



Résumés

HOW TO PREPARE AN EFFECTIVE RÉSUMÉ

A résumé is a short summary of your skills and experiences. It should be focused and clearly demonstrate why you are qualified for the position or program to which you are applying. Therefore, the format, content and style need to highlight why you are deserving of an interview.

COMMON RÉSUMÉ FORMATS

Chronological: This is the most common and recognizable format to employers. This format lists your educational and employment experiences in reverse chronological order (most recent first).

Combination: Combines the best features of the chronological and functional formats by highlighting related skills and strong work experience.

Functional: This format is well suited for those who are trying to change fields and have strong transferrable skills. It focuses on your qualifications/skills and places less emphasis on previous employers or job progression. This is the least common format used by applicants.

RÉSUMÉ BASICS

- Do not use a résumé template. Start with a blank Word document. The simpler the better!
- A one page résumé suits most students. People with more experience can expand to two pages.
- No typos, grammatically correct, and no full sentences.
- Avoid the use of personal pronouns "I", "my", "me", "our".
- Keep it results oriented with quantifiable, truthful information. Honesty is key.
- Use short, concise phrases beginning with action verbs. (See examples on next page)
- Margins can be as small as 0.5" on all sides.
- Use of bullets can highlight a particularly important section, as does bolding or italicizing words.
- You do not need to list everything, only things relevant to the position, unless directions say differently.
- Have your résumé reviewed by many people (i.e., Career Services, faculty, parents, alumni).



Did you know? it takes 20 seconds for the average person to read a résumé for the first time.

CONTENT OF YOUR RÉSUMÉ

Heading: Your name should be in a larger (up to 14-16 point) font. Make sure you have the correct contact information including address, phone, and email without the link enabled.

Professional Summary: Brief statement at the beginning of your résumé that states your strengths for the position to which you are applying.

Education: Include the name of your degree, major, school, city, state, and date of completion or intended completion. You can include your GPA and relevant coursework.

Skills: (*optional*) Skills should be relevant to the position and can be pulled from any of your experiences. This section will be placed near the top of the page to be seen first.

Experience: You may include paid, unpaid, full-time, part-time, internships, and volunteer positions. Use action verbs and short phrases to explain your qualifications and catch the reader's attention. Using numbers can validate your skills and experience.

Extracurricular Activities: Include membership in clubs, organizations, professional societies, sports, and committees, etc. You can describe your responsibilities and leadership positions, but it is not necessary if you are struggling with space.

Technology and Foreign Language Skills: For foreign languages, provide a level of proficiency (i.e. advanced proficiency, fluency, conversational). List any software that you can use, database skills, and any others related to the job.

ACTION VERBS

Begin each descriptive bullet with a strong action verb. If you have a job description to which you are applying, try to use the words that are used in that description to describe your experience. Do not overstate your responsibilities and stay truthful.

Administration

Approved, arranged, catalogued, classified, collated, compiled, conducted, coordinated, documented, initiated, inspected, monitored, operated, organized, prepared, prioritized, purchased, recorded, rectified, resolved, spearheaded, specified, supervised, systematized, transformed, terminated

Analysis

Amplified, analyzed, calculated, compiled, computed, detected, diagnosed, disapproved, evaluated, examined, forecasted, formulated, identified, investigated, measured, programmed, researched, solved, studied, surveyed

Communications

Acted as liaison, advised, advocated, arbitrated, authored, counseled, corresponded, commented, consulted, displayed, edited, guided, instructed, interviewed, interpreted, informed, lectured, lobbied, moderated, marketed, mediated, negotiated, published, presented, promoted, recommended, referred, taught, trained, translated, wrote

Manual

Assembled, built, constructed, delivered, installed, maintained, navigated, operated, rejuvenated, repaired, replaced, restored, rewired

Planning and Development

Created, designed, developed, drafted, devised, discovered, estimated, initiated, improved, modified, planned, proposed

Management

Audited, allocated, balanced, charted, collected, documented, expedited, invested, inventoried, logged, maximized, procured, processed, scheduled, updated

General

Accomplished, achieved, completed, contributed, enhanced, evaluated, expanded, handled, increased, originated, performed, provided, served, strengthened, transformed

Sample Résumé #1

Chronological Format

Frank Burns

Email: burnsf@yahoo.com

Phone: (555) 555-5555

Professional Summary

Husson University graduate with three years of experience in the hospitality field. Strong customer service and communications skills developed in the restaurant business. Goal is to transition these skills into event planning opportunities.

