



Resumes & Cover Letters

Career Resource Manual

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Mission

The John P. Fahey Career Center, as part of the Creighton EDGE, is committed to assisting students and alumni in exploring purpose and opportunities, developing career-related skills, and implementing goals that reflect their unique roles in the world of work and their commitment to a life of service to others.

Core Values

Empower People - Develop Partnerships - Inspire Purpose



What is a Resume?

A resume is a one to two page document that demonstrates your value as a potential employee or as a candidate for graduate or professional school. It should accurately communicate your qualifications, education, experiences, and accomplishments. **The purpose of a resume is not to get a job; it is to get an interview.** Often it is an organization's first introduction to you, so your resume should demonstrate that you have the basic qualifications they need and also persuade them to contact you for an interview.

Before writing your resume, have a clear understanding of what employers or organizations are looking for and what you have to offer. Research yourself, your career options, and organizations of interest. Ask yourself the following questions: What would make someone the perfect candidate? What would set a truly exceptional candidate apart from merely a good one? What does the employer or organization really want?

The Visual Presentation

The first time employers look at a resume, they average 2.75 seconds* to review the document, so make sure yours is easy to read (Evans, 2012). Resumes are also an opportunity for an employer to assess effective written communication skills. Here are a few guidelines to keeping your resume clear and easy to read:

- Font Style: Times New Roman, Arial, Georgia, Bookman, Courier, Garamond, or Tahoma
- Font Size: 10-12 (11-12 preferred); your name can be size 14-18
- Page Format: Left justify text, right justify dates, and use .5 inch margins
- Length: one page for most college students, but two permitted if enough relevant experience

Contents of a Resume

Always begin with your name and contact information, followed by sections for your key education and experience. You can use organization and wording to highlight your applicable skills and experiences. Think about what employers are looking for and use formatting to your advantage. Common section categories include:

- **Objective** (*optional*): A one line introduction about the type of work you are seeking. This section is usually used when distributing resumes at a career fair or changing industries, not when applying to a specific position.
- **Qualifications** (*optional*): A list of five or six key attributes to highlight your most relevant skills, experiences, and accomplishments. This section is usually only used by more experienced applicants.
- **Education**: List only the school(s) and the degree(s) you have earned and/or are in the process of earning. This section can also list institutions of education abroad.
- **Experience**: Can include full-time employment, on-campus positions, summer employment, internships, volunteer experience, service, or campus leadership. Include your title, the organization, the city and state, and the dates you worked there, starting with the most recent and working backwards. Then provide details about your responsibilities in bullet point format with each bullet starting with a strong verb.
- **Activities/Leadership/Service**: Use the category most relevant to your experience and title appropriately. These can be organized in a list or formatted like a job with bullet points describing your duties.
- **Achievements/Awards/Honors**: Use the category most relevant to your experience and title appropriately. These are most often organized in a list format.
- **Skills**: Most often these are language and/or technology skills. Transferable skills such as "public speaking," "detail oriented," etc. **should not be included here** but rather in a cover letter.
- **References (do not include)**: Your references or the phrase "References Available Upon Request" **should not** be on your resume. Instead, create a separate "References" page (see page 21 for an example).

You on Paper & Final Touches

Although there are some things you should avoid, there is no one right way to do a resume. It should reflect your experience and personality. Once you put your resume together, have several people review it not only for grammar, formatting, and spelling errors, but also to ensure it makes sense to a potential employer. We hope this guide is helpful. Please come see us if you have questions!

*Evans, W. (2012). Eye Tracking Online Metacognition: Cognitive Complexity and Recruiter Decision Making. *The Ladders*.

Resume Checklist

Name & Contact Information

- Name – large, readable format (14-18 size font)
- Address – street, city, state, and zip
- Phone – cell or home, include only one
- Email – Creighton email preferred, personal email okay as long as it is a professional name, include only one

Education - Current or most recent first, then reverse chronological order

- Full degree title. E.g. Bachelor of Science, Bachelor of Arts, Bachelor of Science in Business Administration
- Major, minor, and/or emphasis
- Only include degrees completed or in progress or institutions of education abroad
- Name of school
- City and state of school
- Cumulative GPA if 3.0 or above
- Graduation date in month year format. E.g. May 2018

Experience - Current or most recent first, then reverse chronological order

- Official title or best suited title (E.g. “Student Assistant” instead of “Work Study”)
- Name of organization or company
- City and state of organization or company
- Start and end dates in month and year format (to “Present” if still in position)
- Bullet point format starting each bullet point with an action verb
- Correct and consistent verb tense (present for current, past for previous, no “ing” form of the verb – e.g. working)
- Do not include “I,” “we,” “responsible for,” or “duties include”

Extracurricular Experience/Activities

- Full title of organization, no acronyms if possible. E.g. Creighton Students Union (not CSU)
- Role or title if more than a general member
- Dates of involvement in month and year format

Other Optional Categories

- Service
- Languages: indicate level of proficiency. E.g. Spanish – fluent, French – conversational
- Computer skills: put into subcategories if relevant
- Certifications. E.g. First Aid, CPR & AED
- Professional organizations: spell out full titles. E.g. American Marketing Association (not AMA)
- Publications/Presentations/Conferences: use discipline-specific formatting when listing them
- Research Experience or Projects: either list by title or format like a job, include faculty member you are working under, use discipline-specific formatting
- Honors or Awards

Overall

- Font size 11-12, style appropriate and readable
- Margins reasonable (ideally .5 inch all around)
- Consistent style, format, and spacing throughout

Does NOT Include

- Personal info: marital status, picture, social security number, etc.
- References or “References Available Upon Request”
- Addresses, phone numbers, or names of supervisors or former employers
- High school information of any kind, unless extremely relevant or currently in your first year of college

Writing Bullet Points

Bullet points are utilized to provide descriptions of your responsibilities, accomplishments, and skills for each experience within the Experience section. This bullet point format is sometimes also used for other sections such as Activities, Leadership, and Service.

Bullet Point Formatting

- Use a consistent, simple bullet point style; bullet point symbols should be the same size throughout the resume
- Do not place periods at the end of your bullets
- Each experience does not necessarily need the same number of bullet points

Writing Descriptions for Bullet Points

- Descriptions should include specific details while also being concise—paint a picture of your experience
- In addition to explaining what you did, also highlight the outcomes of your actions
- When considering what specific details to include, think about the *Who, What, When, Where, Why, and How*
- Include numbers and/or percentages in your descriptions to quantify your work and provide helpful details
- Start each bullet point with an action verb; verbs demonstrate skills (see p. 7 for a list of action verbs)
- Be sure to use correct and consistent verb tense (current experiences should be in present tense, past experiences should be in past tense, no “ing” form of the verb)
- Do not include “I”, “we”, “responsible for”, or “duties include”

Bullet Point Structure

- Using the following bullet point structure can help you create strong, detailed bullet points:

Verb + Responsibility + Outcome

Sample Bullet Points

Basic Bullet Point:

- Assist children with homework

Descriptive Bullet Point:

Verb + Responsibility

- Tutor 3 children, ranging in age from 5 to 8 years old, in math to ensure proper comprehension and completion of homework assignments
- Uses numbers to provide detail*
- Outcome*

Basic Bullet Point:

- Enter customer data into computer

Descriptive Bullet Point:

Verb + Responsibility

- Update client contact information utilizing ABC Database to maintain accurate records
- Identifies specific tool used*
- Outcome*

Basic Bullet Point:

- Marketed the new fall season sportswear products

Descriptive Bullet Point:

Verb + Responsibility

- Managed Facebook and Twitter social media campaign for the sportswear clothing line, resulting in a 20% increase in online sales from the previous year
- Uses percentage to provide detail*
- Outcome*

Descriptive Verb List

Used the verb “help” 12 times? Here are some great verbs to consider instead. Remember to use a variety of verbs to demonstrate a diversity of skills. The more specific your word choice, the better an employer’s understanding of what you have to offer.

