



Career Services Resume Samples

There are many styles and formats you can use, some key points to keep in mind for EVERY resume include:

- Be perfect! Proofread, have your friends and family proofread. Typos, missed spacing, overall layout and “look” counts on resumes!
- Use bullet points and action verbs. Be concise, clear, and tell what you did and how you did it. Not just “Customer service” – tell us more! “Greeted customers as they entered, determined their needs and assisted them in making selections” would be an example.
- No “I” “me” or “my” in a resume.
- Phrases, not full sentences.
- Use WORD, not a template, to create your resume. In the long run you’ll be a lot happier, because YOU control what the resume format looks like, not a template!
- Yes, you can have 2 pages – IF you have something important to say! If you do, be sure to split pages at a logical point – AFTER a job or at the end of a section, never mid-way through.
- By the time you’re a Sophomore, you should drop High School information. By that time, you should have projects, activities, work, and/or internship information to fill in.
- Simplicity is best. No fancy font. No cute graphics. Plain old black and white is usually what employers want to see.

Attached is a sample format for a resume and several sample resumes. All the resume samples were built from real resumes that our students and alumni have used. We’ve made a few changes to protect identities.

Full Name

Home Address (optional) • Phone Number • Email Address • LinkedIn Address (optional)

3 Words that describe you! (optional)

OBJECTIVE

It is a “theme” statement that helps organize the supporting information in the rest of the resume. It should focus on what you **can do for** an employer, not what you **want from** an employer. Can also include job title

Or (you just need either Objective OR Summary)

SUMMARY

Directs the reader to skills and personal traits listed in job description and supported in the resume. Basically, summarize your skills, abilities and/or qualification and also **WHAT** can you offer to the company/facility/organization

EDUCATION

Aurora University, Aurora, IL

Graduation month & Year

Major:

Minor(s)

GPA if 3.0 or above /4.0

Licenses & Certifications (optional)

Relevant course work (optional) –only include courses that will compliment qualifications

Other Institution(s) if applicable

Same format see above

EXPERIENCE (general format)

Organization, City, State

Start and end Date

Job title

- Keep in mind order of importance
- Use bullet points to explain your experience
- Almost every bullet point should consist of What you did and HOW you did –Do Not list but Show!
- Use Action verbs to start your bullet points
- Should have 3-5 Bullet points
- Watch for tenses (present tense for present job and past tense for past jobs)

EXPERIENCE If you have been promoted to different positions within the same company [notice the alinement of the dates)

Organization, City, State

Job title

Start and end Date

- Use bullet points (see above)

Job title

Start and end Date

- Use bullet points (see above)
- Try not to repeat your bullet points/action verbs

INTERNSHIP(S)

This ~~should~~ be a completely separated section where **only** your internship experience goes

Use the same format as above

VOLUNTEER EXPERIENCE

Use the same format as above

ACTIVITIES/HONORS

Can just list them with dates or explain them using the format as above

SKILLS

List your lingual skills, computer/technical skills, laboratory skills

NOTE:

- Keep two words in mind: Consistency and Relevancy!
- Be consistent with **boldness**, *Italicizing*, underlines, date (include month & year), CAPS,
- You may include words that describe you to put on the top, in the center, above your objective (3 words will be ok) -Optional
- Pick either one –Objective OR Summary –for beginning section
- After your objective, sections can move around depending on the relevancy
- Put your experience in reverse chronological order (current to oldest job/experience)
- Resume have two pages –as long as you have enough material to put onto the 2nd page
- If you have a second page then make sure you have your name and phone/email on it too and “page 2” on the top Do Not use periods at the end of your bullet points because they should be only fragments not full sentences
- Avoid phrases like “responsibilities were,” “responsible for,” “duties included” “in charge of” etc
- Do Not use first or second person
- Do not include references or do not write “reference available on request”
- Quantify when applicable –for example how many people you worked with in a team? How many people you managed?
- Watch for tenses
- Your name should be bigger font than rest of your material
- Make sure you have a professional email (include your name)
- Make sure you have a professional voicemail (include your name)
- Proofread!

John Atkins

555 Nancy Street, Naperville, IL
(888) 421-7065 JohnAtkins@gmail.com

SUMMARY OF SKILLS

Energetic and passionate marketing leader seeking to contribute collaboration, presentation, and prediction skills to a growing client centered company.

EDUCATION

Bachelor of Arts, Aurora University, Aurora, Illinois
Majors: Business Management and Marketing
Concentrations: Information Systems and Finance

December 2016

RELEVANT COURSE PROJECTS

Internet Marketing: Aurora University Dunham School of Business

Fall 2014

- “Hired” by the School of Education to recommend changes to their public image in order to increase market share and attract multi-ethnic students.
- Researched the surrounding market and carefully studied the marketing efforts of other school programs.
- Made team decisions regarding the Web page, as well as emails and mailers being sent to prospective students.

