



# How to: Write a Winning RESUME

VILLANOVA UNIVERSITY CAREER CENTER ♦ 117 GAREY HALL ♦ 610.519.4060 ♦ CAREERS.VILLANOVA.EDU

Because the resume is often the first thing that an employer will use to evaluate you, it is extremely important that it is an effective “advertisement” of your skills, knowledge, and experience. The resume is a critical item in determining whether or not you will receive an interview. Thus, it should be a flawless, well thought out, and effective sales tool for your job search.

## SELF ASSESSMENT

- **Identify your skills and abilities.** For example, what are your 3 greatest strengths? How do you know you have these attributes? Where have you proven this?
- **Explore a variety of careers** to determine the requirements of the occupations you are seeking. What skills are they looking for? How does this fit with your own skills and abilities?
- **Make a list** of the experiences you have been involved in: jobs, volunteer work, activities, leadership roles, awards etc.

## ADVERTISE AND INFORM... GENERAL GUIDELINES

- Easy to read, typed (quality print) and spaced neatly.
- A logical presentation of relevant information.
- "Marketable" according to the skills and qualifications your potential employer is seeking. “SELL DON’T TELL”
- Well organized and consistent with format and headings.
- Concise, but not at the expense of accuracy or completeness. A typical resume is one page in length but this depends on your particular background.

## HOW TO FORMAT

- Typically, a resume will be looked at for 15 - 20 seconds for screening by an employer; as a finalist it will be carefully evaluated. Make sure it is very clear and highlights your skills and experiences effectively through the use of formatting, ordering and headings
- **There are many styles and formats.** Choose one that is unique to you! Using Templates can help you get started but we do not recommend them for your final copy. You also run the risk of having your resume look like everyone else's and will probably have space issues as well.
- Use **reverse chronological order** in each of your categories (most recent to least recent).
- Use margins and titles... to guide the readers and inform them of skills and attributes.
- Use **bold facing, underlining, capitalization, and/or italics...**to highlight important items. Also explore other options in Word such as small caps and using lines to separate sections.
- **Develop separate sections...** on education, work experience, activities etc. from the list you made so the reader can get highlights quickly.
- **The order of categories should be in more important to least important...** Objective (if you choose to include one) and Education will, at this point, be your first two. "Bulk up" towards the top with the most important information from there.
- **The amount of space that you provide for an item indicates the importance of that item**
- **Use phrases...** to describe rather than full sentences. A resume is a first person document so you do not need to use personal pronouns.

## GETTING STARTED

- Take the list you created in the assessment stage and begin to develop separate sections (i.e. Activities, Volunteer Experience, Leadership Experience, etc.)
- It is recommended that you use 10-12 pt. font (you can use a larger font size for your name) set your top, bottom, and side margins between ½” – 1”. This will allow you to maximize the amount of information you can include on a page and still have an easily readable and professional looking document.
- Do not be concerned about length for the first draft. For most undergraduates, one page is the most common length due to lack of experiences. Individuals with added experience/degrees may need a two-page resume to present their relevant experiences adequately. Resume length may also vary by career field. If you have questions about the length of your resume please consult with a career counselor.
- Once you complete your list you can begin to format your resume and describe your experiences. Remember, descriptions, order and categories depend on your experiences and goal. You do not need to use the exact headings we provide in this packet - be creative and make it personalized.

### **Identification**

- **Your name** - make it stand out
- **Email** (conservative if not VU email) and **phone number** (cell number preferred) home number (optional)
- **Full Address**, include zip code and correct state abbreviations. Home preferred (optional)
- **LinkedIn address (optional)**.

#### **Will D. Cat**

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### **Objective**

- **Not all resumes have an objective**; if you are unsure of what you want you can consider leaving it off. If your major is different from your career objective, this section can allow you to clarify. Also, if you are interested in a summer position this can also help your resume from falling into the wrong pile!
- **Short and to the point is best.** You are seeking a balance between you and the position/organization, and between general and specific. If it is too general it is unnecessary, if it is too specific you may be limiting opportunities.
- **The purpose is to specify the position you desire and skills you possess.**
- **Consider making a different objective for each position** you are applying for, making it focused on that particular position.

#### **Examples:**

To obtain a summer position in the field of marketing to expand experience in market research and analysis.

To obtain a position in pharmaceutical sales utilizing business background and knowledge of biology.

An internship in mechanical engineering focusing on design.

Entry-level staff accounting position with a special interest in auditing.

To obtain a full-time editorial assistant position with a newspaper, magazine, or publisher.

