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RÉSUMÉS

Introduction:

Your résumé is a vital component of an effective job search. It is a personal statement and advertisement of who you are. You may have more talent, knowledge, and skills than any other applicant for a particular job. If you communicate those qualities to an employer through a well-written résumé, you may have the chance to demonstrate your abilities at an interview—the first step toward being employed. The rest is up to you.

What differentiates a poor or fair résumé from a strong one? A strong, competitive résumé is one that highlights your best achievements, accomplishments, and contributions. It also can reflect your interests, and background, creating a three dimensional person instead of a name on a page. Every word should be spelled correctly and use of correct grammar and grammatical structure must be impeccable. A mediocre or poorly-written résumé will provide only work and academic history plus job descriptions. Employers often go through dozens of résumés, but only interview a few candidates. If you want your résumé to stand out, you need to invest considerable time and thought. To learn how to write a winning, professional résumé, read on!

Writing Your Résumé:

The first step in writing your résumé is to consider how it will look when it is finished. Appearance creates a strong first impression. Just as you would dress up for an interview, your résumé also needs to look professional.

Résumé Tips:

- Your résumé should be brief and concise, one page.
- Margins should be no smaller than one inch (sides, top, and bottom).
- Use neutral colors when selecting bond paper (white, ivory, off-white, gray).
- Type your résumé on a word processor and save it on both a disk and your hard drive. This will enable you to make changes and corrections at any time and have a backup in case of a computer crash.
- Be sure your fonts are consistent. (Smaller ones may be used for indented material.)
- Check your spelling and grammar very carefully; then **ask several people** to check it again for spelling, grammar, and clarity.
- If you have successfully completed an internship, ask your sponsor to look at your résumé as well.
- Your résumé should reflect you as a professional and as an individual. Do not copy directly from sample résumés. Write your own!

Sections:

A résumé consists of a number of separate sections that will be used to describe aspects of your life and qualifications. Every résumé should include the following sections:

- ❖ Contact Information
- ❖ Objective
- ❖ Education
- ❖ Employment
- ❖ Community Service
- ❖ Technical Skills
- ❖ Additional Skills
- ❖ References

Contact Information:

Your name and contact information: address, e-mail address, Web address (if you have one) and telephone numbers—should be at the top, either centered, left, or right—whichever you think fits best. Include a permanent (family) and temporary (local) address if they are different. Remember, your résumé may stay on file for over a year with an employer, while you may move.

For Example:

Jane Sample

jane.sample@aol.com

www.janesample.org

Current Address

601 Broad Street, Box 1234
LaGrange, GA 30240
(706) 880-1234

Permanent Address

89 Fifth Avenue
New York, NY 11678
(212) 555-0001

Education:

Place the education section **first** in your main document.

- Format: reverse chronological order (Darton College should be listed first.)
- Include anticipated degree and expected year of graduation.
- Include major area of study and dual majors, if applicable.
- Include GPA if 3.0 or above and any scholarships received.
- Include the above information for transfer schools as well.

For Example:

Darton College Albany, GA
Associate of Science in Biology Expected Graduation: May 2004
Grade Point Average: 3.5
Honors: University Honors Program (special classes for students with a 3.0
G.P.A. or above); Joe Smith Memorial Scholarship (full scholarship)

Many students who have not yet had significant work experience will find it helpful to include their high school education in this section. Since your résumé is written in reverse chronological order, the recording of your high school experience will follow your Darton citation.

Another area of education is certificate programs. If you took a course or skill training and received a license or a certificate, list that in a separate section under Education. Some examples might be: Emergency Medical Technician, Firefighter, conservatory music performance certificate.

