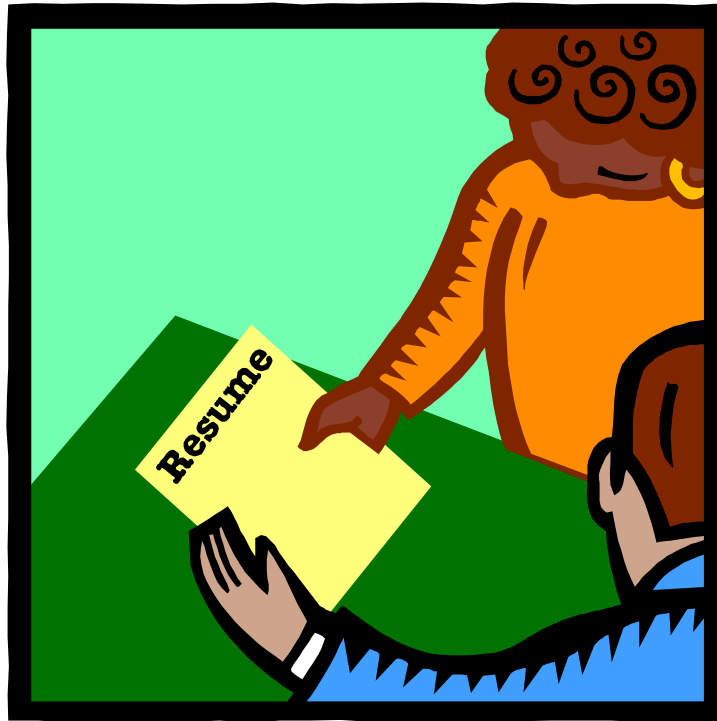


BOSTON UNIVERSITY  
OFFICE OF CAREER SERVICES

# Resume Writing



19 Deerfield Street, 3<sup>rd</sup> Floor, Boston, MA 02215  
617-353-3590  
[www.bu.edu/careers](http://www.bu.edu/careers)



Office of the Dean of Students

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## RESUME TIPS (RESUMES GET INTERVIEWS - NOT JOBS!)

- A resume is an individually designed one-page summary (sometimes two pages) of your personal, educational, and experiential qualifications **as they relate to the type of employment you are seeking**.

### RESUMES CAN BE USED TO:

- Clarify your thinking about your skills and your job objective.
- Send (electronically, fax, or U.S. mail), with a cover letter, in response to a specific job advertisement or lead.
- Send, with a cover letter, to an organization which interests you to inquire about potential job openings.
- Post online.
- Distribute to a network of contacts.
- Attach to an employment application.
- Allow employers to review your qualifications prior to job interviews.
- Serve as a point of reference during an interview.

### BASIC RULES OF RESUME WRITING:

- **Be relevant:**  
Select information that supports your job objective and enhances your qualifications in the mind of the reader.
- **Be brief:**  
Your resume may get as little as 15- 30 seconds consideration. Limit it to 1 (not more than 2) page(s). Be sure that essential information is readily noticeable.
- **Be consistent in layout and writing style:**  
Stylistic techniques (e.g., underlining, bolding, bullets, columns, indenting, italics) can be used effectively. If you choose to boldface a job title, boldface all job titles.
- **Highlighting information:**  
Be aware that information presented on the first page, at the beginning of a section, in the left hand margin, or in a column, gets extra attention.  
**For example**, dates in the left hand margin are emphasized. If your job chronology is not something you want to highlight, place the dates in a less conspicuous place. If you consider your experience more important than your education, place it first on your resume.
- **Avoid pronouns and certain phrases/Use of verb tenses:**  
Avoid first person pronouns (e.g., "I", "me", "my")  
Avoid phrases such as "duties included...." and "responsible for...".  
Current position should be written in present tense; previous positions in past tense.
- **Emphasize your skills:**  
Use action verb phrases (e.g., "organized a promotional campaign" or "developed and taught in-service courses").

- **Be conscious of image:**

Remember that your resume and cover letter are often your first contacts with a prospective employer.

Resumes should be visually appealing with no typos or grammatical errors.

Generally, font sizes between 10 and 12 are appropriate.

Resumes should be laser printed on bond paper, white or off-white.

## **FORMAT**

Choice of format depends on personal preference, career goals, and nature of past experience. There are two main formats (and many variations):

- **Chronological**

A categorical listing of information presented in reverse order of occurrence. (most commonly used format; the most familiar to employers.)

A good format for demonstrating a steady employment/education history relevant to your career objective.

- **Functional**

A format that emphasizes capabilities, skill levels, and accomplishments rather than job titles or time spent at various jobs.

This format is effective if you want to highlight marketable skills, are changing fields, reentering after an absence from the job market, or emphasizing specific skills and functions related to your career direction.

NOTE: If you believe that this format may be the most effective one for you include a brief list of employers, job titles, and dates after your skills and functions breakdown.

**SAMPLE RESUME FORMAT**

The following categories are often included in resumes. Your unique educational and work experiences should be considered when deciding which categories will be the best to highlight your strengths.

The objective helps to quickly and concisely focus your targeted reader.

**YOUR NAME**  
e-mail address  
cell phone #

Additional phone numbers such as fax or cell phone (if different) can be listed too. Be sure to label them.

School Address  
Area code and School phone

Home Address  
Area code and Home phone

**OBJECTIVE** State the kind of position for which you are applying and/or the setting in which you are interested and/or the skills you would bring to the job (see p. 7 for Sample Objectives)

**EDUCATION** **Boston University, Boston, MA**  
Bachelor of \_\_\_\_\_ in \_\_\_\_\_, Month, Year (anticipated date of graduation)  
• GPA: 3.0/4.0 or above (optional); Dean's List: # semesters  
• Additional Academic Honors including Scholarships, Memberships

*Related Coursework* • (optional) •

Projects • (optional)  
**Study Abroad Program, City, Country (optional)**  
Concentration: \_\_\_\_\_, Date

Additional optional information to include in your education section would be: study abroad programs, your minor, Note: after your sophomore year, high school is generally not listed.

