

WORKSHEET FOR RESUMÉ PREPARATION

The first step in writing an effective résumé is gathering necessary information and data. This worksheet has been developed to assist you in collecting the basic ingredients for your résumé. List as many relevant facts as you can in this stage of the process. Use this worksheet as an opportunity to gather your thoughts about past and current work related activities. This information will then be used to hone exactly what you wish to present to an employer on the final résumé.

Basic Identifying Data

Address

Present (College address)

P.O. Box or Street: _____
City: _____
State: _____ Zip Code: _____
Phone: (area code) _____
Email: _____

Address

Permanent (if different)

P.O. Box or Street: _____
City: _____
State: _____ Zip Code: _____
Phone: (area code) _____

Career Objective

List below the functions you would like to perform for an employer.

List below some possible employers/organizations that could utilize your skills.

List below some possible job titles based upon your qualifications, education and interests.

Educational Information

College attended: _____
Dates of attendance: _____
Major/Research Area: _____
Degree: _____ Date: _____
Grade point average: _____

College attended: _____
Dates of attendance: _____
Major/Research Area: _____
Degree: _____ Date: _____
Grade point average: _____

Other training: _____

Summary of Experience

Work History (include employment, internships, etc.)

Position Title: _____ Dates: _____
Employer: _____
Location (city & state): _____
Responsibilities and functions performed: _____

Position Title: _____ Dates: _____
Employer: _____
Location (city & state): _____
Responsibilities and functions performed: _____

Position Title: _____ Dates: _____
Employer: _____
Location (city & state): _____
Responsibilities and functions performed: _____

Position Title: _____ Dates: _____
Employer: _____
Location (city & state): _____
Responsibilities and functions performed: _____

Position Title: _____ Dates: _____
Employer: _____
Location (city & state): _____
Responsibilities and functions performed: _____

Additional Experience (include any not mentioned above – such as significant volunteer activity and/or project work).

Computer Skills

List both software and hardware.

Activities Summary

List below any college extracurricular activities in which you have been involved. You may also want to include the dates you were involved in these activities.

Special Competencies

Include teaching areas, artistic talents, organizational skills, supervisory skills, speaking skills, sales ability, proposals funded, etc.

Professional Activities

Memberships in Professional Associations. Include your position (such as Treasurer) and dates involved.

Leisure Interests/Hobbies

Languages Spoken

Awards and Honors (include dates)

References

Name: _____

Position: _____

Address: _____

Phone: _____ Date Confirmed: _____

Name: _____

Position: _____

Address: _____

Phone: _____ Date Confirmed: _____

Name: _____

Position: _____

Address: _____

Phone: _____ Date Confirmed: _____

Résumé Writing

INTRODUCTION

Résumés are as unique as the individuals they represent. There is no ‘one’ specific design for writing a résumé. Disappointed? Don’t be. If all résumés were alike, there would be no need for having one.

This guide is designed to get you started in writing your résumé. Once you write your first draft, you should make an appointment to have a Career Counselor review it, and provide feedback with suggestions for improving it, in an effort to help you create a well written, effective résumé.

WHAT IS A RESUME?

A résumé is the basis of an effective and successful job hunting effort. **The résumé markets your skills and qualifications relative to your career objective.** To prepare a résumé, develop a concept of your job objective in terms that can be described and communicated, as well as an assessment of your abilities and other characteristics that qualify you for that objective. The résumé displays on paper for the employer all the thought, analysis, and effort you have put into determining where you belong in your first, or next, career step.

WHAT SHOULD A RESUME DO FOR YOU?

An effective résumé is one that is written concisely, honestly, and interestingly, causing the reader to want more information from the applicant, hopefully in the form of an interview. The résumé will probably be the first form of contact you have with a prospective employer. Therefore it, along with your cover letter, must make a dynamic first impression.

BEFORE YOU BEGIN

Whether you are looking for a part-time internship or full-time position, before you can effectively present yourself on paper, you must do a self-analysis. Ask yourself a set of questions, some of which may sound like this:

“Describe the position I want. Why do I want it?”

“What skills do I have that might support my ability to perform effectively in this position?”

“Where and how did I obtain these skills?”

“Looking at my background, what would be most interesting to an employer?”

