

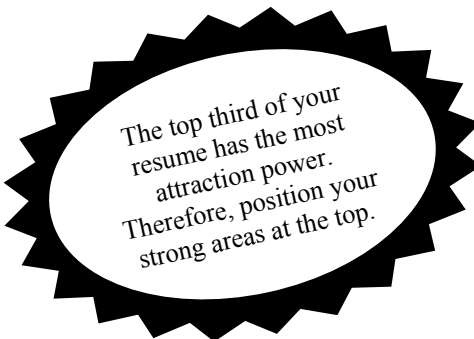
Resume Guide

What is a Resume?

- A sample of your written communication skills
- A summary of your education, experience, skills & qualifications

How Do I Begin?

Each component on your resume should support your career objective. These components are explained in further detail later in this guide and examples are provided. One way to begin your resume is to list everything you have ever done from your first day of college. Then, eliminate the items that are not as relevant to your career objective. You will find that you have more relevant experience than you think.



The top third of your resume has the most attraction power. Therefore, position your strong areas at the top.

Virtually all resumes include the following sections: contact information, objective, education, and experience. Other components may be included as needed to support your objective. Examples of other sections include: summary of qualifications, honors, activities, skills, and relevant coursework.

Things to Include

CONTACT INFORMATION

At the top of the resume identify yourself by name, address, telephone number, and e-mail address

OBJECTIVE

The objective statement should precisely state what you are looking for in a position. It has two purposes: 1) it is the focal point of your resume, and 2) it tells the employer what you want to do. If you do not have a clear objective in mind or if you cannot make it specific, do not include one. Instead, address this information in your cover letter & tailor it to the specific job for which you apply.

EDUCATION

It is important to include the following:

- 1) All institutions of higher education attended where degrees or certificates were received.
- 2) Degree(s) earned, including majors, minors and concentrations.
- 3) Grade Point Average, if above 3.0 on a 4.0 scale. Major GPA can be included if it is better than your cumulative- just be certain to label it as MAJOR GPA.

EXPERIENCE

Prospective employers read this section with the thought, "How do this person's experiences and abilities relate to this position and my organization's needs?" Therefore, this section should highlight these areas for the employers. Experience includes internships, volunteer work, senior projects, job shadowing, and student teaching. It includes both paid and unpaid experience.

ADDITIONAL HEADINGS

Additional headings should be used if they offer supporting evidence of your qualifications for the job. Choose headings that are descriptive of the material that follows. Examples include: Computer Skills, Honors, Professional Associations, Publications, Research, Relevant Courses, Leadership, or any other heading that may support your career objective statement.

Do Not Include

Personal information such as age, marital status, pictures or hobbies unrelated to the job can work against you. Do not include high school information. Employers are interested in your experiences you have while in college.

Action Verbs

The following list of action verbs can assist you as you begin to create and refine your resume. When describing your job activities, use action verbs to begin each phrase. Avoid complete sentences and personal pronouns (I, me, mine, etc.). If you are currently working, use **present tense** verbs. When describing previous jobs, use **past tense** verbs. Do not use -ing endings on your verbs.