**LICENSURE** • (optional) Official licensures or certifications related to your objective  
List name of license, granting organization and number

**EXPERIENCE** **Organization Name** City, State  
Job title, Month, Year to Month, Year (Dates of Employment)  
• Include employment, internships, volunteer or significant co-curricular positions. For each, list organization, city, state, dates of participation, job title, tasks performed and statements of accomplishments  
• Indicate what you did, the results of your action, and the type of organization/environment in which you worked  
• Provide details that support your career goal and describe your duties and responsibilities using action verbs (see page 8)  
• Present your most recent experience first

Descriptive phrases including your accomplishments. This section can include volunteer work, internships, student teaching, summer and part-time jobs. These can be paid or unpaid experiences.

**SPECIAL SKILLS** (optional)  
• **Computers:** Knowledge of hardware and software programs, technical expertise related to career field: i.e. Computer Aided Design  
• **Languages:** Basic Knowledge of...Conversant...Proficient...Fluent...Bilingual  
• **Additional:** CPR, American Sign Language, etc.

**ACTIVITIES/ INTERESTS/** (optional) include club memberships, professional and community affiliations, student groups (sports, arts, charities). Include name of organization, job title, dates. Also list hobbies, travel, non-related areas of knowledge, and other leisure pursuits.  
**(Note: Be careful disclosing any personal information that can affect your application)**

**REFERENCES** Available Upon Request  
(optional) **(Note: Do not list references on your resume)**

## RESUME CRITIQUE CHECKLIST

### Format

- \_\_\_\_\_ Does format choice (chronological, functional, etc.) effectively present your background and support your career goal?
- \_\_\_\_\_ Is information (headlines, titles, dates) consistently presented and emphasized by capitalizing, underlining, spacing, bolding, etc.?
- \_\_\_\_\_ If the resume is a chronological one, are the items in reverse chronological order (most recent first)?
- \_\_\_\_\_ Does the resume have an overall neat, readable appearance? Is it easy to scan? Is there sufficient but not excessive blank space?

### Content

- \_\_\_\_\_ Is the information presented relevant, specific, and concise? Is it quantitative where appropriate?
  - \_\_\_\_\_ Are accomplishments career-specific? Are transferable skills emphasized?
  - \_\_\_\_\_ Are your name, address(es), including e-mail and telephone number(s) at the top of the first page? If there is a second page, is your name at the top?
  - \_\_\_\_\_ Is all the information that supports your job objective included?
  - \_\_\_\_\_ Is extraneous material eliminated? This includes health, marital status, age, information that is assumed (i.e. high school for a college graduate), and out-of-date information (i.e. college extracurricular activities for a person who graduated many years ago).
- NOTE: International Students:** This may differ from personal information that is required on resumes/CV's in your home country.

### Style

- \_\_\_\_\_ Do phrases begin with action verbs?
- \_\_\_\_\_ Is writing style consistent throughout the resume?
- \_\_\_\_\_ Is choice of vocabulary appropriate to your job target (i.e., avoid using the jargon of your current field if you are making a career transition)?
- \_\_\_\_\_ Are grammar, punctuation, and spelling correct?
- \_\_\_\_\_ Are sentences of a readable length?
- \_\_\_\_\_ Have extraneous phrases, such as "responsible for" been eliminated?

### FINAL CHECK

Test market your resume by asking someone you know or a career counselor at Career Services for feedback on the impression it gives of you and for suggestions on improving it. Make necessary changes and proofread before printing.

## ELECTRONIC RESUME TIPS

Generally, use an electronic resume when directed to by the employer or submitting to on-line resume banks. Be sure to follow specific directions of each employer/resume bank.

To make sure your resume will be readable by almost any employer on the Internet, regardless of the ISP, platform, or word processor, you will have to make your resume into a document that can be copied directly into your e-mail message.

### Step 1: Convert Hardcopy Resume to Text Only or Plain Text

- Save it in "plain text" or "ASCII text" format, the resulting filename will have the extension ".txt" after it

### Step 2: Adjust your Text Only/Plain Text document

- **Delete references to page two** (if resume is more than one page).  
Examples to omit include "page 1 of two"; "continued"; your name or header on page 2  
You are making your resume one continuous electronic document.
- **Limit each line to 60 characters including spaces**  
Your e-mail may have a longer line length than the receiver of your e-mail, which can lead to unusual and illogical line breaks.
- **Use a monospaced font like Courier**  
Use the *Space Bar* (not Tab Key) to align text elements (easy to see if you're going over the 60-character-per-line limit).
- **Use all CAPS for words that need special emphasis**  
Use all CAPITALIZED letters to highlight important words, phrases, and headings instead of bolds, underlines, and italics.
- **Replace bullet points with a standard keyboard symbol**  
Special symbols such as bullet points, arrows, triangles, and check marks do not transfer well electronically. Therefore, switch each to a standard keyboard symbol: Dashes (-); Plus Signs (+); Asterisks (\*); Double Asterisks (\*\*).
- **Use Keywords to get your resume noticed**  
Keywords are labels that a computer uses to match you to what an employer wants.  
Instead of saying "proficient in software use," say "Software: Microsoft Word, Microsoft Excel, and Macromedia Dreamweaver." This will be translated by the employer software into a list of skills similar to the following: "Microsoft Word, Microsoft Excel, Macromedia Dreamweaver, HTML, word processing, spreadsheets, desktop publishing, and page layout."

