



BRIDGEWATER STATE UNIVERSITY  
**CAREER SERVICES**  
*...student to professional*



# Creating a Resume

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# RESUME WRITING

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# Purpose of the Resume



## From the Employer's Perspective

- The resume is a **screening tool** used to rule out applicants who do not meet the qualifications or do not present themselves professionally in writing.
- Resumes which clearly articulate the candidate's experience, skills and accomplishments may be considered further.
- Appearance of the resume and content are equally important in today's job market.

## From the Candidate's Perspective

- The resume is used as a **marketing tool** to sell your experience and qualifications to potential employers.
- The resume is a creative, personal statement of your education and experience as well as your future career direction.
- It should highlight your unique qualifications and experience. It should not be a long biography of everything you have ever done; rather it should summarize and highlight the relevant accomplishments and skills which match the employer's current hiring needs.

# Resume Production

## **Software**

☐ We recommend that you use a blank Microsoft Word document instead of a template. This will make it easier to edit and upload your resume.

## **Fonts**

☐ Use conservative fonts such as Arial, Calibri, Century Schoolbook, Tahoma or Times New Roman

☐ Avoid decorative fonts commonly used for printing brochures and newsletters.

☐ Use 11 point font. Headings and your name may be a bit larger (12-14). Smaller font sizes (10) may be used to fit more information on a one-page resume.

☐ Be careful that the page is not too crowded or difficult to read.

☐ Use **Bold**, underline, ALL CAPS and/or *Italics* for emphasis with headings, position titles. Do not overuse them.



## **Paper Stock**

☐ Use quality bond resume paper. Paper can be purchased at any office supply store.

## **Paper Color**

☐ Match your cover letter, reference page and envelopes with the resume.

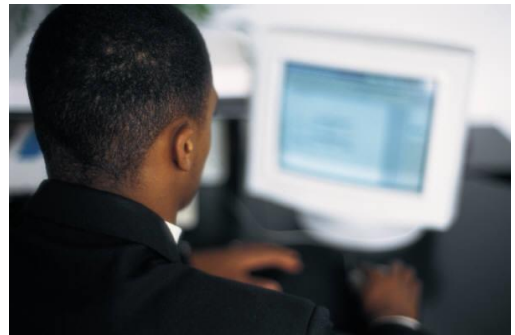
☐ Use white, off white, or cream. Conservative is best.

☐ Avoid dark color paper such as brown, blue and gray.

## **Reproducing the Resume**

☐ Use your own resume paper to print your document on a laser printer. Laser printers are available on campus in Maxwell Library, computer labs and Career Services.

☐ For a quick fix on the day of the Job Fair, take your original white copy to the Campus Center Print Shop to have additional copies printed fast.



# Preparing a Resume

## A Step by Step Approach

### 1. ESTABLISH RESUME FOCUS

Determine whether you are seeking an internship, summer, part-time or a full-time job. Know the type of position you want in your career field. Have a specific job focus in mind to help tailor your resume.

### 2. LIST EXPERIENCE(S)

Think about all of the experiences you have had including, but not limited to, summer jobs, full and part-time employment, volunteer, student teaching, internships, skills, honors, awards, etc. Put your brainstormed list down on paper first and then review the list.

### 3. DECIDE ON FORMAT

Choose chronological or functional (*see page 5*). *For most students, a chronological format is the best.*

### 4. PLAN YOUR LAYOUT

Look at a variety of other resumes to determine a layout you like. Make it easy to read. Use margins, white space, lines, bold or italics for emphasis without overusing. Remember: Appearance counts!

### 5. PREPARE YOUR FIRST DRAFT

Develop a template for yourself and fill in the blanks. Check out the samples in this guide for ideas. By no means do you have to use the exact format(s) provided.

### 6. SELECT KEY WORDS AND PHRASES

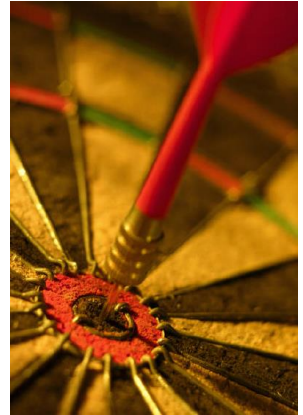
Communicate your knowledge of the field. Incorporate keywords from the job description when appropriate.

### 7. USE ACTION VERBS AND STATEMENTS (*see page 10 and 11*)

This will ensure that your resume catches the attention of the hiring manager.

### 8. EDIT AND PROOFREAD

Ask professionals in your field and Career Services counselors to help you fine-tune your initial drafts. Formatting, content, spelling, grammar and punctuation all count.