Public Relations: Create a Public Relations Campaign for Nike

Spring 2014

- Created numerous media releases for an event to promote Nike’s image.
- Specified campaign goals, created a detailed plan to execute the campaign, and formulated a budget for all the materials, venues, and personnel needed.
- Projected the impact on the company’s financials on three levels of success: very successful, moderately successful, or unsuccessful.

WORK EXPERIENCE

World Leader Forum Coordinator – Aurora University, Aurora, IL

August 2013 - December 2014

- Allocated resources, developed marketing, and managed occupants attending the event.
- Secured addresses, and handled logistics of tickets and helped package materials for the event.

Camp Staff Manager – Child Joy Camp, Naperville, IL

Summers 2011 - 2014

- Trained new staff on camp procedures and policies and aided in the transition between camp directors.
- Established quality of customer service and hospitality of campers.
- Managed 15 college-aged students through daily tasks and responsibilities consisting of: camp upkeep, food services, and waterfront supervision.
- Ensured 15 team members were prepared for our diverse array of guests ranging from elementary, junior high and high school students and families.

Financial Instructor Internship – AirTran, Montgomery, IL

August 2012 - December 2013

- Participated in a structured financial management-training program.
- Presented workshops to college classes on financial basics and how to make financial decisions.

COMMUNITY AND CAMPUS ACTIVITIES

Small Group Leader, 6th Grade Boys, Bethany Church, Aurora, IL

August 2012 - November 2013

Volunteer, Hesed House, Aurora, IL

August 2010 - March 2012

Men’s Varsity Tennis Team, Aurora University, Aurora, IL

August 2013 - May 2014

- NCAA Player of the Week
- NCAA Nationals

Men’s Varsity Soccer Team, Aurora University, Aurora, IL

August 2013 - May 2014

- Starter

Maira Reyes

~ Strong Communicator ~ Team Player ~ Customer Service Focused ~

Career focused individual with an emphasis on attention to detail. Possesses strong written and oral communication skills. Desire to bring a Customer First mentality and a great team atmosphere.

EDUCATION

Aurora University, Aurora, IL

Anticipated 05/2018

Bachelor of Arts with a double major in Communication and English

GPA 3.8/4.0

EMPLOYMENT

Knollwood Farm St. Charles Park District, St. Charles, IL

04/2014-Present

Interpreter

- Obtained CPR certification
- Educate large groups of up to 30 people about each historical site
- Maintain a clean and organized environment
- Exhibit strong customer service skills in resolving guest complaints or conflicts
- Help with programing for school programs with emphasis on guest experience

Waubensee Community College, Sugar Grove, IL

10/2011-03/2014

Receptionist (Director of First Impressions)

- Directed phone traffic for admissions, finance, faculty and career service staff of 25-30
- Updated student and faculty display boards and managed student and faculty id cards
- Created reports on Excel, edited student profiles on Campus Vue and learned PeopleSoft
- Enrolled prospective students into various programs

HONORS AND AWARDS

- Honor's Program student
- Sigma Tau Delta member
- Phi Eta Sigma member

ACTIVITIES

LASO, Aurora University, Aurora, IL

08/2013-Present

(Latin American Students Organization), *Vice President*

- Organize large group meetings of 20 or more students
- Plan retreats and events on campus
- Fundraise for retreats and conferences

Spartan Chronicle Aurora University, Aurora, IL

08/2013-Present

Reporter

- Interview faculty and students for articles
- Write articles ranging from news, arts and entertainment and opinion
- Work independently and collaboratively with a staff of 5-10 students
- Learn APA Style
- Help increase readership by 250% in 2013 from previous year

John Jones

555-555-1212 | johnjones@yahoo.com

Knowledgeable • Adaptable • Seeker of Challenges

Results-focused leader with a broad understanding of financial, managerial, and cost accounting. Demonstrated ability of multitask and succeed through peak workloads. Personal strengths include analytical and problem solving skills, working effectively with others, and learning agility and adaptability

Education

Aurora University, Aurora, IL

May 2013

Bachelor of Science – Double majoring in Communications and Accounting
GPA 3.95/4.0

Accounting Experience

Tax Preparer

January 2012 – April 2012

Volunteer Income Tax Assistance (VITA) Program, Aurora University, Aurora, IL

- Prepared and e-filed personal income tax returns for members of the community
- Provided comforting insight and explanation to taxpayers about their returns

Treasurer

August 2011 - August 2012

Archery Club, Aurora University, Aurora, IL

- Researched costs and prepare budgets for appropriation of funds for organization events
- Planned, organized, chaperoned, and recruited for organizational events
- Communicated with members about financial needs

Other Relevant Experience

Tech Lab Assistant

January 2011 - Present

Information Technology Services (ITS), Aurora University, Aurora, IL

- Address on- and off-site tech support through ITS Help Line
- Perform minor repairs on and maintenance for lab equipment
- Implement consistent, quality customer service

