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# The Resume



A brief account of one's professional or work experience and qualifications.

- Resume suggestions
- Resume checklist
- Examples of summary statements
  - Examples of skills
  - List of action verbs
  - Examples of resumes

*Capital Area Michigan Works! is a network of resources and a proud partner of the American Job Center network. We partner with business to develop recruiting and retention strategies and we partner with job seekers to enhance education and career opportunities.*

*Capital Area Michigan Works! is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center call 7-1-1 or [\(844\) 578-6563](tel:8445786563).*

## **Having a resume is highly recommended**

A **resume** is a summary of background, skills and qualifications, which is sent to employers for review. Consider it your personal marketing brochure with the goal of gaining the employer's attention and to giving them the information they need to bring you to the next step in the hiring process, an interview.

## **What is a resume used for?**

The **resume** is usually one of the first items, along with a cover letter and sometimes an application for employment, which a potential employer sees regarding the job seeker and is typically **used** to screen applicants, often followed by an interview.<sup>1</sup>

**Hiring managers use resumes to screen potential employees.** They typically look at a resume for less than 15 seconds before deciding which pile to put it in. The "No" pile ends up in the recycle bin. The "Yes" pile gets a second look, and possibly an interview.

**For you, a resume is a tool designed to get you to the next step in the employment process—the interview.** It can even help you prepare for that interview by giving you specific items to practice talking about.<sup>2</sup>

## **Cover Letters\* Make Employers Want to Read Your Resume**

- A **short** letter that you include with your resume and/or your application
- This is your chance to say why you are qualified for the job
- It should entice the employer to look at your resume
- Including a cover letter will greatly improve the odds of securing an interview
- An excellent way to tell your story and address concerns of your situation

\*See Various Sample Letters packet for examples

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<sup>1</sup> Wikipedia

<sup>2</sup> Gcflearnfree.org

## **Get Your Resume Noticed**

One page in length is preferred; however, if you've got a lot of varied experience or a long career, you may well need more space to tell your story.

**NEVER** apply for a job you are NOT qualified to perform!

Bullet points are preferred with easy to decipher information. Use only 5-7 bullet points per section.

Begin each statement section with an action verb (past or present as it applies).

Review your resume many times to ensure it contains no spelling or grammar errors.

Have a specific and customized summary statement that gives specifics as to what you can do for an employer.

Use statistical data wherever possible (for example: reduced employee turnover by 50%, increased sales volume by 45%, supervised over 35 employees).

If you have more than one career focus, have more than one resume.

Highlight special skills (for example: Microsoft Word/Excel/PowerPoint) you are currently able to use effectively.

Always keep your resume updated, even while employed

Customize your resume before you send it so that it shows only your qualifications for a specific job opening at one company.

## **RESUME CHECKLIST**

- ✓ If the resume is longer than a page, does the second page contain your name? Is the page break formatted correctly?
- ✓ At a quick glance, is your resume visually appealing with major sections standing out? Are there design elements such as bullets, bolding and lines to guide readers' eyes through the document and highlight important content?
- ✓ Is a qualifications summary included so the reader immediately knows the applicant's value proposition?
- ✓ Are spacing, font size, and format consistent throughout the document?
- ✓ Are margins even on all sides?
- ✓ Is there a good balance between text and white space?
- ✓ Are sections placed in the best order so that the applicant's strongest credentials are at the top?
- ✓ Is the work history listed in reverse chronological order (most recent job first)?
- ✓ Are you using phrases instead of sentences? Do all phrases begin with strong action verbs?
- ✓ Is your email address professional, such that NO one would consider it unprofessional?
- ✓ Is the resume targeted to a specific career goal and not trying to be a one-size-fits-all document?
- ✓ Has this resume been custom-tailored? Did you include your qualifications that were listed in the job posting?
- ✓ Are accomplishments quantified by using numbers, percentages, dollar amounts or other concrete measures of success?
- ✓ Are accomplishments separated from responsibilities?
- ✓ Is applicable additional information, such as awards and affiliations, included, while personal information like marital status, age and nationality unrelated to the job target omitted?
- ✓ Is the resume written in an implied first-person voice with personal pronouns, such as me and my, avoided?
- ✓ Is the content flow logical and easy to understand?
- ✓ Is the resume as perfect as possible, with no careless typos or spelling, grammar or syntax errors?

