

RESUME WRITING GUIDE

Developed by Kimberly Poolos, M.A., April 2017, Revised February 2018

RESUME SECTION DESCRIPTIONS AND SAMPLES

Header

- The header of your resume contains all of your important contact information:
 - Name (**bold**, slightly larger than rest of text but no larger than 14pt)
 - Address (current address)
 - Phone number (properly formatted, example (856) 256-5858, be sure this phone number is correct, works, and has a proper professional voicemail message)
 - **Professional** email (i.e. avoid xoxojennyxobaby@gmail.com)
- **Header sample(s):**

Donald L. Jones

3 Main Street, Glassboro, NJ 08028
(856) 123-4455 | DonaldLJones@gmail.com

Donald L. Jones

3 Main Street, Glassboro, NJ 08028 | (856) 123-4455 | DonaldLJones@gmail.com

Summary of Qualifications

- The Summary of Qualifications section as an **optional** way to begin your resume, depending on your professional experience. This section works as your “marketing pitch” to a prospective employer.
 - Talk yourself up! What skills do you have? What big things have you accomplished?
- **Summary of Qualifications sample:**

Summary of Qualifications

- Over 5 years of experience in management and supervision in a fast-paced, large retail chain.
- Reputation for excellence and high quality service to clients through one-on-one customer service training for all new employees under my supervision.
- Advanced proficiency in Microsoft Office Suite, Salesforce, and Tableau.

Technical Skills

- Technical Skills section is an **optional** section to place before or after your education section, depending on your field. For example, this major is ideal for some STEM majors, like Computer Science.
- This section works as a way to provide a concise overview of your specific skills.
- This section must be specific and only list skills that will help with the position for which you are seeking.
- Include: languages (computer), operating systems, applications, software development environments, etc.
- **Technical Skills sample:**

Technical Skills

- **Programming Languages:** Java, Python, and C++
- **OS & Environments:** Windows, Unix, Linux, and MacOS
- **Databases:** MySQL and Oracle Database

Education

- The education section lists your **college** education information in reverse-chronological order (most recent first)
 - **Remove** high school education information.
 - **Avoid** college information from institutions you left **without** earning a degree. For example, if you attended Rutgers University for one semester, do not include Rutgers University on your resume. Additionally, if you attended community college and **did not earn a degree**, do not include that community college on your resume.
 - If you earned a degree from another institution, be sure to include your month and year of graduation.
 - **Include institutions where you are in progress of earning a degree, like Rowan!** Be sure to include your anticipated month and year of graduation.
 - **Please know the name and proper spelling of your degree!** Master of Arts, Master of Science, Bachelor of Arts, Bachelor of Science, Associate in Arts, Associate in Science, etc.
 - Include your GPA if 3.0 or higher. Also include minors, honors, and honors organizations.
- **Education sample(s):**

Education

**Bachelor of Arts: Liberal Studies
American Studies & Sociology Sequences
Psychology Minor**

Rowan University, Glassboro, NJ
Tau Sigma Honor Society, American Studies Club Treasurer

anticipated December 2018

Associate in Arts: Sociology

Camden County College, Sewell, NJ
GPA 3.85, Dean's List

May 2014

Education

Master of Arts: Higher Education Administration

Rowan University, Glassboro, NJ
Thesis: *The Role of Professional Advising in the Liberal Arts*
GPA 4.0, Dean's List, Alpha Epsilon Lambda Honor Society

May 2016

Bachelor of Arts: English

Rowan University, Glassboro, NJ
GPA 3.9, Dean's List, President's List, Summa Cum Laude
Outstanding English Major Award, Tau Sigma Honor Society

May 2014

Education

Bachelor of Arts: Economics, Business Minor

Rowan University, Glassboro, NJ
GPA 3.6, Dean's List, Sigma Alpha Lambda—National Leadership Honors Organization

anticipated May 2019

Associate in Science: Business Administration

Rowan College at Gloucester County, Sewell, NJ
GPA 3.8, Dean's List, Alpha Psi Pi, Phi Theta Kappa

December 2016

Education

Bachelor of Arts: Subject-Matter Education

anticipated May 2018

Bachelor of Arts: Mathematics

- **Certificate of Undergraduate Study in Spanish**

Rowan University, Glassboro, NJ

GPA 3.0, Transfer Student Mentor, Spanish Club President

Education

Bachelor of Science: Computer Science

anticipated May 2017

- **Minor in Mathematics**
- **Certificate of Undergraduate Study in Fundamental Computing**

Rowan University, Glassboro, NJ

Course Highlights

- Course Highlights is a section that can be used to supplement your resume if you are lacking Related Experience in your field.
 - List courses you have taken that are related to your major or have provided you with skills that would apply to your career.
 - Avoid intro-level courses.
- **Course Highlights sample(s):**

