



The Resume

It's who you are. In under 30 seconds.

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The Resume



What's expected in a resume?

- One page: Fill 1 side only. 10-12 font size.
- Brief statements: Use bullet points. Avoid full sentences.
- Action verbs: Avoid pronouns, such as "I".
- Specific examples: Show tasks & results.

- Tailor your resume to each unique position that you're applying for. Match the focus of your resume with the focus of job description and outline.

- Place the most important information at top of page (such as your degree) followed by a list of your experiences most related to the desired position.

- Resumes are often skimmed rather than read thoroughly, so you must convince the recipient quickly (30 seconds or less) that you have "the right stuff" to merit an invitation to a phone or in-person interview.

- The employer wants to know how you and your experiences will meet the company's needs. Remember when listing your accomplishments that a resume is not about you, but about your fit.

(source: college central network)



The Resume



Formatting checklist:

- YES ___ Name at the top of page in larger, more bold print.
- YES ___ Address, phone, email directly below name. Clear & easy to read.
- YES ___ Education (Degree or Degrees completed) follow name/contact info.
- YES ___ Resume is one page in length. 1 inch margins. 10-12 point font.
- YES ___ Consistent format throughout (font, bolds, bullets, headings all match)
- YES ___ There are two to four bullet points to describe each position listed.

Content checklist:

- YES ___ Sections include: Education, Experience, Activities/Service, Skills
- YES ___ Education section includes official Degree(s) earned as well as GPA.
- YES ___ All bullets begin with action verb (see list on following page for ideas).
- YES ___ Bullets show off your key skills related to position you are seeking.
- YES ___ Resume is free of misspellings, punctuation, and grammatical errors.
- YES ___ Verb tenses are correct (present tense vs. past tense) for each experience that's listed.

The Resume



Resume mistakes to avoid checklist:

- NO ___ Including high school information (as a college Junior or Senior).
- NO ___ Including a photograph of yourself in the resume.
- NO ___ Leaving half of the resume page blank.
- NO ___ Resume contains misspellings or grammar mistakes.
- NO ___ Resume statements are written with personal pronouns (I, My, Mine).
- NO ___ Beginning the resume with an objective statement. Instead, develop your objective into separate cover letter to introduce your resume.
- NO ___ Including every college/university attended (list only where you received a degree).
- NO ___ Inappropriate/unprofessional email address listed at top of resume.
- NO ___ Listing email address/phone number that you don't access regularly.
- NO ___ Ending a resume with "References Available Upon Request".
- NO ___ Submitting a resume to employer without a cover letter.

(see our Cover Letter section later in Manual)



The Resume



Action Verb Ideas:

Looking for the right word that captures what you've done?

COMMUNICATION SKILL:

Advertised
Arbitrated
Authored
Clarified
Composed
Contacted
Corresponded
Demonstrated
Drafted
Edited
Informed
Interpreted
Mediated
Moderated
Negotiated
Notified
Presented
Promoted
Publicized

CREATIVE SKILL:

Built
Composed
Conceived
Conceptualized
Constructed
Created
Designed
Developed
Established
Formulated
Generated
Initiated
Invented
Launched
Performed
Piloted
Planned
Produced
Published
Revised

HELPING & COUNSELING SKILL:

Advised
Advocated
Aided
Assessed
Assisted
Coached
Collaborated
Counseled
Diagnosed
Directed
Encouraged
Guided
Listened
Led
Mentored
Represented
Served
Supported

The Resume



LEADERSHIP & ORGANIZATION SKILL:

Achieved
Administered
Arranged
Completed
Clarified
Decided
Delegated
Determined
Directed
Eliminated
Enhanced
Evaluated
Exceeded
Expanded
Headed
Improved
Instigated
Led
Marketed
Motivated
Participated
Presided
Recommended
Succeeded

RESEARCH SKILL:

Analyzed
Clarified
Coded
Collected data
Compared
Compiled
Evaluated
Experimented
Explored
Inquired
Interpreted
Interviewed
Investigated
Reported
Reviewed
Studied
Summarized
Surveyed

FINANCIAL SKILL:

Analyzed
Billed
Budgeted
Calculated
Compiled
Developed
Financed
Monitored
Reconciled
Reported

TEACHING SKILL:

Advised
Assessed
Coached
Demonstrated
Developed
Educated
Evaluated
Facilitated
Guided
Informed
Instructed
Led
Mentored
Trained
Tutored



Chronological (or reverse chronological) resumes organize information by experiences from most to least recent. This is the most common format for university students. This format works well when seeking entry-level positions or in cases where positions are directly related to your work history.