# Resume Formats

## Chronological Resume

**Maria Jones**

123 Main Street  
Bridgewater, MA 02324  
(508) 279-0000  
mjones@email.com

### EDUCATION

**Bridgewater State University**, Bridgewater, MA  
Bachelor of Science Degree in Elementary Education May 2014

### CERTIFICATION

Massachusetts Elementary Education anticipated May 2014

### EXPERIENCE

**Brockton Parks & Recreation**, Brockton, MA 2014 - Present  
*Senior Recreation Leader*  
Direct activities for children, ranging in age from five to twelve.  
Communicate with parents on a daily basis regarding their children.

**Hunt School**, Bridgewater, MA Spring 2014  
*Student Teacher*

Taught in a suburban sixth grade classroom composed of 23 students.  
Designed and implemented an interdisciplinary curriculum unit on ancient Egypt in which the students were cooperatively involved at all times. Supervised and assisted students with the final project of recreating the interior of an Egyptian tomb.

**Hancock Elementary School**, Brockton,  
*Student Teacher*  
Taught in a self-contained classroom consisting of 14-16, with a variety of severe emotional and learning disabilities. Implemented developmentally appropriate curriculum to individual students. Completed a unit on world religions that was conducive to the learning of each student. Focused on positive reinforcement teaching socialization.

Most applicable for recent graduates.

Lists positions in reverse chronological order (most recent first).

Job responsibilities and skills are listed under each position held.

Calls attention to growth and progression into positions of increased responsibility.

Lists dates of employment at the top of each job description.

Presents job duties and experience under headings by job title and company.

Easy for employer to determine what work was performed at each company.

Most applicable for candidates who:

- ... are out of work
- ... have a history of being unemployed
- ... are job hoppers
- ... are career changers
- ... had a reduction in responsibilities
- ... have a long work history

Headings consist of *functions or skills*

Responsibilities and accomplishments are described under each applicable heading.

Employment dates are given at the end of the resume, after employers had a chance to read about skills and successes.

Shortcomings in job history have less of an emphasis.

## Functional Resume (Human Resources)

**Maria Jones**

123 Main Street  
Bridgewater, MA 02324  
(508) 279-0000  
mjones@email.com

### MANAGEMENT

- Supervised student teachers and completed performance evaluations.
- Confronted personnel problems as they arose.

### PLANNING AND ORGANIZATION

- Implemented developmentally appropriate math and reading curriculum to individual students.
- Directed recreational activities for over 50 children, ranging in age from five to twelve.

### EMPLOYMENT HISTORY

**Brockton Parks & Recreation**, Brockton, MA 2014 - Present  
*Senior Recreation Leader*

**Hunt School**, Bridgewater, MA Spring 2014  
*Student Teacher*

**Hancock Elementary School**, Brockton, MA Fall 2013  
*Student Teacher*

### EDUCATION

**Bridgewater State University**, Bridgewater, MA May 2014  
Bachelor of Science Degree in Elementary Education  
Minor in Psychology



# Resume Headings



## COMMON HEADINGS

**Objective (optional)**

**Education**

**Related Coursework (optional)**

**Certification(s)**

**Honors**

**Awards**

**Experience**

**Options:**

*Related Experience*

*Professional Experience*

*Teaching Experience*

*Internships*

*Practica*

**Community Service**

**Campus Activities**

**Collegiate Activities**

**Community Activities**

**Leadership Skills**

**Computer Skills**

## ADDITIONAL HEADINGS

**Skills**

**Qualifications**

**Highlights**

**Experiential Education**

**Related Course Projects**

**Study Abroad**

**Licenses**

**Professional Associations**

**Professional Affiliations**

**Professional Development**

**Memberships**

**Workshops**

**Presentations**

**Publications**

**Military**

**Laboratory Skills**

**Language Skills**

**Portfolio**



# Sample Chronological Format

## FULL NAME

Street Number and Address

City, State and Zip Code

Area Code & Phone #

Email

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## OBJECTIVE

Statement should be specific including type of position and industry of choice.

## EDUCATION

Name of college, location, degree received, major, date of graduation.

*Bridgewater State University, Bridgewater, MA*

*Bachelor of Science degree in Psychology*

*May 2014*

*Minor: Communications Studies*

List GPA if it is a 3.0 or higher. Include academic honors, financing education, etc.  
(e.g., *cum laude*, Dean's List).

## HONORS

List any honors, awards and/or scholarships you've received and when

*Psychology National Honor Society*

*2011 – Present*

*Recipient, Who's Who Among College Students Award*

*2011*

*Recipient, Ellen Shea Award for Academic Excellence*

*2010*

## RELATED EXPERIENCE

This section should include internship experience or practicum/student teaching. It should also include summer, part-time and full-time employment related to your field. All experiences should be described with action verbs to communicate your accomplishments (See page 11). Each position should be listed in reverse chronological order.