Accelerated	Changed	Distributed	Led	Reinforced
Accomplished	Chaired	Documented	Located	Renegotiated
Achieved	Channeled	Drafted	Maintained	Repaired
Acquired	Circulated	Edited	Managed	Reported
Activated	Classified	Eliminated	Measured	Represented
Added	Coached	Encouraged	Merged	Requested
Addressed	Collaborated	Enforced	Modernized	Researched
Adhered	Combined	Established	Modified	Responded
Adjusted	Committed	Estimated	Monitored	Reviewed
Administered	Communicated	Evaluated	Motivated	Revised
Advised	Compared	Exchanged	Named	Scheduled
Advocated	Compiled	Executed	Observed	Secured
Allocated	Composed	Expanded	Obtained	Selected
Amended	Computed	Explained	Operated	Served
Amplified	Conceived	Extracted	Orchestrated	Simplified
Analyzed	Conceptualized	Facilitated	Ordered	Sketched
Anticipated	Concluded	Financed	Organized	Sold
Applied	Consolidated	Forecasted	Participated	Solved
Appointed	Constructed	Founded	Performed	Specified
Appraised	Consulted	Gathered	Persuaded	Speculated
Approved	Contrasted	Generated	Planned	Spoke
Arranged	Contributed	Graded	Presented	Stabilized
Ascertained	Convinced	Guided	Prevented	Strengthened
Assembled	Coordinated	Handled	Prioritized	Submitted
Assessed	Corrected	Hired	Processed	Suggested
Assisted	Counseled	Identified	Produced	Summarized
Attracted	Created	Implemented	Programmed	Supervised
Audited	Cultivated	Improved	Projected	Supported
Augmented	Decided	Influenced	Promoted	Synthesized
Authorized	Decentralized	Informed	Proved	Targeted
Averted	Decreased	Initiated	Published	Taught
Awarded	Deferred	Inquired	Purchased	Traded
Balanced	Defined	Installed	Qualified	Trained
Bargained	Delegated	Instructed	Quantified	Transferred
Bought	Demonstrated	Insured	Quoted	Transformed
Broadened	Depreciated	Interpreted	Rated	Transported
Budgeted	Designed	Introduced	Recommended	Unified
Built	Determined	Invested	Recorded	Updated
Calculated	Developed	Investigated	Recovered	Validated
Capitalized	Devised	Joined	Recruited	Verified
Catalogued	Directed	Kept	Reduced	Weighed
Calculated	Disclosed	Launched	Regulated	Wrote

Electronic Resume Posting

With the advent of the Internet and new technology, job seekers have greater exposure to employers by placing a resume online. Using electronic resumes can help you perform a more comprehensive job search. However, this technique should not be used as a replacement for other more effective job search strategies like networking. Traditional hard copy resumes may never be replaced by electronic resumes. However, more and more employers are searching for candidates electronically and this trend will continue to grow in the future. These “e-resumes” can take on several forms:

4 Types of Electronic Resumes

1. E-mail Resume

The e-mail resume is the most common form of an electronic resume. Write your resume in your e-mail account; send a copy to yourself and save it for employers who ask for your resume via email. *Note:* Margins in your e-mail account are typically smaller than a word processor. This means you may not be able to include ALL of your information on the screen that may help to create a less cluttered resume. Do not forget to name your attachment using your last name, i.e. Smith-resume.

2. Web/HTML Resume

After you create your resume on the Web using hypertext markup language (HTML), you can tell employers to point their browser to your web address to view your resume. If you use *TigerJobs* through Career Services, you can post your resume online for employers to access. Contact our office for more information about *TigerJobs*.

3. Scannable Resume

An employer takes your hard copy resume and scans it into a database and then conducts a keyword search to select qualified candidates for available positions. The following section on scannable resumes provides you with more information on how to create this kind of resume.

4. E-form Resume

Many employers such as Pfizer (www.pfizer.com), Intel (www.intel.com), and Xerox (www.xerox.com) have electronic forms or “e-forms” (online applications) where your resume information can be cut and pasted into boxes. It is then submitted or posted to their electronic resume bank and a keyword search is conducted to select qualified candidates for specific positions within the company. You can also post to either a clearinghouse site that has a variety of employers searching for resumes, or an industry specific site such as Finance Jobs at (www.jobsinthemoney.com).

