



## Résumé Writing Basics

PURPOSE	The main objective of the résumé is to get an INTERVIEW. A résumé does not get you a JOB.
BE BRIEF	Demonstrate your ability to summarize and consolidate information. Use short words and sentence fragments NOT complete sentences. A one-page résumé is the ideal.
BE SPECIFIC	Use concrete examples of achievements instead of listing job descriptions. Use active verbs (initiated, organized, managed, directed)—past tense if you are no longer in that job; present if you are. Stress the value delivered, who you related to. Qualify and quantify your information (supervised 10 crew members) and mention ways that you made a difference. Don't just list duties.
BE ACTIVE	Use strong active words that create a positive image. Carefully choose your verbs, adjectives and adverbs. A résumé is YOUR marketing tool: be yourself!
BE HONEST	Don't lie! It will come back to haunt you.

### Some No-No's

- ✓ Information such as height, weight, age, race, religious affiliation, health, family size, or marital status should not be included.
- ✓ Do not include references on your résumé.
- ✓ Do not staple.

*KEY concept to RÉSUMÉS: No one résumé will please every employer. Learning about the industry will aid you in determining how to focus your résumé .*

*If in doubt about the industry "standard", seek professional advice from someone working in your desired career field. They got there-so can you!*

## Sample Résumé Layout

**Objective:** This is optional; include only if you can be CLEAR and SPECIFIC. Make sure you target it to each job you apply for.

**Example:** Seeking a summer internship in advertising utilizing strong computer and project management skills.

**Education:** Include: Degree, major, name of college, city, state and date of graduation. Only include your GPA if it is 3.0 or above.

**Example:** MARIETTA COLLEGE, Marietta, OH

Bachelor of Arts in Psychology, to be awarded May 2008

Minor: Leadership Studies

GPA: 3.3/4.0

Relevant coursework: list 4 – 6 courses which may be related to the position you're seeking.

**Experience:** Include all relevant full time and part time positions, internships, summer jobs, community service, campus leadership experience, research projects. Can be organized by category or whether it's related to your current goal.

**Skills:** Include computer skills, special skills and language skills, if applicable.

**Sports, Interests, Activities, etc:** Make sure you list dates and leadership titles/awards.

### Résumé Checklist

- Is your résumé limited to no more than two font styles, preferably one?
- Are the margins between ½ and 1 inch wide?
- Is your résumé professional, neat, and easy to read?
- Is it free of typing, spelling, and grammatical errors?
- Is your résumé free of unnecessary words such as “responsible for”, “duties included.”
- Does your résumé use the pronoun “I”—it shouldn't!
- Does your résumé highlight the most important information you need to stress?
- Does your résumé emphasize the positive and support your goal?
- Have you used strong action verbs and quantitative measure to emphasize your accomplishments?
- Do you see a lot of repetition in types of experiences, duties, words described?—You shouldn't!
- Is your résumé accurate and honest?
- Has your résumé been critiqued by someone in the field and/or someone in the Career Center?
- Are you prepared to discuss all the information presented on your résumé with an employer?
- Is your résumé printed on professional quality paper with no staples or folds?

# Carin Campbell

ccc@marietta.edu

## Current Address (until May)

Marietta College, Box#100454, 215 Fifth St  
Marietta, OH 45750

## Permanent Address

120 Carter St.  
Detroit, MI 43015

**Education:** Marietta College, OH  
Major: Political Science, Minor: Psychology

Bachelor of Arts, May 2008  
GPA: 3.611/4.0 scale

## International

**Experience:** **Service in Schools**, Service Trip with Marietta College, Accra, Ghana, May 2008  
• Supply computers to promote technology and educate the school on software programs

**Family Stay**, Emersion Experience with High School, Toulouse, France, 2002  
• Developed the French Language as well as a sense for French culture within three weeks

## Career-Related

**Experience:** **Intern**, John Edwards for President Campaign, Manchester, NH, Dec. 2007- Jan. 2008  
• Organized and entered field data and out-of-state volunteer data  
• Participated in field work such as canvassing and phone banking

