

# RESUME PREPARATION

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PROFILE

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Nulla nec dui magna, ac dapibus turpis. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur mus. Suspendisse nullam malesuada ante.



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## **INTRODUCTION**

How you communicate who you are and your experiences is an important part of the job search process. Your messaging about who you are and what you have done helps potential employers understand what you could contribute and where you might fit within their organization.

Today, two of the most important ways you can demonstrate your experiences and who you are/would be as an employee are your resume and LinkedIn profile. Each of these tools plays a critical, and unique role in communicating your story.

This workbook is designed to help you understand the unique role each of these pieces plays in the job search process and to show you how you can develop your resume and LinkedIn profiles to effectively tell your story to potential employers. It is important to know that there is not one “right” way to do a resume or LinkedIn profile—you could ask ten people you trust for advice and get ten different strategies for how to proceed. However, there are some general guidelines for how you can build a better resume and we will cover them here. Ultimately, though, you must feel good about what it is you build and be happy with how it represents your story.

## **RESUMES**

Resumes are the most widely used tool for communicating experiences and qualifications to potential employers. It is important to have a well-crafted resume that is easy to read and actively demonstrates what you have accomplished. Depending on the job for which you are applying and your background, resumes can look different and follow different guidelines. The section that follows shares some of the guidelines for resume preparation and provides you with an opportunity to think about your own experiences in a resume format.

## **FORMATS OF YOUR RESUME**

A variety of formats may be used in resume preparation. The two basic formats—the chronological and the functional—are briefly described below. Each has certain advantages and disadvantages. Most students seeking summer jobs, internships, and jobs will find the chronological format the most convenient means of presenting their background to prospective employers.

### **The Chronological Approach**

The chronological resume is the most common format currently in use. Sections on educational background and work experience are arranged in reverse chronological order—meaning you list your most recent experiences first and work backwards. Most recent college graduates will want to list their educational background first, and then describe their work experience. For detailed tips on how to effectively describe your work experience, see the section on resume components.

## The Functional Approach

The functional resume, while more difficult to construct than the chronological, can specifically emphasize qualifications, skills, and related accomplishments. Rather than listing experiences and qualifications in a chronological order, the functional resume organizes skills into functional categories, such as “Leadership,” “Technical,” and “Interpersonal”. Many job-seekers with varied work experience or those who want to change careers tend to prefer this format. Likewise, some individuals with a wide range of skills but relatively little formal work experience prefer to categorize their abilities and highlight their transferable skills using the functional approach. It is especially important to seek feedback on a resume that uses a functional approach to ensure others can clearly understand what you are trying to convey.

## PARTS OF YOUR RESUME

It is important to include the sections that are pertinent to your experience and skills. If a resume section is listed below, but it is not relevant given your experience or professional interests, you may omit the section. Your resume should tell your story in the most accurate way possible.

### Heading

Your heading is often the first thing an employer sees when reviewing your resume. Your resume heading should contain the following information:

- » Name
- » Address
- » A professional email address
- » Phone number
- » Link(s) to professional networking site(s) or personal website

While this information may seem mundane, if it is presented in an organized manner, it can entice an employer to look further into your resume. It is becoming increasingly popular to include links to your online portfolio, LinkedIn profile, a personal website, or even professional social media accounts to drive an employer to view your online personal brand as well. If you add a link to online accounts, please be aware of the practice for your career field. Students may add various visual separators such as a straight line or box to make their heading stand out.

Below are a few examples:

#### EXAMPLE 1

### ***Zoe Withrow***

[zwithrow@miamioh.edu](mailto:zwithrow@miamioh.edu) | (513) 529-3831 | LinkedIn: [www.linkedin.com/zoe\\_withrow](http://www.linkedin.com/zoe_withrow)

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#### EXAMPLE 2

### **SHERRELLE HOYT**

3333 Forest Road, Atlanta, GA 44111  
(513) 523-9000  
[shoyt@MiamiOH.edu](mailto:shoyt@MiamiOH.edu)  
[linkedin.com/sherrellehozt](http://linkedin.com/sherrellehozt)

**EXAMPLE 3**

School Address  
132 North Ridge Drive  
Oxford, OH 45056

**Ben Shriver**  
bshriver@MiamiOH.edu  
513-529-3831

Home Address  
245 12th Street  
Pomeroy, OH 45769

Use the spaces below to try different formatting options for your own heading:

### **OBJECTIVE VS. SUMMARY STATEMENT**

Is an objective or a professional summary a better option for you?

#### **Writing an Objective**

Should you include an objective statement? The National Association of Colleges and Employers (NACE) states that there is no real agreement on this. Some employers look for an objective and others think it is unnecessary. NACE goes on to state that if you do include an objective, make sure your objective is well-crafted and tells potential employers the kind of work you hope to do. Tailor your objective to each employer you target and every job you seek.

The objective is a concise, one- or two-sentence statement that appears as the first major section of your resume. It communicates two things: what sort of job you are seeking, and what skills you have to offer. There are many different approaches to writing a job or career objective. Most styles focus on elements such as the position, the field, or the job-seeker's particular skills. You may also choose to create an objective that is made up of a combination of those elements. Your objective may be oriented to:

- » **The position** — for example, “A position as a social worker providing services for the aged”.
- » **The field** — for example, “Desire a position in the social service field working with youth”.
- » **Your skills** — for example, “A position utilizing my counseling, research, and proposal writing skills”.
- » **A combination** — for example, “Seeking a position as a public relations officer in a medical facility. Wish to utilize my skills in communications, needs analysis, and photography”.

