

Resume Writing Guide

What is a Resume?
Dos and Don'ts
Types of Resumes
Writing Objectives
Accomplishment Oriented Statements
References
Sample Resumes

What is a Resume?

A resume is your selling tool outlining your experience and skills so an employer can see at a glance how you can contribute to the employer's work environment.

Your Resume should **REACH!** In other words, it must:

- Be Readable
- Emphasize strengths
- Include Applicable experience
- Be Consistent
- Say Hire me

Top 10 Resume DOs and DON'Ts

DO

1. Make sure your resume is easy to read.
2. Keep the overall length of your resume short (1-2 pages).
3. Use professional language and proper grammar.
4. Focus on the employer's needs, not your own.
5. Call attention to your resume by highlighting what sets you apart from the next applicant.
6. Use consistent font and formatting (bold, italics, etc.) throughout your resume.
7. Emphasize transferable skills, especially if you don't have a lot of relative experience.
8. Use bulleted action statements to describe your past job responsibilities.
9. Highlight your activities, honors, awards and other value-added experiences.
10. Proofread, proofread, proofread!

DON'T

1. Lie on your resume.
2. Use personal pronouns (I, my, me) in a resume.
3. Leave out the locations (city and state) or dates (months and years) of your past jobs.
4. List high school diploma information or activities.
5. Include non-work related hobbies or irrelevant information.
6. List references on your resume.
7. Include a photograph or unnecessary graphic, gender, age date of birth or social security number on your resume.
8. Confuse your resume with your autobiography.
9. Repeat the same action words throughout your resume.
10. Make a list of your job duties. Instead, make a list of your accomplishments.

Types of Resumes

One style does not fit all people. Choose the resume style that suits your job history and target position. There are two types of resumes, Chronological and Functional/Hybrid.

Chronological

This is the most popular format. It arranges information in reverse chronological order. Employers tend to prefer this format as it demonstrates a candidate's consistent and upward career growth. Hence, the focus is on time, job continuity, growth, and achievements.

Functional/Hybrid

This particular type of resume focuses on skills, credentials, and accomplishments over the course of all jobs held. Emphasis is on what you did, not when or where you did it. Accomplishments, qualifications and experience are grouped together, to stress your experience in specialty areas. It lists employment history including organization, position title, dates of employment, and location in reverse chronological order.

General Template for a Chronological Resume

NAME

Address. City, State Zip. Phone. Email

OBJECTIVE

Concise statement about your skills and experience and what you have to offer company

EDUCATION

Degree, Major, Date of Graduation

Name of School, City, State

GPA if over 3.0/4.0

RELATED EXPERIENCE

Company Name, City, State

Job Title, (Dates of Employment [Month/Year])

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective
- Quantify results of your accomplishments when possible and appropriate; refer to how you positively affected the organization, the bottom line, your boss, co-workers or customers
- Mention on the job awards or commendations you received that relate to your job objective

Company Name, City, State

Job Title, (Dates of Employment [Month/Year])

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective. Follow the tips mentioned above.
- Prioritize the statements under each Job Title section so the most recent one comes first.

ADDITIONAL EXPERIENCE

Company Name, City, State

Job Title, (Dates of Employment [Month/Year])

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective. Follow the tips mentioned above.
- Prioritize the statements under each Job Title section so the most recent one comes first.

HONORS/AWARDS

List anything for which you were nominated and accepted and anything in which you competed and won

COMMUNITY SERVICE/VOLUNTEER WORK/CAMPUS ACTIVITIES

Organization, position held, date(s)

General Template for a Functional/Hybrid Resume

NAME

City. State. Zip Code. Phone. Email

JOB OBJECTIVE

Concise statement about you would like to do next

HIGHLIGHTS OF QUALIFICATIONS

- Write three or four bullet statements summarizing why you would be good at your stated objective. Each statement should be no longer than two lines
- Your statements should highlight your relevant strengths such as experience, skills, community service, and personality traits
- Prioritize the statements in this section so that the most relevant one comes first.

PROFESSIONAL ACCOMPLISHMENTS

KEY SKILL

- Write two or more bullet statements about employment or volunteer activities in which you used this skill
- Quantify results of your accomplishments when possible and appropriate; refer to how positively affected the organization, the bottom line, your boss, co-workers or customers.
- Mention awards or commendations you received that required this skill.
- If you used this skill to solve problems, briefly describe the problems and results

KEY SKILL

- Write two or more bullet statements, following the tips mentioned under the first Key Skill section
- Prioritize the statements under each skill section so the most relevant one comes first

WORK HISTORY

Organization	City, State
Job Title	Dates of Employment
Organization	City, State
Job Title	Dates of Employment
Organization	City, State
Job Title	Dates of Employment

EDUCATION

Degree, Major, Date of Graduation
Name of School, School Address
GPA If Over 3.0/4.0

HONORS/AWARDS

List anything for which you were nominated and accepted and anything in which you competed and won

COMMUNITY SERVICE/VOLUNTEER WORK/CAMPUS ACTIVITIES

Organization, position held, date(s)

Objective Statement

An objective statement expresses a career goal in one or two short phrases and tells the employer what your target job is or what you want to do as well as what you can contribute to the company.

Some people believe that this category should be omitted from the resume and the extra space can be used to include more information on experience and accomplishments.

