

# Resume Writing



## Office of Career Advancement (OCA)

***Career planning is a lifelong process that requires careful planning and commitment on your part.***

Check out the following:

- OCA Center Resource Library
- OCA Center Online Resources
- OCA Center Resume Critique Service
- OCA Center Resume Writing Assistance
- Individual Career Counseling
- On-Campus Interviews

For more information on career related issues call the OCA Center at (856) 256-4456 or check us out at our website:

## COVER LETTER

YOUR PRESENT ADDRESS  
CITY, STATE, ZIP CODE

Date of Correspondence

Name of Individual

Title

Name of company/organization

Address

City, State, Zip Code

Dear Mr./Mrs./Ms. (Last Name):

Do not address to "To whom it may concern." (*Dear Sir/Madame:*)

### PARAGRAPH ONE

Tell why you are writing. Name the position, field or general area in which you are interested. Tell how you found out about the position. Tell why you want to work for this company. Check the company web site and mention something about the company that interests you.

### PARAGRAPH TWO

Describe your professional/educational qualifications, but do not restate your resume. Cite one or two areas of qualification experience, which specifically qualify you for the position. Emphasize particular areas of related experience and training. Stress why you are unique, special and the perfect person for the position. If you claim to have certain skills, back these up with examples as proof. Tell about a professional or personal accomplishment and the skills you gained or demonstrated.

### PARAGRAPH THREE

Close by noting that you have enclosed a copy of your resume and that you will provide any additional information requested. Note that you will look forward to a future response and that you would like to schedule an interview. Include your telephone number.

Sincerely,

Name

**Sample Cover Letter Utilizing Statement of Reference**

123 Accounts Payable  
Lane Moneyville, NJ  
08029  
856-863-9547

February 28, 201x

Coopers & Lybrand  
2400 Eleven Penn Center  
Philadelphia, PA 19103  
Attn: Mr. Daniel Spiller  
Personnel Director

Dear Mr. Spiller:

After talking with Mr. James Osgood at the recent Rowan University Career Fair, reading your recruitment information and checking your web site, I am seeking an opportunity to join the firm of Coopers & Lybrand. Your company has an impressive track record for mentoring entry-level accountants plus offering valuable experience in auditing, tax compliance and cost accounting. As a Rowan University senior, anticipating graduation in May, I am anxious to interview with you during your upcoming recruitment trip to our campus.

My strong academic performance and outstanding internship experience make me a strong candidate for a junior accountant position with Coopers and Lybrand. As an honor student and recipient of the Medallion Scholar Award for the internationally accredited College of Business, I was chosen to intern for the local public accounting firm of Money and Associates CPA. At Money and Associates, I assisted with the preparation of clients for corporate tax audits and performed intake consultations for tax preparation purposes. My supervising accountant, Mr. Charles Money invited me to continue my internship for a second semester. On my internship evaluation form he wrote, "John's knowledge and ability to grasp accounting procedures and principles is quite impressive. His computer skills and team-working abilities make him a valuable resource. I believe John will develop into a top-notch accountant."

Enclosed is a copy of my resume, which outlines my qualifications in further detail. I look forward to an opportunity to meet with you during the upcoming recruitment week at Rowan University. I can be reached at 856-863-9547. Thank you for your time and consideration.

Respectfully,

John Q. Afterinternship

**Sample of Cover Letter**

Dawn Serious  
322 Mullica Hill Road  
Glassboro, NJ 08028  
856-256-4322

February 12, 201x

Mr. Dwight Thompson  
Human Resources Manager  
Savitz Pharmaceuticals  
856 Bozorth Parkway  
Esby, NJ 08028

Dear Mr. Thompson:

In response to your advertisement in the Glassboro Examiner for a sales representative for Savitz Pharmaceuticals, I hereby submit my letter of application. I was excited to read your ad since I have had a long-time interest in pharmaceutical sales and your products sound particularly appealing to me.

As a college student, I had the opportunity to experience in sales and customer service. Of particular interest to you, I worked at Glassboro Medical Supply serving customers who enter our store. Through reading professional periodicals and magazines that are sent to me as an employee of Glassboro Medical Supply, I have become knowledgeable of the different types of medical supplies. This knowledge enables me to fully address our customers' medical supply needs and answer their questions. Utilizing my proactive approach to sales and customer service, I increased sales this year by 20% over last year's figures. In light of my accomplishment, my supervisor has given me the responsibility of developing a plan to market medical supplies to local drug stores. In addition to my work experience, I recently completed a course in drug/pharmacology terminology at the University of the Sciences in Philadelphia. Completion of this course increased my knowledge of medicines and their effects.

I have always had a strong interest in the medical/pharmaceutical sales field and have attempted to gain the knowledge and experience needed to work effectively in that capacity. With that in mind, I feel I am highly qualified for the position of sales representative for Savitz Pharmaceuticals. My enclosed resume outlines my qualifications in further detail. I welcome an opportunity to meet with you at your convenience. I can be reached at 856-256-4322 or on my cell phone at 856- 2222348.

Thank you for your time and consideration.