Identify aspects of your personality and background that qualify you for a position, as well as make you unique. Your ability to articulate these aspects will make your résumé a powerful tool. If you are having difficulty doing this, consider conducting information interviews or doing other research to learn more about the field you are pursuing and more about yourself, before attempting to write a résumé.

GENERAL CONTENT

Although a résumé is an individual record of achievement, there are certain essentials that most commonly appear on the résumé of a college student.

Identification

It is very important to include your name, address (*campus and permanent*), telephone numbers and email address. You need to make it easy and convenient for an employer to get in touch with you to arrange a meeting. You need not, however, use the abbreviation “Tel” before the phone number. That’s obvious.

Objective (*Sometimes called ‘Job Objective’, ‘Career Objective’ or ‘Professional Objective’*)

This section is probably viewed as the most difficult to complete. The general purpose of an objective is to convey intelligently to your reader what you would like to do with your abilities, interests, and experiences. **The objective should be brief, but have some meaning for the employer.** You may name a specific job title in your objective and/or an industry or a field of specialization and mention two or three closely related positions in your objective. Employers want to know what you can do for them. If you have two or more unrelated objectives, consider writing two or more different résumés or express your career objective in your cover letter. Start with a basic objective such as “A position in the field of computer programming” and add to it skills you plan to bring to the position, a special interest or emphasis within the field, or your aspirations. For example:

1. a position...utilizing microprocessor skills.
2. a position...with an emphasis in design.
3. a position...leading to project management.

Objectives are no longer required on a resume, but recommended. However, keep in mind that if you forgo using an objective, you should include a statement in your cover letter that serves the same purpose.

Education

List colleges from which a degree is obtained in reverse chronological order. List name of college/university, city and state, degree you obtained, major and date of completion (*month and year, not years of attendance*). If you have not yet received the degree, it is still acceptable to list the date you plan on graduating. If no degree was received, for instance if you transferred to another school, then list courses of study and dates of attendance. It may not always be appropriate to list courses, but do indicate areas of specialization, or extensive course work that relates to the job for which you are applying. If you choose to indicate courses taken, give the descriptive title of the course.

It is not necessary to list all schools attended. However, list any schools which are referred to in other parts of your résumé. You should **not** list high school information.

It may be appropriate to list honors and awards in this section. If this list is extensive or especially noteworthy, you may want to add a section specifically for this information.

Should you include your **grade point average**? That decision is up to you. As a general rule, **if it is a 3.00 or better, add it.** Your personal situation, however, may warrant including it in the résumé. On the other hand, you could include your major course average if you would prefer not to include your overall grade point average. Normally, SAT scores are not included.

Coursework

This section is placed beneath the 'Education' section. Coursework refers to a list of your major program of study courses (*especially upper division*), as well as those courses related to the job position for which you are applying. **List approximately eight to twelve courses, formatted in two or three columns** (*depending in available space and formatting style*). Always refer to the proper course names, rather than using the course numbers and abbreviations referred to in the course catalog (*i.e. Chem. 204, Soc. 325*).

Listing courses on your resume provides the employer with vital information regarding your theoretical background and knowledge base. Coursework is an important section to include on your resume because it demonstrates credibility and marketability, especially if your resume lacks substantial content in sections such as 'Experience' and 'Activities'.

Experience

As with education, list your most recent employment first (*reverse chronological order*). Include your title, place of employment, city, state (*not street address*), dates. Brief statements should be used in describing your responsibilities.

- Use simple statements, **not** complete sentences.
- **Begin statements with action verbs** that highlight skills you used. Do **not** use the word "I". A list of sample action verbs are included in this guide.
- **Avoid** phrases such as "duties were" or "responsibilities included".
- **Do not** describe irrelevant duties or those you are not interested in using professionally. For example, typing may have been an important part of your duties at your last summer job. If typing is not a skill you want to sell yourself with, you may not need to include it.
- On the other hand, skills such as organization, dependability, thoroughness (*to name a few*) are transferable skills and any experiences that illustrate these should be listed.

If you are fortunate enough to have relevant work experience through a cooperative education job, internship, college project or volunteer work, you may consider a **Related Experience** section preceding an **Other Experience** section to highlight those jobs. A 'Related Experience' section would be most effective if you have more than one experience, and if it is a job you did several years ago. This allows you to highlight it by putting it earlier in the résumé, rather than keeping it in reverse chronological order listed with your less relevant jobs. The non-related positions could then be included in the 'Other Experience' section. You may not need to include as much detail with these positions as you would for those under 'Related Experience'.

