

# Resume Development



University of South Alabama

Career Services

*“Helping You Plan for Your Future”*

Meisler Hall, Suite 2100

(251) 460-6188

<http://www.southalabama.edu/careerservices>

# The ART of Resume Writing

To master the art of resume writing, you must demonstrate to a future employer how your skills, accomplishments, and experience match the requirements of the job you seek. **An effective resume will lead to interviews.** If you are not getting interviews, you may need to modify your resume. Update your resume often and customize it for each position that you apply.

## An Effective Resume is:

- **Targeted**  
Begin by creating a list of your skills, abilities, strengths, educational background, work/employment history, and accomplishments. Select items from your list that directly relate to the job you are seeking, so the employer can see what you can offer and contribute in terms of your skills and experience. **You must show your prospective employer that you are qualified for the job. Once you have defined your job objective, all the information that follows should show that you have the education and experience to fulfill the requirements of the position.**  
  
Example:      Job Objective: 5<sup>th</sup> Grade History Teacher  
                    Supporting Information: Degree in Education, Certification as a teacher.  
                    Experience: Employed as a 5<sup>th</sup> grade history teacher
- **Well Organized**  
The reader can easily see your strong points at a glance. **Resumes are initially only scanned for a 10-second glance.**
- **Dynamic**  
  
Use action verbs to make your past come alive.
- **Clear**  
It presents the facts in a clear and easy-to-read style.
- **Neat**  
Its appearance says, "I'm proud of who I am and what I have done."
- **Will lead to interviews**

## Resume Categories

**Career/Job Objective** – An objective tells potential employers the type of work that you are seeking. Tailor your objective to each employer and every job you apply.

Example:      To obtain an entry-level position as a Marketing Specialist.  
                    To obtain an internship or co-op position as a Mechanical Engineer.

**Education** – The education section is often the most important section for a currently enrolled college student, or a recent college graduate. In this section, begin with your most recent educational experience. Name the degree you have earned or are working toward. If you have a degree from another college or university, list that after your current degree. Including your GPA on your resume is optional. Typically, include your GPA if it is 3.0 or higher. If you do include it, it should be written as follows: GPA 3.8/4.0. If your overall GPA is below a 3.0, consider listing your in-major GPA or other academic honors. Be able to explain to an employer why your current GPA does not represent your current skills and abilities.

Example:     **Bachelor of Science, Interdisciplinary Studies**, December 2008  
                  **Disciplines: Business, Communication, and Psychology**  
                  University of South Alabama, Mobile, Alabama  
                  GPA: 3.90/4.0

**Bachelor of Arts, Communication**, May 2009  
                  **Minor: English**  
                  University of South Alabama, Mobile, Alabama  
                  Major GPA: 3.45

**Experience** – Experience should include any relevant employment, internships, co-ops, volunteer work, significant campus/community involvement or leadership opportunities, and class/research projects. Include title, name of organization, location and dates for each position. Using action verbs, describe specific skills, responsibilities and **accomplishments**.

Example:     **Marketing Intern**, August 2007 – May 2008  
                  Mobile Chamber of Commerce, Mobile, AL

- Updated and maintained customer database using Access and Excel.
- Researched demographics for targeted mass mailings.
- Organized all aspects of a marketing seminar, including scheduling presenters.
- Developed publicity and planned event for prospective local business customers.

Divide your experience into more than one category if you wish to highlight specific areas of your experience. Examples are:

“Related or Professional Experience” directly related to the position for which you are applying  
“Marketing Experience”  
“Leadership Experience”  
“Other Work Experience”

Entries within a section should be listed in reverse chronological order.

### **How far back should you go? And what experience should be included?**

The goal is to offer the employer your most recent and relevant experience.

**Summary of Qualifications** – This section is optional and is meant to quickly capture the reader’s attention and interest. It should outline crucial information and inspire the employer to read the rest of your resume. A good summary could include:

- The number of years or months of experience in the field.
- Your education, training or certification in the field.
- An accomplishment or recognition that “says it all,” if possible.
- Your key skills, talents, or special knowledge related to the target job.
- Something unique about your personal work style or attitude toward the job, that would be appealing to an employer.

Check the effectiveness of your Summary section by asking yourself:

- Is every item in my Summary **relevant** to my job target?
- Have I **backed up** all the Summary statements through out the body of my resume?

### Other Creative Resume Categories

The following is a list of other resume categories that can be used to highlight your individual experiences and accomplishments.

- |                                |                            |
|--------------------------------|----------------------------|
| * Highlights of Qualifications | * Project Development      |
| * Presentations                | * Advanced Coursework      |
| * Publications                 | * Honors & Awards          |
| * Campus Involvement           | * Academic Accomplishments |
| * Community Involvement        | * Language Skills          |
| * Computer Skills              | * Clinical Experience      |
| * Military Experience          | * Affiliations             |
| * Certifications               | * Licenses                 |
| * Internships                  | * Co-operative Education   |
| * Projects                     | * Design Projects          |
| * Volunteer Work               | * Leadership               |
| * Employment                   | * Work History             |

## The Different Types of Resumes

There are three main types of resumes, which are defined below. A Career Advisor at USA Career Services can assist you in deciding on the type of resume format to use in order to highlight your education, experience, skills and accomplishments.

### The Chronological Resume

This style presents your work experience in a traditional **by-date** format, listing the jobs you have held from the most recent backwards (reverse chronological order) and **describing the activities and accomplishments** of each job individually using bulleted statements. This is the simplest of resumes and is a useful format if used properly.

Advantage - This resume works best when you have had a long, steady work history or multiple experiences in a specific field or industry that you want to showcase.

### The Functional Resume

Instead of listing your experience under each job category, this approach clusters your experiences under major skill areas. This style presents your work experience by listing the most important skills you have used and then describing a number of activities and accomplishments drawn from **ALL** your jobs and life experiences to highlight each of those skills.

