Middle Tennessee State University

STUDENT GUIDE
TO THE PROFESSIONAL
RESUME

Career **Development** Center

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A well–crafted, professional resume will open many doors and give you the best possible chance for getting an interview. Resumes don't get you the job, but they are a critical element of the job search that leads to an offer. Once you land the interview, then it's up to you to land the job.

The staff at the Career Development Center at MTSU reviews hundreds of resumes each year and also trains for resume writing by reviewing thousands of resumes written by professional resume writers. We also listen to feedback from recruiters and hiring managers. Although you'll find that just about everyone has a different opinion on how to write a resume, our goal is to help you create your own resume based on core principles so that you'll have a professional resume throughout the course of your career.

So what exactly is a resume anyway? Let's start with a basic definition. When you think about it, a resume is actually a marketing document that highlights your unique knowledge, skills, education, experience and achievements that meet your target audience's needs.

A well–crafted resume will accomplish several key outcomes for you:

1. Highlight who you are and demonstrate how you can meet your hiring audience's needs in simple yet dynamic language.
2. Create interest from an employer to offer you an interview.
3. Communicate your brand or what your competitive advantage is compared to other candidates.
4. Demonstrate motivation and professionalism through commitment to creating a high quality marketing tool.
5. Create a structure to help prepare you and the hiring manager for the interview.

Are there other applications where a professional resume is important? Yes!

1. Applications for graduate or professional school, fellowships, scholarships, proposals, grants and other academic merit awards.
2. Promotions or other performance based incentives with your current employer.
3. Appointments to boards, panels and committees.

Three key elements that you will need to master in crafting a professional resume are:

1. **Format:** How the information is structured or organized to best present your content.
2. **Design**: These elements include font type, font size, color, underline, bold or italic script, use of white space, graphics, and other tools outside of content.
3. **Content:** The word choice and phrasing you use to describe your actual experience and speak to the needs of your targeted hiring audience.

APPLICANT'S NAME (16-24pt)

Phone Number | Email Account | LinkedIn URL

Your branding is 3-5 sentences telling how you meet the employer's needs and summarizing your years of experience, knowledge, and skills (11pt)

⚠ Avoid first person in this section.

Skills (11-12pt)

A list of 6-9 hard skills, related to your knowledge and expertise, in 3 columns

👁 Branding Section

Education

Exact Degree Title (do not abbreviate)
Middle Tennessee State University
Minor or concentration
- Achievements
- Leadership/Activities
- Study Abroad/Fellowship/Internships
- Most relevant Coursework

Graduation Month & Year
Murfreesboro, TN

🔁 ⏱ Education Credentials

Experience

Job Title
Company Name
- What results did you achieve in this position?
- What transferable skills did you practice or gain from this experience?

⚠ Use 3-5 bullet points and avoid periods in this section.

Dates of Employment
Company Location

🔁 ⏱ Work Experience

Other possible sections

Internships and Volunteer Work can typically be formatted in the same way that work experience is formatted. See our CV Writing Guide for more examples.

- Research
- Internships
- Volunteer Work
- Leadership
- Laboratory Skills
- Publications
- Professional Memberships
- Presentations

⏱ *Optional*

👁 Eye-catching but easy to read
🔁 Repeat above for each education level/position
⏱ In a reverse chronological format

⚠ Avoid partial page
⚠ Content should be relevant, persuasive, and concise.

Margin: ½ - ¾ inch

Step 1 | Complete a Career Profile

The idea of a career profile is to gather as much content as possible for use in crafting your resume. Don't worry with any format/design concerns and don't focus on your word choice for now. Just work on collecting as much factual information about yourself as possible.

1.1 | Contact Information

Name (Preferred name as it shows on resume) _____

Mailing Address (Street and Number):_____

City, State, Zip:_____

E-mail Address (needs to be professional):_____

Phone Number (needs to have some type of voice mail with a professional greeting):_____

1.2 | Branding Section

Career/Education Summary (Usually 3-5 sentences or bullet statements that show core areas of expertise, indicate a career direction, and begin to describe unique qualifications that meet your hiring audience's needs. Start by reviewing 3-5 job postings that interest you and then highlight the core areas of expertise you have that are required by these jobs. Use these terms as a foundation for your branding section)**:**

