

# Sample Résumé Format

## YOUR NAME HERE

Street Address  
City, State, and ZIP  
(xxx) xxx-xxxx

## EDUCATION

**Degree, Institution, City, State**  
*Emphasis (or Specialization).* Month Year

List minor(s), academic honors, relevant memberships, significant presentations, group projects, reports, and independent research.

## EXPERIENCE

**Organization Name, City, State**  
*Position Title.* Month Year-Month Year

- Results, accomplishments, contributions, and promotions.
- Indicate the positive difference or impact you made; be specific, concrete, and concise (3 lines).
- Begin sentences with action verbs.
- If it is difficult to identify contributions you made to the organization, indicate the knowledge or skills you acquired.

## VOLUNTEER

**Non-Profit Organization, City, State**  
*Position Title.* Month Year-Month Year

- Results, accomplishments, contributions, and promotions.
- Indicate the positive difference or impact you made; be specific, concrete, and concise (3 lines).
- Begin sentences with action verbs.

## RELATED SKILLS

### **Highest Priority Professional Competency**

Section may include industry-specific knowledge and skills, written and spoken languages, related training, and professional development.

### **Second Highest Priority Professional Competency**

Present specific, concrete, and concise claims that could meet employer needs.

# Chronological Format: Sample 1

**JASON DOE**

doe@email.unc.edu

**School Address:**

18 Estes Drive Extension  
Carrboro, NC 27510  
(919) 555-1312

**Permanent Address:**

1234 West Street  
Chapel Hill, NC 27514  
(919) 555-1212

- OBJECTIVE** To obtain a challenging position as a municipal police officer.
- EDUCATION** University of North Carolina at Chapel Hill May 200x  
Bachelor of Arts – Sociology GPA: 3.23
- HONORS** Municipal Police Training Academy  
• Outstanding Academic Achievement for graduating top of the class  
Dean's List - 5 Semesters
- CERTIFICATIONS** North Carolina ACT 120 Certification
- RELATED EXPERIENCE**
- KEYSTONE ADOLESCENT CENTER*, Raleigh, NC January 200x-Present  
**Case Manager Intern**
- Supervise and secure the safety approximately 24 delinquent and troubled adolescents
  - Teach residents respect, discipline, and how to make better decisions
  - Provide counseling and guidance
  - Monitor progress and behavior
  - Prepare and submit weekly/monthly reports for Juvenile Courts
  - Lead and implement daily chores
- BUREAU OF POLICE*, Chapel Hill, NC August-May 200x  
**Police Intern**
- Assisted detectives with Criminal Investigation Division and juvenile investigations
  - Accompanied detectives to criminal trials at the Erie County Court House
  - Engaged in the procedures of arresting, booking, and dispatching units
  - Accompanied officers on patrol throughout a city of 119,000 residents
- PARKING AUTHORITY*, Chapel Hill, NC February 199x-July 199x  
**Security Guard**
- Diminished criminal activity in and near city parking ramps
  - Patrolled parking areas to ensure the safety of patrons
- OTHER EXPERIENCE**
- LOGAN MAINTENANCE*, Charlotte, NC May 199x-June 199x  
**Landscaping Supervisor**
- Ensured maintenance of approximately 90 properties
  - Supervised and trained new employees
- ACTIVITIES**
- President*, Municipal Police Training Academy – Class 66, 199x  
*Associate Member*, Fraternal Order of Police, 199x -9x  
*Volunteer*, United Cerebral Palsy Association, 199x

Use of bullets make resume easier to scan for employers.

Effective use of specific numbers to quantify accomplishments.

# Carolyn C. Sander

1644 Beethoven Dr.

Toledo, OH 43605

Phone: (419) 991-0210 Email: Carolyn.Sander@utoledo.edu

## Education

*The University of Toledo - Toledo, OH*

Bachelor of the Arts

Graduation: December 2008

Major: Political Science (legal studies concentration) Minor: Literature

GPA: 3.0

*The Washington Center for Internships and Academic Seminars*

Received 12 semester credit hours interning in Washington, D.C.