Respectfully,

Dawn Serious

**Resume Checklist**  
**General Resume Guidelines.**

**Professional Appearance**

- Material fits neatly on one page. Margins approximately 1 inch on left & right sides and ½ inch at the top and bottom. High quality print in black ink.
- White or neutral colored paper, 8.5 x 11 inches, 20lb weight. No staples or folds.
- Plain font with straight lines, such as Ariel, Cambria, Times New Roman, Calibri. Font size 10-14 points.
- Bold and capital letters used where appropriate for emphasis, but not overdone.
- No italics, script, parentheses, brackets, underlining, shading or graphics.
- Avoid use of unnecessary punctuation, horizontal or vertical lines.

**Format**

- Name, address, telephone, and e-mail address centered at top, with name in bold and larger font.
- Omit extraneous and personal information such as height, weight, age, sex.
- Use format that best suits your needs. Reverse chronological format, listing education and experience from most recent to least recent, is most commonly used.
- Education category including any college/university from which a degree was earned. GPA, expressed in tenths, may be included if 3.0 or above. Examples in correct format:

<b>Rowan University</b> , Glassboro, NJ Bachelor of Arts, History May 201x Minor: Psychology GPA.4, Dean's List	<b>B.S. in Finance</b> expected May 201x Rowan University, Glassboro, NJ GPA 3.9, Dean's List, Medallion Award Summa Cum Laude Honors anticipated
--	--

- Experience category including several entries in consistent format:

<b>Job Title</b>	Dates of employment
Company, City, State	
Descriptive statements of experience	

**Content**

- Job descriptions/accomplishments written in 1-5 bulleted statements or brief paragraph format, reading in the first person, with pronouns "I", "my" or "we" omitted. Use a variety of action verbs and keyword nouns specific to the major/profession, often the same words used in typical job postings for such position.
- Descriptive statements highlighting skills and abilities, as well as experience and accomplishments. Show evidence of teamwork, computer proficiency, attention to detail, customer satisfaction, willingness to learn new skills, ability to produce results, and your enthusiasm/work ethic. Supply enough description to create reader interest but not to overwhelm.
- Finished product should be a unique statement about you. It must be professional looking, error free, with consistent verb tense and end punctuation. Do NOT rely on computer spell check, grammar check, or resume writing software for your final resume.

**BUILD A RESUME**

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ College Address: \_\_\_\_\_  
Street: \_\_\_\_\_ Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Summary Of Qualifications** (*List skills and capabilities*)

\_\_\_\_\_  
\_\_\_\_\_

**Education**

Name of College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Degree: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
GPA: \_\_\_\_\_ (*If 3.0 or higher*)

**Course Highlights** (*Use primarily in resumes for internships.*)

\_\_\_\_\_  
\_\_\_\_\_

**Work Experience** (*Start with most recent place of employment.*)

Job Title: \_\_\_\_\_ Period Employed: \_\_\_\_\_  
Name of Company, City, State \_\_\_\_\_  
Responsibilities: (*Use action words.*) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Skills** (*EXAMPLE: computer, leadership, language skills*)

\_\_\_\_\_  
\_\_\_\_\_

**Awards**

\_\_\_\_\_  
\_\_\_\_\_

**Activities & Interests**

\_\_\_\_\_  
\_\_\_\_\_

## Summary of Qualifications

The summary of qualifications is your marketing pitch, which allows you to boast about your talents. It should correspond with your objective and it should include specific achievements, certifications, licenses, computer skills, or other job-related skills. It is important that you list only the skills and the achievements that will help you with the position that you are seeking.

### Summary of Qualifications Samples

- Over \_\_\_\_\_ years of experience in management and supervision.
- Highly effective in promoting a positive, productive environment.
- Committed to bringing about real, practical results in people's lives.
- Diplomatic and assertive in dealing with people.
- Sincere commitment to the welfare of the student.
- Experience with children and parents from varied cultures.
- Proven skills in problem solving and customer relations.
- Reputation for excellence and high quality service to clients.
- Work well under pressure and enjoy challenging projects.
- Experience in radio production at university radio station.
- Good eye for detail; well organized, skilled in setting priorities.
- Resourceful and self-confident; can get the job done, and do it well.
- Strong interpersonal and communication skills.
- Remain calm and work well under demanding conditions.
- Proven record of innovative and effective staff development.
- Strong commitment, vision and leadership.
- Developed innovative programs for major \_\_\_\_\_, incorporating trends on the leading edge of \_\_\_\_\_ field.
- Effective problem solver; thorough researcher
- Well-organized and focused in coordinating projects.
- Strong analytical, writing, and research skills.
- Conscientious and thorough with detail.
- Equally effective working independently and in cooperation with others.
- Effective working alone and as a cooperative team leader.
- Keen perception for extracting important data.
- Innovative in designing and carrying out projects.
- Proven ability to grasp a situation, adapt, and learn quickly.
- Highly motivated to achieve set goals.
- Successful in mastering new skills through hands-on experience.
- Graduate degree with emphasis in \_\_\_\_\_.
- Effective and persuasive with all segments of the community.
- Skilled and thorough in analyzing problem situations and finding creative solutions.
- Sharp, quick learner; willing to get involved.
- Strength in analyzing, researching, organizing, and problem solving.
- Excellent organizational and communication skills.
- Fluent in \_\_\_\_\_ and \_\_\_\_\_.
- Computer literate in MS Word, Excel, Access and PowerPoint.