**General recommendations:**

- » Be work-centered rather than self-centered. Focus on what you have to offer, not what you want the employer to offer you. Avoid objectives that sound like this: “An entry-level position which will offer plentiful opportunities for professional training and career advancement”.
- » Be as targeted as possible. If you know the position and/or the field you want, state this in the objective (as long as it matches the positions for which you are applying).
- » Beware of stating an unrealistic career goal. Do not state a career goal for which you are unqualified. Your objective must reflect a goal which you are capable of achieving with your present skills and qualifications.
- » Do not use trite expressions as “a challenging entry-level position” and/or “opportunity for advancement into management”.

Below, practice writing a few objective statements:

Focus: \_\_\_\_\_

\_\_\_\_\_

Objective: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Focus: \_\_\_\_\_

\_\_\_\_\_

Objective: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Writing a summary statement**

A summary statement is a brief description of your resume that highlights certain skills and accomplishments that you believe are most desirable for an employer or industry. The summary can be quite impactful if written correctly, and is one way you can help the employer understand what you bring to the position or your professional “brand.”

If you choose to write a summary statement, a good place to begin is analyzing your skills and accomplishments and match them to the industry you are trying to obtain a career in. Decide on your top skills and begin compiling them in a strategic way to make it clear for the reader how and why you would be a great candidate to interview. The summary should entice the reader to look further into your experience.

The format of the summary statement can either be in paragraph or bulleted format and should be as brief as possible yet still be a well-rounded summation of your top skills and accomplishments.

You may choose to bold or italicize words to further enhance top skills.

Below is an example of a summary statement in bulleted format:

- » Results-oriented graduate with business marketing internship experience
- » Earned award for marketing project during internship
- » Specialist in mobile app marketing and social media

Practice writing your summary statement bullet points below:

» \_\_\_\_\_

» \_\_\_\_\_

» \_\_\_\_\_

» \_\_\_\_\_

Below is an example of a summary statement in paragraph format:

Results oriented marketing graduate with experience in business marketing. Specialist in mobile app and social media marketing. Earned award during internship for most effective marketing project involving social media marketing.

Practice below in writing your paragraph style summary statement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Education

The education section of your resume can include the following sections:

- » Your degree(s), institution(s) from which the degree(s) was/were earned
- » Major(s), Minor(s), and additional course concentrations
- » Grade-Point-Average (Career Services suggests listing a GPA if it is above a 3.0/4.0)
- » Membership in honorary societies
- » Dean’s List citations,
- » Study Abroad or International Experience

As an alternative, you may include your academic honors in an “Honors and Activities” section. High school education information is not necessary to include within the Education section.



Below are two examples:

**EXAMPLE 1**

**EDUCATION**

**Miami University, Oxford, OH**

Expected Graduation May 20XX

**Bachelor of Science in Business**, Overall GPA: 3.74/4.00

**Major: Management and Organizations**      **Minor: American Studies**

**University Business Honors Program**

- Thesis Topic: Initiating and implementing sustainable social projects in a college environment

**EXAMPLE 2**

**EDUCATION**

Miami University, Bachelor of Arts, Oxford, OH

May 20XX

Major: Diplomacy and Global Politics      Minor: Political Science

Cumulative GPA: 3.43/4.00 Dean's List, 4 semesters

Study Abroad Program, Pacific Rim

Summer 20XX

- Studied the economy and business practices in China, South Korea and Japan
- Participated in site visits to Procter & Gamble, Deloitte & Touche, Papa Johns and General Electric

Use the spaces below to try different formatting options for your own Education section:


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## Work Experience

Before committing your work experience to the printed page, you may find it helpful to first outline this information according to:

- » Position held
- » Name and location of the organization
- » Dates employed
- » Responsibilities
- » Achievements and/or significant contributions
- » Demonstrated abilities and skills

If you have difficulty expanding upon your work experience, or are concerned your jobs were not “glamorous” or relevant to your major, the following may be helpful:

First, describe your responsibilities using “action words” such as “created,” “planned,” “analyzed,” or “initiated”. Show you are a “doer”. A list of additional action words is included later in this guide to assist you. See pages 13 - 14.

Next, think about the “transferable skills” you gained from each experience. Transferable skills include:

- » Oral or written communication
- » Interpersonal skills
- » Working effectively in a team
- » Leadership
- » Research or analytical skills

They are “transferable” because you build on them and carry them with you as you move from job to job. Employers often value these abilities as much as, if not more than, technical skills.

For each job, develop (typically) two to four phrases or sentences, using your lists of action words and transferable skills, which describe your key responsibilities, achievements, and results. When possible, quantify the results.

Students who have been self-employed as house painters, childcare workers, etc., should be certain to mention this experience. Do not overlook the importance of including any volunteer work you may have done. Properly presented, your recent work experiences will be of interest to prospective employers.

**General Do’s and Don’ts of Work Experience:**

- » Do include your college work experience with any quantifiable terms
- » Do include 2-4 phrases or sentences per job
- » Do highlight transferable skills and use action verbs to describe key responsibilities, achievements, and results
- » Do highlight the most relevant ones in more detail
- » Don’t include high school experience unless it represents the only work experience you have or relates directly to the position for which you are applying
- » Do highlight any promotions you have received while working for the same employer
- » Do use the correct tense for a current position vs. past tense for a completed position

Below are a few examples of work experience entries:

**EXAMPLE 1**

- Farmer School of Business, Miami University – Office Assistant* May 20XX – Present
- Provide administrative support to the Director of Student and Professional Development program
  - Respond promptly to student and visitor requests in a high-traffic setting
  - Interact with and provide assistance to administrators, faculty, and advisors of 25 student business organizations

**EXAMPLE 2**

- Lebanon Tree Service, Lebanon, Ohio** May 20XX – Aug. 20XX  
Owner
- Recognized the need for quality tree service in Lebanon and started a small business.
  - Established relationships with 18 new customers.
  - Averaged \$1100/week in revenue after only two months.

