

PIECES OF



Your objective is a clear and concise statement that summarizes the purpose of your job search.

Freshman/ Underclassmen:
"To obtain a part-time position on campus"

Sophomore/ Underclassmen:
"To obtain an summer internship at _____ company"

Junior/ Upperclassmen:
"To obtain an on campus research opportunity"

Senior/ Graduates:
"To obtain a _____ position with _____ company."

What is your objective? _____

Your education section displays degrees you have earned and degrees that are currently in progress.



Freshman– Senior (one school)
Augusta University Augusta, GA
Bachelor of Science in Mathematics May 20XX (expected)

Transfer Student with Obtained Degree
Augusta University Augusta, GA
Bachelor of Science in Nursing May 20XX
Georgia Military College Augusta, GA
Associate of Science in Pre-Nursing May 20XX

Graduate Student with Obtained Degree
Augusta University Augusta, GA
Master Public Administration May 20XX
Georgia Southern University Augusta, GA
Bachelor of Arts in Art May 20XX

You can list relevant coursework that you have taken in college on your resume—especially if you have limited field experience.



Freshman-Sophomore
RELEVANT COURSEWORK:
Principles of Biology I & II, Principles of Chemistry I, Calculus, Statistics

Junior– Senior
RELEVANT COURSEWORK:
Anatomy and Physiology I, Organic Chemistry, Genetics, Cell and Molecular Biology

What are some relevant courses you've taken? _____

YOUR RESUME

Your experience section outlines paid, unpaid, and volunteer work you have done. Always start with the most recent.



EXPERIENCE

Students with Limited Experience

EXPERIENCE

Learning Center Evans, GA
Tutor January 20XX – Present

- Assisted over 100 students with math home work
- Coordinated learning activities for advanced students

Students with More Experience

EXPERIENCE

Augusta University Augusta, GA
Undergraduate Research Fall 20XX

- Assist researcher with analytical research

Learning Center Evans, GA
Tutor March 20XX– Present

- Assisted over 100 students with math home work

Your skills section highlights your language and technical skills.



SKILLS

Language

- List any language you speak
- Dictate your level of fluency (Conversational, beginner, fluent, etc.)

Technical

- List any computer programs or software you feel comfortable in
- Be sure to list your skill level (beginner, intermediate, proficient, etc.)

MISCELLANEOUS



AWARDS
AND/OR
HONORS



SUMMARY



AFFILIATIONS

Your resume should emphasize your accomplishments and how you made a difference in the role—not just about what you did.

Basic Resume Template

John J. Brown

Phone number • email@augusta.edu

OBJECTIVE

To obtain the administrative case management position at AmericanWorks

EDUCATION

Augusta University

Bachelor of Science in Psychology

- HOPE Scholarship Recipient
- GPA: 3.5/4.0

Augusta, Georgia
May 20XX

RELATED EXPERIENCE

Friendship Center

Volunteer Group Leader

- Organize and plan schedules for up to 20 consumers
- Assist leader in social skills group therapy
- Create and plan two group activities per week

Augusta, Georgia
August 20XX – Present

WORK EXPERIENCE

Multiple Families

Nanny/Babysitter

- Provide consistent care for children ages three months to 12 years old
- Manage time schedules of children depending on their needs
- Tutor and provide assistance with homework in various subjects
- Maintain full responsibility at neighborhood and personal family pools
- Communicate with parents on times and activities of children

Augusta, Georgia
20XX - Present

Crazy Tim's Funsville

Assistant Manager

- Assist manager with scheduling and supervising a 20 member team
- Prepare clubhouse for special events and supervise all weekend events
- Sell over 2000 tickets per day to families and community groups
- Increased sales by 20% during the past winter season

Augusta, Georgia
August 20XX—Present

ACTIVITIES

- **Psi Chi, Psychology Honor Society, Member**
- **Sociology Club, Member**

Academic Year 20XX
Academic Year 20XX

SKILLS

- **Computer:** Proficient in Microsoft Word, Excel, PowerPoint,
- **Language:** Conversational Spanish speaking ability

This resume is
recommended for
freshmen and
sophomores.