Employment:

This is the most vital section of your résumé. List where you worked and the years of your employment. Annotate the section by describing your responsibilities, significant accomplishments, and achievements. Here are some key points:

- ***Jobs should be listed chronologically from present position backwards.***
- ***Include company name (the official name), location, job title and dates of employment.***
- ***Do not underestimate the power of a good vocabulary.*** For example, don't say "Got information on orders for people who asked for it." Instead, say "Responded effectively to requests from customers and colleagues over the telephone by tracking order status on computer."
- ***DO NOT use personal pronouns such as "I", "me ", "we "' or "them."***
- ***Sentences should always begin with an action verb.*** Use verbs that convey confidence, such as handled, improved, managed, designed, etc.
- ***Use active rather than passive sentence construction.***
- For all past employment, use past tense; use present tense for a job in which you are currently employed.
- ***Take time to think about how your job/contribution fits into the "big picture."*** When capturing your job experience on a résumé, first think about what tasks you did each day. Then, consider the importance of these tasks in relation to how they helped the organization to accomplish its goals. For example: Don't just say "Created window displays." Instead, show how your work made a small but important difference for your employer: "Generated customer interest by creating innovative window displays."
- ***Quantify and qualify whenever possible.*** For example: Increased sales by 7%, or Increased sales significantly by using suggestive selling techniques. Either of these

statements tells the reader precisely how well you accomplished your work or the methodology you used to complete a particular task.

- **Highlight transferable skills.** Write your job descriptions in such a way that potential employers can see how your experience might make you a better candidate for a position. For example: you can demonstrate your ability to work under pressure through a waitering/waitressing experience, "Managed ten tables in a high-volume, and fine dining establishment during dinner hours." This simple description shows that the individual has good organizational skills, can handle a fast pace, and has experience working with customers in a target market. (See p. 13 for a list.)
- **Either a bulleted outline or the paragraph format is acceptable.** If your job experience is complex and relatively hard to explain, the paragraph format may work best. If you have had numerous jobs and highly varied responsibilities, the bulleted format might be easier to use.

Consider some "before and after" examples.

Example I (Before)

BENNIGAN'S RESTAURANT

Atlanta, GA

Waitress

January 1996 - Present

- Seated customers and waited on tables in downtown restaurant
- Served food and tabulated customers' bills
- Worked evening shifts on a regular basis

[Why was your job important? What were your responsibilities and how well did you perform them? For what specific tasks did you have special expertise? What personality traits or qualities did you consistently demonstrate on the job (i.e., flexibility, patience, strong communication skills, efficiency, enthusiasm)? What was the environment like? If it was hectic, highly professional, or geared toward a specific target market, you may want to acknowledge that in your description. What would your customers, co-workers, or supervisor say about you and your performance? Can you provide strong quantitative evidence regarding your performance (such as quotes from a performance evaluation)]

Example I (After)

BENNIGAN'S RESTAURANT

Atlanta, GA

Waitress

January 1996 - Present

- Provided efficient and responsive service in extremely intense and customer-focused restaurant: rated among top 5 of 252 Bennigan's nationwide in terms of revenues.
- Utilized suggestive-selling techniques, resulting in dessert sales to approximately 75 percent of tables.
- Demonstrated sensitivity to the needs of upscale, theater-going clientele, who often demanded timely service due to show schedules.

Example 2 (Before)

Troup County Performing Arts Center
Office Assistant
Scheduled and organized events
Performed research and administrative tasks
Recruited and trained student interns

Albany, GA
April 1996 - Present

Example 2 (After)

Troup County Performing Arts Center
Office Assistant

Albany, GA
April 1996 - Present

- Demonstrated excellent organizational skills and communication ability through involvement in scheduling and organizing community services for needy socioeconomic groups.
- Researched corporate and non-profit organizations to identify strategic methods for soliciting donations of resources.
- Recruited and motivated college students to participate in volunteer services.

Community/Volunteer Service:

The next section of your résumé could be Community Service. In this case, the community could be your college campus, the town where you live, a city in which you work, etc. List anything there that you did but for which you did **not** receive money. Immediately after the item, write a brief annotation.