## How to write a compelling bullet point

It is important to make sure you are telling your story in a complete way and not just listing tasks you completed. In order to write a great bullet point, you can follow the formula:

*Action verb + context + result + quantity*

### Below are examples of work experience entries:

- » Planned and implemented a recognition luncheon for 50 members of the faculty and staff on campus
- » Greet shoppers, scan items for purchase, and handle cash register
- » Mentored and encouraged a local 5th grader through tutoring and playing sports
- » First employee of company to learn and test new 3-D drafting software, Solid Edge, and created the company's first drawings in this application

Use the spaces below to try different formatting options for your own work experience.

Five horizontal writing boxes, each containing four lines of text and a double arrow icon (⏪) in the top right corner.

## Extracurricular Involvement/Honors/Volunteer Work

If you have been involved in campus or community organizations and/or have received academic honors, these should be indicated in your resume. Memberships in nationally recognized professional associations are also worthy of inclusion, and be sure to write out all organization abbreviations. Beware, however, of simply “laundry listing” your affiliations. Most employers can spot mere “resume fillers” at a glance.

Be especially certain to include and describe any of your leadership roles in activities—such as offices held, project chairs or leads, and the like. Involvement of this type is particularly indicative of your ability and potential. Some students may choose to treat leadership roles as entries for work examples.

Below are two examples:

### EXAMPLE 1

#### HONORS & AWARDS

**George R. and Galen Glasgow Hoxie Scholarship**  
Fall 20XX–Spring 20XX

**Dean's List | Miami University**  
Fall 20XX–Fall 20XX

**Best In Class | Miami University**  
Juried exhibition from the MU Graphic Design program  
Spring 20XX, Spring 20XX

**Participate: Designing with User-Generated Content**  
Helen Armstrong & Zvezdana Stojimirovic  
Featured work from Crowdspeak POST Project, Fall 20XX

**AIGA**  
Student Member 20XX–20XX

**Central Atlantic Affiliate of College and University  
Residence Halls | University of Pittsburgh**  
Best Banner Design, November 20XX

### EXAMPLE 2

#### CAMPUS ACTIVITIES

**RESIDENT ASSISTANT**, School years 20XX-XX and 20XX-XX.

*Anderson Hall, Oxford, Ohio*

- Created a positive living/learning environment in the residence hall
- Provided individual counseling and coordinated six educational and social programs

**TOUR GUIDE**, School year 20XX-XX.

*Office of Admission, Oxford, Ohio*

- Conducted tours of the campus for groups of up to 25 students and parents. Hosted special events with up to 200 attendees through the Office of Admission

Use the spaces below to try different formatting for your own extracurricular/honors/volunteer experiences.

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## Research/Capstone

Students may choose to highlight any academic related experience that is related to their major and/or position they are applying for. Students with significant research experience may also include information about the projects they have been involved in, what professor they conducted research with, and the result of the research studies. Capstone coursework is often significant for students to list on their resume and should include the description of the project, their role, and the end result.

Example of Research/Capstone Project:

### EXAMPLE 1

#### COURSE PROJECTS

**Senior Design Project**, Remote Manufacturing in Global Markets Fall 20XX

- Improved and networked the automated manufacturing laboratory so students at Miami's campus in Luxembourg can control the lab to manufacture parts.
- Developed networking software to establish connectivity with remote client computers.
- Designed and machined complex pallets for conveyor line.

### EXAMPLE 2

#### **Research Experience**

**Miami University, Summer Scholars Program**, Oxford, OH, Summer 20XX

A 475-hour undergraduate research project examining the gene profile of *Adrabidopsis* shoots and roots in response to red light using the microarray technique. Financial support for the project included a \$400 project allowance and a \$2600 fellowship award.

Use the spaces below to try different formatting for your own research/capstone experiences.

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## Certifications/Skills

You may wish to include a “Certifications or Skills” section on your resume. Indicating skills will provide prospective employers with a more complete picture of your background and fit for the position. This section of your resume should be brief.

Below is an example:

### EXAMPLE 1

#### COMPUTER SKILLS

- Visual C/C++, Visual Basic, Fortran 90, BASIC, AutoCAD, Solid Edge, SmartCAM, ANSYS
- Experienced Web Developer: Flash, Dreamweaver, Photoshop, HTML, CGI scripting, Windows Sockets API

Take a moment to write down your certifications and skills below:

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## Study Abroad

Remember to include your study abroad experience on your resume. Employers and graduate schools will view this experience as an example of intercultural competency, especially if you include a description or examples of the skills you developed and what you learned while abroad. Did you study another language or become proficient in a language? You may choose to include your study abroad experience under another category such as Related Experience, Teaching Experience, or Professional Experience such as the examples below if it is related to your career interests upon graduation:

### EXAMPLE 1

#### EDUCATION

*Miami University, Farmer School of Business—Oxford, OH*

Bachelor of Science in Business - Major: Management & Leadership

Southeast Asia Study Abroad Program

May 20XX

GPA: 3.0/4.0

Winter 20XX

- Exposed to cross-cultural experiences with Vietnamese and Cambodian students.

### EXAMPLE 2

#### **Comparative Education Study Abroad, Summer 2015**

*Luxembourg, Germany, Austria, Switzerland, and France*

- Observed primary grade classrooms in Luxembourg, Austria, and Switzerland
- Conversed with primary grade teachers about their classroom management methods, curriculum, and education systems
- Compared European education systems to the American education systems

For more information about how to articulate your study abroad experience, please visit:

- » MU Career Service's Translating Your Study Abroad Experience page [miamioh.edu/careers/converted/study-abroad.html](http://miamioh.edu/careers/converted/study-abroad.html)
- » The AIFS Student Guide to Study Abroad & Career Development [www.aifsabroad.com/advisors/pdf/Tillman\\_AIFS\\_Student\\_Guide\\_Career.pdf](http://www.aifsabroad.com/advisors/pdf/Tillman_AIFS_Student_Guide_Career.pdf) or
- » Michigan State University's CERI Guide [studyabroad.isp.msu.edu/people/unpacking\\_brief.pdf](http://studyabroad.isp.msu.edu/people/unpacking_brief.pdf)