Course Highlights

Probability and Statistics for Computer Science; Design & Analysis of Algorithms; Software Engineering I; Principles of Digital Computing; Foundations of Computer Science

Course Highlights

International Accounting; Taxation of Business Entities; Law for Accountants; Operations Management; Principles of Finance; Business Policy

Study Abroad

- If you spent a summer, semester, or year abroad, you can include that information in the Study Abroad section.
 - You may use a similar format you did in the Education section, being sure to include the dates you studied abroad and the name and location of the institution.
- **Study Abroad sample:**

Study Abroad

University of Amsterdam

January 2016—May 2016

Amsterdam, Netherlands

Related Experience/Professional Experience

- Related or Professional experience refers to jobs, internships, or volunteer experience(s) that you held/hold that are related to your majors or career aspirations.
 - For example, if your career aspiration is to become a teacher, you would highlight student teaching, substitute teaching, and/or direct work educating children in the related/professional experience section.
 - Positions that are not relevant to your career aspirations (i.e. grocery store bagger, landscaper) may be included under Work Experience or Volunteer Experience where applicable.

- Please pay careful attention to how you describe your experience. You want to use **strong adjectives and highlight responsibilities and accomplishments**. This is your opportunity to market your great skills to a potential employer, please use it!
- Be sure to include the name of your position, dates working there, name of organization, and location city and state.
- Discuss it in the present if you are still there. Use the past-tense if you are no longer there.
- Consistency is critical in this section. If you **bold** the title of one position and the dates of employment, you should **bold** all positions in a similar way. This is helpful to employers/recruiters when they do an initial, quick visual scan of your resume.

- **Professional Experience sample:**

Professional Experience

Summer Intern

June 2016—September 2016

RCA Heritage Program Museum, Rowan University, Glassboro, NJ

- Worked in conjunction with Rowan University administration and museum staff in strategic marketing, research, and resource allocation;
- Archived new items by assigning accession and object numbers using the museum collection software program PastPerfect;
- Cleaned, collected, and organized exhibits for display.

Undergraduate Intern

September 2014—August 2016

CHSS “Match” Internship Program, Office of Career Advancement, Rowan University, Glassboro, NJ

- Worked in conjunction with Office of Career Advancement staff members to develop the College of Humanities and Social Sciences (CHSS) Match Internship Program;
- Independently created the database and filling system for the program;
- Performed resume critiques and mock interviews with students;
- Obtained partnerships with local employers and obtain internship through them;
- Matched students with internship opportunities based on skills, availability, and interest.

Work Experience/Employment History

- Work Experience includes any paid positions you held/hold that do not align with your professional aspirations (i.e. server at Texas Roadhouse, associate at Ross)
 - Please pay careful attention to how you describe your experience. You want to use **strong adjectives and highlight responsibilities and accomplishments**. This is your opportunity to market your great skills to a potential employer, please use it!
 - Be sure to include the name of your position, dates working there, name of organization, and location city and state.
 - Discuss it in the present if you are still there. Use the past-tense if you are no longer there.
 - Consistency is critical in this section as well. If you **bold** the title of one position and the dates of employment, you should **bold** all positions in a similar way. This is helpful to employers/recruiters when they do an initial, quick visual scan of your resume.

- **Work Experience sample:**

Employment History

Customer Service Associate

June 2015—Present

Target, Woodbury, NJ

- Perform cash and credit transactions while providing quality customer service;
- Utilized team working skill to develop and understand of public relations.

Store Clerk

May 2013—May 2015

Acme Markets, Deptford, NJ

- Maintained an organized and safe shopping environment;
- Greeted customers and provided assistance as needed.

Computer Skills

- Computer skills should only have its own section if you have a lot of skills **beyond Microsoft Office Suite, the internet, and social media platforms.**
- **Computer Skills sample:**

Computer Skills

- Adobe Photoshop and InDesign
- AutoCAD
- Client Server
- Salesforce

Honors, Awards, and Achievements

- Include impressive recognitions you have received
 - For example, honor societies, awards from within or outside your school, significant projects you have completed, research.
 - Include memberships in professional or academic associations, major leadership positions, entrepreneurships, and anything else that may fit.
- **Honors, Awards, and Achievements sample:**

Honors, Awards, and Achievements

- John Smith Award for Academic Excellence in Economics, May 2017
- Vice President of Economics Society, 2015—2016
- Outstanding Economics Major Award, May 2015

Volunteer Experience

- List, in a similar format to your related/professional and work experiences/history, any extensive volunteer positions you have held/hold that are **unrelated** to your career aspirations/major.
 - For example, if you volunteer for a crisis hotline every week, and your career aspirations include entering into the counseling field, you would place your crisis hotline volunteer work under related or professional experience as that experience allowed you to gain valuable skills directly applicable and valuable to the field you wish to enter.
 - Additionally, if you volunteered as a camp counselor each summer and your career aspirations include working at Lockheed Martin as a software engineer, you would want to include your camp counselor experience in the volunteer experience section.

