

RESUMES

AN EFFECTIVE RESUME PROVIDES A COMPREHENSIVE SUMMARY OF YOUR QUALIFICATIONS AND CAREER ASPIRATIONS. YOUR RESUME OFTEN SERVES AS AN EMPLOYER'S FIRST IMPRESSION OF YOU.



Carefully organize the information on your resume to make a good impression and attract employer interest. Your resume must be eye-catching and explicitly honest, clear and concise, and interesting to read.

Before you begin writing your resume, gather all of the information about your academic preparation (e.g., courses, study abroad, certifications, research projects), experience (paid and volunteer), and co-curricular involvement (college and community). In gathering this information, pay particular attention to dates, titles, responsibilities, and accomplishments. After you have collected everything, choose the most relevant information and format it using the tips in this chapter.

For additional information on writing a resume targeted to specific types of majors or careers, reference the many books on resume writing shelved in the Career Center Library (113 Conklin North) and then have your resume critiqued by a Career Center Consultant.

Your resume is a snapshot of your preparation and accomplishments throughout your educational and professional career. The words and style you use represent you. Human resource representatives or other hiring professionals who view your resume will judge you on the content and appearance of your resume. Prospective employers will base their decisions to interview you on your one or two page professional summary. Remember, the time you invest in perfecting your resume will pay huge dividends throughout your job search.

Resume Content

Resumes are more effective when tailored to a specific career or job target. As you examine your education, relevant experiences, and campus and community activities, keep in mind your career objective. A resume focuses attention on your strongest qualifications and fits the specific

position or type of position you are seeking. Your resume should be designed to set you apart from all other job seekers.

Listed below are sections typically found in a chronological resume. The inclusion and arrangement of these sections depends on how you want to highlight your skills and experiences, and how you want to focus your job search.

Resume Content for Teachers

Teacher resumes are more effective when tailored to a specific position or employer. Teacher candidates will have various experiences in the field, including student teaching, methods, tutoring, camp counseling, and coaching, as well as employment in part-time and seasonal positions that are unrelated to the field of education. Often, teacher candidates gain experience working with children early in their collegiate career, which can lead to a longer resume. A two-page teaching resume is not unusual. To an education employer, the most important sections of a teacher candidate's resume are Education and Relevant Teaching Experience.

Contact Information

At the top of your resume, provide your contact information, including your full name, address (school and permanent, if you have both), telephone numbers (include area codes), and email address. Make it easy for employers to reach you by listing your cell, current, and permanent telephone numbers. Remember to use a professional greeting when answering calls and on your voice message. Make sure your email address is professional; do not use a humorous or provocative email address. You can also list the URL for your electronic portfolio or personal website in this section. Do not make the font size of your name larger than 24 point. Other information in this section should be the same font size as the body text of your resume.

Career Objective

Your career objective statement is usually the most difficult section to write, but it serves a critical role in the development of your resume. Your objective informs prospective employers of your career aspirations. Many job seekers think including an objective statement on a resume is too limiting. However, a well-defined objective can capture the attention of an employer. Including a carefully articulated objective will demonstrate self-knowledge, confidence, and direction.

The information following the objective should document your capability to perform the job. If you want to explore more than one career option, develop two or three resumes, each with a different objective aimed at a specific type of position. When writing a professional objective, state your objective with a "work-centered" rather than a "self-centered" focus. Your objective should highlight what you have to offer the employer, not what you want the employer to offer you. Your objective should include one or more of these three components:

- Position or job function desired (e.g., *editor, marketing research analyst, social worker*).
- Organization type (e.g., *social service agency, hospital, consulting firm*).
- Skills, knowledge, or experience offered (e.g., *knowledge of data analysis, supervisory experience, project management skills*).

While a well-defined objective adds to the overall effectiveness of your resume, there are situations where it is advantageous not to include an objective. For example, if you are conducting a long distance job search and are unsure of current openings, you may want to indicate in your cover letter your interest in several types of positions. In your cover letter, demonstrate your adaptability by describing your transferable skills and broad interests. Use this approach sparingly. Research strongly indicates that stating an objective on the resume is beneficial.

Teacher Objectives

Your objective statement should have a “student focus,” rather than an “instructor focus.” School administrators expect your first priority to be your students’ development. When applying for a specific opening or school district, be sure to tailor your objective to the position (e.g., first-grade, English). Consider including the following information:

- *Your licensure area (e.g., middle childhood education with a concentration in math and science, intervention specialist, early childhood education).*
- *Position desired and name of school or school district (e.g., second-grade teaching position with Apple Elementary School, sixth-grade teaching position in the Bowling Green School district).*
- *Skills, knowledge, or experience offered (e.g., planning skills, knowledge of educational technology, coaching experience).*

There are a few instances when you may want to omit an objective from your resume (e.g., sending your resume to inquire about anticipated openings for the next school year). School administrators interviewing at the Teacher Job Fair in April may only know about current or anticipated openings due to retirements or resignations. Later in the summer, unexpected vacancies can occur. Therefore, it is advisable to broaden your objective statement to be more inclusive of the types of positions in your licensure area (e.g., To teach language arts in a middle school setting, helping adolescents with personal and developmental issues and promoting learning through academic and co-curricular experiences).

Education

This section highlights the breadth and depth of your academic preparation. Information in the education section is usually limited to college preparation. Do not include information from high school unless it highlights special skills that are particularly relevant to your career objective. For example, a music performance major who attended a high school for the performing arts should list this related education on the resume. The following tips will help you format your education section:

- List your highest or most recent degree first.
- Include the name and location of the university or college, your degree, major and minor areas of study, and the date or anticipated date of graduation.
- Do not abbreviate the name of your degree, specialization, or major/minor.

- List your overall and major grade point averages.
- Indicate special emphasis in your studies, such as relevant courses, research projects, or study abroad experiences.
- If you were a self-supporting student, you may want to include the percentage of college expenses you earned through academic scholarships and seasonal and part-time employment.

Teacher Education Section

This resume section highlights your academic preparation in college including your official degree(s), specialization(s), major(s), minor(s), and grade point averages (overall and major). You can also include other post secondary educational experiences (e.g., study abroad, undergraduate research, honors project) in this section. Listing other colleges or universities attended (unless you earned a degree) or high school information is not recommended. Teacher candidates can also use this section to specify the following information:

- Licensure area(s), areas of concentration, minors [e.g. Integrated Mathematics (Grades 7-12)].
- Praxis Information (e.g. Successfully completed Praxis II exams in Middle School Mathematics/ Language Arts and the Principles in Learning and Teaching, June 2005).

Experience or Employment

Use this section to summarize your experience. Summer and part-time employment, volunteer work, co-op assignments, and internships should all be included. For each position listed, specify:

- Name and location of the organization.
- Title of position you held.
- Dates you were employed.
- Description of your experience and accomplishments.
- Level of responsibility, contributions, and skills and abilities you demonstrated in each of your jobs.

Begin each entry with an action word (an action word list can be found on page 43 of this chapter), include specifics, and quantify whenever possible. For example, “Increased sales by 45% within six months” is a more descriptive statement than “Significantly increased sales.” You also can point out the number of new accounts you developed and the sales revenue generated.

If you have held several different types of jobs, create subheadings. Divide your experiences into “Relevant Experience” and “Additional Employment”

sections. You also can group the jobs according to type of experience, (e.g., Teaching, Management, Sales, Leadership, Other Work). Do not undersell yourself and assume that job titles describe what you did on the job. Descriptions should detail the level of responsibility and breadth of experience. You may use reverse chronological order to list these experiences and to group related experiences together.

In most cases, include only experiences or jobs held during your college years. Exceptions to this recommendation are jobs held in high school or military experience that are relevant to your career objective. Internships and co-op experiences are especially useful in demonstrating your skills and accomplishments. If you are a returning adult student, include all experiences during the past ten years that are relevant to your objective.

Teaching Experience

As an education major, you have been “in the classroom” since your first or second year in college. It can be a daunting task to present all of your relevant experience on a resume in a logical and organized manner. Your goal should be to illustrate the range and scope of your experience as an educator (e.g., student teacher, methods teacher, tutor, camp counselor, day care provider, Sunday school teacher, youth swimming instructor, coach).

Create a section entitled “Relevant Experience”, “Teaching Experience”, or “Field Experience”. List your entries in reverse chronological order starting with student teaching and methods. Use action words and include specific examples of accomplishments (e.g., lesson plans, assessment strategies, classroom management practices, use of technology) quantifying results whenever possible. For example, “Planned and taught science lessons in the areas of astronomy and botany for twenty students, grades 7-9” is a more descriptive statement than “Created age-appropriate activities for students.”

You can also create subheadings under a relevant experience section to call attention to your experiences working with students from various socioeconomic groups, ability levels, and ethnic backgrounds (e.g., inner city, special education, ESL, honors).

Activities & Leadership Roles

Co-curricular involvement highlights your community service experience, leadership roles, sociability, and energy level. List activities supporting your professional objective by pointing out your organizational, project management, and leadership skills. If you have been involved in many activities, select the ones in which you were most active. List offices or leadership roles, including dates, and describe your achievements.

Additional Sections

Several other sections may be used on resumes to demonstrate unique qualifications. These sections may include honors, awards, publications, presentations, research projects, or study abroad, which may also be listed in the education section or under a separate heading. Use a skills section to highlight your special qualifications, such as language proficiency, computer knowledge, research skills, or grant writing ability.