Reasons for Having an Objective Statement:

- Emphasizes your main qualifications and summarizes them for readers
- Informs your readers of the position(s) you are seeking and your career goals
- Establishes your professional identity

Do not include an objective statement when:

- There are multiple positions you are qualifying for in one organization
- You cannot be specific about your targeted job
- You are using it at a job fair
- You are uploading it into Lightning JobSource (LJS) as the primary/main resume

Writing an Objective Statement for Today's Job Market

Remember the old style objective statement? It usually starts with "To obtain a position" and ends with "where I can utilize my skills and experience."

In today's job market, resumes are automatically scanned with computer software and may not even reach the human eye unless they contain key words that identify specific skills. Employers are becoming more skilled at browsing resumes online and never even printing them on paper. If your resume does not have something to quickly catch the browsing eye, then it will never be truly read.

The ultimate goal is to have your resume not only read, but also to entice the reader to invite you to interview. On average, employers spend approximately 30 seconds viewing a resume before moving to the next candidate. One way to improve your chances of being read is to entice the reader with your objective statement. This can be achieved by following the four step process below:

- 1) Identify your primary job objective.** Be specific and ask yourself the following question: What industry or environment do I want to work in the most? If you have more than one, brainstorm and list all the environments you might possibly want to work in. This will allow you to narrow your focus and see which categories are similar.

- 2) List your top three job strengths and any attributes which may accompany them.**

- _____
- _____
- _____

- 3) List your degree or skills.** If you do not have a degree, what skills do you have which are unique from the majority population? These should be included in your objective statement. E.g. Language skills or unique software skills

- 4) List your dream job.** If you have a clear position in mind that you are seeking, you will want to include this information in your objective statement.

Next, using the format below and the items listed above, write your objective statement.

[Degree or skill area] candidate with experience in [job strength], [job strength], and [job strength], seeks career in [industry/job environment].

Examples of Objectives

- To enter the publishing industry as a writer with the long range goal of becoming an editor
- To obtain a position in the actuarial field where analytical and quantitative skills will be utilized
- Seek a position as a sales representative with a consumer products organization which will lead to sales management
- A position as a technical writer with emphasis on computer technology
- To obtain a position in the advertising industry with emphasis on graphic design
- To obtain a position as a tax accountant for a public accounting firm
- A position in an investment banking firm which will lead to financial management
- To enter the field of computer applications with emphasis in designing and developing computer programs
- Seek a position as a design engineer with advancement to planning and project administration
- To obtain a position in software development for designing and implementing operating systems
- A position in electrical engineering concentrating on the design and development of electronic systems implementing integrated circuits and microprocessor control
- A position in marketing research with potential to enter marketing management

How to Make Your Resume Accomplishment Oriented

The experience, employment, internship, and activities (if explained) sections should be described in the following way:

- Well written Action Skill statements
- Action verbs (developed, implemented, coordinated... see list below)
- Present tense if currently doing it; past tense otherwise
- Quantify as well as qualify
- Write specifically, not generally
- Use language similar to the field targeted
- Bullets are preferred over writing in paragraph format

Focus on the Three Types of Skills

Skills are competencies or developed abilities used to perform a wide variety of tasks and activities.

Work Content Skills have to do with mastering a particular body of information related to a particular type of work, profession, occupation, or leisure activity. They are learned and developed through formal education, on-the-job training, reading or experiencing. Nouns - people, data & things.

Examples:

- knowledge of a foreign language or computer language
- how to conduct an experiment in a chemical lab
- how to administer an injection
- how to develop lesson plans
- how to write a press release

Self Management Skills are personality attributes. Allow people to adapt to their environment and surroundings. Are related to your personality and temperament and how you perform tasks. They are learned early in life from significant individuals, groups, and social situations. They are further developed as you gain more educational and work experience. Adjectives and adverbs (ask "how").

Examples:

- relating to authority figures
- managing time
- controlling impulses
- working and relating to peers

Transferable Skills (functional skills) - skills which can be applied to a variety of work settings. They are skills no matter where they are acquired - skills developed in one setting can be used in another. They are learned or developed through education or experience or inherited at birth or in formative years (work-content or self-management). They can be directly or indirectly transferable (see examples). Verbs - ask "what" or "who" after; answer will be a noun or work content skill

Examples:

- oral and written communication skills
- interpersonal skills
- time mgmt
- supervisory skills
- planning and organizing
- consulting/advising

Action and Result: Writing Effective Resume Bullet Points

Many resume bullets list only brief skills and do not fully capture the audience by showing results. A good resume will not only show technical skills, but will also show how they achieved success for a company. To achieve this on your resume, brainstorm the following areas listed below.

1) List your job duties. Be specific and ask yourself the following questions: **What tasks do I do on a routine basis that may be related to the industry I want to work in?** Brainstorm and list tasks that may be helpful in your job search. Use the most impressive and/or relevant tasks to form bulleted action skills statements below.

1. _____
2. _____
3. _____

2) List any awards you have received in your past employment history. What did you do to achieve these awards?

1. _____
2. _____
3. _____

3) List measurable performance outcomes which are a result of your job duties. Did you help to do the task, was a unique skill required to do the task?

1. _____
2. _____
3. _____

4) Write your bullet. Using the information listed above, write 2 or more bullets which shows an action and result. Begin each bullet with an action verb (see list below).