Example: Community Service

- Drove a “Meals on Wheels” van for United Way: brought food and medication to senior citizens.
- Hospital volunteer: assisted patients to and from medical tests; sat and talked with families of patients who were in surgery.
- Firefighter: served as volunteer firefighter for Jones County.
- Public-school teacher’s aide: worked in a third-grade classroom at Snow Mountain Elementary School helping the teacher to organize materials for the children.
- Nursing home: assisted staff in transporting residents to concerts.
- Volunteered at the public library: read stories to children.
- Volunteered at the Red Cross: made first-aid kits to send to third-world countries.

Vocabulary Choices:

Mediocre Verbs

Maintained
Assisted
Answered
Spoke to...
Sold
Taught

Professional Verbs

Enhanced
Contributed (to)
Directed
Mediated Disputes
Increased sales by...
Designed curriculum & instructed

Processed
Received
Coordinated

Expedited
Earned
Negotiated

Technical Skills:

Computer skills are a part of the edge you need to get an interview. Below are some aspects of computer knowledge that will make you an attractive candidate.

- Word processing (Microsoft Word, WordPerfect, Macwrite, etc.)
- Spreadsheets (Microsoft Excel, Lotus 1-2-3)
- Databases (Microsoft Access, dbase, Quattro Pro, FoxPro, etc.)
- Operating systems (MS-DOS, Windows, UNIX, Macintosh, etc.)
- Programming languages (C, C++, Pascal, Visual Basic)
- Network administration (Novell NetWare, AppleTalk, etc.)
- Internet (World Wide Web, Netscape, etc.)
- Presentation graphics (PowerPoint)
- Desktop publishing/graphic design (PageMaker, PhotoShop, Corel Draw, etc.)
- Scanner software (Omni-PagePro, Epson Smart Panel)

Many students are unsure about whether their skill levels within a given application are good enough to put on a résumé. Obviously, you want to be honest, but you also want to give yourself credit for what you do know. One suggestion for dealing with this dilemma is to list some applications following the words "exposure to:" or "familiar with." This way you can be honest without selling yourself short.

Be sure to spell the names of any computer applications correctly that you list under "Technical Skills." Use the following list as a quick reference when proofreading your résumé:

Correct spelling of typical terms (and acceptable alternatives):

WordPerfect
Microsoft Word (MS-Word, Word)
Microsoft Excel (MS-Excel, Excel)
Microsoft Access (MS-Access, Access)
Microsoft PowerPoint (PowerPoint)
MS-DOS.(DOS)
FoxPro
Quattro Pro
Lotus 1-2-3
Lotus Notes
UNIX
C (Borland C)
C++
Omerni Page Pro
Netscape
Eudora

Note that it is also preferable to include with what version of a program you have worked (i.e., Word 6.0, Novell NetWare 3.x, etc.).

Additional Skills:

In addition, include other kinds of skills that you have.

For example: Additional Skills:

- Leadership, decision-making, communication, and interpersonal skills
- Fluent in Spanish conversation
- Can teach courses in physiology and anatomy
- Knowledgeable in mediation
- Licensed to drive a truck or school bus
- (If you're a teacher): Can coach softball, football, etc.
- Can perform basic accounting tasks

References:

At the very end of your résumé, write either "References Furnished upon Request" or "References Available upon Request." Contact your references to ask permission to include each one. Create a reference sheet that matches the bond paper of your résumé. Include name, title, company, company address, and telephone number. In addition to professional and school references, include at least one character reference (such as a member of the clergy, an athletic coach, a choral conductor, etc.) As long as you include these items, the format isn't critical: some people center their references on the page, while others have them flush left. Just make sure that whatever format you use is consistent. Always bring a few copies of your reference page to an interview, so you can provide them immediately, if asked.

Important to Remember:

Always include your name and the page number on each page, if it is multiple pages.

For Example:

Jane Doe page 1 of 2

BENNIGAN'S RESTAURANT

Atlanta, GA

Waitress

January 1996 - Present

- Provided efficient and responsive service in extremely intense and customer-focused restaurant: rated among top 5 of 252 Bennigan's nationwide in terms of revenues.
- Utilized suggestive-selling techniques, resulting in dessert sales to approximately 75 percent of tables.
- Demonstrated sensitivity to the needs of upscale, theater-going clientele, who often demanded timely service due to show schedules.

