.edu

---

---

**REFERENCES**

Joy Pugh  
Assistant Dean  
Office of Residence Life  
University of Virginia  
(434) 465-2345  
pugh@virginia.edu  
Supervisor

Patricia Kent-Jones, Ph.D.  
Associate Professor  
Department of Economics  
University of Virginia  
(434) 465-0991  
kent-jones@virginia.edu  
Professor/Advisor

Drew Cash  
Executive Director  
Tango and Cash Investments  
Louis, Delaware  
(212) 469-5757  
dc45@yahoo.com  
Previous Supervisor

*Tip: There is no need for the phrase “References Available Upon Request” on your resume, it’s considered a given. References are generally listed on a separate page than your resume.*

开始写英文 CV，怎么描述自己相信对大家都是相当挠头的事。找了些比较实用的资料， 在这里 share 给大家。

CV 有多大用处？陶瓷的时候，某些学校网申的时候，找实习找工作的时候。。。用得相当广泛呀~~可见大家的 CV 不管何时何地都要准备，还要针对不同目的写不同的 CV 哟~~

我要写哪些内容？

陶瓷 CV 是比较专业导向或者技术导向的。一般有几大板块。

页眉写个人信息（姓名、地址、联系方式） 已经获得学位的可以写上学位 MS/MA, Ph.D/ MD

教育背景 Education

本科、硕士、博士教育的年月和地点

工作经历 Career 实习应该可以算在这里。如果错了大家提意见哈~

语言 Language

中文：native speaker 英文：一般写 fluent 列考试成绩更有说服力

学术背景 Academic Experience

接受教育期间和工作期间做的学术项目

学术成就 Academic Achievements

学术（会议）文章、专利等

其他经历 Other Experience

培训、义工、社团、学生会、各种竞赛

成就 Achievements

获奖情况

最后两个对技术方向申请不一定有帮助，可以简写。

我该用什么词？

描述自己参与了什么，完成了什么该用什么词？有以下几个原则：

原则一：用主动词来描述你的经历中文的简历喜欢把年月摆出来后直接以名词打头。比如 2012.9 某某实验室研究助理

英文则更倾向于用动词，主动词来描述。比如 9/2012 Acted as a research assistant in Prof.A's lab, B city, China

原则二：动词也要有变化

"launched", "created"

"managed a..." "...published..." or "...attended..."

"...held primary responsibility for..."

"increased sales/profits/customers by..."

以下是网络摘抄哈~太久了忘了抄哪个国外网站了，找到了再把引用源补上。：

These are some general examples of positive "action/achieving" words to use when applying for jobs:

achieved	created	improved	proficient
administered	designed	initiated	profitable
analyzed	developed	lead	qualified

built	directing	managed	resourceful
capable	efficient	monitored	specialized
competent	established	organized	successful
communicated	expanded	participated	supervised
consistent	experience	positive	trained
controlled	guided	processed	versatile
coordinated	implemented	produced	willing

## MIT Career Development Center 提供的 Action Verbs

### Management Skills

Administered Analyzed Assigned Chaired Consolidated Contracted Coordinated Delegated  
Developed Directed Evaluated Executed Organized Oversaw Planned Prioritized Produced  
Recommended Reorganized Reviewed Scheduled Supervised

### Communication Skills

Addressed Arbitrated Arranged Authored Co-authored Collaborated Corresponded Developed Directed Drafted Enlisted Formulated Influenced Interpreted Lectured Mediated Moderated Negotiated Persuaded Promoted Proposed  
Publicized Reconciled Recruited Spoke Translated Wrote

### Research Skills

Clarified Collected Critiqued Diagnosed Evaluated Examined Extracted Identified Inspected  
Interpreted Interviewed Investigated Organized Reviewed Summarized Surveyed Systemized

### Technical Skills

Assembled Built Calculated Computed Designed Devised Engineered Fabricated Maintained  
Operated Pinpointed Programmed Remodeled Repaired Solved Operated Pinpointed Programmed  
Remodeled Repaired Solved

### Teaching Skills

Adapted Advised Clarified Coached Communicated Conducted Coordinated Developed Enabled  
Encouraged Evaluated Explained Facilitated Guided Informed Instructed Lectured Persuaded Set  
goals Stimulated Taught Trained

### Financial Skills

Administered Allocated Analyzed Appraised Audited Balanced Budgeted Calculated Computed  
Developed Managed Planned Projected Researched

### Creative Skills

Acted Conceptualized Created Customized Designed Developed Directed Established Fashioned  
Illustrated Instituted Integrated Performed Planned Proved Revised Revitalized Set up  
Shaped Streamlined Structured

### Helping Skills

Assessed Assisted Clarified Coached Counseled Demonstrated Diagnosed Educated Facilitated  
Familiarized Guided Inspired Motivated Participated Provided Referred Rehabilitated Represented  
Reinforced Supported Taught Trained Verified



### Clerical or Detail Skills

Approved Arranged Catalogued Classified Collected Compiled Dispatched Executed Filed  
Generated Implemented Inspected  
Monitored Operated Ordered Organized Prepared Processed Purchased Recorded Retrieved  
Screened Specified Systematized Tabulated Validated

### Stronger Verbs for Accomplishments

Accelerated Achieved Attained Completed Conceived Convinced Discovered Doubled Effect  
Eliminated Expanded Expedited Founded Improved Increased Initiated Innovated Intro  
duced Invented Launched Mastered Originated Overcame Overhauled Pioneered Reduced  
Resolved Revitalized Spearheaded Strengthened Transformed Upgraded

### 原则三：版面简洁

排版统一，注意对齐。两边空白不要太多也不要太窄。不要有花哨的界面和设计。

### 我如何突出自己的优势？

技术申请的亮点永远在技术上。强调你参与的项目、事情、实验。在其中承担的任务，解决了什么问题，收获了什么结果。

可以花两到三行描述你的贡献。即使是很小的事情也可以写出深刻来，挖掘细节怎么都过分。

等我找到合适的例子了补上来哈～或者有研究经历不多简历不知道怎么写饱满的同学跟贴提问，咱们实例改改？

### 我不知道如何开始下笔怎么办？

1、平时做个有心人。大学里也许能参与的项目很多。各种社团活动，竞赛，校园活动，学术论坛.....要记得至少每学期把它们都记下来哦～不光是回顾了自己成长的历程，知道时间花在哪儿了，还有助于提取精华给简历添色呢～

2、任何简历都是从简单罗列和流水账开始的。我会保留一个流水账式巨细的版本，再根据需要删减或者添加内容，加强侧重点。然后就形成了各种版本，针对各种目的。还可以扩充扩充写成 Personal Statement 的重要部分，是不是很好用呀～～😁

### 什么事情不要做？

1、最好不要有艳色块。如果真想用，可以用淡淡的浅灰、藏青、砖红、浅棕（知名咨询公司们常用的加强说服力颜色）来分隔一下不同板块的内容（统一用一个色调哦），并且将透明度调高（若隐若现～）防止阅读疲劳。但总的来说要把注意力引导到你的内容上而不是设计上。

2、自我评价不需要。中式的自我评价会给人空泛不可信的印象。你凭什么这样自己评定自己？这是不公平的态度哦。当然，如果有事例支持也许也勉强可以吧。。用数据和事实说话是最直接有效的方式。