- _____
- _____
- _____

Example Bullets:

- Developed a promotional fund raising campaign which resulted in pledges of over 30K
- Suggested alternative driving routes to management to improve product delivery timeframe
- Promoted new menu items to customers to improve visibility and increase sales

Action Words for Resume Writing

accomplished	centralized	directed	formed	listened	programmed	secured
achieved	certified	disbursed	formulated	located	projected	served
acquainted	chaired	discovered	fostered	maintained	promoted	set goals
acted	charted	dispensed	found	managed	proofread	settled
adapted	chartered	disseminated	founded	manipulated	proposed	shaped
addressed	clarified	dissuaded	funded	marketed	provided	shopped
adhered	classified	distributed	furthered	mastered	publicized	sold
adjusted	coached	documented	gained	measured	published	solicited
administered	collaborated	doubled	generated	mediated	purchased	solved
advanced	collected	downsized	governed	mentored	realized	sourced
advised	comforted	drafted	grouped	merchandised	reclaimed	specified
aided	communicated	economized	guided	ministered	recommended	sponsored
allocated	compared	edited	harmonized	moderated	reconciled	stabilized
analyzed	compiled	educated	headed	modernized	reconstructed	started
answered	completed	effected	helped	modified	recorded	stimulated
applied	composed	eliminated	hired	molded	recruited	streamlined
appraised	computed	empowered	identified	monitored	rectified	strengthened
apprised	conceived	enabled	illustrated	motivated	redeemed	summarized
appropriated	concentrated	enacted	implemented	navigated	reduced	supervised
approved	conceptualized	encouraged	improved	negotiated	redirected	supplemented
arbitrated	conciliated	enforced	increased	nourished	reeducated	supplied
arranged	conducted	enlarged	influenced	nursed	referred	supported
articulated	conserved	ensured	informed	obliged	reformed	surveyed
assessed	consoled	established	initiated	obtained	rehabilitated	systematized
assisted	consolidated	evaluated	innovated	operated	remodeled	taught
assured	constructed	examined	inspected	optimized	reorganized	tested
attained	consulted	exceeded	inspired	ordered	repaired	trained
attended	contributed	excelled	installed	organized	reported	translated
audited	coordinated	executed	instilled	originated	represented	tripled
augmented	corresponded	exhibited	instituted	overhauled	researched	tutored
authored	counseled	expanded	instructed	oversaw	reshaped	underwrote
authorized	created	expedited	integrated	packaged	resolved	unearthed
awarded	critiqued	experimented	interfaced	performed	responded	unified
balanced	cut	explained	interpreted	persuaded	restored	upgraded
backed	decreased	explored	interviewed	pinpointed	retailed	upsized
balanced	defined	extracted	introduced	pioneered	retrieved	validated
boosted	delegated	fabricated	invented	planned	revamped	vended
bought	delivered	facilitated	invested	pioneered	reviewed	won
braced	demonstrated	familiarized	investigated	prepared	revitalized	wrote
briefed	designed	fashioned	judged	prescribed	revolutionized	
broadened	detected	financed	justified	presented	riveted	
budgeted	determined	focused	launched	presided	routed	
built	developed	followed up	lectured	prioritized	saved	
calculated	devised	forecast	led	processed	scheduled	
catalogued	diagnosed	formalized	liaised	produced	screened	

Effective Use of Keywords

Work Content Skills are critical to the concept of Keywords in a resume. Employers are inundated with resumes from job seekers. They have to rely on technology to help them store and then locate resumes. They use software that stores resumes in databases that use key word searches to locate potential candidates. Most Fortune 1000 companies use this technology.

- Vast majority of keywords are nouns.
- Action Skill statements begin with an action verb and should answer the question, “What?”
- Nouns should be the skills and experience the employer is looking for in a candidate.
- More specifically, keywords can be precise "hard" skills or work-content skills.

In the following examples, the underlined nouns are the keywords that relate to the action indicated by the verbs:

- Conducted cross-functional management for initial and follow-up contact.
- Coordinated marketing campaigns and special events.
- Managed customer database, product updates, and upgrades.
- Functioned in project-management role.
- Oversaw procurement, allocation, distribution control, stock levels, and cost compilation/analysis.

Source: *QuintCareers.com - Resume and CV Resources for Job-Seekers*: <http://www.quintcareers.com/resres.html>

References

According to a [literature review of national resume resources](#) performed by the Career Development Center, references **DO NOT** go on the resume. They should be a separate document much like a cover letter is separate from a resume. It is still questionable whether or not the statement “References Available upon Request” should be included at the bottom of the resume.

The Basics:

- List references on a separate page, not on the same page as your resume.
- Head your reference page just like your resume
- The page should include 3-5 references
- The following information should listed:
 - Name of reference
 - Title (if appropriate)
 - Name of Company (if appropriate)
 - Address
 - Phone number
 - Relationship to you, e.g., supervisor, colleague, professor, etc.

What Are References?

Employers want to ensure that the individuals they hire actually have the necessary skills to perform the job and have the experience stated on the resume. As a result, employers are placing greater emphasis on checking references provided by the prospective employee. They may also outsource their reference checking, using another company to do a background check.

The term “reference” refers to a person who knows you and may be asked to discuss your experience, skills, background, and work ethic. In general, employers seek professional references (faculty/advisors, former supervisors, staff involved in your leadership activities).

References should not be confused with letters of recommendation, which are letters written by your references, recommending you for graduate or professional school.

Why References Are Important

According to the 2004 Reference and Background Checking Survey Report released by the Society for Human Resource Management (SHRM), ninety-six percent of organizations conduct some kind of reference check. Seventy-three percent surveyed stated that checking references is very or somewhat effective in identifying potential poor performers, and thirty-eight percent report that over the last three years they have increased the amount of time spent on checking references for potential employees.