Electronic Resume Resources on the Web

Byte-able Resume (www.computerbits.com/archive/1996/0700/resume.html)

eResume and Resources (www.eresumes.com)

Preparing your resume for the Internet & Putting it on-line (www.rileyguide.com/eresume.html)

Preparing a Scannable Resume

A scannable resume is designed to be entered into a computerized database using an optical scanner. The scanner “reads” the resume and stores it as an ASCII text file. The scanning technology can extract important information about you such as your name, contact information, experience, years of experience, education, and skills. *The more skills and facts you provide, the more opportunities you will have for your skills to match available positions.*

Although the general content of scannable resumes and conventional resumes are similar, a resume that is read and selected by a computer does not have the benefit of having a human’s subjective input and interpretation. The computer searches for specific key words or phrases when screening for qualified candidates. Conventional resumes often use more flowery and descriptive terms along with fancy type fonts and layouts. *Scannable resumes are best when language is clear, concise, and in a format that highlights key points simply.*

Tips and Guidelines on Format

- Use white or light colored paper, printed on one side only, using a laser printer.
- Do not fold, staple, or paperclip.
- Use a font size of 10 to 14 points. Good typefaces for scannable resumes include: Arial, Courier New, CG Omega, and Letter Gothic.
- **Boldface** is acceptable but use it sparingly. CAPITAL LETTERS can be substituted instead.
- Avoid *italics*, underlining, and shadowed text.
- Do NOT use pictures or graphics.
- Avoid vertical and horizontal lines, boxes, and two-column format.
- Avoid the use of parentheses () or brackets {}, bullets • and hyphens/dashes - .
- One page is no longer the rule for scannable resumes. Most recent grads using a scannable format require one to two pages whereas senior executives may require up to four. It is acceptable to have a longer scannable resume as long as the experience is relevant to the position you are applying for.
- Use white space. Computers use it to recognize that one topic has ended & another has begun.

Tips and Guidelines on Content

- Your name should always be the first text on each page of the resume.
- Use standard address format below your name.
- List each phone number on its own line.
- Use common headings such as: *Objective, Experience, Skills, Accomplishments, Education, Professional Affiliations, Honors, Activities, Licenses, etc.*
- Use nouns more than verbs (“project manager” instead of “implemented project”)
- Minimize the use of abbreviations as not all computers will be programmed to know that MPA is a Master of Public Administration. *When in doubt, write it out!*
- Maximize the use of industry specific jargon and abbreviations because it is logical that recruiters will program computers to search for industry buzzwords– ICU (intensive care unit), BLS (basic life support), and CCU (coronary care unit).
- If you have a strange or unusual job title, explain it rather than changing it for simplicity.
- To increase your list of key words, include specifics. For example, list software you use such as “Microsoft Word” and “Quattro Pro” instead of “Computer Skills”

Electronic Resumes and Key Words

The following are just a sample of key words scanners can look for on resumes. To become familiar with good key words to use, check newspaper and web recruitment ads, review job descriptions, if available, and talk with professional recruiters and/or professional associations in your field.

Examples of Key Words:

Writer	Industrious	Assertive
Time management	Open-minded	College graduate
Leadership	Public speaking	Detail oriented
Marketing	Results-oriented	Empowering others
Implement	Willing to travel	Ethical
Plan	Bachelor, Master, Doctorate, etc.	Innovative
Aggressive work	Dependable	Organizational skills
Analytical ability	Sense of responsibility	Relocation
Conceptual ability	Supervised	Risk-taking
Creative	Train	Team player
Customer-oriented	Accurate	Spanish (language fluency)

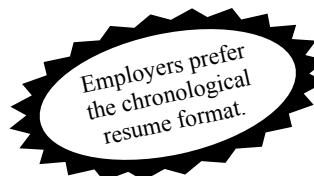
Two Final Thoughts!

- 1) Avoid faxing the resume to employers who use scanning systems, as faxing degrades text and reduces the number of keywords that can be read. If you have to fax it, set the fax machine to “fine mode” and back it up with a second hard copy through the mail.
- 2) Finally, it is okay to have two versions of your resume: one for the computer to read and one for people to read. The latter version could have a more creative layout and summarized information. Carry this one with you to an interview.

Use Your Trinity Advantage...