Clinical/ Field Experience Sample

Vanessa Rains

2500 Walton Way ▪ Augusta, GA 30904 ▪ 706-737-1604 ▪ email@yahoo.com

OBJECTIVE

To obtain the Pediatric Respiratory Therapist position with Houston Children's Hospital

EDUCATION

Augusta University

Bachelor of Science in Respiratory Therapy

GPA: 3.6

Augusta, GA

May 20XX

Armstrong Atlantic University

Completed 60 required credit hours

Overall GPA: 3.3

Savannah, GA

August 20XX- May 20XX

CLINICAL EXPERIENCE

CSRA Children's Clinic

Student

Augusta, GA

January 20XX-May 20XX

- Provided comprehensive respiratory services and consultation for a caseload of nine children
- Planned and implemented outpatient educational program for parents of children with asthma
- Performed chest physiotherapy and prepared ventilators for use
- Educated patients and parents on proper use of equipment

St. Louis Children's Hospital

Student

St. Louis, MO

September 20XX - December 20XX

- Provided comprehensive acute care services for children with breathing or cardiopulmonary disorders
- Assisted and participated in rehab and clinical rounds and family conferences
- Assessed patient baseline counts
- Observed doctor and nursing teams throughout unit

RELATED EXPERIENCE

Shriner's Children's Hospital

Respiratory Therapist Assistant

Greenville, SC

May 20XX -August 20XX

- Assisted in assessment and medical evaluation of pediatric patients
- Monitored, identified, and resolved client behavioral problems
- Participated in rehab and clinical rounds and family conferences
- Co-authored Fun With Games manual to assist family members of clients in selecting appropriate playtime activities

VOLUNTEER EXPERIENCE

Miracle Family Camp

Camp Counselor

Augusta, GA

Summers (one week) 20XX - Present

- Monitor and manage two children with special needs during week long camp
- Assess and provide acute care daily for children
- Provide educational sessions and communicate ideas on implementation of care for parents
- Play games and assist with outdoor activities which include horseback riding, water sports and hiking

PROFESSIONAL AFFILIATIONS

American Respiratory Therapy Association, Member

20XX-Present

Georgia Respiratory Therapy Association, Member

20XX-Present

TECHNICAL RESUME SAMPLE

Jamie Taylor

(706) 777-5555

Jamie.Taylor@gmail.com - jtaylor@augusta.edu

Linkedin.com/jamietaylor12

EDUCATION

Augusta University, James M. Hull College of Business

Augusta, GA

Bachelor of Science in Computer Science

Expected Dec. 2016

Advanced Cyber Defender Certificate

Expected Dec. 2016

Relevant Coursework: Digital Forensics, Cyber Network Defense & Counter Measures, Data Structures, Assembly Language Programming, TCP/IP Protocol Analysis

COMPUTER SKILLS

- **Languages:** C#, Java, jQuery, HTML, Visual Basic, C++, PHP, Actionscript, .NET, CSS
- **Graphics:** PaintNET, Photoshop, GIMP
- **Operating Systems:** UNIX, LINUX, Android, Windows: XP, Vista, 7, + 8
- **Database:** Access, Oracle, SQL
- **Software:** Advanced Microsoft Excel & Word, Microsoft Visual Studio

RELATED EXPERIENCE

AppVizo

Augusta, GA

Programming Intern

August 2015 – December 2015

- Created page from scratch, using preexisting CSS theming provided by client
- Implemented Excel file generation using NPOI library for C#
- Executed table sorting using TableSorter jQuery plugin
- Tested module rigorously to reduce risk of user generated errors

PROJECT EXPERIENCE

Edgefield Wastewater Treatment Plant

Edgefield, SC

CSCI 4712 Senior Capstone Project

January 2016 – April 2016

- Developed an interface between plant system and web server asset management system
- Consumed the asset management web services with code written in C++ and .NET
- Enabled plant operators to enter a work order or browse existing work orders from their native SCADA system versus logging onto the web based system
- Automated meter reading entry into the maintenance system through a web service call

LEADERSHIP EXPERIENCE

Shepard Construction, Inc.

Augusta, GA

Lead Foreman

Summers 2012–2014

- Served as the lead foreman for a 14 apartment, half-million dollar renovation
- Worked within a team of five to plan project phases and schedule subcontractor
- Maintained and updated job applications with MS Office

HONORS & ACTIVITIES

- National Society for Collegiate Scholars (Top 7% of Class); HOPE Scholarship Recipient (7 semesters); Member of ACM (Association for Computing Machinery); Member of TAG (Technology Association of Georgia); Dean's List (5 semesters); Intramural football and softball

FEDERAL RESUME SAMPLE

Mike Sample

2500 Walton Way, Augusta, GA 30909 · 706-737-1604 · federalsample@gmail.com
Country of Citizen: United States · Veteran's Preference: 5 Points

PROFESSIONAL EXPERIENCE

Supervisor of Personnel Services

The Bakker Group, Denver, CO

Supervisor: David Martin, 303-654-1234, Contact: Yes

9 /20XX – 6/20XX

Salary: \$75,000

40 hours/week

Knowledge of contract administration:

DESIGNED AND IMPLEMENTED processed improvements, and background check reviews on contractors. Maintained contract administration for the Bakker Group. Produced reports that reduced the possibility of over billing by contractors. Developed low cost recruitment practices through virtual job fairs and supported work programs. Utilized knowledge of contract administration procedures to support contract request by independent contractors. Increased the qualified contact candidate pool by 72%. Monitored contracts to ensure contractors were complying with state and federal guidelines. Assisted in closing out contracts. Coordinated contractors request to deviate from approved company contract agreements.

