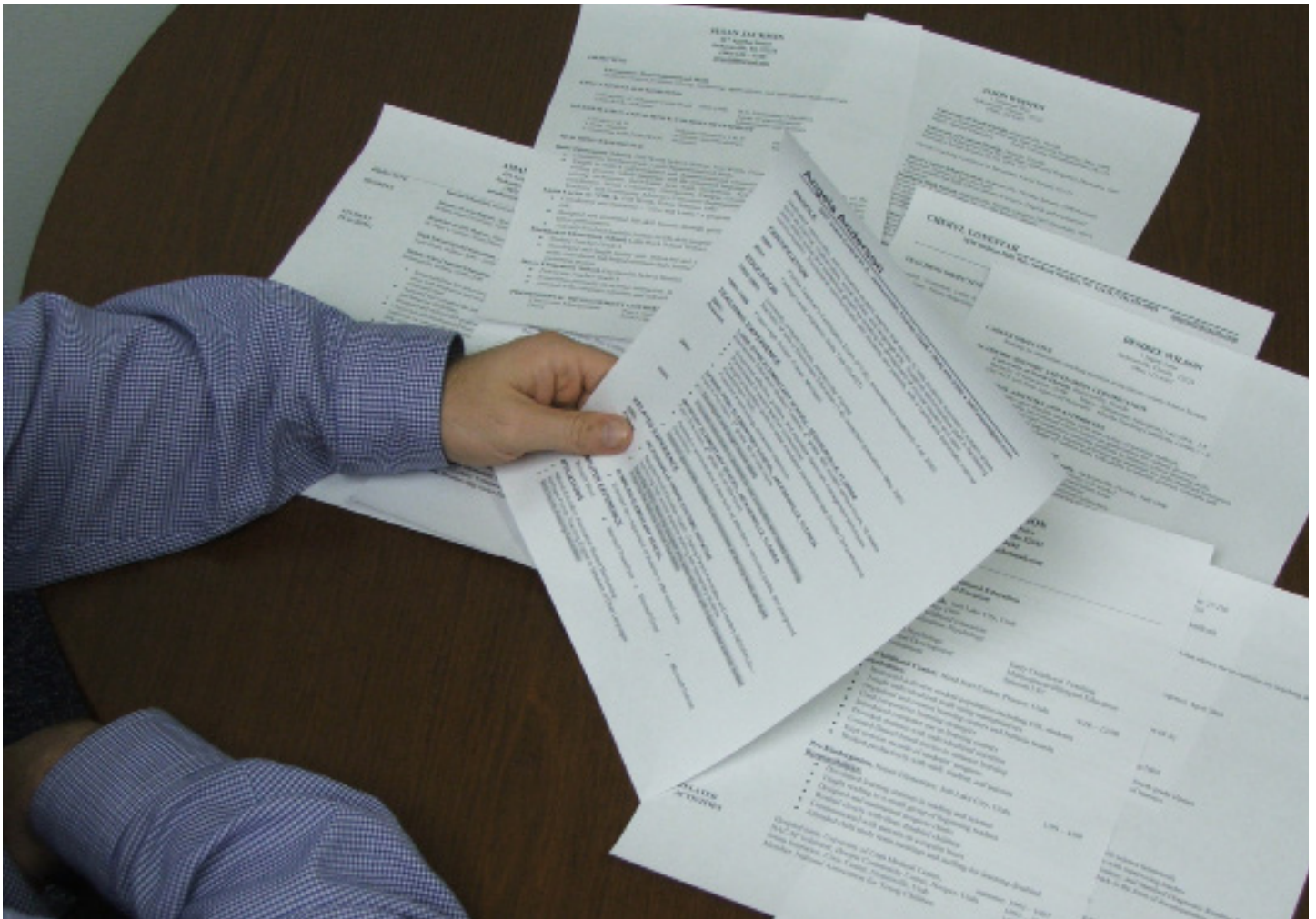


Resumes

Resume Guide For Deciding and Exploring Students



30 SECONDS IS ALL IT TAKES FOR “YES” OR “NO”!

Employers receive hundreds of resumes for job openings and the screening process is usually quick and decisive: within thirty seconds your resume goes onto one of three piles: “yes,” “no,” or “maybe.” The “yes” candidates have succeeded in communicating to the employer that they have the skills and qualifications needed for the job and have an excellent chance of receiving an interview.

Your resume is the first formal introduction between you and hiring organizations. It is imperative that your resume clearly and concisely spells out your career objective, skills, education, and achievements. The “targeted resume” is the most effective resume format for getting and keeping the attention of the employer.

THE DIFFERENCE BETWEEN A “CHRONOLOGICAL RESUME” AND A “TARGETED RESUME.”

CHRONOLOGICAL (Example on pg 51)

In the “olden days” the chronological resume was the format most commonly used. This format lists your educational and work experience in reverse chronological order. By listing your experience all in one “Experience” category, oftentimes unrelated experience ends up distracting from more important experience. For example your most recent experience might be that restaurant job you have to help pay for college expenses and the employer will see that before other relevant experience such as an internship or cooperative education experience.



THE TARGETED RESUME (Example on pg 51)

Targeting your resume essentially involves choosing particular career goals or objectives and designing a resume to achieve them. If you have done a complete inventory of your qualifications, you should be able to identify strengths that can translate into potential career directions. By creating multiple experience categories (i.e. “Administrative Experience,” “Teaching Experience,” “Other Experience,” etc.) you can help employers focus on those experiences most relevant to the position you are applying for. If your job search includes multiple job objectives, you can have two or three different resumes which place emphasis on different targeted objectives.



YOUR RESUME

Your resume is like an advertisement of yourself to a prospective employer. You want your resume to look and sound appealing to enhance your chances of being selected for an interview. Ultimately, your resume presents your skills, abilities, and qualifications as they relate to the position you are applying for.

Before developing your resume it is important to know what skills employers are seeking.

SKILLS COMMONLY SOUGHT BY EMPLOYERS

- Communication skills
- Listening skills
- Interpersonal skills
- Ability to organize and coordinate
- Creativity
- Leadership Skills
- Ability to motivate others
- Adaptability
- Persuasive skills
- Team/Group dynamics knowledge

Chronological Resume Format

HIRE ME

1111 University Dr., #000, Jacksonville, FL 32246

Phone: (904) 123-1234, Email: Hme@aol.com

OBJECTIVE A public relations internship with Billboard magazine

EDUCATION **Bachelor of Science in Communication, Public Relations** December 2009
University of North Florida Jacksonville, FL
Current GPA 3.46/4.0

Associate of Science in Business August 2007
Florida Community College at Jacksonville Jacksonville, FL
GPA 3.6/4.0

SKILLS MS Word, Excel, PowerPoint, Outlook, Explorer Internet, and Photo Shop

RELATED EXPERIENCE **Olive Garden** Jacksonville, FL
Server/Trainer/Shift Leader 8/2004 – Present

- Wait tables in a friendly, customer-service oriented atmosphere
- Assist management with new hire orientations; provide shadowing experiences
- Assure that restaurant servers perform their duties effectively

Various Bands Jacksonville, FL
Performer and Promoter 6/2006 - Present

- Organize and perform at community events
- Manage and promote various local musicians
- Compose songs and write music, since age of 13
- Play lead guitar for local rock band
- Recorded at a professional studio and distributed a demo CD

University of North Florida Spinnaker Jacksonville, FL
Newspaper Writer 9/2006 - Present

- Assist with the coordination of monthly student entertainment events
- Manage various promotional and public relations tasks
- Edit musical and cultural sections of weekly student newspaper
- Write film reviews and feature articles on visiting musical entertainers

Bennigan's Restaurant Jacksonville, FL
Server/Bartender 4/2005 – 6/2006

- Performed in nearly every aspect of restaurant operation
- Performed well during high levels of business activity
- Started as a dishwasher and moved up in rank
- Established excellent rapport with regular customers

Mercedes Homes Jacksonville, FL
Office Assistant 6/2004 – 3/2005

- Assisted Marketing department with coordination of promotional events and ad planning
- Provided input for the development of new customer brochures and promotional signage
- Performed a variety of tasks including greeting of guests (prospects), filing and data entry

Florida Community College at Jacksonville Jacksonville, FL
English Tutor 5/2003 – 5/2004

- Assisted students, one-on-one, with development of writing skills
- Created supplemental tutorial materials for student use

INTERESTS Management of local musicians and vocal artists, advertising and promotions, tracking of "Top 10 Artists"

All experience is listed in one category in reverse chronology
Note that the current experience listed first does not support
the objective- employer needs to search to find relevant experience

Targeted Resume Format

HIRE ME

1111 University Dr., #000, Jacksonville, FL 32246
Phone: (904) 123-1234, Email: Hme@aol.com

OBJECTIVE A public relations internship with Billboard magazine

EDUCATION **University of North Florida** Jacksonville, FL
Bachelor of Science in Communication, Public Relations December 2009
Current GPA 3.46/4.0

Associate of Science in Business August 2007
Florida Community College at Jacksonville
GPA 3.6/4.0 Jacksonville, FL