Visit the Career Services staff in Suite 215 of the University Coates Center to learn more about resumes, reference lists, and correspondence letters (cover, thank you, acceptance, rejection). We can also take you around the office and guide you through the various resources and services that Career Services has to offer. Feel free to stop by our open clinics, **Resume Days, in mid- September and early February** to have your resumes critiqued by our professional staff or come visit us during walk-in hours from 1:30 to 4:00, Monday through Friday.

Sample Chronological Resume



TINA TIGRESS

One Trinity Place, Box 123 • San Antonio, Texas 78212 • 210-999-1223 • Tina.Tigress@Trinity.edu

EDUCATION

Trinity University, San Antonio, Texas (May 2005)
Bachelor of Arts in English and Sociology; Minor in Women's Studies GPA: 3.5

EXPERIENCE

Personal Assistant

Jackson Enterprises & CMC Mortgage (The Woodlands, Texas) October 2000 – August 2001

- Worked directly with clients to set-up showings, find homes meeting their requirements and drafted sales and mortgage contracts.
- Assisted in creating a smoothly running operation by handling billing, answering phones and listing homes through MLS.
- Created brochures and flyers using Photoshop and Publisher.

Hospital Intern

Memorial Herman Hospital (The Woodlands, Texas) Summer 2001

- Shadowed general surgeon Dr. Hubbard and witnessed a variety of surgeries.
- Volunteered over 100 service hours working with patients and staff.

Hostess

Saltgrass Steakhouse (The Woodlands, Texas) May – November 2000

- Provided excellent customer service to patrons.
- Managed flow of guests to ensure customer satisfaction and optimal venue profit.

Personal Secretary

Farmer's Insurance (The Woodlands, Texas) September – May 2000

- Organized office phones, billing, and filing with the use of Word, Excel, and finance programs.
- Handled customer complaints and questions both in person and over the phone.

Intern

Center for Pediatric Physical Therapy (The Woodlands, Texas) Summer 1999

- Assisted in the administration of physical therapy for patients in a variety of conditions.
- Maintained the therapy rooms in a clean and orderly fashion.

ACTIVITIES

Student Representative, Trinity Integrity Council
Selected to serve as one of four students with key faculty members and President Brazil on a one-year appointment to handle academic dishonesty and integrity issues on campus.

Member, Trinity University Voluntary Action Committee

Secretary/Communications/Webmaster, Rotary International
Created the club's official website. Elected as Secretary/Communications to set up speakers, organize events, handle correspondence, and assist the Vice President.

Member, Traditions & Coffeehouse Committee - Trinity Activities Council

Special Events Chair, Gamma Chi Delta Sorority
Oversaw four major events, one for Trinity University, a fundraiser for United Way, and two social gatherings.

SKILLS

Proficient in the use of Microsoft Office including Excel, PowerPoint, Access Word, and the Internet

Heading

Tina lists only one address and phone number. She plans to update her resume closer to graduation with a campus address and permanent address.

Objective

If Tina chose not to include an objective.

Education

Tina lists her degree, objective, minor and a graduation date.

Experience

Tina lists both internships and summer jobs. She uses action verbs in her descriptions to articulate her experience.

Activities

Tina is very active on-campus. She highlighted her leadership and teamwork skills in her activities section.

Skills

Tina highlights her computer skills and language skills. These skills will set her apart from other applicants.

Resume Tips

Pay careful attention to spelling, punctuation, grammar and style.

Sample Chronological Resume

LeeRoy Tiger

LeeRoy.Tiger@Trinity.edu

Campus Address
One Trinity Place, Box 789
San Antonio, TX 78212
(210) 999-1234

Permanent Address
425 Banks Avenue
Dallas, TX 22206
(214)348-1234

OBJECTIVE

To obtain an entry-level position with a firmly established private media group

EDUCATION

Trinity University, San Antonio, Texas (May 2005) Cumulative GPA: 3.5
Bachelor of Arts in Communication; Minor in English
Edinburgh University, "British Literature in Scotland" program Summer 2003