## Action Words

abstract (ed)	control (led)	implement (ed)	project (ed)	transform (ed)
accelerate (d)	convince (d)	import (ed)	propose (d)	translate (d)
accomplish (ed)	cooperate (d)	improve (d)	promote (d)	troubleshoot (ed)
account (ed)	coordinate (d)	increase (d)	prove (d)	tutor (ed)
achieve (d)	coordinate (d)	infer (red)	provide (d)	understand (understood)
act (ed)	counsel (ed)	influence (d)	publicize (d)	unify (ied)
activate (d)	craft (ed)	inform (ed)	purchase (d)	unite (d)
adapt (ed)	create (d)	initiate (d)	qualify (ied)	update (d)
add (ed)	critique (d)	innovate (d)	quantify (ied)	upgrade (d)
administer (ed)	dance (d)	inquire (d)	question (ed)	use (d)
advance (d)	define (d)	inspect (ed)	read	utilize (d)
advertise (d)	delegate (d)	install (ed)	receive (d)	valuate (d)
advise (d)	demonstrate (d)	institute (d)	recommend (ed)	vend (ed)
aid (ed)	describe (d)	instruct (ed)	reconstruct (ed)	verify (ied)
align (ed)	design (ed)	interpret (ed)	record (ed)	volunteer (ed)
allocate (d)	determine (d)	interrogate (d)	recruit (ed)	write (wrote)
amuse (d)	develop (ed)	interview (ed)	redefine (d)	work (ed)
analyze (d)	devise (d)	introduce (d)	reduce (d)	
answer (ed)	diagram (med)	intuit (ed)	refer (red)	
anticipate (d)	discover (ed)	invent (ed)	regulate (d)	
appoint (ed)	direct (ed)	inventory	reinforce (d)	
approve (d)	discern (ed)	investigate (d)	reorganize (d)	
arbitrate (d)	display (ed)	judge (d)	render (ed)	
arrange (d)	distribute (d)	launch (ed)	represent (ed)	
assemble (d)	draw (drew)	layout	request (ed)	
assess (ed)	earn (ed)	learn (ed)	require (d)	
assist (ed)	educate (d)	lecture (d)	research (ed)	
assume (d)	eliminate (d)	liaison	respond (ed)	
augment (ed)	employ (ed)	link (ed)	responsible	
awaken (ed)	encourage (d)	list (ed)	restructure (d)	
award (ed)	engineer (ed)	maintain (ed)	revamp (ed)	
begin (begin)	enhance (d)	manage (d)	review (ed)	
boost (ed)	enlarge (d)	market (ed)	revise (d)	
broaden (ed)	enrich (ed)	mediate (d)	rewrite (rewrote)	
build (built)	establish (ed)	merge (d)	screen (ed)	
buy (bought)	entertain (ed)	modify (ied)	schedule (d)	
budget (ed)	evaluate (d)	model (ied)	seek (sought)	
calculate (d)	examine (d)	monitor (ed)	select (ed)	
capture (d)	exchange (d)	motivate (d)	set up	
catalogue (d)	execute (d)	negotiate (d)	sing (sang)	
categorize (d)	expand (ed)	observe (d)	sketch (ed)	
challenge (d)	expedite (d)	organize (d)	solve (d)	
change (d)	experience (d)	orient (ed)	stimulate (d)	
choreograph (ed)	explore (d)	originate (d)	streamline (ed)	
clarify (ied)	extend (ed)	participate (d)	strengthen (ed)	
classify (ied)	facilitate (d)	perform (ed)	structure (d)	
coach (ed)	fluency	persuade (d)	style (d)	
compare (d)	focus (ed)	plan (ned)	substitute (d)	
compile (d)	follow (ed)	play (ed)	suggest (ed)	
complete (d)	forecast (ed)	prepare (d)	supervise (d)	
compose (d)	formulate (d)	present (ed)	support (ed)	
comprehend (ed)	found (ed)	preside (d)	survey (ed)	
compute (d)	furnish (ed)	probe (d)	strategize (ed)	
conceive (d)	generate (d)	problem solve (d)	synthesize (d)	
conceptualize (d)	govern (ed)	process (ed)	systematize (d)	
condense (d)	handle (d)	produce (d)	teach (taught)	
conduct (ed)	help (ed)	proficiency	tend (ed)	
construct (ed)	hire (d)	profit (ed)	test (ed)	
consult (ed)	illustrate (d)	program (med)	trade (d)	
contract (ed)	illuminate (d)	progress (ed)	train (ed)	

**First name Last name**  
**Street Address**  
**City, State, Zip Code**  
**Phone Number: (111)222-3333**  
**Professional/School Email Address**

### SUMMARY OF QUALIFICATIONS

Similar to an objective or profile statement; 3-5 bullet points

- This section should represent who you are/ how you want to be seen as a professional
- Summarize skills, characteristics that employers may be looking for
- Include any big accomplishments in former jobs/ internships (projects, etc.)
- Computer skills, foreign languages/ level of proficiency

### EDUCATION

\*(List recent-oldest; only include institutions which you have/ will graduate from)

**Degree: Major** (Anticipated) **Month Year**

Institution, City, State

GPA (only if 3.0 or above), Honors Received

- List minor(s) if applicable
- If you are part of an honor society, list it here

### COURSE HIGHLIGHTS

List major courses or any that may be relevant to the position you are applying for

### STUDY ABROAD

Use same format as Education to list any terms spent studying away and the dates.

