

## ***Super-Quick Guide to Writing A Résumé***

The resume is a sales tool, your “personal advertisement”; **at best it will get you an interview.** Therefore, your resume should be a summary of your academic and extra/co-curricular achievements & employment history and should be presented in a way that will demonstrate your qualifications for a position.

### A Well-Designed Resume...

- Has visual appeal, an **easy-to-read** layout and is succinct & **well-organized**.
- **Highlights strengths** & links them to employers’ needs and minimizes or excludes irrelevant information
- Presents the most important information first.
- Will be **entirely free of any errors** – spelling, typographical, punctuation and grammatical.
- Should not exceed one page (at this point in your career) and uses phrases versus full sentences.
- Is printed on quality, bond paper that is off-white, ivory, beige, light gray or other conservative color.
- Does **NOT USE A STANDARD WORD TEMPLATE**.

### Let’s Begin...

Start by listing all the jobs you’ve held, the duties with each job, and any accomplishments. Include everything, even if it seems insignificant to you. Also list any special skills and experiences. **THIS IS NOT THE TIME TO EDIT!** After you’ve compiled all this information, go back and format it as follows (samples attached).

### Information Typically Included on a Resume...

**CONTACT INFORMATION:** Name, address, email address and phone number and/or cell number

- List only 1 or 2 phone numbers where you can really be reached or receive a message.

**OBJECTIVE:** Concise statement of what kind of job/career you are seeking

- Consider creating several resumes each with a different objective.

### **EDUCATION:**

- List in reverse chronological order (most recent to oldest).
- Must include School, degree, major(s) &/or minor(s), month &/or year of graduation.
- Could include overall &/or major GPAs (if 3.0 or above), plus honors, awards and school-related activities (if not listed separately).
- May include Class Rank (if High School is listed), courses of special interest.

### **EXPERIENCE:**

- Categorize related experiences together – ie. “Communication Experience” “Business Experience”.
- List in reverse chronological order.
- Begin descriptions with “action verbs” – present tense for current position, past tense for previous position(s).
- Paid as well as unpaid experiences count!.
- If possible, focus on accomplishments rather than just duties or responsibilities.

**QUALIFICATIONS AND/OR SPECIAL SKILLS:** Abilities that has enhanced your job performance and add value

- List languages (i.e., American Sign Language, Spanish, etc.) and strong transferable skills (i.e., communication, organization, time management, etc.)

### **LEADERSHIP ACTIVITIES/VOLUNTEER WORK:**

- An optional section listing your leadership experience, community service and other extracurricular/community activities.

### **COMPUTER/TECHNICAL SKILLS:**

- List your computer (ie: software, languages) or other related technical skills.

**PERSONAL:** An optional section of interests, hobbies, etc.

# Action Verbs

## **Analyzed**

Abstracted  
Appraised  
Assessed  
Briefed  
Clarified  
Classified  
Compared  
Computed  
Correlated  
Critiqued  
Debated  
Defined  
Detected  
Determined  
Diagnosed  
Discriminated  
Dissected  
Evaluated  
Examined  
Identified  
Inspected  
Integrated  
Interpreted  
Interviewed  
Investigated  
Judged  
Maintained  
Mapped  
Monitored  
Observed  
Perceived  
Ranked  
Reasoned  
Related  
Researched  
Reviewed  
Screened  
Scanned  
Solved  
Studied  
Summarized  
Surveyed  
Symbolized  
Synthesized  
Verified  
Visualized  
**Assisted**  
Advised  
Bolstered  
Collaborated  
Contributed  
Consulted  
Cooperated  
Enlisted  
Facilitated  
Fostered  
Located  
Participated  
Referred  
Supported  
Sustained

## **Communicated**

Addressed  
Advertised  
Answered  
Briefed  
Corresponded  
Debated  
Explained  
Expressed  
Facilitated  
Interpreted  
Interviewed  
Lectured  
Listened  
Narrated  
Prepared  
Presented  
Publicized  
Recorded  
Responded  
Spoke  
**Created/Developed**  
Acted  
Adapted  
Authored  
Charged  
Clarified  
Composed  
Conceived  
Corrected  
Designed  
Devised  
Discovered  
Drafted  
Eliminated  
Encouraged  
Expanded  
Facilitated  
Formulated  
Generated  
Improved  
Influenced  
Initiated  
Innovated  
Instituted  
Introduced  
Invented  
Originated  
Perceived  
Performed  
Planned  
Revamped  
Shaped  
Solved  
Streamlined  
Substituted  
Visualized  
**Counseled/Instructed**  
Adapted  
Advised  
Advocated  
Applied