RÉSUMÉ WORKSHEET

(Name)
(E-mail Address)

PERMANENT ADDRESS

(Address)
(Address)
(Phone #'s)

CURRENT ADDRESS

(Address)
(Address)
(Phone #'s)

EDUCATION:

Darton College
(Associate of Arts Degree)

- GPA:
- Expected Graduation Date:
- Honors:

Albany, Georgia
(Dates Attended)

SKILLS:

- (Computer Skills)
-

EMPLOYMENT:

(Company Name)
(Position)

-
-

(City, State)
(Dates)

RELATED VOLUNTEER EXPERIENCE:

(Company Name)
(Position)

-
-

(City, State)
(Dates)

CAMPUS INVOLVEMENT:

(Organization)
(Leadership Position- or put active member)

-
-

Darton, College
(Dates held this position)

References available upon request

REFERENCES WORKSHEET

(Name)
(E-mail Address)

PERMANENT ADDRESS

(Address)
(Address)
(Phone #'s)

CURRENT ADDRESS

(Address)
(Address)
(Phone #'s)

Academic References:

First and Last Name: Nature of the relationship: (How do you know this person?)
Address
Address
Phone #
E-mail address:

(Can list more than one)

Professional References:

First and Last Name: Nature of the relationship
Address
Address
Phone #
E-mail address:

(Can list more than one)

Personal References:

First and Last Name: Nature of the relationship
Address
Address
Phone #
E-mail address

(Can list more than one)

EXAMPLE WORDS FOR RÉSUMÉS

COMMUNICATION:

· speak · write · listen · express · facilitate · provide feedback · negotiate · perceive · persuade · report · describe · interview · edit · articulate · sell · improvise · present · summarize

HUMAN RELATIONS:

· help · develop · be sensitive · listen · convey · provide support · motivate · share · counsel · cooperate · delegate · perceive · assertive · mentor · deal tactfully · empathize · deal with conflict

PROBLEM SOLVING:

· anticipate · determine · take control · improvise · stay calm · evaluate · mediate · reconcile · diagnose · refer

CREATING:

· imagine · brainstorm · artistic · design · develop · sense · envision · perform · conceptualize · construct · draft · entertain · visualize

ESSENTIAL WORK SKILLS:

· implement · cooperate · enforce · be punctual · manage · attend to detail · meet goals · enlist help · accept responsibility · set and meet deadlines · organize · decisive

SUPERVISING/MANAGEMENT:

· delegate · instruct · recruit · hire · promote · mediate · troubleshoot · lead · demonstrate · supervise · advise · monitor · resolve · schedule · represent

RESEARCH/QUANTITATIVE:

· forecast · predict · create · identify · imagine alternatives · be resourceful · gather · solve · interpret · evaluate · clarify · diagnose · research · set goals · extract · define · analyze · synthesize · develop · calculate · set priorities · understand

ORGANIZATION/PLANNING:

· initiate · handle · coordinate · mediate · troubleshoot · organize · develop · strategize · arrange · list · timely

MOTIVATING/LEADERSHIP:

· inspire · encourage · lead · convince · persuade · hearten · instill · collaborate · guide · influence · promote · validate

TECHNICAL:

· assess · compute · design · engineer · fabricate · operate · program · upgrade · solve

COMMONLY MISPELLED WORDS ON RÉSUMÉS AND COVER LETTERS

A

accessible - acclaim - accommodate - accomplish - achievement - advice- advise- athletic

B

Bachelor - beginning - beneficial - boundaries - business – brochures

C

candidate - challenge - commission - committee - competent - conscientious -
correspondence - counselor

D

deferred - develop

E

easily - efficiency - encouragement - especially - excellence - experience - experiment -
extremely