EXPERIENCE

Editor, *Trinitonian*

Trinity University, Campus Publications (San Antonio, Texas) August -May 2003

- Newspaper received "2003 First Place with Special Merit" award from the American Scholastic Press Association (ASPA) for having outstanding format, content and presentation
- Demonstrated leadership in hiring, training, and supervising newspaper staff of thirty
- Worked in cooperation with the Advertising Director, Business Manager and Managing Editor in operative and administrative tasks to meet goals
- Wrote weekly editorial for Opinion section and several news stories
- Redesigned front page layout and all standing design features

B2B Intern

Vollmer Public Relations (Houston, Texas) June-August 2001

- 2001 Texas Public Relations Association Silver Spur Intern, Nominee for TPRA Intern of the Year
- Coordinated media relations, media tracking and research for seven different clients, ranging from an international scope for plastics and industrial gas companies to a regional focus for a campaign to educate the Houston community about adoption
- Helped to develop a new database system by which to measure and track client media coverage
- Wrote, edited and coordinated distribution for several press releases

AWARDS & ACTIVITIES

Trinity University Dean's List (Six semesters)
Kappa Mu Epsilon Math Honor Society
Trinity University Presidential Academic Scholarship
Sigma Tau Delta English Honor Society
Alpha Lambda Delta First-Year Honor Society
Golden Key National Honor Society
Children's Choir Pianist, St. Martin's Episcopal Church

SKILLS

Experienced user of Quark Xpress, Adobe Photoshop, Macromedia Dreamweaver, Microsoft Word, Excel, PowerPoint, Internet Explorer, Outlook, and Access
Fluency in Mandarin Chinese

Heading

LeeRoy lists both a campus and permanent address. Employers will have not trouble finding him during the winter and summer breaks.

Objective

LeeRoy uses his objective to specify where he is seeking employment. He plans to update this with each new position.

Education

LeeRoy lists his degree at Trinity but also lists his summer study abroad experience.

Experience

LeeRoy highlights his campus publication experience very well. He uses key examples of projects he was involved in. He uses action verbs in his descriptions to articulate his experience.

Academic Honors

LeeRoy list his academic honors in one section to highlight his academic achievement.

Skills

LeeRoy list the specific programs he has mastered. This is important to employers.

Sample Chronological Resume

Benita Bengal

One Trinity Place #789 • San Antonio, Texas 78212 • (210) 345-6789 • BBengal@trinity.edu

EDUCATION

Trinity University, San Antonio, Texas May 2006
Bachelor of Science in Chemistry, Minor in Art and Art History
Overall GPA 3.3

Awards: Trinity University Dean's List
National Society of Collegiate Scholars
Houston Livestock Show and Rodeo School Art Scholarship

EXPERIENCE

Trinity University Career Services

Student Assistant December 2001-Present

- Edit and review Career Services' website
- Field student questions and schedule appointments for career advisors
- Create flyers and handouts for on-campus events
- Update and maintain job and internship database

Trinity University Chemistry Department

Research Intern Summer 2003

- Performed laboratory studies examining the chemical reactivity of solid ammonia and solid formic acid
- Compared the chemical behavior of hydrogen bonding to that of solid water, ice

Arc of Greater Houston, Houston, Texas

Sports Camp Counselor Summers 1996-2002

- Taught and assisted disabled campers in playing various sports

Head Camp Counselor Summer 2002

- Coordinated activities for 10 campers each day
- Budgeted and handled all financial aspects of the trip
- Provided transportation for campers on overnight trip to Galveston, TX

Overnight Head Cabin Counselor Summer 2002

- Supervised the cabin and acted as resource for other counselors
- Assisted campers and counselors in having a wonderful and safe week at camp

Trinity University Mathematics Department

Math Grader August 2001-May 2002

- Graded Pre-Calculus and Calculus I homework and tests on a weekly basis
- Tutored students in Pre-Calculus and Calculus