_____
_____
_____
_____

Key Skills/Knowledge/Expertise (Using real job listings, develop a list of key terms of additional skills, knowledge, and/or expertise that fit your career goals and direction. Shoot for a list of 6-9 items)**:**

_____
_____
_____
_____

1.3 | Education Credentials

Exact Degree Title:_____

Exact Major(s):_____ **Exact Minor(s):**_____

Projected Date of Graduation:_____

Cumulative GPA:_____ **Major GPA:**_____

Achievements (Honors, Awards, Scholarships, Research)**:**_____
_____

Leadership/Activities (Leadership roles, Activities, Significant Projects)**:**_____
_____

Study Abroad/Fellowship/Internships:_____

Most Relevant Coursework (6-9 courses)**:**_____
_____
_____

Licenses/Certifications/Training:_____

*repeat above as needed for additional degrees

1.4 | Work Experience

For each position, first think of your duties and responsibilities. Then, begin to list your skills and the results you achieved with the group or organization. The more you can focus on skills and results, the more effective your experience section will be. Quantify where possible, and stay focused on your hiring audience's needs.

Company Name: _____

Company Location (city, state): _____

Brief Description of Company (Size, Industry, Products/Services): For your own reference not to be used on resume _____

Job Title : _____

Dates of Employment: _____

Description (Describe your role in one to two sentences): _____
_____

Accomplishments (List your accomplishments. Focus on the skills you used, the results you achieved, and any projects you completed along with key problems you solved. Ask yourself if you did anything to increase revenue, reduce expenses, or make anything more efficient. Were you commended for doing anything well? Take a look at any annual performance reviews for positive feedback about your results.): _____
_____
_____
_____
_____

Company Name: _____

Company Location (city, state): _____

Brief Description of Company (Size, Industry, Products/Services): _____
_____

Job Title: _____

Dates of Employment: _____

Description (Describe your role in one to two sentences): _____
_____

Accomplishments: _____
_____
_____
_____
_____

Company Name: _____

Company Location (city, state): _____

Brief Description of Company (Size, Industry, Products/Services): _____
_____

Job Title: _____

Dates of Employment: _____

Description (Describe your role in one to two sentences): _____
_____

Accomplishments: _____
_____
_____
_____
_____

*repeat above for each position

Format

Take a look at the principles below to give your document effective format and design. Format has to do with the way your information is organized, while design deals with the many elements that will give your resume visual appeal. Format and design choices should be intentional and speak to your hiring audience. Our advice is to always consider your hiring audience first and then utilize resume guides for tips and examples of how the professional resume is created.

Principle #1 - Resume length

Consider limiting your resume to one full page if you can describe your relevant and persuasive content within that frame. If you have a lot of content or you're a seasoned professional with years of experience, you may need more than one page. What you don't want is a partial page as this communicates an inability to be concise or that you lack content.

Principle #2 - Define your container first

We suggest you define your document margins to be ½ inch to no more than ¾ of an inch all around the document with even borders. The reason is that you will need plenty of space to add content that is specific enough to be meaningful and not feel too crowded or text heavy. Many resumes with wide margins often have bullet statements that are too short or general and simply do not add any value for the hiring audience in terms of specific skills or results.

Principle #2 - Eye catching name and contact information

You want your name and contact information to get your readers' attention and be easy to read; however, avoid using large graphics, photos, and gaudy font color.

Principle #3 - Order your content effectively

Highlight your strongest content at the top of the page. The top third of your first page is critical in getting your reader's attention and encouraging them to read the rest of your resume. A branding section should come after your name and contact section. For recent graduates who may not have as much relevant work experience, listing your education first can be beneficial. For students with a lot of relevant work history, listing experience above education is a good way to show how you have demonstrated your skills in the workplace. Even if you have significant experience, listing the education section first gives context to your present status. Then you can include professional experience, volunteer work, campus activities, etc. Consider the following order:

1. Name and contact information
2. Branding statement and additional skills
3. Education
4. Experience

Insider Tip: Use reverse chronological order for each of your sections to highlight your most recent experiences.

Other sections you might include in your format:

1. Internships
2. Volunteer Work
3. Leadership
4. Campus Involvement

Insider Tip: If you have research experience, laboratory skills, publications, or presentations to include on your resume, you may benefit from writing a CV. Consider looking at our CV Writing Guide for suggestions.