**Title of position**, Name of organization, location (city/state), dates employed

List 4-6 duties/responsibilities of position using action verbs.

*Intern, Phoenix Communications, Boston, MA*

*September 2013 – December 2013*

- *Assisted Public Relations Director in planning and producing first employee newsletter.*
- *Wrote articles, edited copy and solicited advertisers to underwrite cost.*
- *Organized network fair for new interns to meet professionals in field.*
- *Conducted needs assessment survey for parents with children and presented findings to Board of Directors.*

## ADDITIONAL EXPERIENCE

This section would cover work which is not related to your field. If you do not have room, it may be left off the resume.

## ACTIVITIES

List activities in college and in the community, especially those that denote leadership. They should be listed in reverse chronological order. You may include volunteer activities. This heading also may be called Leadership, Community Activities, Volunteer, etc.

## LANGUAGE SKILLS

List foreign languages that you speak. If you say that you are fluent in a language, you must be prepared to speak, write and read in this language during a job interview. Other descriptions of language fluency include "basic knowledge of" and "proficient in."

## COMPUTER SKILLS

List software in which you are proficient.

# Sample Functional Format

## FULL NAME

Street Number and Address

City, State and Zip Code

Area Code & Phone #

Email

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## OBJECTIVE

Statement should be specific including type of position and industry of choice.

## EXPERIENCE AND ACCOMPLISHMENTS

A functional resume centers on your skills and accomplishments, rather than your work history. Begin by listing your most important skill first -- the skill that best matches the job requirements. List three to four skills and write a short bulleted list for each skill that explains your achievements and accomplishments.

### TRAINING AND PRESENTATION

- *Trained all new employees on store procedures and policies*
- *Taught 23 sixth grade students various recreational activities*

### MANAGEMENT AND LEADERSHIP

- *Supervised a staff of 5 Recreation Assistants and completed performance evaluations*
- *Handled customer complaints in a professional and timely manner*
- *Nominated for and participated in the Leadership Institute*
- *Served as the Vice President of the Student Government Association*

### PLANNING AND ORGANIZATION

- *Created and implemented recreational activities for 23 sixth grade students*
- *Scheduled and organized weekly Student Government Association meetings*

### MARKETING

- *Designed weekly bulletin boards and created weekly Career Services articles for the school newspaper*
- *Prepared marketing materials to promote upcoming Student Government Association meeting and events including cable television and newspaper advertisements, brochures, flyers, web-based information, club and organization visits, flyers and postcards*

## EMPLOYMENT HISTORY

List your employment history, beginning with your most recent employer and working backward including: Title of position, name of organization, location (city, state) and dates employed

<b>Office Assistant</b> , Career Services Office, Bridgewater State University, Bridgewater, MA	2014 – Present
<b>Recreation Leader</b> , YMCA, Middleboro, MA	2013 – 2014
<b>Sales Associate</b> , Macy's, Taunton, MA	2012 – 2014

## LICENSES/CERTIFICATIONS

List job-related special licenses or certificates that you may have.

## COMPUTER SKILLS

List software in which you are proficient.

## EDUCATION

Start with your highest degree. Include name of college, location, degree received, major, date of graduation. Include academic honors if applicable.

**Bridgewater State University**, Bridgewater, MA  
*Bachelor of Science Degree in Psychology*  
*Minor: Communications Studies*

May 2014

# Study Abroad Experience on Your Resume

There are a few different options for where to place your study abroad experience on your resume. Here are a few examples:

**Education Section Example** – If you participated in an academic study abroad program, you can list your experience in this section.

**Bridgewater State University**, Bridgewater, MA  
Bachelor of Science, Accounting and Finance, *cum laude*, May 2014  
Concentration: Finance  
**Honors:** Dean's List, GPA 3.7



**Institute for the International Education of Students**, La Plata, Argentina  
January 2014 – May 2014

- Completed coursework in Latin American culture and society
- Demonstrated willingness to take risks through enrollment in Spanish-speaking curriculum
- Gained Spanish fluency
- Examined the Argentinean economy as an independent research project

**Experience Section Example** – If you have gained practical experience while abroad, such as internship, practicum or work experience, you can list it in this section.