SKILLS MS Word, Excel, PowerPoint, Outlook, Explorer Internet, and Photo Shop

RELATED EXPERIENCE **Various Bands** Jacksonville, FL
Performer and Promoter 6/2006 - Present
•Organize and perform at community events
•Manage and promote various local musicians
•Compose songs and write music, since age of 13
•Play lead guitar for local rock band
•Recorded at a professional studio and distributed a demo CD

University of North Florida Spinnaker Jacksonville, FL
Newspaper Writer Fall 2006 - Present
•Assist with the coordination of monthly student entertainment events
•Manage various promotional and public relations tasks
•Edit musical and cultural sections of weekly student newspaper
•Write film reviews and feature articles on visiting musical entertainers

Mercedes Homes Jacksonville, FL
Office Assistant 6/2004 – 8/2005
•Assisted Marketing department with coordination of promotional events and ad planning
•Provided input for the development of new customer brochures and promotional signage
•Performed a variety of tasks including greeting of guests (prospects), filing and data entry

WORK EXPERIENCE **Olive Garden** Jacksonville, FL
Server/Trainer/Shift Leader 8/2004 – Present
•Wait tables in a friendly, customer-service oriented atmosphere
•Assist management with new hire orientations; provide shadowing experiences
•Assure that restaurant servers perform their duties effectively

Bennigan's Restaurant Jacksonville, FL
Server/Bartender 4/2005 – 5/2006
•Performed in nearly every aspect of restaurant operation
•Performed well during high levels of business activity
•Started as a dishwasher and moved up in rank
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Florida Community College at Jacksonville Jacksonville, FL
English Tutor 5/2003 – 5/2004
•Assisted students, one-on-one, with development of writing skills
•Created supplemental tutorial materials for student use

INTERESTS Management of local musicians and vocal artists, advertising and promotions, tracking of "Top 10 Artists"

Relevant Experience is now listed first and non-related experience has been moved to secondary experience category-enabling employer to see experience related to the job more easily.

“Your resume is like an advertisement of yourself to employers”

USING ACTION VERBS TO HIGHLIGHT SKILLS AND ACCOMPLISHMENTS:

Action verbs are used to emphasize your skills and accomplishments, avoids personal pronouns, and uses action words to describe duties.

EFFECTIVE ACTION VERBS- EXAMPLES

- Conduct individual, small and large group counseling sessions.
- Advise students regarding college majors and admission requirements.
- Designed, selected, and implemented instructional materials for course unit, “Columbus Sailed the Ocean Blue.”.
- Conducted analysis of processes and procedures on existing equipment.
- Constructed, administered, and evaluated formal and informal tests.
- Redesigned a cereal packaging line
- Designed equipment interface, configured automated scales, and recommended line flow alterations that decreased cycle time by 10%
- Directed and supervised three plant superintendents and twenty-five production supervisors in a 300,000 square foot facility consisting of 525 employees
- Met and exceeded \$200,000 sales quota set by sales supervisors and management
- Reconcile bank statements for operating and payroll accounts.
- Developed software for emerging growth welding robotics firm
- Conducted research on market potential and demographics
- Provided line sketches and equipment recommendations.

See the “Resume Verb List” on the next page for more ideas to improve your resume.

POINTS TO CONSIDER:

Be brief: Your resume should be as complete as possible without being redundant or irrelevant. Usually the resume will be one page long. As a rule of thumb, for each additional degree and/or seven years of experience, you can add another page. If you do have a two-page resume, be sure that the essential or primary information can be scanned quickly and appears on the front page.

Be consistent in style and content: Stylistic gimmicks (e.g., underlining, asterisks, indenting, bold type) can be effective but should not be overused.

Be logical: Make sure the information flows smoothly and sensibly. Remember: YOU determine how a person reads your resume. We read left to right, top to bottom. Prioritize and arrange your information accordingly.

Be conscious of image: Remember that your resume and cover letter are often your first contacts with a prospective employer. Resumes should be visually appealing and should not contain typographical or grammatical errors.



RESUME VERB LIST

Leadership & Management

Assigned
Chaired meetings
Coordinated
Delegated
Developed
Directed
Evaluated
Hired
Improved
Initiated
Interviewed
Led
Managed
Motivated
Oversaw
Planned
Promoted change
Reviewed
Sold
Supervised
Trained

Administration & Organization

Allocated resources
Audited
Budgeted
Calculated
Categorized
Classified
Compiled information
Designed
Developed programs
Established procedures
Estimated
Forecasted
Implemented
Maintained records
Made decisions
Managed budget
Managed time
Marketed
Organized
Prioritized

Recommended

Sorted Data
Systematized

Communication : Human Relations & Teaching

Adapted
Advised
Aided
Assisted
Coached
Communicated
Conversed
Counseled
Defined
Educated
Empathized
Empowered
Encouraged
Explained
Facilitated
Guided
Influenced
Informed
Instructed
Listened
Mediated
Mentored
Negotiated
Nursed
Presented
Taught
Trained
Translated
Treated
Tutored
Understood

Communication : Written & Verbal

Addressed
Advocated
Collaborated
Corresponded

Debated
Demonstrated
Edited
Informed
Integrated information
Interpreted
Persuaded
Proofread
Publicized
Reported
Sold
Spoke
Summarized
Synthesized
Translated

Research & Investigative

Assessed
Collected
Critiqued
Diagnosed
Disproved
Evaluated
Examined
Extracted
Identified
Inspected
Interviewed
Monitored
Observed
Researched
Reviewed
Solved problems
Studied
Summarized
Surveyed
Synthesized
Tested

Artistic & Creative

Acted
Composed
Created
Designed

Developed
Directed
Drew
Entertained
Fashioned
Generated Ideas
Illustrated
Initiated
Performed
Portrayed Images
Sang
Sketched
Visualized
Wrote

Physical/Mechanical & Clerical/Technical

Arranged
Assembled
Built
Calculated
Catalogued
Classified
Computed
Constructed
Cooked
Counted
Designed
Devised
Engineered
Entered data
Fabricated
Filed
Inspected
Installed
Lifted
Operated
Processed
Program computers
Recorded
Repaired
Sorted
Transported
Word processed

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The following elements are often included in resumes. Arrange whichever categories you use to reflect your strengths in the most advantageous way.

CONTACT INFORMATION: Your name, address(es), phone number(s) with area codes. It is acceptable to include your e-mail address.

OBJECTIVE: One sentence stating the kind of position you want, the task(s) you want to perform, or the environment in which you wish to work.

EDUCATION: Name of institution, city, state, degree, major, and month and year of graduation. You may wish to include would be schools attended overseas; course work directly applicable to the desired job; minor; GPA (overall or departmental). The highest degree earned should be listed first, then continue backward.

CERTIFICATION: Include your area/level of certification and date received

EXPERIENCE: Name of organization, job title, city, state, dates of employment or service, and active verb descriptions (*) of responsibilities and duties usually in bullet form. For targeted Resumes you can highlight specific experience: "Administrative Experience," "Management Experience" "Related Experience," "Other Experience," etc.

SKILLS: Provide a list of skills or qualifications that you would like the employer to know about that may not come through in other headings. List computer languages, programs, systems, etc. For example: Excellent team player; Work well independently while also in team situations; Excellent oral and written communication skills.

HONORS/AWARDS: Academic scholarships, grants, academic honors, awards (e.g. Geology Student of the Year) and Dean's List (may also be included under Education section)

LANGUAGES: Foreign Languages: Define the level of your ability : "Fluent," "Literate," "Conversant"

PROFESSIONAL MEMBERSHIPS: Professional and community affiliations, clubs/organizations, and student groups. Include name of organization, dates of membership, and offices held, if any.

INTERESTS/ACTIVITIES (Optional): Special interests, activities, or travel experiences.

REFERENCES: Not Necessary but if you want, the statement "references available upon request" is preferred. List references on a separate page (name, address and phone) which matches your resume paper. Do not send unless they ask for them!

OTHER HEADINGS: "Special Skills;" "Publications;" "Professional Development" (training, seminars, conferences, workshops), "Class Projects," "Study Abroad," "If you have something else to add that would be relevant, make a heading that's appropriate and include it!

LAYOUT, FORMAT AND PRINTING FORMAT:

- Are general headings (education, experience, etc) consistently presented and set apart in some way from the other material (by capitalizing, underlining, spacing, bold-facing, etc)?
- Does the order of material presented emphasize what you intend it to? Is the order logical? Are the items in reverse chronological order (i.e., most recent experience first)?
- Is the length of the resume appropriate to the amount of material presented and to the job objective?
- Does the resume have an overall neat, readable appearance? Is it easy to scan? Is there sufficient but not excessive white space?

PRINTING:

- Your resume should be word-processed.
- Have it printed on "resume" paper (stationery stores or office supply stores have a selection of paper for resume writing). Use pale colors such as white, ivory, gray, cream, beige, or off-white. Avoid loud and garish colors and bright white.
- Test your resume by photocopying it. Oftentimes employers copy your resume and pass it on to others in the organization.