## **Resume Formats**

### **The Chronological Resume**

This popular resume format highlights your work experience and job history in reverse chronological order, with the most current career experience listed at the top. It presents a timeline view of the applicant's entire employment history, including responsibilities and accomplishments. Most employers prefer this format.

**The sections to include in a reverse chronological resume are:**

- Career or qualifications summary
- Professional experience and accomplishments
- Education
- Additional skills

### **Functional Resume**

This format focuses more on your marketable skills than your employment history. It's ideal for people with less work experience, career-switchers, or folks re-entering the workforce or with gaps in their work history. Unlike the chronological resume, skills and achievements are placed near the top of the page. Following the skills and achievement sections, add an abbreviated list of company names, titles or position held, dates of employment, and locations. An education section should follow, with the most recent academic achievement at the top.

### **Combination Resume**

This popular resume format is a hybrid between the functional and chronological resume. It uses the best of both formats by focusing on your strongest skills and linking those skills to your past job history. This resume approach is perfect for recent grads, career-switchers, and professionals with extensive experience who may not want to repeat job descriptions from similar past jobs. While writing the combination resume, keep in mind skills such as communication, customer relations, and leadership--and be able to show how these skills relate to your specific work history. <sup>3</sup>

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<sup>3</sup> Livecareer.com

## HOW TO WRITE A SUMMARY STATEMENT

Summary statements very quickly help the employer determine if the resume is worth reading. Summary statements are useful for job seekers who have varied experience, or who are looking to make a career change. A summary statement can help transition your resume from your current education and experience to the type of position you are seeking.

Your summary statement should be two to four lines describing your strengths, the position/industry you are seeking, and **what you will bring to the job**. Strengths and traits should be focused on how you can provide value to the employer today.

The major points that should be included in your summary statement are:

- a. Specific strengths and transferrable skills that relate to the desired position
- b. Personality traits that are important to you and the job for which you are applying
- c. Slight mention of professional expertise – for example: “Experience in creating budgets and supervising staff.”

This statement differs from an objective, which states what you want from the employer. An objective can also put in a very narrow job opportunity situation. There can also be a problem with “semantics,” meaning the job you are seeking may be called one thing by you and another by an employer. If you state your objective and it is not in the terms used in the company, based on what you have asked for, you could be eliminated as a candidate.

### Sample Summary Statements

Here are a couple of summary statements that include both experience and an emphasis on transferrable skills and accomplishments. Notice how each is tailored to different opportunities or industries based on the individual’s background.

#### Marketing/Sales

Sales and marketing professional with global expertise seeking brand management opportunity. Excellent communication and interpersonal skills. Ability to work comfortably at multiple organizational levels. Accomplished team leader. Analytical strategic planner and presenter. Goal- and detail-oriented, high energy and integrity. Committed and focused.

#### Accounting/Finance

Dependable and detail-oriented accounting and auditing professional. Works well under pressure. Successful in meeting deadlines. Organized, focused. Excellent communication, presentation, and interpersonal skills. Ability to multi-task. Expertise with energy industry.

#### MIS

Proven IT professional with demonstrated management skills. Excellent technical, interpersonal and communication skills. Ability to bridge gap between technical and non-technical stakeholders. Creative and resourceful in development and implementation, as well as problem resolution. Presenter and motivator. Knowledgeable and proactive, with high energy and integrity.

#### Management

Customer Service manager with extensive experience directing busy call centers. Proven ability to increase customer satisfaction as well as call volume per representative. Excellent leader with history of improving employee morale and reducing turnover. Skilled communication and team motivation have resulted in fulfilling service goals.