## Other

**Experience:** **Resident Assistant**, McCoy Hall, Marietta College, Marietta, OH, Aug. 2006- Present  
• Ensure residents' safety by enforcing campus policies  
• Build community through the use of programming

**Circulation Assistant**, Library, Marietta College, Marietta, OH, Aug. 2005- Present  
• Assist patrons with acquiring library materials

**Dietary Server**, Willow Ridge Nursing Home, Detroit, MI, Feb. 2002- Present  
• Aide residents with their meal orders and dietary needs

**Academic Honors:** **Dean's High Honors List**, Marietta College, Fall 2005-Present  
• Student must be enrolled in 15 credit hours and maintain a GPA of 3.5 or higher on a 4.0 scale

**Psi Chi Member**, National Honor Society of Psychology, Fall 2007- Present  
• Members must be in the top 35% of their class with an overall GPA of 3.0 on a 4.0 scale in all psychology courses

**Pi Sigma Alpha**, National Honor Society of Political Science, Spring 2008  
• Members must have an overall GPA of 3.1 on a 4.0 scale in all political science courses

**Computer Skills:** Windows XP, MS Office (Word, Excel and PowerPoint), Adobe Photoshop, SPSS

**Interests:** Psychology Club (2005-Present); Recycling Club (2007-Present); McCoy Hall Council (2006-Present); Rainbow Alliance (2008); Women's Tennis Team (2006-2008)

**Joe Burdine**  
417-425-2198  
JJB002@marietta.edu

Present Address:  
Marietta College, 215 Fifth St. #907  
Marietta, OH 45750

Permanent Address:  
332 Smith St.  
Bexley, OH 47500

**Objective:**

Seeking a position in marketing utilizing strong program management and organizational skills.

**Education:**

Marietta College, Marietta, Ohio  
Bachelor of Arts Major: Marketing Minor: Sports Management  
Intended graduation: May 2008

**Related Experience:**

Fall 2007 *Marietta College* *Marietta, Ohio*

Capstone Internship

- Worked with local funeral home to develop a marketing plan to increase pre-planning sales and visibility of gift shop.

Winter 2007 - 2008 *Prime Supply Group* *Bexley, Ohio*

Marketing Internship

- Developed video presentations of poultry processing machines to be shown at trade shows. (International Poultry Expo).
- Created PowerPoint presentations to show to prospective clients of Prime Equipment Group machines and third party companies represented by Prime.
- Devised content for CD's containing literature and videos to be handed out to potential clients.
- Wrote an introductory presentation about Prime Equipment Group to orient new employees.

**Additional Experience:**

Summer 2004 - Present *Smith & Smith* *Bexley, Ohio*

General Labor

- Provided landscaping and general maintenance of a medium size manufacturing facility.

Shipping and Receiving

- Processed sales orders and shipped spare parts orders to customers.

Inventory

- Cycle counted inventory for adjustments and adjusted inventory in computer.

**Computer Software Experience:**

Peachtree Accounting Software

Microsoft Movie Maker

Global Shop (Material Requirement Planning)

Video editing and compilation

UPS GroundShip

# ***Anthony Brickman***

23 Winding Way, Dayton, OH 45401, (937)-222-5656, anthonybrickman@yahoo.com

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## **OBJECTIVE**

Seeking a full-time position in the field of petroleum geology

## **EDUCATION**

B.S. Geology with a Minor in Petroleum, Marietta College  
Graduated, St. Marys High School, St. Marys, WV

GPA 2.62/4.00 Dec. 2007  
GPA 3.47/4.00 May 2003

## **WORK RELATED EXPERIENCE**

### **Linn Energy**

*Pittsburgh, PA*

*Summer 2007*

- Production Geologist
  - Correlated logs for tops of formations so that proven undeveloped locations could be analyzed
  - Contoured formation tops onto the desired mapping surface using Sufer
  - Created Proven Undeveloped Location spreadsheet that consisted well information and projected depth of each formation for each well
  - Characterized a reservoir by calculating  $\Phi \cdot H$

### **Triad Resources**

*Marietta, OH*

*Winter 2007*

- Observed hydraulic fracture and wire line logging operations
- Roustabout on drilling rig