Design Elements

Design can give your resume instant visual appeal and is critical in getting your readers' attention. Design includes a cohesive strategy that seeks to maximize the use of font size and type, borders, margins, color, headings, white space, graphics, shading and other elements. All the design choices are in service of your hiring audience's preferences. Consider the industry, company culture, and type of position you're targeting.

Principle #1 - Select a font and font size.

For the main body of your resume, you will want to use a sans-serif font. These fonts are easier to read on a computer monitor or tablet device where your resume will likely be read first. You might consider a serif font for your name or headings but keep in mind that some fonts don't work well together and that certain fonts may not fit the message you're communicating to your audience.

Start with a font size of 11 point for your main body and 16-24 point for your name. Be careful not to use too many font sizes which will give your resume a cluttered look.

Insider Tip: You can choose from thousands of fonts. Just remember to save your final resume file as a document file and as a PDF. Always submit the PDF version of your resume unless directed otherwise. Saving as a PDF "bakes" the fonts you use into the document so it doesn't matter if the recipient has those fonts on their machine or not.

2.1	Suggested fonts		
Sans Serif:		**Serif Font:**	
Corbel	Trebuchet	Garamond	Century Schoolbook
Arial	Tahoma	Georgia	Palatino
Lucida Sans	Myriad Pro (Mac Native)	Book Antiqua	Minion Pro (Mac Native)

Principle #2 - Use color effectively.

When deciding whether to use color or not, you should first think about the position, company and industry. Consider the world we now live in with graphics, color, photos and videos. This is a very visually rich environment and black text on a white background has considerably less visual appeal. Think about using color for your name, headings and bullet symbols as a subtle way to add visual interest without overwhelming the content if appropriate for your industry or audience.

Samples to Consider:

1. RGB= 32, 73, 125 Blue (Conservative, Calming, Stability)
2. RGB= 55, 121, 52 Green (Growth, Environment, Freshness)

Insider Tip: In Word, from the "Home" tab, click the "Font Color" drop down tab and choose "More Colors". From there, choose "Custom Colors" and enter the RGB values.

Principle #3 - Use white space.

Make sure you use white space effectively to enhance the readability of your document. Ample white space between sections will keep your resume from looking too text-heavy and crowded. However, too much white space will give the impression that you're lacking in related skills and experience.

Insider Tip: Many elements can help with attaining a balance of white space. Consider adjusting your Line Spacing Options and using both left and right alignment to spread your content out.

Principle #4 - Apply style to your text in a consistent manner.

Use bold, underlined, or italicized fonts and indent your text in consistent ways to add emphasis and improve the readability of your resume.

Principle #5 - Use bullet points.

Bullet symbols are a great way to highlight content in your resume such as achievements or other items that might be in a short list. You don't want all of your text to be bulleted though as this will diminish the effect and the resume will lose readability and sense of flow. You can use the "bullet" drop down box in the Paragraph tab in Word to help keep your use of bullets consistent, or select an alternative style.

- ◆ Diamond Bullet
- ▪ Box Bullet
- ❖ Diamond Dot Bullet
- • Circle Bullet

Principle #6 - Avoid Widow and Orphan Lines.

Although you will not have large blocks of text, you still want to eliminate any widow or orphan lines on your resume. In the typesetting and publishing world, a widow line is a line of text at the end of a paragraph that begins on a new column or new page. An orphan line occurs when the beginning of a paragraph appears on one column or page with the rest of the paragraph on a separate page. Although you won't likely have multiple text columns on your resume, the same principle applies. You don't want to have one-word or two-word lines because this wastes valuable space on your resume that you need to be using for relevant and persuasive information. Consider reworking your text so that you're not wasting valuable space.

Principle #1 - Create an effective branding section.

The modern professional resume includes a branding section rather than an objective statement. This is the most important section of the resume and, unfortunately, is usually the most difficult to write. A well-written branding section includes a narrative summary of your career that describes your core areas of knowledge, skill and expertise. Focus on the hiring audience, and include some of the key reasons you meet their needs. Branding sections usually don't need a heading and may or may not use a branding title.

The difference between a branding section and its predecessor, the objective statement, is that the branding section focuses more on how you meet the employer's needs and the objective statement was more about you and your career goals. Objective statements also lacked substance and failed to describe specific knowledge and skills that are relevant to the hiring audience.