- Be sure to include your volunteer position, dates of volunteering, location city and state, and a brief and concise description of your volunteer experience.
- **Volunteer Experience sample:**

Volunteer Experience

High School Math Tutor

March 2017—Present

Paulsboro High School, Paulsboro, NJ

- Provide free math tutoring to high school students after school in basic skills math through advanced placement calculus.

Camp Counselor

Summers 2012-2014

Calvary Hill Church Summer Camp, Glassboro, NJ

- Developed and instructed campers aged 8-10 in creative art projects.

Section Headings

- Keep your section headings consistent. Whichever format you choose, you must carry through your entire resume. You have a few options:

Bold and Centered

Bold and Left-Aligned

Bold and Centered and Underlined

Bold and Left-Aligned and Underlined

General Resume Writing Tips

- Usually, as an undergraduate without extensive professional experience in your desired field, you want to keep your resume **to one page**.
- **Do not include high school information on your resume.**
- Keep your resume updated. **Update your resume at least once a semester.**
- Remember, every line of your resume is **valuable real-estate space**. Be descriptive, concise, and focused.
- **Avoid objective statements.** Employers find them repetitive since they understand that if you are submitting a resume to a position it is because you wish to enter into that position! Also remember, every line on your resume is valuable real-estate space. Do not take up some valuable space with an outdated and often ignored objective statement.
- A key to a good resume is **consistency**. Keep you formatting consistent throughout. For example, if you bold your anticipated graduation date, be sure to bold your employment dates. Keep your font and text size (with the exception of your name) consistent throughout.
- Your resume is a living document. You may need to modify and change it around depending on the position for which you are applying.
- **Don't use a resume template** (like the ones in Word).
- **Avoid "References Available Upon Request"** and any variation.
- Use easy to read fonts like Calibri or Cambria.
- If having difficulty fitting all your information on one page, change your font size/margins (do not make font size smaller than 10pt).
- When submitting your resume for a job, please **submit in a PDF version**. This avoids the risk of your resume formatting changing.
- Please spell and grammar check!

- **Have someone else read over your resume! Even better—visit the Office of Career Advancement for a professional evaluation and review.**
- Some other headings/sections other than those explained in detail are available and dependent upon your individual resume. For example, Leadership, Presentations, Research, Memberships, Awards and Activities, Additional Information. These can be used at your discretion and can be discussed with a professional career counselor at the Office of Career Advancement for clarification.
- When creating a resume from this guiding template, please start a new word document and begin from blank. DO NOT copy and paste this information into a word document.

Please review the following pages for some resume samples.

BRYAN R. STUDENT

10 Vanilla Drive Burlington, NJ 08016

bryanrstudent@gmail.com

(609) 555-5555

EDUCATION

Bachelor of Science in Computer Science

Rowan University, Glassboro, NJ

GPA: 4.0 - President's Scholar of Excellence

Upsilon Pi Epsilon Honor Society

May 2017

Associate of Liberal Arts and Science

Rowan College at Gloucester County, Sewell, NJ

GPA: 3.9 - Dean's List

May 2015

TECHNICAL SKILLS

Proficient Languages: Java

Other Languages: Python, C, C++, Scheme, MySQL, MongoDB, Neo4j, Prolog, Ada

Tools: Jetbrains - IntelliJ, Eclipse, Git/GitHub, Android Studio

Operating Systems: Windows 10, CentOS, Ubuntu, Unix

RELEVANT COURSEWORK

Database Systems, Software Engineering, Introduction to Android Programming, Design and Analysis of Algorithms, Computer Lab Techniques(C and Linux), Artificial Intelligence

RELATED EXPERIENCE

Research Assistant/Student Team Lead

June 2016—Present

Rowan University, Glassboro, NJ

- Conducts research with a team of Rowan undergraduate students to satisfy a given project from Lockheed Martin;
- Created an annotation tool with a team of 3 that allows a user to annotate over any screen (and programs on their screen) that can be sent to another user to replicate their annotation - <https://github.com/insertlinkhere>
- Analyze flight data using various machine learning and data analytic techniques to find anomalies, as well as their potential origin and destination.

EMPLOYMENT HISTORY

Restaurant Host

October 2014—December 2016

Bob's Ale House, Mt. Laurel, NJ

- Trained new hosts and hostesses on establishment policies.
- Managed guest reservations to ensure new ones were recorded, and that reservations were ready when guests arrived.
- Worked with management, server, and bussing staff to ensure maximum guest satisfaction.

