

Résumé Writing Guide



**CAREER SERVICES
VILLANOVA UNIVERSITY
CORR HALL
610-519-4060
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RESUME WRITING GUIDE

Because the resume is often the first thing that an employer will use to evaluate you, it is extremely important that it is an effective “advertisement” of your skills, knowledge, and experience. The resume is a critical item in determining whether or not you will receive an interview. Thus, it should be a flawless, well thought out, and effective sales tool for your job search.

Self Assessment

- **Identify your skills and abilities.** For example, what are your 3 greatest strengths? How do you know you have these attributes? Where have you proven this?
- **Explore a variety of careers** to determine the requirements of the occupations you are seeking. What skills are they looking for? How does this fit with your own skills and abilities?
- **Make a list** of the experiences you have been involved in: jobs, volunteer work, activities, leadership roles, awards etc.

Advertise and Inform... General Guidelines

- Easy to read, typed (quality print) and spaced neatly.
- A logical presentation of relevant information.
- "Marketable" according to the skills and qualifications your potential employer is seeking.
- Well organized and consistent with format and headings.
- Concise, but not at the expense of accuracy or completeness. A typical resume is one page in length but this depends on your particular background.

Typically, a resume will be looked at for **15 - 20 seconds** by an employer!
Make sure it is very clear and highlights your skills and experiences effectively through the use of formatting, ordering and headings

Always be positive in the way you describe your background. First impression counts!

- **There are many styles and formats...** Choose one that is unique to you! Using Templates can help you get started but we do not recommend them for your final copy. You also run the risk of having your resume look like everyone else's and will probably have space issues as well.
- **Use reverse chronological order** in each of your categories (most recent to least recent).
- **Use margins and titles...** to guide the readers and inform them of skills and attributes.
- **Use bold facing, underlining, capitalization, and/or italics...** to highlight important items. Also explore other options in Word such as small caps and using lines to separate sections.
- **Develop separate sections...** on education, work experience, activities etc. from the list you made so the reader can get highlights quickly.
- **The order of categories should be in more important to least important...** Objective (if you choose to include one) and Education will, at this point, be your first two. "Bulk up" towards the top with the most important information from there.
- **The amount of space that you provide for an item indicates the importance of that item**
- **Use phrases...** to describe rather than full sentences. A resume is a first person document so you do not need to use personal pronouns.

Getting Started

- Take this list you created in the assessment stage and begin to develop separate sections (i.e. Activities, Volunteer Experience, Leadership Experience, etc.)
- It is recommended that you use 10-12 pt. font (you can use a larger font size for your name) set your top, bottom, and side margins between ½” – 1”. This will allow you to maximize the amount of information you can include on a page and still have an easily readable and professional looking document.
- Do not be concerned about length for the first draft. For most undergraduates, one page is the most common length due to lack of experiences. Individuals with added experience/degrees may need a two-page resume to present their relevant experiences adequately. Resume length may also vary by career field. If you have questions about the length of your resume please consult with a career counselor.
- Once you complete your list you can begin to format your resume and describe your experiences. Remember, descriptions, order and categories depend on your experiences and goal. **You do not need to use the exact headings we provide in this packet - be creative and make it personalized!**

Identification

- **Your name** - make it stand out
- **Full Addresses**, include zip code and correct state abbreviations.
- If you have 2 addresses put your school address in the upper left corner and permanent address in the upper right hand corner.
- **Phone Number**, including area code, and **email address** (preferably conservative).

Joe E. Student

joseph.student@villanova.edu

VU Box 0000
800 Lancaster Avenue
Villanova, PA 19085
610-519-0000

0000 Arch Street
Philadelphia, PA 19107
215-555-5555

Objective

- **Not all resumes have an objective;** if you are unsure of what you want you can consider leaving it off. If your major is different from your career objective, this section can allow you to clarify. Also, if you are interested in a summer position this can also help your resume from falling into the wrong pile!
- **Short and to the point is best.** You are seeking a balance between you and the position/organization, and between general and specific. If it is too general it is unnecessary, if it is too specific you may be limiting opportunities.
- **The purpose is to specify the position you desire and skills you possess.**
- **Consider making a different objective for each position** you are applying for, making it focused on that particular position.