Crew Member

July 2007 - July 2012

Wendy's, Anytown, IA

- Enriched the dining experience and resolve customer issues
- Assembled food product for kitchen use and prepared meals to order
- Resolved a major staffing issue by learning three new positions concurrently in two months

Selected Skills and Abilities

- Proficient with Microsoft Office Suites 2000-2010 with particular knowledge using Excel; experience in creating pivot tables, using financial functions, and preparing financial statements
- Excellent written and verbal communication skills with experience in research and analysis

Activities

Delta Mu Delta, Business Honors Society, active member

October 2009 – Present

- Volunteer work for Hessed House charity drive; sales and marketing

Student Accounting Society, active member

September 2009 - Present

Emma Swan

123 Storybrook Lane, Aurora, IL 60545
emmaswan@gmail.com | (630)-123-3210

Highly responsible individual with excellent problem solving skills to gain knowledge and experience. Energetic work attitude, organized, and efficient with a high level of integrity. Extremely observant with great communication skills. Fluent in Spanish.

EDUCATION

Aurora University - Aurora, IL *May 2015*
Bachelor of Arts in Criminal Justice
GPA: 3.5/4.0
Commercial Sexual Exploitation of Children Training Certification *September 2014*

PROFESSIONAL EXPERIENCE

Storybrook County Court Services - Intern - Aurora, IL *June 2014 - August 2014*

- Acquired knowledge of proper techniques of drug testing offenders on supervision.
- Conducted probation appointments and interacted with defendants on supervision.
- Strengthened and practiced interpersonal communication skills by becoming a keen observer, avid listener, and effective speaker.
- Assisted LGBTQ - Equal Under Law Training session.

WORK EXPERIENCE

JR Morgan Bank - Branch Supervisor - Aurora, IL *May 2012 - Present*

- Build relationships with customers in order to learn and meet their banking needs. Regularly exceed personal sales goals by 30%-45%.
- Train tellers in banking operations such as withdrawals, deposits, loan payments, opening accounts/CDs and handling large amounts of cash.
- Manage office communications (phone, letters, faxes, e-mails, and follow-ups)
- Supervise employees, schedules, training, and attendance.

McDonalds - Shift Manager - Storybrook, IL *March 2009 - May 2012*

- Monitored and supervised employees, trained employees in daily duties and maintained excellent customer service.
- Processed cash, credit payments, and balance cash drawers.
- Checked food expiration dates and upheld food sanitation requirements.

COMMUNITY SERVICE

Feed My Starving Children - Volunteer - Aurora, IL *August 2012 - Present*

- Packed 21,168 nutritious meals for children.

Storybrook Food Pantry - Volunteer - Aurora, IL *May 2009 - Present*

- Welcomed and greeted families with a smile.
- Helped to serve over 200 hot meals during a 1 hour time frame during the holiday season.

Kris Good

630-582-9564 • krisgood@yahoo.com

Diligent • Dedicated • Determined

Effectively engaged young professional seeking to apply a strong work ethic and ability to focus on goals and meet deadlines. Personal strengths include problem solving skills and the ability to work effectively with others.

EDUCATION

Aurora University, Aurora, IL

December 2014

Bachelor of Arts in Business Administration and Marketing

GPA 3.85/4.0

EXPERIENCE

Web Inc., Aurora, IL

May 2014 – Current

Intern

- Attend customer meetings while ensuring the meeting stays on topic and covers all relevant issues
- Gather and analyze data to make better marketing decisions
- Create websites by making webpages, creating layouts, editing content, proofreading, and creating blog posts while ensuring usability and proper formatting
- Update, maintain and back up websites for customers

Smith Family, Aurora, IL

August 2012 – May 2014

Private Nanny

- Provided quality childcare for 3 boys ages 6, 9, and 11 including getting them ready for school, making lunches and driving them to school ensuring that they arrive on time
- Developed schedules to manage and coordinate the children's activities to ensure on-time arrival and tasks are completed on time
- Multitasked by assisting with homework while cooking dinner so that all responsibilities were successfully completed
- Organized crafts to change up the daily routine while the girls have fun and express themselves
- Coordinated outings such as library visits, nature walks, and playing at different parks so that our schedule remains engaging, never tiresome allowing the girls to have fun

Aurora Park District, Aurora, IL

August 2009 – August 2012

Lead Counselor

- Supervised up to 5 counselors in charge of the safety and security of up to 60 children
- Planned daily activities for the children and gave direction to counselors to accomplish daily tasks such as preparing snack, gathering craft supplies and helping the children with their needs

ACTIVITIES

- Alpha Mu Alpha, Marketing Honor Society August 2012 – Present
- American Marketing Association August 2012 – Present
 - Communicate events
 - Plan events
- Delta Mu Delta, Business Honor Society September 2011 – Present