Insider Tip: If you're struggling to put your branding section in to words, do a quick search and print 5 current job postings that fit your interests. Then highlight the skills/knowledge/expertise that you have that match the needs of the job postings. Make sure you work these qualities into your branding section.

3.1 | Sample Branding Sections

Sample #1

Information systems graduate with four years of programming and application development experience. Skilled in creating error-free programs and identifying and solving system problems. Software design and development in C++, C, Java, Perl, and PHP in Windows, UNIX and Linux.

Core Strengths:

- System Analysis and Design
- Web Design and Development
- Program Logic Development
- User Training
- Database Design
- Software Testing

Sample #2

A self-motivated communicator who energizes teams and organizations to achieve positive public relations using effective interpersonal communication skills, project management skills, and social media outreach strategies. Strengthens client relationships through blogging, special event promotions, and engagement on Facebook, Twitter and Instagram.

SKILLS AND TECHNICAL PROFICIENCIES

- Microsoft Office and Publisher
- Emma marketing program
- Final Cut Pro video editing
- Basic HTML skills
- AP writing style
- Public Speaking
- Press Releases
- Event Planning
- Photoshop

Principle #2 - Fully develop your academic content.

If you're an upcoming or recent college graduate you may not have a substantial body of work experience to highlight. If that's the case, focus on developing your educational content as much as possible.

- Include your GPA if it is 3.0 or higher
- List scholarships, awards and academic achievements
- List research and presentations
- Include campus leadership and involvement
- Include study abroad experiences
- Include a table (usually 3x3 items or longer) of related courses

Insider Tip: Once you're in college, you should not include high school information on a resume. The exception would be if you are a freshman and have limited experience. As you gain experience, replace all high school experiences.

Write out your full degree title rather than abbreviating. Make sure you have your major, minor, and concentration (if applicable) listed correctly. If you have extensive content in one or more areas under your education section, you may need to create a separate section for that content.

Principle #3 - Develop content for your experience section.

Write your experience section with the focus on skills used and results achieved rather than just listing duties. Make sure you're being descriptive when conveying the results you achieved or projects to which you contributed.

Ask yourself these questions:

- What problems did you solve?
- What revenue did you generate?
- What expenses did you reduce?
- What projects did you complete?
- Did you make any improvements to operations?
- Did you develop new ideas that were successfully implemented?
- What were you commended for doing well?

There is a definite art to writing effective content about your previous experience. It needs to be dynamic, results-focused and descriptive enough while still being efficient.

Principle #4 - Write with dynamic rather than passive language.

Avoid phrases that are focused on duties and use more dynamic action verbs to describe your experience.

Passive	Dynamic Action Words
Responsible for	Planned and implemented
Duties included	Designed and launched

Principle #5 - Quantify when possible.

Use any numbers or metrics you can to show your performance and results.

Sales, profits, expense reduction?   Percentage increase in measurable?   Performance goals met?

Comparison to peers or competitors? Project outcomes and timelines?   Annual review metrics?

Self-Editing Checklist

If you already have a document created, a great next step is to do a self-edit. Consider the following aspects of your resume to see where your document may need work.

Format

- ☐ Your margins are 1/2" or 3/4".
  Your experiences are listed in reverse-chronological order.
- ☐ You have an appropriate amount of white space.
- ☐ Your content is broken up into bullet points rather than large chunks of text.

Design

- ☐ Your resume has appropriate visual appeal for your audience.
- ☐ Bold, italics, and underline styles are used consistently throughout the document.
- ☐ The font size for the body of your resume is **no smaller** than 11 pt.

Content

- ☐ You have an effective branding statement that describes your knowledge, skills, and experience in dynamic language, avoiding first-person.
- ☐ Your degree is fully spelled out (Bachelor of ____ in ____) in your Education section.
- ☐ You do not have any high school information. The exception to this is if you are a freshman who is still gaining experience.
- ☐ Your professional experience bullet points are using results-oriented language (beginning with verbs) that describe achievements and skills rather than job responsibilities.

Final Review and Conversion to Web Ready Format

Principle #1 - Proofread by multiple people.

Find two or three people and have them review your resume before you send the final version to an employer or contact. Have them critique your content for effectiveness. Also look at the details of spelling, grammar, punctuation and the consistency and appeal of the format/design. Consider the questions below.