CONTENT

- Are the topic headings specific enough to invite reader interest?
- Is the information presented specific and concise? Is it quantitative where appropriate?
- Are accomplishments and problem-solving skills emphasized?
- Are your name, address, and telephone number, and email address at the top of the first page? If there is a second page, is your last name and "page 2" at the top?
- Is all important information included?
- Is extraneous material (hobbies, marital status, age, irrelevant memberships, repetitious information, etc) eliminated?

STYLE

- Do sentences begin with action verbs?
- Is grammatical style consistent throughout?
- Is choice of vocabulary appropriate to your job target?
- Are punctuation and spelling correct?
- Are sentences and paragraphs of a readable length? (Paragraphs ideally should be no longer than a few lines)
- Have extraneous phrases, such as “duties included” been eliminated?
- Do any of your phrases or sentences contain personal pronouns?

LAYOUT

- Fonts: Avoid using Courier, it is a wide font and takes up too much room. Common resume fonts include Times Roman, Helvetica, Palatino. There are many new fonts that look great too. Experiment with your font menu!
- Font Size: 11point the average; 10 point is lowest you would want to go.

- Margins: .5 inch margins top, bottom, right and left are recommended to give you space you need. In Microsoft Word go to “File” then “Page Setup” and change each margin. It is almost impossible to have a one page resume with the default margins.
- Bullets are used to highlight verb statements on a resume. It is recommended to go to “Insert” and then select “Symbol” and insert a bullet where you want it. The bullet wizard in Word adds too much spacing that takes away valuable space on your resume.

FINALLY:

Proofread, Proofread, Proofread!! Always have someone else proof your resume. You have worked so much with your resume you will just not see those typos or mistakes that someone else can spot in seconds!. Career Services offers resume critiques to help you make sure your resume is perfect!

EXAMPLES OF RESUMES CAN BE FOUND ON THE FOLLOWING PAGES

Nikki A. Freshman

123 UNF Way
Jacksonville, Florida 32225
(904) 555-6543
n.freshman@unf.edu

Objective	Seeking a part-time position as an Accounting Assistant.
Education	University of North Florida , Jacksonville, Florida <i>Bachelor of Business Administration, Accounting</i> Expected: May 2015
Related Experience	Florida State College at Jacksonville , Jacksonville, Florida <i>Accounting Tutor</i> , August 2014–Present <ul style="list-style-type: none">• Created a strategy on how to help students learn accounting• Communicate with students, faculty, and staff• Conduct interviews for other tutor positions Coggin College of Business , Jacksonville, Florida <i>Student Assistant</i> , Summer 2014 <ul style="list-style-type: none">• Completed various projects using Microsoft Office programs• Organized and implemented a new filing system• Performed research about student's needs
Work Experience	Hallmark , Jacksonville, Florida <i>Sales Associate</i> , February 2013–December 2013 Wendy's , Jacksonville, Florida <i>Cashier</i> , June 2012–January 2013
Skills	Excellent customer service Strong communication skills Experience working in a fast-paced work environment Microsoft Word, PowerPoint, Excel
Activities	Alpha Sigma Pi, Vice President Golden Key Honor Society

BRANDON B. SOPHOMORE

5323 Kernan Boulevard South
Jacksonville, Florida 32225
(904) 555-1953
bbsophomore@yahoo.com

Objective	To obtain an internship in the field of advertising
Education	University of North Florida , Jacksonville, Florida <i>Bachelor of Science, Communication: Advertising</i> May 2016, GPA 3.6
Honors and Activities	Advertising Club Dean's List Student Government, Chief Justice Martin Luther King, Jr., Scholarship Recipient
Qualifications	<ul style="list-style-type: none">• Excellent team player• Communicate effectively with others• Effective leadership skills• Strong motivational skills• Arranged programs and invited guest speakers for Advertising Club• Maintained an organized work area• Developed and maintained productive working relationships• Successfully maintained above average GPA while working and being heavily active in extracurricular activities
Computer Skills	Excel Publisher Photoshop MS Word Power Point
Employment History	Target , Jacksonville, Florida, <i>Cashier</i> , May 2013–Present Dillards , Tampa, Florida, <i>Sales Associate</i> , Summer 2013 Publix Supermarkets , Tampa, Florida, <i>Cashier</i> , January 2012–April 2013

Sarah Sunshine
123 Brandnewday Road
Jacksonville, Florida 32256
(904) 620-1234
ssunshin@hotmail.com

EDUCATION

University of North Florida, Jacksonville, Florida
Bachelor of Art, Major in Sociology; Minor in Psychology, December 2014
GPA: 3.7/4.0, Dean's List and Psi Chi National Honor Society
Graduated Cum Laude

RELATED EXPERIENCE

Duval County Family Resource Center (DCFRC) Jacksonville, Florida
Intern, Spring 2014

- Prepared resource manual to be used by the Center.
- Provided child care information.
- Researched and translated social insurance programs of clients.
- Obtained medical supplies for clients not covered by medical cards.
- Provided counseling to a caseload of 20-25 clients per week.
- Initiated a program to inform the school children about the DCFRC.
- Worked in conjunction with other social service agencies to obtain needed services for clients.

Brighten Center, Jacksonville, Florida
Intern, Fall 2011

- Maintained small caseload with teen parents.
- Conducted home visits and counseled teen parents.
- Co-led teen parenting classes.
- Prepared a variety of materials taught at the parenting classes.

Camp Sunny Day, Boone, North Carolina
Camp Counselor, Summer 2010 and 2011

- Worked with physically handicapped children ages 5 - 7 years old.
- Organized activities for children.
- Learned basic sign language while working with deaf impaired child.

RESEARCH EXPERIENCE

University of North Florida, Professor B.F. Skinner, Jacksonville, Florida
Research Assistant, January 2012-August 2012

- Helped develop coding system for behavioral assessment of 8-year olds
- Tested 40 research participants for ability to complete various motor tasks
- Assisted with data analysis using SPSS-X

VOLUNTEER EXPERIENCE

Mental Health Services, Jacksonville, Florida
Volunteer (June 2011-present)

- Work with mentally handicapped people in daily activities including personal hygiene, eating, and recreation.
- Learned to take care of and communicate with the mentally challenged.

Boys and Girls Club of Duval County, Jacksonville, Florida
Volunteer (May 2010-January 2011)

- Assisted children with homework and facilitated their learning.
- Organized recreational activities.

MEMBERSHIPS

American Psychological Association, Student Member, 2013 - present
UNF Psychology Club, President, 2012 - present

SKILLS

Above average understanding of American Sign Language
Proficient with SPSS-X, ACCESS Data Base

OZZIE OSPREY

4567 All American Drive
Jacksonville, Florida 32224

Phone: (904) 620-1000
Email: ozzie123@unf.edu

OBJECTIVE

Seeking a Program Coordinator position in youth services

EDUCATION

University Of North Florida
Bachelor of Arts, Psychology
GPA 3.5/4.0, Dean's List, FICPA Scholarship

Jacksonville, Florida
Expected: 12/2014

RELEVANT COURSES

Advanced Adolescent Psychology
Personality Theories

Learning Theory
Social Psychology

Behavior Modification
Mentor of Urban Youth

RELEVANT EXPERIENCE

Boys and Girls Club
Office Assistant

Jacksonville, Florida
6/2014 - Present

Provide the public with information about various services. Coordinate recreational events. Assist counselors with Mentor Youth Training seminars. Manage various office and administrative tasks.

University of North Florida
Experimental Social Psychology Class Project

Jacksonville, Florida
Spring 2014

Worked in a group setting to plan a research project. Conducted research on religious and sexual attitudes. Collected data via surveys of 18 to 40 year-old college students.

University of North Florida
Behavior Modification Class Project

Jacksonville, Florida
Fall 2013

Worked to develop a behavior modification plan to stop inappropriate behavior. Research possible plans of action and chose two plans to limit behavior. Implemented plans with positive reinforcement.

University of North Florida Psychology Club
Special Events Coordinator

Jacksonville, Florida
Fall 2012

Oversaw the financial operations of outreach marketing projects; maintained budget. Coordinated Adopt a Kid Day, a recreational event for inner city children. Successfully raised funds for children's charity. Arranged guest speakers for meetings.

OTHER WORK EXPERIENCE

Hallmark Cards
Merchandiser

Jacksonville, Florida
6/2011 – 5/2013

Merchandised 8-10 retail stores daily to ensure visual appeal of product displays. Assisted sales representatives with servicing accounts. Processed customer-billing statements. Handled customer inquiries and resolved any existing problems.

Jacksonville Insurance Company
Office Assistant

Jacksonville, Florida
8/2011 – 6/2013

Provided information to clients regarding insurance policies. Improved office administration process by re-organizing file system.

Albert Einstein

(904) 555-1212 aeinstein@aol.com
2657 Uphill Ave, Jacksonville, Florida 32244

OBJECTIVE

An entry-level automotive engineering position requiring strong analytical and organizational skills.

