



# Resume Writing

AUBURN UNIVERSITY CAREER CENTER  
YOUR CAREER. OUR MISSION.

303 MARTIN HALL | 334.844.4744 | AUBURN.EDU/CAREER

## A RÉSUMÉ...

- Summarizes your work and/or activity experiences, educational background and skills that relate to the job you are seeking in one to two pages.
- Is a document that arouses interest and helps you obtain an interview so you can sell your strengths in person.

*A **curriculum vita** (CV) is a comprehensive biographical statement, usually three or more pages in length. See **CV Tip Sheet** for more information.*

## RÉSUMÉ BASICS

- Be accurate and honest
- Avoid mistakes
- Be consistent in format and style in overall page design
- Omit high school information unless relates to objective
- Use matching style for résumé, letter and reference page
- Print on quality paper and printer, if applicable

## A RÉSUMÉ IS USED TO OBTAIN...

- Interviews for internships, seasonal, part- and full-time jobs
- Admission to graduate/professional school
- A leadership position in an organization

## RÉSUMÉ FORMAT OPTIONS

### Chronological

Use this style when work experience, education or activities are strong and relevant to your objective; previous job titles or company names sound impressive; job history shows growth or to emphasize specific career-related accomplishments.

- List experiences from present to past, primarily focusing on accomplishments and skills used.
- Highlight progression and growth through job titles and/or names of employers.
- Caution: This style makes non-impressive job titles and frequent changes in career path clearly visible.

### Functional or Skills-based

Use this style to deemphasize irrelevant job titles and work history in order to draw attention to transferable skills.

- Highlight demonstrated skills and abilities by organizing categories around major areas of accomplishment to best support job objective rather than dates.
- Draw from all sources of experience (jobs, volunteering, activities and coursework) to describe skills.

### Combination

- Combine aspects of chronological and functional formats.
- Emphasize both work history and skills/accomplishments equally.

## RÉSUMÉ CONTENT

Here is a list of sections most often used in a standard résumé. Include and organize sections based on what you want to emphasize as relevant to the position you are seeking.

### Heading/Personal Information

- **Name:** May include “nickname” or (nickname)
- **Address:** Permanent and/or current addresses
- **Phone Number:** Differentiate between work and cell
- **Email Address:** In black and not underlined
- **Personal Website:** If appropriate

### Summary of Qualifications (Optional)

In a “national survey of 600 hiring managers, the overwhelming majority said the most important part of your resume is the Summary of Qualifications section.” Employers reported they read the summary first and if it caught their attention, they slowed down to give the applicant more careful consideration. Hiring managers also reported only about 5% of resumes received contained this key section.

This section should consists of four to six bullets that present an overview of your experience, accomplishments, talents, work habits, and skills. “Think of it as a mini-outline of you; a highly influential summation of the specifics you bring to the job.”

Resource: <http://robinryan.com/resumeQuiz.htm>

### Summary of Qualifications Samples

- Proven track record of leadership, leading team to start organization, be recognized by the University and recruit 300 members
- Responsible for customer service and production during shift as well as managing 10 staff members
- Proficient interpersonal and presentation skills utilized both in one-on-one settings and group presentations to students, alumni, parents and community leaders
- Recognized for superior problem-solving, project management, relationship building, and strategic planning skills.

Do not lie, exaggerate or misrepresent your skills. Highlight your experience and accomplishments based on solid facts.

### Objective (Optional)

The objective is another option (but should not be used with the Summary) to introduce yourself to the reader, and it sets the tone for your résumé, demonstrates professional direction and indicates the type of work you are seeking. The objective says, “This is what I want to do,” and “These are the skills I want to utilize.” The rest of the résumé says, “This is why I am qualified to do it.”

Be careful not to repeat information in your cover letter and that you do not narrow your employment opportunities too much.