**English Tutor**, The English Connection, Brockton, MA (5/13-Present)

- Developed and implemented lesson plans for ESL adult students
- Managed classroom of 10-15 adults from diverse backgrounds
- Integrated cross-cultural learning into lesson plans

**Study Abroad**, Institute for the International Education of Students, La Plata, Argentina (1/13-5/13)

- Learned to establish rapport quickly with individuals in an unfamiliar environment
- Developed culturally appropriate questionnaire
- Interviewed 25 rural Argentinean women, overcoming linguistic and cultural barriers
- Analyzed data using Argentinean software and wrote final report in Spanish

**International Experience Example** – You can also include study and work abroad programs in a separate category. *This option is most appropriate if you have had multiple experiences abroad.*

**Study Abroad**, Institute for the International Education of Students, La Plata, Argentina (1/13-5/13)

- Learned to establish rapport quickly with individuals in an unfamiliar environment
- Developed culturally appropriate questionnaire
- Interviewed 25 rural Argentinean women, overcoming linguistic and cultural barriers
- Analyzed data using Argentinean software and wrote final report in Spanish

**Study Abroad**, Institute for the International Education of Students, La Plata, Argentina (1/13-5/13)

- Completed coursework in Latin American culture and society
- Demonstrated willingness to take risks through enrollment in Spanish-speaking curriculum
- Gained Spanish fluency
- Examined the Argentinean economy as an independent research project




# Using Action Words

Action words are used to introduce good resume phrases. Here are some suggestions for selecting words and phrases.

1. Use action words in short, clearly written phrases.
2. Use the minimum number of words necessary to convey accurately what you wish to say.
3. Select words that will mean something to the person who will read your resume. Use the jargon of your chosen field where appropriate. The job description will also supply this.
4. Avoid introductory phrases such as "my duties included" or "I was in charge of".
5. Describe accomplishments whenever possible rather than just discussing duties.

## **ACTION STATEMENTS WITH ACCOMPLISHMENT-ORIENTED RESULTS**

This chart demonstrates how to take an action statement from good to exceptional. Basic duties and responsibilities are described in the first column. The second column changes these passive phrases into active statements. The third column highlights accomplishments and successes.

<p><b>(-)</b> <b>PASSIVE</b></p> 	<p><b>(+)</b> <b>ACTIVE</b></p> 	<p><b>(++)</b> <b>ACCOMPLISHMENT-ORIENTED</b></p> 
Duties included teaching art lessons.	Prepared and displayed creative art activities.	Prepared creative art activities, increased students' interest and abilities. Awarded four blue ribbons at District Art Show.
Worked with customer service.	Provided customer service for bank services.	Provided customer service through resolution of problems, explanation of bank services and policies, and knowledge of financial planning, resulting in greater customer satisfaction.
Responsible for clerical duties.	Assisted supervisor with clerical/office procedures to save time.	Successfully developed and implemented systems to streamline office procedures, increasing productivity.
Department Manager.	Managed department and recruited participants.	Staffed and managed a 20-30 person department that recruited participants for marketing research studies. Cut costs by one-third in less than six months.
Responsible for counseling ex-offenders.	Counseled ex-offenders on career, alcohol, and drug abuse.	Acquired considerable counseling experience through 300 hours of one-on-one counseling sessions with ex-offenders in the areas of career assessment, alcohol and drug abuse.

# Positive Action Verbs

## **Management**

Achieved  
Administered  
Analyzed  
Arranged  
Appointed  
Assisted  
Chaired  
Contracted  
Consolidated  
Coordinated  
Defined  
Delegated  
Directed  
Developed  
Employed  
Established  
Evaluated  
Executed  
Expanded  
Hired  
Initiated  
Improved  
Increased  
Introduced  
Managed  
Negotiated  
Organized  
Oversaw  
Planned  
Prioritized  
Recommended  
Reviewed  
Scheduled  
Selected  
Spearheaded  
Succeeded  
Supervised

## **Communication**

Addressed  
Advised  
Arbitrated  
Authored  
Clarified  
Coached  
Collaborated  
Communicated  
Developed  
Directed  
Drafted  
Edited  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated

Moderated  
Motivated  
Negotiated  
Persuaded  
Promoted  
Publicized  
Recruited  
Reported  
Spoke  
Translated  
Wrote

## **Analysis**

Analyzed  
Assessed  
Clarified  
Collected  
Complied  
Computed  
Conducted  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Extracted  
Experimented  
Explored  
Identified  
Interpreted  
Interviewed  
Investigated  
Organized  
Researched  
Reviewed  
Summarized  
Surveyed  
Synthesized  
Systematized

## **Financial**

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Compiled  
Computed  
Forecasted  
Financed  
Formulated  
Funded  
Managed  
Marketed

Measured  
Modified  
Negotiated  
Planned  
Problem-Solved  
Projected  
Purchased  
Researched  
Sold  
Solicited  
Solved

