

## RÉSUMÉ OUTLINE

### Your Name in Bold

Street Address • City, State zipcode

Cell phone number • Email address



### OBJECTIVE (may be better included in cover letter)

#### EDUCATION

**Wittenberg University**, Springfield, OH

**Bachelor of Arts**, May 20xx

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

GPA: if 3.0 or above

**Study Abroad University**, City and Country

Dates

Summarize course of study and travel/learnings

#### WORK EXPERIENCE

**Name of Current Company**, Springfield, OH

Start date to Present

*Intern to Vice President of Finance*

- List **accomplishments and not just tasks**
- Accomplishments should make clear the value you added
- Three bullets max; use fragments and numbers, %, \$, Increases or decreases

**Name of Previous Organization**, City, State

Start date to end date

*Intern*

- Scale and scope of accomplishments
- Leadership, managerial, supervisory accomplishments
- Changes in performance from beginning to end of internship

**Name of Employer**, City, State

Dates

*Job Title*

- Summary of accomplishments
- How was the organization different as a result of your contribution

#### LEADERSHIP ACTIVITIES

**Campus Organization**, Wittenberg University

Dates

*Position*

- Major contribution (quantified)

*Former Position*

- Contribution in role (measurable accomplishments—numbers or language)

**Athletic Team**, Position (if Leadership)

Dates

- Significant accomplishment

#### VOLUNTEER ACTIVITIES

**Service Organization**, City, State

Dates

- Contribution or activity for Organization

#### COMPUTER & LANGUAGE SKILLS

- Word, Excel, PowerPoint, Publisher; Fluent in Spanish, Proficient in French (if relevant to objective)

# Résumé Statement Revisions

## Examples:

### First Draft

Sales Associate: Responsible for opening store and making sales, developed strong rapport with clientele, responsible for making coffee drinks

### Second Draft

Sales Associate: Handled the opening of store, successfully executed sales and built rapport with clients which led to an increase in daily sales, learned to make over 20 types of coffee drinks

### Final Statement

- Demonstrated high responsibility level through opening of store at 6:00am daily
- Successfully executed daily sales by producing over 20 different beverages to suit individual customer needs
- Built strong rapport with diverse group of consumers resulting in a 15% increase in monthly sales

### First Draft

Event Planning: Reorganized failing system, planned and implemented events, worked on a budget, handled all paperwork and contract issues that were brought up, managed a committee of 5 people

### Second Draft

Event Planning: Reconstructed system to implement more functional and efficient arrangement, adhered to strict budget, managed and delegated tasks to committee of 5, maintained good relations with vendors which led to an increase in events needing planning

### Final Statement:

- Reorganized outdated procedure for event coordination
- Adhered to strict budget of \$1,000
- Managed and delegated tasks to committee of 5
- Maintained good working relations with vendors
- Result: 25% increase in number of planned events per quarter

## Quantifying Your Results/Accomplishments

### Examples:

- Wrote 25 news releases in a three-week period under daily deadlines
- Identified, researched and recommended a new Internet Service Provider, cutting the company's online costs by 15 percent
- Wrote prospect letter that has brought in more than \$25,000 in donations to date
- Managed a student organization budget of more than \$7,000
- Assisted with twice-monthly payroll activities, ensuring that employees were paid accurately and on time
- Attended high school basketball games, interviewed players and coaches after, and composed 750-word articles by an 11 p.m. deadline
- Suggested procedures that decreased average order processing time from 10 minutes to 5 minutes
- Recruited 25 members for a new student environmental organization
- Introduced 17 student service-improvement proposals as residence hall representative for student government