F

Fraternity - familiar - financially - foresee - fulfill

G

generally - guarantee - guidance

I

ideally - immediately - implement - incredible - independence - information - introduce

K

knowledge – knowledgeable

L

laboratory - license

M

magazine - maintain - maintenance - miscellaneous

N

narrative - necessary

O

official - omitted - opportunity

P

pamphlets - performance - performance - persistence - personnel - planning - publicly
Philanthropy - Psychology

Q

quantity - questionnaire

R

recommend - referring - representative - restaurant - roommate

S

Sorority - safety - schedule - secretary - sufficient

T

technical - transferring

V

valuable - visible - vision - virtue

W

warrant - worthwhile -writing

TRANSFERABLE SKILLS LIST

Transferable skills are skills that are developed in a specific context but are "transferable" to a variety of other situations and tasks.

Note: These skills are provided to stimulate you to develop your own list of skills in your own writing style. On a résumé, skills should always be used in conjunction with specific job duties or responsibilities. Unless you are writing a summary of qualifications, state skills with reference to how you gained or used them.

Leadership

Knowledge, Judgment, or Skill to:

- Exhibit self-motivation and a positive attitude.
- Motivate individuals and groups to perform.
- Encourage effective teamwork.
- Design and implement plans of action.
- Set goals and follow through.
- Assess and evaluate situations effectively.
- Manage time efficiently and effectively through scheduling and prioritizing.
- Handle multiple demands for commitment of time, energy, and resources.
- Identify critical issues quickly and accurately.
- Meet the needs of both the organization and the employees, when possible.
- Organize and plan projects or events.
- Use integrity in decision-making.

Program Administration

Knowledge, Judgment, or Skill to:

- Interpret rules and regulations.
- Analyze data and information.
- Present ideas efficiently, both orally and in writing.
- Create innovative solutions to complex problems.
- Ensure that tasks are completed on time.
- Prioritize daily workload.

Information Management

Knowledge, Judgment, or Skill to:

- Research, investigate, and compile information.
- Synthesize facts, concepts, and principles.
- Compile, sort, and interpret data.
- Identify and combine a variety of resource materials into final copy.
- Formulate relevant questions and develop ways to supply and clarify answers.
- Communicate facts and ideas clearly both orally or in writing.
- Learn and use various computer programs and other information technology.
- Access and apply specialized knowledge.
- Manage a budget and keep accurate financial records.

Creativity

Knowledge, Judgment, or Skill to:

- Solve problems creatively, logically, and practically.
- Create new processes or products using science, math, and/or imagination.
- Write informative and clear articles and reports in an interesting manner.
- Design activities to interest participants.
- Market and display products to appeal to target audiences.
- Create visually intriguing and skilled designs, displays, or works of art.
- Demonstrate convincing public speaking or acting skills.
- Design web pages.

Interpersonal Communications

Knowledge, Judgment, or Skill to:

- Exercise "give and take" to achieve group results.
- Understand and work within the group culture.
- Listen actively and attentively.
- Delegate tasks and responsibilities.
- Interpret behavior and emotional patterns in individuals and groups.
- Teach, supervise, and train others using easy-to-understand concepts and hands on experience.
- Display understanding of, and respect for, people from diverse backgrounds.
- Conduct in-depth interviews.
- Express ideas and thoughts based on facts.
- Mediate conflict with tact and diplomacy.

Personal Development

Knowledge, Judgment, or Skill to:

- Analyze life experiences and use them to grow.
- Identify, describe, and assess needs, values, interests, strengths, and weaknesses of individuals.
- Instill self-confidence and self-esteem in others.
- Develop an ethical personal moral code.
- Demonstrate flexibility and commitment to change and learning.
- Learn the value of hard work and persistence.
- Devise several ways to deal with extra stress.
- Build from an historical perspective.