FEATURED ARTWORK

Celebration of Women: A Juried Art and Writing Exhibition March-April 2003

Trinity Review - Art and Literary Magazine May 2002 & 2003

LEADERSHIP

Secretary, Jewish Student Association, Trinity University

Co-Chair, Trinity Activities Council Arts and Entertainment

Lead committee in decision making for on-campus events; liaison to faculty, print shop, and other organizations; help design and organize events for students on campus

Tour Guide Captain, Trinity University Tour Guides

Organize guides to lead prospective students and families on an informative tour of Trinity University's campus

Vice President for Museum Visits, Chemistry Club

Organize students to present chemistry demonstrations at the children's museum

SKILLS

Microsoft Office 2000/XP, Jasc Paint Shop Pro, Front Page, Access

Sample Chronological Resume

KENNETH KATZ

5678 West Avenue #234 • San Antonio, Texas 78212 • (210)-789-1011 • Kkatz@trinity.edu

OBJECTIVE

Position with Thornburg Mortgage Inc. in Santa Fe, New Mexico

SUMMARY

Professional marketing, public relations and international business experience · Academic focus in business and media with managerial and customer service background · Solid communication and interpersonal skills · Assertive and dependable with excellent time management and organizational skills · Strong creative and analytical ability · Leader and team player

EDUCATION

TRINITY UNIVERSITY, SAN ANTONIO, TX

B.A. Business Administration & Communications, December 2005

Cumulative GPA of 3.3

Syracuse University: Study Abroad Program, Madrid, Spain, Spring 2003

Arcadia University: Academic Internship Abroad, Sydney Australia, Summer 2003

EXPERIENCE

MEDIA & COMMUNICATIONS INTERN

The WorkVentures Group / Sydney, Australia / Summer 2003

- Re-branded “Western Sydney ITeC” into “Western Sydney WorkVentures”
- Coordinated, wrote and edited press releases and case studies for launch event of “Western Sydney WorkVentures”
- Consulted with government agencies and media to promote launch event
- Orchestrated implementation of new logo for corporate imaging including business cards, stationary and signage
- Designed brochures for several of the company’s social service divisions
- Developed and presented to upper management a database system to strengthen market research

MARKETING INTERN

Thornburg Mortgage Inc. / Santa Fe, New Mexico / Summer 2002

- Helped generate concepts for marketing initiatives, including advertisements, web page design, email blasts, and messaging
- Communicated marketing initiatives to marketing firm and compiled market research
- Assisted Marketing Coordinator, President, Executive Vice President and Stockholder Relations Director
- Documented meetings and conference calls
- Gained valuable knowledge of mortgage origination and capitalization business

FLOOR MANAGER

Ristra Restaurant / Santa Fe, New Mexico / Summer 2001

- Directed restaurant duties including managing flow of guests to ensure customer satisfaction and optimal venue profits
- Helped restaurant achieve recognition in the *New York Times*
- Implemented a new streamlined training process due to knowledge of operations and ability to communicate
- Administered wine and beverage inventory and developed a knowledge of fine wines
- Demonstrated leadership in training and supervising staff
- Provided excellent customer service to patrons

ACTIVITIES

International Marketing Symposium / Monterrey, Mexico - Participant

Campus Publications, Trinity University - Photographer

SKILLS

Computer: Adobe Photoshop, Adobe Premier, MS Office - Word, Excel, PowerPoint, Outlook,
Foreign Language: Read, write, and speak Spanish proficiently with focus on business linguistics

Sample Chronological Resume

Felix Panthera

One Trinity Place # 1000 • San Antonio, TX 78212 • 210-888-8888 • Felix.Panthera@trinity.edu

Education

Trinity University, San Antonio, Texas

B.S. Engineering Science; Minor in Mathematics (Expected Graduation: May 2006)

GPA (major): 3.8 /GPA (cumulative): 3.4

Computer Skills

Experience with Microsoft Office, Corel Office, Alteer Office, C++, C Programming, MiniTab, Lab View, Logic Works, MATLAB, Pro-Engineer, PSpice.