EDUCATION

UNIVERSITY OF NORTH FLORIDA Jacksonville, Florida
Bachelor of Science in Mechanical Engineering May 2015
Honors: Daniel M. Joseph Prize in Mechanical Engineering, 2008
Top Five Finisher in the ASME Region XI Student Section Website Competition

RELATED COURSEWORK

Thermodynamics, Deformable Solids, Statics, Materials Science, Basic Circuits, Fluids Mechanics, Controls, Heat Transfer, Vibrations, Statistics, Design, Turbo Machinery, Automotive Structural Design

RELATED EXPERIENCE

AUTOCRAFTERS, INC. Jacksonville, Florida
Co-op Engineer August 2014
• Worked on advanced test project that involved mechanical design, CAD/CAM technology, automobile structures, and coordination among project groups

UNIVERSITY OF NORTH FLORIDA Jacksonville, Florida
Senior Design Project Spring 2014
• Designed a data acquisition system to monitor solar panels installed on roof of the UNF Engineering building

Mini-Baja Team participant Fall 2013
• Worked on 6-member team to design and build a miniature stock car for National Society of Automotive Engineers competition

Pressure Vessel Project Spring 2013
• Measured the discharge pressure when one pressure vessel discharged to the next at the instant it reached choke flow or subsonic velocity

GENERAL MOTORS CORPORATION Detroit, Michigan
Intern Summer 2013
• Assisted in experimental and literature research
• Prepared data for technical papers
• Computed engineering calculations

SKILLS

• WINDOWS OPERATING SYSTEM	• HTML	• AUTOCAD
• JAVA	• PROE	• MATLAB
• IDEAS	• LABVIEW	• C++

ACTIVITIES

- Society of Automotive Engineers, President, 2013–Present
- American Society of Mechanical Engineers (ASME), 2012–Present

SKILLS

Computer: MS Word, Excel, Power Point, Word Perfect, Photo Shop, Internet
Language: Fluent in Spanish, Conversational French and American Sign Language

WILBUR WRIGHT
123 Appledumpling Avenue
Jacksonville, Florida
(904) 555-5555

EDUCATION

UNIVERSITY OF NORTH FLORIDA
Bachelor of Business Administration, Business Administration
G.P.A. 3.5 Dean's List

Jacksonville, Florida
August 2016

RELATED EXPERIENCE

ABC ORGANIZATION

Intern

Jacksonville, Florida
May 2014–August 2014

- Assisted with the design and research of several marketing projects
- Created a survey for the general public to be used for a marketing research study
- Attended a 2 week advertising seminar
- Effectively worked as a team player while also maintaining top performance on individual projects

SMALL BUSINESS DEVELOPMENT CENTER

Business Analyst

Jacksonville, Florida
Summer 2013

- Assisted in business planning to small start-up and existing businesses
- Conducted research on market potential and demographics
- Performed business valuations used for buying and selling small businesses
- Prepared financial statements for tax and lending purposes

UNIVERSITY OF NORTH FLORIDA

Strategic Management and Business Policy Class Project

Jacksonville, Florida
Spring 2013

- Worked in a group setting on the marketing and promotion of the Maytag Corporation
- Collected data via a survey on the marketing methods currently used by the Maytag Company
- Researched the history of their marketing strategies and conferred with other professionals in the field
- Received a grade of A, individually and as part of the team, on the project

OTHER WORK EXPERIENCE

UNIVERSITY OF NORTH FLORIDA

Student Assistant/Career Services

Jacksonville, Florida
May 2013–Present

- Greet students, answer phones, and file
- Maintain the career library and assist students in the computer lab
- Assist staff with running errands, typing, and scheduling student appointments

SKILLS

Proficient in Lotus and WordPerfect

Excellent oral and written communication skills

Receive and carry out instructions and tasks in a timely manner

Organized, with attention to detail

Ability to adapt to a changing work environment and deal with pressure comfortably

ACTIVITIES

Alpha Sigma Pi, Accounting Fraternity, *Member*

2013–present

Student Government Association, *Member*

2013–present

American Marketing Association, *Member*

2012–present

United Way Student Fund Raising Committee, *Member*

2012–present

HARRIET OSPREY

1111 University Dr., #000, Jacksonville, FL 32246
Phone: (904) 123-1234, Email: hosprey@aol.com

OBJECTIVE

To obtain a journalism internship with Billboard magazine.

EDUCATION

UNIVERSITY OF NORTH FLORIDA

Bachelor of Science in Communication, Journalism

Current GPA 3.96/4.0

Jacksonville, FL

May 2016

WRITING EXPERIENCE

FLORIDA TIMES UNION

Freelance Writer

- Research, write, and edit stories for all sections of the Jacksonville daily newspaper which has a circulation of over 165,000 readers
- Develop working relationship with members of Jacksonville media community
- Write articles highlighting the Hope Fund which has helped more than 760 local families in need

Jacksonville, FL

8/2014–present

THE SPINNAKER, UNIVERSITY OF NORTH FLORIDA STUDENT NEWSPAPER

Assistant News Editor and Writer

- Assign stories for news section of weekly student newspaper
- Assisted with various editorial decisions and story budgets
- Generate new story ideas
- Edit stories of other writers

Staff Writer

- Wrote hard news
- Write news articles on political, academic, and social topics

Jacksonville, FL

1/2014–present

1/2013–12/2013

COX COMMUNICATIONS

Writer (Internship)

- Wrote articles for employee publication
- Wrote and posted articles to updated intranet
- Wrote press releases and personnel announcements
- Conducted research for speeches and presentations
- Involved with strategic planning related to communication issues and challenges

Atlanta, GA

5/2013–12/2013

JACKSONVILLE BUSINESS JOURNAL

General Assignment Reporter (Internship)

- Wrote articles for a number of different beats
- Wrote profiles and feature articles on local area business professionals

Jacksonville, FL

Summer 2012

OTHER WORK EXPERIENCE

OLIVE GARDEN, **Server/Trainer/Shift Leader**, Jacksonville, FL

PULTE HOMES, **Office Assistant**, Jacksonville, FL

BENNIGAN'S RESTAURANT, **Server/Bartender**, Jacksonville, FL

SAWGRASS COUNTRY CLUB, **Server/Houseman**, Jacksonville, FL

8/2012–Present

6/2012–8/2012

4/2011–8/2011

5/2010–8/2010

ORGANIZATIONS/CLUBS

Golden Key International Honor Society

UNF Ad Club, Vice President and Charter Member

1/2014–present

8/2013–present

SKILLS

MS Word, Excel, Power Point, Outlook, Explorer Internet, News Edit Pro

INTERESTS

Artist and repertoire, artist management, promotions, tracking of "Top 10 Artists"

William Gates

4567 St. Johns Bluff Road, South ♦ Jacksonville, Florida 32256 ♦ (904) 620-1234 ♦ aein@unf.edu

OBJECTIVE

To obtain an entry-level position in computer programming

EDUCATION

UNIVERSITY OF NORTH FLORIDA, Jacksonville, Florida
Bachelor of Science in Computer and Information Science, May 2016
Major: Computer Science GPA: 3.5

COMPUTER SKILLS

- ♦ COBOL, Assembly, Qbasic, C, Pascal, Basic, C++
- ♦ UNIX, MS-DOS, MS Windows, TSX/R SX
- ♦ DEC Alpha, PC, PDP-11, IMB Mainframe
- ♦ MS Word, Excel, WordPerfect, Lotus, dBase, PageMaker

RELATED EXPERIENCE

BLUE CROSS BLUE SHIELD OF FLORIDA, Jacksonville, Florida
Server Management Team Intern, 7/2014–present

- ♦ Automate in-office Service Center reports using Excel macros and VBA
- ♦ Help with maintenance and hardware support for production Proliant servers, including hot-swap parts replacement and other forms of troubleshooting
- ♦ Participated in complete hardware assembly of HP/Compaq Proliant DL series servers, including racking and cable management

UNIVERSITY OF NORTH FLORIDA, Jacksonville, Florida
OFFICE OF COMPUTING SERVICES
Help Desk Programmer Analyst, August 2013–present

- ♦ Install and maintain various computer software
- ♦ Assist in solving technical problems with University computers
- ♦ Train new employees and assist with hiring

Programmer Assistant January 2013–August 2013

- ♦ Promoted to Programmer Analyst
- ♦ Installed hardware
- ♦ Assisted with various software support

CLASS PROJECTS

- ♦ Developed software for pseudo inventory management system using the RUP
- ♦ Designed client/server using sockets/RPC
- ♦ Constructed a C-compiler and a cross assemble using C
- ♦ Designed programs featuring forking, semaphores, and pipes using C
- ♦ Designed a variant of the game “connect five” using artificial intelligence paradigms
- ♦ Created various multimedia projects using PHP, HTML, Director, Premiere, Authorward
- ♦ Designed FTP client/server using C

ACTIVITIES

Association of Information Technology Professionals, *Member*, 2013–present
University of North Florida Computing Society, *Treasurer*, 2013–present
BACCHUS—the campus alcohol awareness group, *Volunteer*, 2013–present

OTHER WORK EXPERIENCE

BELK DEPARTMENT STORE, *Accounting Clerk*, Jacksonville, Florida, 5/2013–4/2014
UNITED PARCEL SERVICE, *Loader*, Jacksonville, Florida, 5/2012–4/2013
BOUNDLESS LIGHT PRODUCTIONS, *Web Designer*, Jacksonville, Florida 1/2012–5/2012

HONORS

Dean’s List, 2012, 2013, 2014
Upsilon Pi Epsilon Award for Academic Excellence, 2013
Golden Key National Honor Society, 2012–2013
Math Student of the Year Award, 2012

Carl Sagan
124 Galaxy Way
Jupiter, Florida 32256
(123) 123-4546

OBJECTIVE

An internship in laboratory research

EDUCATION

University of North Florida, Jacksonville, Florida
Bachelor of Science in Chemistry, Expected May 2016
Major GPA: 3.8, Overall GPA: 3.68

Relevant Courses:

- Organic Chemistry I & II
- Calculus I & II
- Chemistry I & II
- Biology I & II
- Physics I & II
- Inorganic Chemistry
- Quantitative Analytical Chemistry

HONORS

Dean's List; Golden Key National Honor Society; UNF Academic Scholarship

RELEVANT WORK EXPERIENCE

University of North Florida, Jacksonville, Florida
Chemistry Research Assistant, Summer 2014
Constructed multistage vacuum system and computer-interfaced, pulsed, supersonic gas injector for molecular collision experiments.