## Education

- Use reverse chronological order. VU and then high school if you choose
- List name, location of school, degree(s), date of graduation, minor(s) and concentration(s)
- If you choose, and if applicable, list overall GPA/major GPA, class rank, academic honors/scholarships, projects, thesis, research, seminars, pertinent coursework, and/or certificates.
- Whether or not to list a GPA is a personal decision with pros and cons each way - Generally, if it is a 2.8 or higher you can list it or if you feel it is a positive reflection of your potential. Be aware that some employers will expect to see your G.P.A.
- Be sure to include schools where you have studied abroad or other colleges you may have attended.

**Example:** Villanova University, Villanova, PA, May 2015

Bachelor of Arts

Major: Psychology Minor: Criminal Justice

Major GPA: 3.2; Overall GPA: 3.0

## Academic Projects/Papers

You may wish to include academic projects/papers on your resume to highlight class experiences and knowledge that may be relevant to an employer.

### Examples:

#### Intermediate Accounting

Spring 2014

- Leader of audit team addressing many GAAP issues for a simulated company.
- Created and maintained work papers for seven years of client activity.

#### Senior Design Project

Fall 2014 – Spring 2015

- Performed hydraulic analysis and designed stormwater BMP's for the future relocation of the Villanova University Law School.
- Tasks included mapping out drainage areas and applying engineering concepts to establish pre and post construction models using HEC-HMS.

#### Advertising Project

Fall 2014

- Advertising "firms" competed within class to win a client's account. Held role of Co-Creative Director of advertising team. *Team won client account.*
- Learned advertising strategy, teamwork, market research, budgeting, problem-solving, creative concepts and design, media strategy, and presentation.
- Created a bound advertising brief as a finished product.

## Employment Experiences

- Use reverse chronological order.
- Include name and location of organization, title and dates of employment.
- Utilizing action statements describe your position (See functional verb chart).
- Employment and other categories can be broken down into more specific categories such as RELATED EXPERIENCE and OTHER EXPERIENCE. This allows you to list the most relevant experiences together.  
Give specific details of your accomplishments, skills developed, and responsibilities rather than a general list of duties. Quantify your accomplishments; use numbers in percentage (%) or dollar (\$) form to show increases in sales, productivity, customer satisfaction, etc.

### Example:

**Sales Associate, Zany Brainy, Rockville, MD**

Summer 2014

Provided excellent customer service in this high volume children's educational toy store. Assisted with inventory procedures. Trained new employees on company practice. Awarded Outstanding Employee of the Month for an increase of 30% in personal sales.

Functional Verbs				
Accomplished	Manipulated	Coached	Edited	Recorded
Achieved	Mapped	Collaborated	Educated	Recruited
Acted	Marketed	Communicated	Enlarged	Rectified
Adapted	Mediated	Completed	Established	Regulated
Adjusted	Merchandised	Conceived	Evaluated	Related
Administered	Moderated	Conceptualized	Examined	Renewed
Advertised	Modified	Conducted	Founded	Reported
Advised	Monitored	Consulted	Fund-raised	Represented
Affected	Motivated	Contracted	Generated	Researched
Aided	Negotiated	Controlled	Governed	Resolved
Analyzed	Obtained	Cooperated	Guided	Revised
Anticipated	Operated	Coordinated	Handled	Scanned
Applied	Ordered	Counseled	Headed	Standardized
Approached	Organized	Created	Hired	Stimulated
Approved	Originated	Decided	Identified	Supervised
Arranged	Participated	Defined	Implemented	Surveyed
Assembled	Performed	Delegated	Increased	Synthesized
Assessed	Persuaded	Demonstrated	Influenced	Systemized
Assigned	Planned	Designed	Informed	Taught
Assisted	Presented	Determined	Initiated	Team-Built
Budgeted	Proposed	Detailed	Innovated	Tested
Built	Provided	Developed	Inspected	Trained
Calculated	Publicized	Devised	Invented	Transmitted
Catalogued	Published	Directed	Led	Utilized
Chaired	Recommended	Distributed	Maintained	Verified
Clarified	Redesigned	Drafted	Managed	Wrote

**Activities**

- List activities in order of importance. Highlight leadership/responsibilities. List college, community, professional, and occasionally, relevant high school activities.
- May have descriptions of activity, leadership role, and accomplishments, particularly if applicable to career goals.
- May use other headings to more specifically discuss your experiences (i.e. Volunteer Work, Athletics, Related Activities, etc.).

**You can do this in one of two ways:**

**Activities:**  
Accounting Society, President

- Manage the day-to-day functions of the organization, which includes running meetings, recruiting new members, and organizing events.

Admissions Tour Guide, Blue Key Society

- Successfully represent the university through campus tours to prospective students, parents, and other visitors.