Final Checklist for Resume Quality

- ☐ Is your resume visually appealing and easily readable in just a few seconds on the first pass?
- ☐ Are you clearly communicating who you are and your core skills relative to your hiring audience's needs? Review actual job postings of interest one more time.
- ☐ Is there any important content that's missing?
- ☐ Is there any content that needs to be deleted or reorganized?
- ☐ Is the design consistent and the format well-organized?
- ☐ Is the Experience section focused on skills and results rather than job descriptions?
- ☐ Is the resume specific and descriptive while still being concise?

Principle #2 - Save two copies, a Word document and a PDF.

Save your final copy as a Word document but do not submit this to an employer or contact unless specifically requested to do so. Instead, save another copy as a PDF file. This will eliminate most compatibility issues across platforms and applications. Additionally, this allows you more fonts to work with since the PDF saves the fonts to the file, which means that your reader's computer or tablet does not have to have those fonts in order to be viewed as you intended.

Principle #3 - Create a text only resume for submission to web based applications.

Sometimes, job applications will request that you copy and paste your resume into a text box as part of an online application. When you submit your resume in whole or part to a text box online, the design elements of your resume will be stripped away. In this situation, it is helpful to have a text-only resume ready to go.

Follow these steps and you'll be ready to cut and paste your text resume to online applications quickly and efficiently.

1. Open the final version of your Word document file. "Select All" then choose the "Copy" command.
2. Open Notepad on your PC or TextEdit on your Mac. Then choose the "Paste" command.
3. Review the resume and remove any unusual characters and fix spacing and format problems.
4. Add blank lines to improve the readability.
5. Use keyboard characters to deliver "text only" formatting. This might mean ALL CAPS for headings or using characters like ***, (___), >, <, #, +, ^ to help highlight your content.
6. Save this "text only" version of your resume and have 2-3 people proofread for you.

For individual assistance with your resume, contact the

MTSU Career Development Center Peer Career Ambassadors at *pca@mtsu.edu*

For resume examples see our website: *www.mtsu.edu/career*

250+ Key verbs you can use to add more dynamic language to your resume and career correspondence

Key Verbs

Accelerate	Accomplish	Achieve	Acquire
Advance	Advise	Advocate	Align
Alter	Analyze	Anchor	Appraise
Approve	Architect	Arrange	Arbitrate
Articulate	Assess	Audit	Augment
Author	Balance	Back	Brainstorm
Brief	Budget	Capitalize	Centralize
Chair	Champion	Change	Charter
Coach	Collaborate	Compel	Compose
Consolidate	Construct	Consult	Continue
Contract	Convert	Coordinate	Counsel
Craft	Critique	Cut	Define
Deliver	Delegate	Design	Detect
Determine	Develop	Devise	Diagnose
Direct	Discern	Discover	Dispense
Display	Distinguish	Distribute	Diversify
Double	Downsize	Draft	Drive
Edit	Educate	Effect	Eliminate
Enable	Enact	Encourage	Endeavor
Endorse	Energize	Enforce	Engineer
Enhance	Enliven	Entrench	Equalize
Establish	Evaluate	Examine	Exceed
Execute	Exhibit	Expand	Expedite
Export	Extricate	Facilitate	Fashion
Finance	Focus	Formalize	Formulate
Foster	Fund	Further	Gain
Generate	Guide	Halt	Handle
Head	Help	Hire	Honor
Identify	Illustrate	Implement	Improve
Increase	Influence	Inform	Initiate
Innovate	Inspect	Install	Institute
Instruct	Intensify	Interview	Introduce
Inventory	Investigate	Judge	Justify