### **Equitable Resources**

*Pittsburgh, PA*

*Summer 2006*

- Junior Geologist
  - Created contour and isopac maps using Geographics
  - Correlated logs for tops of formations on newly drilled wells
  - Picked Perforation intervals
  - Picked fracturing types for the desired formation
  - Correlated logs for faults and created faulting plane map

### **Arvilla Pipeline and Oil Field**

*St. Marys, WV*

*Summer 2005*

- Worked as a service rig hand
  - Gained experiences in swabbing and running rods and tubing
- Reclaimed locations
  - Assisted in setting production equipment, heater tanks, pumping units, and tanks
- Assisted crew in laying production gas line

## **LEADERSHIP**

- Captain of High School Basketball, Wrestling Teams *2002-2003*
- National FFA Chapter Sentinel *2001-2002*
- Peewee Wrestling Coach *2000-2004*

## **SCHOOL/ VOLUNTEER ACTIVITIES**

- Society of Petroleum Engineers (SPE)
- Over 30 hours of Community Service

## **HONORS/ AWARDS**

- WV State Wrestling Champion *Spring 2003*
- LKC Football All-Conference *Fall 2002, 2003*

# Rob Turnlee

**OBJECTIVE:** To bring to your company enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize the skills obtained through my experiences.

## QUALIFICATIONS

*Dec 2007- present*      *MC College Sports Information Director*      *Marietta, Ohio*

### **Sports Information/Media Guide Developer**

- Responsible for assisting the sports information director in coordinating sports information for intercollegiate games
- Developed press releases and story ideas on student athletes
- Attended sporting events to assist media coverage
- Created game programs
- Responsible for the production of the 2008 Softball Media Guide
- Updated all records as well as developed content for 2008 preview, 2007 review, coaching biographies and player profiles

*May 2007-Aug 2007*      *Akron Aeros Professional Baseball*      *Akron, Ohio*

### **Marketing Intern**

- Produced flyers and brochures to assist the Group Sales Department
- Assisted in the promotion of game day marketing and sponsored giveaways, in game and during exit distributions
- Prepared staff for upcoming homestand and or single game
- Observed team marketing and homestand meetings
- Met with key investors and sponsors in the 2007 season
- Produced, created, and marketed several game day events
- Assisted with the assembly of tax audit sheets and booklets

*Jan 2007-April 2007*      *MC College Baseball Day*      *Marietta, Ohio*

### **Public Relations Partner**

- Contacted key newspaper and news stations for promotional purposes
- Coordinated local media interview requests
- Assisted in the body copy/headline of event
- Set up past player list for sponsorship contacts
- Developed and implemented design principles for promotional material

*Aug 2006 - Dec 2006*      *WCMO News Station (College)*      *Marietta, Ohio*

### **WCMO Staff Writer**

- Produced sports news stories for on-air productions

606 10<sup>th</sup> Street  
Marietta, Ohio 45750  
(740)391-1974  
[rob\\_turnlee@hotmail.com](mailto:rob_turnlee@hotmail.com)

## EDUCATION

**Marietta College**  
Spring 2005-Spring 2008  
B.A. **Advertising and Public Relations**  
GPA- 3.45

## RELATED SKILLS

- QuarkXpress
- Adobe Photoshop
- Excel
- PowerPoint
- Publisher
- Dream Weaver
- InDesign

## EXTRACURRICULAR

- Habitat for Humanity
- Uniceff
- MC Softball Clinics
- MC Softball
  - Player 2005- present
- Pre-law Society

## RELATED COURSEWORK

- Marketing: Consumer Behavior
- Sports Law
- Business Law
- Ad copy and layout
- Ad Campaigns

## **ACTION** **VERBS**

### **A**

Accelerated  
Accentuated  
Accomplished  
Achieved  
Acquired  
Activated  
Adapted  
Addressed  
Adjusted  
Adhered to  
Administered  
Adopted  
Advanced  
Advised  
Allocated  
Analyzed  
Annotated  
Anticipated  
Applied  
Appraised  
Approved  
Arranged  
Articulated  
Assembled  
Assessed  
Assigned  
Assumed  
Attained  
Audited