### Step 3: Final Check

- Before emailing your resume to an employer, email it to yourself or a friend to do a final check for any formatting problems.

### For more detailed help

- [www.rileyguide.com/eresume.html](http://www.rileyguide.com/eresume.html)
- <http://www.studentpress.org/acpjobs/resumetips.html>
- <http://www.eresumes.com/>

## SAMPLE TEXT-BASED RESUME

(monospaced; line length: 60 characters. There are other text-based formats; this is just one example)

JENNIFER BARDEL  
 10001 Anylane  
 Anywhere, CO 99999  
 Home: (555) 676-8989  
 Work: (555) 767-9898  
 jbardel@colorado.edu

OBJECTIVE: Sports reporter

### EDUCATION:

University of Colorado, Boulder, CO

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- \* BA in Journalism; Minor in Kinesiology.
- \* Overall GPA: 3.25 on 4.0 scale.

### JOURNALISM EXPERIENCE:

Rocky Mountain News, Denver, CO, January-May 1999

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#### \* Sports Writer

Covered University of Denver baseball season and weekly high school track. Wrote an average of three stories per week. Also wrote a weekly column. 20 hours per week.

The Patriot Ledger, Quincy, MA, May-August 1998

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#### \* Metro Desk and Features Desk Reporter

Covered variety of news, including local politics, courts, crime and education. Feature work included stories on local summer theater and special program for retired executives.

Colorado Daily, University of Colorado, Boulder, CO, September 1997-May 1998

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#### \* Sports Editor

Supervised staff of 15 writers. Assigned and edited approximately 20 stories per week. Coordinated coverage of all CU varsity sports.

### SKILLS:

- \* Macintosh, Quark XPress, PageMaker and Photoshop.
- \* Use electronic databases on the Internet to check facts.

### ACTIVITIES:

- \* Vice President, Society for Collegiate Journalists, CU chapter.
- \* Program coordinator, Chappellear Hall, CU campus.
- \* Volunteer since 1994, Special Olympics.

### REFERENCES:

Available upon request

(Adapted from <http://www.studentpress.org/acpjobs/resumetips.html>)

## SAMPLE CAREER OBJECTIVES

1. To perform planning, marketing, and programming functions in the administration of a large recreational or amusement park. (describes Functions/Environment)
2. A position as territorial sales representative for a medium sized computer manufacturing company. (describes Position/Environment)
3. To utilize skills in communication, leadership and adult learning to design and implement educational programs. (describes Skills/Functions)
4. To produce and implement commercials for advertising products and services utilizing artistic and design skills. (describes Functions/Skills)
5. Seeking elementary-level teaching position in inner-city public school system. (describes Position/Environment)
6. Seeking a human resource generalist position in a corporate setting. (describes Position/Environment)
7. An entry-level position in marketing research. (describes Position/Functions)
8. An entry-level computer programming position leading to program analysis and design. (describes Position/Short-Long Term Goals)
9. An entry-level position in hardware design with opportunity for advancement into software development. (describes Functions/Short-Long Term Goals)
10. An entry-level position as a mechanical engineer with opportunities for technical management. (describes Position/Short-Long Term Goals)
11. A position as a counselor for senior citizens in a community agency or medical setting. (describes Position/Environment)
12. To apply skills in counseling, group facilitation and program development within a college/university setting. (describes Skills/Environment)
13. To assist in the development, provision and marketing of educational programs within a human services agency. (describes Functions/Environment)
14. An internship in advertising which will utilize courses in creative writing and audiovisual production and provide hands on experience in the field. (describes Environment/Skills)

**ACTION VERBS****MANAGEMENT**

Achieved  
Administered  
Analyzed  
Assigned  
Attained  
Chaired  
Completed  
Contracted  
Consolidated  
Coordinated  
Delegated  
Developed  
Drafted  
Directed  
Eliminated  
Evaluated  
Executed  
Expanded  
Implemented  
Improved  
Increased  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Strengthened  
Supervised

**HELPING**

Advocated  
Aided  
Assessed  
Clarified  
Coached  
Collaborated  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Expedited  
Facilitated  
Guided  
Led  
Mentored  
Referred  
Rehabilitated  
Represented

**COMMUNICATION**

Advertised  
Addressed  
Arbitrated  
Arranged  
Authored  
Clarified  
Composed  
Contacted  
Corresponded  
Demonstrated  
Developed  
Directed  
Discussed  
Edited  
Enlisted  
Formulated  
Informed  
Interviewed  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Motivated  
Negotiated  
Notified  
Promoted  
Publicized  
Reconciled  
Recruited  
Spoke  
Translated  
Wrote

**RESEARCH**

Clarified  
Collected  
Compared  
Detected  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored  
Gathered  
Extracted  
Identified  
Inspected  
Inquired  
Interpreted  
Investigated  
Organized  
Repaired  
Reported  
Researched  
Reviewed  
Summarized  
Surveyed  
Systematized

**TEACHING**

Analyzed  
Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Developed  
Educated  
Enabled  
Explained  
Encouraged  
Evaluated  
Facilitated  
Guided  
Informed  
Initiated  
Instructed  
Persuaded  
Planned  
Stimulated

**TECHNICAL**

Applied  
Assembled  
Built  
Calculated  
Coded  
Constructed  
Converted  
Debugged  
Designed  
Determined  
Devised  
Engineered  
Maintained  
Overhauled  
Printed  
Programmed  
Regulated  
Restored  
Solved  
Standardized  
Trained  
Upgraded  
Utilized

**FINANCE**

Administered  
Adjusted  
Allocated  
Audited  
Balanced  
Budgeted  
Calculated  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Netted  
Planned  
Projected  
Reconciled  
Reduced