Advantage- If you have limited paid work experience, are changing careers, or have not worked for a while, this can be especially useful if your relevant skills (those required by the new job) are not particularly obvious when an employer looks at your chronological work history.

### **The Combination Resume**

This approach lists your skills and experience first. Your employment history is listed next. With this type of resume, you can highlight the skills you have that are relevant to the job you are applying, and also provide a chronological work history that employers prefer.

## **How to Prepare Your Resume for E-Mail and Online Internet Posting**

The content of electronic resumes differs little from printed versions. This means that most of the work you do to create a printed version of your resume can be used in an electronic version as well. The differences are primarily in how these documents are formatted.

### **How to E-Mail Your Resume**

1. After you have created and saved your resume to your hard drive, save it again as a **plain text file** or a **text only file**.
  - If you are using Word, do this by selecting the **“File”** menu and then choose **“Save As.”**
  - A box will appear with a section on the bottom that says **“Save as type.”** Click the arrow in that section and scroll until you see, **“plain text”** or **“text only with line breaks (.txt).”** Choose that selection and press the save button.
  - You will get a message that you may lose some of the formatting when it is saved as a plain text or text-only file. Click **“OK”**.
2. Close your regular resume and open your new text only resume. **Remember it will have a .txt extension.**
3. Your text resume will no longer have bolding, lines or other graphics, as this file only uses regular keyboard features. It is the only format that can be read by any computer or word processing program.
4. If you used tabs and spaces to format your original resume, you will need to reformat that portion.
  - Line up the text so that everything is flush to the left margin.
  - Headings can be in capital letters.
  - Font style and size can not be changed.
  - Make sure you save all changes for the .txt resume.
5. Now, you can copy and paste your text only resume directly into e-mails to potential employers. Employers prefer this instead of opening attachments and putting their computer systems at risk of virus infection.

## Posting Your Resume on an Internet Site

1. On many sites, you can only do this if you have saved your resume as a “plain text” or “text-only” file. See instructions 1-4 above under “How to E-Mail Your Resume”.
2. Go to the internet site you are interested in, locate the “post your resume” section of the site. Once you have provided your personal contact information, there usually is a section for you to paste your resume.
3. Open your “plain text” or “text-only” resume, copy it, then return to the internet site and paste it in the appropriate location. That’s all there is to it.

## Preparing Your Resume for Scanning

Many companies now use scanning devices to process all of the resumes they receive, which allows them to search electronically by using key words for qualified applicants for job postings. **Resume scanning can work for you as well as the employer.** You can call the company **before** you submit your resume to find out whether they use an electronic resume scanner to store applicant’s resumes. If they say “yes” then you need to make sure **YOUR** resume contains all the “magic key words” their computer system is programmed to search for. To ensure that your resume has the best chances of being selected, follow the steps below to prepare your resume for scanning.

1. You may use a plain text or text-only resume (always safe for scanning) see steps 1-4 above under “How to E-Mail Your Resume” **or** you can prepare a copy of your resume just for scanning.
2. For scanning, you can use various font sizes, bolding and bullets.
3. Use one of the standard serif or sans serif typefaces, such as Courier, Times New Roman or Arial. Avoid using decorative fonts.
4. Most scanners can not read graphics, so remove symbols, lines, italicizing and shading.
5. Line the text in your resume flush left.
6. To ensure that your resume is selected you will need to include:
  - **A job objective, and**
  - **Key Words.** Key words are nouns that describe your skills and accomplishments applicable to your chosen career. Most job announcements will help you determine the key words for the position for which you are applying. It is best to work these key words into your bulleted statements that describe your accomplishments and experiences.
7. If you are mailing your resume, make sure it is a laser-printed original that is not folded. Folded resumes are hard for scanners to read correctly.

## Resume Checklist

### General Layout

- \_\_\_ 1. Consider using a 10 to 12-font size letters for the body of the resume text and 14 to 16-font for your name.
- \_\_\_ 2. Consider the type of industry that you are applying for when selecting the font style.
- \_\_\_ 3. Avoid underlining, *italics*, shading, and fancy graphics. They can interfere with electronic scanning.
- \_\_\_ 4. In order to help your resume stand out, consider bolding each category heading (ex. **Career Objective**).
- \_\_\_ 5. After personal contact information, the objective should be the first category on the resume. Other categories should be arranged in order of importance in relation to the job you are applying.
- \_\_\_ 6. Use medium size bullets to list information and draw the reader's attention to specific information (ex. • Contacted over 1000 customers).
- \_\_\_ 7. Spell out unknown or unrecognizable words (ex. Freshman Leadership Council instead of FLC).
- \_\_\_ 8. Use resume paper in a neutral color.
- \_\_\_ 9. Consider using 1-inch margins when setting up your resume. However, if you are having difficulty with fitting your resume on one page, be sure to use no less than ½" margins for printing purposes.

### Career Objective

- \_\_\_ 10. Use a Career Objective to demonstrate focus on your resume. Select information (accomplishments, experiences, certifications, affiliations) to support your career objective.
- \_\_\_ 11. Make your career objective very specific to the job you are trying to obtain (ex. A position as a Technical Marketing Engineer with Software Incorporated).

### Education

- \_\_\_ 12. List academic degrees completed in reverse chronological order (most recent first).
- \_\_\_ 13. Do not list your high school degree.
- \_\_\_ 14. Typically, include your GPA if it is a 3.0 or higher. Employers seek candidates with high academic standards. If your GPA is below a 3.0, consider supporting this section by listing your in-major GPA or other academic honors. Be able to explain to an employer why your current GPA is not representative of your current skills and abilities.
- \_\_\_ 15. Relevant coursework should showcase advanced coursework, elective coursework, or coursework unique to your program. Do not waste space listing courses everyone in your field has completed. List courses that will give you a competitive edge.

