

A resume is the primary marketing tool in your job search. The challenge of effective resume writing is that you must be creative and provide organized and concise thoughts, while working in a clearly prescribed structure. Your ultimate goal is to develop a unique piece, outstanding for its personalized content and its visual appeal. Exceptional resume writing can be extremely challenging and require many revisions, but it is worth the effort – the payoff is attracting the attention of prospective employers.

A truly effective resume achieves two goals:

- It presents a concise summary of your skills and accomplishments
- It clearly establishes a relationship between your experience and your career objective

Resume DOs and DON'Ts

- **DO write your own resume.** Your resume should be authentic and accurately reflect your goals and achievements; you are the best person to accomplish this task. Writing your resume also forces you to organize, analyze, and articulate your experience, a process that enhances your interviewing skills.
- **DO find your thesaurus.** Select specific, action verbs that convey your experience, results, etc., as clearly as possible. Choose nouns, adjectives and adverbs with the same outcome in mind. For examples, see page 5.
- **DO use industry-specific language.** Develop your resume with professional jargon and industry “buzzwords” appropriate to the particular occupation you are seeking. Increasingly, employers are relying upon computer programs that scan resumes for keywords – don’t let your resume be passed over for failure to include keywords that demonstrate your job-related skills.
- **DO ensure that your resume is error-free.** Proofread your final draft and ask at least two other people to proofread it as well. Check for improper grammar, inconsistency in language or layout, spelling or punctuation errors, poor construction of the content, typos, etc. (Don’t rely solely on spell-check!)
- **DON’T go wild** with the design of your resume. Avoid horizontal and vertical lines, script, shading and graphics, which can bleed or blotch when copied or faxed. Pick a readable font such as Times New Roman or Helvetica (at least 10 pt) and be sure to leave enough white space at the margins. All margins should be at least 0.7”.
- **DON’T rigidly follow a template.** Prepare a resume that makes the most sense for where you are in your career development. Avoid word processing software templates like those found on Microsoft Word, which arrange information in an order that may not make sense for you and often include very wide margins (which limits the amount of content you can include). Whatever layout you choose should allow readers to easily scan relevant information, and key information should be on the left-hand side of the page.
- **DON’T ramble on.** Reviewing a resume is NOT like reading a book! The average reviewer has 30 seconds to look at your resume and will typically scan sections and bullet points. Be concise, use phrases instead of sentences and avoid paragraphs. Step back and take a look at your resume while timing yourself, paying attention to what stands out and what you missed. For recent graduates, the resume should be one page. For graduate students and those with extensive work histories, the resume can go onto a second page if necessary.
- **DON’T skimp when printing your resume.** Use a laser printer to create a master copy of your resume and make 50 copies on high quality bond paper (preferably white, although light beige and grey are acceptable).

Resume Format

There are various sections to an effective resume. The sections, format and arrangement you use will depend on the resume type you select, and should be uniquely tailored to your education, background, and experience. All resumes should include a heading and education section, as well as a section describing your experience.

HEADING

Items to be listed in this section include:

- Full Name
- Address
- Phone Number(s)
- Email address
- Fax number (if appropriate)

Note: Only list your home (permanent) address if it is pertinent to your job search; for example, if you are looking for a summer internship in your hometown, you may want to list your address there as well as your local (campus) address.

CAREER OBJECTIVE

Your objective or summary is the statement of purpose for your resume, creating a frame of reference for the reader. If you are creating different resumes for different companies and industries, tailor your career objective each time.

Examples of Career Objectives

- An entry-level position in marketing management in the consumer products industry
- Participation in a management training program in the banking industry, leading to a career in the loan division
- Research and development in applied biology
- A position in development with a non-profit organization that makes use of my excellent research and writing skills
- An internship in marketing

EDUCATION

In this section, list your degrees in reverse chronological order. Note that after sophomore year, high school should not be on this list. Transfer students should only list the college from which they will actually earn a degree.