OTHER SECTIONS

Qualifications/Skills

This section is placed under 'Objectives', and highlights areas of expertise, talents, abilities, and strengths. **It emphasizes general and specific skills, relevant to the job position for which you are applying** (*i.e. interpersonal, communications, management, computer*). Work ethic behavior and/or personal characteristics/traits may also be included (*i.e. diligent, initiative, creative, highly motivated, reliable*). You may list five to eight qualification statements. Always list computer skills, regardless of your major, preferably under a 'Computer Skills' section. Computer Science/MIS students

will want to be more detailed in this area. Also, technology/science students may want to have a separate section for their technical/laboratory skills.

Certification and Licenses

Any professional certifications and licenses should be listed on the résumé. Examples are teaching certifications, FCC licenses, engineering licenses, etc. They should be listed just below the 'Education' section and above the 'Experience' section as they are important qualifiers for certain occupations.

Languages

This section should list foreign languages or American sign language. You may use words such as 'familiar with', 'fluent in' or "verbal and written".

Professional Associations

This section is recommended for all students/alumni who want to demonstrate their commitment and interest in their chosen professions. Students/alumni benefit greatly when they join professional associations. Members are continually updated with information regarding new trends and prospects in their fields. Professional associations provide their membership with opportunities to meet other professionals in their fields for the purposes of networking, mentoring, and accessing employment openings. Attending conferences and monthly chapter meetings can really boost members' careers. In addition, employers are impressed with candidates who are actively engaged in their professional associations. Students/alumni can utilize the knowledge they gain from their membership affiliation to enhance the interview discussion topics.

Activities

These could range from 'Society of Engineers' to the 'Soccer Team'. Remember to include any offices to which you have been elected and possibly the dates of service.

Projects

It is important to provide examples of projects you have completed or that are in progress. Projects show you can take the theoretical or classroom lecture and apply it to a real-world situation. If you were part of a team, note that. This is an opportunity to provide grade/award/special honors received for the project.

Military Service

If you received special technical training while in the military, held a position of leadership, or have a continuing work relationship, you may want to include this section. Be sure to use civilian terms if applying for non-military positions.

References

Stating that your references are 'Available on request' is sufficient for most résumé. It is also acceptable to leave this section completely off your résumé. If you need a space filler and have sufficient room on your resume, it would be appropriate to include. Either way, you should be prepared to offer a list of references for review. Therefore, you may want to ask three to five people to write a letter on your behalf or to be prepared for a telephone call from potential employers.

Be sure to get permission from all parties to use them as references before releasing their names.

Select people who will support your candidacy by confirming and adding to information on the résumé. Select a reference because of what he or she could say about your abilities and personality not because of how their name (and title) might look as one of your references. Some type of jobs may require a portfolio or a writing sample. Therefore, 'Portfolio Available' or 'Writing Samples Available' may also be appropriate.

When compiling your references, it is important to list them on a separate sheet of paper. The paper should match your résumé and cover letter. The same font and style should be used. The following contact information should be provided: name, title, company, street, city, state, zip, phone, fax, email. Normally, your name is centered on the top middle of the page and the references are listed in a column left or centered.

FORMAT

How your résumé appears is just as important as the content. The visual presentation can also send messages to an employer about you. Your résumé should be organized, neat and balanced. This is a sign of a professional who is interested and serious about career opportunities.

Pages & Overall Length

One page is standard and preferred. Two pages are acceptable if: 1) you would have to really squeeze everything onto one page; or 2) you would leave out important material if you used only one page. However, keep in mind that if two pages are used, both pages must be used in total.

Although one page résumés are recommended and preferred, there are certain majors and professions that may necessitate two pages. Science and education majors for example, may have additional categories such as lab work/field work and student teaching/observations that may lengthen the content of their resumes. Employers may need to know the details of their experiences because they are relevant to the job positions for which they are applying.

Margins

The appearance of your résumé is often negatively influenced by uneven or inadequate margins. Three quarters of an inch is the minimum margin for both sides of your résumé as well as the top and bottom (*one inch is preferred*). The way in which your content fills a page should be comfortable to the reader's eye. The résumé should contain a balance of white space. Fitting the résumé on one page is more important than maintaining 1" margins. Therefore, adjust as necessary.