*Include this type of information:*

- Level of position, job title or industry area
- Type of organization or department that interests you
- Description of job activities you wish to perform
- Interests, knowledge or skills you wish to contribute to the organization
- Long and/or short term goals

*Your objective should do the following:*

- Fit your background/career desires
- Show your confidence in career goals
- Be clear and concise, indicating how your abilities, skills and background relate to your objective

One that states the obvious is not worth listing!

### **Sample Objectives**

- Management position in production utilizing my expertise and organization skills, supporting my commitment to customer service, employee development and continuous improvement.
- Operations management position at a major operating facility for a growing pulp and paper or related company, fully utilizing management, communication and problem-solving skills.

### **Education**

- See resume sample on p. 4 for formatting tips
- List in reverse chronological order
- Grade point (if 3.00 and above; do not round up)
- Awards/Honors/Scholarships (if more than three, use a separate section)
- Percentage of schooling paid for by self
- Study abroad experiences
- Special training, trade schools or workshops

### **Related Coursework**

This might be included in the Education section or as a separate section. Use it when you are lacking related experience but want to demonstrate relevant academic training and knowledge by listing specific course titles.

### **Experience**

- See resume sample on p. 4 for formatting tips
- List in reverse chronological order
- Include all types of *relevant* experience including full-time, part-time and summer positions; volunteer work, internships, self-employment, research projects and activities if the skills that were developed in those activities are directly related
- Create two sections, Related Experience and Other Experience if needed
- Determine whether to list job title or employer first by what is more impressive, just be consistent
- Describe job duties using phrases that begin with active verbs (see p. 5)

### **Honors, Activities, Research or Professional Affiliations**

Include activities that demonstrate job-related skills, leadership or membership in career related organizations.

### **Key Skills**

*Computer:* List as specifically as possible indicating proficiency level. If seeking a technology position, include more specific sections to include programming languages, hardware, software, operating systems, databases, peripherals, etc.

*Foreign Language:* Indicate your level of written, reading and oral proficiency in each.

### **Miscellaneous Information** (space allowing)

Add additional categories that reflect your uniqueness, such as interests or volunteer work, publications, presentations and hobbies, but always consider the relevance that category and its contents have to your objective and/or the position at hand.

- Willingness to travel
- Willingness to relocate or geographic preference
- Date of availability
- Special interests

### **REFERENCES**

Simply list "Available upon request" on your resume. List references on a separate page and always obtain permission and keep references informed of the positions you are pursuing. Reference information should include:

- Complete name (using Mr., Miss, Mrs., Ms. or Dr.)
- Job title
- Name of the organization
- Work address
- Phone number (ask if they prefer work or home)
- Email address

### **Choosing your references**

- Brainstorm a list of people who will speak highly of your past work performance (job, class work, research, etc.).
- A colleague may also provide a strong reference if you worked on a team project together.
- Character/personal references should only be provided if requested or if your choices are limited.
- Generally, provide three to five references.
- Ask the people you have selected if they will serve as a positive reference, and do not provide their names to an employer without asking first.

### **Preparing your reference page**

Check spelling of each reference's name, company, official job title, and address. Learn what phone number and email address they want used.

### **Educating and informing your references**

- Provide a copy of your résumé to your references so they may speak intelligently about your background and strengths.

- Inform them of the kind of positions you are seeking.
- Coach them about the skills and strengths you would like them to emphasize.
- Notify them of every position you apply for so they may anticipate the call and are prepared to “sell” you for that particular position.
- Thank your references and notify them when you accept a position.

## TIPS FOR RÉSUMÉ WRITING

**Paper/Ink:** Use at least 50% cotton, 8 1/2” x 11” résumé paper, and use same paper for cover letter and reference page. Print in black ink on white, ivory, beige or light gray paper.

**Fonts:** Use popular, non-decorative typefaces such as Arial and Times New Roman. Type the body in 10-12 point font and your name in 16 point or larger.

