

# **RESUME WRITING**

*Office of Career Services*

*University Center, second floor*

*Shawnee State University*

*740-351-3213*

## **RESUME REFERRAL SERVICE**

- 1. Compose your resume in Microsoft Word – Word contains resume templates and a resume wizard. A resume template can also be found at the Career Services web site:  
(<http://www.shawnee.edu/off/car/resumehelp.html>)**
- 2. Save your resume to a disk.**
- 3. Bring disk to the Office of Career Services and have your resume loaded to the employer database.**
- 4. Sign a Resume Release Form.**
- 5. Career Services can then send your resume to interested employers.**
- 6. Keep your disk for future updates to your resume.**

# **RESUME CONTENT**

**Identification Data**

**Career Objective, Qualification Summary, or Skills Summary**

**Educational Background**

**Relevant Courses**

**Employment Experience (volunteer, clinical, student teaching, etc. experience)**

**Additional Information**

- **Military**
- **Special Skills**
- **Extracurricular or Community Activities**
- **Honors and Awards**
- **Professional Affiliations or Memberships**
- **Interests**
- **Additional Training (certificates, licensures, etc.)**

**Availability**

**References**

**John I. Doe**

178 Green Street  
Hillsboro, Ohio 45694  
(740) 937-8099  
[doej@shawnee.edu](mailto:doej@shawnee.edu)

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## SUMMARY OF QUALIFICATIONS

- Specialized clinical hours in burn patients with excessive dressing, tracheotomy care, Medical/Surgical, and IV therapy.
- Assisted in coordinating discharge planning and home care.
- Strong documentation and follow-through.
- Outstanding interpersonal and communication skills.
- Certification in Deaf Studies.

## EDUCATION

<b>Shawnee State University</b> <i>Associate of Applied Science; Nursing, GPA 3.61</i>	Portsmouth, Ohio June 2005
<b>Southern State Community College</b> <i>Pre-Nursing classes, 45 quarter hours, GPA 3.45</i>	Hillsboro, Ohio

## PROFESSIONAL EXPERIENCE

<b>Scioto Memorial Hospital</b> Clinical Team Leader	Portsmouth, Ohio winter quarter 2005
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- Assisted Charge Nurse with 20-bed Medical/Surgical unit
- Responsible for IV therapy
- Assisted with distribution of medication

<b>Cincinnati Shriners Hospital</b> Burn Unit clinical hours	Cincinnati, Ohio fall quarter 2005
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- 45 hours tracheotomy care
- Extensive training/workshop hours in excessive dressing
- Worked with physical therapist on post-care treatment

## HONORS

- Dean's List, Shawnee State University, five quarters
- Shriners Club Scholarship, 2004
- Volunteer of the Month, Scioto Memorial Hospital

## MILITARY SERVICE

**United States Army**, 1999-2002  
Medical Corps, Domestic and International Service

## ACTIVITIES

- Volunteer, 3 years Cincinnati Shriners Hospital
- Children's Literacy Program, Hillsboro Public Library
- Scout Leader, 1 year

## REFERENCES

Available upon request.

Jane M. Doe  
1221 Logan Street  
Portsmouth, Ohio 45662  
740-354-9999  
[doej@shawnee.edu](mailto:doej@shawnee.edu)

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**OBJECTIVE** To obtain a challenging position as an elementary education teacher.

**EDUCATION** **Shawnee State University** Portsmouth, Ohio  
Bachelor of Arts in English Humanities, GPA 3.78 June 2004  
Licensure Middle Childhood Grades 4-9

**HONORS** Graduated Summa Cum Laude  
Named Outstanding Graduate in Teacher Education  
Charter Member of Phi Eta Sigma National Honor Society  
Presidential Honors  
Portsmouth Kiwanis Scholarship

**CLASSROOM EXPERIENCE**

Winter 2004 **Portsmouth City Schools** Portsmouth, Ohio  
*Student Teacher*

- Instructional design and classroom management
- Supervision of extra curricular activities

**WORK EXPERIENCE**

2000 – 2004 **Shawnee State University** Portsmouth, Ohio  
*Student Employment*

- Office duties: word processing, filing, copying, and telephone protocol
- Responsible for confidential student and faculty records

**SKILLS**

- Strong organizational, communication, and interpersonal skills
- Proficient in sign language
- Proficient in Word, Excel, Access, and instructional media equipment
- Experience with web-page construction and maintenance
- Ability to set effective priorities and to achieve immediate and long-term goals
- Strong leadership skills

**VOLUNTEER SERVICE**

- Habitat for Humanity, summer 2002
- Girl Scouts of America, summer 2003

**REFERENCES** See attached.

**References**  
**of**  
**Jane Doe**

Dr. William Wright  
Associate Professor Education  
Shawnee State University  
940 Second Street  
Portsmouth, Ohio 45662  
(740) 354-1308