Course Experience

Engineering Analysis/Design I-VI

Network Analysis & Lab

Chemical Reaction Engineering

Mass and Energy Balances

Thermodynamics I

Engineering Materials

Mechanics I (Statics)

Mechanics II (Dynamics)

Fluid Mechanics I & Lab

Electronics I and Lab

Control Systems I & Lab

Heat Transfer & Lab

Chemistry I & Lab

Physics I and II & Lab

Fundamentals of Environmental Engineering

Water and the West (seminar)

Economics and the Environment

Environmental Geology

Experience

Student Designer, Department of Engineering Science

Fall 2001 – present

Present projects, write reports and deliver oral presentations through an eight course sequence of progressively challenging design projects including synthesis, analysis, safety, aesthetics, design stages, construction, testing and evaluation.

- Determine the lime percentage needed to optimize compressed earth blocks (CEBs) based upon three principle CEB properties: thermal properties, compressive properties, and block stability through the design and construction of device(s) that test the three properties for blocks of various compositions for an extensive senior project.
- Tested and redesigned a hand-held vacuum.
- Programmed a chip to control a stoplight for a 4-way intersection using ESPRESSO (on Unix system) and designing software.
- Utilized Statistical knowledge to formulate an equation that determined where a ball would hit based upon catapult settings. Constructed a solar power car out of “LEGOS” with small design group; won the uphill penny-pull (15lbs+).
- Designed and built a “catapult” water balloon launcher with a design group utilizing knowledge of MATLAB and EXCEL
- Designed a wooden truss with a small group using our basic knowledge, built, and tested by applying a vertical force that determined the max load the truss could handle

Summer Intern, Texas Commission of Environmental Quality

Summer 2004

- Served on the Storm Water and Pretreatment Team
- Conducted full analysis on the Benchmark Monitoring requirement in the 2001 Multi-Sector Storm Water General permit
- Renewed an individual storm water permit for a zinc reclamation facility
- Performed over 500 admin. reviews of Notifications of Intent for Storm Water Construction General Permit
- Updated the Pretreatment contact database for the state of Texas
- Oversaw a group of three summer interns
- Coordinated activities for summer interns involved with the Mickey Leland Internship Program at TCEQ

Leadership Involvement

President ('03-'04), Society of Women Engineers

Secretary/Treasurer ('04-'05), Trinity Engineers

Social Chair ('04-'05), International Club

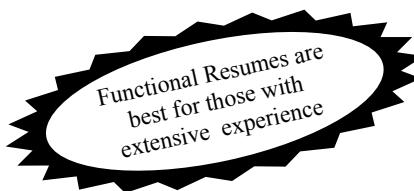
Member ('02-'04), Trinity Activity Council

Member ('01-'04), TU Voluntary Action Center

Member ('01-'03), Alpha Lambda Delta Honor Society

Member ('01-'03), Jewish Student Association

Sample Functional Resume



Tomás Tyger

1234 E. Norwood Ct. ■ San Antonio, TX 78212 ■ 210/826-1234 ■ Ttyger@Trinity.edu

SUMMARY OF QUALIFICATIONS

3 years freelance writing experience • Media management experience • Academic focus on media theory and a solid customer service background • Self-starter with strong multi-tasking skills and attention to detail • Enthusiastic team player

EDUCATION

Trinity University, San Antonio, Texas 05/2004

Bachelor of Arts in Communications, Minor Business

GPA: 3.0

Study Abroad, Syracuse University, Florence, Italy, spring 2003
Seamanship, Franklin Pierce College, Franklin, NH, summer 2001

EXPERIENCE

Publications/Freelance:

Que Pasa Magazine (4/02 – 9/02); *Outsmart Magazine* (8/01 – 9/01); *Leisure Magazine* (3/02 – 8/02);
Access Magazine (4/01 – 8/01); *The San Antonio Current* (11/01); *Houston Voice* (6/00 – 8/00)

- Contributed entertainment freelance pieces including restaurant, food, music and lifestyle reviews
- Coordinated and conducted interviews