Examples:

To obtain a summer position in the field of marketing to expand experience in market research and analysis.

To obtain a position in pharmaceutical sales utilizing business background and knowledge of biology.

An internship in mechanical engineering focusing on design.

Entry-level staff accounting position with a special interest in auditing.

To obtain a full-time editorial assistant position with a newspaper, magazine, or publisher.

Education

- **Use reverse chronological order.** VU and then high school if you choose
- **List name, location of school, degree(s), date of graduation, minor(s) and concentration(s)**
- If you choose, and if applicable, list overall GPA/major GPA, class rank, academic honors/scholarships, projects, thesis, research, seminars, pertinent coursework, and/or certificates.
- Whether or not to list a GPA is a personal decision with pros and cons each way - Generally, if it is a 2.8 or higher you can list it or if you feel it is a positive reflection of your potential. Be aware that some employers will expect to see your G.P.A.
- Be sure to include schools where you have studied abroad or other colleges you may have attended

Example:

Villanova University, Villanova, PA, May 2007

Bachelor of Arts

Major: Psychology Minor: Criminal Justice

Overall GPA: 3.0; Major GPA: 3.2

Academic Projects/Papers

- You may wish to include academic projects/papers on your resume to highlight class experiences and knowledge that may be relevant to an employer.

Examples:

Intermediate Accounting

Spring 2005

- Leader of audit team addressing many GAAP issues for a simulated company.
- Created and maintained work papers for seven years of client activity.

Senior Design Project

Fall 2004 – Spring 2005

- Performed hydraulic analysis and designed stormwater BMP's for the future relocation of the Villanova University Law School.
- Tasks included mapping out drainage areas and applying engineering concepts to establish pre and post construction models using HEC-HMS.

Advertising Project

Fall 2005

- Advertising "firms" competed within class to win a client's account. Held role of Co-Creative Director of advertising team. *Team won client account.*
- Learned advertising strategy, teamwork, market research, budgeting, problem-solving, creative concepts and design, media strategy, and presentation.
- Created a bound advertising brief as a finished product.

Employment Experiences

- Use reverse chronological order.
- Include name and location of organization, title and dates of employment.
- Utilizing action statements describe your position (See functional verb chart).
- Employment and other categories can be broken down into more specific categories such as RELATED EXPERIENCE and OTHER EXPERIENCE. This allows you to list the most relevant experiences together.
- Give specific details of your accomplishments, skills developed, and responsibilities rather than a general list of duties. Quantify your accomplishments; use numbers in percentage (%) or dollar (\$) form to show increases in sales, productivity, customer satisfaction, etc.

(See next page for an example)

Example:

Sales Associate, Zany Brainy, Rockville, MD

Summer 2005

Provided excellent customer service in this high volume children's educational toy store. Assisted with inventory procedures. Trained new employees on company practice. Awarded Outstanding Employee of the Month for an increase of 30% in personal sales.

Activities

- List activities in order of importance. Highlight leadership/responsibilities. List college, community, professional, and occasionally, relevant high school activities.
- May have descriptions of activity, leadership role, and accomplishments, particularly if applicable to career goals.
- May use other headings to more specifically discuss your experiences (i.e. Volunteer Work, Athletics, Related Activities, etc.).

You can do this one of two ways:

Activities:

Accounting Society, President

- Manage the day-to-day functions of the organization, which includes running meetings, recruiting new members, and organizing events.

Blue Key Society

- Successfully represent the university through campus tours to prospective students, parents, and other visitors.