Key Verbs

Launch	Lead	Leverage	Liaise
License	Listen	Locate	Lower
Maintain	Manage	Map	Market
Master	Maximize	Measure	Merge
Minimize	Model	Modify	Monetize
Motivate	Navigate	Negotiate	Network
Nourish	Obtain	Observe	Operate
Orchestrate	Organize	Optimize	Orient
Outsource	Overcome	Overhaul	Perceive
Perfect	Perform	Persuade	Pinpoint
Pioneer	Plan	Position	Predict
Prepare	Present	Process	Produce
Program	Promote	Propel	Propose
Prospect	Provide	Publish	Purchase
Qualify	Quantify	Question	Rate
Ratify	Rebuild	Receive	Recognize
Reconcile	Record	Recruit	Recycle
Redesign	Reduce	Reengineer	Regain
Regulate	Rejuvenate	Render	Renew
Renovate	Report	Reposition	Represent
Restructure	Retrieve	Revise	Revitalize
Save	Schedule	Screen	Serve
Settle	Shape	Shepherd	Slash
Solidify	Spark	Speak	Start
Stimulate	Streamline	Strategize	Structure
Succeed	Suggest	Summarize	Supervise
Supplement	Synthesize	Target	Teach
Test	Total	Track	Train
Translate	Troubleshoot	Unify	Upgrade
Upsize	Use	Validate	Verify
Watch	Win	Work	Write

YOUR NAME

email@email.com   Murfreesboro, TN 37127   987-654-3210

Psychology major with exceptional interpersonal skills and in-depth knowledge in languages, business, and leadership. Works well in fast-paced environments and management settings. Excellent communication skills developed through mentoring and presentation experience.

SKILLS

- Skills
- Skills
- Skills

- Skills
- Skills
- Skills

- Skills
- Skills
- skills

EDUCATION

Bachelor of Science in Industrial and Organizational Psychology   May 2022
Middle Tennessee State University   Murfreesboro, TN

- Minors in Business Management and in Spanish   4.0 GPA

PROFESSIONAL EXPERIENCE

Peer Career Ambassador   March 2019 – Present
Career Development Center, MTSU   Murfreesboro, TN

- Advise students in creating and improving their resume writing and interview skills
- Resolve technical issues regarding online job search database used by MTSU
- Collaborate on a team with 4 other PCAs in marketing campaigns and presenting information to various classes

Orientation Team Leader   May 2016 – January 2019
Customs/New Student Orientation Office, MTSU   Murfreesboro, TN

- Facilitated multiple groups of about 25 first-year students through orientation
- Collaborated with a group of 10 student leaders to develop and revise orientation programs
- Prepared presentations using PowerPoint to be used by Customs Office for future orientation sessions

ADDITIONAL EXPERIENCE

Sales Associate   April 2016 – May 2017
Wal-Mart   Franklin, TN

- Trained 7 new employees on cashier duties and stocking procedures
- Provided customer service by assisting them with policy, service, and product information
- Resolved customer complaints by suggesting alternatives while maintaining positive and proactive attitude

EXTRACURRICULAR ACTIVITIES

Secretary, *the Can Kicks Back*, MTSU   March 2019 – Present
Treasurer, *Fencing Club*, MTSU   August 2018 – Present
Member, *National Society of Collegiate Scholars*, MTSU   August 2017 – Present
Member, *Young Life Student Ministries*, MTSU   May 2017 – Present

VOLUNTEER WORK

Habitat for Humanity   May 2017 – April 2019
St. Jude Children's Research Hospital   August 2017 – May 2017
American Red Cross   October 2016
Meals on Wheels   July 2016

YOUR NAME

email@.Email.com   Murfreesboro, TN 37132   123-456-7890

Experienced and dedicated educator who stimulates curiosity to make learning approachable and rewarding for diverse populations. Skilled in various elementary school settings with children in kindergarten through fifth grade. Implements unique teaching strategies to address individualized learning variables by incorporating creative applications in classroom lessons.

EDUCATION

Bachelor of Science in Interdisciplinary Studies   May 2014
Middle Tennessee State University   Murfreesboro, TN
Concentration: K-6, Social Studies   GPA: 3.5

INTERNSHIP EXPERIENCE

Horace Mann Elementary School   January 2014 – May 2014
Teacher Candidate, Residency II   Murfreesboro, TN
- Taught and observed a third grade class of 25 students during an 8-week placement
- Accommodated 6 students with Individualized Education Programs
- Supervised a paraprofessional who worked individually with struggling students
- Integrated Smart Board technology into all academic areas with an emphasis on math and science
- Assessed students' reading comprehension, fluency, and words per minute through *Read Naturally*

