

# Resume Writing

By Linda Garlinger, M.S.Ed.

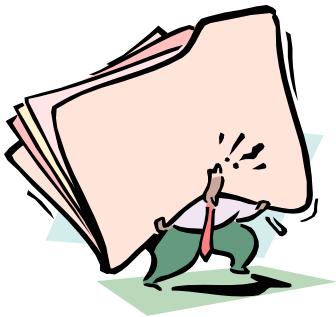
## *What is a resume?*

- A resume is a written thumbnail sketch of you.
- It is a way for you to advertise your talents.
- Resumes highlight your skills, achievements and potential.
- To write a good resume you must have a great amount of self-knowledge and you must have a goal in mind.



## *Why do I need a resume?*

The purpose of a resume is to project a positive image of yourself to a prospective employer so that he/she will want to interview you. If you send out resumes for jobs you feel you are qualified to fill and do not get an opportunity for an interview, then your resume is not working. You probably need to go back and rewrite it.



Employers get dozens of resumes each day. Reading them all can become tedious. So it is important to present yourself in the most professional way, giving only the most essential information, in order to attract the reader's attention.

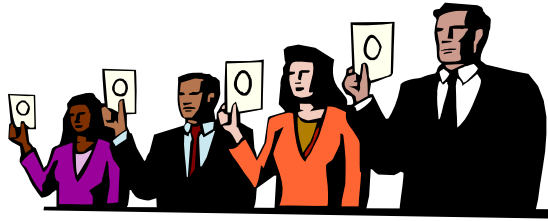
Experts say that employers spend about 15 seconds reading over a resume. That may sound disheartening to you after spending hours, maybe even weeks, putting together your power resume, only to find out that it was tossed on a pile after barely a glance from an employer.

I think a more accurate description of the way resumes are read is to imagine a busy office with lots of mail to go through. The reader scans each piece looking for key words or qualifications. If he/she finds them, the resume goes on a "*possibilities*" pile; if not, the resume is probably tossed aside. Once sorted, the employer will go back and read, in greater detail, the fine points of your resume to determine if an interview would be appropriate.

In a large corporation the hiring manager is not always the first person to see your resume. Often, human resource personnel will screen resumes and refer only the most qualified candidates for further consideration. The "screener" may compare your resume with all others received to determine who is best qualified.



In some companies and government organizations, the screener may compare your qualifications with the requirements for the job and rate you based on specific criteria. Still others may make judgments based on conclusions drawn from reading the resume.



*For example:*

A candidate may be an alumnus from the same school or a member of a mutual fraternity or association. Information that divulges age, sex, race, religion, marital or family status can have a negative or a positive effect depending on the circumstances.

No matter who reviews your resume, there are many factors that could eliminate you from further consideration. Negative impressions can be caused by:

## Problem

Poor Photocopies  
Typographical/Grammatical Errors  
Hard to Read, Cluttered, Poor Format  
Too much information  
No clear objective  
Trendy Paper  
Inaccurate or outdated information  
A generic resume  
No Cover Letter attached

## Solution

Send an original laser printed resume  
Use Spell-Check and Proofreaders  
Make it Clear, Clean, Visually Appealing  
List only relevant information  
List the job title or type of position  
White is Right  
Update your resume frequently  
Customize each resume for the company  
Always include a Cover Letter

### *A word about canned or disc resume programs. . .*

I am not an advocate of these programs because each of us is unique and we do not all fit into a preset format. In her book, *Work It!*, Allison Hemming describes them as "Mc Resumes." They can be a big disadvantage. Employers recognize these canned programs because they all look alike. There is nothing that distinguishes your resume from anyone else. A resume should reflect your qualifications in the best light so that the employer is more inclined to want to meet with you in person to further discuss your background and experience. Do not be afraid to work on your own resume. With access to a computer you can put together a winning resume every time, without the expense or hassle of a service or program.