### Experience

- \_\_\_ 16. Bold the job position or the company name. Choose the one that is more impressive and relevant to the Career Objective.
- \_\_\_ 17. List employment experience in reverse chronological order.
- \_\_\_ 18. Don't forget that volunteer work and internship/co-op opportunities that are relevant to your career objective should be listed on your resume.
- \_\_\_ 19. Use action words to describe job responsibilities (ex. coordinated, performed, etc.)
- \_\_\_ 20. When at all possible, give a specific number (quantify). • Supervised and scheduled a staff of 8 clerks

### Correspondence Considerations

- \_\_\_ 21. Typically, you want to keep your resume at one page. If you need to move to a second page, then make sure that you have the content to support the additional page.
- \_\_\_ 22. The "References available upon request" statement is an optional statement. Employers will request your references when they have an interest in you. However, if you need a space filler at the bottom of your resume, you can center this phrase at the bottom of the page.
- \_\_\_ 23. The resume should not be folded. When mailing it, use a 9 ½" X 13" envelope to avoid folding the resume. Use address labels (typed, not handwritten).

**Camille Black**  
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Mobile, AL 36688  
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cblack@msn.com

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**OBJECTIVE** A position as a Communication or Public Relations Intern

**EDUCATION** **Bachelor of Arts, Communication**, December 2008  
**Minor: English**  
University of South Alabama, Mobile, Alabama

**RELEVANT COURSEWORK** Video Field Production Writing for Mass Media  
Public Relations Communication Technology

**EXPERIENCE** **Video/Television Production Ministry Staff**, June 2006-Present  
Goodwill Church Ministries, Prichard, AL

- Produce 30-minute broadcasts for Wednesday night Bible Study services and Sunday morning worship services.
- Operate camera controls.
- Make CDs and DVDs for services.

**Writer/Reporter/Photographer**,  
Vanguard Student Newspaper, January 2006-December 2007  
University of South Alabama, Mobile, AL

- Assisted in editing articles before publication.
- Met tight weekly deadlines consistently.
- Wrote twenty-two stories consisting of feature and news stories published during spring and fall semesters.
- Interviewed thirteen Christian musical groups, two college students, four authors, Communication professor, CEO of Sweet Productions, host of Women in Business Expo 2007, and Vice-President of Enrollment Services at University of South Alabama.

**Tape Ministry Leader**, March 2005-November 2005  
Pathway to Destiny Ministries, Prichard, AL

- Recorded sermons and made copies of tapes when needed.
- Maintained a tape inventory of originals, copies, and blank tapes and a record book of people who requested and purchased tapes.
- Organized 100 audio tapes.

**AWARDS** Academic Excellence, 2007 and 2002  
Lambda Pi Eta Honor Society, 2006-2007  
Dean's and President's List, 2005-2006 and 2002  
University of South Alabama Scholarship, 2004

**COMPUTER SKILLS** Avid Xpress Pro MS Publisher Adobe Dreamweaver  
EPSON Print CD MS PowerPoint Adobe Photoshop

## **CARL E. RITTER**

**455 Easy Street  
Mobile, AL 36688  
(251) 555-7321  
ceritter@aol.com**

### **OBJECTIVE**

Obtain an entry-level writing position for Mobile May Monthly Magazine.

### **EDUCATION**

**Bachelor of Arts, Communication, May 2008**

**Minor: Management**

University of South Alabama, Mobile, AL

### **PROFESSIONAL EXPERIENCE**

#### **Junior Copywriter**

- Created copy for campaigns designed to promote textbook publisher's line of books in trade magazines and newspapers.
- Assisted marketing and editorial departments with sell copy for book catalogs, direct mail pieces, and trade show materials.

#### **Advertising Co-op Student**

- Assisted advertising executives in creating point-of-purchase displays.
- Participated in design development sessions with clients.
- Collaborated with graphic artists to create caption copy.

#### **Public Relations Intern**

- Composed press releases and public service announcements to publicize theater events.
- Managed production of posters, flyers and programs.

### **COMPUTER SKILLS**

- Microsoft Office Suite
- Publisher
- Photoshop
- PageMaker

### **LANGUAGES**

Fluent in Spanish and French

**Julie Smith**  
**100 Social Work Way**  
**Mobile, AL 36688**  
**(251) 555-3425**

## **OBJECTIVE**

A position as Youth Intake Coordinator with Vocational Rehabilitation.

## **EDUCATION**

**Bachelor of Science, Social Work, May 2008**

**Minor: Psychology**

University of South Alabama, Mobile, Alabama

GPA: 3.8/4.0

## **LICENSES/CERTIFICATIONS**

Licensed Social Work, July 2008

Crisis Intervention

CPR/First Aid

## **PRACTICA**

**Social Work and Guidance Counselor Intern**

January to May 2008

Mobile County Public Schools, Mobile, AL

- Facilitated counseling groups of 3-5 students covering topics such as social, training and study skills.
- Promoted individual programming and behavior modification for children who are challenged behaviorally and emotionally.
- Participated in the Child Study Meeting for both Elementary and Secondary levels.
- Observed students in the classroom setting to count and chart behaviors.
- Co-facilitated instruction for 11th graders in the CHOICES program, an occupational and college search program.

**Residence Counselor Intern**

January to May 2007

Youth Correctional Center, Mobile, AL

- Implemented services for youth with behavioral challenges.
- Promoted individual programming and behavior modifications.
- Administered guidance and supervision to teenage males with histories of criminal behaviors.
- Instructed life skills training for youth and implemented individual counseling and assessment services.
- Participated as Co-leader in Anger Replacement and Self Awareness groups.