## **Interpersonal**

Adapted  
Advised  
Assessed  
Clarified  
Coached  
Communicated  
Coordinated  
Counseled  
Demonstrated  
Developed  
Educated  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Initiated  
Instructed  
Negotiated  
Persuaded  
Provided  
Referred  
Set Goals  
Stimulated  
Supervised  
Trained  
United  
Volunteered

## **Creative**

Acted  
Arranged  
Composed  
Conceptualized  
Created  
Designed  
Developed  
Directed  
Dramatized  
Established

Fashioned  
Founded  
Illustrated  
Instituted  
Integrated  
Introduced  
Invented  
Originated  
Performed  
Planned  
Revitalized  
Shaped  
Sold  
Updated

## **Technical**

Assembled  
Built  
Calculated  
Computed  
Designed  
Devised  
Drafted  
Engineered  
Experimented  
Fabricated  
Maintained  
Monitored  
Operated  
Planned  
Projected  
Researched

## **Descriptive Words**

Ability  
Capability  
Competence  
Consistently  
Constantly  
Efficiently  
Knowledgeable  
Maturely  
Productively  
Professional  
Profitably  
Repeatedly  
Resourcefully  
Significantly  
Substantially  
Successfully  
Technically  
Versatility  
Vigorously  
Well Educated  
Well Rounded

**Name**

131 Summer Street  
 Bridgewater, MA 02325  
 700-000-0000  
[bsustudent@student.bridgew.edu](mailto:bsustudent@student.bridgew.edu)

**EDUCATION**

**Bridgewater State University**, Bridgewater, MA May 2018  
 Bachelor of Science degree: Psychology, Minor: Sociology  
*Work 20 hours per week to contribute to financing college education*  
 GPA: 3.4/4.0  
 Honors: Dean's List, two semesters Fall 2015, Spring 2016

**COURSEWORK**

Abnormal Psychology, Behavior Modification, Child Psychology,  
 Experimental Psychology, Juvenile Delinquency, Psychology of  
 Criminal Behavior, Psychology of Personality and Sociology of Corrections

**WORK EXPERIENCE**

*Dishwasher*, **Eagle Brook Saloon**, Norfolk, MA Jan. 2015 – Present

- Clean and sanitize dishes, kitchen, food preparation equipment, and utensils for a 200-seat restaurant during busy evening shifts, 3 times a week
- Wash glassware, flatware, pots, and pans, using dishwasher or by hand
- Place clean dishes, utensils, or cooking equipment in storage areas
- Restock soap dispensers and glove supply boxes

*Landscaper*, **Kevin Pratt Landscaping, Inc.**, Milford, MA June 2015 – Present  
 (Seasonal)

- Perform landscaping duties for up to 20 clients weekly
- Mow lawns using push and riding lawnmowers
- Trim and edge walkways and flower beds
- Plant flowers and grass seed; prune all shrubs
- Use leaf blower to clean walkways and driveways
- Collect cash, checks and credit card payments from clients and deliver funds and receipts to manager at end of day

**VOLUNTEER EXPERIENCE**

*Literacy Volunteer*, **Mansfield Public Library**, Mansfield, MA Sept. 2015 – Present  
*Server*, **The Table, Father Bill's & MainSpring**, Brockton, MA Aug. 2015  
*Tutor*, **Stoughton High School**, Stoughton, MA Jan. 2014 – May 2015

**COMPUTER SKILLS**

Microsoft Word, Excel, Access, PowerPoint, Publisher, Adobe Photoshop and LinkedIn

**NAME**

131 Summer Street  
 Bridgewater, MA 02000  
 700-000-0000  
[bsustudent@student.bridgew.edu](mailto:bsustudent@student.bridgew.edu)

**EDUCATION**

**Bridgewater State University**, Bridgewater, MA  
 Bachelor of Science degree in *Biology, magna cum laude*  
**Honors:** GPA 3.8, Dean's List, all semesters

May 2016

**RELATED COURSEWORK**

Microbiology, Virology, Toxicology Principles, Genetics, Biochemistry, and Parasitology

**LABORATORY SKILLS**

**Instrumentation:** ChemDraw, Chem3D and ChemFinder

**Techniques:** IR Spectroscopy, Ultraviolet – Visible Spectroscopy, Differential Interference Contrast Microscopy, Polymerase Chain Reaction, Gel Electrophoresis, Chromatography (Liquid, Thin Layer), Distillation, Crystallization, Extraction and Protein Purification (Western Blot, Northern Blot)