Employers do not have much independent information to use when they hire people and are fearful of making hiring mistakes. References can help identify poor performers before they are hired. Two or three references can have a profound effect in impressing an employer.

How References Are Used

References are an integral part of the hiring process, and reference checks often take place through a phone conversation between the employer and the reference. References may be requested as part of completing the employment application or as a separate list as part of the interviewing process. Most employers will eventually request your references before extending a job offer.

Employers typically ask for references after an interview, so be sure to take a copy of your reference page with you to your interviews.

Employers ask references questions to find out more about the applicant in the areas of:

Skills and abilities	Drive
Knowledge	Teamwork
Academic performance	Ethics and integrity
Leadership	Commitment and work ethic

Finding References

Your reference list should include three to five individuals who have agreed to be a reference for you. In choosing your references,

- Choose people whom you have asked in advance to serve as references. Be sure to ask individuals who will provide honest and candid recommendations.
- Request references only of those people who will provide positive recommendations. If you know that your current or previous boss won't give you a decent recommendation, provide the name of someone else in the chain-of-command who will.
- Select professional references. Your best bet is to get a reference from an immediate supervisor, manager, or co-worker. The higher the title, the better. Your reference should know who you are and what you did.
- Faculty references are more meaningful when based upon their personal knowledge of your abilities and performance, as generated through a mutual interest or shared academic or learning activity.
- Other potential references may include leaders of organizations or clubs, customers, or others familiar with your work. They should all be professional contacts.
- Don't use family members or friends unless they can truly speak to your work-related skills and qualifications. Unless requested, do not select friends to serve as "character" references.

How to Utilize References

You want to be certain that your references are aware of your accomplishments so that they can better discuss the work you've done in the context of your career goals.

You should provide each reference with:

- A current resume
- A job description (if available)

- Information regarding your expectations for this particular reference (focus on work/project performance, skills, communication abilities, leadership)
- Your career goals: the types of jobs you are pursuing, the industries and fields of interest, and the type of companies you are seeking
- Other background information, like transcripts, autobiographies, personal statements, or research papers

After providing this information, prepare your references before their first phone call from an employer. Be tactful, but basically, you want your references to confirm with enthusiasm and completely accurate detail the important achievements that you use on your resume and in your interviews. Be sure that you both agree on the facts.

It is also critical that you communicate with your references regarding progress during your job search and that you call or email your references if you know they may be contacted. Tell them when you have given out the reference page, give them a copy of the job description, and explain how you are a good candidate for the job.

Always follow up with your references when you have accepted the position. Send them a thank you letter telling them about your new job.

Reference Page Format

Since this is a separate page apart from your resume, give this page the heading "References". You should list three to five references under that heading. Be sure to include your name and contact information at the top of the page, just as it appears on your resume. For each reference, list the name, title, company or organization, company address, email address, and work phone number. Make sure you ask the reference what contact information they want listed.

Use the same paper as your resume, and as with any other job search correspondence, take the time to make sure your reference page is of the highest quality.

Anita Job
asj1a@mtsu.edu

Current Address:

123 E. Main St.
Murfreesboro, TN 37132
615-555-1234

Permanent Address:

123 Learning Curve
Murfreesboro, TN 99900
615-555-5678

REFERENCES

Dr. Roberta Reference, Assistant Professor

Department of Medieval Studies
Middle Tennessee State University
PO Box 222222
Murfreesboro, TN 37132
615-555-3262 (office)
rreference@mtsu.edu

Professor for two classes and program advisor for three years.

Mr. Don Doer, Coordinator

Office of Community Service
Middle Tennessee State University
PO Box 212121
Murfreesboro, TN 37132
615-555-7545 (office)
ddoer@mtsu.edu

Leader for my volunteer work with troubled teens.

Ms. Sue R. Visor, Co-op Supervisor

Manufacturing Supply Co.
527 Supply Route, Suite 120
Shelbyville, TN 37160
931-555-8727 (office)
sue.r.visor@msc.com

Supervisor of co-op position.

Resume 911 - Before

Make your name stand out with a larger, bolder font size than the rest of the text

Middle T. Raider

1301 E. Main Street

Murfreesboro, Tennessee 37130

Avoid redundant information

Include an email address

Residence: (901) 237-6629

Messages: (901) 237-6629

Keep spacing consistent throughout the resume

Objective

Include skills to target the reader; make them specific to the position

Apply skills and knowledge that I have obtained in college with a bachelors degree to gain a position that will allow room for advancement.

No personal pronouns

Include position title and organization name to grab reader's attention

Education

Make section headings stand out

Bachelor's degree in Aerospace Administration

Include the concentration below to highlight the major here

Aug 2007-present

MTSU

Include specific degree, i.e. Bachelor of Science in...

Include the month and year of graduation, even if projected

- Minor in Business Administration
- GPA 2.5

Leave off your GPA if under 3.0; include the scale, e.g. 3.0/4.0

Write out all abbreviation unless they are well-known; include the city and state of each institution

Employment History

Consider titling "Experience"

Intern

Line up info vertically where applicable

Jan 2007-present

No periods with state abbreviations

Murfreesboro Municipal Airport

Murfreesboro, TN.

- Shadow the airport manager in all his daily activities concerning the efficient management of the airport.