## **WORK EXPERIENCE**

**Youth Care Attendant, September 2006 – Present**

Penelope House, Mobile, AL

**Tutor, September 2004 – August 2006**

University of South Alabama, Mobile, AL

**Petty Officer, 3<sup>rd</sup> Class, June 2000 – August 2004**

U. S. Navy, Honorable Discharge

# Tracey Edwards

100 Terrace View Drive, Apt. 89, Mobile, AL 36695 (251) 661-8523 (phone) tedwards05@aol.com

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- Objective** Secondary English teacher or Language Arts / Social Studies middle school teacher. Interested in advising school yearbook, newspaper staff or literary magazine.
- Education** **B.S., Education, English/Language Arts, May 2008**  
University of South Alabama, Mobile, Alabama  
GPA: 3.7  
**Certified**, State of Alabama
- Teaching Experience** **Student Teacher**, January-May, 2008  
Name of School, Name of School System, City, ST
- Responsible for teaching 8<sup>th</sup> grade Language Arts during which students were presented with poetry, drama and young adult novels.
  - Modify assignments for students at different ability levels.
  - School population is diverse.
  - Conduct teacher research on improving grammar and mechanical skills through the process model of writing.
- Teacher's Aid**, September-November 2007  
Name of School, Name of School System, City, ST
- Observed a variety of teaching styles at the middle and high school levels.
  - Aided in advising the yearbook staff on interviewing, design and editing.
- Field Experience**, January-April 2006  
Name of School, Name of School System, City, ST
- Aided in administering standardized testing.
  - Developed creative writing assignments for academically challenged 4<sup>th</sup> graders.
- Honors & Activities** **1<sup>st</sup> Vice President, Student Alabama Education Association (SAEA)**, 2005-present
- Work closely with Executive Board to develop and implement annual plans
- Oracle Literary Magazine**, Fall 2004-Spring 2006
- Co-Editor, Spring 2006
- YMCA After School Program Volunteer**, Fall, 2005
- Group of students that organize games and activities for after school program
- English Society USA**, Spring 2004 – Fall 2005
- Other Employment** **Part-time Bank Teller**, August 2002-2003  
Name of Company, City, ST,  
(it may not be necessary to give descriptions of responsibilities if not related to objective)
- Transacted consumer and commercial account business.
- Portfolio** <http://www.name.com> or available upon request

## Lacey M. Taylor

### Permanent Address:

4096 Waynesville Drive  
Pensacola, FL 32503  
(850) 512-9876

### School Address:

502 Cardinal Lane  
Mobile, AL 36695  
(251) 639-8519 (home)  
(251) 609-3322 (cell)

lmt68@jaguar1.usouthal.edu

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### Objective

A position in the field of Finance; interests in consulting, financial analysis, utilizing technology

### Education

**B.S., Business Administration (Finance)**, May, 2008

University of South Alabama, Mobile, AL

Finance GPA: 3.1/4.0; Overall GPA: 2.9/4.0

### Relevant Courses

Financial Statements & Analysis

Intermediate Finance

Money Markets

Accounting

Java Programming

Information Systems in Organizations

### Work Experience

Primerica, Associate Representative, Mobile, AL

August 2006- present

- Assess current financial status of families and make recommendations to assist in developing informed financial management plans
- Research and apply financial management principles

Freelance Web Consultant, Mobile, AL

December 2006-present

- Generate business leads and design web solutions for clients
- Build and maintain an economic database
- Manage financial details of business and billing using Microsoft Excel and Word

Kohl's Department Store, Sales Associate, Mobile, AL

June 2005- May 2006

- Provided efficient and courteous sales service to customers
- Solicited credit applications to potential applicants consistently meeting monthly target goals
- Multi-tasked between sales floor associate, shoe department and point of sales

### Technical Skills

Windows XP, ME, 98, Microsoft Office 2000, HTML, Familiar with: Research Insight (Investment Research Database), Java and Computer hardware

### Language Skills:

Familiar with Spanish

### Extracurricular Activities/Memberships

- Financial Management Association August 2007-present
- Accepted and attended the Monster.com Diversity Leadership Program, Tampa Bay, Florida July 2005-present
- Co-founder, ICE marketing and promotions organization October 2006

### Licensing/Certification:

Series 6/63

State of Alabama Life Insurance License

**Mohammed Imran**  
Post Office Box 40  
Mobile, Alabama 36608  
251-666-5464  
Mi123@jaguar1.usouthalal.edu

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**Career Objective**     A position as an Accountant with Anderson and Brady, L.L.C.

**Education**            **Bachelor of Science, Accounting**, May 2008  
University of South Alabama, Mobile, Alabama

- Major GPA: 3.4

**Relevant Coursework**     Taxation of Individuals            Accounting Information Systems  
Financial Accounting I & II     Advanced Financial Accounting  
Cost Accounting                    Taxation of Partnerships and Corporations  
Auditing Intervention

**Professional Experience**     **Accounting Intern**, Summer and Fall 2007  
Smith and Lindsey, L.L.C.

- Worked in the tax department, audit department, and the business personnel department
- Prepared tax returns
- Performed tests on company audits
- Learned bookkeeping aspects in the business personnel management department
- Assisted accountants with other office tasks as needed

**Employment Experience**     **Student Assistant**, January 2007 – Present  
Office of International Student Services and Admissions  
University of South Alabama, Mobile, Alabama

- Assist in processing International student applications for admissions
- Provide customer service and solve customer problems within office

**Student Assistant**, March 2006 – January 2007  
Patient Business Services, University of South Alabama, Mobile, Alabama

- Scanned and processed insurance claim forms

**Honors and Activities**            Dean’s List, Fall 2003  
Council of International Student Organization, Treasurer, 2007 – Present  
University of South Alabama Cricket Club, President, 2007 – Present  
Southbound Orientation Leader, 2007 – Present  
Accounting Club, 2006 - Present

**Computer Skills**            Microsoft Word                    Microsoft Excel            Creative Solutions  
Profx Systems                    Internet                         Merchant Live Plus