**RESEARCH EXPERIENCE**

*Student Researcher*, Bridgewater State University, Bridgewater, MA

September 2015 – May 2016

Mentor: Dr. Mary Lamb, Biology Department

- Developed an independent research project aimed to elucidate cadherin and  $\beta$ -catenin expression, localization, and function in retinoblastoma cell lines

*Summer Researcher*, Bridgewater State University, Bridgewater, MA

May – August 2015

Mentor: Dr. Peter Piper, Biology Department

- Awarded competitive Adrian Tinsley Summer Grant (\$4000) to engage in 10 weeks of self-directed research
- Assembled ruminant GI Bacterial clone library by DNA extraction and purification from multiple rumen and fecal samples, isolating 16s rRNA by PCR before plasmid ligation and transformation
- Analyzed and identified subsequent sequencing results using NCBI BLAST and Sequencer, generating novel phylogenetic trees with Ribosomal Database Project II
- Continued research throughout the year to complete Honors Thesis

**CONFERENCES AND PRESENTATIONS**

"Characterization of Cadherin Expression in Retinoblastoma Cell Lines"

April 2016

National Conference on Undergraduate Research, Lexington, KY

Poster Presentation

"Bacterial Diversity in the Gastrointestinal Tract of the Kiko Goat as Assessed by 16s rRNA Gene Clone Libraries"

August 2015

Adrian Tinsley Program Summer Research Symposium, Bridgewater State University, Bridgewater, MA

Information Session and Poster Presentation

**COLLEGIATE ACTIVITIES**

*Treasurer*, Biology Club, Bridgewater State University

September 2014 – May 2016

- Managed all financial transactions of the club and formulated budget for fiscal year

*Member*, Sister Scholars, Bridgewater State University

September 2013 – May 2016

*Member*, Program Committee, Bridgewater State University

September 2013 – May 2016



**Name**

131 Summer Street, Bridgewater, MA 02325 ♦ [bsustudent@student.bridgew.edu](mailto:bsustudent@student.bridgew.edu) ♦ 700-000-0000 ♦ [www.linkedin.com/yourname](http://www.linkedin.com/yourname)

**EDUCATION****Bridgewater State University**, Bridgewater, MA

Bachelor of Science degree: Management

December 2017

Concentration: *Marketing*

GPA: 3.5; Dean's List: 6 semesters

**Cape Cod Community College**, Barnstable, MA

Coursework: Business Administration

September 2012 – May 2013

**RELATED EXPERIENCE****New England Aquarium**, Boston, MA

*Marketing/Public Relations Intern*

Fall 2016 – Present

- Assist Media Relations Director with a variety of tasks such as media relations, website content and donor relations
- Create content and contests on social media (Instagram, Twitter and Facebook) to drive followers to website and programs. Increase traffic (views) on Facebook by 65%, Instagram 55% and Twitter 50%
- Maintain media and job books for the current year's advertising and collateral as well as fulfill requests for marketing materials
- Draft press releases and media advisories for media outlets including The Boston Herald, Boston.com and local and regional television stations
- Write short copy for internal and external Aquarium marketing materials
- Help brainstorm and create storyboards for upcoming Aquarium programs such as "Camp Out Night"
- Participate on Event Support Team during 3 on-site promotional events

**Bridgewater State University**, Bridgewater, MA

*Team Member, Marketing Research Project, MGMT 494: Marketing Management and Strategy*

Spring 2016

- Worked in a team of 4 to conduct a research project on marketing a new product for a regional snack foods company
- Utilized secondary data analysis and surveys to determine target market based on demographics and psychographics
- Gathered results and created a proposal for the company recommending product changes, marketing strategies and branding to improve customer response as well as increase product sales

**MILITARY EXPERIENCE****Massachusetts Army National Guard**, Buzzards Bay, MA

*Military Police Officer (31B)*

July 2010 – Present

- Direct 5 personnel during assigned patrols and tasks while providing training and supervision
- Develop communication and report writing skills through interviewing witnesses, victims and suspects of investigations

**ADDITIONAL EXPERIENCE****Old Colony YMCA (Boys Assessment and Stabilization Unit)**, Brockton, MA

*Site Support Specialist*

August 2016 – Present

*Unit Caseworker*

September 2013 – August 2016

**Sigma Pi Fraternity, ETA-ETA Chapter**, Bridgewater State University, Bridgewater, MA

*Member*

January 2014 – Present

**American Marketing Association**, Bridgewater State University Chapter, Bridgewater, MA

*Member*

January 2015 – Present

*Secretary*

September 2015 – May 2016

**SKILLS**

**Languages:** Fluent in Spanish; conversational in Cape Verdean Creole

**Computer/Technical Skills:** Microsoft Word, PowerPoint, Excel and Publisher; SPSS; Adobe Photoshop; Facebook, Twitter, LinkedIn and Instagram