## SOFT SKILLS

- Strong work ethic
- Responsive to customers
- Take pride in professional representation and quality service
- Excellent interpersonal and self-management skills
- Work well with a diverse population of people
- Multi-task well
- Effectively manage multiple projects to meet deadlines
- Communicate effectively to all levels in an organization
- Work well independently or as part of a team
- Learn and apply new information and responsibilities quickly and efficiently
- Effective organization and decision-making skills.
- Plan, implement & measure business programs
- Adaptable to workplace changes
- Flexible to new situations and open to learning new tasks
- Strong leadership/organizational and problem solving skills
- Resourceful
- Strong analytical skills
- Fast learner-require minimal supervision
- Skillful at conflict resolution
- Excellent customer service & assistance skills
- Creative problem solving
- Detail orientated
- High mechanical aptitude
- Good self-management skills
- Outstanding verbal and written skills
- Outstanding personal skills in dealing with co-workers and customers

**SAMPLE ACTION VERBS****Management skills**

Administered  
Analyzed  
Assigned  
Attained  
Chaired  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Improved  
Increased  
Initiated  
Integrated  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Supervised

**Communication Skills**

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

**Research Skills**

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Critiqued  
Detected  
Determined  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered  
Inspected  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized

**Technical Skills**

Adapted  
Applied  
Assembled  
Built  
Calculated  
Computed  
Constructed  
Converted  
Debugged  
Designed  
Determined  
Developed  
Engineered  
Fabricated  
Fortified  
Installed  
Maintained  
Operated  
Overhauled  
Printed  
Programmed  
Rectified  
Regulated

**Helping Skills**

Adapted  
Advised  
Assessed  
Clarified  
Coached  
Communicated  
Coordinated  
Counseled  
Demonstrated  
Educated  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Instructed  
Trained

**Financial Skills**

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Managed

**Creative Skills**

Acted  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Integrated  
Introduced  
Invented  
Performed  
Planned  
Shaped

**Clerical Skills**

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Dispatched  
Generated  
Implemented  
Inspected  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Screened



# **Chronological Resume Template**

**[Your Name]**

[Job Title]

[Telephone] | [Email address] | [Street Address, City, ST Zip Code]

## **Summary**

[Add a brief, single-paragraph summary of your career accomplishments here. To replace any placeholder text, just select it and start typing. (Don't include space to the right or left of the characters in your selection.)]

## **Experience**

**[Job Title]**, [Employer Name], [City, State]

[Years From—To]

**[Job Title]**, [Employer Name], [City, State]

[Years From—To]

**[Job Title]**, [Employer Name], [City, State]

[Years From—To]

**[Job Title]**, [Employer Name], [City, State]

[Years From—To]

## **Education**

**Associate, Nursing**, [School Name], [City, State]

[Years From—To]

[Had a scholarship or graduated with honors? This is the place to shout about it!]

## **Credentials**

**Board Examination**

[Year achieved]

**License**, State of [State Name]

[Year received]

## **Affiliations**

[State] Association

[Years From—To]

[Years From—To]

## **Community Service**

**[Role]**, [Organization Name], [City, State]

[Years From—To]

[Describe your volunteer work or use this section for awards or other areas of recognition.]

# Functional Resume Template

## Functional Resume Template: Instructions

This template is a general format. Actual content and layout will vary. Not all items are required or necessary. Replace the content prompts with your own information to create your resume.

### FIRST AND LAST NAME

City, State Zip Code

(555) 555-5555

Email address

## SUMMARY

Include summary statement here

## SUMMARY OF QUALIFICATIONS

### Qualification—

Short summary of skills, accomplishments or responsibilities for this specific qualification.

### Qualification—

Short summary of skills, accomplishments or responsibilities for this specific qualification.

### Qualification—

Short summary of skills, accomplishments or responsibilities for this specific qualification.

## SUMMARY OF EXPERIENCE

**Job Title** (can include employer and/or dates)

- Main responsibilities or accomplishments

**Job Title** (can include employer and/or dates)

- Main responsibilities or accomplishments

## EDUCATION

## LICENSES AND CERTIFICATIONS

## AWARDS OR PROFESSIONAL MEMBERSHIPS

# **Functional Resume Sample- Child Care/Educational**

Sara Smith

2002 Front Range Way Fort Collins, CO 80525

swwsmith@msstate.edu

## **Career Summary**

4 years experience in early childhood development with a diverse background in the care of special needs children and adults.