- List under a bullet point relevant courses you took while abroad (i.e. Spanish Culture for a Spanish major).

### RELATED EXPERIENCE

\*(List in reverse chronological order)

**Job or Internship Title** **Dates of Employment**

Company Name, City, State

- Use bullet points to outline your major responsibilities, projects completed
- Begin each bullet with an action word
- Don't be afraid to show off!

### WORK EXPERIENCE

\*(List in reverse chronological order)

**Job Title** **Dates of Employment**

Company Name, City, State

- List Major responsibilities and accomplishments, using action words
- Include any jobs not relevant to your major/ career goals (i.e. summer jobs)

### COMPUTER SKILLS

- Include this section only if you have a long list of uncommon skills (i.e. not Microsoft suite ability)
- If you only have knowledge of basic programs (MS Word, Internet Explorer), list computer skills in Summary of Qualifications

**Sample of a Chronological Resume - list education and experience in reverse chronological order within appropriate categories.**

**Gomez Addams**  
**1313 Mockingbird**  
**Lane Mantua, NJ 08028**  
**856-856-9876**  
**adda9973@rowan.edu**

### SUMMARY OF QUALIFICATIONS

Excellent communications skills, both written and oral innovative and effective problem solver. Ability to relate to people at any level of business and management-highly organized with attentive to detail. Extremely skilled in Photoshop, Dreamweaver, Illustrator, Quark, InDesign and Microsoft Office.

### EDUCATION

**Bachelor of Arts, Public Relations** May 201x

**Concentration: Leadership Studies**

Rowan University, Glassboro, NJ

GPA 3.6, Dean's List, Cum Laude honors anticipated

### COMPUTER SKILLS

PageMaker

Microsoft Photo Editor

Harvard Graphics

PowerPoint

Microsoft Publisher

Access

WordPerfect

Excel

Microsoft Word

### RELEVANT EXPERIENCE

**13<sup>th</sup> Congressional District Intern**

**Congressman Charles Sheen**, Washington, DC

Spring 201x

- Responsibilities included researching legislation, drafting recommendations and briefs.
- Responded to constituent correspondence and inquiries, as well as aiding in office administration.

**Correspondent**

**Rolling Stone Magazine**, Pitman, NJ

Fall 201x

- Covered local music and political events under commission for monthly publication.
- Maintained valuable media contacts.

**Marketing Intern**

**Glassboro Convention Center**, Glassboro, NJ

Spring 201x

- Developed and implemented marketing program for the convention center.
- Coordinated on-site conference registration.
- Assisted presenters during multimedia presentations.
- Prepared and disseminated over 6,000 registration packets.

### ACTIVITIES

- **Vice President**, Public Relations Society, Rowan University Chapter
- **Secretary**, American Marketing Association, Rowan University Student Chapter
- **Volunteer**, Glassboro Soup Kitchen
- **Volunteer**, Habitat for Humanity

*Sample of a Chronological Resume - list education and experience in reverse chronological order within appropriate categories.*

**Jessica Laptop**  
1313 Microchip Lane  
West Deptford, NJ 08028  
856-899-2000  
jlaptop@earthlink.net

#### **SUMMARY OF QUALIFICATIONS**

Sharp in learning and comprehending new systems and methods. Successful in identifying and solving computer related problems. Exceptional ability to quickly master new software and apply its full range of capabilities. Strong analytical, writing and research skills.

#### **EDUCATION**

**B.S. in Computer Science** anticipated December 201x  
**Minor: Mathematics**  
Rowan University, Glassboro, NJ  
GPA 3.45, Dean's List

#### **RELEVANT COURSES**

Introduction to Programming, Computer Laboratory Techniques, Data Structures, Calculus I, II, and III, Operating Systems, Web Programming

#### **LANGUAGE/OPERATING SYSTEMS**

Basic, Pascal, C, C++, COBOL, Lisp, MS-DOS, UNIX

#### **WORK EXPERIENCE**

**Lab Instructor** Summer 201x  
Rowan University, Glassboro, NJ

- Instructed freshman students in the use of microcomputers.
- Assisted faculty in establishing research goals consistent with available data.
- Taught resident assistants the detailed use of technical software

**Lab Technician** 2014 – 2015  
Pitman High School, Pitman, NJ

- Developed a database for the school's athletic department.
- Identified specific applications for a newly written program.

**Student Worker** 2013 – 201x  
Rowan University Information Desk, Glassboro, NJ

- Processed and balanced payments in Compco Student Telephone billing system.
- Assigned long distance codes to Rowan students and answered university switchboard.