References

In most instances, you do not need to include names and addresses of references on your resume. If your reference writer is well-known in the field, however, it could be advantageous to list references on your resume. Most of the time, references can be provided on a separate sheet, included on an application, or listed on your resume as "References available upon request." Generally, a reference list will consist of the name, title, work address, telephone number, and email address of three to five academic and work references. The following guidelines will help you solicit your reference letters:

- Ask individuals who know you well and can speak to your skills and abilities to serve as references. Select only people who think highly of you and those with whom you have had a positive relationship. For example, if you had a conflict with a previous supervisor, do not list him or her as a reference! It is best to select current and past employers, faculty members, and advisors who can offer different perspectives.
- Contact individuals to request their permission before listing them on your reference list. Be sure to ask if they are willing to give you a strong recommendation.
- Ask your references how they prefer to be contacted (e.g., work telephone number, private email account, business email account).
- Provide your references with a copy of your resume to jog their memory about your qualifications. The more direction and information you provide them, the better able they will be to relate your background and experience to specific positions.
- Thank your references!

Personal Information

Personal information is not appropriate to list on your resume. It is illegal for an employer to solicit or use personal data such as your age, gender, marital status, number of children, national origin or ethnicity, religion, or disability in a hiring decision.

Resume Styles and Formats

Resumes can be prepared in different styles or formats; each format has its own advantages and disadvantages. Select the resume style that allows you to make the strongest presentation of your qualifications. You will find sample formats posted on WorkNet (which can be accessed through your MyBGSU account) that can be used when creating your own resume. Do not use templates provided with various word processing software packages as they do not upload into WorkNet easily.

There are two main resume styles, chronological and functional. Review the information below to determine which fits your needs better.

Chronological

Items are arranged in reverse chronological order (meaning most recent first) within the sections. Job titles and the organizations are emphasized, and descriptions of position responsibilities and accomplishments are included. A chronological resume demonstrates continuity and career growth while highlighting names of previous employers. This format works well for those with strong or relevant experience. By listing your experiences in reverse chronological order, you can demonstrate a record of positions with increasing levels of responsibility.

Functional

Unlike the chronological resume, the functional resume ignores historical sequence and stresses specific skills or functions regardless of when and where they were developed. This resume format gives you considerable flexibility to expand upon those skills most relevant to your career objective. Functional resumes are advantageous when you want to emphasize skills and capabilities gained through free-lance, volunteer, or temporary work, or when you have had a variety of different, relatively unconnected, work experiences. The functional resume can also mask lapses in your chronological work experience. The functional format may be most useful to career changers, those with diverse experiences, or those who have experienced extended periods of unemployment.

Length

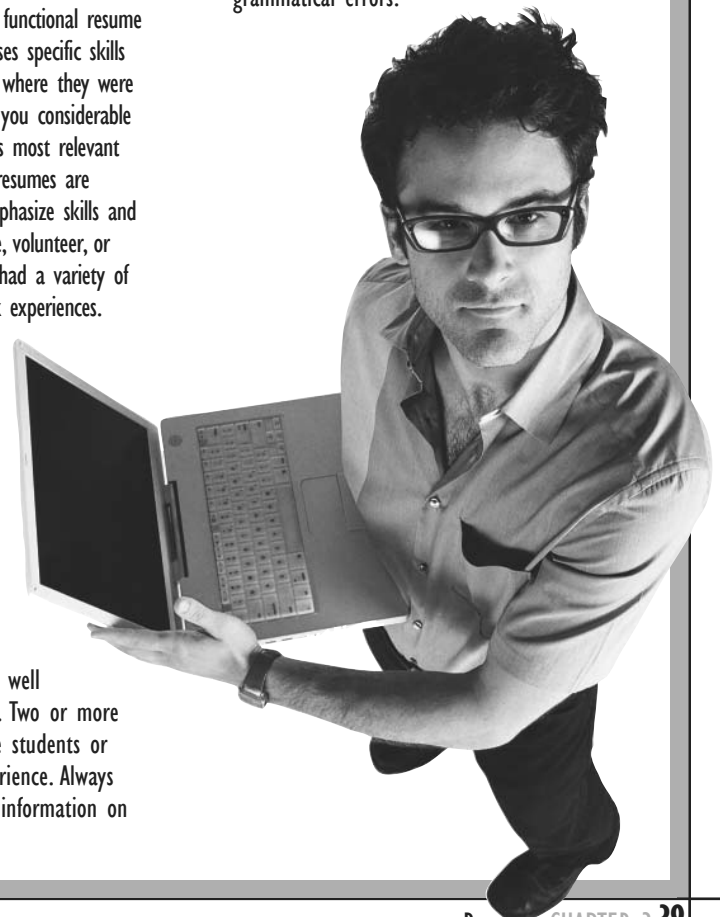
A one or two page resume works well for most recent college graduates. Two or more pages are acceptable for graduate students or students who have extensive experience. Always put the most important, relevant information on

the first page. If your resume is two pages, the information on the second page should fill at least half of the page.

Typing and Reproduction

Before you write your final draft, have your resume critiqued for content and style. Career Center Consultants are available to provide resume critiques. Visit our website at hire.bgsu.edu for more information about resume critique services. Several tips for your resume are listed below:

- Organize your resume by using section headings to direct the reader to relevant information about your education, experience, activities, skills, etc.
- Use proportional fonts (Times Roman or Helvetica) and print your resume on a high-quality laser printer.
- Use high-quality white, off-white, or buff-colored paper. Avoid parchment paper or other papers with busy backgrounds.
- Make your resume easy to read by using italics and bold type, short sentences, and bulleted lists.
- Have a spotless resume — no coffee stains, smeared ink, or extraneous marks.
- Proofread your resume carefully to make sure there are no typographical, spelling, or grammatical errors.



Critique Your Resume

- Always present accurate, honest information on your resume.
- Include complete contact information – you want employers to be able to reach you quickly and easily.
- Do not exaggerate your titles or accomplishments. Employers know the difference between a “restaurant host” and a “vice president for customer service.”
- Omit personal pronouns including “I” or “My” at the beginning of statements or sentences.
- Use action words at the beginning of sentences (e.g., created, designed, initiated, organized, supervised, taught). See page 43 for a list of action words.
- Consider using bullets to make your resume as reader-friendly as possible. For each position, use three to five bulleted statements to describe your accomplishments.
- Avoid full-justified text blocks; they put awkward spaces between your words. Stick to a left-justified format.
- Quantify your accomplishments by showing how much you reduced costs, the percentage you increased revenue, exactly how you improved processes, and the number of employees you supervised or students you taught.
- Use past tense to describe previous experiences and present tense for current jobs.
- Avoid passive words or phrases such as “responsible for” or “duties included.”
- Do not put information on your resume that might be negative or harmful to your candidacy. Sensitive information is best handled in a personal interview.
- Focus your information using your career objective statement to catch employers’ attention quickly because they usually screen resumes in less than 30 seconds.
- Avoid long lists of hobbies or interests – these can be seen as fillers or unnecessary “fluff” and can detract from the overall professional appearance of your resume.
- Emphasize your transferable skills (e.g., written and verbal communication, analytical and problem solving skills, knowledge of instructional methods, project management).
- List your jobs, educational experiences, activities, and other experiences in reverse chronological order.
- Eliminate high school information unless it is directly relevant to your career objective. For example, if you are seeking a job in sport management and you managed your high school basketball team for four years, it is relevant.
- List references on a separate page unless you have reference writers who are well-known in your field.
- **ALWAYS PROOFREAD!** Misspellings and grammatical errors are all the employer needs to put your resume in the “no” pile.
- To make sure your resume is top-notch, refer to the Resume Checklist on page 58.
- Remember to have your resume critiqued by a Career Center Consultant.

DROP-IN SERVICE

IN NEED OF A COVER LETTER OR RESUME CRITIQUE? NEED QUICK ANSWERS TO YOUR JOB SEARCH QUESTIONS? A CAREER CENTER CONSULTANT WILL BE AVAILABLE ON A FIRST-COME, FIRST-SERVED BASIS. CHECK OUT THEIR WEBSITE AT HIRE.BGSU.EDU FOR DAYS AND TIMES. DON'T FORGET TO BRING A DRAFT OF YOUR RESUME AND COVER LETTER.



Writing a Vita

A vita, also called a curriculum vita, or CV, is generally used for faculty positions. A vita is a comprehensive biographical statement emphasizing professional qualifications and teaching experiences. Besides serving as a job search tool, a vita can be used in many other ways; for example, a vita can be used as a supporting document for a grant funding proposal, a requirement to apply for membership in a professional organization, or a background statement for an introduction at a conference presentation.

Content of a Vita

Contact Information

- List your contact information at the top of the first page. Include your name, address, home phone number, work phone number (if you want to be reached during business hours), and email address.
- List your name and a page number on all subsequent pages at the top, in case the pages become separated.

Education

- List your educational experiences in reverse chronological order with the highest degree earned (or expected) first.
- Indicate the institution and location, degree and year received (or expected), major, and area of specialization, if applicable. Either the institution or the degree can be listed first, depending on which you want to emphasize.
- Do not list high school information unless it is directly relevant to your industry or field.
- Do not list grade point averages. You may, however, indicate that you graduated with distinction or cum laude, etc.
- You may list additional coursework or private study (particularly for Fine Arts students) in the education section or after your formal studies have been listed.
- You may list qualifying, comprehensive, or preliminary examinations passed (optional). Do not list all of your graduate courses because they will be included on your transcript.

Dissertation

- Doctoral degree holders should list, under their Ph.D or Ed.D., the title of their dissertation. A short (two or three line) summary of the research is appropriate. Master's students may list their thesis title.

Honors/Awards

- List your academic and professional awards.
- Honors and awards can be listed in the Education or Professional Activities section instead, if desired. Consider this option if you have a few awards and do not want a separate section of Honors/Awards. They can also be listed in the Experience section under a specific position if you earned them while on the job.