## Jonathan Williams

44 University Boulevard  
Mobile, Alabama 36608  
251-777-6666  
jwilliams@gmail.com

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<b>Career Objective</b>	A position as a Machinery Engineering Consultant with Chevron
<b>Education</b>	<b>Bachelor of Science, Mechanical Engineering</b> , May 2008 University of South Alabama, Mobile, Alabama Major GPA: 3.4
<b>Relevant Coursework</b>	Dynamics                      Engineering Economics                      Fluid Dynamic Thermodynamics              Engineering Circuits                      Instrumentation
<b>Professional Experience</b>	<b>Mechanical Engineering Co-op</b> , January 2007 – January 2008 UOP, A Honeywell Company, Chickasaw, Alabama <ul style="list-style-type: none"><li>• Created spreadsheets using Microsoft Excel</li><li>• Worked under licensed Mechanical Engineers to complete company projects</li><li>• Assisted Maintenance Department with cost effective projects</li><li>• Served as member of the Safety Team to ensure a safe work environment</li></ul>
<b>Employment Experience</b>	<b>Tutor, Engineering Department</b> , 2005 – Present University of South Alabama, Mobile, Alabama <ul style="list-style-type: none"><li>• Tutored mechanical engineering students in core classes</li></ul>
<b>Project</b>	<b>Capstone Senior Design</b> , Fall 2007 and Spring 2008 <ul style="list-style-type: none"><li>• Served as the team leader</li><li>• Completed calculations to predict overall system requirements such as engine size and fan characteristics</li><li>• Generated funds and sponsorship for entire project</li></ul>
<b>Honors</b>	Tau Beta Pi (Academic Engineering Honor Society) 2007
<b>Professional Affiliations</b>	American Society of Mechanical Engineers, Member, 2006 - Present Society of Automotive Engineers, Member 2007 – Present <ul style="list-style-type: none"><li>• Served as Vice-President for 2007 – 2008 academic year</li></ul>
<b>Campus Involvement</b>	Intramural Soccer, Engineering Team, 2006 - Present Student Government Association, Engineering Senator, 2007 – 2008
<b>Computer Skills</b>	Microsoft Office              AutoCad              MatLab SAP                                  C++                      Inventor

**Ernest Jones**  
320 Jacobie Drive  
Mobile, AL 36663  
(251) 555-4112 (home)  
(251) 455-5555 (cell)  
ernestjones@pronet.com

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## **OBJECTIVE**

To obtain an internship in software development and analysis

## **EDUCATION**

**B.S., Computer Science**, May 2010  
University of South Alabama, Mobile, AL

## **COMPUTER SKILLS**

Hardware: PCs, Macintosh  
Operating Systems: Windows XP/2000, Linux, MAC OS  
Languages: C++, JAVA, Visual Basic, Exposure to HTML, ASP  
Applications: MS Office Suite, Adobe Photoshop, Macromedia Suite

## **RELATED COURSES**

Problem Solving and Programming I	Calculus I
Problem Solving and Programming II	Advanced Data and File Structures
Information Technology in Society	Calculus II
Discrete Math	

## **COLLEGIATE ACTIVITIES**

**Circle K International Service Club**, November 2007-Present

- Webmaster - Develop, maintain and update the website for the organization
- Association for Computing Machinery**, September 2006-Present

## **WORK EXPERIENCE**

**Sales Associate**, Blockbuster Video, Mobile, AL, August 2007-present

- Assisted customers with entertainment selections
- Demonstrated effective customer service skills
- Worked 20 hours per week to help fund college education

**Repair Assistant**, Silby Antique Restoration, Mobile, AL, April 2006-August, 2007

- Repaired furniture for customers requiring restoration
- Trained two new employees
- Worked 40-hours per week during the summer

## **HONORS**

**Regional 2<sup>nd</sup> place in Desktop Publishing, 2005**, Future Business Leaders of America

**James J. Johnson**

6299 Airport Boulevard, Apartment A7

Mobile, Alabama 36608

251-444-3333

jamesjjohnson@gmail.com

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**Objective** To obtain a position as a Practicum Student Nurse with Mobile Infirmmary

**Education** **Bachelor of Science, Nursing**, May 2008  
University of South Alabama, Mobile, Alabama

- Major in nursing with a certificate in gerontology

**Associate of Science, Biology**, December 2005  
Faulkner State Community College, Bay Minette, Alabama  
Graduated Cum Laude

**Experience** **Patient Care Technician**, November 2006 – Present  
Mobile Infirmmary Medical Center, Mobile, Alabama

- Assist patients with ADLs and answer call lights as needed
- Measure vital signs, weight, and accurate intake and output including NG, chest tubes, ostomy bags, 24-hour urine collections
- Perform catheter checks, Accu-checks, incentive spirometry, trapeze bar setup, and enemas
- Stock supplies as needed and prepares equipment between each use

**Nursing Co-Op Program**, December 2005 – October 2006  
USA Medical Center, Mobile, Alabama

- Performed lab analysis on patient samples
- Input lab results into computer system
- Ordered laboratory supplies
- Kept accurate records of laboratory results

**Campus Involvement** Student Nurse Association, Class Representative, 2007 – Present  
Southbound Orientation Leader, 2006 – 2007  
Resident Advisor, 2006 – 2007

**Community Involvement** USA Children’s and Women’s Hospital, Volunteer, 2004 – 2006  
St. Mary’s After-School Tutor, 2005 – Present

**Awards** J. L. Bedsole Academic and Leadership Scholarship, 2005 - Present

**Computer Skills** Microsoft Word                      Microsoft PowerPoint  
Microsoft Excel                              Internet/Email