## **Adult Care Experience**

- Determined work placement for 150 special needs adult clients.
- Maintained client databases and records.
- Coordinated client contact with local health care professionals monthly.
- Managed 25 volunteer workers.

## **Childcare Experience**

- Coordinated service assignments for 20 part-time counselors and 100 client families.
- Oversaw daily activity and outing planning for 100 clients.
- Assisted families of special needs clients with researching financial assistance and healthcare.
- Assisted teachers with managing daily classroom activities.
- Oversaw daily and special student activities.

## **Employment History**

2019-2024 Counseling Supervisor, The Wesley Center, Little Rock, Arkansas.

2016-2018 Client Specialist, Rainbow Special Care Center, Little Rock, Arkansas

2013-2016 Teacher's Assistant, Cowell Elementary, Conway, Arkansas

## **Education**

University of Arkansas at Little Rock, Little Rock, AR

- BS in Early Childhood Development
- BA in Elementary Education
- GPA (4.0 Scale): Early Childhood Development – 3.8, Elementary Education – 3.5, Overall 3.4.
- Dean's List, Chancellor's List

# Sample Chronological Resume - Customer Service Representative

**Patricia Snow**

Sometown, WI 53215

Phone :( 555) 555-5555

Email: ps@somedomain.com | LinkedIn URL

## SUMMARY OF QUALIFICATIONS:

- Providing Exceptional Service
- Building Loyal Relationships
- Solving Problems
- Increasing Sales
- Dynamic customer service professional experienced in both call-center and retail store settings.
- Productive relationship builder; excel at listening to customer needs, articulating product benefits and creating solutions that provide value to the customer.
- Highly professional--dependable, reliable and able to perform duties with minimal supervision.

## EXPERIENCE:

**ABC Company**, Sometown, WI (National retail brand with a fast-growing catalog operation)

**Customer Service Representative**, 9/2016 to Present

- Respond to telephone inquiries, providing quality service to customers and associates inquiring about the availability of products or status of orders.
- Listen attentively to caller needs to ensure a positive customer experience.
- Access electronic and paper cataloging systems to look up product information and availability.
- Strive for quick complaint resolution; commended by supervisor for the ability to resolve problems on the first call and avoid escalation of issues.
- Excel within a service-oriented company, demonstrating a talent for communicating effectively with customers from diverse backgrounds.

**DEF Company**, Sometown, WI (Sometown's largest showroom for residential and commercial flooring)

**Customer Service Representative**, 6/2013 to 9/2016

- Ensured customers were satisfied with every part of the flooring experience, from initial greeting through order completion.
- Memorized the company's product offerings; contributed to a 12% sales increase for the quarter by communicating product benefits and providing excellent service.
- Recommended solutions within customer budgets and proactively followed up with all leads.

## EDUCATION:

**ABC High School, Sometown, WI**

**Diploma**

## Seminars completed:

The Customer Focus | Creating Win/Win Relationships | The Customer Is Always Right

# **Sample Chronological Resume – Truck Driver**

**Ernest Faulkner**

Lansing, MI 48917

earnesttrucker@myisp.com · (517) 555-3846

## **Qualifications Summary**

Dedicated, safety-conscious **Truck Driver** with more than 10 years of experience transporting and delivering freight throughout the western United States.

- Focused on ensuring on-time delivery within specified timeframes; assist with load / unload process and promote customer loyalty and retention.
- Solid record of accomplishment achieving efficient, cost-effective transportation operations of goods and hazardous materials while maintaining compliance with federal, state, and municipal regulations.
- In-depth knowledge of specialized transportation equipment, including reefers, tankers, pneumatic bulkers, and double pups.
- Outstanding safety and driving record with friendly, professional attitude; sustain record of zero preventable accidents and proactively perform vehicle and equipment checks.

## **Professional Experience**

### **CTD Transportation – Sacramento, California**

#### **Driver, 4/2019 – Present**

Deliver fuel to service stations for regional transporter of petroleum products. Oversee refueling to ensure compliance with all regulations governing safe handling of flammable and hazardous materials. Maintain comprehensive delivery records and facilitate management of customer accounts by placing orders, collecting payments, and providing records of transactions.