Customer/Public Relations Experience:

Concierge, Westin Riverwalk, San Antonio, TX 08/2000-05/2001

- Involved in all aspects of customer service including restaurant, theater, sport & entertainment reservations
- Nominated by guests for the Service Legend Award
- Served as a member of the Concierge Association of San Antonio remaining current with the tourism industry information and services

Entertainment Editor, *The Trinitonian*, San Antonio, TX 08/1998 - 05/1999

- Created, assigned, delegated and supervised the weekly entertainment section
- Recognized and awarded Excellence in Design and Layout in 1999 by supervisors
- Represented *The Trinitonian* at the National Collegiate Student Press Conference in Atlanta, GA
- Awarded 1st Place for Division 4 Newspaper Feature Page Design; 2nd Place for Division 4 Newspaper Picture Page Design - Tabloid by the Texas Intercollegiate Press Association
- Nominated and awarded Most Outstanding Newspaper for 1998 by the American Scholastic Press Association

Media Projects & Activities:

Creator/ Director, Project Pride, San Antonio, TX 09/2001 - 05/2001

- Coordinated a multimedia project including print, photography and a website for a 2002 calendar
- Awarded 2nd Place by the Rocky Mountain Collegiate Media Association in the category of web design

Contributor, *REVOLUTION!* Esperanza Center, San Antonio, TX 05/2001 - 08/2001

- Awarded scholarship to participate in a three-month writing workshop
- Designed, published and co-edited the chat book/anthology

COMMUNICATION & MEDIA SKILLS

Publication & Web Design/Layout
Design Programs: Quark, Photoshop, Dreamweaver
MS Office, Word, Excel, PowerPoint, Outlook
Knowledge of AP Style/Copyediting
Conversational Italian

Heading

Tomás only lists his local address. He plans to keep this address a few months after graduation.

Qualification Summary

Tomás uses a qualification summary to highlight his skills and experience.

Education

Tomás lists his Bachelor of Arts degree at Trinity but also lists his study abroad and summer program experience.

Experience

Tomás organizes this section by experience. He has a lot of publication/freelance, customer/public relations and media experience. He chose to separate these areas out so that his resume will be concise and easy for employers to read.

Skills

Tomás list specific communication and media skills that will be key to the position he is applying for.

Resume Tips

Tailor your information to the job you are seeking.

Keep descriptions clear and to the point.

Sample List of References

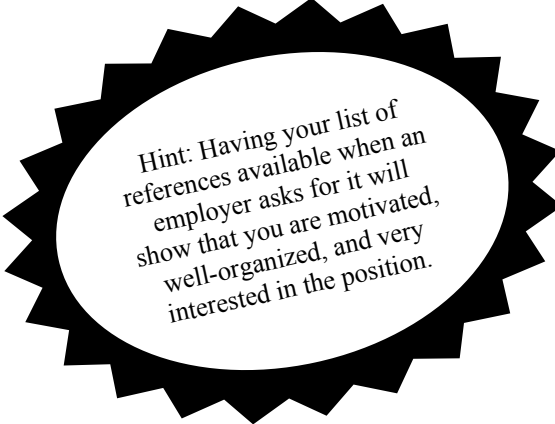
References Tomás Tyger

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Hint: Having your list of references available when an employer asks for it will show that you are motivated, well-organized, and very interested in the position.

References

List references on a separate sheet of resume paper. It is not necessary to provide them when making initial contact with a potential employer.

Selecting References

Be sure that these people will give you a high quality reference. A "lukewarm" reference can screen you out of a job.

Before you list an individual as a reference, check with the recommender and ask their permission to list their name.

In addition, always provide references with a current resume, so they are familiar with all of your achievements and experience. You will need *3-6 professional references*.

Ask your professors, supervisors, and advisors, **not** Aunt Vicki or your next-door neighbor.

Your references should be able to describe your high potential, achievements, and performance while you were in class or at work. Be sure to list your reference's name, title, work address and phone number, unless otherwise told to put