Education

- B.S. Hospitality and Tourism Management, Husson University, Bangor, ME May 2021

Relevant Coursework

- Business Management, Accounting, Event Planning, Hospitality Facilitation and Design Management, International Business, Business Ethics, Supervision in Hospitality

Work Experience

Floor Manager, Applebee's Restaurant, Bangor, ME May 2020 - May 2021

- Managed a staff of 40 people (front and back of house) to ensure prompt and courteous service
- Prioritized customer needs and satisfaction
- Handled customer concerns with respect and problem-solved solutions on the fly

Banquet Server, Ramada Inn and Conference Center, So. Burlington, VT Aug. 2018 - May 2020

- Served parties of 25 to 400 guests alongside a team of coworkers
- Coordinated the set-up and breakdown of 10 large events
- Supervised a crew of 2 to 15 servers during busy events

Conversational English Instructor, Bangkok, Thailand Sept. 2016 - Jul. 2018

- Taught English to Indian, Thai, and Pakastani children ages 4 to 8
- Worked with children one on one and in groups to promote academic achievement
- Incorporated art, music, cooking and immersion into lesson plans

Volunteerism

- **Member**, Sigma Nu 2020 - present
- **Volunteer**, Good Shepard Food Bank Oct. 2020 & 2021
- **Treasurer**, Husson Hospitality Club Dec. 2020 - May 2021

Sample Résumé #2

Chronological Format with Related Experience First

Nancy Drew

45 Husson Ave., Apt. 6B

Bangor, ME 04401

(207) 992-1234

drewna@gmail.com

Professional Summary

Business Administration graduate with experience from internships in financial services and marketing that developed strong writing, creative, and designing skills. Looking to do marketing in a financial services company.

Education

B.S., Business Administration (GPA: 3.75)

Expected May 2022

Husson University, Bangor, ME

Relevant Coursework:

Accounting, Financial Markets, Marketing

Internship Experience

Financial Services Intern, Janus Funds, Portland, ME

Jan. - May 2021

- Researched and recommended new stocks, bonds, and money markets to supervisors
- Provided strong customer service and referred calls to the appropriate contact

Marketing Intern, Diversified Communications, Portland, ME

May - Aug. 2020

- Initiated a survey to research client buying habits of seafood products
- Created a 20-page report on research results that was published for clients
- Developed a newsletter with three colleagues to promote the seafood industry
- Drafted marketing materials using InDesign

Other Work Experience (Financed 75% of college tuition)

Waitress, Longhorn Steakhouse, Bangor, ME

Aug. 2018 - Jan. 2021

- Provided excellent customer service in a high volume restaurant

Student Assistant, Husson University Human Resources, Bangor, ME

Aug. 2019 - Aug. 2021

- Answered staff and faculty questions and referred them to the resources in the office

Extracurricular Activities

Student Representative, College of Business Council

May 2020 - Present

Member, Intramural Softball Team

May 2019 - Present

Volunteer, United Way of Bangor

May 2018 - Present

Sample Résumé #3

Combination Format with Relevant Experience First

Buckwheat Zydeco

Bangor, ME 04401

(207) 555-5555

bzydeco@aol.com

Mathematics Teaching Experience

- Collaborated with a teacher team of three to develop new teaching tools for math classes
- Developed a curriculum for 7th grade algebra and geometry
- Taught concepts through real-life scenarios and games
- Received exemplary reviews from supervising teacher and principal

Education

B.S., Secondary Education, Husson University, Bangor, ME

May 2021

Certification: Mathematics 7-12 Teaching Endorsement (300S), Maine Department of Education

Related Experience

Student Teacher, Nokomis Regional High School, Newport, ME

Jan. - June 2020

- Taught algebra and geometry to four sections of 7th graders
- Utilized Google Classroom and Zoom to serve remote students

Sailing Instructor, Dutch Harbor Marina, Bar Harbor, ME

June - August 2020

- Instructed children and adults in safety techniques and correct sailing procedures in 15-foot vessels

Nutrition Educator, Healthy Androscoggin, Lewiston, ME

May - August 2019

- Created a curriculum for a healthy eating workshop and presented three times to 75 fourth and fifth graders

Student Activities

- Math Tutor, Husson Academic Services
- President, Husson Math Society
- Volunteer, Spurwink, Bangor, ME
- Member, Husson Baseball Team

Jan. 2020 - Present

2020 - 2021

Jan. 2020 - Jan. 2021

2020 - 2021

Computer Skills

- Blackboard, Google Classroom, Zoom, Excel, Access, PowerPoint, Publisher

Sample Résumé #4

Functional Format

Baldwin Eagle

1000 Broadway Ave

Bangor, ME 04401

(207)-555-5555

eagleb@husson.edu

Objective

An entry-level paralegal position with a law firm focusing on employment law

Education

B.S., Criminal Justice and Paralegal Studies (May 2021)