Balloon Day, Captain

Intramural Basketball

Special Olympics Volunteer

Delta Delta Delta National Sorority

OR

You can divide your activities into volunteer Experience & Leadership Experience categories.

Descriptions are not necessary for everything on your resume - just the ones you would like to highlight or you feel focus on a particular skill you would like to sell.

Honors/Awards

- Optional. Include this section only if you have several honors/awards. If you only have one or two honors, you can include them in a combined "Activities/Honors" section or in "Education" if they are education related.

Skills

- You may want to consider adding a skills section to highlight computer hardware and software skills, foreign languages, or certifications.

Other Section Heading Examples:

Related Experience Internships Practicums Athletics	Interests Seminars Professional Memberships Travel	Honors Volunteer Experience Community Service Publications
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The Final Draft

- Your Final resume should be **free of errors!** Proofread your resume several times and have it checked by a career counselor. One error on your resume will leave a poor first impression with an employer and could cost you an interview!
- Print out resumes on a laser printer. **Every resume should be an original (do not make Xeroxes)!**
- Buy **resume paper** at the bookstore or office supply store, with extra paper for extra copies and cover letters.
- Be cautious with strange fonts and graphics, because often they may not convert well if sending your resume electronically.
- **When emailing a resume**, email as an attachment unless instructed to do otherwise

Functional Verbs

Accomplished	Manipulated	Coached	Edited	Recorded
Achieved	Mapped	Collaborated	Educated	Recruited
Acted	Marketed	Communicated	Enlarged	Rectified
Adapted	Mediated	Completed	Established	Regulated
Adjusted	Merchandised	Conceived	Evaluated	Related
Administered	Moderated	Conceptualized	Examined	Renewed
Advertised	Modified	Conducted	Founded	Reported
Advised	Monitored	Consulted	Fund-raised	Represented
Affected	Motivated	Contracted	Generated	Researched
Aided	Negotiated	Controlled	Governed	Resolved
Analyzed	Obtained	Cooperated	Guided	Revised
Anticipated	Operated	Coordinated	Handled	Scanned
Applied	Ordered	Counseled	Headed	Standardized
Approached	Organized	Created	Hired	Stimulated
Approved	Originated	Decided	Identified	Supervised
Arranged	Participated	Defined	Implemented	Surveyed
Assembled	Performed	Delegated	Increased	Synthesized
Assessed	Persuaded	Demonstrated	Influenced	Systemized
Assigned	Planned	Designed	Informed	Taught
Assisted	Presented	Determined	Initiated	Team-Built
Budgeted	Proposed	Detailed	Innovated	Tested
Built	Provided	Developed	Inspected	Trained
Calculated	Publicized	Devised	Invented	Transmitted
Catalogued	Published	Directed	Led	Utilized
Chaired	Recommended	Distributed	Maintained	Verified
Clarified	Redesigned	Drafted	Managed	Wrote

Help and Hints

- **You can have many versions of your resume** if you have varied career goals. Each version can then be targeted toward a particular goal.
- **Do not have someone else write your resume for you!** You will be asked to discuss it in an interview!
- **Seek the advice of others:** Career Services Staff, professors, professionals, or parents. Remember, final decisions are yours!
- **Help is available from Career Services** through Career Counseling appointments; walk-in hours - every day from 1 - 3 pm; virtual walk-ins from 3 - 4 daily (screenname: VUCareers), or you can meet with a student Career Assistant during their office hours. Just call 610-519-4060 if you would like to make an appointment.

Extra Resume Writing Tips for Internships/Summer Jobs

Objective	Be sure to indicate in the objective of your resume, as well as in your cover letter, that you are seeking a summer or intern position. You want to avoid being mistaken for a full time job seeker and getting overlooked.
High School	Because of having had less time to develop experiences, it may be more appropriate for undergraduates seeking internships/summer jobs to include (more) high school information on their resumes. Appropriate high school-related information may include extracurricular activities, leadership experiences, part-time or summer jobs, foreign exchange student experiences, honors/academic achievements and awards, and special skills developed (i.e. computer skills, language skills, etc.)
Coursework	Again, because of the likelihood of not having as many opportunities to develop related skills through work experiences, potential interns may want to include information on pertinent classes, class projects, senior projects, or seminars that they have been involved in. This could serve as proof to prospective employers that you have a certain knowledge base, the ability to grasp and apply concepts related to the work you may be performing in their summer position, etc.