Balloon Day, Captain  
Intramural Basketball  
Special Olympics Volunteer  
Delta Delta Delta National Sorority

OR

**You can divide your activities into Volunteer Experience & Leadership Experience categories.**

**Descriptions are not necessary for everything on your resume - just the ones you would like to highlight or you feel focus on a particular skill you would like to sell.**

### Honors/Awards

Optional. Include this section only if you have several honors/awards. If you only have one or two honors, you can include them in a combined "Activities/Honors" section or in "Education" if they are education related.

### Skills

You may want to consider adding a skills section to highlight computer hardware and software skills, foreign languages, or certifications.

Other section heading examples might include: Related Experience, internships, practicum, athletics, interests, seminars, professional memberships, travel, honors, volunteer experience, community service and publications.

### The Final Draft

- **Free of errors!** Proofread your resume several times and have it checked by a career counselor. One error on your resume will leave a poor first impression with an employer and could cost you an interview!
- **Print** out resumes on a laser printer. **Every resume should be an original (do not make Xeroxes)!**
- Buy **resume paper** at the bookstore or office supply store, with extra paper for extra copies and cover letters.
- Be cautious with **strange fonts and graphics**, because often they may not convert well if sending your resume electronically.
- When emailing a resume, **email as an attachment** unless instructed to do otherwise.

### Help and Hints

- **You can have many versions of your resume** if you have varied career goals. Each version can then be targeted toward a particular goal.
- **Do not have someone else write your resume for you!** You will be asked to discuss it in an interview!
- **Seek the advice of others:** Career Center Staff, professors, professionals, or parents. Remember, final decisions are yours!
- **Help is available from Career Center** through Career Counseling appointments; walk-in hours - every day from 11 a.m. - 3 pm or you can meet with a student Career Assistant during their office hours. Call 610-519-4060 if you would like to make an appointment.

### Extra Resume Writing Tips for Internships/Summer Jobs

<b>Objective</b>	<b>Be sure to indicate either in the objective of your resume or on your cover letter, that you are seeking a summer or intern position.</b> You want to avoid being mistaken for a full time job seeker and getting overlooked.
<b>High School</b>	<b>Because of having had less time to develop experiences, it may be more appropriate for undergraduates seeking internships/summer jobs to include (more) high school information on their resumes.</b> Appropriate high school-related information may include extracurricular activities, leadership experiences, part-time or summer jobs, foreign exchange student experiences, honors/academic achievements and awards, and special skills developed (i.e. computer skills, language skills, etc.)
<b>Coursework</b>	Again, because of the likelihood of not having as many opportunities to develop related skills through work experiences, <b>potential interns may want to include information on pertinent classes, class projects, senior projects, or seminars that they have been involved in.</b> This could serve as proof to prospective employers that you have a certain knowledge base, the ability to grasp and apply concepts related to the work you may be performing in their summer position, etc.

## **What is a CV?**

Taken From: <http://web.mit.edu/career/www/guide/cv.pdf>

A Curriculum Vitae (CV) resembles a resume in many ways, but is more specifically focused on academic achievements. A CV summarizes education and academic history, and may include details about teaching experience, publications (books, articles, research papers, unpublished manuscripts, or book chapters), and academic honors and awards. Use a

CV rather than a resume for teaching or research opportunities, applying for fellowships or further academic training. Some research positions in industry may also prefer a CV rather than a resume.

CV's are frequently longer than resumes, since the emphasis is on completeness rather than brevity. While there is no single correct format or style for writing a CV, the following types of information are generally included, and typically organized in this way: Name & Address • Education • Dissertation • Fellowships & Awards • Prepared to Teach or Areas of Research Interest or Areas of Specialization or Areas of Competence/Expertise or Principal Research and Teaching Interests • Teaching Experience • Research Experience • Publications & Presentations • Works in Progress • Related Professional Experience • Languages • Other • References • Dissertation Abstract

# Mandy Marketing

Mandy.marketing@villanova.edu 609-555-5555  
931 Buckingham Way, Elizabeth, NJ  
<https://www.linkedin.com/in/mandymarketing>

## EDUCATION

- Villanova University, Villanova, PA** May 2015  
Bachelor of Business Administration  
Major: **Marketing, International Business**, Minor: Spanish  
Overall GPA: 3.48/4.0  
**Course Work:** Organization Management, Market Research, Managerial Accounting, International Marketing, Marketing Management, Buyer Behavior, Finance
- London School of Economics, London, England** Spring 2013  
Study Abroad Experience  
**Course Work:** International Economics, International Communications