Augmented  
Authored  
Authorized  
Averted  
Avoided

### **B**

Balanced  
Briefed  
Broadened  
Budgeted  
Built

### **C**

Calculated  
Carried out  
Catalogued  
Categorized  
Caused  
Centralized  
Chaired  
Changed  
Channeled  
Charted  
Checked  
Clarified  
Coached  
Coded  
Collaborated  
Collated  
Collected  
Combined  
Commanded

Commissioned  
Committed  
Communicated  
Compared  
Completed  
Compiled  
Composed  
Conceived  
Concluded  
Condensed  
Conducted  
Confronted  
Consolidated  
Constructed  
Consulted  
Continued  
Contracted  
Contributed  
Controlled  
Converted  
Conveyed  
Convened  
Cooperated  
Coordinated  
Corrected  
Corresponded  
Counseled  
Created  
Critiqued  
Cultivated  
  
**D**  
Decided

Decreased  
Defined  
Delegated  
Delivered  
Demonstrated  
Derived  
Designated  
Designed  
Detected  
Determined  
Developed  
Devised  
Diagnosed  
Directed  
Dispensed  
Displayed  
Distributed  
Drafted  
Dramatized  
  
**E**  
Earned  
Edited  
Educated  
Effected  
Elicited  
Emphasized  
Employed  
Empowered  
Encouraged  
Endured  
Enforced  
Engineered

Enlisted		Judged	
Entertained	<b>H</b>		<b>O</b>
Evaluated	Handled	<b>L</b>	Observed
Established	Helped	Launched	Obtained
Estimated	Headed	Lectured	Operated
Examined	Hired	Led	Ordered
Exchanged		Licensed	Organized
Executed	<b>I</b>	Listened	Originated
Exercised	Identified	Lightened	Outlined
Exhibited	Illustrated	Liquidated	Oversaw
Expanded	Implemented	Located	
Expedited	Imposed		<b>P</b>
Experienced	Improved	<b>M</b>	Participated
Explained	Increased	Made	Perceived
Explored	Indicated	Maintained	Performed
	Influenced	Managed	Persisted
<b>F</b>	Informed	Mapped	Persuaded
Facilitated	Initiated	Marketed	Pinpointed
Featured	Inquired	Mastered	Pioneered
Figured	Inspected	Measured	Planned
Financed	Inspired	Mediated	Pooled
Focused	Installed	Merited	Practiced
Forecasted	Instigated	Minimized	Predicted
Formed	Instilled	Mobilized	Prepared
Formulated	Instituted	Modeled	Prescribed
Fostered	Instructed	Modified	Presented
Functioned	Insured	Molded	Presided
	Interpreted	Monitored	Printed
<b>G</b>	Intervened	Motivated	Processed
Generated	Interviewed		Procured
Governed	Investigated	<b>N</b>	Produced
Grouped		Named	Progressed
Guided	<b>J</b>	Negotiated	Projected

Programmed	Retained	Strengthened	United
Promoted	Revamped	Stretched	Used
Proposed	Revealed	Stressed	Utilized
Protected	Revised	Structured	
Proved	Reviewed	Studied	<b>V</b>
Provided	Revived	Succeeded	Ventured
Publicized	Rewrote	Suggested	Verified
Pursued	Routed	Summarized	Vitalized
		Supervised	Visualized
<b>Q</b>	<b>S</b>	Supported	
Questioned	Saved	Surveyed	<b>W</b>
	Scheduled	Synchronized	Widened
<b>R</b>	Searched	Synthesized	Withstood
Raised	Secured	Systematized	Won
Rated	Selected		Worked
Recommended	Served	<b>T</b>	Wrote
Recorded	Serviced	Targeted	
Recruited	Shaped	Taught	
Redesigned	Showed	Tested	
Reduced	Simplified	Tightened	
Regulated	Simulated	Traded	
Reinforced	Sold	Transacted	
Rendered	Solicited	Transformed	
Reorganized	Solidified	Translated	
Repaired	Solved	Trimmed	
Reported	Sought	Tripled	
Represented	Specialized	Tutored	
Reproduced	Specified		
Researched	Spoke	<b>U</b>	
Reshaped	Staged	Uncovered	
Resolved	Standardized	Undertook	
Responded	Stimulated	Updated	
Restored	Streamlined	Unified	

## Key Ingredients for a Successful Cover Letter

Your cover letter may be printed on the highest quality paper and typed on a computer, but if it isn't arranged according to the proper format, you probably won't come across as the best candidate for the position you are applying for. Certain basic guidelines should be followed when composing the actual contents of your letter.