Catherine Brooks
2020 E. Maple Street, North Canton, Ohio 44720
330.490.7090
cbrooks1234@yahoo.com

EDUCATION
Walsh University, North Canton, Ohio
Bachelor of Arts in Communication (Expected May 2016)
GPA: 3.8

EXPERIENCE
Resident Assistant, Walsh University Residence Life, Canton, Ohio (2014-Present)
• Share on-call responsibilities with staff of four resident assistants for a residence hall community of 75 freshman students
• Create, plan, and implement academic and social program events for residence hall students
• Organize the staff programming budget for the academic year
Barista, Joe's Coffee, Alliance, Ohio (2012-14)
• Provided fast, efficient, and courteous service to all patrons
• Operated cash register by totaling bills, receiving payments, and distributing receipts.
• Ensured correct supply of money at end of shift for proper reconciliation
Lifeguard, YMCA of Canton, Ohio (2010-2012)
• Monitored well-being of swimmers, ensuring that all patrons were following safety policies
• Implemented emergency-response procedures during incidents as well as during weekly drills
• Reported any facility concerns to maintenance team for prompt repair and accident prevention

ACTIVITIES
Admissions Ambassador, Walsh University (2014-Present)
WCAV 88.3FM, Walsh University (2013-Present)
Business and Communications Club, Walsh University (2013-2014)
Intramural Bowling, Walsh University (2012-2014)

VOLUNTEER
Habitat for Humanity, Canton, OH (2013-2014)

SKILLS
Microsoft Office (Word, PowerPoint, Excel), Adobe Photoshop
Fluent in Spanish

Begin section with the most recent experience.

Place your earliest (or oldest) experience at the bottom of section.

Activities and/or Volunteer experiences are also listed from most to least recent.

Function (or skills-based) resumes organize information into groups of skills or experiences. This format works well when you're wishing to show relationship or "transferability" of past experience to a position you're seeking. This format is common when entering new job market or your employment history is not directly related to a position.

Catherine Brooks
 2020 E. Maple Street, North Canton, Ohio 44720
 330.490.7090
 cbrooks1234@yahoo.com

EDUCATION

Walsh University, North Canton, Ohio
Bachelor of Arts in Communication (Expected May 2016)
 GPA: 3.8

LEADERSHIP EXPERIENCE

Resident Assistant, Walsh University Residence Life, Canton, Ohio (2014-Present)

- Share on-call responsibilities with staff of four resident assistants for residence hall community of 75 freshman students
- Create, plan, and implement academic and social program events for residence hall students
- Organize the staff programming budget for the academic year

Lifeguard, YMCA of Canton, Ohio (2010-2012)

- Monitored well-being of swimmers, ensuring that all patrons were following safety policies
- Implemented emergency-response procedures during incidents as well as during weekly drills
- Reported any facility concerns to maintenance team for prompt repair and accident prevention

President, Business and Communications Club, Walsh University (2013-2014)

- Directed weekly meetings for organization
- Facilitated new member recruitment and respond to new membership inquiries

OTHER EMPLOYMENT EXPERIENCE

Barista, Joe's Coffee, Alliance, Ohio (2012-14)

- Provided fast, efficient, and courteous service to all patrons
- Operated cash register by totaling bills, receiving payments, and distributing receipts.
- Ensured correct supply of money at end of shift for proper reconciliation

ACTIVITIES

Admissions Ambassador, Walsh University (2014-Present)
 WCAV 88.3FM, Walsh University (2013-Present)
 Intramural Bowling, Walsh University (2012-2014)

VOLUNTEER

Habitat for Humanity, Canton, OH (2013-2014)

SKILLS

Microsoft Office (Word, PowerPoint, Excel), Adobe Photoshop
 Fluent in Spanish

Use section titles to organized resume by skill areas most related to job you're seeking.

The position listed first is the most related to the job you're seeking.

Experience could also be built within relevant organizations that you've participated in.

Unrelated or "other experience" still important in order to show a history of work, but move these experiences to their own section.



First Year Student Resume Sample

As a first-year student, your work history (related to your major) may be limited. Using experience from your high school years will give employers and internship sites a better understanding of your path thus far. In general, as you gain experience at Walsh University, your high school experiences should be removed and replaced with University experience.

High School information and experience are still relevant as Freshman. However as you progress into SO, JR, SR years, the information is removed.

Related employment history may not be vast, but think about transferable skills within your work thus far.

Again, high school experiences are fine to include as a Freshman or Sophomore, as it is still recent. As you build university-level experiences, remove items from high school years.

Michael H. Owens

2020 E. Maple Street, North Canton, Ohio 44720
330.490.7090
michaelowens@gmail.com

EDUCATION

Walsh University, North Canton, Ohio
Bachelor of Arts (Expected May 2019)

West High School, Canton, Ohio (May 2015)

HONORS

Walsh University Merit Scholar (Four-Year Scholarship)
National Honors Society, West High School (2012-2015)

EXPERIENCE

Brew House Coffee Shop & Bistro, Canton, Ohio (Summers 2011-2014)

- Provided fast, efficient, and courteous service to all patrons
- Operated cash register by totaling bills, receiving payments, and distributing receipts.
- Ensured correct supply of money at end of shift for proper reconciliation

LEADERSHIP

West High School Student Council, Canton, Ohio

Class President (2013-2014), Class Representative (2013-2014)