Highlighting

You want a résumé that is visually "scannable". On the average, an employer is going to scan your résumé the first time in 15 seconds or less. Focus the reader's attention on special items by using ALL CAPITAL LETTERS, *italics*, **bold face**, underlining and • bullets. Be sure not to "overuse" any one of these techniques, but rather blend a few. In addition, the use of lines and/or boxes sometimes contributes to the 'ease of read'.

Abbreviations

They should be used with discretion. **Do not abbreviate items that will not be quickly identified by the reader.** Remember, your résumé is a formal document. The general rule is that the only acceptable abbreviation is that for the state in which you live.

Fonts

Choose standard fonts that are easily read such as Helvetica, Times Roman, and Arial. Select the point size based on the amount of content you have on one page. Eleven or twelve point size is standard and legible. Your contact information may be twelve to fourteen point, bold, and upper case letters. Many templates are not well designed because the name is often too large, while the contact information is often too small. These types of templates are **not** recommended for résumé usage.

Production

The best résumé can easily be ruined by one misspelled word or typographical error, smudges or an incomplete thought. **Have your résumé proofread by someone.** You may easily overlook obvious mistakes. Remember, the presentation of your résumé will represent your style. A nominal investment here can produce great dividends. Use a PC to format/create your résumé. If you do not have access to a laser printer, take your résumé to someone who does. Ask your friends for referrals or check the Yellow Pages for professionals with experience in reproducing résumés.

The method you use to reproduce your résumé can range from photocopying to typesetting. Also, consider the type of paper your résumé is printed/copied on. The use of bond paper creates an **impression of professionalism** in your approach to the job search. The color of paper you choose to have your résumé produced on should be decided with care. A conservative decision may be the safest one. Remember that your résumé, cover letter, reference sheet and envelope should be on the same kind and color of paper. Use the method most appropriate and affordable for you. Suggested colors are white, ivory, cream and light gray. Avoid fancy or grainy paper, they may not copy well.

IN CONCLUSION

As stated previously, this information is just a guideline to get you started. You undoubtedly will have questions that relate to your own needs. Make an appointment with a professional staff member to get the help you need. In addition, you can always drop your resume off for review and pick it up within the week.

SAMPLE LIST OF ACTION WORDS

accomplished	clarified	developed	followed through
achieved	classified	devised	forecasted
acquired	closed	diagnosed	formed
acted	coached	directed	formulated
addressed	coded	discovered	functioned
adept	collaborated	discussed	gathered
adjusted	collated	dispatched	information
administered	collected	dispensed	generated
advertised	comforted	displayed	graded
advised	committed	dissected	grouped
aided	communicated	distributed	guided
alerted	compared	diverted	handled
allocated	competed	drafted	helped
analyzed	compiled	dramatized	identified
annotated	completed	drew	illustrated
answered	composed	drove	imagined
anticipated	computed	edited	implemented
applied	conceived	educated	imposed
appraised	concluded	elicited	impressed
appreciated	conducted	empathized	improved
arranged	confronted	employed	increased
articulated	constructed	empowered	influenced
ascertained	contacted	enabled	informed
assembled	continued	encouraged	initiated
assessed	contracted	endured	innovated
assigned	contributed	enlightened	inquired
assisted	controlled	enlisted	inspected
assured	convened	ensured	inspired
attained	conveyed	entertained	installed
attended	cooperated	established	instilled
audited	coordinated	estimated	instructed
authored	copied	evaluated	insured
balanced	corrected	examined	interacted
bargained	corresponded	excelled	interpreted
began	counseled	exchanged	intervened
bought	created	executed	interviewed
briefed	critiqued	exercised	introduced
brought	cured	exhibited	invented
budgeted	dealt (with)	expanded	inventoried
built	decision-making	expected	investigated
calculated	defined	expedited	involved
cared (for)	delegated	experimented	joined
carried out	delivered	explained	judged
catalogued	demonstrated	expressed ideas	kept
categorized	derived	facilitated	learned
chaired	described	figured out	lectured
challenged	designed	filed	led
changed	detected	financed	licensed
channeled	determined	focused	listened attentively