## Name

131 Summer Street • Bridgewater, MA 02325 • (700) 000-0000 • bsustudent@bridgew.edu

### EDUCATION

**Bridgewater State University**, Bridgewater, MA

Bachelor of Science degree in Education, Elementary Education (Grades 1-6)

December 2016

Bachelor of Arts degree, Spanish

GPA: 3.5/4.0; Dean's List: Spring 2015, Fall 2015, Spring 2016, Fall 2016

**Study Abroad**, Academic Programs International, University of Malaga, Malaga, Spain

January – May 2015

Completed coursework taught exclusively in Spanish.

### LICENSURE & CERTIFICATIONS

*Massachusetts Initial Licensure: Elementary (Grades 1-6)*

Anticipated February 2017

*Sheltered English Immersion (SEI) Endorsement*

Anticipated February 2017

### RELEVANT EXPERIENCE

*Student Teacher*, **Edgar B. Davis K-8 School**, Brockton, MA

September 2016 – Present

- Prepare lesson plans for multiple subjects including math, writing and science in a first grade classroom of 22 students, modifying teaching methods for different learning styles and IEP's.
- Implement a thematic unit, *Sharing in Communities*, which utilizes iPad applications in a group setting, combined with field trips to a local community garden.
- Utilize the DIBELS assessment to measure early literacy skills and ensure completion of reading benchmarks.
- Lead a guided reading group for 3 advanced third grade students.
- Develop 4 interactive and scaffolded math lessons focusing on coin value, place value, shapes and patterns.
- Correct daily homework assignments and provide feedback to students at the end of each week.
- Serve as a Spanish translator as needed for non-native speaking families at parent-teacher conferences.

*ESL Intern*, **Elementary School of the University of Puerto Rico**, San Juan, Puerto Rico

June – August 2016

- Taught English as a second language in grades K-2 for classes of up to 30 students.
- Prepared lesson plans for thematic units on colors, numbers, family, nature and classroom objects.
- Utilized poetry and songs to teach English vocabulary words.
- Differentiated instruction for pupils of all ability levels, including 2 students with autism.

*Teacher's Aide*, **Little People's College**, Wareham, MA

September 2015 – May 2016

- Assisted 4 lead teachers in facilitating preschool and kindergarten classrooms of 15-20 students.
- Organized and led activities designed to promote children's physical, cognitive, and social development.
- Addressed the developmental needs of each child by creatively constructing age appropriate lessons.
- Presented a variety of resources for children to explore through learning experiences and imaginative play.

*Research Assistant*, **"Bilingualism and Linguistic Policy in Cape Verde,"** Cape Verde

June – July 2015

- Travelled with two student researchers and a faculty member to the islands of Santiago and Fogo to collect data on bilingualism and linguistic policy in Cape Verde.
- Composed questions and interviewed teachers regarding the pedagogical aspects of bilingualism.
- Presented research findings at the BSU Mid-year Symposium, December 2015.

### SKILLS

*Language*: Spoken fluency in Spanish, highly proficient in reading and writing.

*Computer*: iPad, Chromebooks, SMART Board. Microsoft Word, Excel and PowerPoint.

**NAME** 131 Summer Street, Bridgewater, MA 02325 bsustudent@bridgew.edu (700) 000-0000

## Education

**Bridgewater State University**, Bridgewater, MA

Bachelor of Science degree in *Psychology* Minor: *Social Welfare* Anticipated August 2018  
GPA: 3.4

**Bristol Community College**, Fall River, MA

Associate in Arts degree in General Studies, *cum laude* May 2015  
GPA: 3.2

## Honors and Awards

John and Abigail Adams Scholarship September 2013 – Present  
Mass Transfer Tuition Scholarship September 2015 – May 2017  
Psi Chi: International Honor Society in Psychology Inducted May 2016

## Related Experience

### Volunteer

March 2016

*Camp Sunshine*, Casco, ME

- Participated in university-sponsored, three-day community service project, helping to provide support, joy, and hope to children with terminal illnesses in camp environment.
- Co-facilitated activities, including arts and crafts and sports for up to 50 participants.
- Served lunch and dinner to over 30 families attending program.

### Participant

September – December 2015

*Life Skills for Single Mothers Project*, *Service-Learning in Psychology Course*, Bridgewater State University

- Worked in team of 5 undergraduates to research latest methods for life skills training, under the guidance of Professor Thuja Solomon in the Psychology Department
- Used secondary data analysis, in-depth interviews with counselors and surveys to single mothers in shelters to develop interactive life skills exercise.
- Presented exercise to counselors and clients at Queen of Peace shelter, Boston, MA.
- Integrated as practical exercise into shelter's current life skills program.