- Managed student committee and ran weekly meetings for 30 students
- Organized class events including dances, fundraisers, and trips
- Generated over \$1000 for prom through fundraiser series

West High School Varsity Basketball, Canton, Ohio

Team Captain (2014-2015)

- Led warm-up and stretching prior to all games and practice sessions
- Ensured all teammates were present and accounted for prior to team events
- Directed team meetings following each game throughout season

ACTIVITIES

University Programming Board, Walsh University (2015-2016)

YMCA, Canton, Ohio (2011-2014)

SKILLS

Microsoft Office (Word, PowerPoint, Excel), Adobe Photoshop

Writing a resume for an internship can be a challenge, especially if you're just beginning to enter the field related to your major. Be sure to include a detailed look at your academic work at Walsh University, as well as any transferable skills you've acquired in your work history thus far (such as management, problem solving, leadership, or customer service).

Christopher Jones
 2020 E. Maple Street, North Canton, Ohio 44720
 330.490.7090
 Chris_Jones15@gmail.com

EDUCATION
 Walsh University Deville School of Business, North Canton, Ohio
Bachelor of Arts, Major: Management Minor: Graphic Design (Expected May 2017)
 GPA: 3.8

RELATED COURSEWORK
 Marketing in a Global Environment, Communication in a Multicultural Environment, Information Analysis, Visual Communication, Graphic Design I

MANAGEMENT EXPERIENCE

Resident Assistant, Walsh University Residence Life, Canton, Ohio (2015-Present)

- Create, plan, and implement academic and social program events for residence hall students
- Organize the staff programming budget for the academic year
- Share on-call responsibilities for residence hall community of 75 freshman students

Lifeguard, YMCA of Canton, Ohio (2013-2014)

- Monitored well-being of swimmers, ensuring that all patrons were following safety policies
- Implemented emergency-response procedures during incidents as well as during weekly drills
- Reported any facility concerns to maintenance team for prompt repair and accident prevention

OTHER EMPLOYMENT

Barista, Joe's Coffee, Alliance, Ohio (2010-2012)

- Provided fast, efficient, and courteous service to all patrons
- Operated cash register by totaling bills, receiving payments, and distributing receipts.
- Ensured correct supply of money at end of shift for proper reconciliation

ACTIVITIES

Admissions Ambassador, Walsh University (2015-Present)
 WCAV 88.3FM, Walsh University (2014-Present)
 Business and Communications Club, Walsh University (2014-2015)
 Intramural Bowling, Walsh University (2013-2015)

VOLUNTEER

Habitat for Humanity, Canton, OH (2014-2015)

SKILLS

Microsoft Office (Word, PowerPoint, Excel), Adobe Photoshop
 Fluent in Spanish

Include GPA, as some internships require a certain GPA minimum.

"Related Coursework" informs employer of knowledge you have gained thus far in your academic program.

List your relevant experiences that show work/volunteer history that is related or could be used within the new position you're seeking.



The work history that you developed as a service member is very valuable, but describing those experiences/skills to a prospective employer can be difficult. Focus on the core skills & abilities you've gained that can be transferred into a new field and marketed to civilian employers.

If your work history is not directly related to your desired field, you can emphasize related coursework here.

Outline any non-military work experience by **chronological or functional*** order.
*see pages 18-19

Within your military service experience outlines, be sure to highlight any transferable duties using verbs that match language of your desired position. Avoid any military-only lingo and terms where possible.

Brendan Ward
2020 E. Maple Street, North Canton, OH 44720
330.490.7090
BrendanWard330@gmail.com

EDUCATION:
Walsh University Deville School of Business, North Canton, OH
Bachelor of Arts, Major: Management **Minor:** Global Business (Expected May 2016)
GPA: 3.6

RELATED COURSEWORK: Marketing in a Global Environment, Communication in a Multicultural Environment, Project Management/Global Business Systems, Research Methods and Design

EXPERIENCE:

Volunteer Coordinator
Wounded Warrior Project, Pittsburgh, PA (2013-2014)

- Provided network of volunteers with information of upcoming events
- Scheduled volunteers for assignment in various community agencies

US Army, Airborne Infantry
Squad Leader in Alpha Company, 69th Infantry Regiment, New York, NY (2012-2013)

- Managed and trained a nine-man infantry unit in basic military skills for possible worldwide deployment
- Instructed over 350 soldiers in media relations during unit's annual summer training

US Army, Airborne Infantry
Training Room Noncommissioned Officer in Charge, Fort Richardson, AK (2011-2012)

- Supervised a two-man team in charge of personnel and communication matters for a 90-man company
- Organized company's documentation and records, ensuring that all files were properly distributed and completed

US Army, Airborne Infantry
Charlie Troop Air Noncommissioned Officer in Charge, Combat Outpost, Afghanistan (2010-2011)