located	predicted	reproduced	summarized
made	prepared	researched	supervised
maintained	presented	resolved	supported
managed	printed	respond	surveyed
manipulated	processed	restored	synthesized
marketed	produced	retrieved	systematized
mastered	programmed	reviewed	talked
measured	prohibited	revised	targeted
medicated	projected	risked	taught
memorized	promoted	scheduled	tended
mentored	proof-read	searched	tested
met	protected	selected	took initiative
modeled	provided	selling	traced
modified	publicized	sensitized	trained
molded	published	served	translated
monitored	purchased	serviced	treated
motivated	qualified	set	trouble shooting
named	quantified	shaped	tutored
negotiated	questioned	shared	typed
observed	raised	showed	untied
obtained	rated	simplified	updated
operated	recognized	skilled	used
ordered	recommended	socialized	utilized
organized	reconciled	sold	verified
outlined	recorded	solicited	visualized
oversaw	recruited	solved (problems)	volunteered
paired	referred	sought	wrote
participated	regulated	specified	
perceived	related	spoke	
performed	remembered	staged	
persevered	rendered	stimulated	
persuaded	reorganized	structured	
planned	repaired	studied	
played	reported	succeeded	
possessed	represented	suggested	

Joseph Sample

jsample@gmail.com

Campus Address

101 Some Street
Windham, CT 01234
(860) 555-5555

Home Address

102 Some Other Street
Manchester, CT 06123
(860) 444-4444

EDUCATION

Eastern Connecticut State University, Willimantic, CT

Bachelor of Science in Business Administration

May 2008

Concentration: Marketing

3.8/4.0 Dean's List

Delta Mu Delta Business Administration Honor Society

Three Rivers Community College, Norwich, CT

Associates in General Studies

May 2005

RELEVANT COURSEWORK

Principles of Marketing

International Marketing

Operations Management

Business Finance

Principles of Accounting

Macroeconomics Microeconomics

Sales Management

Business Law

COMPUTER SKILLS

Word, Excel, PowerPoint, Access, Internet, SPSS, Outlook, Publisher

WORK EXPERIENCE

Assistant Manager, Kohls Department Store, Willimantic, CT

2004 – Present

- Train and supervise new employees
- Develop weekly work schedule for six employees
- Provide customer service by responding to inquiries and complaints

Marketing Assistant, Kiss 95.7, Hartford, CT

2005-2006

- Prepared strategic marketing plan for radio station
- Conducted competitive market analysis
- Developed and implemented focus group sessions

Sales Associate, Wal-Mart, Windham, CT

2004 – 2005

- Greeted customers in a professional and friendly manner
- Maintained knowledge of sales and promotions throughout the store
- Opened and closed cash register; handled cash, checks, credit cards, and coupons

ACTIVITIES

Member, American Marketing Association, ECSU, Willimantic, CT

2005-Present

Member, Big Brother Big Sister, ECSU, Willimantic, CT

2005-Present

No Name

01 Main Street

Nowhere, CT 01234

(860)333-3333

NoName@stu.easternct.edu

OBJECTIVE: To obtain a challenging internship that will effectively utilize my communication and writing skills.

QUALIFICATIONS:

- Able to set priorities in order to achieve goals and meet operational deadlines
- Driven and extremely self motivated
- Easily adaptable to any environment
- Ability to work in a group and individually

EDUCATION:

Eastern Connecticut State University, Willimantic, CT

Bachelor of Science in Communication, and Minor in English, May 2009

GPA 3.33/4.0: Deans List

RELEVANT COURSES:

Intro to Mass Communication

Contemporary Print Journalism

Basic Speech

History of Communication

Interpersonal Communication

Newspaper Practicum

Communication Writing

College Writing

Scriptwriting

EXPERIENCE:

Writer, The Campus Lantern, ECSU, Willimantic, CT

2007- present

- Write articles for weekly paper regarding campus issues
- Write publicity promos for special campus events

Office Assistant, Noble Hall, ECSU, Willimantic, CT

2007-present

- Communicate and interact with residents to explicate information, and answer questions
- Answer telephones, direct calls, and take messages
- Comply with hall directors requests; Record inventory and equipment signed out by students and staff

Internship, Simon Pure Production, Moodus, CT

2006-2007

- Created field logs and catalogued then sequentially on computer
- Performed the process of video transcribing at the CPTV studios
- Collaborated with my supervisor during non linear editing sessions