**ADMINISTRATIVE**

Approved  
Arranged  
Catalogued  
Categorized  
Classified  
Collected  
Compiled  
Distributed  
Executed  
Generated  
Implemented  
Inspected  
Operated  
Organized  
Purchased  
Recorded  
Reviewed  
Tabulated

**CREATIVE**

Acted  
Conceptualized  
Conceived  
Created  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Generated  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Originated  
Performed  
Planned  
Produced  
Revitalized  
Shaped

## INDEX TO SAMPLE RESUMES

1. Chronological Resume: Liberal Arts with Related Experience.  
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3. Chronological Resume: Liberal Arts with No Related Work Experience.  
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4. Chronological Resume: Technical.  
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CHRONOLOGICAL RESUME: LIBERAL ARTS WITH RELATED EXPERIENCE. FONT: TIMES NEW ROMAN 10

**CHARLES D. FOSTER II**

123 Font Street  
Weston, MA 01802  
(617) 555-1234  
myemail@bu.edu

Objectives are a quick and concise way to show a focus.

**PROFESSIONAL OBJECTIVE**

A counseling position for senior citizens in a social service or medical setting.

Bolding your major when it is related to your objective can make it stand out.

**EDUCATION**

Boston University, Boston, MA  
**Bachelor of Arts in Sociology**, May 200-  
Minor in Psychology

Including a "Related Coursework" section can focus your audience on classes that are relevant to the position you seek.

**RELATED COURSEWORK**

Psychology of Aging  
Adults in Contemporary Society  
Program Planning and Administration

Death and Dying  
Government Welfare Programs  
Gerontology

Creating a "Related Experience" section will focus the reader on the experience you feel is the most relevant and want to get the most attention.

Bolding titles makes them stand out and works well when they are relevant to your current objective.

**RELATED EXPERIENCE**

**Senior Citizens' Advocate** (Intern), Office for Senior Citizens, Boston, MA

Resolve problems relating to housing, heating, social security, food stamps, SSI, and medical concerns. Make referrals to appropriate agencies. Complete client characteristic sheets and schedule senior citizens' van.  
(1/0- to Present)

**Counselor** (Intern), Salvation Army, Boston, MA

Assisted clients with family issues. Performed referral services to community health and social service agencies. Administered food vouchers and menu plans. Generated bi-monthly reports on welfare assistance program.  
(9/0- to 12/0-)

**Counselor**, Presbyterian Nursing Home, Arlington, MA

Organized recreational and social activities for geriatric patients. Counseled patients in areas related to self-image and self-confidence. (Summer 200-)

**Social Worker**, Concerned Ecumenical Ministry, Weston, MA

Assisted elderly with family problems and social concerns. Coordinated daily recreational activities.  
(9/0- to 5/0-)

**ADDITIONAL EXPERIENCE**

**Secretary**, Parks Department, Weston, MA (Summer 200-)

**Inventory Control Clerk**, Markel Electric, Waltham, MA (200- to 200-)

**File Clerk**, Sportservice, Weston, MA (200- to 200-)

**Waiter**, Ferrante's Restaurant, Newton, MA (Summer 200-)

Having an "Additional Experience" section is a great way to get credit for "earning your keep" but not take up a lot of space on your resume.

**INTERESTS**

water skiing, mountain climbing, rugby

CHRONOLOGICAL RESUME: EDUCATION. FONT: TAHOMA 10

**JANE ROE**  
myemail@bu.edu

**College Address**

21 Ridge Lane  
Brighton, MA 02135  
(617) 782-2222

**Permanent Address**

28 Alves Road  
Benton, NJ 02306  
(908) 647-4432

**OBJECTIVE**

A teaching position at the elementary level

You always want to list your certification or licensure when you can.

Including both college and permanent addresses will allow the reader to reach you at anytime.

**EDUCATION**

**Boston University**, Boston, MA  
Bachelor of Science in Elementary Education, May 200-  
Massachusetts Initial License: grades 1-6 (pending graduation)  
Massachusetts Test of Educator Licensure: passed Communication & Literacy Skills and Subject Test

- G.P.A.: 3.9/4.0
- Dean's List (all semesters)

Listing a G.P.A. of 3.0 or above can show your academic strength. It is optional in most cases.

**TEACHING EXPERIENCE**

**John Ward Elementary School**, Newton, MA  
Student Teacher - practicum (Spring, 200-)

- Instruct fourth grade students in math, science, social studies, and reading using Cooperative learning methods.
- Developed and implemented interdisciplinary units on Health and Nutrition, and Ocean Life.
- Participated in in-service activities on Diversity, and Technology in Education.
- Modify curriculum for special needs students.

Breaking your work experience into labeled sections helps to further focus your reader on directly related experience and highlights the skill in the heading.

**Lincoln-Eliot Elementary School**, Newton, MA  
Teacher Intern - pre-practicum (Fall, 200-)

- Observed and assisted third graders in an inclusionary classroom using whole language and "hands-on" learning.
- Led reading group and assisted students individually and in small groups.

Using bullets draws the attention of the reader to the action verb.

**Heath Elementary School**, Brookline, MA  
Teacher Intern - pre-practicum - (Spring, 200-)

- Assisted in instruction of fifth graders in a traditional classroom using basal readers.
- Tutored an English-as-a-second language student in basic English skills.

**RELATED EXPERIENCE**

**Walworth Barbour American International School**, Haifa, Israel  
Activities Coordinator (Summer, 200-)

- Organized and guided two after-school activities for first and second grade students.
- Developed arts and crafts curriculum and collected age-appropriate storytelling material.

**Greenstreet After-School Program**, Boston, MA  
Tutor (Fall, 200-)

- Tutored elementary students in language arts, mathematics, social studies, and English.
- Participated in monthly meetings with parents to review child's progress.
- Collaborated with team of teachers and tutors to plan activities.