- Coordinated helicopter assets arriving into the combat outpost to resupply unit and airlift personnel to other locations
- Assisted helicopter crews and supervised personnel in downloading all military equipment, supplies, and passengers into and out of COP Wilderness

ACTIVITIES
Business and Communications Club, Walsh University (2015-Present)
The Spectator (Campus Newspaper), Walsh University (2014-Present)
Intramural Bowling, Walsh University (2014-2015)

VOLUNTEER
Habitat for Humanity, Canton, OH (2014-2015)

SKILLS
Microsoft Office (Word, PowerPoint, Excel), Adobe Photoshop
Fluent in Spanish

As a current business student or recent graduate (without professional business experience), it is important to include any internship experiences you have had while in school, as well as any relevant work history. Any employment history outside of the professional business environment should focus on the transferable skills of that position (for example customer service, time management, communication, etc.)

Degree information with academic major, GPA, and graduation date go at the top of the resume. "Expected Graduation" indicates you have not yet graduated at the time of your application.

Global learning experience is a fantastic addition to your resume. Be sure to highlight it!

Your internship is likely the experience that best relates to your desired job. Be sure to provide a detailed list of tasks and responsibilities to highlight that great experience.

Highlight your related professional experience here. If your work history is not related, consider using "Other Experience" as a section title.

John P. Turner
 2020 E. Maple Street, North Canton, Ohio 44720
 330.490.7090
 JohnTurner15@yahoo.com

EDUCATION **Deville School of Business, Walsh University, North Canton, Ohio**
Bachelor of Arts: Business Management (Expected May 2016)
 GPA: 3.9
 Dean's List: Fall 2014, Spring 2015, Fall 2015

Study Abroad Experience Walsh University Rome Campus, Castel Gandolfo, Italy (Spring 2015)

INTERNSHIP **Kenan Advantage Group, North Canton, Ohio (January-May 2015)**
 - Printed and processed delivery paperwork and invoices
 - Confirmed orders using various computer programs
 - Managed account spreadsheets and met end of month deadlines
 - Sent/received paperwork to appropriate contacts in timely manner

EXPERIENCE **Out of the Box Marketing, Canton, Ohio (May 2013-August 2015)**
 - Worked directly with clients to sell, process, and deliver advertisement orders
 - Assisted with content writing and editing for company website and social media
 - Ensured customer satisfaction by completing follow-up one day after delivery

Mr. Zub's Subs, Akron, Ohio (June 2011-May 2013)
 - Provided fast, efficient, and courteous service to all restaurant patrons
 - Processed food and drink orders and advise patrons on food selections
 - Achieved multiple recognitions for timely service and customer satisfaction

LEADERSHIP **President, Business and Communications Club, Walsh University (2014-2015)**

ACTIVITIES & RECOGNITION Admissions Ambassador, Walsh University (2015-Present)
 Big Brothers Big Sisters, Canton, OH (2014-2015)
 Silver and Gold Servant Leadership Award (April 2014)

SKILLS Microsoft Office (Word, PowerPoint, Excel)
 Adobe Photoshop, InDesign

Education Resume Sample

A new teacher's resume should reflect all certifications, field experiences, internships, organization leadership roles or affiliations, research project titles, and any other experience that shows you are a good fit for the position.

Ashley Kyle
2020 E. Maple Street, North Canton, Ohio 44720
330.490.7090
AKyle@gmail.com

EDUCATION

Walsh University, North Canton, Ohio
Bachelor of Arts (Expected May 2016)
Major: Intervention Specialist Education (K-12) with Reading Endorsement
GPA: 3.7
Certification: (Will take Ohio licensure exam in June 2016)

STUDENT TEACHING EXPERIENCE

Greentown Intermediate School, North Canton, Ohio
Special Education Inclusion Teacher, Grade 5 (January - April 2016)

- Taught full schedule, assumed all teacher responsibilities within the classroom and school
- Wrote and implemented instructional units, pull-out resources, and inclusion teaching
- Daily assessment of students, lesson plan writing, and professional development activities

PRACTICUM EXPERIENCE

Glenoak High School, Plain Township, Ohio
Special Education Resource Teacher, Grade 9 (Fall 2012- Spring 2013)

- Administered the Test of Written Language test and created interventions for a students
- Co-taught five lessons under a thematic unit with differentiated lessons and resources
- Counseled students on behavior and proper classroom conduct

Fairmount Elementary School, Canton Ohio
Regular Education Inclusion Teacher, Grade 3 (Fall 2012- Spring 2013)

- Class instruction in language arts, science, social studies, math, and reading
- Lesson planning to fit diversity in students

OTHER EMPLOYMENT

Camp Aldersgate, EOC United Methodist Church, Carrollton, Ohio
Camp Counselor (Summers 2012, 2013)

Canton Parks and Recreation, Canton, Ohio
Special Olympics Coach (Summers 2010, 2011)

ACTIVITIES & RECOGNITION

Member, Counsel for Exception Children (CEC), Canton, Ohio
Member, Future Teachers of America
Silver and Gold Servant Leadership Award, Walsh University (April 2014)

Indicate your specialty and licensure area as credentials within "Education" section.