Eckerd Drug Store, Jacksonville, Florida
Pharmacy Technician, January 2014–May 2014
Assisted pharmacist with filling prescriptions. Dispensed medication and determined volumes for solutions and suspensions. Maintained inventory. Completed appropriate insurance paperwork. Provided customer service and operated the cash register.

SKILLS

Computer: Microsoft Word, Excel, and Power Point
Strong skills in interpreting complex and/or technical information and problem solving
Work well independently while also a positive team player
Strong organizational skills with attention to detail
Punctual and reliable

MEMBERSHIPS

American Chemical Society
Student Member, 2013–Present

Pre-Med Society
Student Member, 2013–Present

OTHER WORK EXPERIENCE

Winston Barney Corporation, Data Processor, Jacksonville, Florida, 9/2013–12/2013
The Gap, Night Manager, Jacksonville, Florida, 1/2013–8/2013
McDonald's, Cashier, St. Augustine, Florida, 2/2012–12/2012

Franklin D. Roosevelt
123 All American Way
Jacksonville, FL 32224
904-123-2345
Frooseve@aol.com

OBJECTIVE

A position in public relations that will utilize strong analytical, planning, and communication skills

AREAS OF EFFECTIVENESS

ANALYTICAL SKILLS

- Have passed three parts of the Florida CPA license and will be taking the fourth part in January 2010.
- Prepared tax returns and extensions and preliminary audit review.
- Able to maintain accounts payable, receivables, and general ledger.
- Adept in MS Word, Excel, Lotus, WordPerfect, and Power Point.

ORGANIZATIONAL/PLANNING SKILLS

- Collaborated with local children's charity to assist with math tutoring.
- Coordinated, implemented, and supervised a raffle to raise \$1000.00 for local children's charity.
- Reorganized file system to improve office administration.
- Arranged guest speakers for student organization.
- Planned and organized a social event for employers and students.
- Able to maintain above average GPA while working 25–30 hours per week and participating in various activities.

COMMUNICATION SKILLS

- Invited guest speaker for student organization.
- Able to communicate effectively with customers and employees.
- Prepared and delivered speech to help raise funds for charity.
- Served as spokesperson for student organization.

EDUCATION

UNIVERSITY OF NORTH FLORIDA, Jacksonville, Florida
Bachelor of Business Administration, May 2016
FICPA Scholarship, Dean's List, Phi Kappa Phi Honor Society

EMPLOYMENT HISTORY

WILLIAM & ASSOCIATES, Jacksonville, Florida, *Customer Service Representative*, June 2014–Present
COOPERS & LYBRAND, Jacksonville, Florida, *Accounting Intern*, Fall 2013
JACKSONVILLE INSURANCE COMPANY, Jacksonville, Florida, *Office Assistant*, January 2013–August 2013

ACTIVITIES

FICPA—student member
Alpha Sigma Pi—treasurer/public relations officer

Michael Dell

124 Osprey Way
Jacksonville, FL 32225
(904) 123-4567
mdell@anywhere.com
www.mdell.com

EDUCATION

University of North Florida, Jacksonville, FL

Bachelor of Science in Computer and Information Science, Minor in Graphic Design

Major: GPA 3.87, Overall GPA: 3.65, May 2016

Honors: Phi Theta Kappa and Dean's List

COMPUTER SKILLS

COBOL
Visual Basic
Lotus

CCS
Qbasic
Microsoft Office

Assembler
Oracle
PowerPoint

Microsoft Access
Paradox
Word Perfect

RELEVANT EXPERIENCE

Information Resources of Jacksonville, Jacksonville, FL

Part-time Programmer, June 2014–present

- Perform installation procedures, custom programming, and testing as required.

Barnett Technologies, Jacksonville, FL

Intern, August 2013–December 2013

- Built and installed PC's for staff
- Established user accounts on appropriate networks
- Traced and repaired network problems
- Trouble shot various problems with staff computers
- Trained personnel on network and various installed programs

UNF Career Development Center, Jacksonville, FL

Part-time Web Master, January 2013–May 2013

- Worked directly with Director and staff on web page creation and maintenance
- Developed graphics for various marketing and promotional materials

OTHER EXPERIENCE

U.S. Navy

E-8, AWCS Anti-submarine Warfare Operator Technician, May 2009–June 2012

- National Defense Ribbon
- Meritorious Accommodation Medal

MEMBERSHIPS

Delta Sigma Pi, 2013–2014

Upsilon Pi Epsilon, 2013–2014, Coordinator of Special Events, 2013

Students in Free Enterprise, 2013–2014

Thomas Jefferson

Current Address

Osprey Way, HB 101
Jacksonville, FL 32256
(904)123-1234

Permanent Address

902 North Cascade
Colorado Springs, CO 80946
(719)789-1011

EDUCATION

University of North Florida

Bachelor of Arts

- Political Science Major
- GPA: 3.5
- Political Science Advisory Committee

Jacksonville, FL

May 2016

RELATED EXPERIENCE

Colorado Legislature

Legislative Aide

- Interned with Diana DeGette, Assistant Minority Leader in the House of Representatives.
- Researched bills, observed House floor activities, and attended committee meetings.
- Organized dinner and/or speaking engagements and handled constituent correspondence.

Denver, CO

Summer 2014

The Law Office of Elizabeth T. Hurley

Receptionist

- Answered telephones, organized case files, and helped with monthly billing.
- Responsible for preparing outgoing client correspondence and preparation of court documents.

Colorado Springs, CO

Summer 2013

SKILLS

Proficient with IBM computers; applications Word Perfect, Lotus, and Free Lance Graphics
Worked with Macintosh computers; applications Microsoft Word
Type 65 wpm

CAMPUS ACTIVITIES

PRSSA—*Student Member*, 2013–Present

Political Science Club—*Vice President*, 2013–present

Student Ambassadors—2013–Present

WORK EXPERIENCE

Jacksonville Law Firm

Runner

- Assist office staff with general office duties and transport documents to law firms and Duval County Court House.

Jacksonville, FL

October 2012–Present

Kinko's Copy Center

Customer Service Representative

- Handled customer inquiries about coping, faxing, binding, and laminating.
- Assisted customers with merchandise selection and operated cash register.
- Operated various copier machines, fax machines, and binding and laminating machines.

Denver, CO

October 2011–April 2012

Ozzie Osprey

904-111-1111, Ozzie@ospreys.unf.edu

Objective

An internship with the U.S. Department of Housing/Urban Development

Education

University of North Florida
Bachelor of Arts, **Political Science**,
Minor in **International Studies**; Overall GPA 3.64/4.0

Jacksonville, FL
12/2015

Memberships: Mock Trial, Pi Sigma Alpha, Golden Key International Honor Society

Relevant Experience

Rogers Towers Attorneys at Law

Jacksonville, FL

Administrative Assistant

06/2012-Present

- Transport affidavits/forms to and from Duval Courthouse
- Assist with various office tasks

University of North Florida

Jacksonville, FL

Member, Enactus, formally Students In Free Enterprise

01/2012-Present

- Research company contacts for students
- Create/edit workshop documents for presentations
- Investigate contacts within selected target markets

University of North Florida

Jacksonville, FL

Politics of Social Programs Research Paper

01-04/2014

- Assignment required identification of a member of the “working poor”
- Interviewed participant to gather data for analysis
- Identified factors affecting income potential
- Documented housing and lifestyle challenges and its effects
- Focused on participant’s outcome and accomplishments

The Experiment in International Living

Tepic, MEX

Volunteer

07/2010

- Worked on the Caritas public health project
- Collected medical, clothing, food and other donations
- Developed cultural awareness and planning skills

National Youth Leadership Forum on Law

Washington, DC

Representative, Fletcher High School

10/2009

- Attended law related workshops
- Focused on ethics and social policy issues
- Participated in mock trial simulations