Analyze	Communicate	Help & Teach	Research	Organize	Manage
Administer	Address	Adapt	Calculate	Approve	Administer
Allocate	Arbitrate	Administer	Clarify	Arrange	Advise
Appraise	Arrange	Advise	Collect	Catalog	Assign
Audit	Author	Advocate	Compose	Classify	Attain
Balance	Collaborate	Assess	Critique	Collect	Authorize
Budget	Convince	Assist	Decide	Compile	Balance
Calculate	Correspond	Attend	Design	Count	Budget
Compute	Create	Care	Devise	Dispatch	Chair
Design	Define	Coach	Diagnose	Duplicate	Compile
Develop	Develop	Communicate	Discover	Edit	Consolidate
Discover	Direct	Consult	Evaluate	Execute	Contract
Forecast	Draft	Coordinate	Examine	Generate	Control
Hypothesize	Edit	Counsel	Extract	Implement	Coordinate
Identify	Enlist	Delegate	Extrapolate	List	Delegate
Interpret	Formulate	Demonstrate	Forecast	Measure	Demonstrate
Investigate	Help	Develop	Gather	Monitor	Develop
Manage	Influence	Diagnose	Hypothesize	Operate	Direct
Plan	Interpret	Direct	Identify	Prepare	Distribute
Project	Lead	Educate	Inspect	Process	Evaluate
Recommend	Lecture	Enable	Interpret	Purchase	Execute
Report	Mediate	Encourage	Interview	Record	Expedite
Research	Moderate	Enlist	Investigate	Retrieve	Hire
Scan	Motivate	Evaluate	Organize	Screen	Institute
Solve	Negotiate	Explain	Perceive	Specify	Organize
Study	Obtain	Facilitate	Plan	Tabulate	Oversee
Suggest	Persuade	Guide	Review	Transcribe	Prioritize
Summarize	Promote	Inform	Solve	Transpose	Produce
Test	Publicize	Initiate	Summarize	Validate	Propose
Translate	Read	Instruct	Survey		Purchase
Verify	Reconcile	Lead	Synthesize	Manufacture	Recommend
	Recruit	Lecture	Systematize	Assemble	Review
Coordinate	Sell	Listen	Write	Build	Schedule
Control	Speak	Mentor		Calculate	Streamline
Decide	Translate	Motivate	Create	Compute	Strengthen
Deliberate	Write	Perceive	Act	Control	Supervise
Develop		Persuade	Conceptualize	Design	Train
Direct	Accomplish	Present	Create	Devise	Update
Execute	Achieve	Recruit	Customize	Engineer	
Formulate	Complete	Refer	Design	Fabricate	
Implement	Establish	Rehabilitate	Develop	Handle	
Manage	Expand	Reinforce	Direct	Maintain	
Orchestrate	Improve	Relate	Fashion	Operate	
Organize	Increase	Represent	Illustrate	Overhaul	
Plan	Pioneer	Select	Initiate	Plot	
Regulate	Reconcile	Speak	Integrate	Program	
Schedule	Reduce (losses)	Support	Introduce	Remodel	
	Resolve	Train	Invent	Repair	
	(problems)	Tutor	Market	Ship	
	Restore	Understand	Perform	Solve	
	Spearhead		Revitalize	Troubleshoot	
	Transform		Shape	Upgrade	

Mary Anne Joy

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OBJECTIVE

To obtain an internship in journalism/communications

EDUCATION

Creighton University, Omaha, Nebraska May 2022
Bachelor of Arts – Journalism
Track: Public Relations
GPA: 3.75

Spalding Catholic High School, Granville, Iowa May 2018
High School Diploma
GPA: 3.85

EXPERIENCE

Creighton Clean Up, Omaha, Nebraska January 2019 – Present
Advertising Chair

- Market and promote events to student body, resulting in 8% increase in event attendance
- Design posters and flyers to display on campus
- Collaborate with local company to generate t-shirt design
- Motivate students to sign up and fundraise
- Communicate with other campus organizations to coordinate logistics
- Contact service organizations within community

JRM 319: Media Writing, Creighton University, Omaha, Nebraska January 2019 – Present
Feature Story: Fr. Hendrickson, President

- Interview Creighton University President for feature article assignment
- Write 3 drafts and receive constructive feedback from peers
- Publish article in *Creightonian* and present to class

Spalding Catholic High School, Granville, Iowa August 2014 – May 2018
Student Journalist

- Photographed a variety of school events to include in newspaper articles
- Published over 100 articles in school and local newspapers
- Designed and assembled high school yearbook
- Conducted interviews with school and local figures
- Proofread articles by colleagues to ensure accuracy of data and proper grammar

ACTIVITIES AND SERVICE

- Inter Residence Hall Government – Service, Faith, and Justice Ambassador
- Summer Preview Guide
- Completely Kids Volunteer
- Delta Zeta – Theta Eta Chapter
- Magis Ambassadors

Objective:

Begin your resume with an “Objective” when you are distributing it at a career fair or changing industries, but not when applying to a specific position. If you are applying to a specific position, start with your education. An Objective may also be used if it is needed to fill space.

High School Information:

As a freshman, and in some cases as a sophomore, it is okay to include high school information until you gain more experience in college. After sophomore year, only include high school information if it is exceptionally relevant to the position you are applying to.

Bullet Point Format:

Describe what you did in each of your positions by using a bullet point for each of your job duties and accomplishments. Start with a strong verb and then provide more detail about what you did. By starting with a verb, you are telling an employer what you can do and what skills you have. For example, instead of describing your work as “customer service,” say “communicated with customers,” “managed cash and credit card payments,” and “suggested merchandise based on customer history.” See page 6 for bullet point writing tips.

Experience:

By titling this section “Experience” you can include more than just paid work experience. Any experience in which you gained or used relevant skills can be used in this category. Some examples include volunteer work, an internship, part time job, courses, and extracurricular activities.

NATHAN WILLIAMS

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(402) 000-0000

EDUCATION

CREIGHTON UNIVERSITY, HEIDER COLLEGE OF BUSINESS – Omaha, Nebraska May 2018
Bachelor of Science in Business Administration GPA: 3.5
Finance (Financial Analysis Track) and Business Intelligence & Analytics

EXPERIENCE

CONAGRA FOODS, INC. – Omaha, Nebraska May 2016 – Present

Intern – Financial Reporting and Planning Department

- Run internal Cost of Goods Sold reports using SAP software for the Finance department and Commercial Foods section budget
- Assist with the financial forecasting and planning of revenues for the Commercial Foods department
- Manage the monthly close process in which summary reports are produced for Finance department management
- Research cause when the close report does not reconcile (up to \$300 million)
- Write rules using SAP software to resolve the account while highlighting the accounts causing the errors and providing documentation for the steps used to zero the accounts
- Created SAP reports that found a total of \$25 billion in discrepancies, researched the cause, and determined the reports had been mapped to the wrong data source; once corrected all 11 WEBI reports zeroed

ACE PARKING – San Diego, California May 2015 – August 2015

Parking Structure Cashier

- Attended booth during special events and San Diego Padres baseball games, managing up to \$1,200 in cash
- Generated and collected average parking revenue of \$350-375 per shift, producing 100% accurate cash reconciliation sheets
- Trained five new employees in night operations and duties