1. *Return address.* Use the business/block style format. As a general rule, you should avoid abbreviations in the addresses of your cover letters, although abbreviating the state is increasingly common in all business correspondence.
2. *The date.* The date should appear two lines beneath your return address on the right side of the page. Write out the date; do not use the abbreviated format.

*Example:* May 12, 1996

3. *The addressee.* Always try to find out the name and the proper title of the addressee before you send out a cover letter. Two lines beneath the date, list the full name of the addressee. On the next line, list the individual's formal business title; on the subsequent line, list the name of the company. This is followed by the company's address, which generally takes two lines. Occasionally, the individual's full title or the company name and address will be very long, and can appear awkward on the usual number of lines allocated. In this case, you may prefer to use an extra line.
4. *The salutation.* The salutation should be typed two lines beneath the company's address. It should begin with "Dear Mr." or "Dear Ms." Followed by the individual's name and a colon. Even if you have previously spoken with an addressee who has asked to be called by his or her first name, you should never use a first name in a salutation.  
In some cases, such as when you are responding to "blind" advertisements, it may be necessary to adopt a general salutation. In such a circumstance, salutations such as "Dear Hiring Manager" or "Good Morning" may be stronger than "Dear Sir of Madam" or "To whom it may concern." In any case, avoid potentially offensive salutations like "Dear Gentlemen," or "Dear Sirs."
5. *First paragraph.* State immediately and concisely which position you wish to be considered for and what makes you the best candidate for the position. If you are responding to a classified ad, be sure to reference the name of the publication and the date the ad appeared. Keep the first paragraph short and hard-hitting.

*Example:* Having majored in mathematics at Boston University, where I also worked as a Research Assistant, I am confident that I would make a very successful Research Trainee in your economics department.

6. *Second paragraph.* Detail what you could contribute to this company, and show how your qualifications will benefit this firm. If you're responding to a classified ad, specifically discuss how your skills relate to the job's requirements. Remember, keep it brief!

*Example:* In addition to my strong background in mathematics, I also offer significant business experience, having worked in a data processing firm, a bookstore, and a call center.

7. *Third paragraph.* Describe your interest in the corporation. Subtly emphasize your knowledge about this firm (the result of your research effort) and your familiarity with the industry. You should present yourself as eager to work for any company where you apply for a position.

*Example:* I am attracted to City Bank by your recent rapid growth and the superior reputation of your economic research department. After studying different commercial banks, I concluded that City Bank will be in a strong competitive position to benefit from upcoming changes in the industry, such as the phasing out of Regulation Q.

8. *Final paragraph.* In the closing paragraph, specifically request an interview. Include your phone number and the hours you can be reached, or mention that you will follow up with a phone call within several days to arrange an interview at a mutually convenient time.

*Example:* I would like to interview with you at your earliest convenience. I can be reached at (617) 555-5555.

9. *The closing.* The closing should be two lines beneath the body of the letter and should be aligned with your return address and the date (toward the right of the page). Keep the closing simple—"Sincerely" suffices. Four lines underneath this, type in your full name as it appears on your résumé. Sign above your typed name in the black ink. Don't forget to sign the letter! As silly as it sounds, people often forget this seemingly obvious detail. An oversight such as this suggests that you don't take care with your work.

10. *The enclosure line.* If you are enclosing a résumé or other materials with your letter, include an enclosure line, flush left, at the bottom of the letter.