Work and Volunteer Experience

University of North Florida

Jacksonville, FL

Chartwells Catering Staff

03/2012-04/2014

Vincenzo’s Trattoria Restaurant

Jacksonville, FL

Hostess, Wait Staff

05/2012-06/2013

Forest Hills Nursing Home

Jacksonville, FL

Volunteer

04/2010-06/2011

Skills

Microsoft Word, PowerPoint, Excel, and Explorer; Twitter, Facebook, LinkedIn, Vine; WordPress

Science Osprey

123 Osprey Way, Jacksonville, Florida 32256, (904) 123-4567, sosprey@unf.edu

Objective

An internship in field of pathological laboratory research

Education

University of North Florida Jacksonville, Florida

Bachelor of Science in Chemistry; Minor in Biology, Expected 12/2015

Major GPA: 3.8/4.0, Overall GPA: 3.68/4.0

Relevant Courses:

- | | |
|---------------------------|--------------------------|
| •General Chemistry I & II | •Chemical Research |
| •Organic Chemistry I & II | •Genetics |
| •Biochemistry | •Pathogenic Bacteriology |
| •Inorganic Chemistry | •Ecology |

Honors

Deans List; Golden Key National Honor Society; UNF Academic Scholarship

Relevant Work Experience

University of North Florida - Jacksonville, Florida

Chemistry Research Assistant, 01/2014– Present

- Construct multi-stage vacuum system and computer-interfaced, pulsed, supersonic gas injector for molecular collision experiments

CVS Drug Store - Jacksonville, Florida

Pharmacy Technician, 01/2010 – 05/2013

- Assisted pharmacists with filling prescriptions; dispensed medication and determined volumes for solutions and suspensions
- Maintained inventory; completed appropriate insurance paperwork
- Provided excellent customer service; upheld company policies and procedures

Skills

Laboratory: Gravimetric Analysis, Titrations, Spectrophotometer Analysis, Affinity Chromatography, PCR, Southern Blot Test, and Gel Electrophoresis

Computer: Microsoft Word, Excel and PowerPoint

Personal: Excellent problem solving skills; Ability to interpret complex and/or technical information; Work well independently while also a positive team player; Strong organizational skills with attention to detail; Punctual and reliable

Memberships

Biomedical Pre-Professional Society, UNF, Student Member, 01/2013 – Present

American Chemical Society, UNF, Student Member, 09/2011 - Present

Other Work Experience

Laboratory Corporation of America, Data Processor, Jacksonville, Florida, 9/2012-12/2013

Wal-Mart, Night Manager, Jacksonville, Florida, 8/2010-8/2012

McDonald's, Cashier, St. Augustine, Florida, 2/2008-7/2010

Henrietta Osprey

(904)123-1234, H.Osprey@ospreys.unf.edu

OBJECTIVE	An advocacy internship in the criminal justice field	
EDUCATION	UNIVERSITY OF NORTH FLORIDA Bachelor of Arts Degree, Criminal Justice Minor in Psychology Upper Level GPA: 3.7/4.0; Overall GPA: 3.4/4.0; Dean's List four consecutive semesters	Jacksonville, Florida December 2015
AFFILIATIONS AND HONORS	Student Criminal Justice Association - Vice President and Treasurer, Psychology Club – Member, Golden Key National Honor Society - Member	
SKILLS	Proficient in Microsoft Word, Excel, Outlook, PowerPoint, SPSS Fluent Spanish; conversational French Good interpersonal skills, learn tasks quickly, team player who often emerges as the leader in group projects	
ACADEMIC EXPERIENCE	UNIVERSITY OF NORTH FLORIDA Family Violence (CJL 4681) <ul style="list-style-type: none">• Examined the various expressions of violence (child, spouse, elder abuse)• Discussed psychological and social causes of domestic violence• Learned about strategies for alleviating intra-familial aggression Criminological Theory (CCJ3603) <ul style="list-style-type: none">• Increased understanding of theories used to explain criminal behavior• Developed connections between theory, research, and policy• Used critical thinking skills to analyze, develop, and improve policies to reduce crime Lifespan Development (DEP 3054) <ul style="list-style-type: none">• Compared social, emotional, and cognitive development from birth to death• Developed an understanding for psychological research pertaining to human development	Jacksonville, Florida January - April 2014 August - December 2013 January - April 2013
COMMUNITY EXPERIENCE	GUARDIAN AD LITEM 4 th JUDICIAL CIRCUIT Certified Volunteer <ul style="list-style-type: none">• Assist Court Appointed Special Advocates with documentation of files• Build trusting relations with abused children enrolled with the organization HUBBARD HOUSE Summer Volunteer <ul style="list-style-type: none">• Read to the children and coordinated various play activities• Assisted with stocking of facility supplies for families in need• Made fundraising calls to secure donations and support from area businesses	Jacksonville, Florida March 2014 - Present Jacksonville, Florida May 2010 - August 2013
WORK EXPERIENCE	BANK OF AMERICA Teller <ul style="list-style-type: none">• Assist with training of new part-time tellers• Provide courteous customer service for civilian, military, and business customers• Implement policies and procedures in a consistent manner WALGREENS Cashier <ul style="list-style-type: none">• Trained in asset protection and loss prevention procedures• Served as team lead in manager's absence KIRKLAND'S Sales Associate <ul style="list-style-type: none">• Received three Employee of the Month Awards• Assisted with overnight inventory audits and store reset procedures	Jacksonville, Florida May 2012 – Present Jacksonville, Florida December 2010 - May 2012 Jacksonville, Florida June 2009 - August 2010

CJ Osprey
904-123-4567
cjosprey@unf.edu

OBJECTIVE

To secure an internship in the Criminal Justice Field working with Juveniles

EDUCATION

University of North Florida
Bachelor of Arts in **Criminal Justice**
Minor in **Sociology**

Jacksonville, Florida
Expected 12/2015

COURSEWORK

University of North Florida

Jacksonville, Florida

Juvenile Delinquency

05-08/2014

Exposed to the nature and extent of juvenile delinquency in the United States; understand the role of external factors that contribute to delinquency such as family, peers, and schools; learned about society's response to delinquency through formal and informal mechanisms of control

Methods of Offender Treatment CJC3410

01-04/2014

Learned the appropriate and inappropriate forms of treatment and their effectiveness; analyzed the rehabilitation process as it relates to the offender's experience with the police, courts, and correctional institutions

Criminal Law and Procedures

08-12/2013

Developed an understanding of the laws and procedures of the criminal trial process; gained knowledge on crime and punishment and limitations of the criminal justice system; presented assigned case in the group Mock Court competition

RELEVANT EXPERIENCE

Duval County Public Schools

Jacksonville, Florida

Para Professional (Substitute Teacher)

03/2014 - Present

Work with inner city and rural county students ages 12-17; Assist in classroom instruction, monitor students' behavior including supervision during detention hour; provide discipline to ensure a safe environment

Jacksonville University

Jacksonville, Florida

Project Axxess Counselor

05-08, 2013 and 2014

Worked with middle school aged at risk youth; assisted in implanting various educational activities and programs; Organized assignments and group activities to develop social skills and conflict resolution; Provided guidance and discipline to ensure safety

WORK EXPERIENCE

DAK Resources, Inc.

Jacksonville, Florida

Medicare Enrollment Analyst

12/2012 – 03/2014

Supervisor of Elections

Jacksonville, Florida

Customer Service Representative

07-11/2012

SKILLS

Proficient in Microsoft Word, Access, Excel, Outlook and PowerPoint

Conversational Spanish; Knowledgeable in American Sign Language

Facebook, Twitter, LinkedIn

Able to effectively handle difficult situations and individuals; Dependable leader and team player; Ability to communicate across cultural lines; attentive and observant; respectful of an organization's chain of command

SOCIAL SCIENCES OSPREY

1234 Osprey Cove
Jacksonville, FL 32224

(904) 123-4567
ssosprey@gmail.com

EDUCATION

University of North Florida, Jacksonville, FL
Bachelor of Arts, December 2015
Majors: **Psychology (Child Psych.); Sociology**

Florida State College at Jacksonville, Jacksonville, FL
Associate of Science, May 2013
Major: **Early Childhood Management**

PROFESSIONAL EXPERIENCE

Youth Counselor Intern January 2014-Present
Delores Barr Weaver Foundation for Girls and Young Women, Jacksonville, FL

- Facilitate specialized gender-responsive training with a focus on gender equality and non-conformity to gender stereotypes
- Provide one-on-one safety, self-image and peer influence training to girls in inner-city elementary schools
- Serve as a mentor, tutor, counselor and group facilitator for girls needing high level interventions

Committee Board Member February 2012-Present
Jacksonville System of Care Initiative, Jacksonville, FL

- Assist and facilitate the local Youth M.O.V.E. (Motivating Others through Voices of Experience) Chapter; organization works with youth who have experience in the foster care, mental health, substance abuse, juvenile justice or homeless systems.
- Serve as a voting board member for the System of Care Initiative, a community collaborative, that unites various children's mental health agencies to transform the mental health system locally

Project Representative June 2012-December 2013
Family Support Services, Jacksonville, FL