Be specific with duties and details

Veterinary technician,

Capitalize position titles and be consistent with punctuation (no comma necessary)

2005-2007

Murfreesboro, TN

- Assisted the doctor in routine checkups of animals.
- Administered routine injections to the animals
- Ran various blood work and tests in the lab.
- Maintained cleanliness and sanitation of the kennel as well as feeding the animals.
- Various secretarial duties such as; answering telephones, entering information into the computer, and checking clients out.

Keep punctuation consistent

Include months with dates of employment if possible

Maintenance Assistant

Use up-to-date terminology and key terms

Summer 2005

The Greens at Woodland

Be specific

Murfreesboro, TN

- Assisted the maintenance technicians

Skills

- Experience with both Apple and Microsoft programs.
- Hard working and dependable
- Communicate and interact well with a diverse clientele.

Be specific with the types of programs

Avoid abstract skills; instead, show these through your job dates and in the interview.

Activities

- Hiking, golf, and motorcycle riding

Activities should include professional or student organizations, any volunteer work or extracurricular activities rather than hobbies.

References

- Dr. Wayne Dornan, wayned@mtsu.edu
- Dr. Gerry Hill, Aerospace Professor, geraldh@mtsu.edu
- John Q. Smith, 615/898-2500

References should go on a separate page. Either type "Available Upon Request," or nothing at all.

Resume 911 - After

MIDDLE T. RAIDER

1301 E. Main Street ♦ Murfreesboro, Tennessee 37130
(901) 237-6629 ♦ mtr@mtsu.edu

OBJECTIVE

Aerospace Administration candidate with one year experience in the aviation industry as well as excellent customer service and technical skills seeks Flight Coordinator Internship with FedEx.

EDUCATION

Bachelor of Science in Aerospace

May 2010

Middle Tennessee State University

Murfreesboro, TN

- Concentration in Aerospace Administration
 - Minor in Business Administration
 - Completed Federal Aviation Administration accredited Collegiate Training Initiative Program
-

EXPERIENCE

Intern

January 2008-present

Murfreesboro Municipal Airport

Murfreesboro, TN

- Operates fuel trucks and various support vehicles
- Transports aircrew personnel and passengers to requested locations
- Inputs time sensitive flight data into the computer information system
- Shadows the airport manager in daily activities concerning the efficient management of the airport

Veterinary Technician

November 2005-August 2006

Murfreesboro Animal Hospital

Murfreesboro, TN

- Assisted doctors in routine checkups of animals
- Drew up and administered routine injections to the animals
- Ran various blood work and tests in the laboratory
- Maintained cleanliness and sanitation of the kennel as well as feeding and medicating the animals
- Various administrative duties such as answering telephones, entering information into Microsoft Excel, and checking clients out

Maintenance Assistant

May 2005-August 2005

The Greens at Woodland

Murfreesboro, TN

- Assisted the maintenance technicians in turning the apartments around for future residents
 - Cleaned, changed locks on individual units, and performed routine maintenance while working with senior maintenance manager
-

SKILLS PROFILE

- Experienced in Microsoft Word, Excel, and PowerPoint; familiar with Microsoft Access, FrontPage, and HTML coding
 - Excellent communication both in person as well as on the telephone; interacts well with all levels of clients and colleagues
-

ACTIVITIES

- Future Airport Executives member (Aug 2006-present)
Vice President (Aug 2008-present)
- Women in Aviation member (Jan 2008-present)

Frank Flighty

1937 Amelia Earhart Dr. ▪ Murfreesboro, TN 37130 ▪ 615/555-1234
appropriateemailaddress@hotmail.com

FLIGHT QUALIFICATIONS:

FLIGHT TIME

Total..... 230
Pilot in Command... 181
Single Engine..... 230
Multi Engine..... May 05
- Currently working on Multi

RATINGS AND CERTIFICATES

Commercial: ASEL Instrument
Rating Endorsements:
Complex Aircraft

AIRCRAFT/FLIGHT TIME

Cessna 152..... 84.2
Cessna 172..... 17.4
Gutana Diamond 20..... 52.8
Gutana Diamond 40..... 46.4
Piper Arrow..... 21.8

EDUCATION:

Middle Tennessee State University
Bachelor of Science in Aerospace

May 2008
Murfreesboro, Tennessee

- Concentration: Professional Pilot
- Dean's List Spring 2006, Spring 07, Fall 07, Spring 08

Relevant Coursework:

- Aerospace Seminar
- Crew Resource Management
- Second Officer in the Boeing 727 training which included, a first officer and captain (professor). Responsible for two simulations; which led to the actual application inside a 727 with only the professional FAA pilot checklist.

EMPLOYMENT HISTORY:

Murfreesboro Airport
Line Man

January 2007 to present
Murfreesboro, Tennessee

- Manage day to day operations of airport
- Coordinate daily fueling / cleaning aircrafts and dispatch duties

Rocketman, JSP
Beer Vendor / Independent Contractor

September 2006 to present
Nashville, Tennessee

- Professional Games: Tennessee Titans, Indianapolis Colts, Super Bowl XXXIX, Nashville Cats, *Dancing in the District Music Festival* in downtown Nashville.
- Top beer vendor for the Tennessee Titans 2004 due to high sales record.