Relevant Employment

- List full or part-time experiences in reverse chronological order.
- Provide title of the position, location, dates of employment, a brief description of duties, and key accomplishments.
- Indicate any unique responsibilities you may have had such as "designed the course," "selected texts," or "team taught." Do not over-emphasize routine tasks such as grading papers. Emphasize your accomplishments.
- Professional employment can be subdivided into subheadings if you have had a variety of professional experiences. Typical subheadings could be: Teaching, Research, Consulting, or Administration.
- Teaching assistantships, internships, practica, and field experiences may be included. Include summer or short term jobs if professionally relevant.

Performance or Exhibit Experience (For Fine Arts Majors)

- This category allows you to highlight your performance and exhibit experiences.
- List both professional and non-professional activities which may include: dances performed and/or choreographed, plays acted in or directed, one person shows, MFA exhibits, symphonies, performances, student and faculty recitals, etc.

Military Experience (Optional)

- List rank held, dates of service, and a description of your position responsibilities. Include any special awards and commendations.

Teaching and Research Interests

- Use this section to demonstrate your range of teaching/research interests, especially

if your education and experience do not highlight all of your interests. Present a balance of interests including courses you are able to teach as well as any special research areas.

Publications

- Include completed publications or those in press, cited in full using the style customary in your field.
- Do not include: unpublished dissertations, addresses, conference papers, work in progress, or projected work. The following categories may be used as alternatives for these: Publications and Professional Activities, Proposed Research, Research Interests, Publications and Presentations, Research and Scholarly Activities, and Professional Activities.

Languages

- Indicate the languages in which you are fluent and the level of fluency (e.g., German: excellent speaking, fair reading and writing).

Professional Activities/Affiliations/Memberships/Licenses/Academic Service

- List activities that contribute to your professional credentials (e.g., association memberships, conference presentations, committee assignments, other professional activities).

MAILING YOUR RESUME

WHEN MAILING OR EMAILING YOUR RESUME, ALWAYS INCLUDE A COVER LETTER TO EXPLAIN WHY YOU ARE SENDING THE RESUME. FOR MORE INFORMATION ON COVER LETTERS AND OTHER JOB CORRESPONDENCE, SEE CHAPTER 4. WHEN MAILING YOUR RESUME, YOU CAN EITHER SEND IT IN A BUSINESS ENVELOPE OR A LARGE MANILA ENVELOPE TO PREVENT IT FROM BEING FOLDED OR CREASED IN THE MAIL.

- If you have extensive community service activities, (e.g., Rotary, NOW, Youth Counselor, Red Cross Volunteer) you should have a separate category called “Community Service.” This is particularly helpful if applying for community college positions.

References (Select one of the following options.)

- Available upon request.
- List the names of your references, their department, and institution.
- List the names, complete mailing addresses, telephone numbers, and email addresses of individuals providing letters of recommendation on your behalf.

Vita Organization

There are several technical aspects of vita development. The length is generally determined by the content. The more experience you have, the longer the vita. In academia, it is acceptable for someone with a master’s degree to have a three or four page vita. Good vitae, however, are still summaries and contain no complete sentences.

Keep your vita current. Since your vita can become obsolete quickly as you complete research projects and present at conferences, carefully review your vita periodically to improve and update it. Consider these simple rules for format:

- Be consistent.
- Do not mix styles in any categories (if you are annotating entries under employment history, then do so for every entry in the employment history category).
- Use short phrases, succinct word choice, and action verbs. Avoid complete sentences and “I” statements.
- List your name and the page number on each page (no page number on the first page).
- Do not use double entries (i.e., do not list an activity more than once).
- Do not mix chronological order. Always list entries in reverse chronological order.
- Use an appropriate length (e.g., three-five pages for recent Ph.D. recipients). The length of the vita normally corresponds to the amount of experience.
- Proofread your vita several times to catch grammatical and typographical errors. Have at least one other person proofread your vita.
- Choose a conservative paper color (shades of white, gray, tan).
- Use high quality paper (bond paper).

Sample Professional Objectives

To obtain a marketing position in an organization in need of a detail-oriented person with effective management skills, excellent written and oral communication skills, and proven experience in Advertising and Promotions.

To apply my education in Sport Management and Marketing and proven skills in telemarketing and account management as a sales representative responsible for group ticket sales for a minor league baseball team.

To teach special education at the primary level in a least restrictive environment. Offering Intervention Specialist-Mild/Moderate licensure.

To join the faculty in a progressive urban school district as a middle school life science teacher where my understanding of inner city youth, enthusiasm for science, and dedication to the field of education would motivate students to learn.

A social worker position in the protective services unit of a human services department, especially interested in investigation of abuse and neglect of the elderly.

Seeking a research assistant position in a medical research facility.

To join the research and development team of a plastics or coating manufacturer using my background and experience in analytical chemistry.

To use my knowledge of JavaScript and ColdFusion, visual design, and electronic commerce as a web developer for a company that markets their products and services on the internet.

A pharmaceutical sales representative position using my education in biological sciences, persuasive communication skills, and ability to establish rapport and build customer loyalty.

A field service technician position using advanced training and experience in electronic technology, and excellent technical trouble-shooting and problem-solving skills to diagnose and repair electronic and computer equipment.

To develop and manage planned, system-wide activities designed to enhance effectiveness of organizational processes. Offering advanced degree in Organization Development; knowledge of strategic planning, systems thinking, change management, and adult development; and proven ability to consult and build collaborative partnerships.

To enter a supply chain management or purchasing development program providing training and experience in sourcing, vendor relations, contract administration, information systems, and production management.

A trade specialist position with the Department of Commerce using my knowledge of business practices in Eastern Europe, fluency in the Russian language, and understanding of Russian history and culture to help U.S. companies expand into new markets.

A human resources generalist position with emphasis on human resource planning, job analysis, recruitment and selection, training and development, wage and salary administration, benefits management, and employee relations.

A position in corporate communications using my skills in technical writing, editing, desktop publishing, and event planning to enhance employee and stockholder relationships.

A position in governmental accounting or auditing with a local, state, or federal agency.

To use my skills in investigative reporting and experience in broadcast journalism as an on-air personality with a local television station.

To gain experience in global supply chain management through a summer internship or cooperative education assignment.

An internship in merchandising planning and analysis with a specialty retailer.

Sample Action Words

■ Verbs

Accelerated
Accompanied
Achieved
Acquired
Adapted
Addressed
Adjusted
Administered
Advanced
Advertised
Advised
Advocated
Allocated
Analyzed
Anticipated
Applied
Appreciated
Arranged
Assembled
Assessed
Assigned
Assisted
Audited
Authorized
Balanced
Briefed
Budgeted
Built
Calculated
Catalogued
Centralized
Chaired
Changed
Clarified
Classified
Collaborated
Collected
Commanded
Communicated
Completed
Composed
Conceived
Condensed
Conducted
Constructed
Contracted
Contributed
Controlled
Converted

Cooperated
Coordinated
Correlated
Corresponded
Created
Cultivated
Customized
Decided
Defined
Delegated
Delivered
Demonstrated
Designed
Determined
Developed
Devised
Directed
Discovered
Displayed
Documented
Doubled
Drafted
Earned
Edited
Educated
Effected
Eliminated
Enacted
Encouraged
Enforced
Engineered
Enhanced
Employed
Established
Evaluated
Exceeded
Executed
Exhibited
Expanded
Expedited
Explained
Explored
Facilitated
Finalized
Financed
Focused
Forecasted
Formalized
Formed
Fostered

Founded
Fundraised
Generated
Governed
Graduated
Guided
Handled
Headed
Hired
Identified
Illustrated
Implemented
Improved
Improvvised
Incorporated
Increased
Influenced
Informed
Initiated
Innovated
Inspired
Installed
Instructed
Insured
Integrated
Intensified
Interpreted
Interviewed
Invented
Investigated
Justified
Launched
Led
Licensed
Located
Logged
Maintained
Managed
Manufactured
Marketed
Mastered
Mediated
Mentored
Minimized
Mobilized
Modified
Monitored
Motivated
Negotiated
Nominated

Obtained
Officiated
Operated
Orchestrated
Ordered
Organized
Originated
Outlined
Participated
Perceived
Perfected
Performed
Persuaded
Piloted
Pinpointed
Pioneered
Placed
Planned
Prepared
Presided
Prevented
Prioritized
Processed
Procured
Produced
Programmed
Projected
Promoted
Proposed
Proved
Provided
Publicized
Published
Purchased
Qualified
Quantified
Realized
Recommended
Reconciled
Recruited
Reduced
Reinforced
Reorganized
Reported
Researched
Resolved
Responded
Revamped
Reviewed
Revised

Scheduled
Screened
Secured
Selected
Served
Simplified
Solved
Spearheaded
Specialized
Staffed
Standardized
Streamlined
Strengthened
Structured
Succeeded
Summarized
Supervised
Supported
Surveyed
Synthesized
Systematized
Tabulated
Targeted
Taught
Tested
Trained
Transferred
Transmitted
Translated
Tutored
Unified
Updated
Upgraded
Used
Utilized
Verified
Volunteered

■ Nouns

Achievement
Ability
Ambition
Competence
Confidence
Creativity
Dedication
Determination
Development
Diversity
Economy

Excellence
Experience
Harmony
Honor
Imagination
Ingenuity
Judgement
Merit
Prestige
Recognition
Retention
Success
Training

■ Adjectives

Active
Capable
Conscientious
Dependable
Detailed
Determined
Distinctive
Educated
Effective
Efficient
Exceptional
Exclusive
Goal-oriented
Helpful
Honest
Initial
Inquisitive
Lasting
Loyal
Notable
Popular
Practical
Productive
Proficient
Punctual
Reasonable
Reliable
Responsive
Satisfied
Simplified
Substantial
Superior
Timely
Useful
Vital

Chronological Resume Format

NAME

Email Address

CURRENT ADDRESS

Street Address
City, State, Zip
Telephone Number

PERMANENT ADDRESS

Street Address
City, State, Zip
Telephone Number

CAREER OBJECTIVE

A concise statement that describes your career interests, states your preferred work environment, and matches your strongest qualifications to the employer's needs.