- Maintained consistent on-time delivery record with 90% of all orders arriving ahead of schedule.
- Recognized for outstanding professional achievement, earning the company's Safe Driving Award for three years running.

### **Rock and Sand, Inc. – Sacramento, California**

#### **Delivery Driver, 8/2016 – 9/2018**

Ensured timely delivery of sand, gravel, and concrete products to numerous local construction sites. Mixed concrete to customer-specified slump levels and assisted contractors in pouring foundations, footing, and slabs. Provided detailed reports on mechanical and equipment condition / failures to facilitate maintenance.

### **Timber Green, Inc. – Modesto, California**

#### **Driver, 2/2013 – 5/2016**

Transported raw timber from harvest sites to processing facilities. Assisted logging crew and mill supervisors in loading and unloading timber from trailers. Tracked and maintained logs in accordance with Hours-of-Service (HOS) regulations. Reported damaged or malfunctioning equipment to company mechanics.

## **Training and Licensure**

### **Certificate of Completion**

Truck Driving School – Sacramento, California

**Licensure:** CDL with Class A, T&X Endorsements

# Sample Functional Resume-Production Line Worker

**GEORGE R. LUNDT**

Sometown, MI 34788

Phone: (555) 555-5555 | Email: fakename@anydomain.com

## SUMMARY OF QUALIFICATIONS

Assembly line worker with 10+ years of experience in large manufacturing plants. Proven strengths in quickly learning new processes, technologies and machinery, as evidenced by recent transition from automotive assembly line work to the production of sophisticated, energy-efficient components for household appliances.

## KEY SKILLS

- Assembly Line Operations
- Basic Equipment Repairs
- Safety Standards
- Production Line Efficiency
- Quality Controls
- Precision Component Assembly
- Machinery Assembly
- Environmental Standards
- Blueprint Interpretation

## EXPERIENCE & SPECIALIZED TRAINING

**ABC MANUFACTURING INC.** (Fortune 500 manufacturer of household appliances), Sometown, MI  
**Line Worker**, 5/21 to Present

Assemble mechanical units of household appliances such as dishwashers and refrigerators. Adhere to company and government standards for heightened energy efficiency as well as safety, quality and environmental compliance.

- Worked on line that achieved 100% of quality goals while exceeding production targets by 125%.
- Assisted in the launch of new line of high energy-efficiency appliances and met goals outlined by the Department of Energy as part of the American Recovery and Reinvestment Act.
- Demonstrated accuracy in the assembly of units/components requiring adept soldering skills.
- Excelled in interpreting detailed blueprints, aligning units using jigs and fixtures, and inspecting completed components to ensure conformance to specifications.

**XYZ MOTORS INC.** (Large automotive manufacturer), Sometown, MI

**Production Line Worker**, 1/18 to 2/21

**Apprentice Line Worker**, 8/16 to 12/18

Worked on various vehicle production lines assembling components for XYZ automobiles. Followed quality and safety guidelines and met all productivity goals.

- Earned one of the best attendance records in the plant throughout tenure and consistent high marks for meeting quality and productivity goals.
- Served on plant safety team that enacted training/awareness programs reducing accidents and workers' compensation claims to a ten-year low.
- Praised for commitment to continuous improvement, predicting assembly problems and suggesting solutions that proved so successful they were adopted throughout the plant.

## Education

**Sometown Technical College**, Sometown, MI GED

## Sample Chronological Resume-Administrative Assistant

### William Dorsey

Sometown, OR 97201 | Phone: 555-555-5555 | Email: wd@somedomain.com | LinkedIn URL

#### ADMINISTRATIVE ASSISTANT

*Provide top-notch support to VPs, directors and managers*

- **Administrative:** Handle all administrative matters including screening calls, managing calendars, and planning meetings, making travel arrangements, composing documents and organizing offices for efficiency.
- **Communications:** Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- **Computers:** Expert user of Microsoft Office; quickly learn and master new technology.