- Partnered with Summer Night Lights, a program aimed at decreasing juvenile delinquency by keeping local parks open later, to promote the social services in the community
- Worked with youth (6-17 years old) on activities that focused on team building and communication

Student Assistant in ESOL Department August 2012- May 2013
Florida State College at Jacksonville, Jacksonville, FL

- Assisted English for Speakers of Other Languages (ESOL) with filling out applications for admittance into program
- Created a safe space for students to ask for assistance when they did not understand instructions that were given in English

PROFESSIONAL DEVELOPMENT TRAINING

- Emotional Intelligence
- Cultural Sensitivity
- Foster Care Advocacy
- Leadership Development
- Safe Harbor Act
- Strategic Marketing

AWARD AND MEMBERSHIPS

- UNF Social Work Club: President, 2014-Present
- Florida State College of Jacksonville: Award of Excellence (Outstanding Student Achievement), April 2013
- Collegiate Leadership Jacksonville: Member, Class of 2013
- Department of Children and Families: Community Champion Award, December 2012

TOMARA TEACHER

Jacksonville, Florida 32224

(904) 123-4567

TTeacher1@gmail.com

EDUCATION

University of North Florida, Jacksonville, Florida

Bachelor of Science Degree (December 2015)

Major: **Psychology**-Child Psychology Track, Minor: **Writing Studies**, GPA: 3.4/4.0

Florida State College at Jacksonville, Jacksonville, Florida

Associate of Science Degree (May 2013)

Major: **Early Childhood Management**

TRAINING

Cardiopulmonary Resuscitation (CPR); American Sign Language

SKILLS

MS Word, PowerPoint, Excel, Outlook, and Explorer; WordPress, Blogger, Tumblr

TEACHING EXPERIENCE

Duval County School System, Jacksonville, Florida (August 2013 - Present)

Substitute Teacher

- Present daily lessons in elementary school setting
- Ability to create an interest in learning mathematical and scientific subjects
- Establish and execute individual classroom management plan
- Effectively perform administrative duties: attendance, recording of grades, and documentation of completed assignments for instructor's use

Montessori Learning Center, Jacksonville, Florida (August 2012 – July 2013)

After School Teacher's Assistant

- Provided assistance with management of 30 pre-school children
- Engaged students in creative art, reading exercises and physical activities
- Provided parents with weekly achievement reports; recognized children for cooperative behavior and development of interpersonal skills
- School's philosophy based on Stephen Covey's Seven Habits of Highly Effective People

RELATED EXPERIENCE

Ed White Middle School, Jacksonville, Florida (January - May 2013)

Volunteer

- Assisted teachers with class room preparation for 35 students
- Organized school supplies: reading, math, and art resources
- Served as Hall Monitor during general assembly

First Baptist Church, Jacksonville, Florida, (June-July, 2011 and 2012)

Senior Camp Counselor

- Planned summer camp activities: annual Academic Success Bowl, sports competitions, and mini craft fair
- Assisted with pre-camp scheduling tasks
- Designed promotional flyers

Museum of Science and History (MOSH), Jacksonville, Florida (May - August 2011)

Museum Guide

- Assisted with daily presentations and tours
- Conducted presentations for summer camp students
- Provided excellent customer service; followed policies and operating procedures

ASSOCIATIONS

- Student Council for Exceptional Children
- Student Government Association
- Psychology Club
- Toastmasters International

HONORS

- Dean's List
- Golden Key International Honor Society
- Junior Achievement Scholarship
- Bright Futures' Scholarship

OTHER EXPERIENCE

TJ Maxx, Jacksonville, Florida (August 2011 – December 2012)

Cashier

HENRIETTA OSPREY

123 Osprey Ave., Jacksonville, FL 32224
(904) 123-4567, Henrietta.Osprey@unf.edu, www.linkedin.com

OBJECTIVE

Seeking an internship or part-time position as a creative editor and writer

EDUCATION

Bachelor of Arts in English and Bachelor of Science in Communication (Public Relations) Expected 12/2015

University of North Florida, Jacksonville, Fla.

- GPA: 3.6/4.00
- Dean's List Recipient Spring 2014, Fall 2013, Fall 2011
- Relevant Coursework: Rhetoric and Writing, Art of Critical Reading, Shakespeare, Creative Writing, Advanced Writing For The Media, Public Relations Writing

PUBLICATIONS

- Osprey, Henrietta. "From student to professional." *Spinnaker*. Jan. 2014: Print and Digital.
- Osprey, Henrietta. "First-year in higher education." *Spinnaker*. Oct. 2012: Print and Digital.

VOLUNTEER EXPERIENCE

Public Relations Representative; Mentor

09/13 – Present

Delores Barr Weaver Foundation, Jacksonville, Fla.

- Compose news releases for the staff press
- Write and edit copy for weekly newsletters
- Edit materials for brochures, advertisements, and posters
- Collaborate with a team in developing advertising plans
- Provide English tutorial sessions for girls ages 10 to 17
- Utilize creative writing skills to assist girls with expression of life challenges
- Organized the first Spoken Word contest, 04/ 2013

WORK EXPERIENCE

Campus Recruiter

08/11 - Present

The Celebrity Cafe, Jacksonville, Fla.

- Design newsletters and brochures for distribution on campus
- Recruit an average of 25 students in the college internship program each year
- Consistently exceed recruitment goal by 20%
- Utilize strong interpersonal skills to create strong partnerships with student organizations on the campus

Guest Services Member

05/10 - 06/11

J.C. Penney Corporation, Jacksonville, Fla.

- Trained 5 new employees on the functions of the register and procedures
- Performed customer sales, returns and exchanges
- Resolved customer complaints through utilizing problem-solving skills

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, and Outlook; Illustrator, Photoshop, InDesign

Blogging: WordPress, Blogger, Tumblr, Goggle +

Social Media: LinkedIn, Facebook, Twitter, and experience in Social Media Optimization

Language: Intermediate Spanish

Personal: Attentive to detail, adhere to organizational policies, effective leader and team player, ability to establish rapport with people ranging from children to college students to adults

Ozzie Osprey

OzzieOsprey@unf.edu | 904.123.4567 | 1234 Osprey Cove, Jacksonville, FL 32224

OBJECTIVE

Skillful musician seeking a private/charter school elementary or high school concert band internship position

EDUCATION

Bachelor of Music Education, April 2016, **University of North Florida**, Jacksonville, FL

- GPA 3.93; Summa Cum Laude
- Primary Teachers: Randy Tinnin, Gordon R. Brock, Todd DelGiudice, Armando Staley, Bree Suberman
- Master Classes: Michael Bovenzi, Kevin Reid, Charlotte Mabrey, Marc Dickman, Danny Gottlieb

INTERNSHIP AND WORK EXPERIENCE

Music Department Intern, September 2013 – Present, **Cathedral of the Arts**, Jacksonville, FL

- Deliver the finest quality of music tutoring to children ranging from 5-17 in a self-selected program
- Create music syllabus for group lessons tailored to performance and non-performance members
- Document the students' progress reports in individualized folders

Freelance Private Instructor, October 2012 – Present, **For the Love of Music**, Orange Park, FL

- Teach saxophone, trombone, and drum lessons to private clients on a referral basis
- Provide students with tailored music syllabus based on their level of experience

Assistant Stage Manager, May – August 2012, **Music Theater Performers**, Jacksonville, FL

- Managed the flow of efficiency between musical sets
- Ensured artist hospitality customer service from arrival to departure

PERFORMANCES

Jacksonville Symphony Orchestra, May 2014 - Present , **Woodwind Chamber Orchestra**, Jacksonville, FL

The UNF Wind Symphony, March 2013 , **Carnegie Hall Performance**, **Principal Saxophonist**, New York, NY

UNF Drum Line, January 2012 – Present , **Lead Drummer** Jacksonville, FL

PROFESSIONAL MEMBERSHIPS

Pi Kappa Lambda National Music Honor Society, 2014 – Present, **Chair-Membership Drive**, Jacksonville, FL

Phi Eta Sigma National Honor Society, 2013 – Present, **Member**, Jacksonville, FL

HENRIETTA OSPREY

Henrietta.Osprey@unf.edu, (904) 123-4567, 211 Osprey Lane, Jacksonville, FL 32224

OBJECTIVE

To obtain an internship position at a law firm

EDUCATION

UNIVERSITY OF NORTH FLORIDA

Bachelor of Arts Degree in Criminal Justice; English minor

Major GPA: 3.3/4.0; Honors: Florida Bright Futures Scholarship

Jacksonville, FL

December 2015

RELEVANT CLASSES

- CCJ 4283 - Philosophy of Law and Justice
- CJL 4510 - Court Systems and Procedures
- CCJ 4664 - White Collar Crime
- CCJ 3501 - Juvenile Delinquency and Juvenile Justice
- CCJ 4680 - Family Violence

COMPUTER SKILLS

- MS Word, Outlook, Excel, PowerPoint

ACTIVITIES

COMMUNITY CONNECTIONS

January 2014-Present

- Participate in the on-going development of juvenile mentoring programs
- Periodic revise of training resources for new volunteers
- Solicit donations from area companies and individual contributors
- Assist coordinators with event planning for various youth services activities

