



## 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 8 to 15 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**, JET, 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

(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

### Seth Davis

(207) 555-5555

davis123@gmail.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

Jan. 2020 - Present

**President**, Husson Math Society

2020 - 2021

**Volunteer**, Spurwink, Bangor, ME

Jan. 2020 - Jan. 2021

**Member**, Husson Baseball Team

2020 - 2021

#### Computer Skills

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

## Sample Résumé #4

Functional Format

### **Baldwin Eagle**

(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

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)

- Assessed and treated traumatic brain injury patients on the Intensive Care Unit
- Collaborated with a team in co-treatment sessions including OT, PT, and Speech Therapists
- Participated in Acute Care Department weekly multi-disciplinary Trauma Team meetings

**Level I Experiences** 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**

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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

# Résumé Example - Occupational Therapy

## HOLLY SMITH

555-555-5555

smithholly123@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