NOTES

Mandy Marketing
Mandy.marketing@villanova.edu

32 Locust St.
Bryn Mawr, PA 19010
215-555-5555

931 Buckingham Way
Elizabeth, NJ
609-555-5555

EDUCATION

Villanova University, Villanova, PA

May 2005

Degree: Bachelor of Science in Business Administration Major: Marketing, International Business

Minor: Spanish

Overall GPA: 3.68/4.0

Relevant Course Work: Economics, Organization Management, Market Research, Managerial Accounting, International Marketing, Marketing Management, Buyer Behavior, Management Trends in Asia, Sports Marketing, International Comparative Management, Finance

London School of Economics, London, England

Spring 2003

Study Abroad Experience

Relevant Course Work: International Economics, International Communications

WORK EXPERIENCE

Nelton Communications, New York, NY

Summer 2004

Marketing/Advertising Assistant

- Worked on the advertising campaigns of companies including *Verizon Wireless, Ford, and Hershey's*
- Performed competitive reviews on the competitors of various clients
- Researched potential new business opportunities and wrote creative briefs for various clients

Continental Restaurant, Philadelphia, PA

Summer 2003

Food Server

- Met the requirements for an intensive training program
- Served food and beverages to patrons
- Operated restaurant technology programs and restocked inventory

ADECCO Staffing, Elizabeth, NJ

Summer 2002

Office Assistant

- Responsibilities included filing, data entry, and reception
- Handled inquiries and concerns of various clientele
- Developed excellent skills in customer service

ACTIVITIES

Treasurer of the Society for the Advancement of Management

2002-2004

- Managed funds for the society
- Coordinated activities and events such as the annual University *Johnson & Johnson* Case
- Recruited guest speakers

Gamma Phi Honor Society Member

2002-Present

- Serve as peer tutor in principal business classes for other students

Villanova Marketing Society Member

2002-Present

- Attend meetings about various marketing techniques from multiple guest speakers

National Society of Collegiate Scholars

2003-Present

- Serve as leader for other students in the university
- Participate in community service including the Special Olympics

Mission Trip to Panama

October 2003

- Fed and motivated the homeless
- Visited school and orphanages to educate underprivileged children
- Donated time and efforts to local farmers

SKILLS

Proficient in Spanish

Microsoft Word, Excel, PowerPoint, Access

FLORENCE NIGHTINGALE

Florence.nightingale@villanova.edu

School: 21 Summit Grove Avenue, Bryn Mawr, PA 19010, 610-555-1212

Home: 1095 Polo Court, Spring Valley, OH 45372, 513-121-1234

EDUCATION

Villanova University, Villanova, PA

Bachelor of Science: **Nursing**, May 2006

GPA: 3.1

- Dean's List (2 semesters)
- Selected to present at American Public Health Conference
- Strong working knowledge of Spanish language

NURSING EXPERIENCE

Pennsylvania Hospital, Philadelphia, PA

Nurse Extern, Summer 2005

- Performed all RN and NA responsibilities
- Implemented daily patient assignments and provided general nursing care
- Gained experience on medical-surgical floors, post-partum units and emergency room

Highland Hospital, Spring Valley, OH

Nurse's Aide, Summer 2004

- Assisted professional staff with all aspects of nursing care
- Exposed to various functions of large teaching hospital

Clinical Rotations:

- Advanced Medical-Surgical; Graduate Hospital
- Medical-Surgical; Lankenau Hospital
- Pediatrics; Children's Hospital of Philadelphia
- Obstetrics; Fitzgerald Mercy Hospital
- Psychiatric; Belmont Center for Comprehensive Treatment
- Geriatrics; Lankenau Hospital
- Health Promotion; Jefferson Home Health
- Home Health; Philadelphia Visiting Nurses Association

LEADERSHIP/ ACTIVITIES

Student Nurses Association of Pennsylvania

- **Publicity Chairperson**, led group of 10 students to advertise events
- **Elections Committee**, served on panel to select officers and award recipients

College of Nursing Mentoring Program

Special Olympics Volunteer

Kappa Kappa Gamma National Sorority

OTHER EMPLOYMENT

Summer and part-time positions include:

Child care, two local families (15+ hours per week during school), 2003- present

Retail Sales, The Gap, Spring Valley, OH, Summer 2003

Bakery Salesperson, Delicious Donuts, Columbus, OH, 2001-2002

Elizabeth Engineer

College Address:

321 S. Juniper St
Bryn Mawr, PA 19010
Cell: 610-555-5555
Elizabeth.engineer@villanova.edu

Permanent Address:

115 Southwick Dr.
Wilmington, DE 19810
Home: 302-555-5555

SUMMARY OF QUALIFICATIONS:

Motivated college senior with multiple internship experiences and a strong academic record. Proficient in data gathering and analyses, AutoCAD, and systems management. Possess exceptional communication skills and the ability to work effectively in a team environment.

EDUCATION:

Villanova University, Villanova, PA
Bachelor of Science in Mechanical Engineering
GPA: 3.21

May 2006

TECHNICAL SKILLS:

AutoCAD 2002, Maple 8, MathCAD 11, MatLAB 6.5, C++, Microsoft Word, Excel, PowerPoint

ENGINEERING EXPERIENCE:

Vandolay Industries, Philadelphia, PA
Intern

Summer 2005

- Responsible for development testing and data gathering/analysis of Air Cycle Actuators.
- Updated AutoCAD drawings for company files to be utilized when rebuilding production machinery.
- Met with outside vendors and reviewed quotations for replacement of a magnetic separator machine.
- Attended meetings involving engineering, quality control and production to determine weekly production schedules.

Jacobson Helgoth Associates, Philadelphia, PA

Summer 2004

Intern

- Designed process structures using AutoCAD; revised and manipulated existing plans.
- Managed a preventive maintenance system using GPMaTe and Crystal Reports database software.

Senior Design Project – Villanova Formula SAE

January 2005-May 2006

- Design, fabricate and compete with a small Formula style race car.
- Weekly meetings with our faculty advisor and our group to discuss accomplishments, plan tasks and assign responsibilities to meet deadlines.
- Coordinate work with four specialized groups to analyze data for the design and construction of the race car.

OTHER WORK EXPERIENCES:

Chili's Restaurant, Wilmington, DE
Waitress

Summer 2003

Wilmington Country Club, Wilmington, DE

Fall 2001 – Summer 2002

Waitress

ACTIVITIES:

Society of Women Engineers (SWE)

Spring 2004 – Spring 2006

- Secretary, Fall 2005 – Spring 2006

Villanova Club Lacrosse

Fall 2003 – Spring 2006

- Treasurer, Fall 2004 – Spring 2005
- Initiated the establishment of a club program for women's lacrosse at Villanova.

Chi Omega National Sorority

Fall 2003 - Spring 2006

- Greek Week Chair - Spring 2005

Villanova Senior Week Committee

Spring 2005

- Planned and organized multiple events for the graduating Class of 2005

JONATHAN FITZGERALD

jonathan.fitzgerald@villanova.edu

School Address

25 Old Lancaster Ave.
Bryn Mawr, PA 19010
(C) 632-456-2678

Home Address

245 Science Drive
Knoxville, TN 12345
632-456-7890

OBJECTIVE

To secure a research position in the pharmaceutical industry.