*Example:* Enc. Résumé

**SAMPLE COVER LETTER**  
(Done on paper matching your résumé)

Laguna Beach, CA 92651  
(714) 555-0987  
March 27, 20xx  
Email address

Marv Patterson  
Section manager  
Hewlett-Packard Co.  
16399 W. Bernardo Dr.  
San Diego, CA 92717

Dear Mr. Patterson:

I would like to inquire about the possibility of becoming a Call Center Representative at your San Diego facility. I heard about the position and your company from the coordinator of the Career Development at USC where I am a student.

I have developed strong communication skills both as a result of my education and my internship at XYZ Corporation. In addition, my academic advisor and intern supervisor have both commented on my strong leadership abilities and presentation skills. I am very interested in the Asian direction your company plans to take in the near future and believe that my summer study abroad experience in Nagasaki would be very beneficial to you.

I would appreciate the opportunity to discuss how my education and experience are consistent with your needs. Please take the time to review my qualifications, and I will contact you within the next several days to talk about the possibility of arranging an interview. Thank you for your time and consideration.

Sincerely,

Ray Johnson

**2<sup>ND</sup> SAMPLE COVER LETTER: “T STYLE”**

(works well if you have sufficient information about the position you’re interested in!)

Your name  
Your address  
Your city, state, and zip  
Your telephone number  
Your email address

Date

Ms. Joan Smith  
Employment Specialist  
Case Western Reserve University  
10900 Euclid Avenue  
Cleveland, Ohio 44196-7047

Dear Ms. Smith:

I am writing to you about the position of Assistant Director, Regional Chapters, Alumni and Parent Relations which I discovered in Case Western Reserve University’s Employment Bulletin of May 8, 2002. CWRU has provided my parents, sister and grandfather with various degrees over the years, and I would welcome the opportunity to work for such a prestigious yet “hometown” university. My past experience working with volunteers and alumni groups, along with my leadership and meeting planning abilities, suggest I would be well suited to this position.

Your Requirements

My Qualifications

Experience working with volunteers

Coordinator of Volunteers for the Cleveland Hearing and Speech Center’s Annual Benefit

Experience in public relations

Vice President and Public Relations/Activities  
Chair for Chi Omegas Sorority

Travel experience

Have been around the world on two separate occasions

B.A.

With distinction in Organizational Psychology from Ohio State University

Enclosed is my résumé . I will call you in the near future so we can further discuss my qualifications. Thank you for your consideration.

Sincerely,

Your handwritten name, typed full name on the next line



## References

The reference list should be a separate/stand-alone document. You may have a pool of many references; but most employers ask for only 3 – 5. Choose the references based on the position. Usually more current/work/academic-related work best for college students.

A good mix might include: a professor who can attest to your knowledge base and study habits; a supervisor, who knows your work habits, level of responsibility, and your ability work with people; and someone who knows you well, such as a mentor who understands your values and integrity.

When you ask people to be your reference, be sure to give them a current copy of your résumé and let them know your career goals. Keep them up-to-date.

A reference consists of the following information for each person:

Full professional name of individual

Title

Organization/Company

Work Address

City, State, Zip Code

Telephone number

Email

Association to you (i.e. colleague, supervisor, etc.)

## Sample Reference Page

**Alice R Temple**

123 Sunset Dr. Marietta, OH 45750  
(740) 333-2222, [atemple@marietta.edu](mailto:atemple@marietta.edu)

### References

Mr. Jonathon Wilcox  
Assistant Director of Student Activities  
Marietta College, Box K-999  
Marietta, OH 45750  
(740) 376-7497  
[jwilcox@marietta.edu](mailto:jwilcox@marietta.edu)  
Campus Employment Supervisor

Ms. Sharon Klein  
Professor of English  
Marietta College, Box K-999  
Marietta, OH 45750  
(740) 376-7755  
[sklein@marietta.edu](mailto:sklein@marietta.edu)  
Professor (2 semesters)

Ms. Alice Jane Booth  
Director of Human Resources  
XYZ Corporation  
4545 Trimble Lane  
Dayton, OH 45409  
(937) 252-5454  
[ajbooth@xyzcorp.com](mailto:ajbooth@xyzcorp.com)  
Internship Supervisor