#### COMPUTER SKILLS

- **Microsoft Programs:** Word, Excel, PowerPoint, Access, Outlook, SharePoint, Azure
- **Accounting & CRM:** QuickBooks, Sage 50 Pro Accounting, Oracle PeopleSoft CRM
- **Operating Systems:** Unix, Linux, Windows, Mac OS X, iOS, Android

#### EXPERIENCE

**ABC COMPANY -- Sometown, OR**

**Administrative Assistant, 2020 to Present**

Provide administrative support to the investment banking group VP and 5 of her department directors. Answer telephones and courteously assist clients and employees throughout the organization. Maintain calendars, coordinating extensive appointments, meetings and domestic/international travel.

- ◆ **Office Management:** Overhauled recordkeeping system from manual to computer-based, creating a user-friendly and systematic information management system and reducing data-retrieval time.
- ◆ **Travel Logistics Management:** Coordinate a busy travel calendar that includes six international symposiums annually, ensuring all events are successfully executed.
- ◆ **Customer Relationship Management:** Tapped into the power of PeopleSoft CRM Analytics to track the effectiveness of leads, marketing initiatives and revenues. Generated reports that assisted upper management with decision making and were distributed to 200+ employees department wide.

**TEMPORARY AGENCY ASSIGNMENTS -- Sometown, OR**

**Administrative Assistant, 2014 to 2019**

Assigned by DEF Temporary Agency and GHI Temporary Agency to serve in administrative support roles for clients in investor relations, high tech, healthcare and real estate sectors.

- ◆ **Hit the Ground Running:** Learned organizational processes, policies and procedures with minimal ramp-up time. Completed administrative assignments for ABC Co., JKL Co., MNO Co. and PQR Co.
- ◆ **Service Focus:** Adapted to diverse work styles and consistently provided friendly, personable service.
- ◆ **Excellent Performance:** Offered full-time position at the conclusion of temporary assignment at ABC Co.

#### EDUCATION

**ACTION TRAINING ACADEMY -- Sometown, OR**

**Certificate in Office Management,**

Completed 45-credit certificate program. Focused on business data processing, software applications, basic accounting, business communications and business law.

## **Sample Functional Resume-Military to Civilian Transition**

**Jeremy W. Wilson**

Sometown, MI 48842

(555) 555-5555

someone@somedomain.com

**Decorated police officer transitioning from the US Marine Corps Military Police (MP) to civilian law enforcement** -- tour of duty ends December 2025. Highly motivated to leverage years of achievements during MP career to provide dedicated service for a city or county police department. Qualifications include a pending BA in criminal justice (currently completing final semester); comprehensive field training; and extensive experience in safety patrol, security details, undercover investigations and public-service activities.

### **Key Skills**

- Law Enforcement & Public Safety
- Evidence Collection
- Emergency Planning & Response
- Defensive Tactics
- Security/Surveillance Operations
- Counterterrorism Strategies
- Criminal Investigations
- Firearms Safety & Handling
- Crime Prevention
- Interviews & Interrogations
- Traffic Patrol
- Crime Scene Management

### **Experience**

Us Marine Corps -- Current Assignment: Camp Pendleton / Previous Deployment: Iraq

#### **Military Police Officer**, 12/14 to Present

Awarded MP position at the culmination of 12-week basic training and an additional 12 weeks of intensive, specialized MP training. Currently serve as a Military Police officer protecting lives and property, patrolling military base and preserving law and order at Camp Pendleton USMC Base. Previously supported battlefield operations and provided area/convoy security during overseas assignment in Iraq (Operation Iraqi Freedom).

### **Key Results**

- Earned consistent commendations for devotion to duty with citations for excellence in rapidly resolving crisis situations, upholding law and order, relating effectively with culturally diverse populations and protecting property and lives.
- Fulfilled a range of MP duties for both combat and peacekeeping missions. Gained proficiencies and experience in: traffic accident first-responder/investigations, police patrol, ticket/report writing, felony traffic stops, search and seizures, criminal investigations and suspect interviewing/fingerprinting/processing.
- Selected for elite security details providing dignitary protection for visiting generals, members of Congress and other high-ranking officials.
- Infiltrated illegal drug ring operating on base and participated in undercover surveillance and "sting" operation leading to the arrest, prosecution and incarceration of guilty parties.