EDUCATION

Villanova University, Villanova, PA
Bachelor of Science: **Biology** May 2006
Minor: Mathematics
Accumulated 21 credits in laboratory coursework
Science GPA: 3.0 Overall GPA: 2.8

Coursework Includes: Physiology, Comparative Anatomy, Neurobiology, Molecular Biology, Genetics

RESEARCH EXPERIENCE

Villanova University, Biology Department

Research Project Assistant Jan. 2005 – Dec. 2005

- Assisted Biology professors with data collection and laboratory research
- Accumulated and documented findings for future publications
- Coordinated efforts of five students completing independent research
- Compared data to previous research projects

University of Tennessee, Biology Department, Knoxville, TN

Laboratory Assistant Summer 2005

- Created database files using MS Excel and Paradox for experimental data entry and analysis
- Assisted supervisor and graduate assistants with data collection
- Attended various lectures related to graduate fieldwork
- Other laboratory duties included conducting PCR reactions and gene sequencing

TECHNICAL SKILLS

Laboratory Skills: Chromatography, Spectrophotometry, Light microscopy, Dissection microscopy, Video microscopy, Distillation (simple and fractional), Acid/Base titration, Polymerase chain reactions, Gene sequencing, Gel electrophoresis, Statistical analysis related to genetics

Computer Skills: Microsoft programs, paradox, Systat, SigmaPlot, maple, MS Visual C++, Borland C++, Netscape programs and other internet servers

ACTIVITIES/VOLUNTEER POSITIONS

Special Olympics
Tutor, Biology Department
Residence Hall Council
Project Sunshine
Holy Cross Hospital, Knoxville, TN

OTHER WORK EXPERIENCE

Sales Associate, Radio Shack, Knoxville, TN Summers 2003-04
Assistant Manager, Hollywood Video, Nashville, TN Summers 2001-02

MEGAN WALTER

School: 889 Glenbrook Ave., Bryn Mawr, PA 19010
Home: 25 Hillcrest Drive, Wethersfield, CT 06109

megan.walter@villanova.edu
cell (610)345-6789
(203)567-4321

OBJECTIVE

To pursue a creative position in communications utilizing strong writing, organizational and team skills. Special areas of interest: marketing, advertising and promotions.

EDUCATION

Villanova University, Villanova, PA

Bachelor of Arts: **Communication** May 2006

Concentration: Public Relations GPA: 3.3

Coursework includes: Advertising, Public Relations, Media Writing, Public Speaking, and Organizational Communication

Completed 24 credit hours in writing enriched and writing intensive coursework

Study Abroad: Seville, Spain Spring 2005

Coursework related to international business communication

COMMUNICATION EXPERIENCE

Senior Project Fall 2005

An in-depth research driven group project, culminating in a presentation of research findings and a 150 page collection of data and interpretations. Learned thesis development, methods of research and group dynamics. Thesis: How the Colas Do It: the Rationale Behind Their Marketing Strategies.

Advertising and Public Relations Intern, Earle Palmer Brown, Bethesda, MD Summer 2005

Drafted press releases. Investigated media outlets. Created media packets. Gained experience in all areas of advertising; account management, production and new business. Created original advertising campaign for new business.

Advertising Class Project Fall 2004

Advertising "Firms" competed within class to win a client's account. Served as Co-Creative Director of team. Team won client account. Created a bound advertising briefing as finished product.

Public Relations Student Society of America 2003-2004

Edited and wrote articles for semester newsletter.

ACTIVITIES

Habitat for Humanity (trips to South Carolina and New Mexico), Special Olympics, Inner-city tutoring program, Alpha Phi National Sorority, Balloon Day, Intramural sports, Basketball Club.

EMPLOYMENT

Held various summer and part-time positions to assist with college expenses. Positions include: Waitress, Child care, Retail salesperson, Lifeguard, Softball umpire. Currently work 10-15 hours per week during school. 2001- present

SKILLS

Technical: Word/Excel, Adobe Print Shop, Microsoft Publishing. Web/internet literate.