CHRONOLOGICAL RESUME: EDUCATION. FONT: TAHOMA 10

Page 2

**JANE ROE**

[myemail@bu.edu](mailto:myemail@bu.edu)

**ADDITIONAL EXPERIENCE**

Sales Associate, GAP Clothing Co., New York, NY (Summer, 200-)

Creating a 2 page resume is acceptable in some instances, particularly in careers like education where practicums and internships are the norm

**HONORS/AWARDS**

Member, Pi Lambda Theta, 200- to Present

**SPECIAL SKILLS**

Personal computers: Macintosh, PC; Microsoft Word, Access and Excel, Internet Explorer

American Sign Language – proficient

Foreign languages: Spanish – proficient; French – conversant

**INTERESTS**

piano, community theater, creative writing

**NATALIE A. TIRED**  
myemail@bu.edu

**Permanent Address**

1234 Tilestone Drive  
Topeka, KS 66220  
(913) 838-3543

**University Address**

117 Bay State Road, Box 1546  
Boston, MA 02215  
(617) 353-1122

**OBJECTIVE** A research position in international development utilizing research and analytical skills, and background in International Relations and Business.

**EDUCATION** BOSTON UNIVERSITY, Boston, MA  
**B.A. in International Relations**, January 200-  
Concentration: East Asian Studies

Listing courses with bullets immediately focuses the reader on the course titles.

**Related Coursework**

- International Management
- Economic Development and the Pacific Rim
- Third World Development
- Oral Presentations

**Projects**

Having a "Project" section lets you name some additional relevant skills that might not otherwise show up on your resume.

- Conceived, performed field and library research, and completed 30-page senior thesis entitled, "*The Clinton Administration's Economic Policy in Asia: Does It Have a Goal?*" Summarized results in successful oral defense before faculty and student audience.
- Participated in foreign investment negotiations simulation between multinational corporations, and government and local companies of Brazil and Mexico.

BOSTON UNIVERSITY STUDY ABROAD PROGRAM, KANAGAWA UNIVERSITY, Kanagawa, Japan  
**Concentration: Japanese Business and Communications**, Fall 200-

**EXPERIENCE** **Pappas Law Library**, Boston University, Boston, MA  
Senior Filer – Supervise, train, and assign work to student staff. Update all legal reference material. (200- to Present)

**Midwest Software, Inc.**, Topeka, KS  
Customer Service Representative – Advised customers on product options and completed sales. Edited Quality Control Manual. (Summer, 200-)

**LEADERSHIP ACTIVITIES** **Resident Student Council**, Boston University, Boston, MA  
President – Manage student activities budget and appropriate funds for student events. Plan and coordinate campus-wide events. Chair student council meetings. (200-)

Having a "Leadership Activities" section focuses the audience on skills that are related to being a leader and adds emphasis.

Representative – Represented residence hall of over 30 students at weekly council meetings. Planned and coordinated monthly residence hall events. Assisted in organizing university-wide events. (200- to 200-)

**Freshman Orientation Committee**, Boston University, Boston, MA  
Presenter – Presented daily workshops to audiences of 20 to 80 incoming freshmen focusing on issues of time management and adjustment to university life. (Summers 200-, 200-)

**SPECIAL SKILLS**

- **Language:** Conversant in Japanese.
- **Computers:** Macintosh and PC. MacWrite and Microsoft Word.

**MEMBERSHIP** Japan Society (200- to Present)

CHRONOLOGICAL RESUME: TECHNICAL. FONT: TIMES NEW ROMAN 10

**TARA TECHNIC**  
75 Ashford Street  
Allston, MA 02215  
(617) 764-5008  
[myemail@bu.edu](mailto:myemail@bu.edu)

**OBJECTIVE**

A position utilizing internet technology including web design and software development

**EDUCATION**

BOSTON UNIVERSITY, Boston, MA  
**B.A., Computer Science**, May 200-  
GPA: 3.4/4.0 (Dean's List, 4 semesters)

**Related Courses**

Computer System Fundamentals  
Concepts of Programming Languages

Computer Architecture  
Software Systems

**Computer Skills**Software

Microsoft Office  
Dreamweaver  
Photoshop

Languages

HTML  
C, C++  
Java  
PASCAL  
Perl

Operating Systems

UNIX/Linux  
Mac OS  
Windows NT/XP

Putting your computer skills towards the top of the resume emphasizes the skills employers are looking for.

Listing "Computer Skills" in subcategories like this makes it quick and easy to locate relevant technical knowledge areas and draws attention to specific technical expertise.

**Projects**

- Built the back end of an assembler and a linker in C
- Wrote a C++ program to simulate a M/M/1 network system
- Assembled a parser and evaluator in SML/NJ
- Wrote a client/server grading application in Perl

**RELATED EXPERIENCE**

ABC COMMUNICATIONS CORP., Boston, MA

**Webmaster** (Summer 200-)

- Designed and updated web pages for entire organization including graphic design and text control.

**Freelance Web Designer**, Boston, MA (September 200- to May 200-)

- Created and designed site for Central Vending Co.
- Beta tested site for Kornic Metrics Co.

RAYTHEON COMPANY, Tewksbury, MA

**System Administrator** (Summer 200-)

- Assisted in the administration of a highly networked environment.
- Installed software and repaired workstations and hardware.
- Maintained DNS and NIS servers and clients.

**OTHER EXPERIENCE**

BOSTON UNIVERSITY, Boston, MA

**Resident Assistant** (August 200- to Present)

- Supervise administrative operations for 45 undergraduate residents.