Be sure to tell the reader the expected date on which you will take the Ohio (or other state) licensure exam.

Your student teaching experience should immediately follow your "Education" as employers will be very interested in this experience.

Any relevant leadership or out-of-classroom instructor experiences that you have gained should be listed to further show your work with the population you will teach.

For those in Humanities, Arts, Literature, Language, and Communication — internships, work history, volunteerism related to your intended career path are key. If pursuing graduate school after graduation, be sure to include any academic awards or honors that may speak to your ability to complete graduate level coursework (such as Dean's list).

Degree information with academic major, GPA, and graduation date go at the top of the resume. "Expected Graduation" indicates you have not yet graduated at the time of your application.

Your internship is likely the experience that best relates to your desired job. Be sure to provide a detailed list of tasks and responsibilities.

Highlight related professional experience here. If your work history is not related, consider using "Other Experience" as a section title.

Highlight any industry specific technology that you have experience managing.

Joanna Paige

2020 E. Maple Street, North Canton, Ohio 44720
330.490.7090
JPaige15@walsh.com

EDUCATION

Walsh University, North Canton, Ohio
Bachelor of Arts in Communications (Expected May 2017)
GPA: 3.9
Dean's List: Fall 2015, Spring 2016, Fall 2017

COMMUNICATIONS INTERNSHIP

Kenan Advantage Group, North Canton, Ohio (January-May 2016)

- Created and distributed monthly department newsletters
- Printed and processed delivery paperwork and invoices
- Managed account spreadsheets and met end of month deadlines
- Sent/received paperwork to appropriate contacts in timely manner

ADDITIONAL COMMUNICATIONS EXPERIENCE

Out of the Box Marketing, Canton, Ohio (May 2012-August 2014)

- Worked directly with clients to sell, process, and deliver advertisement orders
- Assisted with content writing and editing for company website and social media
- Ensured customer satisfaction by completing follow-up one day after delivery

Mr. Zub's Subs, Akron, Ohio (June 2010-May 2012)

- Social media management for business
- Provided fast, efficient, and courteous service to all restaurant patrons
- Achieved multiple recognitions for timely service and customer satisfaction

LEADERSHIP

President, Communications Club, Walsh University (2013-2014)

ACTIVITIES & RECOGNITION

Alumni Ambassador, Walsh University (2014-Present)
Big Brothers Big Sisters, Canton, OH (2013-2014)
Silver Service Award, Servant Leadership (April 2013)

SKILLS

Microsoft Office (Word, PowerPoint, Excel)
Wordpress
Social Media Management Platforms: Hootsuite, Agora Pulse
Adobe Photoshop, InDesign



Pre-Professional Resume Sample

If you are a pre – medical professional student (e.g. pre-medicine, dental, veterinary, physical or occupational therapy, & physician assistant), it is important to include any required observation experiences you have had, as well as any related healthcare experience (paid or volunteer). Due to the high level of competition for acceptance into graduate school, be sure to include your GPA and any academic awards or honors that may

Martin Reynolds

2020 E. Maple Street, North Canton, Ohio 44720
330.490.7090 MartinReynolds@gmail.com

EDUCATION

Walsh University, North Canton, Ohio
Bachelor of Science: Biology (Pre – Professional)
GPA: 3.8, Dean's List (Fall 2013-Present)

Expected May 2017

Study Abroad Experience: Walsh University's Rome, Italy campus (May – June, 2014)

- Completed coursework in language, history, art, and literature

RELEVANT COURSEWORK

Principles of Biology I + II (with Lab), Principles of Chemistry I + II (with Lab), Physics I + II (with Lab), Anatomy & Physiology I + II (with Lab), Human Physiology (with Lab), Physiology of Exercise

OBSERVATION EXPERIENCE

Manor Care Health Services, Barberton, OH – 20 Hours (December 2014 – January 2015)

- Observed geriatric patients receiving physical, occupational, and speech therapy
- Observed physical therapy sessions involving the rehabilitation of ACL, MCL, meniscus repairs

Mercy Medical Center, Canton, OH – 20 Hours (April 2013 – May 2013)

- Observed a Physician Assistant providing emergency medical care to patients, all across the life span, ranging in acuity from low to high.

RELATED WORK EXPERIENCE

Medical Scribe, Medical Scribes USA, Canton, Ohio (August 2015 – Present)

- In partnership with a physician; collect and document pertinent patient information.
- Develop medical terminology and medical billing knowledge.
- Complete patient documentation in an efficient and diligent manner.

Teaching Assistant, Principles of Biology Lab, Walsh University (Fall 2014 – Present)

- Instructed 1 – 2 sections of lab to 15 first year biology majors per semester.
- Collaborated with team of undergraduate teaching assistants to prepare labs, answer questions during lab sessions, and grade assignments.