- Degrees earned or anticipated
- Schools attended, including study abroad
- Areas of study pursued (majors, minors)
- Academic honors and awards
- Thesis work, if any
- GPA, especially if strong
- Relevant coursework

Depending upon your background, it may be appropriate to list the following areas as subsections of education:

- Certifications you have achieved
- Honors and Awards. Include name of the award, date received and any affiliated organizations. Explain the significance of the award if necessary, avoiding acronyms or abbreviations.
- Co-curricular Activities

EXPERIENCE

This section can be a combination of paid and unpaid work, listed in reverse chronological order (starting with your most recent experience first).

- Organization name and location (city/state)
- Position title
- Dates of service (e.g., 2005-2007)
- Transferable skills you demonstrated

Wherever possible, quantify and/or qualify the outcomes of your efforts. For positions you currently have, use present tense; otherwise, all descriptions should be in past tense. Avoid phrases such as “duties included” in favor of more action-oriented phrases that clearly identify your accomplishments and the positive impact you had on the workplace.

ACTIVITIES (may be co-curricular, community service-based or both)

Highlight organizations in which you are/were an active participant, offices held, and the results of your work:

- Dates of involvement (year to year is sufficient)
- Name of Organization
- Offices held
- Honors received
- Noteworthy achievements/activities

SKILLS

This section typically relates to language skills such as level of fluency in speaking, reading, and writing a second, third, etc. language. You may also note any unique or specialized computer skills in this area. Other special skills such as laboratory techniques are listed if they connect to your objective.

MILITARY SERVICE (if applicable)

- Branch of service and dates

A NOTE REGARDING REFERENCES

Do not list the names of your references on your resume – in fact, you do not even need to state that references are “available upon request.” An employer will request references after you have reached the interview stage. Instead, prepare a reference list to bring with you to interviews. The reference list provides a listing of individuals who can attest to your qualifications for a particular position. These individuals should also be familiar with your skills and personal attributes. References should be individuals who know you professionally and know you well. They may include:

- Supervisors from internships, full-time, part-time, or volunteer work
- Professors
- Academic advisors
- Student group advisors

Avoid using personal references (family members, neighbors, etc.). Make sure to contact your references first to ask their permission to be listed--then give them a copy of your resume and information about the positions for which you are applying, so that they will be prepared if someone contacts them. Make sure you feel the individuals you are considering will give you a positive recommendation.

Your reference list should include the following information:

- Name of Reference
- Title/Position
- Organization/Employer
- Complete Work mailing address
- Work phone number
- E-mail address (if appropriate)

Resume Style

The style or format you choose for your resume is essential to its impact. The style you choose should allow you to bring your most important accomplishments and experience to the top of your resume, and to focus the reader on those skills, experiences or achievements that connect most clearly with your career goals.

The most common resume styles are:

Chronological

The most widely used format and the one most familiar to employers, this resume style is arranged in reverse chronological order, with the most recent experience listed first in each section. It is a good idea to first write your resume in a chronological format. **The chronological resume is the best choice for most undergraduate students.** This style organizes your information, ensuring that you cover all your pertinent experience.

- *Advantages:* Focuses on the positions held and emphasizes the progression of your work experience. If the experience you have is career-related and reflects the skills and experience you wish to use in your next job, this style will serve you well.
- *Disadvantages:* If there is not a direct correlation between your previous experience and your future goals, this format may not focus the reader on your transferable skills or potential.

Functional

This format highlights skills that best categorize your experience and correlate with the abilities necessary to work in your chosen field.

- *Advantages:* Emphasizes experience and skills that may be transferable to several fields rather than specific positions held. It allows you to group your most important qualifications under skill or experience headings that can link you to your career goals. This format may provide a distinct advantage to career changers and people with little or no direct experience in their field of choice.
- *Disadvantages:* Because your "employment history" typically appears at the bottom of this resume format and has no description, it may raise questions for the reader.