**ACTIVITIES**

Microsoft Products Club  
IEEE  
ACM

**INTERESTS**

Improvisational Jazz, Golf, Skiing

CHRONOLOGICAL RESUME: INTERNSHIP WITH LIBERAL ARTS BACKGROUND.FONT: ARIAL 10

**GLEN SMITH**  
myemail@acs.bu.edu

**College Address**

123 Bay State Road, Apt. 3B  
Boston, MA 02215  
(617) 555-1111

**Permanent Address**

999 Eagle Drive  
Medford, MA 02115  
(617) 333-4444

**OBJECTIVE** An internship with a non-governmental organization (NGO) utilizing language skills, political science coursework and overseas experience.

**EDUCATION** BOSTON UNIVERSITY, Boston, MA  
**B.A. in Political Science**, May 200-  
Minor: Russian Language  
• GPA: 3.5/4.0; Dean's List (3 semesters)

*Related Courses*

- Political Economies of Industrialized Nations
- Origins and Development of the European Common Market
- Post-Communist Eastern Europe
- Micro and Macro Economics

In many cases it makes sense to list your study abroad program to show an international focus.

BOSTON UNIVERSITY STUDY ABROAD PROGRAM, EUROPEAN UNIVERSITY,  
Moscow, Russia  
**Concentration: Russian Politics and Economy**, Spring 200-

*Research Project*

- Conceived, performed field research, and completed written studies focusing on small business development in post-communist Russia. Summarized findings in oral presentation before directors of Moscow bureau of The Eurasia Foundation.

**RELATED EXPERIENCE** **The Eurasia Foundation**, Moscow, Russia  
Program Associate (Intern) – Translated and evaluated Russian grant proposals for education programs and small business development. Conducted final site evaluations of grantees. Researched progress of start-up, small businesses. Recorded findings in weekly written reports. (Spring 200-)

**ADDITIONAL EXPERIENCE** Administrative Assistant, Office of Career Services, Boston University, Boston, MA (September 1996 – 200-)  
Sales Associate, The Gap, Boston, MA (August 200- - December 200-)

**LANGUAGE SKILLS**

- Fluent in reading, writing, and speaking Russian
- Experience translating business correspondence (Russian and English)

Listing your language skills with your level of proficiency and how you use them can give the employer important detail regarding those skills.

**COMPUTER SKILLS**

Hardware: PC and Macintosh  
Software: WordPerfect, Microsoft Word, Pagemaker

**References Available Upon Request**

Ending with this statement is optional.

CHRONOLOGICAL RESUME: SCIENCE. FONT: TAHOMA 11

**LESLIE LAB**  
myemail@bu.edu

(Home)  
472 Trenton Ave.  
Upstate, NY 13502  
(315) 123-4567

(School)  
140 Bay State Rd.  
Boston, MA 02215  
(617) 352-8910

**OBJECTIVE**

A position in biological research focusing on molecular bench techniques

**EDUCATION**

BOSTON UNIVERSITY, Boston, MA  
**Bachelor of Arts, Biology**, May 200-  
GPA: 3.2/4.0

**Related Courses**

Cell Biology, Physiology, Organic Chemistry, Ecology,  
Research in Biology

When applying to a research position it focuses the reader to see a separate section on laboratory techniques.

**LAB SKILLS**

Chromatography, electrophoresis, ELISA, cell culture (mammalian cells & bacterial cultures), centrifugation, animal dissection, experimental design

**RESEARCH EXPERIENCE**

BOSTON UNIVERSITY TROPICAL DIVERSITY PROGRAM, Quito, Ecuador  
**Intern** (fall semester 200-)  
Designed and performed ecological studies on tropical organisms.

KORNIK CORP., INC, Rome, NY  
**Research Assistant** (summers 200- to 200-)  
Performed HPLC reverse phase chromatography, large scale ionic exchange chromatography, and gel electrophoresis on ribonucleases. Assisted in development and performed enzymatic assays on ribonucleases.

MARINE ECOLOGY RESEARCH PROGRAM, Woods Hole, MA  
**Research Assistant** (summer 200-)  
Performed biological and ecological field experiments.

**OTHER EXPERIENCE**

COLLINS NURSERY, Fonda, NY – Nursery Assistant (summer 200-)  
TECHLAB, Albany, NY – Photography Lab Technician (summers 200-, 200-)

**ACTIVITIES**

Boston University Dance Theatre Group

**COMPUTER SKILLS**

PC and MacIntosh, Microsoft Word and Excel

References Available Upon Request

CHRONOLOGICAL RESUME: BUSINESS. FONT: TIMES 10

You may want to list your work phone number if it is okay to contact you at your current employer.

**ANTHONY LABELLA**  
111 Hanover Street  
Boston, MA 02214

Home: (617) 321-4872  
Work: (508) 875-6235  
myemail@bu.edu

**OBJECTIVE:** Trainee position in retail leading to store management.

**EDUCATION:**

BOSTON UNIVERSITY, Metropolitan College, Boston, MA  
**Bachelor of Arts, Business Administration**, May 200-  
GPA: 3.6/4.0  
Dean's List (4 years)  
Beta Gamma Sigma, National Honor Society  
Lock Honor Society

**RETAIL EXPERIENCE:**

**FILENE'S**, Boston, MA  
**Retail Intern**, September 200- to Present

- Develop various plans for departmental expansion in four branch stores.
- Determine and analyze inventory levels for promotional purposes.
- Investigate and examine competitors' pricing and promotional strategies.
- Collaborate with merchandising vendors on advertising campaigns.

Using bullets to draw a reader's eye to the action verb is an effective way to focus the reader.

**LAHOUT'S SKI SHOP**, Boston, MA  
**Buyer and Salesperson**, September 200- to May 200-

- Increased sales to collegiate athletic clubs by 20% over previous year.
- Represented store at trade shows.
- Established and maintained new accounts with six prestigious clothing manufacturers.
- Handled competitive bidding for organizational contracts which resulted in three new accounts.