**Margins:** Use 1/2” to 1” margins on all four sides.

**Length:** Recent graduates should limit résumés to one page unless a second page is essential for details or to prevent crowding on the first page. If you use a second page, type your name and “page 2” on the top of the second page.

**Proof for Errors:** Résumés take a long time. Have Career Center staff, professors, family and peers critique yours.

**Custom Design:** Vary your résumé for different environments. Change the objective/summary and content with every position and perhaps even the content/format. Avoid using templates.

**Attention Getting:** Most readers will only spend 20-30 seconds on the initial scan of your résumé. Readers prefer bullets, bold print and indentions to guide their eyes quickly to main points.

**Accentuate the Positive:** Highlight accomplishments, not just duties. Show how you contributed to or impacted the employer.

**Action Verbs:** Do not use passive (-ing) verbs. Keep the verb tense consistent with the dates you list: past activities should be in past tense and current activities in present tense.

**Numbers:** Quantify your statements by using numbers, statistics and percentages.

**Punctuation:** Be consistent with how you punctuate or do not punctuate the end of bulleted statements.

## DO NOT...

- Make it too long, but do highlight the major areas which will help get you the interview.
- List just your job title, company and dates or extracurricular activities. Communicate your responsibilities and accomplishments in the position(s).
- Use “I,” “My” or “Our”; exception is the Objective.
- Date your résumé or entitle it “RÉSUMÉ.”
- Introduce anything that could be perceived as a negative.
- Refer to religion, political party or national origin (or use statements that may indicate these) or recognize that you open yourself to unwelcome discrimination despite

legislation and ethical concepts that make it wrong to discriminate because of race, religion or national origin. There is still much prejudice either open or hidden. Consider using general terms to indicate experience in one of these areas.

- Include salary information.
- Forget to proofread your résumé several times.
- List references. Prepare a separate page.
- Ruin a well prepared and carefully developed résumé by poor format, crowding or sloppy reproduction. Leave adequate margins and use quality résumé paper.
- Send a résumé without a cover letter.
- Use an email address that is unprofessional.
- Include race, gender, high school information (unless it is relevant), marital status, height/weight, birthplace, birth date or photograph.

## RÉSUMÉ MAILING (IF APPLICABLE)

Use either a business envelope that matches résumé paper or a large manila envelope that does not require that you fold it. Always send a cover letter with your résumé, placing it on top of the résumé. Do not staple pages, use paperclips.

## FREE RÉSUMÉ REVIEW RESOURCES

**E-Résumé Review:** Email resume to [eresume@auburn.edu](mailto:eresume@auburn.edu) for feedback within 48 hours.

**Résumé Drop-Off Service:** Bring a copy of your résumé by 303 Martin Hall to have a career counselor review it and provide feedback for you to pick up within 48 hours.

**Walk-in & Appointment:** To meet one-on-one with a career counselor, walk-in Monday - Friday, 12 noon - 4:00 p.m. or call 844.4744 to schedule an appointment. For assistance in scheduling an appointment in an accessible location, please call 334.844.4744.

## SKILLS/QUALITIES EMPLOYERS SEEK

Based on a survey printed in the NACE (National Association of Colleges and Employers) 2010 Job Outlook, employers recruiting college students, rated and ranked the following skills between very important and important:

1. Communication skills
2. Strong work ethic
3. Initiative
4. Interpersonal skills (relates well to others)
5. Problem-solving skills
6. Teamwork skills (works well with others)
7. Analytical skills
8. Flexibility/adaptability
9. Computer skills
10. Detail-oriented

Pursue work experiences and activities that develop these skills and traits. Then, make sure you communicate, via your résumé, cover letter and interview, that you have mastered these skills and qualities.