# Format, Layout, Content and Scannability

- Your resume needs to be clean, clear and crisp
- Use only white or off-white 8 ½ x 11" paper. Print on one side only.
- Provide a laser printed original. Avoid low quality or dot matrix printers.
- Do not send photocopies
- Do not fold or staple the resume. Use 9 x 12" envelopes for mailing.
- Use a standard (true) typeface that is easy to read and a font size of 10 or 12 points.
- You can boldface or CAPITALIZE section headings, but be consistent throughout the resume.
- Avoid *italics*, underlining, *shadows* or *reverses*.
- Do not use vertical lines, graphics or boxes.
- Do not use a column format or resumes that look like newspapers or newsletters.
- Use a standard address format below your name.
- List each phone number on its own line.



## Scanning

Some businesses are using electronic applicant tracking. This means that your resume can be scanned into a computer and the computer can search for just about anything in your resume. You could be considered for jobs you never thought of. Once your resume is scanned into the computer, artificial intelligence "*reads*" the text and extracts important information about you. It is important that you put your name on the first line at the top of the page and your address should follow. Use key words to define your skills, experience and education. Be concise and describe your experiences in concrete terms.



## Faxing

When faxing a resume, you are at the mercy of the sending machine and the receiving machine. Technology is a wonderful thing but it does not always deliver. Papers can be chewed up, folded or wadded together. Printed matter may be distorted, cut off or garbled in transmission. If you fax your resume to an employer, *always follow up with a hard copy in the mail. And don't forget the cover letter.*



## Resumes on the Internet

There are many services out there that want you to put your resume on the Internet. Be sure that you are sending your information to a reputable and reliable source before agreeing to put your information on the world wide web. Hackers can access information about you and it could be misused. You might wind up getting job offers you don't want or information you didn't solicit.



## YOUR RESUME INVENTORY

- Compile the factual information you will need.
- Be as accurate and complete as possible.
- Check dates to make sure they are correct.
- Gather any necessary documents such as transcripts, certificates, awards, etc.
- Include the following information:
  - School names, GPA, dates of graduation and degrees, licenses or certificates earned.
  - Include study abroad, outdoor semester, etc.
  - Conferences and professional development
  - Skills acquired through coursework and experience that relate to the types of jobs you want
  - Employment history, names of companies, job titles, dates of employment and job descriptions
  - Internship, field experience and practicum
  - Community service, volunteer work, activities, memberships and leadership positions
  - Publications and presentations
  - Honors and awards



**It is important to compile all the information and documentation for verification purposes, even if you do not include it all in your resume.**

Use the following lists of functional skills and action words to assist you in compiling your skill areas and job descriptions. These lists are not all-inclusive, but may help to spark some ideas.

## FUNCTIONAL SKILLS

Persuading others  
Instructing/Teaching  
Computing quantitative data  
Solving problems  
Helping others personally  
Mentoring another's progress  
Collecting information  
Interviewing people  
Analyzing quantitative data  
Synthesizing numerical data  
Gathering information  
Coaching for performance  
Inventing new ideas  
Managing others  
Orderly record keeping  
Treating ailments  
Providing a personal service  
Supervising the work of others  
Researching in the field  
Making decisions about use of money  
Developing mathematical models  
Computer graphics  
Business correspondence  
Library research  
Organizing data  
Planning programs  
Training others  
Writing for popular audience  
Tracking funds and budgets  
Organizing people  
Dramatic presentation  
Selling products  
Meeting the public  
Arranging social events  
Solving quantitative problems  
Technical skills

Selling ideas  
Electronic data processing  
Scientific investigating  
Working with scientific equipment  
Mechanical work  
Design of interiors  
Coordinating administrative tasks  
Creating visual displays  
Organizing events  
work with visual media (arts, graphics)  
Creating with your hands  
Technical writing  
Draw diagrams, charts, etc.  
Building or constructing  
Outdoor experience  
Counseling others  
Making decisions  
Selling with words  
Preparing written documents  
Safety operations  
Speech writing  
Public speaking  
Managing leisure time for others  
Assisting others with physical problems  
Confronting others  
Negotiating with others  
Language use  
Legal activity  
Entertainment  
Committee work  
Laboratory work  
Editing written work  
Proofreading  
Reading technical manuals  
Computer literacy  
Specialized training