NIFA (National Intercollegiate Flight Association)
Internship

January 2006 to June 2006
Smyrna, Tennessee

- Officer on the committee responsible for planning, organizing and executing competition
- Obtained all supplies needed throughout competition

ACTIVITIES/INTERESTS:

- Member of the MTSU soccer club team 2004-05
- Member of the Aircraft Owners and Pilots Association 2004-present
- Utilizing and practicing flying skills with family and friends

RUTH E. NIUM

1844 Carl Klouse Road ♦ Murfreesboro, TN 37132
615-222-4457 ♦ ruthenium@yahoo.edu

OBJECTIVE:

Chemistry degreed candidate with over one year of laboratory experience and extensive knowledge of chemical processes seeks entry-level Research Technician position.

EDUCATION:

Bachelor of Science in Chemistry
Middle Tennessee State University

May 2007
Murfreesboro, TN

- Minor in Biology
- GPA 3.65/4.0

RELEVANT COURSEWORK:

General Chemistry I and II
Biochemistry I and II
Quantitative Analysis

Organic Chemistry I and II
Environmental Soil Chemistry
Physical Chemistry I and II

LABORATORY SKILLS & EQUIPMENT:

NMR Spectroscopy
Electron Microscopy
Solution Preparation
PCR Analysis
Purification and Distillation Techniques

HPLC
Gas Chromatography/Mass Spectroscopy
Streaking and Staining Techniques
DNA Sequencing
Melting Point Determination

COMPUTER SKILLS:

Proficient in Microsoft Office including Word, Access, Excel, PowerPoint and FrontPage
Skilled in SPSS; familiar with ArcView GIS

EXPERIENCE:

Forensic Laboratory Technician
Orchid CellMark

Dec 2006 – present
Nashville, TN

- Extracts, dilutes, amplifies and quantifies DNA from convicted offenders to load into criminal offender (CODIS) database
- Prepares buccal swabs and blood stains for PCR analysis
- Manages media preparation, stability testing and validation
- Organizes case files while maintaining patient confidentiality

Sales Associate
Nashville Pet Products

Jan 2003 – Dec 2006
Franklin, TN

- Generated the highest in-store sales quota of top quality pet products (300% of quota)
- Provided excellent day-to-day customer service
- Worked cash register, stocked and merchandised products

AWARDS & ACTIVITIES:

Dean's List – 6 consecutive semesters
Chemistry Club – Member, May 2004-present
Vice President, Dec 2006-present
Women in Science and Engineering – Member, May 2005-present

Apple Aday

111 Education Drive
Mt. Learning, TN 37132
615-898-0000
ect@cityschool.com

Objective

To obtain a third grade teaching position in order to utilize strong organizational skills, educational background and ability to work well with others

Education

Bachelor of Science Degree

May 2008

University of Northern Colorado

Books, TN 37132

Major: Early Childhood Education

Certifications

Colorado State Certification in Early Childhood Education (2008)

Colorado State Probationary Teacher License (2008)

Professional Preparation

Student Teaching-Kindergarten

01/08-03/08

Mountain View Elementary School

Kiddsville, TN 37132

- Used hands-on approach during small and large group lessons to facilitate learning experience
- Implemented a positive discipline plan that promoted student responsibility and student accountability

Student Teaching-First Grade

03/08-05/08

Kidd's Elementary

Kiddsville, TN 37132

- Implemented new reading series which increased student reading retention by 30%
- Created and implemented learning centers for math, phonics, and social studies

Related Work Experience

Teacher Assistant

08/05-12/07

Rocking Chair Daycare

Recess, TN 37132

- Assisted Pre-K teacher in creating a safe, comfortable and fun learning environment for four and five year old children
- Maintained ongoing communication with parents by providing verbal and written reports on children's daily activities and behavior on a weekly basis

Honors/Activities

- Student Teaching Education Association President (2007-2008)
- Kappa Delta Pi
- Dean's List (8/8 semesters)

Heath E. Dyet

111 Nutrition Boulevard

Diet City, TN 37132

hed21@gmail.com

Objective

Degreed candidate with five years dietetic and nutrition experience seeking a dietetic internship at the University of South Carolina

Education

Bachelor of Science

May 2008

Middle Tennessee State University

Murfreesboro, TN 37132

Major: Nutrition with Dietetics Concentration

GPA:3.86/4.0

Related Experience

Middle Tennessee Medical Center

10/07-Present

Murfreesboro, TN 37130

- Planned menu selection for patients
- Kept daily record of food and kitchen machine temperatures
- Assessed patient dietary needs
- Coordinated activities for food service staff

Vanderbilt Children's Hospital

01/07-10/07

Nashville, TN 37221

- Prepared specialized infant formula for critical patients
- Monitored tube feeding products and oral supplements
- Monitored inventory and requisitioning formulas and supplies

Other Experience

Human Sciences Department

08/06-12/06

Middle Tennessee State University

Murfreesboro, TN 37132

- Provided fast, friendly service to students, faculty and staff
- Answered questions regarding Human Sciences Department
- Designed a brochure publicizing Human Sciences Department
- Performed general office duties including but not limited to filing, typing and transmitting phone messages

Honors/Awards/Professional Affiliations

- American Dietetic Association
- Student Dietetic Association (SDA)
- Voted Outstanding SDA member of the year (2007)
- Dean's list 4/4 semesters
- SDA Treasurer Elect for 2008-2009