Sample Resumes

The following pages of this Guide contain a list of action verbs you may want to use on your resume as well as several samples to use as references when you develop your own resume. As you will see, there are many different ways to present your background and experience, and many formats that might appeal to you. Keep in mind that the resume's main purpose is to convince a potential employer to invite you for an interview – in other words, to make them want to learn more about you. Have several people review your materials to make sure that you are putting your best foot forward.

Sample Action Verbs

The following are sample action verbs to assist you in developing your resume, grouped by skill set:

CLERICAL/ADMINISTRATIVE:

Approved	Compiled	Indexed	Prepared	Scheduled	Tabulated
Arranged	Dispatched	Inspected	Processed	Screened	Unified
Cataloged	Executed	Monitored	Purchased	Specified	Validated
Classified	Generated	Operated	Recorded	Systematized	
Collected	Implemented	Organized	Retrieved		

COMMUNICATION:

Addressed	Convinced	Edited	Justified	Persuaded	Recruited
Arbitrated	Corresponded	Enlisted	Lectured	Promoted	Spoke
Arranged	Developed	Formulated	Mediated	Publicized	Translated
Authored	Directed	Influenced	Moderated	Reconciled	Wrote
Collaborated	Drafted	Interpreted	Negotiated		

CREATIVE:

Acted	Customized	Established	Initiated	Invented	Planned
Built	Designed	Fashioned	Instituted	Originated	Revitalized
Conceptualized	Developed	Founded	Integrated	Performed	Shaped
Constructed	Directed	Illustrated	Introduced	Pioneered	

FINANCIAL/ANALYTICAL:

Administered	Appraised	Budgeted	Developed	Marketed	Projected
Allocated	Audited	Calculated	Forecasted	Planned	Researched
Analyzed	Balanced	Computed	Managed		

HELPING/SOCIAL SERVICE:

Advocated	Coached	Diagnosed	Expedited	Guided	Referred
Assessed	Counseled	Educated	Facilitated	Modeled	Rehabilitated
Clarified	Demonstrated	Empowered	Familiarized	Motivated	Represented

LEADERSHIP/MANAGEMENT:

Achieved	Consolidated	Developed	Increased	Planned	Reviewed
Administered	Contracted	Directed	Led	Prioritized	Scheduled
Anticipated	Coordinated	Evaluated	Organized	Produced	Strengthened
Assigned	Delegated	Executed	Oversaw	Recommended	Supervised

RESEARCH:

Analyzed	Diagnosed	Extracted	Interpreted	Observed	Summarized
Clarified	Evaluated	Handled	Interviewed	Organized	Surveyed
Collected	Examined	Identified	Investigated	Researched	Systematized
Critiqued	Experimented	Inspected	Measured	Reviewed	

TEACHING/TRAINING:

Adapted	Communicated	Enabled	Facilitated	Instructed	Sparked
Advised	Coordinated	Encouraged	Guided	Motivated	Stimulated
Clarified	Demystified	Evaluated	Informed	Persuaded	Strengthened
Coached	Developed	Explained	Inspired	Set Goals	Trained

Sample entry-level accounting resume

Oscar Martinez

123 North Main
Chicago, Illinois 60606
(312) 555-4567
omartinez@luc.edu

OBJECTIVE Entry level accounting position in a CPA firm with an emphasis on auditing and taxes

EDUCATION

Loyola University Chicago

BBA in Public Accounting with honors, expected May 2008
Cumulative GPA: 3.72/4.0 Major GPA: 3.88/4.0

EXPERIENCE

ABC National Bank

Chicago, IL

Communication Clerk, 2006-present

- Verify availability of monetary funds
- Record and process unpaid checks from correspondent banks
- Compile settlement data and submit checks to clearinghouse association for exchange and settlement with other banks
- Distribute statements to customers
- Provide general office assistance

Oscar could have rearranged his resume to include two experience sections: Relevant Experience, highlighting jobs incorporating his accounting skills, and Additional Work Experience.