## Other Experience

### Student Worker

October 2015 – Present

*Office of Undergraduate Admissions*, Bridgewater State University

- Support 5 administrative assistants with organizing, filing, and handling student applications.
- Prepare mailings and help collect materials for campus open houses.
- Work part-time while attending school full-time and commuting. Selected as only student worker to work full-time during summers.

## Computer Skills

*Software*: Advanced in Word, PowerPoint and Excel, basic knowledge of Publisher and Photoshop

*Social Media*: Basic knowledge of Twitter, Instagram, LinkedIn and Facebook

# KIM SMITH

## EDUCATION

**Bridgewater State University**, Bridgewater, MA  
Bachelor of Arts Degree in Art  
Concentration in Graphic Design  
Minor in Communication Studies  
GPA: 3.8; Achieved Dean's List status all semesters

Anticipated May 2015

## RELATED COURSEWORK

Advanced Graphics, Typography, Graphic Design 1-3, Drawing 1-2, Painting 1, Sculpture 1  
Business Issues in Art, Web Art 1-2, and Photography 1-2

## RELATED EXPERIENCE

Intern, DIF Design, Springfield, MA

January 2014 – Present

- Assist Director with the creation of designs, concepts and sample layouts for small and large scale clients in Massachusetts, Connecticut, Rhode Island and New York
- Confer with clients to discuss and determine layout design according to budget and needs
- Develop graphics and layouts for company logos, websites and marketing materials such as business letterhead, business cards, and brochures
- Maintain archives of images, photos and previous designs

Graphic Design/Marketing Intern, FableVision Learning, Dedham, MA

Summer 2013

- Created graphics for website and designed layout for email marketing
- Designed print and product marketing materials
- Worked closely with Creative Services Director
- Maintained and edited FableVision Learning website
- Conducted on-line research for teaching resources

## TECHNICAL SKILLS

Adobe Photoshop, Illustrator, InDesign, Flash, QuarkXPress, Dreamweaver, Fireworks,  
Final Cut Pro, Microsoft Office, PC and Mac Operating Systems, Screen Printing and Letterpress  
Social Media Platforms include: LinkedIn, Facebook, Instagram and Twitter

## EXHIBITIONS

"Expressions," Bridgewater State University, Bridgewater, MA  
"The Human Soul," Bridgewater State University, Bridgewater, MA

Spring 2014  
Spring 2013

# Reference Page

A reference page is a listing of 3 individuals who can attest to your professional or academic qualifications. Be sure you have their permission to be listed as a reference and send them information on the jobs you are applying to with an updated resume.

You should include the following information for each reference:

Name of Reference

Title

Employer name

Full address

City, state, and zip

Tel. #

Email address

A statement of their relationship to you



**Maria Jones**  
123 Main Street  
Bridgewater, MA 02324  
(508) 279-0000  
Mjones@email.com

## REFERENCES

John Smith  
Marketing Director  
JP Marketing Solutions  
128 Market Street  
Boston, MA 02345  
508-111-2222  
John.smith@jpms.com  
Association: Fall 2013 Internship Supervisor

Jane Doe, PhD.  
Assistant Professor of Management Science  
Bridgewater State University  
131 Summer Street  
Bridgewater, MA 02324  
508-333-4444  
jdoe@bridgew.edu  
Association: Faculty Supervisor in the School of Business  
at Bridgewater State University

Mary Gray  
Manager  
CVS Pharmacy  
131 Summer Street  
Bridgewater, MA 02324  
508-555-0000  
mgray@cvs.com  
Association: Current Work Supervisor

## DO:

- ✓ Make it brief, using short phrases
- ✓ Use action verbs such as created, initiated, organized (*see page 11*)
- ✓ Include internship, practicum, summer, full-time, and part-time employment
- ✓ Organize education and employment in *reverse* chronological order
- ✓ Use the language/jargon of your chosen field
- ✓ Have your resume critiqued for style, grammar and spelling
- ✓ Emphasize skills, strengths and accomplishments
- ✓ List major awards, achievements and publications

## DON'T:

- ✓ Make the resume longer than 1-2 pages
- ✓ Use negative words
- ✓ Use abbreviations
- ✓ Use common introductory phrases such as "My duties included" or "I was responsible for"
- ✓ Mention high school degrees and activities (unless you are a freshman or sophomore)
- ✓ Include personal information (e.g., height, weight, birth date, marital status, children or religion)
- ✓ Include present salary or salary desired