NATIVITY PREPARATORY ACADEMY – San Diego, California June 2014 – August 2014

Volunteer Tutor and Maintenance Assistant

- Educated junior high students in Math, Science, and Reading comprehension
- Performed multiple office tasks and helped visitors with questions and directions

ACTIVITIES

Anna Tyler Waite Leadership Program – a four-year leadership development program (2014 – Present)

Financial Management Association (2014 – Present)

Creighton University Heider College of Business Congress (2015 – Present)

Alpha Kappa Psi Professional Business Fraternity (2014 – Present)

Treasurer of Creighton Students Union (2015 – Present)

Freshman Leadership Program at Creighton University (2014 – 2015)

SERVICE

BOYS & GIRLS CLUB OF OMAHA – Omaha, Nebraska August 2014 – May 2015

- Tutored children and assisted with homework, specifically Math and English
- Organized sports and arts and crafts activities for the children ages 7-12

AMBASSADORS CORPS – Omaha, Nebraska August 2013 – 2014

- Assisted school administration and guests at fundraisers, retreats, standardized testing days, and special events
- Served as tour guide and host for prospective students and parents

SKILLS & INTERESTS

Software Experience: proficiency in SAP (BPC, BI, WEBI), Microsoft Excel, PowerPoint, Word, Outlook

Managing Personal Investments and Investment Strategy

Use Numbers:

When possible, utilize numbers to quantify your work. It draws the employer's eye to the information and provides them a clearer picture of what you can do. Numbers are particularly impactful when they demonstrate your accomplishment; for example, how much money you raised or an increase in percentage used.

Make it Relevant:

Phrase your experiences in a way that relates to the job you are applying for. Instead of saying "handled up to \$350 per shift," this candidate used words like "generated," "revenue," and "accurate cash reconciliation sheet." Help the employer see your value by translating your experience into their language.

What experiences/activities should I include?

Format your resume so that the most relevant information is at the top, and if you have the space, include your less relevant information further down the page. Employers like to see active, involved candidates. It demonstrates not only that you have a wide set of skills and interests, but also that you are engaged in your community and have good time management skills. Sometimes you might share a common interest or experience with an employer which will help you stand out in their mind.

Think Outside of Creighton:

Employers may not be familiar with many of the organizations and experiences on campus so if the name itself does not clearly identify what a program is, provide a little more detail.

Including GPA:

Although most employers do not request transcripts or GPA, it is helpful to include if it is above 3.0. This demonstrates knowledge in a specific area in addition to time management, follow-through, and dedication.

Study Abroad:

List study abroad experience under your Education section by listing the international institution or program you attended and the semester/term you were there.

Experience vs. Additional Experience:

Use formatting to your advantage and separate your experience into two or more categories if necessary. Place your related or relevant experience in the top section with the second section including less related experiences and "money making" jobs. You can also title them to help the employer quickly understand the sections, for example "Healthcare Experience" or "Marketing Experience".

William Jay

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EDUCATION

Creighton University, Omaha, Nebraska
Bachelor of Arts
Major: Justice and Society

May 2016
GPA: 3.75

University of Queensland, Brisbane, Queensland, Australia
Study Abroad Program

Spring 2014

RELATED EXPERIENCE

Boys Town, Boys Town, Nebraska
Summer Youth Supervisor

June 2015 – August 2015

- Supervised a group of youth boys from ages 12-15 while working outside
- Implemented Boys Town's social behavior program during work
- Assisted at a garden, in a Farmer's Market, and at a campsite
- Ensured that student tasks were completed as required
- Selected as Supervisor of the Week the last week of the program

Schlegel Center for Service and Justice, Omaha, Nebraska
Coordinator

January 2015 – November 2015

- Coordinated two trips to Milwaukee and West Virginia
- Contacted host sites and set up times of arrival and departure
- Informed groups going on the trips of important information
- Led reflections in small groups

Ronald McDonald House Charities, Omaha, Nebraska
Fundraising Intern

May 2014 – August 2014

- Met with potential donors as part of the fundraising team
- Prepared and coordinate thank you notes and fundraising mailings
- Assisted with fundraising events for groups of up to 200

Loyola University Medical Center, Maywood, Illinois
Volunteer

June 2013 – August 2013

- Assisted nurses in the transportation of patients
- Stocked the storage rooms with blankets, towels, gowns, and sheets
- Retrieved snacks and meals for the patients and EMTs

ADDITIONAL EXPERIENCE

Sales Associate, The Dugout, Omaha, Nebraska
Receptionist, Aquatic Center, Elmwood Park, Illinois
Nanny, Private Home, Elmwood Park, Illinois

June 2014 – October 2014
June 2013 – August 2013
May 2013 – June 2013

ACTIVITIES & AWARDS

Dean's List, Spring & Fall 2014 – 2015
Dean's Service Honor Roll, Spring 2014
Ignatian Leadership/Service Scholarship

Scholarships:

These should only be included when they are prestigious. These can include academic, service, or leadership-related scholarships. For academic scholarships, a good guideline to follow is to include only named scholarships.

Don't forget the cover letter!

While a resume is a good overview of all your experiences, a cover letter is your chance to highlight your most relevant experiences and provide more details. Many new graduates' experiences are not all directly related the positions to which they are applying to, so being able to focus in and highlight transferable skills is incredibly important. See pages 18-20 for more information about what to include and how to write a cover letter.



Meredith Sladky

Permanent Address:
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St. Paul, Minnesota 55555

meredithsladky@creighton.edu
333-000-0000

College Address:
144 N. Bluejay Street
Omaha, Nebraska 68178

Objective: To obtain a full-time position in Human Resources

Education: Creighton University – Heider College of Business, Omaha, Nebraska May 2016
Bachelor of Science in Business Administration
Major: Management, Human Resources Track

Relevant Experience: FirstComp Insurance, Omaha, Nebraska January 2015 – Present
Human Resources Intern

- Coordinate and facilitate career fairs for the company
- Interview potential new employees and conduct references checks
- Update FirstComp's career website and online job postings
- Assist the newly established Leadership and Cultural Development Team
- Organize and file confidential personnel records

Creighton University Athletics Department, Omaha, Nebraska September 2013 – May 2014
Sports Marketing Intern

- Assisted in the design of a website and posted pictures with captions of each member of the Creighton Men's Basketball Team
- Developed and established corporate sponsors
- Organized correspondence and responsible for numerous mass mailings

United States Tennis Association Multicultural Program, St. Paul, Minnesota Summers 2012 – 2014
Head Tennis Instructor

- Integrated many cultures and worked at creating inventive, organized lesson plans that all students would understand, no matter their native language
- Supervised two large groups of "Summer in the City" students who were very active and energetic
- Trained to handle behavioral difficulties and multicultural differences
- Delegated assigned tasks to four assistants

St. Paul Urban Tennis Program, St. Paul, Minnesota Summers 2011 – 2014
Head Tennis Instructor

- Created and organized daily lesson plans for four class periods, filled with young tennis players
- Communicated behavioral expectations to both students and family members
- Taught correct behavior in both small and large group settings
- Attended multicultural events to help introduce the game of tennis

Additional Experience: Blue Sushi Sake & Grill, Omaha, Nebraska September 2015 – Present
Server & Trainer

- Trained to both follow directions and delegate duties
- Help open the restaurant and train new employees

Activities & Awards: Alpha Kappa Psi Business Fraternity August 2012 – Present
Anna Tyler Waite Leadership Program, Level 4 August 2012 – Present
Cortina Community (service based living-learning community) August 2012 – May 2013
Inter Residence Hall Government, Campus Programming Chair April 2012 – December 2012
Ignatian Leadership/Service Scholar

Volunteer: White Bear Community Art Center:
Organized Art Room, created newsletters, and improved the computer system
Omaha Public and Private School districts
St. Paul Public and Private School districts

Addresses:

Employers often give preference to local candidates. If you plan on relocating or are searching in your home state, either include both your college and permanent address or save two versions of your resume, one for each geographic location.