Husson University, Bangor, ME GPA: 3.57

Professional Qualifications

Legal Experience from Coursework

- Drafted interrogatories and client correspondence for assignments
- Researched legal cases to find precedents
- Collated trial notebooks for class project
- Observed jury selection and trials in Penobscot County Court

Administrative Experience

- Proofread correspondence and other important communications
- Filed a large amount of paperwork quickly and accurately
- Ordered office supplies for all employees and monitored spending
- Monitored and managed the schedules of three insurance agents

Communication Experience

- Resolved client appointment conflicts in an effective manner
- Communicated with other companies to schedule meetings
- Informed clients of the disposition of their insurance claims
- Referred clients to more appropriate resources for their issues

Employment

Administrative Assistant, White and Jankowski, Denver, CO

May 2020 - Present

Student Worker, Husson University Bookstore, Bangor, ME

May 2018 - Dec. 2019

Activities/Awards

Secretary, Student Activities Association

Aug. 2019 - Aug. 2020

College Scholarship, Colorado Bar Association

2018

Member, Husson Chess Club

2018 - 2020

Résumé Example - Physical Therapy

Maximus Patella

206 Long Way
Friendship, ME 03487
207-700-1234
maxpatella@aol.com

Professional Summary

Soon to be licensed physical therapist with recent experience in an outpatient rehabilitative setting. Critical thinker and team player with a reputation for excellent patient communication skills.

Education

- Doctor of Physical Therapy, Husson University, GPA 3.98 Expected May 2021
- BS Kinesiology, Husson University, Bangor, ME May 2017
 - Magnum Cum Laude

Clinical Experience

Outpatient Rehab, Maine Integrated Rehab, Bangor, ME (month/date)

- Evaluated and planned treatment for trauma and brain injury patients ages 12-58 years
- Trained in and administered electrotherapy, thermal therapy, and hydrotherapy
- Participated in physical therapy and occupational co-treatment sessions
- Gained experience in assessing patients with traumatic brain injury

Pediatric In-Patient, Portland Children's Orthopedics, Portland, ME (month/date)

- Performed assessments and developed treatment and discharge plans for patients ages 2- 10 years of age
- Utilized a collaborative approach to patient treatment planning
- Communicated clearly with patients, physicians, PT, OT, nurses, and case managers

Inpatient Rehab, Seton General Hospital, Waterville, ME (month/date)

- Focused on traumatic brain injury patients on the Surgical Intensive Care Unit and the general medical floors
- Worked as part of a team in co-treatment and tri-treatment sessions with OT, PT, and Speech Therapists
- Participated in Acute Care Department weekly multi-disciplinary Trauma Team meetings

Level I experience from (date to date): Maine Sport Rehab, Spurwink, Mountain View Retirement and Rehab Center

Extracurricular Activities

- Husson Student Representative, Physical Therapy Association (dates)
- Member, Physical Therapy Club, Husson University (dates)
- Member, American Heart Association (dates)
- Forward, Husson Varsity Soccer (dates)

Résumé Example - Education

Heather Hawthorne

11 Curfew Street | Bangor, ME 04401 | 555-555-5555 | hh1234@gmail.com

Professional Summary

Elementary Education graduate with experience in several grades. Strong skills in curriculum development, using different approaches for learning styles, and managing the behavior of large classes.

Education

B.S., Elementary Education (Expected May 2022)

Husson University, Bangor, ME. **Dean's List (2020-2022)**

Relevant Knowledge: Strong familiarity with Charlotte Danielson's work and utilized Marzano's 9 essential instructional strategies in student teaching.

Student Teaching Experience

Fifth Grade, Mary Snow School, Bangor, ME

March – May 2022

- Taught a Magnetism and Electricity unit for 5 weeks
- Led language arts unit and tests
- Taught a math chapter on introduction to Algebra

Kindergarten, Asa Adams Elementary, Orono, ME

January - March 2022

- Planned daily lesson plans for a classroom of 18 students
- Led and facilitated reading groups
- Managed the behavior of students and developed effective methods to create less disruption
- Created weekly math stations for 18 students

Teaching Practicums

Sixth Grade, Cohen School, Bangor ME

Fall 2021

- Taught a social studies lesson and a literacy lesson

Grades 3 and 4, Bangor Christian School, Bangor, ME

Spring 2021

- Led and planned reading groups and three literacy lessons
- Documented student progress using Running Records