Mark Eter

1500 Greenland Drive ♦ Murfreesboro, TN 37132 ♦ marketer@gmail.com ♦ 615.494.8911

Objective	B.B.A. candidate and marketing major with marketing research experience and proven leadership skills seeks entry-level marketing position.	
Education	Middle Tennessee State University Murfreesboro, TN <i>Bachelor of Business Administration, 5/09</i> Major: Marketing, Minor: Business Administration, Cumulative GPA: 3.2/4.0	
Relevant Coursework	Marketing Research Marketing Management Business Communication	Consumer Behavior Business-to-Business Marketing Legal Environment of Business
Internship Experience	The Gallup Organization, Inc. <i>Summer Intern</i> <ul style="list-style-type: none">• Selected as one of 10 interns from more than 1000 applicants• Researched and designed study on relationships in the workplace• Surveyed general public for marketing research studies• Attended two-week advertising seminar and created ad for local telephone company	Lincoln, NE <i>Summer 2007</i>
Additional Experience	Housing and Residential Life, Middle Tennessee State University <i>Resident Assistant</i> <ul style="list-style-type: none">• Help residents acclimate to university life by providing information on programs and services• Ensure policies and procedures are adhered to and offer suggested solutions for disputes• Serve as liaison between housing administration and residents• Assist resident director with opening and closing procedures of residence hall	Murfreesboro, TN <i>8/2006 to Present</i>
Honors and Activities	<ul style="list-style-type: none">• National Dean's List• MTSU Academic/Work Scholarship• Pi Sigma Epsilon, Professional Sales and Marketing Fraternity, 2004-Present• Student Government Association, House of Representatives, 2004-Present• MTSU Band of Blue, 2004-Present	
Skills	<ul style="list-style-type: none">• Proficient in Microsoft Word, Excel, PowerPoint and Publisher• Salesmanship• Public Speaking	

Ned Worker

1301 East Main Street
Murfreesboro, TN 37132
615.898.2300
nedworker@yahoo.com

Objective

B.B.A. candidate and Computer Information Systems major with help desk experience and web development and language skills seeks junior systems analyst position.

Education

Bachelor of Business Administration, December 2008

Middle Tennessee State University,
Major: Computer Information Systems,

Murfreesboro, TN
Major GPA: 3.6/4.0

Relevant Coursework

Advanced Programming	Programming Logic with VB.Net
Information Resource Management	Systems Analysis and Design
Knowledge Management Systems	Web Development

Technical Skills

Web Development

CSS
HTML
JavaScript
XHTML

Languages

C#
C++
COBOL
Visual Basic

Relevant Experience

Information Technology Division, Middle Tennessee State University

Help Desk Student Worker

Murfreesboro, TN

1/2008 to Present

- Serve as the first point of contact for MTSU students, faculty and staff seeking technical assistance for technology issues
- Identify and document problems and troubleshoot possible solutions
- Demonstrate ability to multitask effectively, exercise patience and professionalism during stressful situations

Independent Web Consultant

Self-employed

Murfreesboro, TN

5/2005 to Present

- Work with clients to develop concept and design of individualized web pages
- Serve 30+ clients, including entrepreneurs and non-profit organizations

Activities

- Association of Information Technology Professionals – Secretary/Treasurer, Fall 2008
- Beta Theta Pi Fraternity – Webmaster, Fall 2006 to Present; Intramural Chair, Spring 2007
- Rutherford County Chapter of the American Red Cross

MOLLY MASSCOMM

BRAGG ROOM 130 • Murfreesboro, TN 37132 • 615/904-8154 • nstubble@mtsu.edu

OBJECTIVE

Public Relations candidate with experience in event planning, leadership and sales seeks internship with a non-profit agency.

EDUCATION

Middle Tennessee State University, Murfreesboro, Tenn.

May 2009

Bachelor of Science in Mass Communication

Concentration: Public Relations

Minors: Political Science and Marketing

GPA: 3.2/4.0

Specialized Coursework:

Market Research

Personal Selling

Free Expression

Media Writing

Media Law

PR Publications

TECHNICAL PROFICIENCIES

- Microsoft Office: Excel, Word, Powerpoint, and Publisher
- Writing News Releases, Public Speaking, Leadership
- Familiar with InDesign and Photoshop

EXPERIENCE

Alexis Inn and Suites Hotel, Nashville, Tenn.

April 2005 – April 2008

Assistant Manager (January 2006 – Present)

- Supervise three employees and ensure shift schedules are covered adequately by hotel staff
- Develop rewards program for employees to create incentives for room bookings
- Reconcile hotel accounting at end of evening shift
- Create pricing strategies for travelers based on previous room usage

Front Desk Assistant (April 2005 – December 2005)

- Assist incoming guests with room placement and hotel issues
- Advise owners about hotel remodeling issues and recommend areas for improvement

Belle Aire Baptist Church, Murfreesboro, Tenn.

January 2004 – April 2004

Nursery Worker

- Supervised children during worship service
- Sanitized children's toys and play areas to create safe, accident free environment
- Answered parent questions regarding childcare service hours and activities

Zaxby's, Murfreesboro, Tenn.

August 2003 – December 2003

Cashier/Food Preparation Cook

- Promoted new menu items to customers to improve visibility and increase sales
- Entrusted to open and close store to ensure security
- Resolved customer complaints and made recommendations to improve satisfaction

ACTIVITIES/HONORS

- Public Relations Student Society of America (PRSSA)
- Dean's List

Richard Record

100 Music Row • Nashville, TN 37217 • 615-904-8154 • record@gmail.com

OBJECTIVE

Recording Industry degree candidate with experience in broadcasting production, film editing, and customer service seeks career in Entertainment Industry.