Below, practice writing out your study abroad experiences and skills learned:

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## **References**

If an employer requests references:

- » Your resume does not need to include the statement “references available upon request”.
- » Many online application systems will simply provide a prompt for you to enter your references. They often want to know the contact information and how you know your reference, so be prepared with that information.
- » Should you be asked to submit references in writing, prepare a separate page that lists the names, titles, addresses, phone numbers, and e-mail addresses of three to five references to provide to a prospective employer.
- » The reference list should be on the same high-quality stock of paper on which your resume is printed, and the header (your name and address, etc.) should be identical to the resume.
- » Professors, current or former employers, or student-organization advisors are sound choices, as opposed to family friends, clergy, or relatives.
- » Individuals seeking jobs in the creative and performing arts may wish to specifically indicate the names, titles, addresses, phone numbers, and e-mail addresses of their references on their resumes. Check with Career Services for details or clarification.

## **How do I prepare my references?**

Do not list a reference without first asking permission. In fact, it is a good idea to provide your references with a copy of your completed resume so they can speak knowledgeably about your background and qualifications if a prospective employer contacts her.

## **Other Resume Sections to Include**

You should feel free to include other sections and tailor your resume to your individual needs depending on the career industry or position you are applying for. Other possible resume sections include:

- » Internship(s) Experience
- » Special Skills
- » Languages Spoken
- » Sales Experience
- » Publications
- » Conference Presentations
- » Military Service
- » Professional Affiliations
- » Computer Skills

It is important to have your resume reviewed by Miami University Career Services so that your message is being conveyed accurately via the correct sections and organization on your resume.

» **For more resume section examples, please refer to page 15 and [MiamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/index.html](http://MiamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/index.html)**

## **LinkedIn**

More and more, recruiters are using LinkedIn as a way to further research and identify candidates for open positions. Often, if someone searches you by name on the internet, your LinkedIn profile will be one of the first things to come up. That said, having a LinkedIn profile is increasingly important as you transition from college to your career.

While your resume highlights your accomplishments in a format that more closely resembles a list, your LinkedIn profile is your opportunity to tell your story through a narrative. Your LinkedIn profile should not be a regurgitation of your resume, rather it should compliment it and show an employer another way to understand who you are as a potential employee. The two should be in harmony with each other, but should tell your story in two unique ways.

For more information such as instructional videos, tutorials, a checklist, and examples of real student LinkedIn profiles, visit [MiamiOH.edu/careers/internship-job-search/linkedin/index.html](http://MiamiOH.edu/careers/internship-job-search/linkedin/index.html)



//////////////////////////////////// **ACTION VERBS** //////////////////////////////////////

**Communication/  
People Skills**

Addressed  
Advertised  
Arbitrated  
Arranged  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed  
Condensed  
Conferred  
Consulted  
Contacted  
Conveyed  
Convinced  
Corresponded  
Debated  
Defined  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Elicited  
Enlisted  
Explained  
Expressed  
Formulated  
Furnished  
Incorporated  
Influenced  
Interacted  
Interpreted  
Interviewed  
Involved  
Joined  
Judged  
Lectured  
Listened  
Marketed  
Mediated  
Moderated  
Negotiated  
Observed  
Outlined  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Publicized  
Reconciled  
Recruited  
Referred  
Reinforced  
Reported  
Resolved  
Responded  
Solicited  
Specified  
Spoke  
Suggested

Summarized  
Synthesized  
Translated  
Wrote

**Creative Skills**

Acted  
Adapted  
Began  
Combined  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Designed  
Developed  
Directed  
Displayed  
Drew  
Entertained  
Established  
Fashioned  
Formulated  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Modeled  
Modified  
Originated  
Performed  
Photographed  
Planned  
Revised  
Revitalized  
Shaped  
Solved

**Data/Financial Skills**

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Measured  
Netted  
Planned

Prepared  
Programmed  
Projected  
Qualified  
Reconciled  
Reduced  
Researched  
Retrieved

**Helping Skills**

Adapted  
Advocated  
Aided  
Answered  
Arranged  
Assessed  
Assisted  
Clarified  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Encouraged  
Ensured  
Expedited  
Facilitated  
Familiarized  
Furthered  
Guided  
Helped  
Insured  
Intervened  
Motivated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified  
Supplied  
Supported  
Volunteered

**Management/  
Leadership Skills**

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Considered  
Consolidated  
Contracted  
Controlled  
Converted  
Coordinated  
Decided

Delegated  
 Developed  
 Directed  
 Eliminated  
 Emphasized  
 Enforced  
 Enhanced  
 Established  
 Executed  
 Generated  
 Handled  
 Headed  
 Hired  
 Hosted  
 Improved  
 Incorporated  
 Increased  
 Initiated  
 Inspected  
 Instituted  
 Led  
 Managed  
 Merged  
 Motivated  
 Navigated  
 Organized  
 Originated  
 Overhauled  
 Oversaw  
 Planned  
 Presided  
 Prioritized  
 Produced  
 Recommended  
 Reorganized  
 Replaced  
 Restored  
 Reviewed  
 Scheduled  
 Secured  
 Selected  
 Streamlined  
 Strengthened  
 Supervised  
 Terminated

**Organizational Skills**

Approved  
 Arranged  
 Cataloged  
 Categorized  
 Charted  
 Classified  
 Coded  
 Collected  
 Compiled  
 Corrected  
 Corresponded  
 Distributed  
 Executed  
 Filed  
 Generated  
 Incorporated  
 Inspected