Assessed  
Assisted  
Briefed  
Cared  
Charged  
Clarified  
Coached  
Comforted  
Conducted  
Consulted  
Coordinated  
Demonstrated  
Educated  
Enabled  
Enlightened  
Established  
Exercised  
Explained  
Fostered  
Guided  
Implemented  
Influenced  
Informed  
Inspired  
Interpreted  
Lectured  
Listened  
Maintained  
Modified  
Motivated  
Observed  
Perceived  
Persuaded  
Promoted  
Read  
Reinforced  
Restored  
Saved  
Shared  
Solved  
Spoke  
Substituted  
Taught  
Validated  
**Operated/Maintained**  
Adjusted  
Adapted  
Clarified  
Corrected  
Eliminated  
Executed  
Expedited  
Facilitated  
Implemented  
Installed  
Modified  
Ordered  
Prioritized  
Programmed  
Promoted  
Serviced  
Sustained

Transported  
Upheld  
Utilized  
**Negotiated**  
Advised  
Advocated  
Arbitrated  
Bargained  
Expedited  
Mediated  
Merged  
Motivated  
Negotiated  
Persuaded  
Reconciled  
Solved  
**Organized**  
Accumulated  
Arranged  
Assembled  
Balanced  
Cataloged  
Classified  
Collated  
Collected  
Compiled  
Composed  
Coordinated  
Correlated  
Detailed  
Developed  
Facilitated  
Gathered  
Identified  
Located  
Methodized  
Obtained  
Organized  
Planned  
Prepared  
Prioritized  
Processed  
Programmed  
Ranked  
Recorded  
Revamped  
Revised  
Scheduled  
Solved  
Streamlined  
Structured  
Tabulated  
Updated  
**Served**  
Assisted  
Attended  
Catered  
Delivered  
Facilitated  
Furnished  
Listened  
Maintained

## VICTOR HUGO

Saint Miguel Townhouses  
West Halls Complex  
Philadelphia, PA 19141  
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**OBJECTIVE** To get an internship over the summer where I can apply my interpersonal, leadership, organization and communication skills as demonstrated by my academic achievements.

### EDUCATION

**La Salle University**, Philadelphia, PA  
Bachelor of Arts, May 2010  
Major: **History**; Minors: **Economics, Education**  
Cumulative GPA: **3.5**; History: **3.6**, Economics: **3.4**, Education: **3.3**  
**Dean's List** 2004, 2005, Spring 2006  
**Mission Grant & Founder's Scholarship recipient**

### LEADERSHIP ACTIVITIES

**Cross Cultural Association** 2004 –present  
**President (Spring 2005–Spring 2006)**

- managed all operations and procedures for the CCA, delegate tasks to members, create and oversee committees
- act as liaison for association to university administrators and other organizations -involved in all aspects of budgetary process: oversee funding requests and work closely with treasurer
- communicate with new and prospective members

**Asian American Student Intercultural Association**, AASIA (2004-present)  
**Men's Rugby** (2006-present)  
**Phi Lamda Theata: International Honor Society and Professional Association in Education**

### COMMUNICATION TRAINING AND TEACHING EXPERIENCE

**Wister Computer Lab, La Salle University**, Philadelphia, PA.

**Student Supervisor**. Spring 2004 to Present.

- Supervise Student Computer Lab at night.
- Assist students and staff when faced with difficulties using Lab.

**Multicultural and International Center. La Salle University**, Philadelphia, PA.

**Student Worker** August 2004 to December 2006.

- Assisted with projects such as content for the Study Abroad website and administrative work
- Help in the contacting of students, answering questions by students, assist in events..

**Marist Brothers International School**, Kobe, Japan.

**Summer School Teacher Assistant** June , 2004.

- Assist classroom teacher with students in Grades 4, 5, and 6 in various subjects
- Assist in the planning and supervising of afternoon recreational activities for students.
- Help supervise lunchroom.