Easy to Skim Formatting:

Emphasize your role either by placing your title before the organization or using bold, underline, or italics so that an employer can quickly scan and know what positions you have held.

Make it Relevant:

Transferable skills are abilities that you have developed that you can use in multiple types of situations. Help employers see the skills you have gained in seemingly unrelated positions by choosing strong verbs to start your bullets. Avoid using the same verb more than once or twice if possible. See page 7 for a list of strong, descriptive verbs.

Date Formatting:

List the dates you worked somewhere as "Month Year – Month Year." If you are still in a job, write the date as "Month Year – Present." If you worked seasonally, list as "Season Year – Year" instead of listing out all the months.

Medical Terminology:
Clinical experience often varies greatly, so provide the employer with a clear understanding of what you know by using specific medical terminology for the instruments, tests, or procedures you witnessed, performed, or assisted with.

Clinical Experience Categories:
Split clinical or hands-on medical experience into sections to help employers see the depth and breadth of your experiences. Categories can include:

- Preceptorship
- Employment
- Clinical Rotations
- Shadowing
- Volunteering
- Service

Carla Brown ■ CarlaBrown@gmail.com ■ 4444 Glenwood, Mission, Kansas, 66666 ■ (913) 000-0000

EDUCATION

Bachelor of Science in Nursing
Creighton University, Omaha, Nebraska May 2016

CLINICAL EXPERIENCE

Senior Preceptorship
Immanuel Medical Center: Post-Intensive (PINS)/Telemetry Unit, Omaha, Nebraska February - April 2016

- Performed routine assessments every four hours with telemetry evaluation and continual monitoring
- Admitted and discharged patients with follow-up appointments and medication reconciliation
- Observed and performed procedures such as: dialysis, plasmapheresis, insertion nasogastric (NG) tube, central line placement, PICC line placement, peripheral IV placement, pacemaker removal, and wound care
- Applied appropriate personal protective equipment (PPE) for MRSA and VRE patients
- Created and researched an evidence-based practice recommendation regarding “Alarm Fatigue” hazards and presented this project with unit specific suggestions to the Operations Director and nursing staff

Clinical Rotations

Bergan Mercy Medical Center: Multi-Client Med/Surgery and one OR day, Omaha, Nebraska November 2015

- Administered medications, treatments, care to 3 patients, participating in rounding and care plan meetings
- Acted as Charge Nurse within clinical group, tracking students assessments and medication administration
- Observed removal of endometriosis during OR experience

Russell Child Development Center: Community Health, Omaha, Nebraska October 2015

- Created a team improvement project for pediatric sleep development issues
- Interacted with children ages 6 months – 5 years in daily school learning projects

Immanuel Medical Center: Adult and Pediatrics, Psychiatric/Mental Health, Omaha, Nebraska April 2015

- Assisted residents with mental self-strengthening activities, communicating strengths and improvements
- Observed adult and pediatric mental health issues such as Schizophrenia, Bipolar, Alcohol and Drug addictions

Bergan Mercy Medical Center: Labor & Delivery, High Risk OB, NICU, Omaha, Nebraska March 2015

- Assisted with fetal monitoring, APGAR scores, hearing tests, Vitamin K shots, and gave the first bath to an infant.
- Observed the vaginal birth of a female infant, cesarean section of male twins, and 4 hours of monitoring in the NICU for three premature infants with decreased lung and heart maturation

Volunteer Experience
Nebraska Medical Center: Emergency Department and Radiation Oncology Department, Omaha, Nebraska
Saint Luke’s South Hospital, Overland Park, Kansas
Children’s Mercy South Hospital, Overland Park, Kansas

PROFESSIONAL ORGANIZATIONS & ACTIVITIES

National Student Nurses Association (NSNA) January 2016 - Present
Creighton University Student Nurse Association (CUSNA) 2014 - Present
Camp Quality in the Heartland USA, Health Care Team Volunteer Summer 2015
Alpha Phi Omega – Community Service, Newsletter Chair (2010) 2011 - 2014
Creighton University, Sophomore Service Representative 2012 - 2013
Kappa Kappa Gamma – Women’s Fraternity 2011 - 2013

CERTIFICATIONS

Nurse’s Assistant Certification (CNA): *Metropolitan Community College, Omaha, Nebraska* 2014 - Present
Basic Life Support Certification with AED: *Creighton University, Omaha, Nebraska* August 2015

Additional Health Professions:
This is a good overall format to follow for healthcare professions, but there are variations between specific fields within healthcare. Ask mentors, instructors, or supervisors in your field to review your resume and provide feedback in addition to reviewing professional organizations’ resources. Also, check out the Career Center resources online to see resume examples for Physical Therapy, Occupational Therapy, and Pharmacy.

Certifications:
Include any specialized certifications. This section could also include licensures. If you only have one certification and/or licensure, consider adding into an “Education and Certifications” section or “Skills and Licensures”.

Adrian Kanost

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PROFILE

An achievement-focused Financial Analyst with over seven years of progressive experience that includes leading audit engagements, directing SAP implementations, creating reporting strategies, working abroad and co-piloting supply chain operations from a finance perspective. Expert competence in directing large-scale projects from concept to completion. Highlighted skills include:

- Business/financial analysis
- Audit engagement leadership
- Client relationship management
- SAP implementations
- Forecasting/monthly close
- Team development
- Strategic planning
- Reporting processes/tactics
- Trend/performance analysis

EXPERIENCE

HIGH SIERRA ENERGY, Denver, Colorado

Financial Analyst

January 2009 – Present

- Analyze new crude oil and natural gasoline purchase and sale contracts
- Track and analyze trucking expenses to better determine profitability
- Maintain book of hedging transactions and settled monthly with customers
- Managed transition to new back office software and designed processes to ensure accuracy and efficiency in reporting hedging and physical transactions
- Reconcile product movements with internal revenue distribution system and operator-run statements
- Built and maintained Excel databases for use across multiple departments

TD AMERITRADE, Omaha, Nebraska

Portfolio Accountant

August 2006 – January 2009

- Calculated Net Asset Values for Unitized Managed Accounts and Collective Investment Funds
- Streamlined and created procedural documents for department processes
- Built Excel workbooks to track price changes and portfolio allocation

New Accounts / Options Principal – Trading Desk

May 2004 – August 2006

- Reviewed and approved new account, margin, and option trading applications and ensured compliance with AML and Patriot Act laws
- Placed large dollar, complex equity and options orders for high value clients

B&O LLC, Denver, Colorado

Proprietor

June 2004 – August 2006

- Created and grew all aspects of business operations
- Developed extensive managerial, marketing, customer service, budgeting, and forecasting experience
- Ended participation due to relocation

EDUCATION

CREIGHTON UNIVERSITY – HEIDER COLLEGE OF BUSINESS, Omaha, Nebraska

May 2012

Master of Business Administration

GPA: 3.8

CREIGHTON UNIVERSITY – HEIDER COLLEGE OF BUSINESS, Omaha, Nebraska

May 2004

Bachelor of Science in Business Administration, Major: Finance

GPA: 3.6, Cum Laude

VOLUNTEER ACTIVITIES

Trustee, Omaha Association - Downtown Omaha community planning and development organization

Profile:

This is best used for experienced candidates or candidates changing career paths. Highlight key industry-specific words that will help the employer see what you have to offer.