Some of this information was provided by: www.csuchico.edu/plc/jobskills.html

Résumé Checklist

- ❑ The résumé is brief and concise.
- ❑ The résumé has been carefully checked for spelling and grammatical errors.
- ❑ Your margins are no less than one inch on each side and on the top and bottom throughout the document.
- ❑ No personal pronouns (I/me) are used.
- ❑ Abbreviations of states are correct (i.e., MA not Mass.)
- ❑ The format is neat and attractive to the eye.
- ❑ All major components of a résumé are included.
- ❑ Dates and place of employment are included for each job, and they are written in the same format each time.
- ❑ Each job has an annotated description.
- ❑ Sentence structure is active, not passive.
- ❑ Fonts are consistent and definitive.
- ❑ Contact names, addresses, and telephone numbers (including area codes) are correct.
- ❑ Résumé will be copied on 8 1/2 X 11 inch bond paper in white or other neutral color.

Billy Student

billystudent@email.com

Permanent Address

555 Avenue
Albany, GA 55555
555-555-5555

Current Address

Morgan College Street Box 555
Savannah, GA 55555
555-555-5555

EDUCATION:

Morgan College
Bachelor of Arts in Psychology

- Grade Point Average: 3.6/ 4.0

Morgan, GA
Expected Graduation: May 2004

HONORS:

Omicron Delta Kappa, Psi Chi and Morgan College Nominee for the Morgan Student Leadership Scholarship

EXPERIENCE:

Morgan College
Psychology Research Assistant-Work Study

- Assisted professors with research for class lesson plans and new research that could be used in the classroom
- Proofread documents such as syllabuses and handouts

Morgan, GA
2002-Present

Community Child Care and Referral
Teacher

- Listened actively and attentively to each child and interpret behavior and emotional patterns so that each child is heard and assisted effectively

Morgan, GA
Summers 2001-2004

Morgan College
Resident Advisor

- Planned and supervised activities for the college's resident students
- Demonstrated organizational skills and communication skills through working and developing relationships with students, staff, and faculty

Morgan, GA
August 2001- Present

Carelink AmeriCorps
AmeriCorps Member

- Assisted the elderly and disabled in order to prolong the time that they are able to live at home
- Increased interpersonal skills through supporting families of those who are shut-in

Morgan, GA
September 2000- June 2001

CAMPUS INVOLVEMENT:

Morgan News, Reporter (2003- Present) and Habitat for Humanity, President (2002- Present)

REFERENCES FURNISHED ON REQUEST

Warren Johnson

Education:

Valley College

Valley, GA

B.S. Degree in Computer Science

May 2005

- GPA: Overall: 3.0 Major: 3.9
- Honors: Computer Science; Junior and Senior of the Year

Computer Skills:

- **Networking:** TCP/IP
- **Database:** ORACLE, Access, File Maker Pro
- **OS:** Windows 3.1, 95, 98, 2000, XP; MS-Dos; Linux, and MacOS
- **Office:** MS Word, Excel, Outlook, Access, FrontPage, and PowerPoint
- **Internet Applications:** Netscape and Internet Explorer
- **Email Applications:** Outlook, Eudora, Icewarp
- **Programming Languages:** HTML, Java, and Flash
- **Graphic Applications:** Adobe Photoshop and Graphics Workshop
- **Hardware:** Building, Troubleshooting, and PC repair

Work Experience:

Valley College Library/Bookstore

Valley, GA

Customer Service-Work Study

2003- Present

- Demonstrated excellent communication skills by talking with customers, matching their interests with book selections, and developing relationships with returning customers
- Operated the business computer program that controls all sells and rent items, as well as tracks delinquent accounts
- Assisted in repair of computer software and in upgrades

Valley United Methodist Church

Valley, GA

Webmaster

2000-Present

- Created a visually intriguing web-site to recruit new members as well as keep current members informed.