Helen Keller Elementary School   August 2012 – January 2014
Teacher Candidate, Residency I   Murfreesboro, TN
- Observed and taught a first grade class of 24 students during an 8-week placement
- Accommodated 2 students with Individualized Education Programs
- Directed students through writing activities and daily activities of the classroom
- Guided students in generating a class graph measuring level of a particular classroom item
- Developed, administered, and scored an Individualized Reading and Standardized Reading Inventory

RELATED EXPERIENCE

Girl Scouts of America   June 2012 & June 2013
Camp Counselor   Nashville, TN
- Ensured the safety and well-being of 35 girls ages 10-13 during daily camp activities
- Demonstrated strong communication skills through conversation with parents, leaders, and staff
- Planned and implemented activities to meet the social, physical, and educational needs of campers using interactive methods of instruction

CAMPUS/COMMUNITY INVOLVEMENT

Treasurer, Future Educators of America Club   January 2012 - Present
Volunteer, Second Harvest Food Bank   May 2011 - December 2013
Student Co-Leader, Alternative Spring Break, New Orleans, LA   March 2012
Volunteer, Meals on Wheels   May 2011
Volunteer, American Red Cross   March 2011

YOUR NAME

CONTACT

(555)123-4567

email@email.com
Murfreesboro, TN

PROFILE

Aspiring human resources professional focused on improving educational approaches to achieve lasting success. Demonstrates leadership skills by proactively assisting others and fulfilling responsibilities. Utilizes interpersonal skills to resolve conflict by asking the right questions and designing evidence-based solutions.

Technical Skills:
Statistical Analysis: SPSS, R
Learning Management Systems (LMS): D2L Brightspace, Blackboard, Canvas
Adobe Creative Suite: After Effects, Premiere, InDesign, Illustrator, Photoshop, Dreamweaver

EDUCATION

Bachelor of Science in Industrial/Organizational Psychology   May 2020
Middle Tennessee State University   Murfreesboro, TN
Minor in Business Administration   GPA: 3.5

- Society for Human Resource Management (SHRM)   December 2019 – Present
- National Society of Leadership and Success   December 2018 – Present
- Dean's List   December 2017 – Present

Relevant Coursework:

Intro to Psychological Testing	Personnel Selection/Placement	Group Dynamics
Motivation and Work Attitudes	Wage and Salary Administration	Organizational Psychology

EXPERIENCE

Peer Career Ambassador   August 2018 – Present
MTSU Career Development Center   Murfreesboro, TN
- Advise students on strategies to create and improve job search documents
- Collaborate on team of 10 to support students through events and advising
- Present information on department's services and resume writing to classes of varying sizes

I/O Psychology Summer Intern   June 2018 – July 2018
State of Tennessee Department of Human Resources   Nashville, TN
- Manually entered application information into a digital tracking system
- Reduced processing time of one application from 8+ days to 20 minutes
- Supported representatives in problem-solving techniques during a three-day intervention

STEM Education Program Assistant   September 2017 – May 2018
Tennessee STEM Education Center   Murfreesboro, TN
- Created STEM education outreach initiatives for families and students
- Developed and implemented new organizational system for research data records
- Collaborated with team communication to promote the use of environmentally safe alternatives

YOUR NAME
Interior Designer

HI@CAROLPAYNES.COM | CAROLPAYNES.COM | 555-123-7654

PROFILE

A self-motivated interior designer who brings knowledge of current trends with unmatched attention to detail. Excels in challenging environments that require multitasking, time management, and flexibility. Able to work independently and take on leadership roles within a team.

EDUCATION

Bachelor of Science in Interior Design, 2014
University of Illinois, Chicago, IL

Associate of Science in Graphic Design, 2012
University of Illinois, Chicago, IL

SKILLS

MICROSOFT OFFICE	PROJECT DESIGN
PHOTOSHOP CS	SOCIAL MEDIA
AUTOCAD	WEB DESIGN
ADOBE CREATIVE SUITE	REPORT WRITING

EXPERIENCE

Local Inc.   **Buffalo, NY**
Interior Designer   **May 2014 – Present**

- Performs site consultations and develops design solutions that meet client wants and needs
- Uses computer-aided drawing techniques to create 2D, 3D, and Z-Axis rendered drawings
- Develops communication with producers and directors to determine work requirements
- Presents recommended furniture, fabric, and finish selections for most effective design