Knowledge of French language.

Studio Art: Drawing, sketching, painting and collage work using a variety of media.

INTERESTS

Poetry, Painting, Rowing, Skiing, Hiking.

Portfolio and references available upon request

MATTHEW HOFFMAN

School

VU-West Campus
Rudolph Apt. 104
Villanova, PA 19085

Home

25 Avon Drive
Mt. Laurel, NJ 12345
(609)234-9876

Cell: (610)212-4567 Email: matthew.hofman@villanova.edu

OBJECTIVE

To obtain a summer position in publishing or print media.

EDUCATION

Villanova University, Villanova, PA
Bachelor of Arts: **English** May 2007
Minor: Communication
Major GPA: 3.4 Overall GPA: 3.1
Spent 2 semesters as Business major
Computer Skills: Word, Excel, Adobe Photoshop, Microsoft Publisher

Cedar Crest High School, Mt. Laurel, NJ
Top 5% of Class Received Outstanding Senior Leader Award June 2003

RELATED EXPERIENCE

“The Villanovan” (School newspaper with circulation of 10,000)
Lead Staff Writer, Editorials 2004 – present

- Organized and coordinated editorial section of weekly paper
- Supervised staff of five
- Demonstrated integrity and discretion in interviewing faculty, administration and students

Laus and Hanson, Inc.
Research/Editing Assistant, Communication Department Summer 2005

- Assisted professional staff with internal and external documents
- Designed brochure for Human Resources Department
- Researched and collected data for journal articles

“The Talon” (High School yearbook)
Associate Editor 2001 – 2003

- Designed layout of two yearbooks
- Coordinated all information for sports and clubs sections

LEADERSHIP/ ACTIVITIES

Sigma Tau Gamma, National Fraternity, Villanova University
Vice President of Philanthropy/Outreach 2005 – present

- Organize and coordinate all community activities for 100 men
- Represent chapter at university and national meetings

Villanova University Student Government
College of Arts Senator 2004 – present

- Serve on various committees relating to all aspects of student life
- Utilize oral and written communication in advocating student rights

College: English Department Tutor, Special Olympics, Ski Club, Intramurals
High School: Varsity Basketball and Baseball (Captain), SADD (President), Peer Leader

EMPLOYMENT

Valley Beach Club, Mt. Laurel, NJ
Lifeguard Summers 2001-2004

Elliot Engineer

800 Lancaster Ave.
Villanova, PA 19085
215-555-5555

Elliot.Engineer@villanova.edu

123 Main St.
Columbus, OH 43203
614-555-5555

OBJECTIVE:

To be obtain a civil or environmental engineering internship.

EDUCATION:

Villanova University, Villanova, PA
Bachelor of Science in Civil Engineering
May 2008
Cumulative GPA: 3.03

Columbus High School, Columbus, OH
June 2003, Class Rank 8 out of 350
Cumulative GPA: 4.39
National Honor Society

TECHNICAL SKILLS:

Proficient in the following computer programs:

AutoCAD

Maple

Microsoft Excel, PowerPoint, and Word

C++

MathCAD, MatLAB

RELEVANT COURSEWORK:

Engineering Graphics and Design, Spring 2004

- Group Project: Design of a Combination Washer/Dryer Machine- Developed an original design for a machine adhering to various limiting factors; culminated in a final written report.

Civil Engineering Measurements, Fall 2004

- Group Project: Valley Creek Environmental Study- Conducted field study at a creek in Valley Forge; took various tests and measurements; culminated in 70 page final report.

WORK EXPERIENCE:

Gap Clothing, Columbus, OH

Sales Associate, Summers 2003 & 2004

- Developed strong communications skills.
- Responsibilities included assisting customers, organizing the store, and managing inventory.