#### **HONORS**

- Dean's List
- Alpha Lambda Delta Honorary Society
- Don Serious Scholarship

#### **ACTIVITIES**

- Member, Computer Science Society
- Volunteer, Glassboro Soup Kitchen
- Vice President, Me Phi Me Sorority
- Intramural Sports – Basketball, Street Hockey

*Sample of a Chronological Resume - list education and experience in reverse chronological order within appropriate categories.*

**Marshall Law**  
dlaw@comcast.net

**Current address:**  
369 Mansion Park  
Glassboro, NJ 08028  
856-256-3372

**Permanent address:**  
2115 Herbert Drive  
Willingboro, NJ 08046  
609-835-2028

#### **SUMMARY OF QUALIFICATIONS**

- Good knowledge of safety and security precautions.
- Strong problem solving and communication skills.
- Computer literate in MS Word, Excel, Access and Power Point.
- Highly motivated to achieve set goals.

#### **EDUCATION**

**Rowan University** Glassboro, New Jersey  
Bachelor of Arts: Law/Justice May 201x  
GPA 3.2/4.0, Dean's List

#### **RELATED COURSES**

Parole, Probation and Community Correction Social Problems  
Minorities, Crime, and Criminal Justice American Police  
Introduction to Courts Introduction to Corrections

#### **WORK EXPERIENCE**

**Youth Advocate** June 201x - Present  
Youth Advocate Program Woodbury, NJ

- Provide mentoring to teenage males, based on total trust, encouraging development of self-esteem and self-control.
- Motivate youth to pursue productive life activities, including employment and educational opportunities.
- Visit library and attend various community activities with mentees to broaden awareness of community resources.

**Security Officer** November 201x - Present  
Deptford Mall Deptford, NJ

- Conduct surveillance for shoplifters in all stores throughout mall.
- Work collaboratively with senior security officers and store managers regarding matters of customer safety and merchandise security.
- Provide accurate written reports regarding security-related issues and encounters.
- Provide information to senior officers and store employees regarding suspicious or disruptive behavior of mall patrons.

**Assistant Girls' Basketball Coach** November 201x - March 201x  
Memorial Junior High School Willingboro, NJ

- Assisted during practices and games, providing instruction and motivation related to basketball, academics, and life values.
- Monitored academic eligibility and medical records plus uniform and equipment inventory.
- Recruited and trained scorekeepers for all season games.
- Created computerized report of all team and player statistics.

#### **ADDITIONAL INFORMATION**

- American Criminal Justice Association, Lamda Epsilon Fraternity
- Computer skills include Excel, Word Perfect, Access and PowerPoint
- Certified New Jersey Fire Fighter with Hazmat Certification

*Sample of a Chronological Resume - list education and experiences in reverse chronological order within appropriate categories.*

**Veronica Lewinski**  
21 Jump Street  
Glassboro, NJ 08028  
856-256-9999  
verl4076@rowan.edu

#### **SUMMARY OF QUALIFICATIONS**

- Innovative in designing and carrying out projects.
- Proven effectiveness in coordinating and teamwork.
- Self-motivated professional, capable of working independently or as part of a team.
- Ability to work with and create technical documents and drawings.

#### **EDUCATION**

**Bachelor of Science, Civil Engineering** May 201x  
**Emphasis: Environmental Engineering**  
Rowan University, Glassboro, NJ  
GPA 3.77, Dean's List  
Magna Cum Laude honors anticipated

#### **RELATED EXPERIENCE**

**Undergraduate Researcher** April 201x – Present  
Rowan University College of Engineering, Glassboro, NJ  
Contributed to the design and testing of a freshwater chamber intended to replace methods currently used by the seafood industry to separate crabmeat from claw. Provide chemical analysis of resulting wastewater.

**Engineering Intern** Summer 201x  
**New Jersey Highway Division, Trenton, NJ**  
Worked with highway engineers on traffic pattern study and analysis. Conducted research in current traffic management theory and technology. Prepared written reports for presentations to chief engineer. Assisted with the planning and preparation for public hearings on proposed change in traffic flow.

#### **COMPUTER SKILLS**

AutoCAD, Visual C++, Mathematica, PowerC, Windows 98, Unix, Windows NT, MiniTab, MS Word & Excel 98

#### **HONORS AND ACTIVITIES**

- Tau Beta Pi National Engineering Honor Society
- Society of Women Engineers
- Pride 2000 Scholarship
- Brad Pitt Engineering Scholarship
- Volunteer, Glassboro Big Sister Program
- President, Student Government Association

*Sample of a Chronological Resume - list education and experience in reverse chronological order within appropriate categories.*

**Jane C. Asylum**  
321 Writearesume Lane  
Wantstowork, New Jersey 08777  
856.854.0001  
JCASYLUM@aol.com

#### **SUMMARY OF QUALIFICATIONS**

- Responsible, efficient, and flexible.
- Strength in analyzing, researching, organizing, and problem solving.
- Excellent organizational and communication skills.
- Self-motivated; able to learn on own initiative.