## WORK EXPERIENCE

- Nelton Communications, New York, NY** Summer 2014  
**Marketing/Advertising Assistant**
  - Worked on the advertising campaigns of companies including *Verizon Wireless, Ford, and Hershey's*
  - Performed competitive reviews on the competitors of various clients
  - Researched potential new business opportunities and wrote creative briefs for various clients
- Continental Restaurant, Philadelphia, PA** Summer 2013  
**Food Server**
  - Met the requirements for an intensive training program
  - Served food and beverages to patrons
  - Operated restaurant technology programs and restocked inventory
- ADECCO Staffing, Elizabeth, NJ** Summer 2012  
**Office Assistant**
  - Responsibilities included filing, data entry, and reception
  - Handled inquiries and concerns of various clientele
  - Developed excellent skills in customer service

## LEADERSHIP/ACTIVITIES

- Treasurer of the Society for the Advancement of Management, Villanova University** 2013-2014
  - Managed funds for the society
  - Coordinated activities and events such as the annual University *Johnson & Johnson Case*
  - Recruited guest speakers
- Gamma Phi Honor Society Member, Villanova University** 2013-Present
  - Serve as peer tutor in principal business classes for other students
- Villanova Marketing Society Member, Villanova University** 2012-Present
  - Attend meetings about various marketing techniques from multiple guest speakers
- National Society of Collegiate Scholars, Villanova University** 2012-Present
  - Serve as leader for other students in the university
  - Participate in community service including the Special Olympics
- Mission Trip Participant to Panama** October 2013
  - Fed and motivated the homeless
  - Visited school and orphanages to educate underprivileged children
  - Donated time and efforts to local farmers

## SKILLS

Microsoft Word, Excel, PowerPoint, Access and Proficient in Spanish

# FLORENCE NIGHTINGALE

Florence.nightingale@villanova.edu  
1095 Polo Court, Spring Valley, OH 45372, 513-121-1234

## EDUCATION

Villanova University, Villanova, PA  
Bachelor of Science: **Nursing**, May 2015  
GPA: 3.1

- Dean's List (2 semesters)
- Selected to present at American Public Health Conference
- Strong working knowledge of Spanish language

Smithfield High School, Spring Valley, OH June 2011

## NURSING EXPERIENCE

Pennsylvania Hospital, Philadelphia, PA  
**Nurse Extern**, Summer 2014

- Assisted and observed RN and NA responsibilities
- Implemented daily patient assignments and provided general nursing care
- Gained experience on medical-surgical floors, post-partum units and emergency room

Highland Hospital, Spring Valley, OH  
**Nurse's Aide**, Summer 2013

- Assisted professional staff with all aspects of nursing care
- Exposed to various functions of large teaching hospital

### **Clinical Rotations:**

- Advanced Medical-Surgical; Graduate Hospital
- Medical-Surgical; Lankenau Hospital
- Pediatrics; Children's Hospital of Philadelphia
- Obstetrics; Fitzgerald Mercy Hospital
- Psychiatric; Belmont Center for Comprehensive Treatment
- Geriatrics; Lankenau Hospital
- Health Promotion; Jefferson Home Health
- Home Health; Philadelphia Visiting Nurses Association

## LEADERSHIP/ ACTIVITIES

Student Nurses Association of Pennsylvania (SNAP)

- **Publicity Chairperson**, led group of 10 students to advertise events
- **Elections Committee**, served on panel to select officers and award recipients

College of Nursing Mentoring Program

Unity Clinic Volunteer

Special Olympics Volunteer

Kappa Kappa Gamma National Sorority

Day of Service, Team Leader

HS: Class Vice President, Varsity Soccer (Captain) and Basketball

## ADDITIONAL EMPLOYMENT

### **Summer and part-time positions include:**

Child care, two local families (15+ hours per week during school) 2011- present

Retail Sales, The Gap, Spring Valley, OH Summer 2012

Bakery Salesperson, Delicious Donuts, Columbus, OH 2010-2011



# Elizabeth Engineer

Cell: 610-555-5555  
Elizabeth.engineer@villanova.edu

115 Southwick Drive  
Wilmington, DE 19810

## SUMMARY OF QUALIFICATIONS:

Motivated college senior with multiple internship experiences and a strong academic record. Proficient in data gathering and analyses, AutoCAD, and systems management. Possess exceptional communication skills and the ability to work effectively in a team environment.

## EDUCATION:

**Villanova University**, Villanova, PA  
Bachelor of Science in Mechanical Engineering  
GPA: 3.21

May 2015

## TECHNICAL SKILLS:

AutoCAD 2002, Maple 8, MathCAD 11, MatLAB 6.5, C++, Microsoft Word, Excel, PowerPoint

## ENGINEERING EXPERIENCE:

### Senior Design Project – Villanova Formula SAE

November 2013-May 2014

- Design, fabricate and compete with a small Formula style race car.
- Conducted weekly meetings with faculty advisor and group to discuss accomplishments, plan tasks and assign responsibilities to meet deadlines.
- Coordinate work with four specialized groups to analyze data for the design and construction of the race car.