VOLUNTEER EXPERIENCE

Aultman Hospital, Canton, Ohio (Fall 2013 - Present)
Stark Hunger Task Force, Canton, Ohio (Fall 2013 Present)

ACTIVITIES & ACCOMPLISHMENTS

Pre-Health Care Professionals Association (2013 – Present)

- President (2016 – Present)
- Vice – President (2015 – 2016)

Silver Service Award, Servant Leadership, Walsh University (April 2015)

Blouin Leader in Social Justice, Walsh University (2013 – Present)

Lead with your observation experiences, as they are likely your most relevant experiences thus far. Provide a detailed account of your observation locations and unique aspects of each experience.

Next, list any related work experiences that can show off your performance in relatively similar environments.

If you do not have Related Work Experience then you can also build your resume around any related volunteer or other work experience you have completed.

If you are a current nursing student or a nursing graduate (who has not yet obtained employment in nursing), it is important to highlight the clinical experiences you had during nursing school, as well as any related healthcare experience (paid or volunteer). In addition, be sure to include the date you completed or expect to complete the NCLEX

Near "Education" section, be sure to indicate the expected date for licensure exam completion.

Lead with your Clinical Experience, as it's the most relevant experience toward your search.

Provide a detailed account of your observation locations and responsibilities that you held.

Continue the resume with any related work experience and/or volunteer experience to show your knowledge beyond your clinical work.

Kelly M. Garrett

2020 E. Maple Street, North Canton, Ohio 44720
330.490.7090 KellyMGarrett@gmail.com

EDUCATION

Walsh University, Byers School of Nursing, North Canton, Ohio
Bachelor of Science in Nursing, Minor: Spanish for Healthcare
GPA: 3.8, Dean's List (Fall 2013-Present)

Expected May 2017

Study Abroad Experience: Walsh University's Rome, Italy campus (May – June, 2014)

- Completed coursework in language, history, art, and literature

LICENSURE/CERTIFICATIONS

NCLEX National Council Licensure Examination – Expected June 2017

ACLS/PALS: American Heart Association – Expires May 2018

BLS/CPR – Healthcare Provider: American Heart Association (Adult, Child, Infant) – Expires May 2018

NURSING CLINICAL EXPERIENCE

Nursing Leadership (120 Hour Preceptorship) – Akron City Hospital, Akron, OH (Spring 2017)

- Provided nursing care to critically ill patients on a Cardiovascular Intensive Care Unit.
- Developed and increased confidence in managing critically ill patients autonomously.

Nursing with the Critically Ill Adult – Mercy Medical Center, Canton, OH (Fall 2016)

- Increased nursing competence and skill development in the management of critically ill patients on an Intensive Care Unit.
- Skills acquired, included: suctioning, medication administration, neurological assessments, EKGs, and management of ventilators.

Nursing with the Acutely Ill Adult II – Aultman Hospital, Canton, OH (Spring 2016)

Nursing with the Acutely Ill Adult I – Akron General Hospital, Akron, OH (Fall 2015)

- Obtained Medical/Surgical nursing skills and experience on general medical/surgical nursing unit, as well as Cardiac and Oncology units.

RELATED WORK EXPERIENCE

Nursing Assistant, Mercy Medical Center, Canton, Ohio (May 2015 – Present)

- Perform hourly safety checks, as well as regular vital signs and blood sugars assessments.
- Utilize and develop skills such as critical thinking, active listening, perceptiveness, and rapid response.

OTHER WORK EXPERIENCE

Resident Assistant, Department of Residence Life, Walsh University (August 2014 – May 2015)

- Shared in the on-call responsibilities for 50 residence hall students.
- Planned and facilitated educational and social programs for university residents.

VOLUNTEER EXPERIENCE

Mercy Medical Center, Canton, Ohio (Fall 2013 – Spring 2015)

Habitat for Humanity, Canton, Ohio (Summers 2013 – Present)

ACTIVITIES & ACCOMPLISHMENTS

Sigma Theta Tau Honorary, Walsh University (2015 – Present)

Walsh University Student Nursing Association (2013 – Present)

- President (2016 – Present)

Alumni Ambassador, Walsh University (2013 – Present)

Silver Service Award, Servant Leadership, Walsh University (April 2015)



Family NP & DPT Resume Sample



New Nurse Practitioner and Physical Therapist resumes/CV's should include the clinical and/or practicum experiences most related to the position you are applying for. You do not need to list every clinical/practicum experience you have completed. At the masters and/or doctoral level, your resume/CV can be two pages, but make sure you are including relevant information and that the most relevant information for the position you are applying is listed toward the top.