Currency Teller, 2004-2006

- Counted, sorted, and balanced currency
- Assisted in distribution of currency to customers

Happy Valley Hotel

Skokie, IL

Promoted from Waiter to Banquet Supervisor to Banquet Captain, 2002-2004

- Organized, trained and scheduled a banquet staff of 20-25
- Coordinated client functions, collected accounts and recorded all transactions
- Assisted in promoting the hotel and attracting future clients

ACTIVITIES

Beta Alpha Psi Honorary Accounting Fraternity

Chicago, IL

Vice President, 2005-2006

- Scheduled events to increase organization's on-campus presence
- Assisted President in making all necessary decisions concerning membership

Loyola University Chicago Accounting Club

Chicago, IL

Treasurer, 2005- Present

- Prepared a yearly budget that incorporated costs for meetings, events, and charitable activities
- Kept detailed accounting records using Microsoft Excel

SKILLS

- Extensive experience with Microsoft Office (Word, Excel, PowerPoint)
- Fluent in Spanish, advanced written and intermediate spoken Italian

This is a helpful clarification regarding the student's language abilities.

Sample resume for student seeking an internship

Tracy Flick
6406 Glenwood Avenue
Chicago, IL 60606
tflick@luc.edu
773.555.1234

OBJECTIVE

An internship with a Democratic candidate's presidential campaign.

EDUCATIONAL BACKGROUND

Loyola University Chicago, Chicago, IL

- B.A. in Political Science and English, expected May 2010
- **GPA:** 3.87/ 4.0
- **Honors and Awards:** Deans List: all semesters, Loyola University Chicago four year renewable scholarship, Rotary International Scholarship
- **Language Skills:** Advanced spoken and written Spanish, beginning Italian

Mountain Brook High School, Mountain Brook, AL

- High School Diploma, June 2005.
- Activities: Varsity Swim Team, National Honor Society, School Newspaper Editor, Key Club

It is appropriate for this student to list high school because she is still a sophomore.

RELEVANT EXPERIENCE

Loyola University Chicago Students for Barack Obama, Chicago, IL

OUTREACH COORDINATOR, August 2007-Present

- Supervise three "get out the vote" coordinators.
- Coordinate campus-wide voter registration drives.
- Serve as a liaison to other student organizations to encourage involvement in the campaign.

Although this student lacks extensive paid experience, her involvement in on-campus activities demonstrates leadership and the development of many transferable skills.

Loyola University Chicago Democrats, Chicago, IL

SECRETARY, VICE-PRESIDENT, August 2006-Present

- Reserve rooms for group meetings and events.
- Organize on-campus speakers and social events for 700+ members.
- Canvass neighborhoods and participate in phone banks for campaigns of Democratic political candidates.

Loyola University Chicago Student Activities, Chicago, IL

ORIENTATION LEADER, August 2007

- Led multiple small groups of 7-14 incoming students during several two-day sessions.
- Supervised and advised students planning their first semester college courses.

Loyola University Chicago Student Judicial Board, Chicago, IL

MEMBER, August 2007-Present

- Hear cases of alleged misconduct relating to community standards published in the Student Handbook.
- Determine, along with other board members, whether a violation has occurred and what if any sanctions are appropriate for a particular situation.

Koester & Associates, Birmingham, AL

OFFICE ASSISTANT, Summer 2006 and 2007

- Answered phones and greeted clients for advertising and public relations firm.
- Organized client documents and tracked office expenses using Microsoft Excel.

Sample functional skills resume

Current Address:
123 North Main
Chicago, IL 60606

MAGGIE MEAD
mmead@luc.edu
(312) 123-4567

Permanent Address:
890 Elm Street
St. Louis, MO 63106

CAREER OBJECTIVE

A summer internship requiring excellent analytical, organizational and communication skills.

EDUCATION

Loyola University Chicago, Chicago, Illinois
Bachelor of Arts, expected May 2010
Major: Anthropology

If you are not going to tailor your objective to each specific position, at the very least you should clarify what skills you hope to use.

RELEVANT COURSES

Speech Communication
Interpersonal Relations
Social Psychology

Language and Culture
World Culture
Biology and Chemistry

Typically, a relevant coursework section should include courses that reflect skills you hope to use on the job or that differentiate you from other potential applicants.