**Central High School / Cardinal Dougherty High School**, Philadelphia, PA

**Teaching Field Experience** Spring 2005-Fall 2006

- Observe classes. When allowed to by classroom teacher, present short presentations to the class.

### SKILLS

Microsoft Word, Excel, PowerPoint  
Japanese, conversant

## AMANDA P. CROMPTON

Permanent Address: 179 Sunset Drive • Easton, PA 18040 • (610) 976-7565  
School Address: 1106 Uber Street • Philadelphia, PA 19141 • cromptap9@lasalle.edu

### OBJECTIVE

To secure a marketing position with a respected and highly energetic firm that will utilize and build upon my educational background and job experience

### EDUCATION

- La Salle University** Philadelphia, PA May 2006  
Bachelor of Science in Business Administration
- Major: **Marketing**; Minor: **Digital Art and Multimedia Design**
  - GPA **3.2**
- Course Study Abroad** Germany Spring 2005
- Studied international marketing techniques of major corporations (Audi, GE FANUC, and Ritter Sport Chocolate)

### SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Photoshop, Adobe Illustrator; Knowledgeable in SPSS

### MARKETING EXPERIENCE

- McFabber's Restaurant and Bar** Philadelphia, PA Fall 2005  
*Promotional Assistant Intern*
- Collaborated closely with management about new promotions
  - Distributed promotional literature to increase patrons at Philadelphia Sports Complex during peak and off-peak periods
- Bureau of Recreation, City of Easton** Easton, PA Summer 2005  
*Pool Manager*
- Responsible for oversight of a community pool serving Easton's 26,000 residents, including public relations, operations, contractor management
  - Managed 15-20 employees; duties included hiring, scheduling, and payroll
- Atlantic 10 Conference** Philadelphia, PA Spring 2004  
*Promotional Intern*
- Organized and implemented sponsored Conference athletic event on La Salle University campus
  - Solicited sponsors and catering services
- La Salle University Admissions** Philadelphia, PA 2004-Present  
*Admission Campus Explorer*
- University representative for prospective students' families, offering guidance and information on campus life
  - Handled confidential materials and attended college fairs on behalf of the University
- La Salle Admission Phone-A-thon**
- Assisted in University/student relations by contacting prospective and accepted students for follow-up on admissions and University procedures
- The Crayola® Store®** Easton, PA 2000-2004  
*Key Sales Associate/Assistant to the Manager*
- Coordinated profitable birthday events
  - Managed co-workers; Trained new employees; Performed office duties

### LEADERSHIP

- People to People International Student Ambassador Program**
- Selected to join program based on high academic GPA and extracurricular background
  - Traveled to Europe with a group of 30 teens as a student representative of the United States

### ACTIVITIES

La Salle Women's Rugby Football Club • WEXP Radio *Student DJ* • American Marketing Association

## LOUIS PASTEUR

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Lancaster, PA 17772

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plouis0506@yahoo.net

### Career Objective

Seeking a research career in the chemical industry that utilizes my education and skills in chemical technology, laboratory procedure and research methodologies.

### Education

**La Salle University**, Philadelphia, PA  
BA, **Chemistry**, (2006)  
Cumulative GPA: **3.3**

#### Relevant Course Work:

Organic Chemistry	Advanced Inorganic Chemistry	Instrumental Analysis
Analytical Chemistry	Advanced Organic Chemistry	Physics
Physical Chemistry	Biochemistry	Calculus

### Research

Developed Southern Hybridization Analysis and Western Blotting Techniques for use in a Molecular Biology class.

### Scientific Experience

**CEREXAGRI, INC.**, King of Prussia, PA  
**Chemistry R&D Lab Technician**, October 2006-Present

- Assist in developing pesticide formulations and preparing technical reports to support EPA regulations.
- Facilitate multi-step organic synthesis experiments in compliance with SOP regulations.
- Perform Laser Particle Size Analysis of various catalysts.
- Analysis and interpretation of data of various organic compounds using NMR spectroscopy and HPLC.
- Perform pH Meter and Weight Balance calibrations.
- Responsible for preparing purchase requisitions of chemical supplies.