### Intern, Vandolay Industries, Philadelphia, PA

Summer 2013

- Managed development testing and data gathering/analysis of Air Cycle Actuators.
- Updated AutoCAD drawings for company files to be utilized when rebuilding production machinery.
- Met with outside vendors and reviewed quotations for replacement of a magnetic separator machine.
- Attended meetings involving engineering, quality control and production to determine weekly production schedules.

### Intern, Jacobson Helgoth Associates, Philadelphia, PA

Summer 2012

- Designed process structures using AutoCAD; revised and manipulated existing plans.
- Managed a preventive maintenance system using GPMaTe and Crystal Reports database software.

## ACTIVITIES:

### Society of Women Engineers (SWE), Villanova University

- Secretary, Fall 2013 – Spring 2014

### Club Lacrosse, Villanova University

- Treasurer, Fall 2012 – Spring 2014
- Initiated the establishment of a club program for women's lacrosse at Villanova.

### Chi Omega National Sorority, Villanova University

- Greek Week Chair - Spring 2014

### Senior Week Committee, Villanova University

- Planned and organized multiple events for the graduating Class of 2014

## ADDITIONAL EMPLOYMENT:

Waitress, **Chili's Restaurant**, Wilmington, DE  
Waitress, **Wilmington Country Club**, Wilmington, DE

Summer 2012  
Fall 2009 – Summer 2011

# JONATHAN FITZGERALD

(C) 632-456-2678  
jonathan.fitzgerald@villanova.edu

245 Science Drive  
Knoxville, TN 12345

## OBJECTIVE

To secure a research position in the pharmaceutical industry.

## EDUCATION

Villanova University, Villanova, PA  
Bachelor of Science: **Biology** May 2015  
Minor: Mathematics  
Accumulated 21 credits in laboratory coursework  
Science GPA: 3.0 Overall GPA: 2.8

**Coursework Includes:** Physiology, Comparative Anatomy, Neurobiology, Molecular Biology, Genetics

## RESEARCH EXPERIENCE

Villanova University, Biology Department

**Research Project Assistant** Jan. 2014 – Dec. 2014

- Assisted Biology professors with data collection and laboratory research
- Accumulated and documented findings for future publications
- Coordinated efforts of five students completing independent research
- Compared data to previous research projects

University of Tennessee, Biology Department, Knoxville, TN

**Laboratory Assistant** Summer 2014

- Created database files using MS Excel and Paradox for experimental data entry and analysis
- Assisted supervisor and graduate assistants with data collection
- Attended various lectures related to graduate fieldwork
- Other laboratory duties included conducting PCR reactions and gene sequencing

## TECHNICAL SKILLS

**Laboratory Skills:** Chromotography, Spectrophotometry, Light microscopy, Dissection microscopy, Video microscopy, Distillation (simple and fractional), Acid/Base titration, Polymerase chain reactions, Gene sequencing, Gel electrophoresis, Statistical analysis related to genetics

**Computer Skills:** Microsoft programs, paradox, Systat, SigmaPlot, maple, MS Visual C++, Borland C++, Netscape programs and other internet servers

## ACTIVITIES/VOLUNTEER POSITIONS

Special Olympics  
Tutor, Biology Department  
Residence Hall Council  
Project Sunshine, tutor for inner city elementary students  
Holy Cross Hospital Volunteer, Knoxville, TN

## ADDITIONAL EMPLOYMENT

**Sales Associate**, Radio Shack, Knoxville, TN Summers 2011-13  
**Assistant Manager**, Hollywood Video, Nashville, TN Summers 2010-11

## MEGAN WALTER

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<https://www.linkedin.com/in/meganwalter>

### OBJECTIVE

To pursue a creative position in communications utilizing strong writing, organizational and team skills. Special areas of interest: marketing, advertising and promotions.

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### EDUCATION

**Villanova University**, Villanova, PA

Bachelor of Arts in **Communication**, May 2015

Concentration: Public Relations, GPA: 3.3

**Coursework includes:** Advertising, Public Relations, Media Writing, Public Speaking, and Organizational Communication. Completed 24 credit hours in writing enriched and writing intensive coursework

**University of Sevilla**, Seville Spain, Spring 2014

Coursework related to international business communication

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### COMMUNICATION EXPERIENCE

**Senior Project, Villanova University**, Fall 2014

An in-depth research driven group project, culminating in a presentation of research findings and a 150 page collection of data and interpretations. Learned thesis development, methods of research and group dynamics. Thesis: How the Colas Do It: the Rationale Behind Their Marketing Strategies.