Special Projects:

Be sure to include more than simply the basic responsibilities of your job. If you took on extra projects, started initiatives, or improved programs, include as separate bullet points.

Experience before Education:

Once you have 3-5 years of experience or 3 or more full-time jobs, move your experience to the top of your resume and move your education below your experience.

Multiple Roles:

If you've had more than one role at an organization, list the organization first then separate your experiences into two sections listing your responsibilities for each under their respective titles. Start with the most recent first and work backwards.

Amy Ruomei Wu

2500 California Plaza, Box 000 Omaha, NE 68178 000-000-0000 ARWu@Creighton.edu

Education:

Creighton University, Omaha, Nebraska
Bachelor of Arts – Classical and Near Eastern Studies May 2015
Minors: Biology and Art History GPA 3.83

Healthcare Experience:

Shadowing

Essentia Health St. Joseph's Medical Center, Brainerd, Minnesota
• Dr. James Baumgartner, M.D. – Hospitalist January 2013
Brainerd Medical Center, Brainerd, Minnesota
• Dr. Mark Gray, M.D. – Family Practice January 2013
• Dr. Isabelle Castro, D.O. – Hospitalist December 2012
Northern Eye Center, Brainerd, Minnesota
• Dr. David Sabir, M.D. – Ophthalmologist (Surgery) July 2013
• Dr. David Sabir, M.D. – Ophthalmologist (Clinic) July 2013

Hospital Volunteer

Creighton University Medical Center, Omaha, Nebraska October 2011 – February 2014
• Medical Surgery Unit, Surgical Trauma Unit
• Neonatal Intensive Care Unit
Essentia Health St. Joseph Medical Center, Brainerd, Minnesota July 2010 – January 2013
• Patient Care, Medical Records Assistant

Research Experience:

Psychology Research Assistant

Creighton University, Omaha, Nebraska September 2013 – February 2014
• Examined play patterns in children aged three to five, with special emphasis on gender characterizations, the role of siblings, and color in determining gender schema
• Coded and analyzed data under the guidance of Dr. Isabelle Cherney

Art History Research Assistant

Joslyn Art Museum, Omaha, Nebraska September 2011 – February 2014
• Assisted Dr. Erin Averett, Adjunct Curator of Antiquities at the Joslyn Art Museum, in the exhibition entitled "Poseidon of the Sea: Daily Life in Ancient Greece"
• Created material for exhibit podcasts in addition to sample exhibit case displays

Presentations:

What's in a Color: The Effect of Color on Gender Stereotyping - Cognitive Development Society Conference, Memphis, Tennessee, October 2013

Of Toys and Tykes: The Effects of Familiarity and Siblings on Play -Midwestern Psychological Association Convention, Chicago, Illinois, May 2013

Kiddie See, Kiddie Do? – The Effects of Familiarity on Play - St. Albert's Day, Creighton University, Omaha, Nebraska, April 2012, Winner of Best Poster (Undergraduate) in the Arts and Sciences/Humanities Category

Kiddie See, Kiddie Do? – The Effects of Familiarity on Play - Great Plains Students' Psychology Convention, Northwest Missouri State University, Maryville, Missouri, March 2012, awarded second place poster

Co-Author of PlayLab study submitted to the Gender Development Research Conference by Dr. Isabelle Cherney, March 2012

Healthcare or Clinical Experience:

Split healthcare experience into subcategories including:

- Shadowing
- Volunteering
- Work Experience
- Service

Provide details about what types of medical professionals, field of medicine, or area of the hospital your experiences are in.

Research, Publications, and Presentations:

Follow your healthcare experience with research, publications, or presentations if you have them. List in reverse chronological order, with the most recent first and work backwards. Cite using the accepted formatting style for your discipline (E.g. APA, MLA, Chicago, etc.).

Why do pre-med students need resumes?

Although the AMCAS application for medical school admission does not require a resume, a resume is important for pre-medical students to have for several reasons. Often shadowing, volunteering, part-time, or full-time opportunities will ask to see a resume. Many scholarships ask you to submit a resume in addition to other documents. Coordinators for research or leadership programs in medical school will sometimes request a resume. Finally, if you opt to take a gap year or participate in a special program, a resume is usually a required document.



Service:

Formation Group Leader - Cortina Program

Creighton University, Omaha, Nebraska

September 2013 - Present

- Facilitate weekly service to Crestview Apartment's "Homework Club," an after school program for kids K-6
- Attend weekly seminars designed to raise social awareness and motivate change in the local community
- Lead discussion and reflection on social issues within the Crestview Apartments service group

Best Buddies of America

Creighton University, Omaha, Nebraska

September 2011- Present

- Partner with an individual living with a physical or mental disability to foster long-term friendships

Cortina Program

Creighton University, Omaha, Nebraska

August 2012 - May 2013

- Engaged in weekly service at Crestview Apartments, working with teenagers residing in affordable housing
- Attended weekly seminars designed to raise social awareness and motivate change in the local community

Fall Break Service Trip Participant - Morton, Mississippi

Creighton University, Omaha, Nebraska

October 2012

- Tutored Morton High School students to improve standardized test scores
- Assisted kindergarten staff in facilitating classroom activities
- Met with local residents to learn about the history of racial and social inequalities in Mississippi

Additional Experience:

Decurion - RSP, Creighton University, Omaha, Nebraska

August 2013 - December 2013

- Taught classes to new students focusing on academic, social, and personal success
- Collaborated with a Faculty Preceptor to develop curriculum designed to introduce college to new students

Henry Doorly Zoo - Intern, Henry Doorly Zoo, Omaha, Nebraska

May - August 2012

- Worked with exotic animals in the Madagascar complex, including lemurs, mammals, reptiles, and birds
- Assisted zookeepers with animal care, exhibit maintenance, diet preparation, and behavior enrichment

Sales Associate - Ann Taylor Loft, Omaha, Nebraska

May - August 2012

Sales Associate - American Eagle Outfitters, Omaha, Nebraska

May - August 2012

Activities:

CU STARS University Tour Guide, Creighton University, Omaha, Nebraska May 2012 - Present

- Lead prospective students on tours of the undergraduate schools

Welcome Week - Beadle, Creighton University, Omaha, Nebraska

August - December 2012

- Helped freshman students transition into college life, through both "Welcome Week" activities, as well as the RSP class designed for transition purposes
- Worked closely with the Faculty Preceptor and Decurion to plan events for the students

Honors and Awards:

Freshman Scholar, 2011

Honors Program, 2011-Present

Gates Scholarship Mentor, 2011

Dean's Service Honor Roll, 2012-2013

Skills and Certifications:

Mac OS X 10.6.8, Microsoft Word, Excel, PowerPoint, HIPAA

Multiple Pages:

If you have more than one page, include your name and page number on each additional page. When using a paper copy, print one side only instead of front and back.

Think Outside of Creighton:

Employers may not be familiar with many of the organizations and experiences on campus, so if the name itself does not clearly identify what a program is, provide a little more detail.

Education:

Start with the full title of the degree you are earning and then list all the degrees you have already earned in reverse chronological order. Include (ABD) if you have completed "all but dissertation."

Research:

Include technical details of what your research includes in addition to your advisor or the researcher you are working with.