**MATERIALS RESOURCES INTERNATIONAL**, Lansdale, PA  
**Materials Processing Specialist**, Internship Summer 2003

- Produced test samples of carbide, braze coatings for engineers and customers.
- Conducted braze joining and soldering tests in support of engineers.
- Kept notes for process engineers.
- Supported Acoustic Scanning Microscope (high resolution ultrasonic inspection) tests.
- General laboratory support.

### Skills & Qualifications

**Language:** Fluent in Bosnian, Serbo-Croatian, Macedonian, basic proficiency of Russian language.  
**Computer:** Proficient in all Microsoft Office programs including Word, Excel, and PowerPoint and with Chemistry software packages including MathCAD, SPARTAN, ChemDraw.  
**Instruments:** Competence in using UV-VIS, Fluorescence, IR and NMR spectroscopy, HPLC, GC-MS.  
**Syntheses:** Competence in standard organic/inorganic synthetic techniques.

### Leadership, Honors & Activities

**La Salle University Men's Varsity Swim Team**, 2002-2006

- Named to First Team All-Conference and Atlantic-10 Commissioner's Honor Roll, 2005-06 season
- Worked as volunteer for American Red Cross.

#### Competitive Swimming

- Competed for 12 years; represented Lithuanian National Swim Team traveling to Spain, Denmark, Hungary, Croatia, Slovenia.

## DONALD TRUMP

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### QUALIFICATIONS

- Strong analytical, financial and research skills with excellent background in systems analysis.
- Highly proficient in use of business software applications: Word, Excel, Access and PowerPoint
- Technical knowledge of Assembler, Qbasic, Cobol Microfocus
- Training and administrative experience includes advising international students and training sales representatives on techniques to increase sales.

### EDUCATION

**LaSalle University**, Philadelphia, PA  
*MBA*, Concentration: **Finance**

**Gwynedd-Mercy College**, Gwynedd Valley, PA  
*BS, Business Administration*; Minor: **Computer Information Systems**, December 2002  
GPA: 3.6/4.0.

### BUSINESS, ADMINISTRATIVE AND FINANCE EXPERIENCE:

**Rugs International**, Port Washington, NY USA

*Sales Representative, Philadelphia District*, 2003 – 2004

- Sold products to prospective clients from an active lead pool within assigned territory, specialized in upscale custom home security market, maintained assigned sales quota and followed established guidelines.
- Consistently achieved high quotas; ranked in top 5% of all sales representatives for the Philadelphia District.
- Identified prospects utilizing creative lead generating techniques.
- Handled sales presentations and proposals, followed up with prospects and prepared final contract for signature.
- Ensured customer satisfaction after the completion of sales and service; generated referrals.
- Trained other sales representatives on specific sales techniques to increase their sales quotas.

**Faber College**, Penn Valley, PA USA

*Assistant Director, International Office*, 1998 – 2002

- Executed targeted marketing programs to recruit potential international students.
- Processed, evaluated, and followed-up admission applications.
- Met with international students to assist with registration and placement levels.
- Worked with professors to coordinate class schedules and develop programs.
- Program cultural activities to build community among international students.
- Assigned responsibility for day-to-day intra-office computer hardware and software support.
- Advised international students on INS regulations.
- Assisted in process re-engineering of office data repository to comply with new INS system.

**Play It Again, Inc.** Casablanca, Morocco

*Budgeting and Purchasing Manager*, 1994 – 1998

- Organized, directed, controlled and evaluated the purchasing activities.
- Researched and evaluated suppliers based on supply, price and quality.
- Planned and conducted face-to-face meetings with potential vendors.
- Negotiated prices, contracts and purchased all supplies for luxury apartment Construction Company.
- Ensured that supplies were received at the appropriate time.
- Maintained and controlled inventory levels to minimize carrying costs.
- Participated in the development of specifications for equipment, products and substitute materials.

### LANGUAGES and TECHNICAL SKILLS

- Fluent in English, French and Arabic
- Proficient in MS Office, Assembler language, Cobol Microfocus and Qbasic
- Ability to learn quickly and ready adapt to changing computing environments and business software applications.