Logged  
 Maintained  
 Monitored  
 Obtained  
 Operated  
 Ordered  
 Organized  
 Prepared  
 Processed  
 Provided  
 Purchased  
 Recorded  
 Registered  
 Reserved  
 Responded  
 Reviewed  
 Routed  
 Scheduled  
 Screened  
 Submitted  
 Supplied  
 Standardized  
 Systematized  
 Updated  
 Validated  
 Verified

**Research Skills**

Analyzed  
 Clarified  
 Collected  
 Compared  
 Conducted  
 Critiqued  
 Detected  
 Determined  
 Diagnosed  
 Evaluated  
 Examined  
 Experimented  
 Explored  
 Extracted  
 Formulated  
 Gathered  
 Inspected  
 Interviewed  
 Invented  
 Investigated  
 Located  
 Measured  
 Organized  
 Researched  
 Reviewed  
 Searched  
 Solved  
 Summarized  
 Surveyed  
 Systematized  
 Tested

**Teaching Skills**

Adapted  
 Advised  
 Clarified

Coached  
 Communicated  
 Conducted  
 Coordinated  
 Critiqued  
 Developed  
 Enabled  
 Encouraged  
 Evaluated  
 Explained  
 Facilitated  
 Focused  
 Guided  
 Individualized  
 Informed  
 Instilled  
 Instructed  
 Motivated  
 Persuaded  
 Simulated  
 Stimulated  
 Taught  
 Tested  
 Trained  
 Transmitted  
 Tutored

**Technical Skills**

Adapted  
 Applied  
 Assembled  
 Built  
 Calculated  
 Computed  
 Conserved  
 Constructed  
 Converted  
 Debugged  
 Designed  
 Determined  
 Developed  
 Engineered  
 Fabricated  
 Fortified  
 Installed  
 Maintained  
 Operated  
 Overhauled  
 Printed  
 Programmed  
 Rectified  
 Regulated  
 Remodeled  
 Repaired  
 Replaced  
 Restored  
 Solved  
 Specialized  
 Standardized  
 Studied  
 Upgraded  
 Utilized

# Zoe Withrow

[zwithrow@miamioh.edu](mailto:zwithrow@miamioh.edu) | (513) 529-3831 | LinkedIn: [www.linkedin.com/zoe\\_withrow](http://www.linkedin.com/zoe_withrow)

## Education

Miami University | Oxford, Ohio | Bachelor of Science in Business  
Major – Management and Leadership | Minor – American Studies  
University Business Honors Program Overall GPA: 3.74

Pacific Rim Summer Study Abroad Program June 2013

- Experienced east Asian culture and the global marketplace
- Developed cultural awareness through interacting with host students and families

## Work Experience

Spencer Beverage Company | *Management/Marketing Intern* Summer 2014

- Researched and investigated potential international investors
- Created and conducted corporate and industry-wide survey gauging customer interest
- Oversaw international phone conferences and provided feedback to operations employees

Wilks Scholars | *Community Engagement Course Facilitator* Spring 2012

- Facilitated, taught, and shared knowledge and experiences to 18 Wilks students
- Developed course syllabi and activities and evaluated students' performance

## Related Experience

Division I Varsity Field Hockey Team Fall 2011 – Present

- Trained and practiced 20 hours a week while carrying a full course load
- Earned a varsity scholarship and starting position due to growth and development as an athlete

Wilks Scholar Leadership Program | *Assistant Leader for Social Change* 2012 – 2013

- Participated in a multi-year community- based research project in American Studies
- Researched projects and wrote proposals focused on the needs of Ohio immigrant families
- Advised local community agency in improving business operations and efficiency

EMPOWER Program | *Volunteer Coordinator* 2011 – 2013

- Led volunteer services at the Family Resource Center for 15 participants
- Directed weekly discussion of service-learning and community engagement

Social Entrepreneurship Venture Associate 2011 – 2012

- Developed Undergraduate Business Experience Course Curriculum
- Communicated course objectives to faculty and staff
- Partnered with Farmer School of Business administrators to ensure adherence to FSB standards

## Leadership Activities and Honors

- Provost's Student Academic Achievement Award Spring 2013
- Mid-American Conference Commissioner's Award Fall 2012
- National Field Hockey Coach's Association National Academic Squad 2011 – 2014

For more resume examples, please refer to  
[MiamiOH.edu/careers/ letters-resumes-interviews/resumes-and-cover-letters/](http://MiamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/)

# Elisabeth Vanliere

213 N Campus Ave  
Oxford, OH  
203.722.1234  
Vanliee2@miamioh.edu

## Objective

Seeking a position in which I can utilize my leadership skills, marketing and health backgrounds.

## Education

*Miami University, Oxford, OH, May 2015*

Bachelor of Science in Kinesiology and Health, Major: Health Promotion

Minor: Marketing and Business Thematic Sequence

*Cumulative GPA: 3.68/4.00*

## Marketing Experience

*Lilly Pulitzer, Campus Representative, 9/20XX-Present*

Member of two-person team who coordinated and promoted trunk shows on campus each semester.

*Kimberly-Clark, Miami University Summer Business Institute--London, England, 6/20XX-8/20XX*

Led a team of five to design, budget, and market a new product for Kimberly-Clark, which was presented on a six-foot board.

*Abbott Labs, Miami University, 3/20XX-5/20XX*

Appointed as team leader of a group of four to design and market a new baby formula produced for Abbott Labs. Won a class-wide competition based on the product and presentation of the marketing plan.

## Health-Related Experience

*Kinesiology and Health Department, Miami University, Receptionist, 9/20XX-Present*

Supervise and support projects for more than 37 professors and faculty  
Provide answers to departmental questions from more than 1200 students

*Physical Activity/Academic Enrichment Program, Talawanda School District, 9/20XX-Present*

Implement after school program for students who are predisposed to certain chronic diseases such as cardiovascular disease and obesity  
Lead group physical activities to encourage an increase in physical participation

*Post 53 Africa, Summer 20XX*

Created, coordinated, and fundraised for a summer program in rural Tanzania  
Taught basic first aid and CPR to schools, orphanages and churches along with a team of fifteen peers  
Created a partnership with medical supply companies and other brands, such as Crocs, to donate equipment and clothes, which were distributed

## Leadership Experience

*Phi Mu Fraternity, Membership Director, 11/20XX-Present*

Elected, by the chapter, to the executive council. Plan and organize formal sorority recruitment. Also elected as one of the three members of the disciplinary board.