Joseph Fields
 2020 E. Maple Street, North Canton, Ohio 44720
 330.490.7090 JosephFields@gmail.com

Education	Walsh University, Byers School of Nursing, North Canton, OH Masters of Science in Nursing Expected December 2017 Family Nurse Practitioner
	Bachelor of Science in Nursing May 2009 Minor – Psychology
Clinical Experience	Walgreens Healthcare Clinic – Canton, OH Summer 2015 FNP I – Care of the Adult & Gerontological Client – 100 Hours <ul style="list-style-type: none"> ▪ Developed clinical learning modalities, diagnostic, treatment, and management knowledge and skills of acute and chronic disorders of adult and elderly individuals in the context of the community retail clinic.
	Akron Children’s Hospital – Hospitalist Group Spring 2016 FNP II – Child & Adolescent Health – 125 Hours <ul style="list-style-type: none"> ▪ Applied an evidence-based, holistic, family-centered approach to comprehensive management of the health promotion, episodic acute illness, and chronic disease of children, adolescents and their families.
Experience	Akron Children’s Hospital – Akron, OH June 2009 – present Registered Nurse <ul style="list-style-type: none"> ▪ Assess, plan, implement, and evaluate delivery of patient care in the Special Care Nursery and emergency department. ▪ Provide individualized nursing care to pediatric patients ages 0-18 and adults with chronic conditions such as cystic fibrosis.
Licensure	Registered Nurse: Ohio – RN.123456 June 2009 - Present
Certifications	Advanced Cardiac Life Support (ACLS) Expires June 2017 Pediatric Advanced Life Support (PALS) Expires June 2017 Basic Life Support (BLS) Expires June 2018
Memberships	American Association of Nurse Practitioners September 2015 – Present Ohio Assoc. Advanced Practice Registered Nurses September 2015 – Present
Research	Fields, J. (2016). Holistic interventions in treating adolescent cystic fibrosis patients. Journal of Advanced Practice Nursing, submitted for publication.
Volunteer	Aultman Hospital – Canton, OH September 2010 - Present Haven of Rest – Akron, OH June 2007 – Present

Comment on the unique aspects of each clinical/practicum experience. Examples include; type of patient population you worked with, diseases and disorders you treated, skills/treatments used, etc. Do not list the same things for each experience.

You will also want to highlight any current or pending licensures or certifications. (with expiration dates).

Be sure to include any memberships and/or professional development, as well as any research or presentations you have completed.

If studying in a science field, it is important to emphasize any related research conducted within your field of study. Internships and work history related to your intended career path should also be included. If pursuing graduate school after graduation, be sure to include any academic awards or honors that may speak to your ability to complete graduate level coursework (such as Dean's list), as well as any on-campus activities or involvement.

List courses here, to emphasize related coursework and knowledge that aligns with position you're seeking,

If applying to a research position or job that requires lab skills, this section could be useful.

To emphasize completed and/or presented research projects, include a section that outlines your work.

James Martin

2020 E. Maple Street, North Canton, Ohio 44720
330.490.7090 JamesMartin@gmail.com

EDUCATION
Walsh University, North Canton, Ohio Expected May 2017
Bachelor of Science: Biology, Minor: Chemistry
GPA: 3.5, Dean's List (2013-Present)

Study Abroad Experience: Walsh University's Rome, Italy campus: completed coursework in language, history, art and literature (May 2014)

RELEVANT COURSEWORK
Principles of Biology I + II, Principles of Chemistry I + II, Organic Chemistry I + II, Biochemistry, Microbiology, Cell & Molecular Biology, Histology, Ecology, & Animal Physiology

LABORATORY SKILLS
Genomic DNA Isolation, Transformation, Restriction Analysis, Immunocytochemistry, PCR Amplification, Photomicroscopy, Multi-step synthesis, Crystallization, Recrystallization, Centrifugation

RELATED WORK EXPERIENCE

Teaching Assistant, Principles of Biology 1 Lab, Walsh University (Fall 2015, Summer 2016)

- Instructed two sections of lab to 15 first year biology majors
- Collaborated with team of undergraduate teaching assistants to prepare labs, answer questions during lab sessions, and grade assignments

Research Assistant, Medical Laboratories, Canton, Ohio (June 2014-August 2015)

- Collected, prepared, and packaged blood specimens
- Learned multiple methods to qualitatively measure common drug compounds

OTHER WORK EXPERIENCE

Resident Assistant, Department of Residence Life, Walsh University (August 2013-May 2014)

- Shared in the on-call responsibilities for 50 residence hall students
- Planned and facilitated educational and social programs for university residents

VOLUNTEER EXPERIENCE
Mercy Medical Center, Canton, Ohio (2013 - Present)
Habitat for Humanity, Canton, Ohio (Summer 2013)

ACTIVITIES & ACCOMPLISHMENTS
Silver Service Award, Servant Leadership, Walsh University (April 2014)
Blazin' Leader in Social Justice, Walsh University (2013-Present)
Science Club (2013-Present)

RESEARCH/PRESENTATIONS
DNA Isolation (April, 2016). Research Symposium, Walsh University.



Computer Science Resume Sample

If studying in the field of computer science, it is important to emphasize all related experiences that might demonstrate a good fit for the position. This can be in the form of related internships or work experience (paid or volunteer). You will also want to highlight any relevant coursework and the technical skills you have acquired.