Horseshoe Summer Camp, Delaware, OH

Camp Counselor, Summer 2002

- Taught, coached and supervised children ages 8-12.

LEADERSHIP AND ACTIVITIES:

Villanova University

Career Assistant, Villanova University Career Services

National Society of Collegiate Scholars

American Society of Civil Engineers

Volunteer, Special Olympics

Columbus High School

Senior Class and Junior Class Secretary

Varsity Baseball

Francis Finance
Francis.Finance@villanova.edu

College Address
800 Lancaster Ave
Villanova, PA 19085
Cell: 215-555-5555

Home Address
576 Elm St.
West Chester, PA 19107
Home: 215-555-5555

OBJECTIVE To obtain an internship at a financial services firm.

EDUCATION **Villanova University**- Villanova, PA May 2007
Bachelor of Science in Business Administration
Major: Finance
GPA: 3.56
Financing 50% of College Tuition Expenses

CLASS PROJECTS **Advanced Financial Management** Spring 2005

- Individual project to estimate a firm's cost of capital.
- Collected background information on a firm, gathered relevant data and performed a detailed analysis to calculate the cost of capital.

Organization and Management Fall 2004

- Group project to create a product development plan; including financials, marketing plans, and a product concept.
- Represented group in the final project presentation to Johnson & Johnson.

HONORS **Villanova University**
Gamma Phi-Business Honor Society
Order of Omega- Greek Honor Society
Dean's List
Honors Program

High School
National Honor Society Member
Presidential Student Service Award

EMPLOYMENT **TGI Friday's Restaurant**, West Chester, PA Summer 2004
EXPERIENCE Waiter

- Developed customer service skills, handled conflict, and performed under pressure.

Circuit City Nov 2002-Aug 2003
Audio Sales Associate

- Increased company profit through effective sales representation.
- Trained new employees.

ACTIVITIES **Villanova University**
Delta Tau Delta National Fraternity

- Rush Chairperson
- Philanthropy Committee

International Business Society
Special Olympics Volunteer at Pennsylvania Fall Festival
Villanova University Campus Activities Team-Special Events
Up Till Dawn Team Member

High School
Varsity Football
Amnesty International

SKILLS Microsoft Office Suite (including Word, Excel, PowerPoint and Access)
Basic web site design
Proficient in Spanish

FROSH STUDENT

VU Box 1234
800 Lancaster Ave.
Villanova, PA 19085
Frosh.student@villanova.edu

4321 Safari Drive
Miami, FL 54321
(432)123-4567
C (432)789-7654

OBJECTIVE

To obtain a summer business position related to marketing and finance

EDUCATION

Villanova University, Villanova, PA
Bachelor of Science, College of Commerce and Finance

May 2009

South Coral High School, Miami, FL
Honors Student, Top 10% of Class
Accumulated 12 AP credits

June 2005

LEADERSHIP/ACTIVITIES/VOLUNTEERING

College:

- Special Olympics
- Campus Ministry
- Intramural sports

High School:

- Junior and Senior Class Treasurer, coordinated funds for class of 500+
- National Honor Society, Vice President, coordinated guest speakers and fund raisers
- Varsity Soccer and Basketball, Captain of both teams
- Debate Team, finished 2nd in state competition
- Student Leadership Organization
- Guidance Office Peer Educator, spoke to new students and incoming freshman
- Volunteer at Good Samaritan Hospital

WORK EXPERIENCE

Miller-Robertson, Inc., Coral Gables, FL

Administrative Assistant

Summer 2005

- Exposed to all areas of operation of mid-sized business
- Communicated effectively with clients and potential customers

Estee Lauder, Inc., Miami, FL

Sales Associate

Summers 2003-04

- Rewarded for top sales numbers on three occasions

Child care for various families (home and school)

2001-present

- Currently work 15+ hours per week

SKILLS

Proficient in Spanish; Experience with MS FrontPage, Excel, PowerPoint, Word