*Miami University Student Ambassador, 1/20XX-Present*

Greet and answer questions for potential students coming to the admissions office for campus tours and orientation sessions.

*UIFI North American Interfraternity Conference, June 20XX*

Elected as one of the two representatives from my sorority chapter to attend a five day leadership program designed to explore, define, and enhance leadership skills.

## Certifications

Emergency Medical Technician-State of Connecticut; Adult and Child First-Aid, CPR and AED- American Heart Association; Pre-Hospital Trauma Life Support (PHTLS); Pediatric Education for Prehospital Professionals (PEPP); CPR Instructor (CPR-I)- American Heart Association

For more resume examples, please refer to  
**MiamiOH.edu/careers/ letters-resumes-interviews/resumes-and-cover-letters/**

## Jordan L. Kreger

**Permanent Residence:** 3344 Main Street, Mainville, OH 45039

**Student Residence:** 123 East High Street, Oxford, OH 45056

**Cell:** (513)-523-3000 **Email:** [Jordankreger@yahoo.com](mailto:Jordankreger@yahoo.com)

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**SUMMARY:** Manufacturing Engineering student with experience in LEAN Design and Management of own business. Proficient in manufacturing engineering-related softwares and web development.

### **EDUCATION:**

Miami University, Oxford, Ohio

**Degree:** Bachelor of Science, Graduating in May of 20XX

**Major:** Manufacturing Engineering

**Cumulative GPA:** 3.1/4.0

Earned 60% of education expenses

### **RELATED EXPERIENCE:**

#### **Littleford-Day, Inc.**

*Engineering Intern, May 20XX-August 20XX*

- First in the company to learn and test new 3-D drafting software, Solid Edge. Created the company's first drawings in this application
- Designed, drafted, and oversaw production of mixer blades with client input
- Used finite element analysis in addition to theoretical calculation to analyze parts
- Collaborated with employees to find innovative and cost-effective solutions to manufacturing problems

### **COURSE PROJECTS:**

#### **Senior Design Project**

*Remote Manufacturing in Global Markets, Fall 20XX*

- Improved and networked the automated manufacturing laboratory so students at Miami's campus in Luxembourg can control the lab to manufacture parts
- Developed networking software to establish connectivity with remote clients
- Designed and machined complex pallets for conveyor line

#### **Lean Design**

*Lean Manufacturing Semester Design Project, Spring 20XX*

- Led a team to consult with a supplier in the automotive industry on the implementation of lean manufacturing
- Evaluated and presented several ways to eliminate waste, improve process flow, and establish pull

### **OTHER WORK EXPERIENCE:**

#### **Lebanon Tree Service**

*Owner, May 20XX-Present*

- Performed market evaluation and started a small business in Lebanon, Ohio
- Grew business clientele to include 18 new customers in three months
- Averaged \$1,100 / week in revenue after two months

#### **Miami University Outdoor Pursuit Center**

*Assistant Coordinator, January 20XX-May20XX*

- Planned, and led groups of up to 12 participants of all skill levels on, multi-day outdoor rock climbing trips
- Supervised an average of five student workers per semester

### **RELEVANT SKILLS:**

- Visual C/C++, Visual basic, Fortran 90, BASIC, AutoCAD, Solid Edge, SmartCAM, ANSYS
- Experienced Web Developer: Flash, Dreamweaver, Photoshop, HTML, CGI scripting, Windows Sockets API

# Taylin Husman

345 Oak Street  
Indianapolis, Indiana 48122  
(555) 123-45567  
anyjob@miamioh.edu  
LinkedIn: [www.linkedin.com/taylin-husman](http://www.linkedin.com/taylin-husman)

## Objective

To obtain a position in which I can utilize my communication, analytic, and creative skills

## Education

*Miami University, Farmer School of Business - Oxford, OH* May 20XX  
Bachelor of Science in Business - Management and Leadership

*Southeast Asia Study Abroad Program* Winter 20XX  
➤ Exposed to cross-cultural experiences with Vietnamese and Cambodian students

## Leadership Experience

*Buck Rogers Business Leadership Program - President* 20XX to Present  
➤ Lead 120 students in a two-year selective program of leadership study, service, and business engagement  
➤ Manage recruitment processes to include promotion, interviewing, and selection of candidates  
➤ Solicited community sponsorship and support for inner-city programs that yielded \$4,000 in donations

*Business Student Advisory Council - Board Member* 20XX to Present  
➤ Serve on a 30-member student advisory team reporting to the dean of business to facilitate communication between the administration and 3,000 students  
➤ Promote campus resources to students on the Communications Committee  
➤ Interact with campus donors, guests, and other corporate leaders

## Professional Experience

*Farmer School of Business - Office Assistant* 20XX to Present  
➤ Provide administrative support to the Director of Student and Professional Development program  
➤ Respond promptly to student and visitor requests in a high-traffic setting  
➤ Interact with and provide assistance to administrators, faculty, and advisors of 25 student business organizations

*1809 Dining - Student Manager* 20XX to 20XX  
➤ Promoted to manage and motivate 15 peers at campus dining establishment  
➤ Provided attention and polite service to guests including professors, faculty, senior administration, and international dignitaries  
➤ Served as liaison between management and student employees

*Healthcare Company, LLC - Intern* Summer 20XX  
➤ Supported a multi-faceted healthcare entrepreneur engaged in niche projects to include clinical construction consultation, program management, and nationwide speaking arrangements  
➤ Created web, print collateral, and marketing materials to promote company initiatives  
➤ Copyrighted intellectual properties and researched, pursued, and established LLC status  
➤ Coordinated the logistics and materials of 24 international training presentations (Abu Dhabi, Dubai)

For more resume examples, please refer to  
[MiamiOH.edu/careers/ letters-resumes-interviews/resumes-and-cover-letters/](http://MiamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/)

## Paul W. Bishop

Before December 20XX  
522 Maple St.  
Oxford, OH 45056

After December 20XX  
352 Main Street  
Cleveland, OH 56742

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### **Objective**

To obtain a position as a congressional aide in Washington, D.C.