### **Recognition & Awards**

- Honored with three USMC Commendation Medals for heroic/life-saving acts of bravery (2005/2007), Good Conduct Medal (2009) and Combat Action Badge (2007).
- Earned Expert Marksman Awards in both small arms and assault weapons.
- Graduated #3 in MP class, earning honors in marksmanship, mastery of the Uniform Code of Military Justice (UCMJ), patrol procedures and physical fitness.

### **Jeremy W. Wilson**

#### **Education & Credentials**

Sometown State University -- Sometown, CA

**BA in Criminal Justice Candidate - Current GPA: 3.7**

Sometown High School -- Sometown, MI

**High School Diploma**

#### **Certifications & Clearances:**

- Certified in first aid/CPR, traffic accident investigations, preliminary breath test (PBT) and Intoxilyzar 5000, and handcuffing/flexi-cuff procedures
- Weapons certifications: MP 9mm pistol, M4 carbine, 12-gauge shotgun, Taser X26/M26
- Secret Security Clearance

#### **MP Training Highlights:**

- |                               |                            |
|-------------------------------|----------------------------|
| ● Security Police Tactics     | ● Situational Training     |
| ● Civil Disturbance           | ● Personal Security Detail |
| ● Criminal Investigations     | ● Weapons Handling         |
| ● Urban Area Force Protection | ● Conflict Management      |
|                               | ● Levels of Force          |

# Sample Combination Resume- Internship/Student

## **Name**

City, State Zip Code

Phone; Email

## **Education**

College, City, State, Graduation Date (Month/Year)

Degree, Major/Minor/Concentration

GPA (Overall and/or Major)

## **Honors & Awards**

Honor Society, Dean's List, Scholarships

## **Relevant Experience**

Title, Organization, Location, Dates

- Use action verbs to explain your responsibilities beginning with most recent experience first.
- Use concise language to create effective action verb statements highlighting skills and accomplishments.
- Edit out articles and pronouns and begin phrases with action verbs.br]
- This section can include coursework and lab experience as well as previous jobs and internships.

Title, Organization, Location, Dates

- The Relevant Experience section includes all information relevant to the position to which you are applying.
- It is the most important section of your resume since it provides information to the employer about any relevant skills and accomplishments you've developed so far.

Course Name, Academic Department, College, Dates

- Identify the objectives of the course; including, projects, papers, and presentations.
- Mention both individual and team accomplishments.

## **Additional Experience**

**Title, Organization, Location, Dates**

- This section might include previous waitress, administrative, and on-campus jobs where you have gained some solid transferable skills including organization, communication, interpersonal, and analytical skills.
- Be selective on what you include in your resume. Remember to give priority to information relevant to the job or internship and focus on the skills developed as a result of the experience. All previous internships and/or jobs do not need to be included on every resume.

## **Co-Curricular Activities**

Club Memberships, Sports, Music, Arts

## **Skills**

(Computer/Language/Music/Photography)

- List computer programs, foreign language, and any specialized skills you possess.

# Sample Chronological Resume - Medical Field

## FIRST AND LAST NAME

**Email:** your.email@email.com

**Phone:** (123) 456-7891

**Address:** City, State

**LinkedIn:** linkedin.com/in/yourprofile

## Resume Summary

Medical Assistant with [no.] years of experience. Seeking to leverage my experience in [relevant abilities] to fill the Medical Assistant position at [Clinic/Hospital Name]. Hold a [degree/diploma/certification] in [Degree/Diploma/Certification Title]. Skilled at [2–3 relevant skills]. A [adjective #1] and [adjective #2] worker aiming to contribute to the success of [Company Name].

## Work Experience

Current Job Title (e.g., Lead Medical Assistant) Company/Organization Name, City, State | Month 20XX–Present

- Use the present tense for your current Medical Assistant role, unless describing a completed project or initiative
- Include a bulleted list of your achievements as a Medical Assistant
- Start each bullet point with an action verb (like “develop” or “manage”) to grab attention
- Use hard numbers, when possible, to quantify your accomplishments as a Medical Assistant
- Mention how you’ve used some of the healthcare-related skills listed in your skills section to demonstrate that you really have these abilities

Earlier Job Title (e.g., Medical Assistant) Company/Organization Name, City, State | Month 20XX–Month 20XX