EDUCATION

Middle Tennessee State University, Murfreesboro, TN

December 2008

Bachelor of Science in Recording Industry

Concentration: Music Business

Minor: Entrepreneurship

Dean's List at MTSU

Specialized Coursework:

Radio/TV Production

Remote Truck Production

Mass Media Law

Audio/Video Production

Electronic Media Sales

Media Writing

Non-Linear Editing

Sight, Sound, and Motion

Photojournalism

TECHNICAL PROFICIENCIES

Microsoft Office

Microsoft Outlook

InDesign

Final Cut Pro

Microsoft Word

Microsoft PowerPoint

Pro Tools

Adobe Audition

BROADCASTING PRODUCTION ACTIVITIES/EXPERIENCES

Charlie Daniels' Twin Pines Ranch Rodeo

- Directed the broadcast of the event for MTSU/Channel 10 for further broadcasting and for educational purposes.
Produced and edited packages to air during the broadcast.

EMPLOYMENT

WSMV News Channel 5, Nashville, TN

May 2006 - Present

News / Programming Assistant

- Updated web site information for news and personal pages
- Administered a monthly mass e-mail to a large fan base of listeners to increase fan base
- Planned P-1 listener lunches in order to gather testimonials to air for improved ratings

O'Charley's Restaurant, Murfreesboro, TN

May 2003 – July 2005

Server / Trainer

- Handled customer complaints in a professional manner to ensure complete customer satisfaction
- Mentored new hires to acquaint them with restaurant, menu and customers
- Cleaned section after every shift to ensure OSHA standards were in compliance

Target, Franklin, TN

June 1998 – August 2002

Sales Associate / Key Holder

- Entrusted to open store, prepare cash drawer and transfer nightly funds to bank
- Displayed merchandise in key areas of store to attract customers and increases

Kara Forem

SocWorkStudent@mtsu.edu

1234 Fair Road
Murfreesboro, TN 37130
(615) 123-4567

Objective	To obtain a position as Program Coordinator utilizing organizational, coordination, and public relations skills
Education	Middle Tennessee State University <i>Bachelor of Social Work</i> , May 2009 Major GPA: 3.7/4.0, Overall GPA: 3.5/4.0
Related Experience	Pineland Mental Health , Nashville, TN <i>Children's Advocate Assistant</i> , January 2006-present <ul style="list-style-type: none">• Identify children's immediate needs• Refer at-risk children to proper community services• Organize and observe youth in office setting• Counsel children and youth with social adjustment difficulties Bulloch County Safe Shelter , Nashville, TN <i>Volunteer</i> , May 2005-May 2006 <ul style="list-style-type: none">• Organized activities for children at shelter• Scheduled appointments for abused women with social service agencies• Assisted single parents with legal action procedures• Consulted with parents, teachers, and counselors to identify various issues and concerns
Other Experience	Counseling Services, MTSU , Murfreesboro, TN <i>Student Assistant</i> , August 2005-December 2008 <ul style="list-style-type: none">• Coordinated appointments for counselors and students• Created files and maintained alphabetical filing system• Answered multi-line phone system and directed calls to appropriate individuals• Assisted in providing a clean and neat atmosphere• Completed mass mailings• Trusted with confidential information on a daily basis
Computer Skills	<ul style="list-style-type: none">• Microsoft Word, Excel, PowerPoint, SPSS
Professional	<ul style="list-style-type: none">• Organize date effectively• Excellent oral and written communication skills• Good interpersonal skills• Counseling and interviewing skills
Professional Development	<ul style="list-style-type: none">• Habitat for Humanity Member, 2005-2007 Spokesperson for Safe Shelter for women on campus of MTSU, Spring 2006
Awards/Honors	<ul style="list-style-type: none">• HOPE Scholarship, 4 years

Polly Sci
1492 Legal Way
Murfreesboro, TN 37130
615/123-4567
congress@aol.com

Objective	Driven candidate possessing excellent leadership, communication, and analytical skills seeks an Assistant Campaign Manager position.	
Education	Middle Tennessee State University, Murfreesboro, TN Bachelor of Arts Degree in Political Science, Minor: Pre-Law	May 2009 GPA: 3.6/4.0
Leadership Experience	MTSU Student Government Association, Murfreesboro, TN <i>Vice President</i> August 2008-April 2009 <ul style="list-style-type: none">• Implemented and directed the new Senator Orientation Program indoctrinating student representatives to policies and procedures of the SGA• Organized and facilitated various committee meetings to include university officers, faculty, and staff members informing them of student issues and concerns• Re-wrote SGA Constitution to remain current with university regulations, policies, and procedures MTSU Judicial Review Board, Murfreesboro, TN <i>Member</i> August 2006-April 2008 <ul style="list-style-type: none">• Assisted with facilitating review board hearings ensuring a fair and efficient process• Advised and guided Board members concerning policy interpretations and rulings• Advised students brought before the Board of procedure and penalties associated with pending charge(s)	
Related Experience	Congressman Bart Gordon, Sixth District, Nashville, TN <i>Intern</i> Summer 2007 <ul style="list-style-type: none">• Batched stacks of incoming letters and entered information in database by topic• Responsible for composing letters and memorandums to constituents• Answered and directed telephone calls from citizens, other politicians, and staff members• Mailed and sorted hundreds of faxes received on a daily basis• Completed errands to other offices and collected signatures for important documents	
Computer Skills	Microsoft Excel, Word, and PowerPoint	
Honors and Awards	Pi Sigma Alpha – Political Science Honor Fraternity, Member 2007-Present Dean’s List 2006, 2007, 2008 Who’s Who Among American College Students, 2008	