### **Education**

**Miami University, Oxford, OH**

Expected December 20XX

*Bachelor of Arts*, Overall GPA 3.86/4.00

*Major*: Political Science & History    *Minor*: Psychology

#### **University Honors Program**

- Involves intensive courses, rigorous honors experience, extracurricular opportunities, and research requirements, including a thesis

### **Related Experience**

**Human Rights Campaign, Washington, D.C.**

Summer 20XX

*Workplace Project Intern*

- Coordinated research efforts of three interns to analyze corporate survey submissions and SEC filings for Corporate Equality Index at nation's largest advocate for GLBT rights
- Communicated with and educated HR professionals to effectively advocate for GLBT inclusion
- Researched and drafted corporate implementation of domestic partner benefits packet for presentation to Bill Thomas, Chair, House Ways & Means Committee

### **Publications and Presentations**

**Academic Recognition Banquet for First-Year Students**

January 20XX

*Student Speaker*

- Delivered a 15-minute address titled "Student Integrity, In and Beyond the Classroom" to an audience of administrators, faculty, and 300 high-achieving first-year Miami students

**Corporate Equality Index: A Report Card on GLBT Equality in Corporate America**

*Contributor*

- Contributed significant background research warranting byline in Human Right's Campaign's 20XX Publication

### **Leadership Experience**

**Associated Student Government**

Fall 20XX - Present

*Off-Campus Senator*

- Represent more than 3,000 students and brought student concerns to ASG
- Sponsored a bill that doubled the number of blue safety lights in off-campus area

**Beta Theta Pi Fraternity**

February 20XX- Present

*Member*

- Serve as an impartial "attorney" for in-house chapter trial regarding financially delinquent members and members who violate risk management policies
- Initiated and developed a successful campus-wide relief effort and benefit concert for hurricane victims in Florida, raising \$9,600 for the Red Cross

For more resume examples, please refer to  
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## SHERRELLE HOYT

**WEB: [thehoysite.weebly.com](http://thehoysite.weebly.com)**

**shoyt@MiamiOH.edu • (513) 523-9000 • 3333 Forest Road Atlanta, GA 44111**

### CAREER OBJECTIVE

An elementary school teaching position, preferably in grades 1–3.

### EDUCATION

**MIAMI UNIVERSITY**, Oxford, Ohio

Bachelor of Science in Education, May 20XX

**Major: Early Childhood Education** Overall GPA: 3.4/4.0 GPA in Major: 3.6/4.0

**Ohio Licensure: Early Childhood Education PK–3; Georgia certification pending**

### HONORS

- Kappa Delta Pi, Education Honor Society, Spring 20XX–Present
- Dean's List, three semesters

### TEACHING EXPERIENCE

**STUDENT TEACHER**, Grades 1–3, Fall 20XX

*Colerain Elementary School, Northwest Local Schools, Cincinnati, Ohio*

- Taught all subject areas for up to 23 students.
- Developed two new units in science focusing on climate systems and recycling.
- Organized a field trip for 90 students to the Cincinnati Art Museum.
- Supervised the cafeteria, playground, and after-school activities.
- Received excellent appraisals from Cooperating Teacher.

**FIELD EXPERIENCES**, Grades 2–4, Fall 20XX–Spring 20XX

*Kramer Elementary, Talawanda City School District, Oxford, Ohio*

- Observed classroom management strategies.
- Created in-class activities for a math unit. Learned and utilized Smart Board Technology.

**SUNDAY SCHOOL TEACHER**, Primary Level (6–8 year olds), 20XX–Present

*First United Methodist Church, Ross, Ohio*

- Volunteered to teach classes during the school year. Also assisted with the Christmas program and bible school.

### CAMPUS ACTIVITIES

**RESIDENT ASSISTANT**, School years 20XX–XX and 20XX–XX

*Anderson Hall, Oxford, Ohio*

- Created a positive living/learning environment in the residence hall.
- Provided individual counseling and coordinated six educational and social programs.

**TOUR GUIDE**, School year 20XX–XX

*Office of Admission, Oxford, Ohio*

- Conducted tours of the campus for groups of up to 25 students and parents. Hosted special events with up to 200 attendees through the Office of Admission.

### ADDITIONAL EXPERIENCE

**LIFEGUARD**, Summers 20XX and 20XX

*Atlanta City Pool, Atlanta, Georgia*

- Supervised and managed pool operations. Organized swim lessons and performed pool maintenance. Participated in the training of eight new lifeguards.