EDUCATION

University Name and City, State
Official name of degree to be received; Date of graduation
Academic Major; Minor
Overall GPA: ____; Major GPA: ____

Additional information for this section may include:

- Academic honors and awards, dates
- Relevant courses and/or course projects
- Senior projects or thesis
- Percentage of educational expenses earned

RELEVANT EXPERIENCE

Name of Organization and City, State
Your job title, dates of employment

- Describe major responsibilities, accomplishments, and skills gained.
- Begin statements with action words to enhance the overall impact.
- Make use of bullets or dashes.

ADDITIONAL EMPLOYMENT

Name of Organization and City, State
Your job title, dates of employment

- Describe major responsibilities, accomplishments, and skills gained.
- Begin statements with action words to enhance the overall impact.
- Make use of bullets or dashes.

ACTIVITIES

Name of Organization, offices held, dates of membership

- Include student professional associations, clubs, intramural sports, and volunteer and community activities.

SKILLS

- List skills relevant to your career objective including computer skills, foreign language proficiency, and other transferable skills.
- Group your skills into easily identifiable groups.

REFERENCES

Available upon request.

Functional Resume Format

NAME

Email Address

CURRENT ADDRESS

Street Address
City, State, Zip
Telephone Number

PERMANENT ADDRESS

Street Address
City, State, Zip
Telephone Number

SKILLS

List the skills you would like to highlight for potential employers, especially those directly related to your career objective, grouping them for maximum efficiency of information. They can be skills gained in any past experiences, such as jobs, internships, and volunteer activities. This section could be a two-column list if you have many skills you wish to highlight. A few example entries are listed below:

- Four years proven supervisory experience including hiring, training, scheduling, and mediating employee conflicts.
- Proven marketing skills as part of a marketing team that launched three new successful regional internet companies.
- Experience with water quality testing procedures in an industrial environment.
- Taught 15 to 20 students in a least restrictive environment using behavior modification strategies.

EDUCATION

University Name and City, State
Official name of degree to be received; date of graduation
Academic Major; Minor
Overall GPA: ____; Major GPA: ____

Additional information for this section may include:

- Academic honors and awards, dates
- Relevant courses or course projects
- Senior projects or thesis
- Percentage of educational expenses earned

EMPLOYMENT

(List experiences in reverse chronological order, using only the location, job title, and dates of employment – the skills you developed and other important accomplishments are already highlighted above.)

Name of Organization and City, State
Your job title, dates of employment

Name of Organization and City, State
Your job title, dates of employment

Name of Organization and City, State
Your Job title, dates of employment

ORGANIZATIONAL INVOLVEMENT

Name of Organization, dates of membership
Include professional associations, student organizations, and volunteer and community activities.

REFERENCES

Available upon request.

KEVIN K. BARNES

501 Perch Lane
Bowling Green, OH 43402

barnes@bgsu.edu
(419) 957-1111 (Cell)

OBJECTIVE

To teach language arts or mathematics in an intermediate or middle school setting providing support and guidance to students facing the challenges of adolescence and encouraging them to grow as individuals through both academics and extracurricular activities.

EDUCATION

BOWLING GREEN STATE UNIVERSITY, Bowling Green, Ohio

- Bachelor of Science in Education, Middle Childhood Education, GPA: 3.8/4.0, May 2009
- Concentration Areas: Mathematics and Reading/Language Arts
- National Merit Scholarship Recipient
- Successfully completed Praxis II Exams in Middle School Mathematics/Language Arts

TEACHING & RELATED EXPERIENCE

WEBSTER ELEMENTARY SCHOOL, Pemberville, OH

Student Teacher, Fourth Grade, Spring 2008

- Prepared and implemented mathematics lessons using games, manipulatives, and interactive activities to encourage creative thinking, problem solving, and enjoyment of mathematics.
- Incorporated a variety of learning experiences including creative drama, music, and dance into standards based language arts and mathematics activities.
- Designed activities and lessons to prepare students for statewide achievement testing.
- Communicated effectively with parents through weekly newsletters and participation in parent conferences and intervention meetings.
- Provided small group and individual student interventions in mathematics and language arts both during and after school.

Methods Teacher, Fourth Grade, Fall 2007

- Developed and taught a two week reading/language arts unit incorporating review activities to address kinesthetic, spatial, and linguistic learning styles.
- Planned and implemented a ten day mathematics unit on area and perimeter using literature connections, manipulatives, hands on instruction, and cooperative learning.
- Attended a teacher in service and participated in review and discussion of a new mathematics curriculum under consideration by the district.

GROVE PATTERSON ACADEMY, Toledo, OH

Tutor, Spring 2007

- Provided homework assistance and study skills guidance to an eighth grade student.
- Worked individually with fourth grade students on mathematical and reading concepts.
- Tutored students living within an inner city, urban environment.
- Observed classroom teacher utilizing different behavioral modification techniques.

Chronological Resume for Education

KEVIN K. BARNES

page 2

AROUND THE CLOCK, INC., Findlay, OH

Preschool Teacher, Fall 2006

- Assisted with the daily operations of the child care facility.
- Implemented activities to meet the social, emotional, and physical needs of children.
- Constructed and applied redirection and behavioral modification techniques as needed.

MEDICAL CARE COORDINATORS, INC., Roseville, MI

Mathematics Tutor, Summer 2005

- Designed and taught individualized integrated mathematics lessons to prepare a special needs high school student for return to school after a traumatic brain injury.
- Collaborated with an Occupational Therapist and Vocational Rehabilitation Counselor to accommodate the student's instructional needs.

PICKETT ELEMENTARY SCHOOL, Toledo, OH

Literacy Serve and Learn Tutor, Spring 2005

- Provided small group tutoring to students in second through fourth grades in an after school program designed to improve low proficiency scores.
- Interacted with a diverse group of students in a low income urban area.
- Planned and implemented reading and mathematics activities to adapt to individual students' academic needs and interests.

PRIVATE RESIDENCE, Oxford, MI

Child Care Provider, Summers 2003 — 2004

- Supervised three children ages 8 to 11, providing a daily schedule of organized educational activities and play.

PROFESSIONAL DEVELOPMENT & LEADERSHIP EXPERIENCE

- Attended SciMaTEC Future Teacher Conference, Spring 2008
- Attended Ohio Council of Teachers of Mathematics Annual Conference, Fall 2008
- Bowling Green Council of Teachers of Mathematics, Spring 2006 — Spring 2008
- Alpha Lambda Delta National Honor Society, Fall 2006 — Present
- Golden Key International Honor Society, Spring 2006 — Present
- Bowling Green State University Catholic Newman Club, President, Fall 2005 — Spring 2007
- National Honor Society of Secondary Schools, Fall 2003 — Spring 2005

ADDITIONAL SKILLS & QUALIFICATIONS

- Background in creative drama
- Proficient in various computer software programs, including basic web design and the following:
 - Microsoft Word
 - Microsoft FrontPage
 - Apple Works
 - Microsoft Excel
 - Adobe Photoshop
 - Apple iMovie HD
 - Microsoft
 - Macromedia
 - Inspiration

Chronological Resume
continued

Rodger M. Adams
rallen@bgsu.edu

Permanent Address
797 Palm Drive
Toledo, Ohio 45828
(419) 769-4578

Current Address
340 East Market Street
Bowling Green, Ohio 43402
(419) 957-8151

EDUCATION

Bowling Green State University (BGSU), Bowling Green, Ohio
Bachelor of Science in Education, Integrated Social Studies, Expected Graduation Date: May 2010

- State of Ohio Licensure for grades 7-12 Cumulative GPA: 3.32/4.0
- Praxis II Content Knowledge: passed April 2010
- Praxis II Principles of Teaching and Learning: passed November 2009

RELEVANT EXPERIENCE

Celina Middle School, Celina, Ohio
Student Teacher, Spring 2010

- Taught eighth-grade U.S. History to approximately 110 students in five different classes
- Developed a unit plan on the United States Constitution including a chapter assessment
- Built rapport and relationships with students to become familiar with students' backgrounds and learning needs
- Prepared and implemented lesson plans including direct lecture and cooperative learning activities to meet the individual needs of the students
- Participated in Parent-Student-Teacher meetings and an Open House to discuss students' achievements
- Collaborated with other eighth-grade teachers in a team teaching environment to discuss planning ideas and integration of technology across the curriculum
- Chaperoned the Washington D.C. trip for eighth grade students and the Middle School "Fun Night"

Methods Student, Fall 2009

- Attended two teacher in-service programs to increase students' learning across the curriculum
- Integrated various hands-on and interactive learning activities into a mini lesson on colonial life and government
- Provided one-on-one assistance to special needs students in an inclusion class setting

Crim Elementary School, Bowling Green, Ohio

Help A Child Tutor, Spring 2009

- Planned creative projects and assessments for a first grade student
- Collaborated with the classroom teacher to determine the student's assessment needs

Coldwater High School, Coldwater, Ohio

Varsity Assistant Baseball Coach, February 2008 — June 2008

- Modeled basic skills and provided instruction on the fundamentals of baseball
- Assisted with scheduling practices and preparing the field for game days
- Developed excellent rapport with athletes, providing examples of teamwork
- Planned and coordinated the set-up of all drills and activities outside of games
- Served as first base coach for the varsity baseball team
- Coached athletes to a state semi-finalist finish for the first time in five years