**Advertising and Public Relations Intern**, Earle Palmer Brown, Bethesda, MD Summer 2014

Drafted press releases. Investigated media outlets. Created media packets. Gained experience in all areas of advertising; account management, production and new business. Created original advertising campaign for new business.

**Advertising Class Project, Villanova University**, Fall 2013

Advertising "Firms" competed within class to win a client's account. Served as Co-Creative Director of team. Team won client account. Created a bound advertising briefing as finished product.

**Public Relations Student Society of America, Villanova University Chapter**, 2013-2015

Edited and wrote articles for semester newsletter.

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### ACTIVITIES

Habitat for Humanity (trips to South Carolina and New Mexico), Special Olympics, Inner-city tutoring program, Alpha Phi National Sorority, Balloon Day, Intramural sports, Basketball Club.

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### EMPLOYMENT

Held various summer and part-time positions to assist with college expenses. Positions include: Waitress, Child care, Retail salesperson, Lifeguard, Softball umpire. Currently work 10-15 hours per week during school. 2011 - present

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### SKILLS

Technical: Word/Excel, Adobe Print Shop, Microsoft Publishing. Web/internet literate.

Knowledge of French language.

Studio Art: Drawing, sketching, painting and collage work using a variety of media.

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### INTERESTS

Poetry, Painting, Rowing, Skiing, Hiking.

Portfolio and references available upon request

# MATTHEW HOFFMAN

Cell: (610)212-4567  
matthew.hoffman@villanova.edu

25 Avon Drive  
Mt. Laurel, NJ 12345

**OBJECTIVE** To obtain a summer position in publishing or print media.

**EDUCATION** **Villanova University**, Villanova, PA  
Bachelor of Arts: **English** May 2016  
Minor: Communication  
Major GPA: 3.4 Overall GPA: 3.1  
Spent 2 semesters as Business major  
Computer Skills: Word, Excel, Adobe Photoshop, Microsoft Publisher

**Cedar Crest High School**, Mt. Laurel, NJ  
Top 5% of Class Received Outstanding Senior Leader Award June 2012

**RELATED EXPERIENCE** “The Villanovan” (School newspaper with circulation of 10,000)  
**Lead Staff Writer, Editorials** 2014 – present

- Organized and coordinated editorial section of weekly paper
- Supervised staff of five
- Demonstrated integrity and discretion in interviewing faculty, administration and students

Laus and Hanson, Inc., Cherry Hill, NJ  
**Research/Editing Assistant, Communication Department** Summer 2014

- Assisted professional staff with internal and external documents
- Designed brochure for Human Resources Department
- Researched and collected data for journal articles

“The Talon” (High School yearbook)  
**Associate Editor** 2011 – 2012

- Designed layout of two yearbooks
- Coordinated all information for sports and clubs sections

**LEADERSHIP/ ACTIVITIES** Sigma Tau Gamma, National Fraternity, Villanova University  
**Vice President of Philanthropy/Outreach** 2013 – present

- Organize and coordinate all community activities for 100 men
- Represent chapter at university and national meetings

Villanova University Student Government  
**College of Arts Senator** 2013-- present

- Serve on various committees relating to all aspects of student life
- Utilize oral and written communication in advocating student rights

**College:** English Department Tutor, Special Olympics, Ski Club, Intramurals  
**High School:** Varsity Basketball and Baseball (Captain), SADD (President), Peer Leader

**EMPLOYMENT** Valley Beach Club, Mt. Laurel, NJ  
**Lifeguard** Summers 2011-13

# Elliot Engineer

Elliot.Engineer@villanova.edu  
215-555-5555

123 Main St.  
Columbus, OH 43203

## OBJECTIVE:

To obtain a civil or environmental engineering summer position.

## EDUCATION:

**Villanova University**, Villanova, PA  
**Bachelor of Science in Civil Engineering**, May 2016  
Cumulative GPA: 3.03

**Columbus High School**, Columbus, OH June 2012  
Class Rank 8 out of 350  
Cumulative GPA: 4.39  
National Honor Society

## TECHNICAL SKILLS:

Proficient in the following computer programs:

AutoCAD

Maple

Microsoft Excel, PowerPoint, and Word

C + +

MathCAD, MatLAB

## ENGINEERING PROJECTS:

### Engineering Graphics and Design, Villanova University, Spring 2014

- Group Project: Design of a Combination Washer/Dryer Machine- Developed an original design for a machine adhering to various limiting factors; culminated in a final written report.