# RESUMES FOR CREATIVE FIELDS

The following resumes were designed for the student or recent graduate who is looking for a job, internship or graduate program that may invite a more creative resume. For example, the use of color or a non-traditional format is standard for someone who is in the College of Creative Arts. We will add more to this section as we find additional examples. To get the full visual impact of these resumes, please view them on our website:

[[MiamiOH.edu/student-life/\\_files/documents/career-services/pdfs/resumepreparation.pdf](http://MiamiOH.edu/student-life/_files/documents/career-services/pdfs/resumepreparation.pdf)]

**Jacob Hiestand**

email: [jacobhiestand@gmail.com](mailto:jacobhiestand@gmail.com) ♦ website: [jacobhiestanddesign.com](http://jacobhiestanddesign.com)  
phone: 513.836.8889 ♦ 3536 Wilson Lane Lebanon, OH 45036

### EDUCATION

**Miami University | Oxford, OH**  
Expected Graduation, May 20XX  
Bachelor of Fine Arts in Graphic Design  
Overall GPA: 3.56/4.00

**Universidad Latinoamericana de Ciencia y Tecnologia**  
San Jose, Costa Rica, May–June 20XX  
Spanish Language & Literature

### WORK EXPERIENCE

**Get Noticed Get Found | Mason, OH**  
**Web Design/Developer Intern**  
May 20XX–Present  
Design and develop websites for various clients in the legal and financial industries. Improved their online presence and marketing through local search engine optimization.

**Advanced Learning Technologies | Miami University**  
**Student Designer/Developer**  
January 20XX–May 20XX  
Designed and developed interactive academic materials and websites for professors and university courses. Collaborated with department faculty and a team of student developers.

**Curiosity Advertising | Cincinnati, OH**  
**Design Intern**  
August 20XX–December 20XX  
Worked on various print design projects such as direct mail pieces, print advertisements, event programs and packaging concepts. Clients included: Cincinnati Bell, LasikPlus, SunmyD, Peretti Van Melle, Boy Scouts of America and Zeno. Helped with various in-house projects as well.

### RELATED EXPERIENCE

**Highwire Brand Studio | Miami University**  
**Designer Winning Team**  
Fall 20XX  
Interdisciplinary studio with marketers and designers. Three teams worked with Procter & Gamble and Olay in a competition to create a market strategy for women's facial skin care products.

**Campus Activities Council | Miami University**  
**Director of Graphic Design**  
November 20XX–Present  
Create logos, posters and promotional materials for campus-wide events such as Homecoming, Family Weekend, Springfest, Kidifest, lectures and concerts. Communicate and work with individual members and boards through email and meetings to discuss design concepts and ideas. Attend and collaborate in weekly meetings.

**Phi Sigma Pi National Honor Fraternity | Miami University**  
**Public Relations Chair**  
August 20XX–May 20XX  
Designed and created all public relations materials and apparel items for chapter of 70 members. Helped plan and run events and activities for the chapter. Attended weekly executive board and chapter meetings. Led and directed Public Relations Committee of 15 members.

**Residence Hall Association | Miami University**  
**Communications Director**  
August 20XX–May 20XX  
Developed all advertisements, posters, public relations materials and a monthly newsletter. Directed Communications Committee of 15 members. Organization involved planning and running events for the 7,000 students that live in on-campus residence halls.

### HONORS & AWARDS

**George R. and Galen Glasgow Hoxie Scholarship**  
Fall 20XX–Spring 20XX

**Dean's List | Miami University**  
Fall 20XX–Fall 20XX

**Best In Class | Miami University**  
Juried exhibition from the MU Graphic Design program  
Spring 20XX, Spring 20XX

**Participate: Designing with User-Generated Content**  
Helen Armstrong & Zvezdana Stojimirovic  
Featured work from Crowdspeak POST Project, Fall 20XX

**AIGA**  
Student Member 20XX–20XX

**Central Atlantic Affiliate of College and University Residence Halls | University of Pittsburgh**  
Best Banner Design, November 20XX

### SKILLS

**Proficient:**  
Adobe Photoshop, Illustrator, InDesign  
Microsoft Word, Excel, PowerPoint  
HTML, CSS

**Competent:**  
Adobe Flash, ActionScript, JavaScript, PHP, MySQL  
Drawing, Illustration  
Letterpress Printing  
Advanced Spanish  
WordPress

**mary  
clinton.**  
interior designer.  
visionary.  
artist.

*let's chat!*

555.555.5555  
clintonm@MiamiOH.edu

*check me out!*

wix.com/maryclinton

**education.**

miami university                      may 20XX  
interior design                              3.6/4.0  
honors program

**courses.**

- future of retail studio
- jewelry metals studio
- integrated architecture studio
- building information modeling
- furniture design

**relevant experience.**

holly & smith apac, intern  
june - august 20XX  
hammond, la  
worked directly with head interior designer, red-lined and edited cds in revit, material selection, prepared presentation boards, attended client meetings, supplementary branding projects in photoshop and indesign.

iida miami university, marketing pr

june 20XX - present  
oxford, oh  
design advertising material for meetings, events and fundraisers in photoshop and indesign, organize and lead marketing committee, coordinate with professionalism and fundraising pr chairs.

autism speaks u miami university,  
director of advertising

june 20XX - present  
oxford, oh  
design advertising material for meetings, events and fundraisers in photoshop and indesign, attend events to raise awareness, encourage enthusiasm among members.

**technical skills.**

- revit architecture
- adobe suite
- google sketch-up
- architectural drafting/sketching
- photography
- metal working

**community involvement.**

maxim healthcare, respite  
june 20XX - august 20XX  
rochester, ny  
assisted individuals with physical and developmental disabilities, aided in daily activities and interaction with community.

trinity assistance, respite

june - august 20XX  
rochester, ny  
assisted young man with developmental disabilities in maintaining his home, aided in a medical respite day program for individuals with developmental disabilities.

easter seals ny, respite

june - august 20XX  
rochester, ny  
assisted young woman with down syndrome in completing daily tasks, helped develop money management skills and positive community interactions.



**For more resume examples**

Please refer to [MiamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/index.html](https://miamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/index.html)





**Titles in the Career Development and Workbook Series include:**

Cover Letters & Other Job Search Correspondence

The Graduate School Option

Interviewing Guide

A Job Search Guide for International Students

Job Search Strategies

Mapping Your Miami Journey

Resume Preparation

Sexual Orientation, Gender Identity & Your Job Search

Telling Your Story

Translating Your Study Abroad Experience

The Value of Service in Your Career Search

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