**Janet Walker**  
1234 North Street  
Pensacola, Florida 32514  
850-222-1111  
jwalker101@usouthal.edu

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- Career Objective**     A position as a Physical Therapist I with Mercy Medical
- Education**            **Doctor of Physical Therapy**, May 2008  
University of South Alabama, Mobile, Alabama
- GPA 3.9
- Bachelor of Science, Preprofessional Health Sciences**, May 2005  
University of South Alabama, Mobile, Alabama
- Earned Senior Leadership Award, Preprofessional Health, 2005
- Clinical Experience**     **Student Physical Therapist, Orthopedic Division**, Fall 2007  
First Rehab Towers, Pensacola, Florida
- Examined and evaluated patients with orthopedic conditions
  - Assisted in developing plan of care
  - Improved skills in therapeutic exercise, joint mobilizations, ultrasound, cervical traction, and intervention progression
  - Wrote progress notes and selected billing codes
- Student Physical Therapist, Burn Unit**, Spring and Summer 2007  
USA Children's and Women's Hospital, Mobile, Alabama
- Examined and evaluated patients in acute care
  - Instructed patients and families in mobility and transfer training
  - Performed wound care on a variety of wound types
  - Individualized interventions to patient diagnosis and situation
  - Assisted in developing discharge plans with therapist and case manager
- Professional Experience**     **Physical Therapy Technician**, May 2005 - March 2006  
East Athens Physical Therapy, Athens, Georgia
- Prepared the office for the patient's arrival and organized charts
  - Demonstrated exercises to new patients and performed ultrasounds
- Relevant Coursework**     Neuroscience in Physical Therapy     Pharmacology in Rehabilitation  
Exercise Physiology                             Therapeutic Intervention
- Professional Affiliations**     American Physical Therapy Association, Member, 2006 - present  
Mobile Area Physical Therapy Organization, Member, 2006 - present  
Student Physical Therapy Club, USA, Member, 2006 - present
- Served as Vice-President, 2007-2008
- Community Involvement**     Habitat for Humanity, Volunteer, 2004 - present

Elizabeth F. Parker  
1234 First Avenue  
Mobile, Alabama 36688  
(251) 343-4321  
efparker@msn.com

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### **Professional Objective**

A position as an Assistant Professor within the Computer Engineering Department at Auburn University

### **Educational Background**

**Master of Science, Electrical and Computer Engineering, 2008**  
University of South Alabama, Mobile, Alabama  
GPA: 3.8

**Bachelor of Technology, Electronics and Communication Engineering, 2004**  
Osmania University, India

### **Thesis**

Parker, Elizabeth. "Digital Control Systems." University of South Alabama, 2008.

### **Professional Experience**

**Quality Engineer, 2007 – Present**  
Techtronics, Mobile, Alabama

- Responsible for design of controllers for color laser printers, including initial design, debugging, software support, and release to mass production
- Wrote diagnostic code in assembly and C for the PowerPC architecture
- Performed manual and automated tests on embedded print controllers

**Graduate Teaching Assistant, 2006 – 2007**

University of South Alabama Computer and Electrical Engineering Department

- Taught courses in the Computer and Electrical Engineering Departments
- Developed and delivered class lectures
- Assisted students in computer labs with developing computer programs

**Software Instructor, 2003 - 2004**

Osmania University, India

- Taught Microsoft Office, C, C++, and JAVA
- Lectured undergraduate students

### **Professional Affiliations**

Society of Women Engineers, Member, 2006 - Present

Co-chaired Membership Committee, 2007 - Present

International Electrical and Electronics Engineers (IEEE), Member, 2006 - Present

**Parker, Elizabeth F.,** Page 2

**Foreign Languages**

English, Hindu

**Computer Skills**

**Languages:** C, C++, Visual C++, JAVA, Object Oriented Programming Design

**Operating Systems:** LINUX, UNIX

**Publications**

Parker, Elizabeth F., “The Future of C++.” *Computer Engineering*, 15, 7, 2007. pp. 18-19.

**Presentations**

Object Oriented Programming Design, National Computer Engineering Conference, Atlanta, Georgia, Spring 2008

Operating Systems, University of South Alabama, Spring 2007

The Future of C++, University of South Alabama, Fall 2006

**Projects**

Digital Computer Architecture, Spring 2008

- Wrote grant and received full project funding
- Completed an in-depth study of MIPS computer system

Engineering Design in Advanced Computer Architecture, Fall 2007

Operating Systems in Computer Networks, University of South Alabama, Spring 2007

**Community Involvement**

Habitat for Humanity, Volunteer, 2006 – 2007

American Cancer Society, Volunteer, 2005 – 2006

**Awards and Honors**

Eta Kappa Nu (National Electrical and Computer Engineering Honor Society), 2007

Tau Beta Pi (National Engineering Honor Society), 2006

President’s List, Fall 2007 and Summer 2007

Graduate Teaching Assistantship, University of South Alabama, 2006 – 2007

**Relevant Coursework**

Computer Networks

Advanced Feedback Control Systems

Embedded System Design

Digital Control Systems

Wireless Networks

Power Systems

## Scannable Resume

AMY MATTHEWS

University of South Alabama  
Post Office Box U-101  
Mobile, Alabama 36688  
Phone: 251-456-7890  
E-mail: amatthews@usouthal.edu

### OBJECTIVE

Health management position utilizing interpersonal and financial management skills.

### QUALIFICATIONS SUMMARY

Several years experience and education in health management, leading to the development of communications, client relations, order processing, interpersonal, accounting, marketing, health policy, leadership, and management skills.

### SYSTEMS SKILLS

Microsoft Office, HTML/Web publishing, Adobe PageMaker.

### EDUCATION

B.S., University of South Alabama, Mobile, Alabama  
December, 2008  
\* Major: Health Sciences  
\* Minor: Management

### RELEVANT COURSES

Human Anatomy & Physiology I  
Human Anatomy & Physiology II  
Health Policy  
Organizational Analysis and Health Care  
Health Care Management  
Human Resource Management

### HEALTH MANAGEMENT EXPERIENCE

- \* Assistant to the Director, Mobile Breast Center Foundation.
- \* Public Health Representative, Mobile County Area Public Health Administration.
- \* Coordinator, USA Public Health Awareness Week, 2004, 2005.