### Civil Engineering Measurements, Villanova University, Fall 2013

- Group Project: Valley Creek Environmental Study- Conducted field study at a creek in Valley Forge; took various tests and measurements; culminated in 70 page final report.

## WORK EXPERIENCE:

### Gap Clothing, Columbus, OH

Sales Associate, Summers 2013 & 2014

- Developed strong communications skills.
- Responsibilities included assisting customers, organizing the store, and managing inventory.

### Horseshoe Summer Camp, Delaware, OH

Camp Counselor, Summer 2012

- Taught, coached and supervised children ages 8-12.

## LEADERSHIP AND ACTIVITIES:

### Villanova University

Career Assistant, Career Center

National Society of Collegiate Scholars

American Society of Civil Engineers

Volunteer, Special Olympics

### Columbus High School

Senior Class and Junior Class Secretary

Varsity Baseball

# Francis Finance

Cell: 215-555-5555  
Francis.Finance@villanova.edu

576 Elm St.  
West Chester, PA 19107

EDUCATION	<b>Villanova University</b> - Villanova, PA <b>Bachelor of Business Administration</b> Major: <b>Finance</b> <b>GPA: 3.36</b> Financing 50% of College Tuition Expenses	May 2016
BUSINESS PROJECTS	<b>Advanced Financial Management, Villanova University</b> <ul style="list-style-type: none"><li>• Individual project to estimate a firm's cost of capital.</li><li>• Collected background information on a firm, gathered relevant data and performed a detailed analysis to calculate the cost of capital.</li></ul> <b>Organization and Management, Villanova University</b> <ul style="list-style-type: none"><li>• Group project to create a product development plan; including financials, marketing plans, and a product concept.</li><li>• Represented group in the final project presentation to Johnson &amp; Johnson.</li></ul>	Spring 2014  Fall 2013
HONORS	<b>Villanova University</b> Gamma Phi-Business Honor Society Order of Omega- Greek Honor Society Dean's List Honors Program  <b>High School</b> National Honor Society Member Presidential Student Service Award	
ACTIVITIES	<b>Villanova University</b> Delta Tau Delta National Fraternity <ul style="list-style-type: none"><li>• Rush Chairperson</li><li>• Philanthropy Committee</li></ul> International Business Society Special Olympics Volunteer at Pennsylvania Fall Festival Villanova University Campus Activities Team-Special Events Up Till Dawn Team Member  <b>High School</b> Varsity Soccer Amnesty International Best Buddies Program	
EMPLOYMENT EXPERIENCE	<b>TGI Friday's Restaurant</b> , West Chester, PA Waiter <ul style="list-style-type: none"><li>• Developed customer service skills, handled conflict, and performed under pressure.</li></ul> <b>Best Buy</b> , West Chester, PA Audio Sales Associate <ul style="list-style-type: none"><li>• Increased company profit through effective sales representation.</li><li>• Trained new employees.</li></ul>	Summer 2014  Nov 2012-Aug 2013
SKILLS	Microsoft Office Suite (including Word, Excel, PowerPoint and Access) Basic web site design, Proficient in Spanish	

## FROSH STUDENT

Frosh.student@villanova.edu  
C (432) 789-7654

4321 Safari Drive  
Miami, FL 54321

### OBJECTIVE

To obtain a summer business position related to marketing

### EDUCATION

**Villanova University**, Villanova, PA  
Villanova School of Business

May 2018

**South Coral High School**, Miami, FL

Honors Student, Top 10% of Class

June 2014

Accumulated 12 AP credits

Miller Scholarship (awarded for academic and athletic accomplishments)

### LEADERSHIP/ACTIVITIES/VOLUNTEERING

#### College:

- Marketing Society
- Business without Borders
- Special Olympics
- Villanova Day of Service
- Intramural sports (basketball, soccer)

#### High School:

- Junior and Senior **Class Treasurer**, coordinated funds for class of 500+
- National Honor Society, **Vice President**, coordinated guest speakers and fund raisers
- Varsity Soccer and Basketball, **Captain** of both teams
- Debate Team, finished 2<sup>nd</sup> in state competition
- Student Leadership Organization
- Guidance Office Peer Educator, spoke to new students and incoming freshman
- Volunteer at Good Samaritan Hospital

### WORK EXPERIENCE

Miller-Robertson, Inc., Coral Gables, FL

#### Administrative Assistant

Summer 2014

- Exposed to all areas of operation of mid-sized business
- Communicated effectively with clients and potential customers