NORBERT N. LIBSON

400 Greenview Road, Sewell, NJ 08080
(856) 256-5858 | norbertnlibson@gmail.com

SUMMARY OF QUALIFICATIONS

- Experience writing programs in C++ and Java.
- Strong commitment, vision, and leadership developed through leading group projects and research.
- Highly motivated to achieve and set goals both individually and as a group.
- Strength in analyzing, researching, organizing, and problem-solving.

EDUCATION

Bachelor of Arts: Mathematics

Rowan University, Glassboro, NJ
GPA 3.77, Dean's List, Magna Cum Laude

May 2016

Associate in Science: Computer Science

Rowan College at Gloucester County, Sewell, NJ
GPA 3.75, Dean's List, President's List

May 2014

RELEVANT COURSEWORK

Computer Science and Programming; Object Oriented Programming in JAVA; Data Structures and Algorithms;
Calculus I through III; Linear Algebra, Ordinary Differential Equations, Probability and Random Variables

RESEARCH EXPERIENCE

Undergraduate Research Assistant

Professor Hieu Duc Nguyen, Rowan University Department of Mathematics, Glassboro, NJ

Fall 2016

- Studied Code Periodic Complementary Code Matrices with similar properties to Hadamard Matrices;
- Designed and coded C++ on Unix cluster to perform exhaustive search for code matrices.

Lab Assistant

University of Pennsylvania, Philadelphia, PA

Spring 2012—Summer 2012

- Studied properties of Electrospinning fibers to be used as an environment for growing cell cultures;
- Learned proper lab techniques for growing cell cultures in a graduate-level lab.

EMPLOYMENT HISTORY

Pool Technician

The Pool Store, Sewell, NJ

March 2012—April 2017

- Constructed residential in ground vinyl swimming pools;
- Opened, closed, and serviced vinyl, gunite, and fiberglass in ground pools as well as above ground pools;
- Knowledgeable in sand, DE, and cartridge pool filters as well as self-chlorinating salt systems.

Laborer

PC Fire Protection, Gibbstown, NJ

January 2011—March 2012

- Provided laborer services for sprinkler fitter contractor. Responsible for cutting, threading and grooving pipe for both new construction and serving existing systems.
- Used blueprints to prepare piping to be installed.
- Assisted in yearly inspections of existing sprinkler systems.

AWARDS AND ACTIVITIES

- **Eagle Scout**, Boy Scouts of America Troop 123
- **Volunteer Math Tutor**, Basic Math and Algebra

Rhonda Treemore

1 Apple Tree Drive, Stratford, NJ 08084
(856) 256-3624
r.treemore@aol.com

Education

Bachelor of Arts: History

anticipated May 2017

Rowan University, Glassboro, NJ
GPA 3.9, Dean's List, President's List
Phi Alpha Theta

Professional Experience

Spring & Summer Intern

January 2017—Present

RCA Heritage Program Museum, Rowan University, Glassboro, NJ

- Work in conjunction with Rowan University administration and museum staff in strategic marketing, research, and resource allocation;
- Archive new items by assigning accession and object numbers using the museum collection software program PastPerfect;
- Clean, collect, and organize exhibits for display.

Undergraduate Intern

September 2016—December 2017

CHSS "Match" Internship Program, Office of Career Advancement, Rowan University, Glassboro, NJ

- Updated program database and filing system for greater efficiency;
- Refined resume review and mock interview process for students;
- Planned and facilitated CHSS Career Connections during the Fall and Spring Semesters;
- Designed and conducted workshops focused on Interview Skills and Resume Design.

Advancement Fellow

January 2016—June 2016

Rowan University Foundation, Division of University Advancement, Glassboro, NJ

- Planned and attended major Foundation events and assisted with staffing, guest list, program development, and other critical details. Additionally, created a centralized database containing local venue information to facilitate future event planning;
- Experienced with professional fundraising, alumni relations, and philanthropic organizations;
- Interviewed and wrote articles focused on philanthropy and selected donors for the Foundation's website;
- Independently completed various development and stewardship projects;
- Researched, identified, and compiled viable grant opportunities for Rowan University faculty.

Leadership

Rowan University, Glassboro, NJ

- **President**, Student History Association, Fall 2016—Present
- **Search Committee Student Member**
 - Dean of the College of Humanities and Social Sciences, Fall 2015—Spring 2016
- **Lead Academic Tutor**, Fall 2015—Present

Volunteer Experience

Camp Counselor

Summers 2012-2014

Calvary Hill Church Summer Camp, Glassboro, NJ

- Developed and instructed campers aged 8-10 in creative projects.