Matthews, Amy

Page 2

## COMMUNICATIONS EXPERIENCE

- \* Solicited donations from USA alumni and parents for University while serving as a phone-a-thon caller on several occasions.
- \* Honed interpersonal communications while volunteering for a political campaign through distributing literature door-to-door, fielding questions, and making phone calls to local constituents.

## MANAGEMENT EXPERIENCE

- \* Knowledge of all back office functions, including employee relations and routine accounting.
- \* Handled client relations, order processing, and routine upkeep of the business.
- \* Managed customer relations by coordinating efforts between customer needs and group personnel.
- \* Designed market research analysis and projects for client.
- \* Presented market research results to client with suggestions for implementation of results.

## LEADERSHIP

- \* Participated in Youth Leadership Mobile, a group dedicated to the development of leadership skills through various programming activities.
- \* Served as Formal/Social Coordinator for sorority program council.
- \* Elected Vice President of Risk Management for Panhellenic, which is a group that governs over and coordinates education programming for USA's Greek system.

## REFERENCES

Available upon request.

**STANLEY M. ALLEN**

102 Oak Street  
Mobile, Alabama 36688  
251-365-5846  
stanely\_allen@yahoo.com

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**References**

**James Gibson, Manager**

USA Sport Emporium  
Mobile, Alabama  
Work: (251) 693-5697  
Fax: (251) 693-5678  
jgibson@usasporte.com

Mr. Gibson handled my training and supervision and can provide information on my quality of work and rationale for my increasing level of responsibility with USA Sport Emporium.

**Darren Jackson, Manager**

Sales Department  
Rainbow Plastics Inc.  
Mobile, Alabama  
Work: (251) 673-6011  
Fax: (251) 673-6012  
djackson@rainbowinc.com

Mr. Jackson can attest to my strong work ethic, positive attitude, and willingness to take on responsibility during my two consecutive internships during my senior year.

**Dr. Michael Wilson, Professor**

Department of Management  
The University of South Alabama  
Mobile, Alabama  
Work: (251) 795-2586  
Fax: (251) 795-6385  
mwilson@usouthal.edu

Dr. Wilson can describe my attention to detail and presentation ability demonstrated throughout a major management research project.

## **STANLEY M. ALLAN**

102 Oak Street  
Mobile, Alabama 36688  
251-365-5846  
stanely\_allan@yahoo.com

---

### **References**

**James Gibson, Manager**

USA Sport Emporium  
5246 Mentor Avenue  
Mobile, Alabama 36609  
Work: (251) 693-5697  
jgibson@usasporte.com

**Darren Jackson, Manager**

Sales Department  
Rainbow Plastics Inc.  
226 Main Street  
Mobile, Alabama 36608  
Work: (251) 673-6011  
djackson@rainbowinc.com

**Dr. Michael Wilson, Professor**

Department of Management  
The University of South Alabama  
123 MCOB  
Mobile, Alabama 36688  
Work: (251) 795-2586  
mwilson@usouthal.edu

#### Reference Considerations:

- 1) Keep your references professional. Ask 3-4 individuals who can talk about your work ethic and performance. Consider professors, academic advisors, past supervisors, and current employers.
- 2) Don't assume anything. Always ask permission from those you wish to serve as a professional reference.
- 3) Provide your references with a copy of your current resume. Also, keep your references updated on your job search progress. You never know when you may need to use your references again and it is courteous to keep them informed.

# SKILL CLUSTERS LIST

## **Fundraising**

research  
analyze  
strategize  
program  
develop  
contact  
inquire  
inform  
motivate  
direct  
persuade  
monitor  
coordinate

## **Public Relations**

assess  
prepare  
coordinate  
present  
negotiate  
publicize  
strengthen  
promote  
handle  
participate  
facilitate  
troubleshoot

## **Accounting**

record  
assess  
audit  
prepare  
maintain  
forecast  
calculate  
estimate  
figure  
appraise  
examine  
measure  
verify

## **Leadership**

create  
lead  
encourage  
manage  
organize  
compare  
inspire  
represent  
govern  
direct  
advise

## **Writing**

conceive  
construct  
craft  
integrate  
interpret  
capture  
abstract  
express  
inform  
summarize  
conclude

## **Craft/ Artisan**

create  
design  
create  
build  
entertain  
perform  
draw  
render  
illustrate  
compose  
construct  
conceive  
choreograph

## **Innovating**

create  
modify  
change  
upgrade  
improve  
design  
activate  
restructure  
establish  
stimulate  
implement  
transform

## **Language**

translate  
interpret  
lecture  
converse  
negotiate  
compare  
understand  
comprehend  
proficiency  
fluency  
teach  
tutor

## **Research & Development**

identify  
evaluate  
review  
assess  
compare  
analyze  
critique  
explain  
prepare  
recommend  
conclude  
determine

## **Human Resources**

assess  
analyze  
recruit  
survey  
screen  
interview  
select  
train  
mediate  
appraise  
coordinate  
align

## **Finance**

analyze  
invest  
budget  
inventory  
evaluate  
appraise  
construct  
develop  
acquire  
deploy  
manage  
project

## **Analysis**

assess  
observe  
review  
dissect  
interpret  
discern  
conceptualize  
discover  
infer  
illuminate  
clarify  
quantify  
qualify  
conclude

## **Editing**

review  
analyze  
check  
compare  
comment  
correct  
rewrite  
revise  
rework  
amend  
improve  
initiate  
investigate  
advise  
read

## **Consulting**

troubleshoot  
problem solve  
assess  
assist  
arrange  
guide  
counsel  
survey  
serve  
contribute  
motivate  
train

## **Teaching**

educate  
tutor  
stimulate  
inform  
instruct  
facilitate  
awaken  
explore  
advise  
counsel  
entertain  
amuse

## **Performing**

create  
present  
play  
interpret  
act  
sing  
dance  
perform  
model  
read  
inspire

## **Program Development**

appraise  
analyze  
design  
construct  
develop  
prepare  
strategize  
coordinate  
formulate  
recommend  
persuade  
implement  
monitor