Jordan M. Smith
2020 E. Maple Street, North Canton, Ohio 44720
330.490.7090 jordansmith@gmail.com

EDUCATION

Walsh University, North Canton, OH Expected May 2017
Bachelor of Science: Computer Science (Programming Emphasis)

- Minors: Spanish and Business Management
- GPA: 3.8

Relevant Coursework: Networking, Digital Applications, Object-oriented Programming, Database Techniques, Cybersecurity, Software Engineering, .NET & LINUX/UNIX Programming

HONORS & AWARDS

- Dean's List (Fall 2013 – Present)
- Brothers of Christian Instruction – A scholarship based on academic excellence
- GLIAC All-Academic Team – Student-Athlete with a GPA of 3.0 – 3.4 (2013-14, 2014-15)
- Ohio Foundation of Independent Colleges Scholarship (2015-16 & 2016-17)

RELEVANT WORK EXPERIENCE

Walsh University, North Canton, OH August 2015 – present
Help Desk/IT Support

- Following procedures in basic Tier I troubleshooting with computers/laptops, phones, and tablets
- Gathering information in support of and to assist in Tier II troubleshooting

Timken Company, Canton, OH May 2016 – August 2016
IT Intern/Website Editor

- Tier I troubleshooting with all devices and new software implementation
- Website management of the main company website and maintenance of eight sub-sites

LEADERSHIP EXPERIENCE

Walsh University Department of Residence Life May 2015 - present
Resident Assistant

- Shared in the on-call responsibilities for 50 residence hall students
- Planned and facilitated educational and social programs for university residents

Walsh University Black Student Union August 2013 – May 2014
Executive Board Member

- Marketing/Advertisement Chair
- Assisted in creating and organizing campus-wide events

LANGUAGE SKILLS

- Spanish – conversational; intermediate reading and writing

COMPUTER SKILLS

- Python, Assembly Language (MARIE simulator), Java, Drupal, PHP, Visual Basic (Visual Studio), SQL, WordPress, HTML, Active Directory, PhpMyAdmin

Indicate your area of emphasis within the Education Section. You may also choose to include coursework that aligns with the position you are seeking.

If you have Honors & Awards you wish to emphasize, you can create a separate section and list them here.

Leadership skills are valued by employers. If you have served in at least two leadership positions, you may choose to create a separate section in order to emphasizing those experiences.

It is important to indicate the type of technical skills you have acquired. You can list these in this section.

If studying in the fields of social and behavioral science, it is important to emphasize any related research conducted within your field of study. Internships and work history related to your intended career path should also be included. If pursuing graduate school after graduation, be sure to include any on-campus activities, as well as academic awards or honors that may speak to your ability to complete graduate level coursework.

List courses here, to emphasize related coursework and knowledge that aligns with position you're seeking.

Be sure to highlight your internship and any related work experience you have completed.

To emphasize completed and/or presented research projects, include a section that outlines your work.

Mary Kelly

2020 E. Maple Street, North Canton, Ohio 44720
330.490.7090 MaryKelly@gmail.com

EDUCATION

Walsh University, North Canton, Ohio
Bachelor of Arts: Psychology and Sociology
GPA: 3.8, Dean's List (Fall 2013 – Present)

Expected May 2017

Study Abroad Experience: Walsh University's Rome, Italy campus (May – June, 2014)

- Completed coursework in language, history, art, and literature.

RELEVANT COURSEWORK

Cognitive Processes, Abnormal Psychology, Social Psychology, Statistics for Behavioral Sciences, Social Research Methods, Principles of Sociology, Counseling and Interviewing Processes

INTERNSHIP

Community Assistant, Women's Shelter, Canton, Ohio (August 2016 – Present)

- Create and facilitate social and educational programs to engage residents.
- Assist residents in finding available support services.

WORK EXPERIENCE

Special Education Camp Counselor, Canton Parks & Recreation, Canton, Ohio (Summers 2013 – 2016)

- Planned and organized daily activities for 25 participants ranging in age from 5 – 21 with varying disabilities.

Resident Assistant, Department of Residence Life, Walsh University (August 2014 – May 2015)

- Shared in the on-call responsibilities for 50 residence hall students.
- Planned and facilitated educational and social programs for university residents.

VOLUNTEER EXPERIENCE

Women's Shelter, Canton, Ohio (Fall 2013 – Spring 2015)

Crisis Intervention, Canton, Ohio (Fall 2014 – Present)

ACTIVITIES & ACCOMPLISHMENTS

Psi Chi Honorary, Walsh University (2015 – Present)

Silver Service Award, Servant Leadership, Walsh University (April 2015)

Blouin Leader in Social Justice, Walsh University (2013 – Present)

Behavioral Science Club, Walsh University (2013 – Present)

- President (2016 – Present)

RESEARCH/PRESENTATIONS

Behavioral Therapy Technique (April, 2017). Research Symposium, Walsh University.