#### **EDUCATION**

**Bachelor of Arts, Sociology** December 201x  
**Minor: Spanish**  
Rowan University, Glassboro, New Jersey  
GPA: 3.7, Dean's List, Magna Cum Laude  
**Financed 100% of college education**

#### **COURSE HIGHLIGHTS**

Social Problems, Human Service Organizations, Sociology of Work, Introduction to Sociology, Intermediate Spanish I & II, Advanced Spanish Conversation, Advanced Spanish Grammar

#### **INTERNSHIP**

**Program Coordinator** Spring 201x  
Camden City Battered Women's Shelter, Camden, New Jersey

- Conducted intake interviews and served as translator assistant.
- Coordinated after school programs for enrolled children and managed recreational facility.
- Encouraged fair play, self-reliance and positive self-esteem in children with troubled family backgrounds.

#### **SPECIAL SKILLS**

- Bilingual: Spanish/English
- Communication Skills: Written and Verbal
- Lotus 1-2-3, Windows, WordPerfect 6.0, EXCEL, Quicken, DOS, Ventura,
- Desktop Publishing, Internet

#### **ACTIVITIES**

- Volunteer Translator, Camden County Aids Hospice
- Member, Latino Affairs Committee, Rowan University
- Member, National Association of Black Social Workers

#### **HONORS**

- Glassboro Businessmen's Association Scholarship, 2008
- National Merit Scholar, 2008

**WORK HISTORY Night Assistant Manager** May 201x – December 201x  
Burgerqueen, Glassboro, New Jersey

- Supervised employees, coordinated work schedules and managed customer complaints.
- Processed bank deposits and resolved employee disputes.

*Sample of a Functional Resume - list education and employment in reverse chronological order within appropriate categories.*

**John Engineer**  
1776 Smart Blvd  
Brainville, NJ 08007  
856-990-4354  
jengineer@torch.rowan.edu

#### SUMMARY OF QUALIFICATIONS

- Skilled in all phases of hybridoma production.
- Inspired by the challenge of research and experimentation.
- Good working knowledge of immunology.
- Excellent skills in communication and collaboration.
- Highly inquisitive, creative and resourceful.

#### RELEVANT EXPERIENCE

- Tailored screening strategies using ELISA, RIA and Immunoblot techniques to effectively isolate the desired hybridomas.
- Performed experiments to induce animal immune systems to respond to a weak antigen.
- Developed in collaboration with other researchers, a novel assay which identified the antibodies' ability to bind to live, and intact tumor cells.
- Conducted periodic presentations of results and works in progress to Research Center staff.

#### LABORATORY SKILLS

- Tissue Culture and Hamster Egg Penetration Test
- Electroblothing and Radiolabeling of Antibodies
- Immunoblot Strip Assay

#### EMPLOYMENT HISTORY

<b>Lab Technician</b>	Bellmarr Research Center, Bellmarr, NJ	201x - Present
<b>Research Assistant</b>	Rowan University, Glassboro, NJ	2011 – 2014
<b>Youth Counselor</b>	Vineland Day Care Program, Vineland, NJ	Summer 201x
<b>Teaching Assistant</b>	Buena Vista Normal School, Buena, NJ	2012 – 2013

#### EDUCATION

**Rowan University**, Glassboro, NJ Bachelor of Science, Biology May 201x

**Rowan College of Gloucester County**, Sewell, NJ  
Associate of Science, Chemistry May 201x

**Related Courses:** Immunology and Lab, Biochemistry, Microbiology, Virology, Ornithology, Cell Culture Technology

#### AWARDS & ACTIVITIES

- Dean's List
- Albert Einstein Scholarship
- Member, American Association of Biologists
- Volunteer, Dumbville Ambulance Service

*Sample of a Chronological Resume - list education and experience in reverse chronological order within appropriate categories.*

**Arthur B. Enthusiastic**  
290 Birchwood Lane  
Mantua, New Jersey, 08051  
856-468-6161  
enth1234@rowan.edu

#### SUMMARY OF QUALIFICATIONS

- Experience in developing art education programs.
- Write press releases and promotional copies.
- Coordinate efforts with local schools.
- Organize related events with speakers and presentations.
- Utilize a variety of computer skills.

#### EDUCATION

**Bachelor of Arts: Art** December 201x  
Rowan University, Glassboro, New Jersey  
GPA 3.7, Dean's List  
Magna Cum Laude honors anticipated

**Associate of Arts: Art** May 201x  
Salem County College, Seabrook, New Jersey  
GPA 3.9, Dean's List, President's List Summa  
Cum Laude

#### ACHIEVEMENTS

Co-developed *Art in Public Places* program.  
Placed several articles in local newspapers.  
Conducted *Murals in Public Places* project for Eagle Scout Award.

#### WORK HISTORY

**Office Assistant** January 201x - Present  
The Association of Educational Publishers  
Rowan University, Glassboro, New Jersey

- Assist in the coordination of annual conferences plus related office duties.
- Work extensively on Macintosh using Word, Works, Excel, File Maker Pro, including data entry, report generation, plus brochure and poster design.

**Arts and Crafts Instructor** Summer 201x  
Kids Rule Day Camp  
Rowan University, Glassboro, New Jersey

- Conducted wide variety of hands-on projects for 120 campers per week, divided into groups of 20 campers ages 6 to 12 years.
- Worked collaboratively with camp counselors to provide enriching activities relating to different themes each week.

**Tour Guide** Summer 201x  
Hampton House, Hampton, New Jersey

- Conducted tours of historic home, while providing visitors with related information.
- Trained new employees, processed applications and performed other assigned duties.