## **Information**

appraise  
analyze  
inventory  
structure  
design  
categorize  
document  
process  
manage  
program  
link  
coordinate  
organize

## **Management/ Supervision**

coordinate  
facilitate  
plan  
schedule  
delegate  
mediate  
evaluate  
strategize  
develop  
listen  
consult  
monitor

## **Design**

organize  
explore  
formulate  
sketch  
draw  
draft  
layout  
create  
plan  
style  
pattern  
build  
display

## **Technical**

conceptualize  
design  
troubleshoot  
inspect  
locate  
edit  
analyze  
implement  
construct  
modify  
operate

## **Selling**

inform  
educate  
persuade  
provide  
assist  
serve  
trade  
vend  
handle  
present  
sell  
convince

## **Organizing/ Logistics**

classify  
organize  
assist  
maintain  
liaison  
assist  
support  
arrange  
systematize  
schedule  
coordinate  
streamline  
simplify

## **Marketing**

review  
assess  
survey  
analyze  
quantify  
identify  
announce  
promote  
advertise  
advance  
boost  
improve

## **Administration**

monitor  
track  
assess  
coordinate  
organize  
requisition  
access  
receive  
process  
serve  
furnish

## **Service/ Hospitality**

serve  
assist  
troubleshoot  
present  
maintain  
help  
coordinate  
prepare  
welcome  
enhance  
anticipate

## **Persuading**

present  
articulate  
clarify  
challenge  
negotiate  
inquire  
reason  
influence  
convince  
arbitrate  
mediate  
reconcile

## **Mechanical**

analyze  
design  
construct  
craft  
troubleshoot  
create  
engineer  
repair  
manipulate  
align  
coordinate  
balance

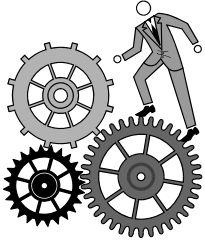
## **Investigating**

pursue  
interrogate  
question  
analyze  
intuit  
seek  
search  
probe  
examine  
explore

## **Counseling/ Healing**

listen  
sense  
intuit  
assess  
analyze  
assist  
align  
coordinate  
understand  
inform  
facilitate  
help

# Action Words



**Action Words represent skill areas and accomplishments.**

---

## Use in Resume

accomplished  
accelerated  
achieved  
activated  
adapted  
administered  
analyzed  
appraised  
arranged  
assembled  
assisted  
bargained  
budgeted  
built  
calculated  
charted  
classified  
coached  
collected  
compiled  
completed  
composed  
conceived  
conducted  
conserve  
consolidated  
constructed  
consulted  
controlled  
coordinated  
corresponded  
counseled

created  
delegated  
delivered  
demonstrated  
developed  
diagnosed  
directed  
discovered  
dispensed  
displayed  
distributed  
dramatized  
earned  
edited  
eliminated  
enlarged  
entertained  
established  
estimated  
evaluated  
examined  
exhibited  
expanded  
expedited  
explained  
explored  
facilitated  
formulated  
fostered  
founded  
generated  
governed  
handled  
implemented  
improved  
increased  
indexed  
initiated  
inspected  
installed  
instituted  
instructed  
interpreted  
intervened  
interviewed  
invented  
investigated  
judged  
launched  
lectured  
located  
logged  
maintained  
managed  
mastered  
measured  
mediated

moderated  
monitored  
motivated  
negotiated  
observed  
obtained  
operated  
organized  
originated  
participated  
performed  
persuaded  
pioneered  
planned  
predicted  
prescribed  
presented  
presided  
processed  
produced  
proficient at  
programmed  
promoted  
proposed  
received  
recommended  
recruited  
reduced  
reinforced  
reorganized  
repaired  
responsible  
reviewed  
revised  
rewrote  
scheduled  
simplified  
solved  
supervised  
strengthened  
taught  
tested  
translated  
updated  
wrote

# Self Descriptive Words



**Self Descriptive Words are helpful in describing what you can do for an employer.**

---

## Use in Cover Letters and Interviews

active  
adaptable  
ambitious  
analytical  
assertive  
broad-minded  
conscientious  
consistent  
constructive  
creative  
dependable  
determined  
diplomatic  
disciplined  
discreet  
economical  
efficient  
energetic  
enterprising  
enthusiastic  
extroverted  
forceful  
imaginative  
independent

logical  
loyal  
mature  
methodical  
objective  
optimistic  
perceptive  
personable  
pleasant  
positive  
practical  
productive  
proficient  
realistic  
reliable  
resourceful  
self-reliant  
sense of humor  
sincere  
systematic  
talented  
will relocate  
will travel

---

Be sure you can give examples to support these words and phrases.

## **USA Career Services Top Tips For a Great Resume**

1. Employers typically take 10-15 seconds to review a resume so content should be clear, concise and targeted to the job for which you are applying.
2. Include a Career Objective to demonstrate focus on your resume.
3. Carefully review the job description to determine the skills, knowledge, and experience that are needed to do the job.
4. Don't just list menial job tasks. Make sure your experiences highlight your skills, accomplishments, and outcomes.
5. Use action words and verbs to describe your job responsibilities.
6. Choose a resume format that fits your situation - either chronological, functional or combination.
7. Emphasize your most important features such as your name or leadership positions by bolding them.
8. Use bullets to list information and draw attention to specific information.
9. Be sure to include all experiences that support your Career Objective. These experiences can be paid, unpaid, volunteer or extra-curricular activities.
10. Attempt to keep your resume to one page. If you need to move to a second page, then make sure you have the content to support the additional page.
11. Keep the formatting of your resume the same through out.
12. Proofread your resume and then always have at least two other people you trust to proofread it.

**WANT YOUR RESUME CRITIQUED?**

**MAKE AN APPOINTMENT WITH  
USA CAREER SERVICES**

**BY CALLING (251) 460-6188**