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# ACTION WORDS FOR USE ON RESUMES

Abstracted	Counseled	Inspected	Reduced
Accelerated	Created	Interviewed	Re-established
Accomplished	Decided	Introduced	Regulated
Achieved	Delegated	Invented	Rehearsed
Actively	Demonstrated	Investigated	Reinforced
Adapted	Designed	Launched	Remembered
Administered	Determined	Lectured	Reorganized
Advised	Developed	Listened	Repaired
Aided	Devised	Listed	Represented
Allocated	Devoted	Located	Researched
Amplified	Diagrammed	Maintained	Reshaped
Analyzed	Directed	Managed	Responsible
Answered	Dispensed	Mapped	Restructured
Anticipated	Displayed	Measured	Restored
Appointed	Distributed	Mediated	Revamped
Applied	Dramatized	Met	Reviewed
Appraised	Edited	Modified	Revised
Approved	Effectuated	Monitored	Rewrote
Arbitrated	Eliminated	Motivated	Scheduled
Arranged	Employed	Negotiated	Selected
Assembled	Entertained	Observed	Sold
Assisted	Established	Obtained	Served
Assumed	Estimated	Operated	Set up
Audited	Evaluated	Organized	Simplified
Augmented	Examined	Oriented	Sketched
Awarded	Exhibited	Originated	Solved
Began	Expanded	Overhauled	Spoke
Broadened	Expanded	Participated	Specialized
Bought	Explained	Performed	Streamlined
Budgeted	Expressed	Persuaded	Structured
Built	Extended	Planned	Substituted
Calculated	Fabricated	Pinpointed	Succeeded
Cared for	Facilitated	Predicted	Suggested
Catalogued	Found	Prepared	Supervised
Chaired	Focused	Presented	Supported
Classified	Fortified	Preserved	Systematized
Coached	Founded	Printed	Talked
Collected	Gathered	Processed	Taught
Compiled	Guided	Produced	Trained
Completed	Handled	Proficient	Translated
Conceived	Harmonized	Programmed	Trouble-shoot
Conceptualized	Headed	Promoted	Tutored
Conducted	Imagined	Proposed	United
Confronted	Implemented	Protected	Updated
Constructed	Improved	Proved	Used
Consulted	Incorporated	Provided	Utilized
Contracted	Increased	Questioned	Volunteered
Contributed	Influenced	Read	Widened
Contrived	Initiated	Received	Worked
Controlled	Installed	Recommended	Wrote
Corresponded	Instituted	Recorded	
Cooperated	Instructed	Recruited	
Coordinated	Interpreted	Rectified	

## Resume Format

**Name (bold face type)**  
**Street Address**  
**City, State, Zip**  
**Home phone**  
**Work phone (if applicable)**  
**e-mail address**

### OBJECTIVE

**Specific position or type of position desired**

**Do not say: A challenging position with a progressive company utilizing my educational background and experience with opportunities for advancement**

### EDUCATION

**College/University**

**City, State**

**Degree**

**Date of Graduation**

**Major/minor. emphasis area**

**GPA (optional)**

**You may have attended more than one college. List only the degree granting institutions. It is not necessary to list high school.**

### QUALIFICATIONS

- **Describe skill areas as they relate to your objective**
- **Highlight achievements**
- **Include special skills, i.e. computer, language, etc.**
- **Leadership, management, supervisory experience**
- **Communication and interpersonal skills**

### EXPERIENCE

**Company Name**

**City, State**

**Job Title**

**Dates of Employment**

**Description of skills and responsibilities.**

**List in chronological order with the most recent first, or**

**List those experiences that best support your qualifications for the position, followed by relevant experiences in descending order. (*Related Experience*)**

**Include internships, part-time, summer and volunteer work as it relates to your objective.**

**This could be followed by a category called *Other Employment* in order to list your employment history that is not related to your major or objective.**