**Storewide Manager's Assistant**, September 200- to August 200-

- Supervised, trained, and scheduled 25 store personnel.
- Increased sales 30% by expanding key sporting goods line.
- Reviewed accounts receivable and decreased delinquent accounts by 15%.

Listing quantifiable information in an accomplishment statement allows the reader to more accurately understand your positive impact

**Department Manager**, Summer 200-

- Established and managed tennis department.
- Purchased hardware.
- Managed record keeping and inventory.

**MEMBERSHIP:**

American Marketing Association, 200- to Present

**ACTIVITY:**

Boston University Mountain Climbers' Club, 200- to Present

**PEARL BALDWIN**

124 Oakview Drive, Dayton, OH 43113, (614) 555-2314, myemail@acs.bu.edu

**PROFILE**

A Profile, also called a "Summary of Qualifications", is another way to quickly summarize your relevant background in concise summary statements.

**Writing, Editing, Public Relations**

- Experience as **entertainment critic** conducting interviews with artists, performers, and entertainment managers and agents.
- Skilled copywriter, copy editor, and proofreader.
- Excellent command of the English language: grammar, semantics, syntax, and punctuation. Knowledge of *The Chicago Manual of Style*
- Computer Skills: Mac and PC (MS Word, Q&A, Alpha 3)

**EDUCATION**

BOSTON UNIVERSITY, Boston, MA  
**Bachelor of Arts in English**, May 200-  
 Minor: Philosophy

**WRITING EXPERIENCE**

**The Daily Free Press**, Boston University, Boston, MA  
Staff Writer – Developed story ideas, researched and wrote feature articles, and met strict deadlines for Lifestyle, Entertainment, and Metro sections. Reviewed and critiqued musical, movie and theater productions. Profiled entertainment personalities and lifestyle issues of college population. Covered local political events and breaking stories in the greater Boston area. (September 200- to May 200-)

**The Boston Phoenix**, Boston, MA  
Editorial Assistant (Intern) – Proofread and copyedited articles under direction of entertainment editor for weekly newspaper. Utilized computerized system to perform tasks. Assisted with layout. Served as telephone contact with advertisers to finalize text, layout and costs. (Spring 200-)

**ADDITIONAL EXPERIENCE**

**Read On Bookstore**, Dayton, OH  
Customer Service Staff – Advised customers on book selections. Completed special orders to maintain fully stocked inventory. Restocked shelves. (Summer 200-)

**Wake-Me-Up Coffee Shop**, Dayton, OH  
Wait Staff – Provided customer service in multi-service coffee shop that maintained fully stocked, eclectic reading library and scheduled local folk bands for weekend performances. (Summers 200-, 200-)

**LANGUAGES**

- Conversant in Spanish
- Basic conversational ability in French

**ACTIVITIES**

- Boston University Creative Writing Club (200- to 200-)
- Crew Team (200- to 200-)

Listing what may be further required lets the reader know you are ready to send additional needed materials.

**Writing Samples and References Available Upon Request**

CHRONOLOGICAL RESUME: PUBLIC HEALTH. FONT: TIMES NEW ROMAN

**NANCY S. HADLEY**

148 Baystate Road  
Boston, MA 02115  
(617) 267-3751  
myemail@bu.edu

**CAREER OBJECTIVE**

Supervisory position in a community health care agency leading to program development.

**EDUCATION**

BOSTON UNIVERSITY, Boston, MA

Dual Degree:

**Master of Public Health in Health Services, May 200-**

**Master of Science in Community Health Nursing, May 200-**

Thesis:

“The Relationship between Social Support, Birth Outcome, and Public Health Nursing Visits in a Defined High-Risk Population.”

KEUKA COLLEGE, Keuka Park, New York

**Bachelor of Science in Nursing, May 200-**

An example of how to list Masters and Bachelors programs.

**PROFESSIONAL EXPERIENCE**

DEPARTMENT OF HEALTH AND HOSPITALS, Boston, MA

**Community Outreach and Program Development Intern, 200- to 200-**

Planned and implemented AIDS awareness program for urban, Hispanic community. Trained local residents to facilitate program and evaluate effectiveness.

TEMPORARY NURSING AGENCIES, Boston, MA

**Home Care Nurse, 200- to Present**

Provide in-house nursing services to high-risk infants, children, and families through a variety of agencies. Complete daily progress reports and final evaluations.

**Charge/Supervisor Nurse, 200- to 200-**

Supervised long-term care needs for geriatric patients in 10 to 45-bed chronic care facilities . Managed up to 45 nurses on day and night shifts. Scheduled work and shift assignments. Developed management style emphasizing professional responsibility:

- delegated assignments and followed through to ensure successful completion of tasks.
- created team approach to problem-solving by involving staff in decision-making.
- trained and developed staff through regular feedback and formal performance evaluations.
- encouraged nurses to resolve staff issues on their own.

NEW ENGLAND MEDICAL CENTER, Boston, MA

**Staff Nurse, 200- to 200-**

Met health care needs of 0 – 6 month infants in Level II and III Special Care Nursery, including extensive discharge planning.

**HONORS**

- Awarded Research Grant, Sigma Theta Tau, Theta Chapter, 200-
- International Honor Society of Nursing 200-

**MEMBERSHIPS**

- American Public Health Association
- National Association for Public Health Policy

COMBINATION FUNCTIONAL & CHRONOLOGICAL: COMMUNICATIONS. FONT: TIMES 10

**QIAN CHUNG**  
 234 Beacon Street  
 Waltham, MA 02218  
 (617) 555-1888  
 myemail@bu.edu

This is an example of a functional style resume where key skills are listed as headings and related accomplishments are bulleted underneath each heading. This immediately shows the reader skills that are directly relevant and deemphasizes previous work settings.