SKILLS

Communication Skills

- Highly evaluated written and oral communication skills developed through a variety of liberal arts courses and contact with customers
- Trained in facilitating small group interaction and problem solving techniques
- Bilingual, fluent in speaking, reading and writing Spanish

Analytical and Organizational Skills

- Ability to analyze, synthesize and interpret data developed in science and lab courses
- Acquired organization skills by reviewing and maintaining patient medical records
- Able to manage multiple demands for commitment of time, energy and resources
- Experience with Internet research

EXPERIENCE

Lord and Taylor, Chicago, Illinois
Sales Associate 2006 – Present
Consult with customers and take semi-annual inventory.

Dunn Elementary School, Chicago, Illinois
Volunteer Teacher Aide 2005-2006
Designed and created art therapy projects as volunteer with learning disabled children.

Total Quality Health Care, Chicago, Illinois
Medical Records Clerk Summers 2003-2005
Reviewed detailed medical records for accuracy. Assisted in monthly billing.

PETER GIBBONS
555 West McAlister #303
Aspen, Illinois 61234
(847) 123-4567; pgibbons@luc.edu

OBJECTIVE

A programming position with a growing international company

EDUCATION

Loyola University Chicago, Chicago, IL
Bachelor of Science in Computer Science with a minor in English, May 2007
GPA 3.8/4.0
Studied at Loyola University's Rome Center, Fall 2004
Conversational in Italian and Spanish

Employers typically scan the left-hand side of the resume for highlights. Accordingly, relevant information such as this student's strong GPA should be along that side of the page.

COMPUTER SKILLS

Languages: Java, C/C++, ML, Assembly, Ibuild, HTML, XML
Operating Systems: Linux, UNIX, Macintosh, Windows XP/NT/2000
Software: Dreamweaver, Flash, Cold Fusion, SPSS-X, MS Office, MS Publisher, MS Front Page

EXPERIENCE

Loyola University Chicago, Chicago, IL

Information Systems Assistant, 2004-Present

- Resolve computer problems for faculty and students
- Supervise six student assistants
- Develop and initiate systems to improve office efficiency
- Compose handouts explaining use of equipment and software for Loyola community

Research Assistant to Dr. Kalchthaler, School of Education, Fall 2004

- Researched the use of computer software in Chicago Public Schools
- Analyzed data using SPSS-X software
- Assisted with programming a specialized database to track findings
- Presented research results at weekly research team meeting

Whenever possible, show how the results of your work positively impacted the employer. Another example would be describing how research was incorporated into a published article or other document.

Golden Key National Honor and Service Society, Chicago, IL

President, Loyola University Chicago Chapter 2005-2006

- Created homepage for Loyola University website
- Planned presentations and arranged guest speakers for monthly meetings
- Prepared annual budget of \$2000

Circuit City, Naperville, IL

Clerk promoted to Sales Associate 2003-2004

- Demonstrated and explained operations of computers to customers and co-workers
- Met weekly and monthly sales goals
- Resolved customer complaints

Don't discount past sales experience, but do find a way to quantify your effectiveness and highlight skills that could transfer to a different profession.

ACTIVITIES

Volunteer, Habitat for Humanity; Math/English Tutor, Loyola University Chicago; Member, Golden Key National Honor Society; Member, Varsity Tennis Team

Sample sciences resume

MOHINDER SURESH

876 Hanover Dale
Winnetka, IL 60661
msuresh5@luc.edu
(847) 765-4321

Objective

To obtain a position as a biological technician in an immunology laboratory

Education

Loyola University Chicago Chicago, IL
Bachelor of Science in Biology, Minor in Chemistry, May 2007
Relevant Coursework: Molecular Genetics, Radiation Biology, Morphogenesis,
Introductory Immunology, Virology, Mammalian Endocrinology

Laboratory Skills and Equipment

Light Microscope; Electron Microscopy; Zone Electrophoresis; Ultra-Centrifugation;
Chromatography; Paper, Gas, Column, Absorption, Think Layer and HPLC;
Spectroscopy: Infrared and MNR.