### ACTIVITIES

**Honors, awards, leadership positions, varsity sports, scholarships, clubs, committees.**

**Professional associations and organizations**

**Include offices held.**

### REFERENCES

**Available upon request**

**On a separate sheet of paper, list name, title, business address and daytime phone number for references. Include at least three but no more than five references, preferably from people who supervised you in a work setting. (*See sample below*).**

Name

## REFERENCES

James Smith, Vice President  
Copperidge, Inc.  
600 Corporate Way  
Jefferson City, MO 66441  
314.660.4455  
[jsmith@copperidge.com](mailto:jsmith@copperidge.com)

Mary K. Davis, General Manager (Retired)  
Chrysler Corporation  
123 Home Street  
Faucett, MO 66222  
816.444.9988  
[mdavis@chrysler.com](mailto:mdavis@chrysler.com)

Mr. Lynn Paisley, CEO  
(Formerly Chief Engineer, Black & Veatch)  
Paisley & Walters, Inc.  
555 Executive Hills Ct.  
Kansas City, MO 64114  
816.858.7788  
[lpaisley@paisleywalters.com](mailto:lpaisley@paisleywalters.com)

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Recommendations are an important part of your portfolio.  
Here are a few tips about references:

- **Choose carefully and wisely.**  
It's not what people say about you that hurts you, it's what they don't say about you.
  - **Select from current and former supervisors; people who have knowledge of how you perform in a work environment.**  
Do not ask someone to be a reference simply because they are a life-long friend or hold a prestigious position in the community.
  - **Give your references enough information about you so they can adequately address your strengths and skills.**  
Meet with your references to discuss your potential. Give them a copy of your resume.
  - **Stay in touch with your references and keep them informed about your job search.**  
When you are called for an interview, give your references a heads-up so they know the company may be contacting them.
  - **Send a thank you note to references for having helped you land the job.**  
Don't forget to show your appreciation to those who recommended you for the job.
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# SAMPLE RESUMES

## *Business-Accounting*

**JOHN Q. GRADUATE**

123 College Drive  
St. Joseph, MO 64507  
816.271.5555  
[jqa@missouriwestern.edu](mailto:jqa@missouriwestern.edu)

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**OBJECTIVE** Accountant

**EDUCATION** Missouri Western State University St. Joseph, MO  
B. S. Business Administration May 20XX  
Major in Accounting GPA 3.5

**QUALIFICATIONS**

- Keen interest in business and finance
- Strong mathematical and analytical aptitude to analyze, compare and interpret facts and figures
- Attention to detail, accuracy and organizational skills
- Strong written and verbal communication skills
- Proven leadership skills, a good team player
- Computer literate, enjoy working with technology

**EXPERIENCE** Sprint Overland Park, KS  
Accounting Intern 20XX-present  
**Prepare, analyze and verify the accuracy of financial documents. Assist in setting up accounting systems and conducting audits. Examine financial records, prepare financial reports. Conduct departmental reviews and forensic audits.**

H & R Block Kansas City, MO  
Tax Preparer 20XX-20XX  
**Set up systems of reporting and tax payment for clients. Advise clients about tax laws. Recommend legal ways to reduce taxes. Compute amounts owed to government, prepare tax forms, reports and other documents.**

Missouri Western State University St. Joseph, MO  
Accounting Clerk 20XX-20XX  
**Prepare forms and manuals for personnel performing accounting and bookkeeping tasks. Answer questions and provide information to students, faculty and staff. Keep up with changes in accounting and regulatory standards. Work with the latest accounting and budgeting software packages.**

**ACTIVITIES** Institute of Management Accountants  
Alpha Kappa Psi, Treasurer  
Campus Activities Board

REFERENCES FURNISHED UPON REQUEST

**Mary K. Finance**

123 College Drive  
St. Joseph, MO 64507  
816.222.5555  
[mary@mwsc.edu](mailto:mary@mwsc.edu)

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**Objective**     A position in the field of financial management