Chronological Resume for Education

Rodger M. Adams

page 2

COLLEGE EMPLOYMENT

Sundial Dining Hall, BGSU, Bowling Green, Ohio

Student Supervisor, Fall 2007 — Present

- Trained students on the basic operations of the dining facility, including food preparation, credit and cash transactions, and opening and closing procedures
- Supervised between 5-7 students each shift ensuring that any problems were resolved quickly
- Worked with students to enhance cooperation and to create a more team-oriented environment

CAMPUS ACTIVITIES

- Ohio Council of Teachers of Social Studies (2007 — Present)
- National Education Association (2007)
- Ohio Education Association (2006)
- Bowling Green Student Education Association (2006)
- Partners in Context and Community (2006 — 2008)

COMPUTER SKILLS

- Proficient with Windows and Macintosh systems
- Frequent use of the internet and e-mail for research and communication
- Proficient in the following Microsoft applications: Word, PowerPoint, and Excel
- Knowledge of Adobe InDesign and I-Movie technology
- Familiar with web page design

REFERENCES

Available upon request

Chronological Resume
continued

KAREN L. DOWNEY
downey@bgsu.edu

24576 Stone Ridge Road Perrysburg, Ohio 43551 (112) 223-3344

OBJECTIVE To obtain a teaching position (K-3) fostering the intellectual and motional growth of children in a positive, supportive environment.

EDUCATION Bowling Green State University Bowling Green, Ohio
Bachelor of Science in Education May 2009
· Cumulative GPA: 3.95
· Honors Program
· State of Ohio Licensure in K-3

RELATED EXPERIENCE Wayne Trail Elementary Fremont, Ohio
Student Teacher Spring 2009
· Taught all subjects areas for third grade students
· Developed a unit on energy including experiments, learning stations, and demonstrations
· Read a trade book with students and provided activities and information for researching the setting of the story
· Maintained classroom discipline by using an incentive program to reward positive behavior

Lemoyne Elementary Lemoyne, Ohio
Methods Fall 2008
· Observed and then taught 23 third grade students in all areas
· Created and taught a two-week science unit on rocks and minerals
· Prepared notes and accommodated tests for a student with an Individual Education Plan

EMPLOYMENT Kazmaiers Inc. Toledo, Ohio
Deli Clerk Supervisor 2004 — present
· Provide excellent customer service
· Maintain database for computerized meat scales
· Supervise two deli clerks
· Organize weekly work schedules

HONORS
· American Collegiate Scholar
· Golden Key National Honor Society

REFERENCES Available upon request

Chronological Resume for Education

JAMES C. RIVERA

Current Address: 2000 Main Street * Bowling Green, OH 43403 * (419) 354-1630
Permanent Address: 1553 Washington Street * Newark, NJ 07102 * (973) 367-4488
jriviera@bgsu.edu

CAREER OBJECTIVE

A program management position with a corporate fitness or community recreational facility using my training skills and related experience to promote employee wellness.

EDUCATION

Bowling Green State University, Bowling Green, OH
Bachelor of Science in Education in Health Promotion, May 2010
Overall GPA: 3.0, Major GPA: 3.7

EXPERIENCE

Student Recreation Center, Bowling Green, OH
Weight Room Supervisor, August 2008 — present
· Conduct weight room clinics to present effective exercise and training techniques to groups of 5 - 12 students
· Monitor and supervise the use of all exercise equipment in the training areas
· Perform preventive maintenance on Nautilus, Universal, and other equipment

Department of Intercollegiate Athletics, Bowling Green, OH
Intern Assistant to the Athletic Director, Summer 2008
· Completed rotational assignments in facility management, purchasing, inventory control, and concession operations
· Revised the Athletic Department Policy and Procedures Manual, a 50-page manual
· Gained an understanding of the complexities of athletic administration on a college level

The New Age Fitness Center, Newark, NJ
Assistant Manager and Fitness Instructor, Summers 2006 — 2007
· Acquired more than 50 hours of personal training experience
· Conducted fitness assessments and instructed members in proper use of exercise equipment
· Presented seminars on coping with stress and developing healthy lifestyles
· Wrote a training manual to help orient new employees

Newark Parks and Recreation, Newark, NJ
Children's Sports Instructor, Summer 2005
· Taught basic techniques of softball, basketball, and soccer to children, ages 7 - 15
· Supervised sport programs and provided first aid for participants with minor injuries
· Earned certification in Professional CPR and Standard First Aid

ACTIVITIES

· Association for the Advancement of Health Education (2008 — present), Serve as Vice President and Treasurer
· University Activities Organization (2007), Member of the Recreation Committee

Chronological Resume for Health Promotion

MARTHA N. THOMAS

47 North Crawford Street
Toledo, OH 43490

(419) 353-2278
martha@bgsu.edu

OBJECTIVE

A direct service position working with children and families from disadvantaged backgrounds in a community social service agency.

EDUCATION

Bowling Green State University, Bowling Green, Ohio
Bachelor of Science in Social Work, Overall GPA 3.0, Major GPA 3.2, May 2010

Firelands College, Huron, Ohio
Associate of Arts in Sociology, Overall GPA 3.3, Major GPA 3.5, May 2008

RELEVANT EXPERIENCE

Cummings Zucker, Toledo, Ohio

Social Work Intern, January 2010 – May 2010

- Developed and implemented a parenting skills program designed to prevent child abuse and neglect with special outreach to individuals from a lower socioeconomic status. Instruction emphasized building of self-esteem; enhancing communication; and attaining a balance of love, respect, and discipline through the use of Systematic Training for Effective Parenting.
- Planned and co-facilitated sessions for father/child group interaction using a behavior management model.
- Assisted with “Early Intervention for Children” classes. Worked with children, ages three to five who displayed problem behaviors. Focused on behavior management, child development, and parent education.
- Provided individual counseling to children with emotional difficulties.

Child Therapy Aid, August 2009 – December 2009

- Assisted primary child therapy clinician with individual and group counseling sessions.
- Planned and implemented creative art projects, therapeutic games, and self-esteem building and social interaction exercises.

Group Facilitator, January 2009 – May 2009

- Served as a co-facilitator of an adolescent group participating in a treatment program for child sexual abuse victims and their families.

ACTIVITIES

- Student Organization of Social Workers, Vice President, 2007 – 2009
- Vision, Social Justice Committee, 2007 – 2008
- Recipient of Service Award, Big Brothers/Big Sisters, 2006

Functional Resume for Human Resource Management

Chronological Resume for Social Work

ANNA SEGHERS

seghers@bgsu.edu
21 Gulfside Drive • Columbus, OH 40910 • (312) 555-5555

CAREER OBJECTIVE

A position in Human Resource Management using skills and training in industrial psychology, interpersonal communication, statistical analysis, and research methodology.

EDUCATION

Bowling Green State University
Bachelor of Arts, Psychology, GPA 3.2

Bowling Green, OH
May 2009

COMMUNICATION AND TESTING SKILLS

- Trained in the application of psychological and ability assessments in the selection of employment applicants
- Redesigned employee manuals to enhance readability and layout
- Experienced in job and task analysis and the creation of classified and on-line advertisements

TRAINING SKILLS

- Excellent public speaking and group facilitation skills gained through 100 presentations during the past four years
- Experience with small group and individualized training; have selected and trained more than 50 staff members
- Proficient in the use of multimedia presentation software

INTERPERSONAL AND MANAGEMENT SKILLS

- Gained experience helping residents with educational, career, personal, and health issues
- Developed a strong sense of community among a new group of 350 residents each academic year
- Experienced with program planning, budgeting, event management, and student disciplinary procedures
- Served as a member of several interviewing committees at the University

EMPLOYMENT

Department of Residence Life
Resident Advisor

Bowling Green OH
Academic Years 2006 – Present

Red Lobster
Shift Supervisor and Server

Maumee, OH
Summers 2005 – 2008

REFERENCES

Available upon request.

RITA O'DONNELL

33892 Hanover Woods Trail
Akron, OH 44169440-499-2473
rita@bgsu.edu

EDUCATION

Bowling Green State University, Bowling Green, OH

Bachelor of Arts, Dual Degree in Psychology and Sociology, August 2010

- Earned 100 percent of educational expenses through part-time and summer employment

Relevant Courses:

- Psychology of Child Development
- Abnormal Psychology
- Deviance and Social Control
- Juvenile Delinquency
- Minorities Groups
- Behavior Pathology in Children
- Social Psychology
- Cognitive Psychology
- Clinical Neuroscience
- Alcohol and Public Policy

VOLUNTEER EXPERIENCE

Big Brothers Big Sisters, Toledo, OH

Big Sister, September 2007 – Present

- Mentor a middle school girl and provide educational and emotional assistance
- Tutor child in the subjects of reading and math

EMPLOYMENT

Summit Extended Care, Toledo, OH

Nursing Assistant, January 2007 – Present

- Provide daily care to residents of the skilled and lock-down units including post-surgery patients, individuals on hospice, and residents with different levels of Dementia and Alzheimer's
- Maintain accurate records on charts during my shift
- Build caring relationships with residents and their families and offer emotional support

BGSU Office of Residence Life, Bowling Green, OH

Night Guard / Desk Clerk, 2006 – 2007

- Greeted visitors and residents, scheduled meetings for hall staff, sorted mail, and answered questions about services and University events and programs
- Monitored the physical facility to ensure the safety and security of residents
- Provided responsive service to University guests who participated in conferences during the summer months