Hostess, Outback Steak House, Stamford, CT

2006

- Answered phones to assist customers with questions and to record dining reservations
- Interacted with guests; Greeted and seated guests to tables; Provided guests with menus
- Placed orders and operated cash registers to accept payments for food and beverages

ACTIVITIES:

Volunteer, People Helping People Committee, ECSU, Willimantic, CT

2007 - present

Participant, Omicron Delta Kappa Leadership Program, ECSU, Willimantic, CT

Fall 2007

COMPUTER SKILLS: Word, Excel, PowerPoint, Picture Manager, Internet

Juston Mansfield

10 Mansfield Road
Mansfield, CT 01234
(860) 222-2222
JMansfield@hotmail.com

OBJECTIVE

To obtain a dynamic and challenging position in the field of Information Technology.

SUMMARY OF SKILLS

- Extremely self-motivated and commended for strong leadership and organizational abilities
- Excellent verbal and written communication skills
- Varied and extensive technical experiences

EDUCATION

Eastern Connecticut State University, Willimantic, CT
Bachelor of Science in Computer Science, *May 2001*
Major GPA: 3.3/4.0

United States Air Force, Tinker Air Force Base, OK
Leadership Schools include the following; Airman Leadership School, Flight Crew, unity, Survival School, Seven habits of Highly Effective People (attended and taught course) Strategic Planning, and Tools and Teams

AWARDS

- Recipient of Outstanding Award
- Recipient of Academic Achievement

COMPUTER SKILLS

- Operating Systems: All Microsoft Systems, OS 390, UNIX, and Novell
- Programming Languages: C++, Visual Basic, HTML, Assembly, LISP, and JAVA
- Software Applications: Microsoft Word, Excel, PowerPoint, and Front Page

EXPERIENCE

Internship, Fuss & O'Neil Consulting, Manchester, CT, *Spring 2001*

- Built computers from the ground up for clients of Fuss & O'Neil
- Carried out necessary software changes and installations
- Performed help desk responsibilities

Airborne Computer and Display Technician, Tinker Air Base, OK, *1993-1997*

- Inspected, managed operations and troubleshoot airborne computer, display, and ancillary systems aboard the E-3 AWACS
- Attained an unprecedented 99.9% effective sortie rate during Operations Southern Watch, Saudi Arabia. Only 2 of 650 flights were effected due to computer down time
- Aided ground maintenance in repair and test procedure down to the component level
- Co-authored the 1996 Unit Self Assessment
- Acted as the 965th Squadron Quality Performance Monitor

Jane Sample

01 Road, Town, CT 06123
(860) 222-2222; sample@stu.easternct.edu

Objective

To obtain a full time position as an Elementary Education Teacher.

Education

Eastern Connecticut State University, Willimantic, CT December 2007
Bachelor of Science in Mathematics
Certification: Elementary Education
GPA 3.8/4.0, Deans List

Relevant Course Work

Introduction to Mathematics	Foundations in Elementary Education
Classroom Environments	Early Language and Literacy Development
Integrated Curriculum	Adapting Elementary Curriculum for Inclusive Classroom

Qualifications

Patient, understanding and dedicated individual
Excellent verbal and written communication skills
Extremely reliable, hardworking, and honest
Able to manage tasks competently and efficiently

Experience

Student Teaching, Mansfield Elementary School, Mansfield, CT 2006-2007

- Taught beginning Math concepts to small groups
- Designed plans for cooperative group activities
- Constructed interest centers for Reading and Math
- Maintained students' progress reports
- Participated in parent/teacher conferences

Tutor/Academic Coach, Elementary Academy, New London, CT 2005-2006

- Provided one-on-one academic coaching and tutoring for students
- Helped students with learning, emotional and visual disabilities set academic and personal goals
- Assisted students with reading comprehension and writing assignments
- Taught study and organizational skills
- Consulted with parents and teachers to discuss student progress

After School Care Provider, Elementary School, Windham, CT 2004-2006

- Supervised children in an after school setting ages 4 – 12
- Facilitated games and activities such as arts and crafts
- Prepared and monitored snack time

Computer Skills

Microsoft Word, Excel, PowerPoint, Outlook

Sam Sample

1234 Road Avenue
Norwich, Connecticut 01234
(860) 555-5555
SSample@aol.com

Qualifications:

- Excellent organizational skills and tremendous attention to detail.
- Excels in fast-paced environment and in motivating staff to enhance and maintain productivity.
- Offers dependability and diligence.
- Extraordinary written and communication skills.