**Education**

<b>B.S. Business Administration</b>	<b>Major in Finance</b>	May 20XX
Missouri Western State University	St. Joseph, MO	GPA 3.75

**Qualifications**

- Intensive training in security analysis and brokerage operations
- Excellent verbal and written communication skills to include presentations and report writing
- Analytical and critical thinking skills; a quick mind with sound judgment
- Work independently with initiative and perseverance
- Good sales ability; able to handle rejection; a strong sense of integrity
- Computer literate and technologically adept

**Related Experience**

<b>Commerce Bank</b>	Kansas City, MO
<b>Investment Intern</b>	2004-present

Describe characteristics, risks and rewards of various securities. Provide customers with pertinent information about investments and fees. Investigate alternative investments for customers. Make suitable recommendations.

<b>Waddell &amp; Reed</b>	Kansas City, MO
<b>Account Intern</b>	2003-2004

Contact potential customers in person, by telephone and mail. Seek referrals. Conduct lectures, seminars and forums with customers. Assist customers in determining investment needs and objectives.

**Employment**

Missouri Western State University	St. Joseph, MO
Computer Lab Assistant	20XX-20XX
Hallmark Cards	St. Joseph, MO
Sales Associate	20XX-20XX

**Activities & Honors**

Alpha Kappa Psi, Treasurer  
Student Government Association  
Regent's Scholar  
Dean's List

**Willing to Relocate**

**GARY B. GLOBAL**

**Present address:**

123 College Drive  
St. Joseph, MO 64507  
816.271.5555  
[business@mwsc.edu](mailto:business@mwsc.edu)

**Permanent address:**

456 Home Court  
St. Louis, MO 64607  
314.680.7766  
[general@aol.com](mailto:general@aol.com)

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**OBJECTIVE** Global Distribution Specialist

**EDUCATION** Missouri Western State University

B.S. Business Administration  
Minors: International Studies and Spanish  
**Study Abroad – Mexico & Latin America**

St. Joseph, MO  
May 2005  
GPA 3.6

**QUALIFICATIONS**

- Knowledge of international issues with experience in global business
- Fluent in Spanish and familiar with Mexican and Latin American culture
- Well developed interpersonal skills and experience working with foreign clients
- Self-motivated with proven leadership abilities
- Sales ability and good negotiating skills
- Excellent customer service and sales experience

**INTERNSHIPS**

Burlington Industries, Inc.  
**Marketing Intern**

Mexico City, Mexico  
Summer 20XX

Assisted in the marketing and sales of soft goods for apparel and interior furnishings. Set up systems for marketing and distribution overseas. Worked with foreign and domestic banks, foreign legal services, customs brokers and U.S. freight forwarders.

Missouri Department of Commerce  
**Market Research Intern**

St. Louis, MO  
Summer 20XX

Identify likely foreign markets in Latin American countries and gather data for research studies. Provide assistance to firms in the state entering export markets. Maintain lists of overseas contacts, banks, interpreters, translators and brokers.

**EXPERIENCE**

Friskies Pet Care  
**Interpreter**  
Translate contracts and documents related to import and export of products to Latin American countries.

St. Joseph, MO  
20XX-present

Missouri Western State University  
**Tutor**  
Provided Spanish language tutoring for college students in group and individual sessions.

St. Joseph, MO  
20XX-20XX

**ACTIVITIES** Alpha Mu Gamma – foreign language honor society

**And HONORS**

Spanish Club, President  
Multicultural Club, Membership Chair  
Regent's Scholar  
Dean's List

**REFERENCES**

Available on request

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**JOHN J. JUSTICE**

123 College Drive  
St. Joseph, MO 64507

816.271.3232  
[JJJ@missouriwestern.edu](mailto:JJJ@missouriwestern.edu)

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**OBJECTIVE**      Immigration Agent