Publications:

List in reverse chronological order, with the most recent first and work backwards. Cite using the accepted formatting style for your discipline (E.g. APA, MLA, Chicago, etc.). Bold your name to help the reader identify where you are listed in the order of authors.

Bryan T. Hackfort

1111 PeachTree St.
Omaha, NE 68178
402-000-0000
bthackfort@creighton.edu
CURRICULUM VITAE

Education

Doctorate of Philosophy in Biomedical Sciences (ABD) Creighton University, Omaha, NE	August 2014
Bachelor of Science in Microbiology University of Iowa, Iowa City, IA	May 2006

Research Experience

Graduate Research Assistant Creighton University, Omaha, NE 2010 - Present

Determine the effects of Cox-2 inhibition on the *in vivo* bone response to mechanical forces

Advisor: Diane Cullen

- Tibial Compression Model
- Bone Histomorphometry
- Immunohistochemistry
- ELISAs
- Quantitative PCR
- Managing Mouse Colony
- Micro Computed Tomography

Research Laboratory Technician Creighton University, Omaha, NE 2006 - 2010

Researched the *in vivo* bone response to mechanical forces using the mouse tibial compression model

- Included maintaining the breeding colony with five different genotypes, experimental design, anesthesia, subcutaneous and intraperitoneal injections, tissue processing, histomorphometry, genotyping, and immunohistochemistry
- PI: Diane Cullen

Researched the effects of smoke inhalation on mouse bone marrow cell populations

- Conducted smoke study on mice, tissue collection, and processing for histomorphometry and PCR

Teaching Experience

Teaching Assistant Creighton University, Omaha, NE Fall 2011

Taught Practicum in Gross Anatomy

Publications

Hackfort BT, Akhter MP, Cullen DM. Cyclooxygenase inhibition on a single versus multiple mechanical loads in mice. *In preparation, 2014*

Hackfort BT, Akhter MP, Cullen DM. Gene response to single vs multiple mechanical loads with Cox-2 inhibition. *In preparation, 2014*

Ma D; Li Y; Hackfort BT; Zhao Y; Xiao J; Swanson PC; Lappe J; Xiao P; Cullen D; Akhter M; Recker R; Xiao GG. Smoke-induced signal molecules in bone marrow cells from altered low-density lipoprotein receptor-related protein 5 mice. *Journal of Proteome Research*, 2012 Jul 6; 11 (7), 3548-60

Fusby JS; Kassmeier MD; Palmer VL; Perry GA; Anderson DK; Hackfort BT; Alvarez GK; Cullen DM; Akhter MP; Swanson PC. Cigarette smoke-induced effects on bone marrow B-cell subsets and CD4+CD8+ T-cell ratios are reversed by smoking cessation: influence of bone mass on immune cell response to and recovery from smoke exposure. *Inhal Toxicol*, 2010 Aug; 22 (9), 785-96

What is a Curriculum Vitae?

CVs are most often used in academia and hard science professions. They are essentially a longer, more in-depth form of a resume. They can range in length from 1 to 50 pages, depending on your experience. Key sections are Education, Research, Publications, Presentations, Teaching Experience, and Professional Organizations but depending on field, can also include additional categories such as:

- Clinical Experience
- Honors & Awards
- Grants & Fellowships
- Professional Service
- University Service
- Professional Experience
- Committee Experience
- Languages

Conference Presentations

“Cyclooxygenase Response to Multiple Mechanical Loads” American Society of Bone and Mineral Research, Houston, TX. September 2014. Abstract Accepted for Poster Presentation

“Gene Response to Mechanical Loading and Chronic Cox-2 Inhibition” Midwest Student Biomedical Research Forum, Omaha, NE. Feb 16, 2013. Poster Presentation

“Cox-2 is Not Essential for the Bone Formation Response to Long Term Tibial Compression in Mice” American Society of Bone and Mineral Research, Minneapolis, MN. October 2012. Poster Presentation

“Cox-2 Inhibition Suppresses the Bone Response to Mechanical Loading in Mice” St. Albert’s Day Student Research Forum, Omaha, NE. March 28, 2012. Poster Presentation

“Time Course of Bone Response to Smoke Exposure in Cortical Bone” American Society of Bone and Mineral Research, San Diego, CA. September 2011. Poster Presentation

“Cox-2 Inhibition Suppresses the Response to Short Term Tibial Compression in Mice” American Society of Bone and Mineral Research, San Diego, CA. September 2011. Poster Presentation

“Lrp5 Receptor and PGE₂ in Bone Response to Mechanical Loading” St. Albert’s Day Student Research Forum, Omaha, NE. April 5, 2011. Oral Presentation

“Lrp5 Receptor and PGE₂ in Bone Response to Mechanical Loading” Midwest Student Biomedical Research Forum, Omaha, NE. Feb 19, 2011. Oral Presentation

“Lrp5 Receptor and PGE₂ in Bone Response to Mechanical Loading” American Society of Bone and Mineral Research, Toronto, Ontario, Canada. October 2010. Poster Presentation

“Differential Effects of Parathyroid Hormone (PTH) and Tibial Compression on Bone Formation with Variation in Lrp5 Expression” American Society of Bone and Mineral Research, Denver, CO. September 2009. Poster Presentation

“Bone Response to Mechanical Loads and Lrp5 Genotype” American Society of Bone and Mineral Research, Montreal, Quebec, Canada; September 2008. Poster Presentation

Professional Organizations

American Society of Bone and Mineral Research, 2010-Present

American Association for the Advancement of Science, 2012-Present

President, Graduate Student Government, Creighton University, 2013

Vice-President, Graduate Student Government, Creighton University, 2012

Service

Eastern Nebraska Office on Aging, Omaha, NE	2012 - Present
Habitat for Humanity, Omaha, NE	2012, 2013
St. Stephen’s Center, Omaha, NE	2013
Relay for Life, Creighton University, Omaha, NE	2013
Heartland Hope Mission, Omaha, NE	2012
Holy Cross Church, Omaha, NE	2011 - Present
St. Vincent DePaul Shelter, Omaha, NE	2012

Multiple Pages:

If you have more than one page, include your name and page number on each additional page. When using a paper copy, print one side only instead of front and back.

CVs are very discipline specific!

This is a good overall format to follow for academic and science professions, but there are variations between specific fields and disciplines. Ask mentors, instructors, or supervisors in your field to review your CV and provide feedback in addition to reviewing professional organizations’ resources.

Cover Letters

Employers will often ask for a cover letter, and even if they do not, it is almost always expected to include one. The purpose of a cover letter is to provide more detail about what you have to offer the organization. It is not simply a reiteration of your resume, instead, an opportunity to emphasize your most relevant experiences and provide more in-depth information.

Content

The key to a good cover letter is keeping your content focused on what the organization needs. A great way to ensure that your letter is position-focused is to utilize the job description. Print out the job description and for each job requirement and responsibility, write down a time you did something similar. When writing, consider these questions: When have you done something similar to what they list in the job responsibilities? What are the ways that you meet their qualifications? Are there key words or phrases they use that you can incorporate into your letter? The more specifically you connect your experience to the position and company, the better. Remember, this is not a formal essay, but rather, a formal letter written in a professional tone.

Formatting

Cover letter formatting is specific. Be sure to use the same heading (name, contact information) that you use on your resume and references page. The body of a cover letter is organized into three paragraphs. See the details below about what to include in each paragraph. Also, review the examples on the next pages.

Cover Letter Structure

Date

Recipient's Name (if known), Title

Company Name

Address

City, State Zip

Dear Ms. _____ or Mr. _____: (or Hiring Manager)

Paragraph 1: Introduce who you are, what position you are applying for, and how you heard about the job (could be a personal connection, or a job board other than just their website) and provide a brief preview of why you are a good candidate.