Resource: NACE, [www.naceweb.org](http://www.naceweb.org)

## RESUME FORMAT AND TIPS

**Name:** (nickname)

**Address:** Permanent and/or current addresses

**Phone Number:** Differentiate between work, cell or home

**Email Address:** School or professional. Deselect link.

**Personal Website:** If appropriate

**Be accurate and honest 100%**

Be consistent in how you list job title and employer

Create two sections, Related Experience / Other Experience to move more related positions to the top

Be consistent in punctuation

**Margins:** Use 1/2" to 1" margins on all four sides

**(space allowing)**

These categories reflect uniqueness but consider relevance:

Interests, volunteer work, hobbies, publications and presentations, willingness to travel or relocate, and date of availability

**High School Information:** Omit after freshman year unless related to position

Name	
<b>Current Address</b> ## Street City, ST ZIP	<b>Permanent Address</b> ## Street City, ST ZIP
phone number email address	
<b>OBJECTIVE OR SUMMARY</b> <ul style="list-style-type: none"> <li><b>Objective:</b> State specific job title and list skills you bring to position</li> <li><b>Summary/Highlight of Qualifications:</b> Summarize, in 3 - 5 bullets, the skills and personal traits you possess and that mirror the job description to best communicate you are a fit for the position/company. (Tips and Samples: p. 10)</li> </ul>	
<b>EDUCATION</b> <ul style="list-style-type: none"> <li><b>University;</b> City, ST</li> <li><i>Degree;</i> Majors; Date of Graduation</li> <li>GPA: #.##/4.0 (Overall is assumed. Add Major GPA if higher and label as such)</li> </ul>	
<b>APPLICABLE COURSEWORK</b> (Optional Section) Only list courses that fill a gap in resume or otherwise illustrate required knowledge that you have not yet utilized in a job (use columns)	
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li><b>Job Title;</b> Dates of Employment</li> <li><i>Employer;</i> City, ST</li> <li>List experiences present to past</li> <li>Include volunteer work, internships, co-ops, part- and full-time jobs and leadership positions if they relate to the position you are seeking</li> <li>Start each bullet with active verb/skill (past tense if experience is completed): p. 12</li> <li>Quantify: How many people did you supervise? How much money did you manage?</li> <li>Share successes, outcomes and improvements you made, not just duties of position</li> <li><b>Special/Senior Projects</b> <ul style="list-style-type: none"> <li>List leadership contributions and outcomes for class project if applicable to position</li> </ul> </li> </ul>	
<b>ACTIVITIES/HONORS/PROFESSIONAL MEMBERSHIPS</b> (Optional Section) <b>Organization,</b> <i>current position,</i> dates; <i>previous position,</i> dates List only those organizations (sports, clubs, student government and honoraries) where you contribute regularly and actively	
<b>KEY SKILLS</b> <ul style="list-style-type: none"> <li><b>Foreign Languages:</b> List oral, written and reading competency levels, not course years</li> <li><b>Computer:</b> Include hardware and software proficiencies, if seeking tech position, include more specific sections: programming languages, hardware, software, operating systems, databases, peripherals, etc.</li> <li><b>Certifications/Licenses:</b> List dates</li> <li><b>Personal:</b> List personal skills/traits that help make you a better candidate for position</li> </ul>	
<b>INTERESTS</b> (Very Optional Section) List interests and hobbies if you have space and if they are relevant to goals of objective	
<b>REFERENCES</b> (Optional Section) Available upon request (Tips: p. 11)	

**Printing:** Use 8 1/2" x 11" résumé paper and print in black ink on light, neutral paper

**Fonts:** Use Arial, Times New Roman or Garamond

*Name:* 16-22 pt  
*Headers:* 12-14 pt  
*Body:* 10-12 pt font

- List in reverse chronological order
- Grade point (if 3.0 and above)
- Awards/Honors/Scholarships (3 or more, add section)
- Study abroad experiences
- Special training, trade schools or workshops

**Be consistent in format and style**

- List activities that demonstrate job-related skills, leadership or membership in career related organizations.
- Honors/Awards may be separate
- Volunteer work may be separate

**Proof for Errors:** Have Career Center staff, professors, family and peers critique

**Length:** With less than 10 years of experience, limit to one page unless a second page is essential for details or to prevent crowding. Additional pages should be labeled with name and "page 2"