**EDUCATION**      Missouri Western State University      St. Joseph, MO  
**B.S. Criminal Justice with an emphasis in Administration**      May 20XX  
**A.S. Criminal Justice**      GPA 3.2  
**Law Enforcement Academy**

**QUALIFICATIONS**

- Experienced in handling evidence and investigation procedures
- Trained in the use of firearms and self-defense
- Work well with a culturally diverse population
- Good communication skills; interviewing and negotiating experience
- Accurate information gathering and record keeping
- First Aid and CPR certified
- Computer literate

**EXPERIENCE**      **Industrial Security, Inc.**      Kansas City, MO  
**Security Officer**      20XX-present  
Patrol and inspect properties to protect against illegal activities. Enforce laws and deter criminal activity or other problems. Conduct security checks, monitor alarms and closed circuit TV. Prepare nightly logs and weekly reports.

**Kansas City Chiefs**      Kansas City, MO  
**Fan Assistant**      20XX-20XX  
Provided assistance to patrons at football games. Responsible for safety throughout the stadium and parking lots. Handled crowd control and emergency situations. Assisted local law enforcement agents in apprehending and removing unruly fans.

Worlds of Fun      Kansas City, MO  
**Security Aide**      Summer 20XX  
Responsible for safety throughout the park. Handled crowd control and provided assistance to visitors. Responded to emergencies.

**MILITARY**      **U.S. Army**      20XX-20XX  
**Military Police**  
Honorable Discharge

**References and background information available on request**

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**Edward Educator**

123 College Lane  
St. Joseph, MO 64507

816.271.5555  
[educate@mwsc.edu](mailto:educate@mwsc.edu)

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<b>Objective</b>	Elementary Education Teacher	
<b>Education</b>	Missouri Western State University <b>B.S. Elementary Education</b> <b>Early Childhood-Special Education</b>	St. Joseph, MO May 20XX GPA 3.4
<b>Certification</b>	Missouri Certification Early Childhood/Special Education (applied )	
<b>Teaching Experience</b>	<b>Elton Elementary School</b> -First Grade Student Teacher-Senior Experience	Elton, MO Spring 20XX
	<ul style="list-style-type: none"> <li>• Prepared and implemented lesson plans in all subject areas for 15 students.</li> <li>• Coordinated field trip to Children’s Museum in conjunction with History unit.</li> <li>• Organized audio-visual learning stations designed for multi-ability levels.</li> </ul>	
	<b>Marilee Elementary School</b> -Second Grade Student Teacher-Junior Experience	Faucett, MO Spring 20XX
	<ul style="list-style-type: none"> <li>• Taught science unit to whole class and small groups.</li> <li>• Major unit connected to state standards.</li> </ul>	
	<b>Crowe Elementary School</b> -Kindergarten Student Teacher-Sophomore Experience	Dearborn, MO Spring 20XX
	<ul style="list-style-type: none"> <li>• Observed classroom working in small groups in reading, art, math and language arts.</li> </ul>	
	Missouri Western State University Tutor	St. Joseph, MO 20XX-20XX
	<ul style="list-style-type: none"> <li>• Provided tutorial assistance to individuals and small groups of college students in developmental English classes.</li> </ul>	
<b>Community Service</b>	Pass the Power Literacy Volunteer America Reads Volunteer	
<b>Memberships</b>	Missouri State Teacher’s Association, Student Chapter First Baptist Church, Education Committee	

**Application available on REAP.net**

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## E.E. Technology

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123 College Road, St. Joseph, MO 64507 816.271.3333 [eet@missouriwestern.edu](mailto:eet@missouriwestern.edu)

**Objective** Electronic Systems Manager

### Summary of Qualifications

- Skilled in systems testing, repair and maintenance of electronic equipment
- Knowledge of preventive maintenance procedures and schedules
- Experience in troubleshooting circuits, reading schematics and testing equipment
- Able to document in detail with accurate record keeping
- Work effectively with superiors, subordinates and peers
- Computer literate and able to learn new software easily with little instruction