*Sample of a Chronological Resume - list education and experience in reverse chronological order within appropriate categories.*

**ROSE ROYCE**  
123 Main Road  
Anywhere, NJ 01234  
856-987-6543  
chronological.resume@oca.com

#### SUMMARY OF QUALIFICATIONS

- Computer literate, experience includes Word 6.0, Excel and database management.
- Excellent organizational and communication skills.
- Fluent in Japanese and Spanish.
- Sharp in learning and comprehending new systems and methods.

#### EDUCATION

**Bachelor of Science, Accounting** expected December 201x  
Rowan University, Glassboro, NJ

- Dean's List
- Completed independent study in International Business

**Associate of Arts and Science, Business Studies** May 201x  
Camden Community College, Blackwood, NJ

#### RELATED COURSES:

Managerial Accounting, Auditing, Cost Accounting, Advanced Accounting, Individual Taxation, Accounting Information Systems

#### RELATED PROFESSIONAL EXPERIENCE

**TEACHING ASSISTANT** August 201x - Present  
**Glassboro Community College**, Pitman, NJ

- Assist professor with Urban Enterprise Zone research project.
- Tutor students in accounting, maintain class records, and correct papers.

**BOOKKEEPER** Summer 2008 - 2009  
**Laurel Museum**, Mullica Hill, NJ

- Verified and entered details of financial transactions into computer system.
- Balanced books and compiled statistical reports.
- Calculated general ledger and employee wages.

#### ACTIVITIES

- Member, Accounting Club
- Vice President, Student Government Association
- Volunteer, Glassboro Food Kitchen
- Coach, Anywhere Little League Baseball Team

**ADDITIONAL EXPERIENCE SALESPERSON** Summer 2007  
**Old Navy**, Clayton, NJ

- Performed sales duties while coordinating store displays and floor moves.
- Conducted inventory, calculated daily receipts and priced merchandise.

*Sample of a Combination Resume - list education and employment in reverse chronological order within appropriate categories.*

**Abigail B. Gettingajob**  
225 Salary Survey Lane  
Medford, NJ 08092  
609.779.0987  
Gett9485@rowan.edu

#### SUMMARY OF QUALIFICATIONS

- Experience in auditing, payroll, and preparation of corporate taxes.
- Work well under pressure and enjoy challenging projects.
- Outstanding talent for assessing clients' needs and developing individualized financial systems.
- Extremely dependable in completing projects accurately and on time.
- Computer literate in Microsoft Office, Internet, Excel, DOS.

#### EDUCATION

**Bachelor of Science, Management** May 201x  
Rowan University, Glassboro, NJ  
GPA: 3.5, Dean's List, Cum Laude

#### COURSE HIGHLIGHTS

Organizational Behavior, Integrated Software for Business, Management Information Systems, Operations Management, Management of Human Resources, Legal Environment of Business, Organizational Behavior

#### PROFESSIONAL EXPERIENCE Management/Supervision

- Exercised total supervisory responsibility for specialty retail merchandiser.
- Maintained time sheets.
- Managed and coordinated special promotions.
- Implemented employee disciplinary and termination procedures.
- Maintained loss prevention reports.
- Supervised merchandise displays.

#### Human Resources Administration

- Coordinated trip reduction survey results.
- Conducted staffing interviews.
- Managed accident reports.
- Assisted in devising personnel policies.
- Assisted in the implementation of employee orientation.
- Contributing reporter for company newsletter.
- Maintained employee benefits database.

#### EMPLOYMENT HISTORY

**Management Intern** Tyco Toys, Marlton, NJ 201x - Present  
**Assistant Manager** The GAP, Marlton, NJ 2009 - 2013

#### PROFESSIONAL ASSOCIATIONS

- Career Fair Chairperson, Society of Human Resource Management
- Member, National Association of Colleges and Employers, Rowan University Student Chapter
- Vice President, Tri-State Human Resource Management Association

#### ACTIVITIES

- Pi Sigma Alpha, Secretary
- American Red Cross, Volunteer

*Sample of a Education Resume - list education and experience in reverse chronological order within appropriate categories.*

**Wanda B. Teacher**  
12 Learning Street  
Lindenwold, NJ 08091  
856.256.0009  
wteacher@comast.net

#### SUMMARY OF QUALIFICATIONS

- Deeply committed to high quality education for children.
- Proficient in using PeopleSoft, Photoshop, Illustrator, Word, PowerPoint, Dreamweaver and Blackboard.
- Effective in developing, implementing, and managing quality instructional programs.
- Conscientious and thorough with detail.
- Strong analytical, writing and research skills.

#### EDUCATION

##### **Bachelor of Arts, Elementary Education / History**

Rowan University, Glassboro, NJ

GPA – 3.9, Summa Cum Laude anticipated, Dean's List

Certificate of Eligibility with Advanced Standing anticipated

May 201x

##### **Associate in Arts, Early Childhood Education**

Burlington County College, Pemberton, NJ

GPA – 3.5

May 201x

#### STUDENT TEACHER

**Student Teacher**, School #4, Maple Shade, NJ

Spring 201x

Taught 4<sup>th</sup> grade students using manipulatives and multi-sensory approaches in mathematics and science lessons. Utilized cooperative learning, assertive discipline and whole language approaches. Integrated curriculum to meet the needs of three inclusion students.