Pizza Hut, Akron, OH

Assistant Manager (Hourly), Summers 2004 – 2006

- Managed all aspects of restaurant operations including opening and closing procedures, food production, delivery, and dining operations
- Trained and oriented new employees stressing the importance of customer service, teamwork, and operational efficiency
- Supervised 13 - 14 employees during shift
- Built repeat business by providing prompt service and maintaining outstanding food quality
- Conducted audits of cash register receipts and prepared daily bank deposits

Chronological Resume for Interpersonal Communication

Chronological Resume for Psychology and Sociology

DONNA M. BOOKS
dmbooks@bgsu.edu

PERMANENT ADDRESS

1270 Wave Drive
Warren, OH 44483
(330) 847-8043

LOCAL ADDRESS

424 Harris Avenue, Apt. 12
Bowling Green, OH 43402
(419) 352-0001

EDUCATION

Bowling Green State University (BGSU), Bowling Green, Ohio

Bachelor of Arts in Communication, Major: Interpersonal Communication, Overall GPA: 3.5, May 2009

TELEVISION EXPERIENCE

BG-24 News, Bowling Green, Ohio

Anchor, Reporter, Writer, Editor, Photographer (September 2008 to Present)

- Anchor live newscast at 5:30 every Wednesday and Friday
- Produce (interview, edit, shoot, write) one package weekly
- Write stories for three weekly newscasts
- Shoot and edit video and soundbites for newscasts

Awards and Training

- Recognized as Talent of the Month – February 2008
- Completed in-depth Media 100 training

WYTV News Channel 33, Youngstown, Ohio

Summer Intern (May 2008 to August 2008)

- Accompanied reporter on stories
- Helped write stories for the 5 p.m. and 6 p.m. shows
- Practiced stand-ups, editing, interviewing, shooting, writing, and anchoring
- Learned about AP News Center operations
- Interviewed top players at the 2008 LPGA

WTVG 13 ABC, Toledo, Ohio

Investigative Intern (October 2007 to March 2007)

- Interviewed individuals who were experiencing difficulties with local businesses
- Assessed what could be done to resolve individuals' problems
- Helped determine which stories the reporter used on camera
- Wrote, logged tapes, investigated, and solved problems

HONORS AND ACTIVITIES

- Dean's List (Fall 2006 to Spring 2009)
- Golden Key National Honor Society (inducted Fall 2007)
- Pi Beta Phi Sorority (Fall 2007 to present), Membership Chair (2008), Secretary (2007)
- BGSU Dance Team (Spring 2006 and Spring 2007)

REFERENCES AND TAPES

Available upon request.

STEVE J. LETTERS

letters@bgsu.edu
<http://digitalarts.bgsu.edu/portfolios/letters>

1515 East Wooster, Apt. 41
 Bowling Green, OH 43402
 (419) 352-3222

2242 Grant Wood Drive
 Toledo, OH 43613
 (419) 472-2694

OBJECTIVE

A web designer position applying my education in fine arts and relevant experience in photography, digital arts, and design.

EDUCATION

Bowling Green State University, Bowling Green, Ohio
 Bachelor of Fine Arts, 2-D Studies in Photography, May 2009

- Graduated Summa Cum Laude
- Recipient, Bowling Green State University Professor's Scholarship, 2005 – 2009
- Awarded the Charles Lakofsky Art Award, 2006
- Earned the Toledo Dealership Scholarship, 2005 – 2007
- Recipient of the Harry V. Frankfather Scholarship, 2005

PROFESSIONAL EXPERIENCE

BGSU Information Technology Services, Bowling Green, OH

Student Supervisor, May 2007 – Present

Computer Lab Consultant, January 2006 – May 2007

- Train and provide daily supervision for approximately 70 student employees who help students, faculty, and staff with technology-related questions in eight campus computer labs
- Conduct consultants' evaluations and coaching for performance improvement
- Respond to technical questions from consultants and update on-line documentation for lab procedures
- Conduct inspections of labs, report hardware problems, and monitor operations
- Entrusted with direct access to confidential codes

The Clothing Connection, Toledo, OH

Freelance Web Designer and Programmer, Summer 2007 - Present

- Consult with the store owner to identify scope of the projects and to determine site navigation
- Conceptualize the visual template for an e-commerce website for this local retail clothing store
- Program in HTML, CSS, and JavaScript
- Provide ongoing technical support, photography of new merchandise, and prepared images for publication at <http://www.clothingconnection.com>

PHOTOGRAPHY SKILLS

- Extensive experience using both color and black and white film processing and development
- Adept at the use of 35mm, medium format and large format cameras

TECHNICAL SKILLS

- Trained in website design (HTML, CSS, JavaScript, PHP, MySQL, and Macromedia Flash)
- Proficient in Adobe Photoshop
- Experienced in theatrical set work including lighting, set construction, and painting

Chronological Resume for Environmental Science

Chronological Resume for Fine Arts

Ian Bookman

ibook@bgsu.edu

730 McDonald North
 Bowling Green State University
 Bowling Green, OH 43403
 (419) 372-9999

39 Milbrandt Drive
 Newark, Ohio 44857
 (419) 672-1212

Education

Bowling Green State University
 Bachelor of Science in Environmental Science, Minor in General Business, GPA: 3.7

Bowling Green, OH
 May 2010

Relevant Experience

Environmental Assistant
 Toledo Zoo
 August 2008 – Present
 Toledo, Ohio

- Maintain mammal living facilities by controlling temperatures and air quality through regulation systems; conduct various tests and data collection procedures as needed
- Coordinate educational presentations to update citizens on environmental issues affecting the zoo

Intern
 Yellowstone National Park
 Summer 2008
 Bozeman, MT

- Served as a tour guide for park visitors of all ages in all weather conditions
- Lead groups on mile walks while delivering upgraded and updated information on the history, flora, fauna, geology, and geography of the park

College Employment

Resident Advisor
 McDonald North, Bowling Green State University
 Fall 2008 – Present
 Bowling Green, OH

- Maintain security of the residence hall facility and safety of residents
- Coordinate educational speakers, study groups, and social and recreational programs

Production Worker
 Consolidated Industries
 Summers 2006 – 2007
 Centerville, OH

- Completed rotational assignments in production and assembly in a fast-paced factory environment
- Monitored quality assurance of parts on the production line and packed plastic subassemblies
- Worked in several warehouses under three separate managers, adapting to different leadership styles; participated in team-based meetings

Honors and Activities

- University Honors Program (2006 – Present)
- Environmental Service Club (2006 – Present)
- University Ambassadors (2006 – 2008)

SANDY KAY BRADY
472 North Sandusky Avenue
Sandusky, Ohio 44870
(419) 209-5833
sbrady@bgsu.edu

OBJECTIVE

An auditing or accounting position with a regional banking system applying my education, relevant experience, and knowledge of operational management.

EDUCATION

Bowling Green State University Bowling Green, Ohio
Bachelor of Science in Business Administration, Specialization in Accounting, GPA: 3.2, December, 2009

EXPERIENCE

Huntington Bank Bowling Green, Ohio
Internal Staff Auditor (Internship) May 2009 – Present

- Assist with independent audits of various company operations and developed recommendations to improve operating controls and procedures
- Identify control weaknesses and communicated efficiency recommendations to the appropriate department managers
- Perform audit procedures in compliance with internal auditing standards
- Assist in preparation of audit reports
- Provide word and data-processing assistance as needed to support managers and administrative employees of the internal audit department
- Use own discretion and judgement to make independent decisions on the job

Sky Bank Bowling Green, Ohio
Client Service Associate August 2006 – August 2008

- Provided prompt, efficient, and accurate service to customers in processing of transactions
- Opened new customer accounts and sold bank products
- Balanced the cash vault and handled currency for transactions
- Performed internal account audits

SKILLS

- Knowledge of ProSeries – Tax accounting software
- Understand the importance of confidentiality
- Knowledge of Microsoft Outlook, Excel, and Access

Chronological Resume for Apparel Merchandising and Product Development

Chronological Resume for Accounting

HEATHER A. OXMAN

113 Vineyard Drive #402
Broadview Heights, OH 44147

(440) 877-1385
haoxma@bgsu.edu

EDUCATION

Bowling Green State University, Bowling Green, OH
Bachelor of Arts, Apparel Merchandising and Product Development, May 2007

- Phi Eta Sigma Honorary, inducted March 2007
- Alpha Lambda Delta Honorary, inducted March 2006

The Fashion Institute of Technology, State University of New York
Associate of Applied Science, Fashion Merchandising and Buying, May 2007

- Magna Cum Laude

EXPERIENCE

Macy's New York, NY
Assistant Department Manager: Women's Accessories and Lingerie Department May 2008 – Present

- Coordinate staffing for seven departments to minimize salary costs while ensuring adequate coverage to provide excellent customer service
- Actively involved in recruiting, hiring, and training 12 new employees
- Continually evaluate job performance through formal and informal appraisal processes to develop a trained and motivated sales team
- Implement and maintain visual floor plan to maximize sales and gross profit while tailoring merchandise assortment to meet local store space availability
- Coordinate event execution of merchandise presentation and coverage, signing accuracy, sale procedures, goals, and contests
- Ensure the accuracy of inventory through proper ticketing, price changes, corrective stock counts, and training of associates in proper sales procedures

JC Penney Flint, MI
Merchandise Manager Trainee: Women's Apparel May 2007 – April 2008

- Completed job-training assignments in sales, sales support, and service functions
- Completed scheduled study assignments and participated in weekly televised classes
- Assisted in development of assortment plans for assigned area
- Participated in planning of store meetings and promotional events

AMY T. GREYSTONE

449 Manville Avenue, Apartment 7
Bowling Green, Ohio 43402

agreyst@bgsu.edu
(419) 373-1521

EDUCATION

Bowling Green State University, Bowling Green, Ohio
Doctoral Candidate, Developmental Psychology, Expected graduation: December 2010
Master of Arts, Quantitative Psychology, May 2007

Oberlin College, Oberlin, Ohio
Bachelor of Arts, Psychology, Summa Cum Laude, May 2005
Honors Thesis: The Effects of Parental Attitudes on Children's Eating Practices

RELEVANT EXPERIENCE

Teaching

- Taught two sections undergraduate adolescent psychology. Developed course syllabi, lesson plans, assignments, and in-class learning activities for both the general course and advanced Honors course. Stressed interdisciplinary and critical thinking, clarity of writing, and debate. Evaluated essay examinations and research poster presentations.
- Employed various instructional and assessment strategies to foster student engagement and deep learning including reflective learning, field-based experiences, portfolios, essays, and independent research projects.
- Assisted with teaching for several other courses including general psychology, quantitative methods, and child development by developing and delivering lectures, leading student discussion sections, evaluating students' writing assignments, writing test questions, grading exams, and maintaining grade database.