**OBJECTIVE**

To utilize film and television experience in a film or video production company

**RELATED EXPERIENCE**

**Television and Film**

- Developed, coordinated, and served as Production Assistant for special children’s video series for WABU-TV, Channel 68.
- Assisted and received training from video editor utilizing Digital Editing Systems (DES). Editing projects included news spots and station-produced special programs.
- Organized catering, transportation, and accommodations in assisting the production of full-length feature film. Scouted locations, acquired filming permits, and obtained props.
- Served as assistant to Casting Director: supervised extras, musicians, and crew.

**Communications/Media**

- Engineered and anchored a weekly newscast:
  - wrote news stories
  - interviewed city officials
  - taped finished stories
  - investigated campus activities
- Co-anchored on-air radio reports of 200- Democratic National Convention.

Each bullet is relevant for the section but not tied to a specific position.

**Visual Arts/Design**

- Co-authored, directed, and acted in independent, short 8mm films.
- Published photographs of local urban and campus life in Boston and university newspapers.
- Designed window displays; earned position as Fashion Coordinator for exclusive boutique.

**Promotion/Fundraising/Public Relations**

- Obtained donation of office equipment for news department.
- Acquired accounts from local businesses for underwriting and advertising.
- Planned, organized, and promoted all-day music seminar for WBUR affiliate of National Public Radio. Contacted musicians, agents, managers, and lawyers. Project grossed over \$28,000.

Work history is listed in reverse chronological order as one-liners: job title, name of organization, location, and dates.

**WORK HISTORY**

- Production Assistant, VALLEY FILM PRODUCTIONS, Newbury, MA (200- to present)
- Freelance Photographer, Boston, MA (200- to present)
- Producer, WBUR RADIO, Boston, MA (200- to 200-)
- Production Assistant (Intern), WBUTV, Boston, MA (Spring, 200-)

Listing the degree at the end of the resume helps to de-emphasize it.

**EDUCATION**

B.A. in Art History, Boston University, Boston, MA (May 200-)  
 Boston University Semester Abroad, Universita di Firenze, Florence, Italy (Spring 200-)

CHRONOLOGICAL LIBERAL ARTS RESUME: FRESHMAN. FONT: ARIAL 10

## John Summers

1920 Massachusetts Ave.

Arlington, MA 02474

Cell #: 781/641-5555

Email address: [make\\_sure\\_it's\\_professional@yahoo.com](mailto:make_sure_it's_professional@yahoo.com)

### EDUCATION

**Boston University**, Boston, MA

Bachelor of Arts, Liberal Arts Concentration, month, year of anticipated graduation

**Arlington High School**, Arlington, MA

High School diploma, month, year of graduation

#### Honors/awards

- National Honor Society, 2005
- Honor Roll, 2002, 2004

**Related coursework** *(list classes that are relevant to your internship or career goal)*

- xxxxxx
- xxxxxx

### WORK HISTORY

**Blockbuster Video**, Boston, MA

Sales Associate, summer, 2005

Assisted customers with purchases and sales promotions, operated cash register

**Fenway Park**, Boston, MA

Vendor, summers, 2004, 2003

Sold refreshments to fans.

**Boston Youth Fund**, Boston, MA

Mural crew painter, summers 1999-2002

As part of youth crew, designed and painted murals on buildings to improve appearance of Boston communities.

**Old Navy**, Cambridge Galleria, Cambridge, MA

Sales Associate, summer, 2001

Assisted customers with purchases; maintained order of inventory.

### ACTIVITIES/COMMUNITY SERVICE

- Student Council, Day Student Representative, 2004-2005
- Friendly Visitor, Aids Action Committee 2004
- Breakdancing, Hennigan Community School, Boston, MA 2002 – 2004
- Whatever School Wrestling Team, 2002-2003

### COMPUTER SKILLS

Microsoft Word, PowerPoint, Access, Excel

### REFERENCES

Available Upon Request

CHRONOLOGICAL/FUNCTIONAL RESUME: FINE ARTS/TECHNICAL. FONT: ARIAL 11

**NOTE:** The following 2 resumes illustrate how one person can put together 2 resumes emphasizing different skills and qualifications supporting alternative objectives.

**KATHLEEN O'BRIEN**

12 Main Street, Shrewsbury, MA 01545, (508) 842-1233, myemail@bu.edu

**EDUCATION**

- BOSTON UNIVERSITY, Boston, MA
- **Master of Arts in Music**, May 200-  
Full tuition scholarship, GPA: 3.5/4.0
  - **Bachelor of Arts in Music**, 200-  
Full tuition scholarship, GPA: 3.4/4.0

This is a chronological resume that emphasizes the academic and musical training and is appropriate for staying in the field.

**MUSICAL TRAINING**

**Teachers:**

- Chester Schmitz, Boston Symphony Orchestra
- J. Samuel Pilafian, Empire Brass

**Coaches:**

- Empire Brass, Roger Voisin, Carl St. Clair
- Thomas Dunn, Charles Lewis, Roger Oyster

**ORCHESTRAL EXPERIENCE**

- Boston Civic Symphony Orchestra, Principal, 200- to Present
- Newton Symphony Orchestra, Principal, 200- to Present
- Boston University Honors Chamber Orchestra, 200-
- Boston University Symphony Orchestra, 200-

**CHAMBER MUSIC**

- Brown Piano Trio, Present
- Downtown Brass, 200-
- B Line Brass Quintet, 200-
- Eclectic Brass Quintet, 200-
- Boston University Tanglewood Institute, 200-

**AWARDS**

- Appointed Trustee Scholar, Boston University, 200- to 200-
- First Prize Winner, First Annual Interlochen, 200-