### Education

Missouri Western State University	St. Joseph, MO
<b>B.S. Electronic Engineering Technology</b>	May 20XX
<b>A.S. Electronic Engineering Technology</b>	May 20XX
ABET Accredited Program	GPA 3.5

**Experience** Missouri Western State University St. Joseph, MO

#### Electronic Service Technician

20XX-present

- Design, install and provide technical support for multimedia systems in campus-wide and distance education classrooms.
- Maintain video communications equipment for TV studio and master control room.
- Technical liaison and engineer for the delivery of cable TV programming.
- Implemented a 128 channel, automated, routing system.
- Conduct research on new equipment and make recommendations for purchase.
- Supervise 3 service technicians.

Radio Shack

Kansas City, MO

#### Sales Associate

2001-2003

- Provided exceptional customer service and sales assistance
- Provided information about product capabilities and enhancement in accordance with customer needs.
- Answered questions and provided technical assistance to customers after product purchase.

**Affiliations** Omega Electronics Association, President  
Institute of Electrical and Electronics Engineers (IEEE)

Willing to travel and/or relocate

## Computer Techey

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123 College Road, St. Joseph, MO 64507 816.271.3333 [tech@missouriwestern.edu](mailto:tech@missouriwestern.edu)

**Objective** A position in Electronic Computer Engineering Technology

**Education** Missouri Western State University St. Joseph, MO  
**B.S. Electronic & Computer Engineering Technology** May 20XX

### Qualifications

- Knowledge of microcomputer hardware design, troubleshooting, upgrading and maintenance
- Computer software programming experience
- Programmable logic controller functioning
- Experience in Human/Machine interface
- Able to document in detail with accurate record keeping
- Work effectively with superiors, subordinates and peers

### Experience **Garmin International**

Lenexa, KS

#### **Technology Intern**

20XX-20XX

Troubleshoot technical problems in GPS systems, inspect products and processes, insure quality control, conduct tests and collect data.

#### **Texas Instruments**

Dallas, TX

#### **R & D Intern**

Summer 20XX

Assist with the design and development of electronic equipment. Test and monitor performance, assist in evaluation of equipment, perform diagnostics.

#### **Best Buy**

St. Joseph, MO

#### **Sales Associate**

20XX-20XX

Provide excellent customer service, answer technical questions about electronic products, demonstrate products, market extended warranty service.

### Activities

Electronic Engineering Technology Association, President

Technology in Schools, K-6 Volunteer

Regents Scholar

Dean's List

**References available on request**

## C. E. Technology

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123 College Drive, St. Joseph, MO 64507 816.271.2222 [cet@missouriwestern.edu](mailto:cet@missouriwestern.edu)

**OBJECTIVE** Site Manager for large construction projects

### SKILL AREAS

- Four years of experience in construction management to include planning and scheduling projects
- Experience in subdivision planning and layout
- Knowledgeable of contract negotiations and estimating
- Experience in computer-aided drafting
- Trained in surveying techniques and procedures
- Communication skills to include technical writing and public speaking

### PROFESSIONAL EXPERIENCE

**Aristocrat Homes** Kansas City, MO

**Assistant Site Manager** 20XX-present

Handle contracts and specifications, surveys, cost estimating and bidding.

Prepare written documents to include plats and property descriptions.

Schedule construction projects and manage site crew.

**Miller Construction Company** Kansas City, MO

**Crew Chief** 20XX-200XX

Supervise crew of six. Manage on-site construction area. Handle quality assurance and safety issues. Schedule workers. Responsible for inventory control.

**Missouri Department of Transportation** St. Joseph, MO

**Laborer** Summers 20XX-20XX

Assist crew in repairing roadways throughout the area. Checked quality control on all asphalt, concrete and soils.