Research Design, Data Collection and Analysis

- Worked with various data collection methodologies including questionnaire, interview, focus group, observational, ethno, and interactive computer.
- Coursework in regression, analysis of variance, multivariate an interpretation of quantitative data, decision-making theories, item response theory, power analysis, judgment analysis, and research design.
- Extensive use of SPSS (IBM mainframe and Windows).
- Familiar with SAS, LISREL, Minitab, Systat, SuperANOVA, and Prophet statistical analysis packages.

Leadership and Teamwork

- Served as a mentor for six undergraduate psychology students during my five-year tenure at Bowling Green State University. Helped students develop their critical thinking, writing, and research skills.
- Formed and directed a four-member research team that examined issues related to aggression and abuse. Team presented two papers at conferences and have three papers under review for publication.

Functional Resume for P.h.D. in Developmental Psychology

Amy T. Greystone

page 2

EMPLOYMENT

BGSU Psychology Department	Bowling Green, OH
Graduate/Teaching Assistant	2007 — Present
Research Assistant	2005 — 2007
Oberlin College	Oberlin, OH
Office Assistant, Department of Psychology	2003 — 2005
America Reads Tutor	2001 — 2002

ACADEMIC AWARDS AND HONORS

- Teaching Fellowship, Department of Psychology, Bowling Green State University, 2008 — 2009
- Sigma Xi Graduate Research Award, Bowling Green State University, April, 2008
- Graduated Summa Cum Laude, Oberlin College
- Who's Who in America Among Student's in Colleges and Universities, Oberlin College, May 2004
- Inducted into Psi Chi, Psychology Honor Society, Oberlin College, November 2003

PUBLICATIONS

Tisak, M.S., Tisak, J., Goldstein, S., Greystone, A.T. (2008). How do young children misbehave in and out of the classroom? The preschoolers' perspective. *Early Education and Development*, 26, 407-428.

Musher-Eizenman, Goldstein, S., Greystone, A.T. (2007). Acceptable body types of preschoolers and their mothers. *Journal of Applied Developmental Psychology*, 36, 249-262.

RESEARCH INTERESTS

Social Cognition and Social Behavior, Development of Moral and Social Reasoning, Psychology Measurement Theory, and Models for Studying Behavioral Change

Functional Resume
continued

CHRISTINE B. TABERT
taberc@bgsu.edu

218 South Prospect Street Bowling Green, Ohio 43402 (419) 352-4369

EDUCATION

- Bowling Green State University, Bowling Green, Ohio
- Master of Education, Career & Technology Education, GPA: 3.91, May 2009
 - Bachelor of Science, Digital Arts, GPA: 3.70, May 2005

HONORS AND ACTIVITIES

- Graduate Assistantship, College of Technology, 2007 – 2009
 Graduate Students of Technology, Vice President, 2007 – 2008
 Volunteer Graphic Designer, Cleveland Filmworks, Cleveland, Ohio, 2006
 Undergraduate Student Art Show, Bowling Green State University, March 2005

AREAS OF EXPERTISE

Curriculum and Instructional Design

- Developed lesson plans and projects for college visual communications and commercial arts courses
- Incorporated multimedia into instructional websites
- Evaluated and adapted learning materials for the web
- Developed user interface for Fort Meigs Historical Monument educational website
- Developed and managed course websites and supplemental course materials using Blackboard system
- Served on faculty committee to evaluate and develop visual communications course content
- Designed new curriculum to expand offerings of commercial arts courses at a satellite campus of Terra Community College

Graphic Design

- Proficient in Photoshop, Illustrator, Freehand, QuarkXPress, PageMaker, Flash, and Dreamweaver
- Developed artistic skills in graphic design, illustration, and digital photography
- Critiqued and evaluated projects in all phases of design and production
- Designed over-the-shoulder and full screen graphics for television news broadcasts and commercial promotions
- Worked as a production artist performing pre-press tasks such as digital file management, imposition, and color proofing
- Created designs for screen-printing on three-dimensional surfaces
- Updated online project databases for current and archived projects
- Experienced working under strict deadlines on multiple design projects

Instruction

- Demonstrated graphics software and hardware
- Lectured on graphic design principles
- Evaluated student projects and recommended improvements
- Facilitated class critiques of student and industry projects

Functional Resume for Career & Technology Education

TABERT, page 2

INDIVIDUAL RESEARCH AND PROJECTS

- Developed an interactive information kiosk for the College of Technology at Bowling Green State University
- Researched history and developed Fort Meigs Historical website as part of an instructional design team of graduate students
- Researched and developed content, materials, presentation, and evaluation for a geology lab
- Performed job task analyses for graphic designer position at MG Studios in Cleveland in order to assess employee training needs
- Researched and wrote a paper comparing and contrasting educational philosophies, and learning styles
- Researched and reported on exhibit design and display signage
- Critiqued numerous published academic studies relating to adult learning theory, training, evaluation, and curriculum design

SUMMARY OF EMPLOYMENT

- Adjunct Instructor, Terra Community College, August 2007 – Present
- Graduate Teaching Assistant, Bowling Green State University, January 2007 – Present
- Part-time Sales Associate, ABC Warehouse, March 2006 – Present
- Graphic Designer, Libbey Inc., November 2006 – June 2007
- Production Artist, American Greetings Corporation; September 2005 – October 2006

REFERENCES

References and portfolio are available upon request.

Functional Resume
continued

TERRY S. HOFFMAN

1304 Conneaut Avenue, Bowling Green, Ohio 43402
 Home Phone: 419-352-2294 Cell Phone: 419-575-1934 E-mail: hoffman@bgsu.edu

EDUCATION

Bowling Green State University, Bowling Green, Ohio

Bachelor of Science in Business Administration, May 2008

- Specialization: Supply Chain Management
- Recognized as an APICS Scholar at the APICS 2008 International Conference and Exposition
- Awarded Certificate of Professional Development and Honorary Membership into the Supply Chain Management Institute, September 2008
- Recipient of the Congressman Delbert Latta Scholarship, 2007 – 2008

AREAS OF EXPERTISE**Leadership / Organizational & Program Development**

- Served as President and Treasurer for ISM and Vice President for APICS, student chapters
- Appointed as Director of Finance and Marketing and Communications Chair for Beyond BG, a campus-wide event sponsored by the Student Alumni Association/Student Alumni Connection

Administration

- Handled all Direct Material supplier accounts for a total spend of approximately \$25 million for Shiloh Industries, a \$500 million dollar tier-one automotive supplier
- Worked diligently with 15+ first-tier suppliers to ensure demand was met with on-time delivery, total worth over \$15 million for Eaton Corporation as a Co-op Buyer
- Collaborated with Area Manager at Cedar Point in daily operations of 15 food locations throughout park. Supervised 200+ employees, cash handling, scheduling, and inventory procedures
- Processed research and drawing/photo requests and inventoried archival material for Historical Collections of the Great Lakes
- Processed and expedited media requests for classroom instruction for Northwest Ohio Educational Technology Foundation

Process Improvement/Quality Assurance

- Monitored and controlled Quality Operating Systems (QOS) and helped the Supplier Quality Development Engineering Manager resolve issues
- Actively participated in "in-field" assignments to identifying new supplier
- Completed PFMEA (Process Failure Mode Effects Analysis) training
- Created supplier quality tool for Eaton that measured on-time delivery a supplier quality issues

Communication/Problem Solving

- Implemented \$185,000 in cost savings based on Estimated Annual Usage (EAU) for the plant in Dickson, TN during fiscal years 2007 and 2008
- Assisted Shiloh Industries Corporate Sales teams on a weekly basis by submitting quotes for new business with an excellent turn around time of two days maximum
- Resolved issues in a timely, efficient manner and promoted teamwork at Total Quality Logistics

Functional Resume for Supply Chain Management

Hoffman, page 2

- Actively participated in annual cost-out initiatives that exceeded \$1 million while participating in planning and scheduling in conjunction with buyers at Eaton

Computer Applications/Training

- Received training in the MFG Pro MRP System at Eaton and the BaaN MRP System at Shiloh Industries
- Used systems on a daily basis to track material and purchase orders
- Experience with Apple and Windows Operating Systems and applications such as Excel, Word, Outlook, Novel GroupWise, Lotus Notes, and Shiloh Industries Supply Web
- Participated in a training program via classroom work, outside research, reading, and assignments at Total Quality Logistics
- Trained new employees via classroom and on-site instruction at 15 food service locations at Cedar Point