Professional Development

Secretary: Elementary Education Association at Husson University (2020)

Member: Maine Education Association and SEAM (2019-Present)

Literature Conference: Attended 2021 conference in Portland, ME

MEA Conference: Attended 2020 conference in Augusta, ME

Language and Computer Skills

Languages: Fluent in Spanish and English

Computer: Running Records, Google Classroom, Excel, PowerPoint, Prezi

Extracurricular Activities

Volunteer: Child Care at Bar Harbor Baptist Church

August 2021

Member: Husson University Volleyball Team

Fall 2019 - Spring 2022

Volunteer: 20 hours in schools

Fall 2019 - Spring 2020

Résumé Example - Nursing

HENRY JUNG

542 Stonewall Rd.

Holden, ME04429

555-555-5555

hj22@hotmail.com

NURSING QUALIFICATIONS

- Advocated for patient's rights and ability to understand patient's needs and concerns
- Adapted easily to environment change and work schedules
- Developed critical thinking skills to provide competent patient care
- Communicated well and with positive attitude to patients, families, and colleagues
- Led teams in a creative and positive work environment to uplift patients' spirits

EDUCATION

B.S., Nursing, Husson University, Bangor, ME.

May 2018

- Magna Cum Laude; Dean's List (2016-2018)
- Sigma Theta Tau Nursing Honor Society Omicron Xi Chapter (2018)

HEALTHCARE EXPERIENCE

Psychiatric Nurse, Acadia Hospital, Bangor, ME

April 2020 - Present

- Acted as Charge Nurse in several cases
- Provided prescribed medications and treatments
- Documented and assessed patient care based on plan
- Initiated age appropriate therapeutic interactions

Staff Nurse, Eastern Maine Medical Center, Bangor, ME

Oct. 2018 - April 2020

- Provided prescribed medications and treatments
- Documented and assessed patients

Emergency Medical Technician/Fire Fighter, Holden, ME

June 2016 - Present

- Responded to emergency situations and triaged patients
- Provided night coverage for fire department

CLINICAL ROTATIONS

Partnership, ICU/CCU & Emergency, St. Joseph's Hospital. Spring 2018

Medical/Surgical: St. Joseph's Hospital. Fall 2017

Labor & Delivery: Eastern Maine Medical Center. Spring 2017

Pediatrics: Eastern Maine Medical Center. Fall 2016

Community Mental Health: Dorothea Dix & Acadia. Fall 2016

Community Health: Waldo County Home Health & Hospice Care. Spring 2016

CAMPUS AND COMMUNITY ACTIVITIES

President, Husson University Organization of Student Nurses: Fall 2017 - Spring 2018

Mentor, Husson Nursing Mentors

Team Leader, Husson 1st Year Orientation program

COMPUTER SKILLS

Advanced Nursing Information Courses, Access, Excel, PowerPoint

HOLLY SMITH

25 hatton mountain road
Poland, ME 04746
555-555-5555
madisonh@yahoo.com

Professional Summary

Occupational Therapist with strong patient education, evaluation, and team work skills developed through clinical experiences and Master's program at Husson University. Developed treatment plans, wrote excellent soap notes, and communicated with health care colleagues to help patients.

Education

M.S. Occupational Therapy, Husson University, Bangor, ME Expected May 2022
B.S. Psychology, Husson University, Bangor, ME May 2019

- Magna Cum Laude

Occupational Therapy Clinical Experience

Integrated Rehabilitation, Augusta, ME March – June 2022

- Provided skilled occupational therapy to a caseload of eight to ten patients
- Conducted evaluations, treatment, and discharge plans for all patients
- Engaged in communication with COTA'S, physical therapists, CNA's, nurses, and case managers
- Interacted with families and assessed their needs for additional education
- Attended and contributed to interdisciplinary team meetings for all clients

Inland Hospital – Rehab Institute, Waterville, ME January – March 2022

- Performed skilled occupational therapy to a caseload of six to eight patients
- Completed evaluations, treatment, and discharge plans for all patients
- Communicated effectively with COTA'S, physical therapists, speech therapists, CNA's, nurses, doctors, and case managers
- Assessed needs for in-home modification prior to discharge
- Participated in and contributed to interdisciplinary team meetings to discuss patient outcomes

Level I Experience from 2021: Crisis and Counseling, Senior Spectrum, Genesis Rehab, Children's Center

Student Activities and Certifications

Member, Occupational Therapy Student Association May 2020 - Current
Secretary, Husson Outing Club May 2018 - May 2020
CPR Certified, Red Cross Current