Paragraph 2: This is the place to emphasize why you are interested in the position and what you have to offer them. Focus on your experiences in previous jobs, volunteer opportunities, or extracurricular experiences. If applicable, talk about how your academic background makes you qualified for the position. Give two or three examples of your accomplishments or abilities to make your case stronger. If possible, quantify by giving specific numbers or percentages. Be specific and brief, focusing on the match between what the employer is looking for and what you have to offer.

Paragraph 3: Reiterate your interest in the position/company and the key points about why you are a good candidate. Mention a fact about the company or why you admire their work. Thank the employer for their consideration and identify how you can be contacted.

Sincerely,

Your Signature (optional)

Your Name (printed)

Cover Letter Example 1

Job Description:

Assist Director of Events & Outreach with marketing and promotion of events and programs; website development and social media; and creation of print materials for volunteer programs at nonprofit.

- Improve social media presence to promote events, programs, news, donations, volunteers, etc.
- Create and maintain media database
- Promote fundraising events on Omaha area community calendars
- Write and design electronic newsletter, press releases, and distribute local media calendars
- Develop marketing materials related to special events; save the dates, fliers, invitations
- Identify and pitch feature stories to local media

Marcus Jordan

3245 Shirley • Omaha, Nebraska 68106 • marcusjordan@creighton.edu • 402-111-1111

September 10, 2016

Ms. Jennifer Tyler, Director of Events and Outreach
Ronald McDonald House Charities of Omaha
620 S. 38th Avenue
Omaha, Nebraska 68105

Dear Ms. Tyler:

I am writing to express my interest in the Media Intern position with Ronald McDonald House Charities in Omaha posted on Handshake. I am a junior at Creighton University pursuing a Bachelor of Science in Business Administration with a major in Marketing and am looking forward to continuing to work in marketing for a non-profit organization. My previous experience working at a non-profit, in addition to my coordination skills and creativity, make me a great fit for this position.

For the past year, I have worked as a Communications & Event Management Intern with the Down Syndrome Alliance of the Midlands, managing the marketing of the program. I strengthened my creative skills by creating a successful marketing campaign, which included print, web, and social media. In particular, the social media portion of the campaign resulted in a 57% increase in web traffic to the organization's Facebook and Twitter accounts. I also managed databases of donors, volunteers, and media. In this role, I developed program coordination and budget management skills, in addition to learning about the unique advantages and challenges of working for a non-profit organization. My extracurricular activities have also provided me with opportunities to utilize my creativity and planning skills. As Vice President of Service for Student Activities at Creighton University, I collaborate with a team of five board members to provide events that support our community. Over the past year, I have planned the marketing and execution of five events including working with community partners and supervising a committee of ten students.

I have a passion for working in the health field and would be excited to contribute to the fundraising effort for Ronald McDonald House Charities in Omaha, an organization which raises over 80% of its budget from donors. As a member of the Ronald McDonald House team, I would contribute my hands-on experience in the non-profit field and my skills in marketing and program coordination to help better people's lives. Thank you for your time and consideration. I can be reached by email at marcusjordan@creighton.edu or phone at 402.111.1111. I look forward to hearing from you.

Sincerely,

Marcus Jordan

Utilizing the Job Description:

Remember, cover letters are best executed when they speak to the skills an employer is looking for. Notice how the underlined points in the job description correlate to a specific example in the letter. This can be a great exercise while writing, but do not submit a cover letter that includes underlined phrases!

Cover Letter Example 2

Billy Bluejay

111 N. 74th Street • Omaha, NE 68124
555.555.555 • billybluejay@creighton.edu

February 21, 2017

BlueCross BlueShield of Nebraska
1919 Aksarben Drive
P.O. Box 3248
Omaha, NE 68180

Addressing the Letter:

It is ideal to address your letter to a specific person, such as the hiring manager or recruiter. When this is not possible, the best alternative to use is “Dear Hiring Manager.”

Dear Hiring Manager:

As a junior at Creighton University pursuing a Bachelor of Science with a major in Health Administration and Policy and a minor in Applied Information Technology, I strive to pair my educational interests with my passion for service to others. I am excited to apply for the IS Intern position with BlueCross BlueShield of Nebraska after learning more about it from Mr. John Doe at Creighton’s Spring Career Fair. I am impressed with BlueCross BlueShield Nebraska’s role as a leader in providing healthcare coverage to over 700,000 people; this resonated with me as I, one day, aspire to join an organization that provides peace of mind to individuals in the form of patient-focused healthcare. My solid familiarity with analytical data platforms, and passion for compassionate holistic healthcare, make me a great fit for this position.

Over the past two semesters I had the opportunity to develop skills in database management, business intelligence analytics platform structuring, and web-design. Through courses such as Database Design, Systems Analysis and Design, and BIA-Seminar in Decision Making, I have acquired hands-on experience coding in SQL, analyzing data in Excel, and visualizing big statistical data in Tableau. From closely collaborating with clients, to analyzing existing gaps in technology, and providing a data-driven decision making power, I assisted in producing solid outcomes such as an interactive web interface and new applications. By shadowing the CFO of Nebraska Orthopedic Hospital, I have gained a keen insight into organizational structure, healthcare finance, and the daily operation of the clinic. Witnessing the Board Meeting and Finance Committee discussions first-hand, I learned about the unique benefits and challenges of working for a healthcare organization in a leadership role. This experience inspired me and reaffirmed my passion for healthcare.

My interest for compassionate and holistic healthcare is grounded in serving those who need healthcare the most. For the past year, I have volunteered with local organizations as well as participated in a service trip to Lincoln, Nebraska. Active volunteering has helped me to live out my passion for meeting the needs of vulnerable communities; now I am aspiring to bring this passion, along with the aforementioned skills, to serve your clients and add value to your organizational mission of leading the way in supporting patient-focused care.

As a member of the BlueCross BlueShield of Nebraska team, I would be proud to support your organization’s mission of leading the way in supporting patient-focused care with drive and passion. Thank you for providing valuable opportunities like this to Creighton University students. I look forward to hearing from you soon, and best of luck with your search.

Sincerely,



Billy Bluejay

Signatures:

Including a signature on your cover letter creates a professional look and adds a personal touch. There are two simple ways to include a signature:

- Print your cover letter, sign the copy, and scan the signed copy for upload and submission
- Use a mobile app, such as Genius Scan, to create an electronic signature JPEG file to be inserted into the digital copy

References

Permanent Address:
505 Main Street
Red Oak, Iowa 51501

Sally Brown
(402) 000-0000
sbrown@creighton.edu

Campus Address:
Creighton University
Omaha, Nebraska 68178

Heading:

Use the same heading you use on your resume and cover letter to help brand your application.

References:

Mr. Rick Smith
Coordinator of Student Employment Services
Creighton University
2500 California Plaza
Omaha, Nebraska 68178
(402) 280-7024
rsmith@creighton.edu
Relationship: Supervisor – campus job

Dr. Lynn Jones
Professor of Management
Creighton University, Heider College of Business
2500 California Plaza
Omaha, Nebraska 68178
(402) 280-7267
ljones@creighton.edu
Relationship: Professor and Major Advisor

Ms. Lori Lee
Director
St. Andrews Day Care
15010 Maple Street
Omaha, Nebraska 68116
(402) 496-1234
LoriLee@yahoo.com
Relationship: Supervisor – summer job

Reference Formatting:

Include the individual's name, title, the organization they work for, the address, phone number, email, and your relationship to them.