EMPLOYMENT HISTORY

Shiloh Industries Incorporated (Shiloh), Cleveland, Ohio

Direct Materials Corporate Commodity Buyer, December 2006 – April 2008

Total Quality Logistics Incorporated (TQL), Milford, Ohio

Logistics Account Executive, June 2006 – October 2006

Eaton Corporation - Fluid Power Hydraulics Operations, Van Wert, Ohio

Buyer Co-op, May 2005 – December 2005

Cedar Point Amusement Park, Sandusky, Ohio

Food Services Division Area Supervisor, Summers 2003 – 2005

Training Supervisor and Server, Summer 2004

Historical Collections of the Great Lakes & Northwest Ohio Educational Technology Foundation

Bowling Green State University, Bowling Green, Ohio

Archival Assistant and Media Center Assistant, September 2000 – May 2006

ACTIVITIES

- The Association for Operations Management (APICS), 2005 – 2008
- The Institute for Supply Management (ISM), 2005 – 2008
- Student Alumni Association/Student Alumni Connection, 2004 – 2006
- Alpha Sigma Phi Fraternity, Inducted in 2002

Functional Resume
continued

STEVE J. HOLIDAY

9474 Stone Creek Drive
Pebbles, OH 44130

holiday@csu.edu
419-575-5554

EDUCATION

Cleveland State University
Master of Public Administration
Concentration: Public Management, Cumulative GPA: 3.81/4.00

Cleveland, OH
May 2009

Bowling Green State University
Bachelor of Arts, Major in History
Minor in Environmental Studies, Overall GPA: 3.23/4.00

Bowling Green, OH
August 2007

EXPERIENCE

Cleveland State University
Graduate Research Assistant

Cleveland, OH
September 2007 – Present

- Assist the Director of Urban Affairs with various research projects
- Wrote a grant proposal that was submitted to U.S. Environmental Protection Agency as a collaborative project with the Division of Water to identify contaminants in the Lake Erie water supply
- Co-teach an undergraduate environmental policy course

Lake Erie Islands State Parks
Naturalist, Kelley's Island State Park

Port Clinton, OH
Summers 2005 – 2007

- Implemented and managed all facets of the Marblehead Lighthouse public tour program accommodating more than 25,000 visitors each summer
- Provided interpretive talks about the Lighthouse and surrounding natural areas
- Developed and implemented public education programs and multi-media presentations on area wildlife, history, geology, and coastline erosion
- Coordinated logistics for large tours and school groups
- Supervised four paid staff members and nine volunteers
- Helped with campground registration providing tourist and lodging information, collected data, and assisted law enforcement officers

Green Energy Ohio
Administrative Intern

Cleveland, OH
January 2006 –

- Managed all aspects of the organization's involvement with the Earth Day Festival
- Provided instructions to homeowners on installation of renewable energy products
- Designed and updated membership database. Coordinated community relations programs

Woodland Altars Outdoor Education Center
Seasonal Naturalist

Peebles,
March 2004 –

- Developed and taught classes on ecology, natural history, and geology to elementary school-age students
- Responsible for classroom technology, preventative maintenance of buildings and vehicles, and various administrative management duties

Chronological Resume for Public Administration

Holiday, page 2

COMPUTER SOFTWARE

- | | | |
|------------------|------------------|----------------|
| • ArcView | • Access | • SPSS |
| • Adobe InDesign | • Outlook | • Excel |
| • Photoshop | • Lotus Notes | • Word |
| • PowerPoint | • Lotus Approach | • Macintosh OS |

COMMUNITY ACTIVITIES

- Bowling Green State University Alumni Association, 2007 – Present
- Ohio District Kiwanis – Circle K Growth Team Task Force, 2006 – Present
- Ohio Parks and Recreation Association, 2004 – Present

SUMMARY OF SKILLS

- Strong organizational planning abilities
- Excellent written communication and public speaking skills
- Work well in high-pressure situations
- Detail-oriented

REFERENCES

Available upon request.

Chronological Resume
continued

John Michael Thomas

26773 Ottawa Drive
Perrysburg, OH 44870

(419) 555-1212
jmthom@bgsu.edu

QUALIFICATIONS SUMMARY

An internship in Marketing Research. Offering strong skills in quantitative analysis, an excellent work ethic, and a proven ability to work independently and in a team environment.

EDUCATION

Bowling Green State University, Bowling Green, Ohio
Bachelor of Science in Business Administration, Specialization in Marketing, GPA: 3.4, May 2011

RELATED COURSE PROJECTS**Bay Front Inn Simulation**

- Created sales proposals by researching current market needs through completing a comprehensive literature review and conducting targeted interviews
- Effectively demonstrated personal selling methods with prospective clients

Bowling Green Market Research Project

- Designed and conducted a survey to assess customer satisfaction with local companies
- Interpreted survey results by reporting key descriptive information and cross tabulations, identifying emerging themes, and drawing data driven conclusions

Marketing Plan for "Solar Flare"

- Collaborated with team members to identify and design product ideas to conserve energy
- Used various marketing techniques, such as qualitative research and brand identity

EXPERIENCE**Cedar Creek Church, Perrysburg, Ohio**

Band Member/Volunteer, November 2007 — Present

- Play guitar in the Kid Venture Band
- Supervise and coordinate activities for 25 Sunday school children

City of Perrysburg, Perrysburg, Ohio

Water Division Employee, Summers 2006 and 2008

- Repaired water line breaks and damaged service lines
- Performed water taps for new housing developments
- Located, repaired, and painted fire hydrants and curb boxes
- Executed standard maintenance procedures

American Frame Corporation, Maumee, Ohio

Frame Assembler/Packager, Summer 2007

- Cut plexi-glass and foam core for picture frames
- Packaged and sorted unassembled frames

SERVICE ORGANIZATIONS

- Volunteers in Progress
- Young Life

Chronological Resume for Computer Science

Chronological Resume for Marketing

Mark Allan Gardner

2617 Mills Road
Tecumseh, MI 43403

(419) 555-1212
markagard@bgsu.edu

OBJECTIVE

An internship or cooperative education experience in computer programming applying my knowledge of programming languages, operating systems, and various software programs.

EDUCATION

Bowling Green State University, Bowling Green, Ohio
Bachelor of Science, University Honors Program, Anticipated Graduation: December, 2011
Major: Computer Science, Standing: Junior, Overall GPA: 3.87/4.0

COMPUTER SKILLS

Programming Languages: C++, Assembler, Visual Basic, Qt, Shell-Scripting
Operating Systems: Linux, Unix, Solaris, Windows 9X, Windows NT, Windows XP
Software: Microsoft Visual Studio, Pico, VI, GCC, SRC, CSOS, Microsoft Office, Jext Editor

EXPERIENCE

Winking Lizard Tavern Peninsula, Ohio
Cook Summers 2007 — 2009

- Prepared and cooked meals for outside catered events and the tavern dining area
- Replenished kitchen stock and maintained food storage areas

Warner Brothers Studio Store and Gallery Ann Arbor, Michigan
Sales Associate Summer 2006

- Consulted with customers on selection of print art and specialty gifts
- Processed incoming merchandise and reconciled any shipping discrepancies
- Created visually attractive displays and kept shelves stocked and organized
- Assisted manager with closing operations

Ground Round Twinsburg, Ohio
Cook/Server June 2004 — December 2005

- Provided responsive service to guests of this high-volume, fast-paced family restaurant

ACTIVITIES

- Golden Key Honor Society, 2008 — Present
- Bowling Green State University student chapter of the Association for Computing Machinery (ACM), 2007 — Present
- Chapman Learning Community, programming chair, 2007 — 2008

Resume Checklist

Demographics

- Have you included your name, local and permanent addresses, and telephone/cell phone numbers with area codes?
- Have you used upper and lower case letters for your name and address, and spelled out “Street,” “Avenue,” or “Boulevard?”
- Have you used your University email address?

Objective

- Is your objective specific? Does it include the job function or position type and organization type or career field you are seeking (e.g., public relations specialist within the public utilities industry)?
- Is your objective work-centered rather than self-centered (e.g., Offering proven leadership, extensive writing experience, and excellent problem-solving skills)?

Education

- Is your highest and most recent degree listed first?
- Did you list the full official name of your degree (e.g., Bachelor of Science, Bachelor of Social Work, Master of Music)?
- Are the actual names of your specializations, majors, minors, and licensures spelled out?
- Is Bowling Green State University spelled out, and is the city and state included?
- Is your month and year of graduation listed? (Do not list the actual day.)
- Is your grade point average accurate? (Include both overall and major GPAs if you wish.)
- Is high school information omitted?

Honors

- Are scholarships and honor societies spelled out?
- Did you include the date(s) inducted?

Accomplishments

- Are the accomplishments included specific and relevant to your professional objective?

Experience

- Have you categorized your experience into relevant experience, employment, or work history? Did you list your co-op and internship experiences first in the relevant experience section? Did you include your unrelated summer and part-time jobs under a separate heading (e.g., college employment, other work)?
- Have you included the name of the employer/organization, location (city and state), position title, and dates (starting and ending) you were employed?
- Have you described your experiences using brief statements, starting each with an action verb and highlighting your accomplishments, contributions, level of responsibility, and skills and abilities?
- Did you avoid using personal pronouns (e.g., “I,” “my”) and the phrases “responsible for” and “duties included?”

Skills

- Are skills relevant to position (e.g., desktop publishing skills are more relevant than typing skills for a writer)?
- Is level of competency described with the skill (e.g., proficient, familiar, fluent)?

Activities/Leadership Roles

- Have you spelled out the name of the organization, any offices held, and dates of your involvement? Did you briefly describe your key accomplishments in leadership roles?
- Do your activities demonstrate leadership, community service, and/or interests?

References

- Do you have names, complete addresses, telephone numbers, and email addresses included on a separate reference page?