### MEMBERSHIPS

Associated General Contractors of America

Construction Engineering Technology Club

Tau Kappa Epsilon, House Manager

### EDUCATION

Missouri Western State University St. Joseph, MO

**B.S. Construction Engineering Technology** May 20XX

**A.S. Construction Engineering Technology** May 20XX

ABET Accredited Program

**REFERENCES AVAILABLE ON REQUEST**

## A. Good Sport

1279 Athletic Court  
St. Joseph, MO 64507

816.271.2020  
[ags@missouriwestern.edu](mailto:ags@missouriwestern.edu)

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<b>Objective</b>	Marketing and Management position with a golf course	
<b>Education</b>	<b>B.S. Recreation Sport Management</b> Missouri Western State University	May 20XX St. Joseph, MO
<b>Qualifications</b>	<ul style="list-style-type: none"><li>. Excellent organizational skills with attention to detail</li><li>. Proven leadership and managerial abilities</li><li>. Strong written and oral communication skills</li><li>. Work well in a team atmosphere</li><li>. Service oriented with sales and customer relations experience</li><li>. Proficient with MS Office programs and computer programs</li><li>. Willing to travel</li></ul>	
<b>Field Experience</b>	<b>Tiffany Springs Golf Club</b> <b>Event Assistant</b>	Kansas City, MO 20XX-present Assist Event Coordinator in planning and executing golf tournaments to include professional events. Coordinate with groups and individuals. Solicit corporate sponsorships, make hotel and transportation arrangements, update web site with news, association and tournament information, publish monthly e-newsletter, disseminate tournament information.
	<b>Kings Landing Country Club</b> <b>Assistant Tournament Administrator</b>	Madison, WI Summers 20XX-20XX Verify eligibility requirements for tournament players, distribute entry forms and information booklets, post pairings and results. Coordinate with tournament administrator, upload information to web site.
<b>Employment</b>	<b>Tan-Tar-A Resort Hotel</b> <b>Bellman</b>	Lake Ozark, MO Summers 20XX, 20XX, 20XX Assist guests with baggage, checking in and out, valet parking, and transportation
	<b>Worlds of Fun</b> <b>Operations</b>	Kansas City, MO Summers 20XX-20XX Operate rides, insure safety and security of all guests on attractions, maintain safety standards and follow procedures.
<b>Activities</b>	Caber Day 20XX-20XX YMCA Youth Mentor Campus Activities Board	
<b>References</b>	Furnished on request	

**Susan B. Senior**

123 Degree Street  
St. Joseph, MO 64507  
816.271.5555  
[sbs@missouriwestern.edu](mailto:sbs@missouriwestern.edu)

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OBJECTIVE    Management Trainee

QUALIFICATIONS

- Writing experience to include all forms of business correspondence
- Well developed public speaking and presentation skills
- Self-motivated, work independently with little supervision
- Excellent time management skills, able to handle multiple priorities
- A team player with proven leadership abilities
- Proficient in computer technology

EDUCATION

B.S. in Psychology with an emphasis in Personnel	May 20XX
Minor in Business	GPA 3.3
Missouri Western State University	St. Joseph, MO

EXPERIENCE

Admissions Representative	20XX-present
Missouri Western State College	St. Joseph, MO

- Recruit prospective students within an assigned territory.
- Coordinate campus visits and special events for groups of 100+.
- Analyze reports and statistical data. Manage a team of 6 tele-communicators.
- Maintain and update the Admissions web page for electronic recruiting.

Conference Assistant	Summer 20XX
Stoney Creek Inn	St. Joseph, MO

- Handled accommodations for over 2000 clients.
- Provided exceptional customer service.
- Generated over \$300,000 in revenue.
- Updated and maintained web site for scheduled events and marketing purposes.

Trainer/Sales Associate	20XX-20XX
Lowe's	St. Joseph, MO

- Promoted to full-time after only 2 months.
- Scored the highest management evaluation for the entire store.
- Acted as liaison between managers and sales associates
- Trained all personnel in topics including diversity and new procedures
- Interviewed prospective new hires
- Handled customer and employee concerns

ACTIVITIES

Western VIP Student Ambassador  
Barbara Sprong Leadership Challenge  
Orientation Assistant  
Alpha Sigma Phi Fraternity

REFERENCES    Available on request