Experience

Loyola University Chicago Chicago, IL

Research Assistant, Microbiology Laboratory under Dr. Flick 2005-Present

- Assist with research involving genetic characteristics of antibodies and bacteria
- Supervise two laboratory assistants

Laboratory Assistant, Physical Chemistry Laboratory 2003-2005

- Prepared chemical solutions for laboratory classes
- Assisted students with laboratory equipment and procedures
- Explained chemical properties and phenomena to students

Private Tutor 2003-2005

- Taught eight students on an as-needed basis
- Provided students with assistance in courses in chemistry, biology, physiology, microbiology, and cell biology

This demonstrates the student's comfort with a wide variety of subjects.

Activities

Biology Club, Loyola University Chicago Chicago, IL
Treasurer 2005-Present

- Prepare annual budget and report for all members
- Handle transactions and maintain records of accounts using Microsoft Excel
- Participate in planning, organizing and marketing of educational events

Sample education resume

LILY ALDRIN

6525 Sheridan Road
Chicago, Illinois 60626
(773) 555-9889
ehoover@luc.edu

OBJECTIVE Teaching position in Elementary Education (K-6) with Chicago Public Schools

EDUCATION **Loyola University Chicago** Chicago, IL

Bachelor of Science in Education May 2007
Major: Elementary Education

Certification: Type 03

For teaching resumes, be sure to include all relevant certifications.

STUDENT TEACHING **King Elementary School – Fourth Grade** Chicago, IL
Student Teacher Spring 2006

- Planned and organized materials for thematic units for self-contained classroom
- Effectively utilized systematic lesson plans that emphasized long and short term goals and assessment
- Successfully implemented positive classroom management strategies
- Used cooperative learning strategies
- Assisted with parent-teacher conferences

Note this student's use of industry-appropriate terminology.

PRACTICUM **Wright Elementary School – Sixth Grade** Chicago, IL
Teacher's Assistant Fall 2005

- Observed and assisted in reading and language arts classes
- Assisted with skills development reading program

RELATED EMPLOYMENT **Barney's Science Center Day Camp** Riverdale, IL
Camp Counselor Summers 2000-2003

- Monitored groups of 10-12 campers ages 7-10
- Instructed beginning swimmers in basic techniques and water safety
- Planned and organized field trips exposing campers to the application of scientific principles in everyday life

Cudahy Library, Loyola University Chicago Chicago, IL
Circulation Assistant 2002-2004

- Discharged books for patrons
- Stocked and reshelved book collection

ACTIVITIES Student Member – National Education Association
Assistant Coach – Community Youth Organization

Sample social work resume

NINA BOROWSKI

6339 North Sheridan Road Chicago, IL 60660
773.555.1234
nborowski@luc.edu

OBJECTIVE

A position within the social services field utilizing my proven organizational skills, dedication to creative problem-solving strategies, and strong devotion to social work values and ethics.

EDUCATION AND CERTIFICATIONS

Loyola University Chicago, Chicago, Illinois

Master of Social Work, May 2007

Bachelor of Social Work, May 2006

- Phi Beta Kappa Society, Golden Key International Honor Society, National Society of Collegiate Scholars

Rainbow House Chicago, Chicago Illinois

Completed forty-hour domestic violence training, Fall 2006

EXPERIENCE

Child Therapist Intern, Rainbow House Domestic Violence Shelter

Chicago, IL 2006-2007

- Prepared assessments, developed service plans, and participated in case management meetings
- Developed and maintained therapeutic alliance with child and adolescent clients
- Led psychoeducational groups for children and their mothers to increase coping and communication skills
- Made collateral contacts with various agencies through client referrals and training opportunities
- Guided clients through relaxation techniques to manage stressful situations

Foster Parent Development Intern, Catholic Charities

Chicago, IL 2005-2006

- Engaged in education program required to license foster parents in Illinois
- Began initial assessment process of traditional foster parents as well as relative caregivers
- Supervised parent/child visits and prepared necessary documentation for client records
- Participated in training and recruitment events including the Foster Parent Conference and information meetings for prospective foster parents

The ability to accurately document services is a key skill for social workers to include on their resume.