Who should my references be?

You should have 3-5 references. Employers will often call these individuals and ask them questions about your skills, abilities, and personality. These should be individuals who know you well and speak highly of you. Although sometimes it is helpful to have someone in a prestigious position as a reference, if they do not know you very well, they might not be able to answer these types of questions. Be sure to ask your references for permission before you list them.



Job Search Resources

There are steps to a job search, and it can be quite time consuming, but with the proper preparation and approach, your search can be more directed, efficient, and effective. A prominent study reviewed how companies filled jobs and found employers hired 55% of positions from the hidden job market (through promoting internally and networking) while only 45% of positions were from the public job market (through resume search and job-posting) (Adler, 2013)*. For this reason, it is important to use a variety of approaches during your job search, and remember, it usually takes 3-6 months to find employment. Here are some helpful resources. Also, visit the [Career Center website](#), see the [Interviewing and Networking Career Resource Manual](#), or make an appointment with a Career Advisor for additional information.

- **Meet with a Career Center Counselor**
 - Prepare and review resumes and cover letters
 - Create a plan for your search, including how to network effectively and find position openings
- **Build and utilize your network**
 - Talk to friends, family, and acquaintances about job opportunities; you can also talk to people they know in companies or occupations that interest you
 - Conduct informational interviews with individuals who work in the profession you are interested in and/or who work for a company where you would like to work
 - Join and update your [LinkedIn](#) account. Join the Creighton University group to connect with alumni, along with professional associations to connect with professionals in your industry
- **Utilize professional affiliations and associations**
 - Search for industry-specific professional organizations to use their job posting boards and directories to identify possible employers
 - Consider joining a professional association as a student at a discounted student membership rate to network by attending conferences or communicating with other members electronically
- **Identify where to find jobs online**
 - **Handshake** – John P. Fahey Career Center job posting site: www.creighton.edu/careercenter/handshake/
 - **Chamber of Commerce** – if you are looking in a specific geographic area, view the local Chamber website; they often provide a directory of employers in the city
 - **Human Resources for specific companies** – if you have some employers in mind, bookmark their Human Resources page to view current openings and complete applications
 - **City, State, & Federal websites** – search for individual city and state websites, or www.usajobs.gov for federal postings nationwide
 - **Other job websites and search engines**
 - ✓ www.careerlink.com (Omaha jobs)
 - ✓ www.ziprecruiter.com
 - ✓ www.indeed.com
 - ✓ www.careerbuilder.com
 - ✓ www.linkedin.com/jobs
- **Use the Career Center's library resources for additional search and career support**
 - [VAULT Career Insider](#)
 - [Going Global](#)
 - [CareerShift](#)
 - [The Riley Guide](#)
- **Consider working for a temporary agency**
 - Working for a temporary agency is a great way to gain exposure to different companies and receive an income while job searching
 - Temporary positions often turn into full-time positions

*Adler, L. (2013, June 12). Hire economics: Why applying for a job is a waste of time. Retrieved from <https://www.linkedin.com/today/post/article/20130612170852-15454-hire-economics-don-t-waste-your-time-applying-to-job-postings>

LinkedIn

With over 562 million users across the globe*, LinkedIn has established itself as the largest professional networking site (LinkedIn, 2018). For almost all career fields, a LinkedIn account is essential to market yourself and stay connected in the professional world.

A LinkedIn account allows you to:

- Develop your professional profile/brand that highlights your qualifications and accomplishments
- Network with professionals, alumni, and students (please refer to the Interviewing & Networking Career Resource Manual for more information about networking on LinkedIn)
- Search for and apply to job opportunities and be recognized by recruiters
- Provide and receive recommendations to better market yourself
- Stay up-to-date on various topics by joining interest groups

Some like to think of a LinkedIn profile as an **online version of your resume**. While your profile should include the information on your resume, it should be even more comprehensive—think of it as your online portfolio. Take time to go into more detail and utilize the unique profile sections available to you on LinkedIn. On pages 24-25, you will find a guide to help you get started in building a strong, professional image on LinkedIn.

Helpful Hints to Make Your LinkedIn Profile Stand Out

The top portion of your LinkedIn profile includes some unique sections. When these sections are filled out in a creative and professional manner, they will make your profile stand out.

Write an informative profile headline.

Your headline is a short, memorable professional slogan. For example, "Honors student seeking marketing position." Check out the profiles of students and recent alumni you admire for ideas.

Develop a professional Summary.

Your Summary statement is like the first few paragraphs of your best-written cover letter – concise and confident about your qualifications and goals. Include relevant work and extracurriculars.

Pick an appropriate photo



Claim your unique LinkedIn URL.

To increase the professional results that appear when people search for you online, set your LinkedIn profile to "public" and create a unique URL (e.g., www.linkedin.com/in/JohnSmith).

For more guidance and webinars on LinkedIn, please visit the *Networking* page of the John P. Fahey Career Center website.

*LinkedIn. (2018). About LinkedIn. Retrieved from <https://about.linkedin.com>

Graphics Courtesy of: LinkedIn. (2018). Building a Great Student Profile. Retrieved from https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/TipSheet_BuildingaGreatProfile.pdf

LinkedIn Profile Checklist



LinkedIn Profile Checklist

PHOTO: It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

HEADLINE: Tell people what you're excited about now and the cool things you want to do in the future.

SUMMARY: Describe what motivates you, what you're skilled at, and what's next.

EXPERIENCE: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

David Xiao
Econ Major and Aspiring Financial Analyst
San Francisco Bay Area | Financial Services
Previous: Berkeley Ventures
Education: University of California, Berkeley

153 connections

www.linkedin.com/in/davidxiao/

Background

Summary

I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

Experience

Venture Capital Internship BERKELEY VENTURES
Berkeley Ventures
May 2013 - September 2013 (5 months) | Berkeley, CA
Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

INTRODUCTION TO VENTURE CAPITAL

A presentation I gave to my classmates, based on what I learned at Berkeley Ventures

Organizations

Berkeley A Capella
Lead Singer
March 2012 - Present
Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

Continued >>

LinkedIn Profile Checklist

EDUCATION: Starting with college, list all the educational experiences you've had - including summer programs.

VOLUNTEER EXPERIENCE & CAUSES: Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

HONORS & AWARDS: If you earned a prize in or out of school, don't be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you're most excited about.

PROJECTS: Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

RECOMMENDATIONS: Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Education
University of California, Berkeley
 Economics, B.A.
 2010 – 2014 (expected)

Volunteer Experience & Causes
Big Buddy
 Skyline High School
 September 2012 – May 2013 (8 months) | Education
 Mentored an Oakland high school student through the college application process, helping him get into his dream school.

Skills & Expertise
 Most endorsed for...
 12 Economics
 11 Start-ups
 10 Due Diligence
 10 Venture Capital
 10 Management

Honors & Awards
The Achievement Award Program
 UC Berkeley
 Four-year scholarship awarded to community-minded students with a proven track record of academic success.

Courses
University of California, Berkeley
 • Microeconomic Theory (Econ 101A)
 • International Monetary Economics (182)
 • Public Economics (230A)

Projects
Venture Capital Financing in India
 May 2013
 For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.
 5 team members
 David Xiao
 Econ Major and Aspiring Financial Anal...
 Paul Smith
 Student at UC Berkeley

Recommendations Received (2) →
Venture Capital Internship
 Berkeley Ventures
 Tim Lee
 Partner
 “David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.
 We don't normally hire undergrads as interns but after working with David, we will again!
 November 13, 2013, Tim managed

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