Estee Lauder, Inc., Miami, FL

#### Sales Associate

Summers 2011-13

- Rewarded for top sales numbers on three occasions

Child care for various families, Miami, FL

2012-2014

- Supervise three children for 15+ hours per week

### SKILLS

Proficient in Spanish

Experience with MS FrontPage, Excel, Power Point, Word

# WILL D. CAT

4500 Pine Street • Villanova, PA 19143 • will.d.cat@villanova.edu • 267-555-1212

## EDUCATION

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### **Villanova University**, Villanova, PA

Master of Arts in Counseling, GPA: 3.9

May 2015

PA Secondary School Guidance Counselor Certification

June 2015

Thesis: *The Effects of Race on SAT scores*

### **The Pennsylvania State University**, University Park, PA

May 2013

Bachelor of Science in Psychology

### **University of Granada**, Granada, Spain

Fall 2012

Semester Study Abroad

## RELATED EXPERIENCE

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### *Undergraduate Researcher*, **Department of Psychology**, Villanova, PA

Spring 2014 – Present

- Focused on analysis of childhood obesity in urban youth.
- Determined if school lunch choices were a factor through survey and observation.

### *Tutor*, **SAT PREP**, Blue Bell, PA

2012 – present

- Tutor high school students bi-weekly on the math and science portions of the SAT I and II.

### *Teaching Assistant*, **Department of Psychology**, Villanova, PA

Spring 2014

- Graded exams and assignments for a 60 student entry level psychology course.

### *Resident Assistant*, **Department of Student Life**, University Park, PA

2011-2013

- Supervised 30 students in their residential transition to college.
- Created and led resident hall activities, including bi-weekly student meetings.
- Responsible for emergency response to student situations in dorms.
- Trained in communication and mediation skills as well as counseling students on topics such as drugs and alcohol, sexual assault and identity.

### *Research Intern*, **Department of Human Development**, University Park, PA

2011- 2012

- Researched the effects of second hand smoke on domestic animals.
- Inputted and maintained research data of over 3,000 samples on STATA.

## PROFESSIONAL DEVELOPMENT

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### *Poster Presentation*, **Pennsylvania School Counselor Association**

March 2014

### *Student Member*, **National Health Association**

2013 - present

### *Student Member*, **American Psychological Association**

2012 - present

## ACTIVITIES

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### *Volunteer*, **Philabundance**, Philadelphia, PA

2011-present

### *Volunteer*, **Urban Blazers**, Philadelphia, PA

2011-present

### *Team Member*, **Men's Volleyball**, Penn State, PA

2010-2013

## SKILLS

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Computer: Microsoft Excel, Powerpoint, Dreamweaver

Language: fluent in Hindi, intermediate conversational Spanish



## X. PERRY ENCED

<https://www.linkedin.com/in/xperryenced>

3725 Michael Drive  
Thomasville, PA 12345

(610)555-5555  
penced@comcast.net

**PROFILE** Financial manager with 14 years experience in sales, marketing, portfolio development and successful team leadership seeking Financial Markets Management position.

### SUMMARY OF QUALIFICATIONS

- Supervised marketing team of 20 consistently exceeding all organizational goals
- Restructured marketing plans strategically, advancing returns in excess of 25%
- Provided marketing support for Chief Financial Officer
- Developed monthly conferences covering financial risk management issues
- Maximized staff performance through career development, team training and goal setting
- Managed multiple projects simultaneously in fast paced environments
- Evaluated sales force and made adjustments to increase profitability

### FINANCE/MARKETING PROFESSIONAL EXPERIENCE

Falcon Financial Services, St. David's, PA

**Assistant Vice President of Marketing Services** 2005 – present

- Established quality improvement teams to improve inter-department teamwork
- Managed 2.5 million budget and monitored all department expenses
- Implemented a commission sales program which increased sales by 30%
- Provided portfolio development consultations for high level clients
- Supervised professional staff of 35

**Group Manager, Client Services** 2003 – 2005

- Trained and managed sales force and client service representatives
- Developed programs for Risk Management education
- Managed company's secured credit lines, market activity and interest rates

Southeastern Bank, Lancaster, PA

**Lease Finance Administrator** 2000 – 2003

- Arranged financing for transactions up to 1.5 million
- Negotiated major contracts and expanded sales presence by 25%
- Researched, compiled and prepared crucial data on market trends

### EDUCATION

Drexel University, Philadelphia, PA

**Executive Master's of Business Administration** August 2006

Finance and Marketing Concentration

Villanova University, Villanova, PA

**Bachelor of Business Administration:** Finance May 2000

### ADDITIONAL INVOLVEMENTS

Financial Marketing Association of Greater Philadelphia

Philadelphia Chamber of Commerce

Volunteer: Walnut Street Theatre and Youth Basketball Coach