**Custom Design:** Avoid templates. Vary résumé for different environments. Change objective/summary and content with every position and perhaps even the content/format

**20-30 Second Scan:** Readers prefer the following to guide their eyes quickly to main points:

- Bullets
- Bold print
- Indentations

## ACTION VERBS

Choose action verbs that communicate applicable skills to an employer. If you are currently in the position, use present tense. If you are no longer in the position, use past tense. Use this list to brainstorm, but also look at old job descriptions, talk to current or past supervisors and utilize a thesaurus. Try to not use the same verb more than once or twice.

<b>SKILLS</b>	<b>Skills</b>	wrote	studied	<b>Creative Skills</b>	rehabilitated	flexible
<b>Leadership Skills</b>	addressed	<b>Research Skills</b>	upgraded	acted	represented	provide variety
administered	advertised	analyzed	utilized	adapted	resolved	autonomous
analyzed	arbitrated	clarified	<b>Teaching Skills</b>	began	simplified	team-oriented
appointed	arranged	collected	adapted	combined	supplied	supportive
approved	articulated	compared	advised	composed	supported	friendly
assigned	authored	conducted	clarified	conceptualized	volunteered	conservative
attained	clarified	critiqued	coached	condensed	<b>Organization Skills</b>	competitive
authorized	collaborated	detected	communicated	created	achieved	innovative
chaired	communicated	determined	conducted	customized	approved	results-oriented
considered	composed	diagnosed	coordinated	designed	arranged	customer-oriented
consolidated	conferred	evaluated	critiqued	developed	catalogued	highly-organized
contracted	consulted	examined	developed	displayed	categorized	systematic
controlled	contacted	experimented	enabled	drew	charted	improvement
converted	conveyed	explored	encouraged	entertained	classified	<b>PERSONALITY</b>
coordinated	convinced	extracted	evaluated	established	coded	<b>Direct / Decisive</b>
decided	corresponded	formulated	explained	fashioned	collected	results-oriented
delegated	debated	gathered	facilitated	formulated	compiled	independent
developed	defined	identified	focused	illustrated	corrected	initiative
directed	described	inspected	guided	initiated	corresponded	risk-taker
eliminated	developed	interpreted	individualized	instituted	distributed	decisive
emphasized	directed	interviewed	informed	integrated	executed	competitive
enforced	discussed	invented	instilled	introduced	filed	quick
enhanced	drafted	investigated	instructed	invented	generated	goal-oriented
established	edited	located	motivated	modeled	implemented	<b>Supportive</b>
executed	elicited	measured	persuaded	modified	incorporated	consistent
generated	enlisted	organized	set goals	originated	inspected	team-oriented
handled	explained	researched	simulated	performed	logged	deliberate
headed	expressed	reviewed	stimulated	photographed	maintained	specialist
hired	formulated	searched	taught	planned	monitored	patient
hosted	furnished	solved	tested	revised	obtained	attentive listener
improved	incorporated	summarized	trained	revitalized	operated	cautious
implemented	influenced	surveyed	transmitted	shaped	ordered	<b>Precise /</b>
increased	interpreted	systematized	tutored	<b>Helping Skills</b>	organized	<b>Reflective /</b>
initiated	interviewed	<b>Technical Skills</b>	<b>Financial/Data Skills</b>	adapted	prepared	<b>Reserved</b>
inspected	involved	adapted	administered	advocated	processed	diplomatic
instituted	joined	applied	adjusted	aided	provided	analytical
managed	judged	assembled	allocated	answered	purchased	accurate
merged	lectured	built	analyzed	arranged	recorded	fact-finder
motivated	listened	calculated	appraised	assessed	registered	systematic
organized	marketed	computed	assessed	coached	reserved	cautious
originated	mediated	conserved	audited	cared for	responded	attentive to detail
overhauled	moderated	constructed	balanced	clarified	reviewed	<b>Outgoing /</b>
oversaw	negotiated	converted	budgeted	collaborated	routed	<b>Optimistic</b>
planned	observed	designed	calculated	contributed	scheduled	persuasive
presided	outlined	determined	computed	cooperated	screened	enthusiastic
prioritized	participated	developed	conserved	counseled	served	people-oriented
produced	persuaded	engineered	corrected	demonstrated	submitted	verbal
recommended	presented	maintained	determined	diagnosed	supplied	articulate
replaced	proposed	operated	estimated	educated	standardized	optimistic
restored	publicized	overhauled	measured	encouraged	systematized	energetic
scheduled	reconciled	printed	planned	ensured	updated	
secured	recruited	programmed	prepared	expedited	validated	
selected	referred	regulated	projected	facilitated	Verified	
streamlined	reinforced	remodeled	reconciled	familiarized	<b>PERSONAL QUALITIES</b>	
strengthened	reported	repaired	reduced	furthered	<b>WORK ENVIRONMENT</b>	
supervised	resolved	replaced	retrieved	guided	fast-paced	
terminated	responded	restored		insured	structured	
transformed	solicited	solved		intervened		
	spoke	specialized		motivated		
	summarized	standardized		prevented		
	synthesized			provided		
<b>Communication</b>	translated					