Development/Human Resources Intern, Make-A-Wish Foundation

Chicago, IL 2004-2006

- Assisted Development Department with three donor appreciation projects
- Prepared volunteer recruitment tools to aid in meeting recruitment goals
- Conducted research projects designed to locate areas of need in Illinois

Activities Assistant, Brookview Nursing Home

St. Louis, MO 2005

- Assisted the Activities Director in planning and leading social events for residents
- Facilitated group and individual activities with Alzheimer's patients
- Improved communication between the residents and the administrators
- Worked with clients around issues of older adulthood, such as grief and loss

Kate Chopin

EDUCATION

Loyola University Chicago, Chicago, IL
MA in Women's Studies, May 2007

- 3.97/4.0 GPA

University of Michigan, Ann Arbor, MI
BA in Sociology, Minor in Women's Studies, *summa cum laude*, May 2002

- 3.93/4.0 GPA

This student does a great job of highlighting the accomplishments of her work, not just her job duties.

RELEVANT EXPERIENCE

American Red Cross Ann Arbor, MI

Community Programs Coordinator, 2004-2005

- Managed the delivery of all community health programs for 15 counties in southeastern Michigan increasing population reached with HIV/AIDS prevention information by 120% in one year.
- Taught health education classes to over 2,000 individuals throughout the state through programs at schools, substance abuse centers, health departments, correction facilities, youth service agencies, shelters, and health clinics.
- Coordinated annual contract with the Michigan State Department of Education to provide statewide health trainings and presentation guidance for over 600 public school staff members.
- Implemented new health and safety program for caregivers and senior citizens by training 20 new community instructors and partnering with the local housing authority to establish free monthly services for low-income residents.

AmeriCorps Service Volunteer, 2003-2004

- Organized and supervised multi-day special events for large groups including summer camps, statewide training retreats and community service projects.
- Maintained detailed records and produced a variety of outcome measurement reports for health education services provided throughout southeastern Michigan.
- Scheduled, prepared, and taught health and safety classes for over 1,000 clients.

YWCA Intercultural Center Chicago, IL

ESL Teacher (part-time), 2006-2007

- Teach English as a second language to adult learners.
- Evaluate students' language abilities and learning progress according to objective criteria.

Youth Services NOW Dublin, Ireland

Administrative Officer, 2002-2003

- Provided administrative support to a team of seven social workers to create an effective counseling service.
- Collected general intake information, maintained multiple databases, and provided referrals to clients from diverse backgrounds including refugees and asylum seekers from all over the world.

SKILLS

Computer: Microsoft Office Suite, Outlook, Publisher

Language: Basic spoken French

Sample references list

JONATHAN MEYERS

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Chicago, IL 60011
(916) 555-1030
jmeyers2@luc.edu

REFERENCES:

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Evanston, IL 60614
(847) 785-0700
Julie@ketchum.com

Dr. Martin Maxwell, Professor, Academic Adviser
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Loyola University Chicago
6525 N. Sheridan Road
Chicago, IL 60626
(773) 508-9999
mmaxw1@luc.edu

Ms. Martha Doe, Communications Manager
University Marketing & Communications
Loyola University Chicago
820 N. Michigan Avenue
(312) 915-0000

Questions?

At the Career Development Center: Meet with a career counselor for a half-hour appointment or, for quick questions, utilize walk-in hours. Call 773-508-7716 to make an appointment, or view our walk-in schedule online:

<http://www.luc.edu/career/contact.shtml>

Our library also includes several titles on resume writing – just stop by the office to take a look.

On our Website: Our website includes the most up-to-date information on upcoming events including job fairs and workshops. Be sure to view our Job Correspondence Guide as well, accessible at:

<http://www.luc.edu/career/pdfs/correspondence.pdf>