PRE-LAW PROGRAM

January 2014-Present

- Attend informational luncheons: guests represent Florida law school programs
- Assist program director with event set up for student events
- Network with alumni and guests of the Pre-law Program: lawyers, judges, community leaders

STUDENT CRIMINAL JUSTICE ASSOCIATION

August 2013-Present

- Involved in annual membership drive
- Assist with the identification of guests speakers and organization of various events

PRE-LAW STUDENT SOCIETY

August 2013-Present

- Member of Mock Trial

WORK EXPERIENCE

APPLEBEE'S

Jacksonville, FL

Hostess, Wait Staff

March 2012 - Present

- Assist management training of new employees
- Received raises based upon work ethic and ability
- Improved customer service skills

UNF CHILD DEVELOPMENT RESEARCH CENTER

Jacksonville, FL

Student Assistant

May - August 2011

- Followed policy and procedures
- Helped children develop social skills with interactive games

Harriet Osprey

1 UNF Drive
Jacksonville, Florida 32224
904-620-2955
Harriet.Osprey@gmail.com

<u>Objective</u>	To obtain a criminal justice internship the Florida Department of Law Enforcement	
<u>Education</u>	University of North Florida Bachelor of Arts Major in Criminal Justice Minor in Economics Bright Future's Scholarship Recipient	Jacksonville, Florida 12/14
<u>Academics</u>	Introduction to Criminal Justice (CCJ 3020) <ul style="list-style-type: none">Lectures on police, courts, and corrections Criminological Theories (CCJ 3603) <ul style="list-style-type: none">Studies on the explanations and causations of crime Research Methods in Criminal Justice (CCJ 3700) <ul style="list-style-type: none">Instructed on how to properly conduct research in the criminal justice FieldResearch project on the correlation between age and crime Court Systems and Processes (CJL 4510) <ul style="list-style-type: none">Lectures on the main operations of the US court systemsObserved Federal, State, and Local court processes	
<u>Related Experience</u>	Jacksonville Sheriff's Office Ride-along Participant <ul style="list-style-type: none">Observe procedures for traffic violations, domestic disputes, and other daily occurrences during the work day of an officerLearn police codes and dispatch proceduresConfirmation of an interest in law enforcement	Jacksonville, Florida 01/14 - Present
<u>Skills</u>	Proficient in Microsoft Office and troubleshooting PCs Great interpersonal skills, team player, and self-starter	
<u>Affiliations</u>	Student Criminal Justice Association Pre-Law Society	01/14 – Present 08/13 – Present
<u>Employment</u>	Best Buy Geek Squad Tech University of North Florida Tech Support	Jacksonville, Florida 09/12 - Present Jacksonville, Florida 12/11 – 09/12

Harriet Osprey

Harriet.Osprey@gmail.com

School Address

1 UNF Drive
Jacksonville, FL 32224
(904) 620-2955

Permanent Address

1111 Home Street
Orange Park, FL 32065
(904) 620-2955

OBJECTIVE

To obtain a position as a federal student intern for U.S. Customs and Border Protection

EDUCATION

University of North Florida

Bachelor of Arts in Criminal Justice

Overall GPA: 3.52/4.0

Courses: Criminal Law and Procedures, Drugs and Crime, White Collar Crime, Research Methods in Criminal Justice, Law Enforcement Systems and Procedures, Criminological Theory

Jacksonville, FL

Expected December 2014

RELATED EXPERIENCE

Jacksonville Sheriff's Office Pre-Trial Services

Student Intern

Jacksonville, FL

January 2014-April 2014

- ❖ Observed orientations/weekly visits from court ordered defendants
- ❖ Gained knowledge on the importance of court orders and confidential court cases
- ❖ Observed meetings with the State Attorney, Defense Attorney, and Judge in chamber before trial
- ❖ Attended J-1 court to better understand court processes

William L. Thompson Jr., P.A.

Clerical Assistant

Orange Park, FL

August 2013-December 2013

- ❖ Answered phone calls and took messages
- ❖ Made copies of paperwork for filing and depositions
- ❖ Sent fax messages, operated collating/coping machine, and prepared outgoing mail

ADDITIONAL EXPERIENCE

Publix

Customer Service Staff

Orange Park, FL

May 2012-Present

- ❖ Provide fast, fun and friendly service for our guests
- ❖ Handle wire transfers for Western Union
- ❖ Reconcile cash transactions at the end of every day

O'Connor Development Corporation

Clerical Assistant (Part-time)

Orange Park, FL

October 2011-August 2012

- ❖ Prepared incoming and outgoing mail
- ❖ Answered phones during conferences and took proper messages
- ❖ Completed and delivered payroll checks for corporations owned by O'Connor Development

SKILLS

- ❖ Computer Skills: Microsoft Word, Works, and PowerPoint; some experience with Microsoft Access and Excel
- ❖ Language Skills: Novice of American Sign Language

Pat Brown
123 Osprey Lane
Jacksonville, FL 32225
Phone: (904) 555-1234
Email: pbrown@gmail.com

Objective	Seeking a marketing internship that will utilize various communication experiences
Education	University of North Florida , Jacksonville, Fla. Bachelor of Science in Communication- Public Relations , 12/2014 GPA 3.5/4.0; Dean's List four semesters Public Relations Student Society of America, Member
Skills	Facebook, Twitter, Tumblr; Adobe Photoshop, Illustrator, Prezi; MS Word, Excel, Outlook, Explorer, Publisher, FrontPage; excellent interpersonal and communication skills, attentive to detail
Experience	Jacksonville Chamber of Commerce , Jacksonville, Fla., Volunteer , 08/2013- Present <ul style="list-style-type: none">•Create newsletters/pamphlets for the community•Research opportunities to utilize social media to advertise Chamber functions•Contribute ideas for website development•Assist with organization of various events City of Jacksonville Beach , Jacksonville Beach, Fla., Special Events Intern , 05/2013- 09/2013 <ul style="list-style-type: none">•Contacted local businesses to improve the flow of information between the city and local businesses in order to increase overall attendance at events•Researched and implemented marketing and advertising opportunities (surveys, etc.)•Lead planner for multiple Jacksonville Beach events (Moonlight Movie Program) Dalton Agency , Jacksonville, Fla., Marketing Intern , 01/2013- 04/2013 <ul style="list-style-type: none">•Developed social media campaigns for assigned clients•Wrote press releases for local, state, and national assigned governmental offices•Interviewed up and coming performers for the "Who's Who in the City", a COJ initiative University of North Florida , Jacksonville, Fla., Media Planning Class , 08/2012- 12/2012 <ul style="list-style-type: none">•Gained an understanding of the problems involved in making media and advertising placement decisions•Developed decision-making strategies related to the overall marketing process for local non-profit organizations•Produced graphic images and logos for campaign materials and PowerPoint presentations•Presented creative concepts and tactics for the final presentation
Employment	Watson Realty , Jacksonville, Fla., Office Assistant , 05/2012 - 08/2012 <ul style="list-style-type: none">•Worked in Marketing Department; provided input on ad planning and media selection•Assisted sales agents with collateral preparation and public relations promotions•Performed a variety of tasks including filing and data entry for production reports
Interests	Social media, event organization, community development and outreach, entertainment industry

A WORD ABOUT REFERENCES

SHOULD YOU LIST YOUR REFERENCES ON YOUR RESUME?

Should you list your references on your resume? Experts disagree, but I think you should list your references, either on your resume, or on a separate Reference Sheet, if those references are recognizable by name or title. Let me give you an example.

I was working with a student once. We had completed his resume, and I asked if he wanted to list references. "What kind?" he asked. "Well," I said, "do you have anybody who would recommend you and who is recognizable by name or title? He then proceeded to name a United States Senator and a United States Congressman whom he had known all his life. Those names, addresses, and telephone numbers went down on his resume.

If someone famous will recommend you, put the name on your resume. Is it "name dropping" to do so? You bet it is. And it works.

Alternatively, if someone with a spiffy title will recommend you, put the name, title, address, and phone number on your resume. **Spiffy titles include: Professor, Dean, President, Owner, Manager, and so on.**

If you decide to list references, make sure you personally call them and ask their permission. Make certain you tell each reference you intend to include his or her name, address, and phone number on your resume. One very effective alternative to listing your references directly on your resume is to have a separate "Reference Sheet." In this way you can send out resumes that do not reveal names and addresses of your references and then present the Reference Sheet at the interview. Or you might decide that some prospective employers should receive references at the same time they receive your resume. Then you include the Reference Sheet with the resume.

Usually, three references are provided. Be sure your name is on the separate Reference Sheet. Example of the correct format for listing references:

Thomas English, Ph.D.
Professor of Civil Engineering
University of North Florida
One UNF Drive
Jacksonville, FL 32224
(904) 620-1234
tenglish@unf.edu

SAMPLE REFERENCE PAGE

Vinnie Van Gogh
1234 Painters Way
Jacksonville, FL 33224
(904) 123-4567
VinnieVanGogh@hotmail.com

REFERENCES

Ken Parker
Director
American Heart Association
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