**Resource:**  
broncojobs.wmich.edu

CHRONOLOGICAL RÉSUMÉ FORMAT SAMPLE

Ima Tiger

**Current Address:**

123 College Street  
Auburn, AL 36849

**Permanent Address:**

9999 Dream Street  
Sunshine, AL 36123

**SUMMARY OF QUALIFICATIONS**

- Energetic young professional seeking Public Relations Assistant Director position
- Innovative thinker with strong creative problem solving and analytical skills
- Strong communicator (verbal and written), experienced in technical writing, blogging and giving presentations
- Technologically savvy, proficient in utilizing Facebook and Twitter marketing strategies

**EDUCATION**

**Auburn University;** Auburn, AL | *Bachelor of Arts in Public Relations*; May 20xx  
• GPA: 3.5/4.0

**EXPERIENCE**

- XYZ Organization;** Auburn, AL | *Social Media Intern*; January 20xx - Present
- Create Facebook and Twitter post calendar (over four months), increasing links back to website by 65%
  - Collaborate with supervisor to develop Facebook ad
  - Develop social media standards for organization

**Social Sorority;** Auburn University, AL | *President*; March 20xx - Present

- Direct 10-member executive council to achieve chapter/national goals
  - Assess ideas and make recommendations for implementation
  - Served as liaison to 225 member organization and national organization
- VP of Marketing*; March 20xx - February 20xx
- Created, implemented and maintained social media and website
  - Managed print and promotional item design, printing and distribution
  - Communicated effectively with members, University administration and national representatives

**Sales Manager;** Summers 20xx, 20xx and 20xx | *We Are Hip Inc.*; Sunshine, AL

- Supervised five sales clerks
- Maintained budget, inventory and payroll

**TECHNICAL SKILLS**

**General Software:** Proficient in Microsoft Word, Excel, PowerPoint and Publisher  
**Design:** Proficient in Adobe Photoshop, InDesign and Illustrator  
**Social Media:** Proficient in Facebook, Twitter, NING and blogging

FUNCTIONAL RÉSUMÉ FORMAT SAMPLE

Frank A. Functional

222 Poplar Street | Opelika, AL 36801 | H: 334.000.0000  
C: 334.000.0000 | fafunction@auburn.edu

**OBJECTIVE**

To obtain advertising internship utilizing creative, writing and interpersonal skills

**EDUCATION**

**Auburn University,** Auburn, AL  
*Bachelor of Arts, English Major*; May 20xx  
• GPA: 3.80/4.00

**KEY SKILLS**

**Creativity**

- Created custom designed logo and promotional materials
- Designed weekly flyers to advertise social functions
- Developed ad lay-outs for school newspaper
- Applicable course work: Advertising, marketing and public relations