Attend lectures and seminars while working full-time at Midwestern Governors Association

## Work Experience

*Midwestern Governors Association-Intern-Washington, DC (Summer 2008)*

- Attend congressional hearings and energy forums,
- Conduct research and present findings in meetings, specifically energy issues and invasive species
- Prepare meeting documents
- Draft press releases, letters, and Governors talking points
- Compose newsletter articles

*University of Toledo Office of Undergraduate Admissions- Teleteam Coordinator (September 2006-present)*

- Oversee and direct the activities of the UT Teleteam
- call students to promote University enrollment
- motivate student workers
- organize call sheets and manage call volume per workday

## Activities/Leadership Experience

*Order of Omega Honor Society, The University of Toledo (Spring 2008-present)*

*Pi Sigma Alpha Honor Society, The University of Toledo (Spring 2008-present)*

*Delta Delta Delta, Phi Alpha Chapter, The University of Toledo (Fall 2005-present)*

- Panhellenic Chairwoman. Representing the chapter of 75 to a group presiding over on-campus sororities.
- Social Chair. Planned and delegated social events including date nights and spring formal for groups up to 200.
- Member. Help plan and participate in fundraising events to raise over \$23,000 for St. Jude Children's Research Hospital.
- CD Committee. Promote Tri Delta Music Project. Sing Christmas cover songs on a professionally recorded album, all proceeds to benefit St. Jude Children's Research Hospital

*Student Government Cabinet, Assistant Director Public Relations. (Spring 2007- Present)*

- Responsible for presenting Student Government image to students, delegating tasks, contributing to the student body through participation in Student Government events and activities.

*Homecoming Commission (Fall 2007-Present)*

- Day Coordinator- Organize the Homecoming Bonfire event. Responsible for hiring the band, overseeing setup, advertisement, renting equipment and working with University administration.

*Student Wellness Awareness Team (Fall 2006-Spring 2007)*

- Developed skits and games for audience participation in our presentations on educating collegiate students about nutrition and healthy eating.

## Skills

Experienced leader, outgoing personality, creative and artistic, excellent reading and composition skills in various styles, analytical and detail oriented, proficient in Microsoft Word, Works, Adobe Acrobat, and office machines.

# SARA DOR

## EDUCATION

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Rutgers College, Rutgers University      New Brunswick, NJ      Graduation, May 2008

*Double Majored in Political Science and Communication*

- Cumulative GPA 3.78

The Washington Center      Washington, D.C.      Fall of 2007

- Studied in the Mass Communication program.
- Participated in the Presidential Lecture Series
- Put together a portfolio of work while in Washington

## LEADERSHIP EXPERIENCE

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The White House      Washington, D.C.      Fall of 2007

*Intern- Office of Presidential Messages*

- Analyzed and interpreted incoming messages to the President.
- Input data and organized outgoing Presidential Messages
- Attended lectures for the Presidential Speaker Series
- Participated in and helped to organize special events at the White House

Rolling Hills Day Camp      Freehold, NJ      Summers: '05, '06, '07

*Head Lifeguard and WSI Swim Instructor*

- Evaluated students for swim levels
- Wrote lesson plans and taught students
- Supervised a team of 30 lifeguards

Rutgers College Aquatics      New Brunswick, NJ      2005-2007

*WSI and LGI certified instructor*

- Taught swim lessons through "New Horizons" at Rutgers
- Taught and certified new guards in CPR and life guarding

Substitute Teacher      Basking Ridge, NJ      2005- current

*Teach grades K-12*

- Obtained a substitute certificate for Somerset County
- Teach 3-4 days a week at any of six different schools

SCREAM Theater      New Brunswick, NJ      2004- current

*Training Co-Coordinator*

- Planned and led training meetings centered around interpersonal violence
- Performed at high schools and colleges in the tri-state area

## ACTIVITIES AND COMMUNITY SERVICE

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- Classical Ballet: Trained with The Joffrey Ballet and passed Royal Academy of Dance Exams.
- Gamma Phi Beta, Delta Mu Chapter
  - Assisted in fund-raising efforts that raised in excess of \$10,000 for the Make a Wish foundation during 2006 "Derby Days" sponsored by Sigma Chi Fraternity.