#### PRACTICUM EXPERIENCE

**Practicum Teacher**, Fleetwood School, Mount Laurel, NJ

Fall 201x

Assisted classroom teacher with individual needs of students. Served as a volunteer aide during semester break. Co-directed musical production of "Alice in Wonderland"; constructed scenery and costumes.

#### RELATED EXPERIENCE

**Math Tutor**, 1<sup>st</sup> Grade

Fall 201x - Present

Tutored grade school students in math. Designed and created a "Math for Fun" workbook.

**Religious Education Teacher**, St. John Church, Sewell, NJ

Spring 201x - Present  
Implement curriculum to 3<sup>rd</sup> grade students in preparation for their first Holy Communion.

**Substitute Teacher**, Certified K – 12, Burlington County, NJ

Fall 201x

Assigned to several long-term substitute positions, including organization and implementation of lesson plans, correcting papers and recording grades.

#### HONORS & ACTIVITIES

- Kappa Delta Pi Honor Society
- James M. Lynch, Jr. Scholarship Award – \$1,000.00
- Student Member, New Jersey Education Association
- Panelist, New Jersey Association of Teacher Educators

*Sample of a Chronological Resume - list education and experience in reverse chronological order within appropriate categories.*

**Freddie B. Fitt**  
15 Wholesome Avenue  
Pleasantville, NJ 08555  
856-777-2222  
BFitt42@students.rowan.edu

#### SUMMARY OF QUALIFICATIONS

- Experienced in conducting a variety of workouts for clients at different skill levels in diverse settings
- High level of physical endurance while maintaining mental and emotional restraint
- Effective communication skills with the ability to give clear, concise instructions
- Innovative and flexible in completing tasks

#### EDUCATION

**Bachelor of Arts, Health and Exercise Science**

anticipated May 201x

Concentration: Health Promotion and Fitness Management

Rowan University, Glassboro, NJ

GPA 3.5, Dean's List

#### RELEVANT COURSES

Contemporary Health; Anatomy & Physiology; Kinesiology; Stress Management; Health Behavior; Safety, First Aid of Orthopedic Injury; Nutrition for Fitness; Exercise Physiology; Exercise Prescription; Exercise for Special Population

#### CERTIFICATIONS

First Aid/AED and CPR, Red Cross Society

May 201x

Blood Pressure Screening, Rowan University, Health & Exercise Science Department

March 201x

#### RELEVANT EXPERIENCE

Intern, Be Fit Health Club, Glassboro, NJ

September 201x – Present

- Design and facilitate workouts for persons with physical disabilities
- Teach participants how to adapt exercise equipment according to their needs

Assistant Trainer, Get in Shape Fitness Center, Pitman, NJ

June – August 201x

- Assisted Personal Trainer with client exercise routines and setting up equipment
- Maintained cleanliness of gym equipment and restocked supplies

Aerobics Instructor, Paramount High School P.T.A., Pitman, NJ

May - June 201x

- Created and facilitated weekly exercise routine for adults ages 30s to 50s
- Maintained a fun and lively atmosphere that caused participants to keep coming

#### EMPLOYMENT HISTORY

Front Desk Clerk, Popular Fitness Center, Pitman, NJ

January 201x – December 201x

- Registered new clients and signed-in members
- Answered queries related to health and fitness packages
- Sold healthy snacks and drinks to clients

#### ACTIVITIES & INTERESTS

- Member, National Strength and Conditioning Association (NSCA)
- Volunteer Coach, Pleasantville Soccer Academy
- Member, Pleasantville Soccer Club
- Cycling, hiking, skiing, ice-skating

**Sample - Thank You Letter Format**

Your address  
City, State, Zip  
Telephone number

Date of correspondence

Name of interviewer  
Job title  
Name of company/organization  
Address  
City, State, Zip

Dear Mr./Ms./Mrs. (Last name):

**Paragraph One**

Indicate that you enjoyed meeting with him or her to discuss employment opportunities at (name of company/organization).

**Paragraph Two**

Reaffirm your interest in working for this particular company/organization and reiterate why you are the ideal person for this position.

**Paragraph Three**

In closing, indicate that you look forward to hearing from them soon, or by the date that they discussed with you in the interview.

Sincerely,

Your name

**Sample - Thank You Letter Format**

Rose Royce  
21 Jump Street  
East Cupcake, NJ 08128  
(123) 555-XXXX

Date of the letter

Name of the Recipient  
Job Title of the Recipient  
Name of the Employer  
Employer's Street Address  
Employer's City, State and Zip Code

Dear Mr./ Ms. Last Name:

Thank you very much for the opportunity to interview for the position of manager trainee today. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job feels like a very good match between my skills and experience and the requirements of this job. As we discussed, you need someone with strong organizational skills, and I have extensive experience with management and staff training. In addition, in my current position as assistant manager has provided the opportunity to refine my abilities in interpersonal communication and staff development which is essential for the position of manager trainee.

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns or need more information. I look forward to hearing from you next week and hope to join your staff soon.

Sincerely,

Rose Royce