- List relevant accomplishments from your previous role as a Medical Assistant
- Assuming you’re no longer working in this Medical Assistant role, use past tense verbs to describe your work
- Include 3–6 bullet points for each Medical Assistant role, both your current one and previous ones
- Skip the pronoun “I” and begin directly with a verb
- Although you’ll usually list work experience, feel free to include healthcare-relevant internships as well as any volunteer work and extracurricular activities if you lack formal work experience

## Education & Certifications

Certification Name Conferring Organization | Completion Month, Year

Degree Name / Major University, City, State | Graduation Month, Year

GPA: 3.X/4.0 (optional)

Latin honors (if applicable)

## Additional Skills

- List skills relevant to the Medical Assistant job you’re applying for
- Look at the job ad for ideas of the skills the employer wants and that are common in Medical Assistant roles
- Emphasize hard/technical skills in this section
- Be as specific as possible by including names of tools, equipment, and software you’ve mastered that are used in the healthcare industry

# Sample Chronological Custodian Resume Template

## Walter Sarris

walter.q.sarris@gmail.com

505-280-2174

### Professional Summary

Dependable janitor with 8+ years of experience, skilled in light and heavy cleaning. Seeking to provide janitorial excellence at Mammoth High School. At Kearny High School, was commended 6x by principal for never using sick days. Received 100% favorable ratings from all teachers and staff.

### Work Experience

#### Janitor

Kearny High School

April 2019–May 2023

- Performed heavy and light cleaning, including mopping, sweeping, glass-cleaning, and dusting as school's only janitor.
- Commended 6x by principal for perfect attendance for 7 years.
- Given 100% favorable scores by all staff and teachers in quarterly reviews of cleanliness of rooms, hallways, bathrooms, and other facilities.
- Performed light maintenance on school equipment and vehicles.

#### Environmental Services

Alfred's Vending Service

May 2015–June 2018

- Cleaned, swept, and mopped in 10,000 square-foot vending machine business serving the tri-state area.
- Received frequent commendations from management for dependability and quality of work.

### Education

Hayden High School

Graduated 2011

- Varsity football team Junior and Senior years.
- Maintained side business in lawn care for 2 years with 35 regular clients.

### Skills

- **Hard skills:** Light cleaning, deep cleaning, windows, bathrooms, hallways, classrooms
- **Soft skills:** Dependability, work ethic, efficiency, time-management, self-motivation

### Activities

Head of weekly bowling league

Volunteer driver for the aged 2x per month

# Sample Chronological Food Service Resume Template

**Alex Johnson**

alex.johnson@email.com

505-280-2174

## Summary

Dedicated and detail-oriented food service professional with over two years of experience in fast-paced restaurant environments. Proven track record of delivering excellent customer service, maintaining high standards of food safety, and collaborating effectively with team members. Passionate about creating a positive dining experience for customers.

## Skills

Customer service  
Communication  
Fast-paced work  
Food safety knowledge  
Cash handling

Teamwork  
Time management  
Problem-solving  
Attention to detail  
Flexibility

## Work Experience

### Food Service Worker

**McDonald's**, Springfield, IL

June 2022 – August 2023

- Provided excellent customer service in a fast-paced environment.
- Assisted in food preparation and presentation.
- Maintained cleanliness and organization of work areas.
- Handled cash and processed transactions accurately.

### Server

**Applebee's**, Springfield, IL

September 2021 – May 2022

- Took orders and served food and beverages to customers.
- Ensured customer satisfaction through attentive service.
- Collaborated with kitchen staff to ensure timely and accurate order fulfillment.
- Trained new employees on menu items and service standards.

### Cook

**The Green Fork**, Springfield, IL

March 2021 – June 2021

- Prepared and cooked a diverse range of dishes in a fast-paced environment, ensuring high quality and presentation.
- Worked collaboratively with kitchen staff to maintain efficient kitchen operations and timely service.
- Adhered to food safety and sanitation standards to maintain a clean and safe cooking environment.
- Assisted in menu development and contributed to daily specials based on seasonal ingredients.

## Education

### High School Diploma

Springfield High School, Springfield, IL

## Certifications

- Food Handler's Certificate
- SERVSafe Certification