Education: Bachelor of Arts in Sociology and Applied Relations, May 2005

Eastern Connecticut State University, Willimantic, CT
GPA 3.56/4.0; Dean's List; Graduated Cum Laude

Course Work: Race and Ethnic Relations, Juvenile Delinquency, Social Inequality, Marriage and the Family, Deviance, Substance Abuse, Gay, Lesbian, and Bisexual Lives, Social Problems and Women and Crime.

Related Experience:

Project Genesis, Inc., Willimantic, CT, 08/05-Present

Job Coach

- Provide support within a work environment to individuals with special needs.
- Educate through side-by-side guidance and direction.
- Encourage individuals through positive reinforcement and role-modeling.
- Chairperson of Planning Committee.

Living Center, Windham CT, 02/04-08/05

Internship, Social Service

- Identified problems and concerns of current residents through personal conversations with individuals and survey questionnaires.
- Examined possible solutions to improve the residents' quality of life.
- Facilitated recreational activities.
- Provided companionship to residents within the facility.

Community Companions Services, Willimantic, CT, Fall 2003

Non-Medical Homecare Services

- Provided companionship and socialization to the elderly and disabled community.
- Assisted clients with daily tasks, such as shopping and transportation to medical appointments.
- Performed basic cleaning tasks and meal preparation for clients.

Additional Experience:

The United Way of Connecticut, Rocky Hill, CT, Spring 2004

Internship, Fund-Raising Organization

- Obtained personal volunteer information and maintained current records in the database.
- Organized and prepared information to be distributed to volunteers.
- Assisted in fund-raising events.
- Provided support and services to people whose lives have been affected by cancer.

Special Training: First Aid Certified, CPR Certified (Professional Rescuer), Basic knowledge of sign language, Training of HIPAA policies and procedures, Bloodborne Pathogens Training: PDT.

Computer Proficiency: Technically proficient in Microsoft Word, PowerPoint, Excel, Windows 2000 and XP, Microsoft Outlook, WordPerfect9, SPSS for Windows and Internet.

Anne Center

acenter@stu.easternct.edu

101 Some Road

83 Windham Street

Willimantic, CT 06226

Cell: (860) 555-5555

OBJECTIVE:

To obtain a co-op position for Summer 2008 in Sports and Leisure Management that will utilize my intrapersonal skills.

QUALIFICATIONS:

- Dedicated to professionalism and highly motivated.
- Detail oriented and efficient.
- Possess strong organizational skills.
- Excellent written and communication skills.

EDUCATION:

Eastern Connecticut State University, Willimantic, CT
Bachelor of Science in Sports and Leisure Management
Major GPA: 3.7/ 4.0

May 2008

RELEVANT COURSES:

Introduction to Sports and Leisure Management, Introduction to Communications, Sports Marketing, Principles of Marketing, Sports In American Society, Entrepreneurship Marketing, and Communication, Management Tech: Leadership & Problem Solving, Sport Physiology.

EXPERIENCE:

Eastern Connecticut State University, Willimantic, CT
Resident Assistant

2006-Present

- Assist residents in adapting to life on campus.
- Enforce University rules and regulations.
- Perform various clerical duties including filing, copying, and office maintenance.
- Produce and type flyers for events and workshops.
- Develop and maintain bulletin boards.
- Create social and education programs to meet the needs of students.

ESPN, Bristol, CT
Intern

Summer 2006

- Created ad campaign for ESPN Classic.
- Wrote, edited, and published press releases.
- Maintained positive relations with vendors.

ACTIVITIES:

- | | | |
|----------------------------------|------------------|---------------------|
| • Best Buddies | Secretary | Fall 2007-Present |
| • Student Government Association | Treasurer | Spring 2007-Present |
| • HPE/SLM Major Club | Public Relations | Fall 2007 |
| • Best Buddies Conference 2007 | Participant | Summer 2007 |

COMPUTER SKILLS:

Microsoft 2000/XP
Publisher
Photoshop

Word
Excel
PowerPoint

Digital Design & Page Layout
Digital Imaging
Illustrator