Dr. Carol Miller  
Dean, College of Professional Studies  
Shawnee State University  
940 Second Street  
Portsmouth, Ohio 45662  
(740) 353-1218

Ms. Becky Hunt  
Senior English Teacher  
Newport High School  
1379 Harmony Lane  
Newport, Ohio 45679  
(740) 879-1209

Mr. Arnold Heller  
Director, Habitat for Humanity  
800 Langer Boulevard, Suite 300  
Cincinnati, Ohio 45670  
(614) 937-4569

**References  
of  
Jane Doe**

Dr. William Wright  
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Shawnee State University  
940 Second Street  
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1379 Harmony Lane  
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(740) 879-1209

Mr. Arnold Heller  
Director, Habitat for Humanity  
800 Langer Boulevard, Suite 300  
Cincinnati, Ohio 45670  
(614) 937-4569

**IVAN P. LINS**  
3110 Rose Drive  
Columbus, Ohio 22333  
(614) 583-8888

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## **SUMMARY OF QUALIFICATIONS**

- Managed sales of all product lines in Midwestern markets for a leading maker of textiles.
- Represented five corporate divisions of the company with sales in excess of \$3 million annually.
- Directed and motivated a sales force of 12 sales representatives in planning toward specific goals.
- Built wholesales and dealer distribution substantially as District Manager.
- Handled both internal and external sales and marketing for an office supply manufacturer.
- Oversaw all aspects of samples, advertising, and marketing.
- Maintained good customer relations with retail stores.

## **EDUCATION**

Shawnee State University, Portsmouth, Ohio  
B.S. in Business Administration, 1999  
Major: Marketing  
Minor: Spanish

## **EMPLOYMENT**

**Harris Industries**, Columbus, Ohio  
*Regional Sales Manager*, 2003-present

**Super Office Supply**, Circleville, Ohio  
*Assistant to Sales Manager*, 2001-2003

**Albright Service Corporation**, Portsmouth, Ohio  
*Manager*, 1999-2001

## **SEMINARS**

National Management Association Seminar, 2003  
Ohio University Business Seminars, 2000-2002

## **PROFESSIONAL MEMBERSHIPS**

Sales and Marketing Association of Ohio  
National Association of Market Developers  
Chamber of Commerce Columbus, Ohio

## **REFERENCES**

Available upon request.

Chris K. Smith  
178 Walnut Avenue  
Portsmouth, Ohio 45662  
(740)555-5555  
[smithck@shawnee.edu](mailto:smithck@shawnee.edu)

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**OBJECTIVE** An entry-level position as a case worker in an agency setting.

### SUMMARY OF QUALIFICATIONS

- Developed interpersonal skills; excellent mediation abilities.
- Function well both independent and as team member.
- Adapt easily to new concepts and handling multiple responsibilities.
- Outgoing personality, skilled at commanding the respect of others.
- Diverse transferable employment skills.

**EDUCATION** **Shawnee State University** Portsmouth, Ohio  
B.A. Social Science June 2004  
Minor: Psychology

### EXPERIENCE

**2003-2004** **Big Sandy Superstore** Portsmouth, Ohio  
*Sales Associate*

- Provided customer assistance.
- Acknowledged as top salesperson.
- Consistently met and exceeded sales goals.

**2002-2003** **Star Justice Center** Franklin Furnace, Ohio  
*Guard*

- Handled employee ID checks
- Secured buildings
- Worked independently on on-site assignments.

**1998-2002** **First National Bank of Lexington, VA** Lexington, Virginia  
*Teller*

- Processed withdrawals and deposits.
- Tallied vault money

### COMMUNITY ACTIVITIES

- Red Cross volunteer
- Participated in local cancer fund drive
- Assisted area clothes pantry in soliciting donations

**REFERENCES** Furnished upon request.

## **FIVE STEPS TO BETTER LETTERS OF RECOMMENDATION**

Letters of recommendation serve as an important and integral part of your application process for both full-time employment and entrance into graduate schools. As you approach professors or supervisors for their comments, you can help ensure that the best possible letter is written on your behalf by noting the following suggestions.

1. Ask the writer if he/she feels comfortable writing a letter of recommendation for you. A negative or lukewarm letter from a writer can hurt your chances for acceptance or consideration.
2. Ask the writer early. Do not wait until two days before the letter is due. Writing good letters of recommendation requires a great deal of time and thought.
3. Give the writer an updated, final copy of your resume. This will give him/her an idea of additional work experience or the other activities in which you are involved.
4. Tell the writer what position or organization for which you are applying. If you are unsure, give him/her an idea of your interests in certain career fields so that he/she can write a more focused letter of recommendation.
5. Talk with the writer about your strengths or other aspects of your work that you would like him/her to emphasize in the letter.