Skilled as a Project Team Leader:

SERVED AS A TEAM LEADER on eight major company projects. Developed skills in analyzing projects, writing technical reports, managing budgets, implementing business strategies for new programs, meeting deadlines and delegating task.

Ability to manage and supervise Human Resources:

HIRED, TRAINED, SCHEDULED AND SUPERVISED department personnel. Initiated the automation of I-9 Employment verification form through E-Verify which ensured compliance with all federal guidelines and regulations. Resolved personnel disputes. Reviewed personnel contracts. Redesigned primary reporting tool. Initiated cross training program for all corporation personnel. Implemented flex time scheduling which increased worked productivity by 20%. Prepared job descriptions. Worked closely with legal staff in handling employee grievances and disciplinary matters. Designed and launched new employee directory. Performed over 300 employee performance evaluations and salary reviews.

EDUCATION

Augusta University

Master of Business Administration

GPA: 3.89/4.0

Augusta, GA

5/20XX

Georgia Southern University

Bachelor of Business Administration

Statesboro, GA

6/20XX

MEMBERSHIPS & AFFILIATIONS

Society of Human Resources Management (SHRM)

CSRA SHRM Chapter member

7/20XX – Present

MILITARY SERVICE

United States Air Force Reserves (USAFR)

Honorable Discharge

6/19XX – 5/20XX

COMPUTER SKILLS – Proficient in Windows 10, Microsoft Word, PowerPoint, Excel, Publisher, Human Resource System: PeopleSoft, Trained in Basic Computer Programming, Microsoft Outlook, Internet Explorer, Google, Quicken, and Photoshop

LANGUAGE SKILLS: Fluent in French, Spanish and German (oral and written)

ACTION VERBS

Communication Skills

Address	Communicate	Counsel	Draft	Manipulate	Prepare	Translate
Arbitrate	Compose	Consult	Elicit	Motivate	Reconcile	Write
Advise	Confront	Contribute	Enlist	Mediate	Recruit	
Arrange	Coach	Develop	Generate	Negotiate	Represent	
Clarify	Collaborate	Document	Interpret	Plan	Resolve	

Creative Skills

Abstract	Create	Fashion	Integrate	Paint	Remodel	Revitalize
Act	Design	Generate	Intuit	Perceive	Renovate	Shape
Apply	Develop	Imagine	Invent	Perform	Replace	Sketch
Conceive	Direct	Innovate	Memorize	Plan	Revise	Transform

Detail/Organization Skills

Achieve	Collect	Dispatch	Inspect	Organize	Retrieve	Succeed
Arrange	Compare	Exceed	Introduce	Process	Record	Standardize
Classify	Compile	Facilitate	Meet	Resolve	Retain	Update
Collate	Describe	Follow-up	Operate	Respond	Review	Validate

Financial Skills

Administer	Audit	Detail	Keep records	Prepare	Qualify	Research
Allocate	Calculate	Forecast	Negotiate	Procure	Reconcile	Retrieve
Analyze	Compute	Inventory	Plan	Purchase	Reduce	Transfer

Service Skills

Adjust	Consult	Intuit	Mentor	Perceive	Prevent	Rehabilitate
Attend	Direct	Inspire	Monitor	Predict	Provide	Resolve
Care	Facilitate	Lead	Observe	Protect	Reconcile	Service
Commit	Guide	Listen	Participate	Prescribe	Refer	Understand

Leadership/Management Skills

Accomplish	Assign	Consolidate	Develop	Generate	Manage	Reward
Administer	Assume	Coordinate	Enforce	Implement	Motivate	Schedule
Analyze	Chair	Decide	Enhance	Increase	Organize	Streamline
Appoint	Choose	Delegate	Establish	Initiate	Plan	Strengthen
Approve	Conduct	Determine	Evaluate	Lead	Recommend	Supervise

Teaching Skills

Adapt	Coordinate	Implement	Observe	Rehabilitate	Retrieve	Stimulate
Advise	Create	Integrate	Participate	Screen	Structure	Train
Assign	Define	Navigate	Regulate	Service	Supply	Tutor
Choose	Develop	Operate	Reinforce	Simplify	Survey	Upgrade
Coach	Devise	Organize	Research	Solve	Synthesize	

Technical Skills

Activate	Compute	Coordinate	Detect	Fabricate	Maintain	Resolve
Adapt	Configure	Define	Develop	Formulate	Program	Retrieve
Apply	Conserve	Determine	Display	Implement	Reconfigure	Service
Assemble	Construct	Deliver	Engineer	Install	Repair	Streamline
Build	Convert	Design	Exhibit	Integrate	Remodel	Troubleshoot