Valley High School- Graphic Design Class

Valley, GA

Webmaster and Assistant to the Teacher

2002-Present

- Developed, updated, and maintained a website for the class
- Extensive public speaking experience
- Contributed in the creation of examinations

References available upon request

Kelly Deputy

kdeputy@morgan.edu

CURRENT ADDRESS

Morgan College Street Box 555
Morgan, GA 55555
Cell: 678-462-9400

PERMANENT ADDRESS

55555 Wally Drive
Duluth, GA 55555
555-555-5555

EDUCATION

Morgan College

Bachelor of Arts in English

- Major GPA: 3.6

Morgan, Georgia

May 2005

HIGHLIGHT OF QUALIFICATIONS

- Able to solve problems creatively, logically, and practically
- Communicate clearly both orally and in writing
- Use integrity in decision making
- Mediate conflict with tact and diplomacy

RELEVANT EXPERIENCE

Morgan College Literary Magazine

- *Published submissions* (2001, 2003)
- *Scroll Staff* (2000-2002)

Morgan News, Morgan College Campus Newspaper

- *Published Article* (2004)

Library of Poetry Anthology

- *Published Poem* (2001)

EXPERIENCE

Java Coffee

Office Assistant and Cashier

- Assisted in the writing and designing of newspaper ads, flyers, and local television commercial to ensure that the opening and establishing of a small franchise was a success
- Demonstrated the ability to handle multiple demands from customers and fellow workers

Morgan, Georgia

2003-Present

Rubys

Waitress

- Provided efficient and responsive service to all customers
- Used suggestive selling techniques
- Handled large sums of money

Duluth, Georgia

Summers 2001-Present

References available upon request

Buster Baxter

bbaxter@morgan.edu

555-555-5555

CURRENT ADDRESS

Morgan College Street Box 555
Morgan, GA 55555

PERMANENT ADDRESS

Kennedy Street
Clinton, AL 55555

EDUCATION:

MORGAN COLLEGE, Morgan, GA, 2004

Bachelor of Arts in Political Science

Major GPA: 3.8/ 4.0

GPA: 3.2/ 4.0

PROFESSIONAL EXPERIENCE:

STUDENT COUNSELOR, Morgan Community Crisis Helpline, Morgan, GA, 2003-Present

- Utilized crisis intervention technics
- Handled stress and assignments with a positive attitude

STUDENT AIDE, Department of Political Science, Morgan, GA, 2002-Present

- Organized and prepared materials for professors lectures
- Contacted and researched guest speakers

FIELD REPRESENTATIVE, Wally for U.S. Senate Campaign, Clinton, AL, January 2003-July 2003

- Scheduled campaign appearances in Alabama
- Supervised 15 volunteers
- Distributed campaign material

CAMPUS INVOLVEMENT:

- Alabama Young Republicans, 2000-Present
- Morgan College, "VOTE and be SMART", 2001-Present
- Student Government, 2001-2003
 - Served as Senator 2 consecutive terms
- Basketball Intramurals, 2001-2003

TECHNICAL SKILLS:

- Word, Excel, Publisher and PowerPoint

REFERENCES AVAILABLE UPON REQUEST

Allison Jones

ajones@email.com

5555 Mill Road

Valley, Georgia 55555

555-555-5555

EDUCATION

Valley College

Valley, Georgia

Bachelors of Arts in Religion

May 2003

GPA: 3.8

Honors: Nominated for *Who's Who in American Colleges and Universities*(2003) and Dean's List (2001- 2003)

CONFERENCES AND WORKSHOPS

- Conference for United Methodist Church College Students (November 2001, 2002, 2003)
- Conference for United Methodist Church Youth Leaders (2000, 2001, 2002)
- "Working with Youth," United Methodist Church Workshop, Atlanta, GA (2002)
- "How to be a Woman Leader in the Church," Atlanta, GA (2002)

WORK EXPERIENCE

Valley College

Valley, Georgia

Religion Department

2001-Present

- Assisted with research, proofread documents, and look over potential textbooks for classes.
- Organized job listings, graduate school information, and religion in the news department boards.