G.L. Huyett   **Wichita, Kansas**
Graphic Artist   **January 2013 – April 2014**

- Consistently planned effective concepts by reviewing information and materials provided for projects
- Developed skills in typesetting, illustration, and layouting using current professional technology
- Coordinated with outside agencies, art services, and printers to ensure final product met client requirements
- Utilized time management skills to ensure overlapping projects with multiple deadlines were completed

ASSOCIATIONS

Member of American Society of Interior Designers   **September 2013 – Present**
Member of Interior Design Society   **October 2012 - Present**

Your Name

Murfreesboro, TN 37132 | 101-987-6543 | applicant@email.com

EDUCATION

Middle Tennessee State University   **Murfreesboro, TN**
Bachelor of Science in Physics   Graduation Date
Minor in Mathematics   GPA 4.00

Awards and Scholarships:

    Buchanan Fellowship   month year – month year
- Selected as 1 of 20 Buchanan Fellows, the highest academic honor at Middle Tennessee State University

    Undergraduate Research Experience and Creative Activity Assistant Grant   month year – month year
- Received a $500 grant for research in biophysics at Middle Tennessee State University

    Benjamin A. Gilman International Scholarship   month year – month year
- Awarded the prestigious national scholarship for study abroad program in Prague, Czech Republic

    The Theoretical Physics Award for Excellence   month year – month year
- Faculty selected student for outstanding performance and potential in theoretical physics

    The Modern Physics Award for Excellence   month year – month year
- Faculty selected student for superior work in modern physics, including in a laboratory setting

College   **country**
Study Abroad and Cultural Immersion Experience   month year – month year
- Acquired skills in cultural responsiveness, adaptation, and cross-cultural communication

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TECHNICAL SKILLS

Programming Languages: Python 3, MATLAB
O/S: Windows, Linux, Mac
Programs: Microsoft Office, Logger Pro, Mathematica, Image-Pro Plus

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RESEARCH EXPERIENCE

Undergraduate Thesis Research Project   **City, State**
Middle Tennessee State University   month year – month year
- Under the mentorship of Dr. Daniel Erenso, independently researching the single cell ionization of cancer cells using laser traps for a goal of a more accurate radiotherapy
- Gaining vast skills in optical equipment and lasers, specifically in creating laser traps
- Helping improve the analysis technique used in previous biophysics projects in the same laboratory

National Science Foundation International REU   **City, State**
Université Paris-Sud, Campus D'Orsay, Laboratoire Aimé Cotton   month year – month year
- Worked alongside Dr. Jacques Robert to construct a cool hydrogen beam that has a multi-faceted purpose, including an antihydrogen project at CERN
- Gained Experience in extensive background research to collaborate with theoreticians

PROFESSIONAL DEVELOPMENT

President   **City, State**

Society of Physics Students   month year – month year
- Student elected president of MTSU's chapter of the Society of Physics students
- Serves as a liaison between physics students and the chair of the department
- Organized a tour of Oak Ridge National Laboratory to give students a glimpse of current research and future

MTSU Global Ambassador   **City, State**

MTSU Education Abroad Office   month year – month year
- Proponent of international education to a campus of over 24,000 students with a focus on encouraging students in STEM to study abroad
- Volunteer in two projects designed to promote study abroad programs

Conference   **City, State**

Conferences for Undergraduate Women in Physics   month year – month year
- Benefited from research talks and panels from leaders in their respective fields
- Networked with professional and students

Physics Tutor   **City, State**

MTSU Tutoring Spot   month year – month year
- Gained skills in interpersonal communication through adapting tutoring techniques for individual students
- Assisted students in developing problem solving skills for application in general physics problems

Guest Speaker   **City, State**

MTSU Honors College   month year – month year
- Expounded upon the process for applying for international scholarships and fellowships in order to encourage other students to apply
- Documented and submitted over 250 event reports to insure a clear communication between departments

CAMPUS AND COMMUNITY INVOLVEMENT

Publication   **City, State**

Areté - MTSU Honors Magazine   month year – month year
- Wrote an article that was published in the fall 2015 MTSU Honors Magazine about study abroad experience in the Czech Republic with the Gilman International Scholarship
- Scheduled and held interviews with

Section Leader   **City, State**

MTSU Band of Blue   month year – month year
- Instructed 5 new sousaphone section members in developing marching skills
- Assisted leadership team with music technique
- Motivated members of section to consistently perform at high levels