**Writing**

- Wrote, edited and distributed monthly newsletter for academic honor society
- Published fictional stories in annual campus literary magazine
- Promoted non-profit organization through press releases on state-wide level
- Applicable course work: business writing

**Interpersonal**

- Coordinated publication of newsletter with 22 fraternities, Greek Life Office, and printing company to meet deadlines
- Exceeded goals for campus newspaper ad sales
- Communicated via phone and face-to-face with patrons interested in learning about non-profit organization
- Applicable course work: Personal Selling, organizational behavior, communication in organizations, persuasive discourse

**Computer**

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher), Adobe Photoshop and Illustrator
- Proficient in social media: Facebook, Twitter, Ning
- Working knowledge of web page design

**EXPERIENCE/ACTIVITIES**

*Social Fraternity*, Publicity Chair; January 20xx - Present  
*The Plainsman*, Sales Rep; September 20xx - Present  
*Phi Beta Kappa*, Secretary; March 20xx - 20xx  
*National Kidney Foundation*, Intern; January - April 20xx

## COMBINATION RESUME FORMAT SAMPLE

<b>Cani B. Acombo</b> Box 999 Auburn University   Auburn, AL 36849 (334) 000-0000   cmbo@auburn.edu	
<b>OBJECTIVE</b>	Admittance into University of Mississippi Master of Arts in Creative Writing program
<b>EDUCATION</b>	<b>Auburn University:</b> Auburn, AL <i>Bachelor of Arts, English Major</i> ; May 20xx • GPA: 3.5/4.0
<b>WRITING EXPERIENCE</b>	<b>The Plainsman;</b> Auburn University; Auburn, AL <i>Editor</i> ; April 20xx-Present <ul style="list-style-type: none"> <li>• Proof incoming articles for weekly newspaper</li> <li>• Write editorial pieces published through national, local and campus print and social media</li> <li>• Create short stories for entertainment section bi-weekly</li> </ul> <b>Happy Summer Camp;</b> Statesville, GA <i>Creative Assistant</i> ; Summers 20xx, 20xx, 20xx <ul style="list-style-type: none"> <li>• Wrote, directed, and produced student play</li> <li>• Supervised, edited and compiled 50 campers' (high school) collections of creative writing</li> </ul>
<b>KEY SKILLS</b>	<b>Writing</b> <ul style="list-style-type: none"> <li>• Edited faculty research paper to be published nationally</li> <li>• Wrote four short stories and three poems that were published in the University literary magazine</li> <li>• Critiqued and creatively enhanced camp newsletter and parent letters</li> </ul> <b>Creativity</b> <ul style="list-style-type: none"> <li>• Participated in traveling improv drama group</li> <li>• Designed history of film presentation for senior level course, open to entire campus</li> </ul> <b>Computer</b> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher), and Adobe (InDesign, Illustrator, Photoshop), Internet, and email</li> <li>• Working knowledge of Dreamweaver</li> </ul>
<b>HONORS</b>	Dean's List, All Semesters Sigma Tau Delta, May 20xx - present

## REFERENCE PAGE FORMAT SAMPLE

<b>Cani B. Acombo</b> Box 999 Auburn University   Auburn, AL 36849 (334) 000-0000   cmbo@auburn.edu	
<b>REFERENCES</b>	<b>Mrs. Jane Doe</b> Advisor <i>The Plainsman</i> Foy Student Union Auburn, AL 36849 janedoe@auburn.edu 334.844.0000
	<b>Mr. John Smith</b> Director Happy Summer Camp 1212 Plaza Statesville, GA 22222 j_smith@camp.org 111.111.1111
	<b>Dr. Sunny Shine</b> Professor English Department Hailey Center Auburn University, AL 36849 shinesu@auburn.edu 334.844.1234