Valley United Methodist Church

Valley, Georgia

Youth Director

2000-2003

- Supervised of Sunday night Youth Group meetings
- Organized group events and trips
- Prepared weekly meetings with the junior and senior high youth and taught senior high Sunday School.
- Attended and supported youth and adults in their personal events such as sporting events and honor days.

INVOLVEMENT

Christian Student Union

Leadership Team: Fellowship Coordinator and Outreach Chair

2000-Present

- Planned all fellowship activities.
- Delegated committees to plan and complete activities.
- Coordinated the Drama Team, Sunday Morning breakfast and home church search and the weekly Bible Study.

Alpha Phi Omega (National Service Fraternity)

Secretary

2001-2003

- Created service projects for the community and campus
- Hosted an annual Service Week for the college community

References Available Upon Request

KAREN L. SMITH

555 Peach Street
Morgan, Georgia 55555
555-555-5555
555-555-5555 (Cell)
Email: karensmith@email.com

EDUCATION:

MORGAN COLLEGE

Bachelor of Arts in History

Major GPA: 3.95

MORGAN, GEORGIA

Expected Graduation Date: May 2004

HONORS AND AWARDS:

Research Scholar – Morgan College (2003), Camp Wesley Counselor of the Week (Summer 2003), Methodist Church Scholarship Recipient (2001-Present), and Who's Who Among Students at American Colleges (2000)

ACHIEVEMENTS:

- Authored/Presented History Research Paper at Regional Phi Alpha Theta Conference (2003)
- Judge at Regional History Day Competition (2002-2003)
- Guest Judge for the Annual History Presentation for Morgan High School

WORK EXPERIENCE:

MORGAN COLLEGE HISTORY DEPARTMENT

Work-Study

- Exhibited organizational and communication skills by handling all the needs of 5 Professors
- Researched, compiled, sorted and interpreted data for professors' class preparation

MORGAN, GEORGIA

2002-Present

CAMP WILLOW

Youth Counselor

- Supervised and organized highly structured activities for up to 30 children, ages 12-17, who have special needs

MORGAN, GEORGIA

2002-2004

INVOLVEMENT:

- President of Phi Alpha Theta (2002-2003)
- Alpha Phi Omega Member (2001-Present)
- Christian Youth Leader Volunteer (2003)
- Habitat for Humanity Volunteer (2000-Present)
- Food Bank Volunteer (2003)

References available upon request

555 Cleveland Drive
Valley, GA 55555
jmvickory@hotmail.com
Cell 555-555-5555

Josewallen “Michael” Vickory

HIGHLIGHTS OF QUALIFICATIONS

- Won multiple district sales awards.
 - Three years dedicated to sales and excellence in customer service.
 - Organized with the ability to Multi-Task; remained successful in college while juggling a full time job.
 - Proficient in Microsoft Word, Excel, PowerPoint, Access, Windows XP, ME, 98, 95, World Wide Web.
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EDUCATION

Valley College, Valley, GA May 2003

Bachelor of Science in Business Management

- Institutional G.P.A. 3.8

Morgan College, Morgan, GA June 2000

Associate of Science in Business Administration

- Dean’s List with a 3.62 G.P.A.
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EXPERIENCE

Cooks Sales, Valley, GA 2000-Present

Sales Associate

- Sales, customer service, balancing cash drawer, inventory, checking in shipments, stock.
- Provided superb customer service by making each customer’s needs the top priority.
- Serviced multiple customers needs at one time.
- Increased knowledge with on-going training programs, and through attending monthly company meetings.

Kappa Kappa Faternity, Valley, GA 2000-2003

Treasurer 2001-2003

- By creating a strict monthly budget, was able to bring group out of debt.
- Presented a yearly report to the National Office about our activities and budget for each year.
- Participated in monthly philanthropy with the Boys and Girls Club of Valley.

Owen Supply, Morgan, GA 1998- 2000

Customer Service

- Assisted customers in finding the building materials that best fit their needs.
- Handled inventory and stocking for the Building Department.

References Available Upon Request

Acknowledgements:

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