

Resume Packet



CAS Career
Services

213 Life Sciences East

(405) 744-5658

Make an appointment online at

cas.okstate.edu/careers

The strength of a good resume comes from its selection and presentation of basic content. As you organize your resume, keep in mind the needs of the employer reading it. Consider what he or she is looking for in a candidate, and make it easy for the reader to notice those skills in appropriate categories.

How to Start

- Use a blank word document to control spacing and formatting; **do not use templates or tables**
- Keep resume to **ONE PAGE ONLY** with margins size .5 -1" all the way around
- The document should have a consistent font with the exception of the font for your name
- Be consistent in formatting and alignments for text, bullets, and indents

Make Your Resume Unique:

- Develop categories that will highlight your relevant experiences and skills.
- Separate related or professional experiences from other work experience by creating separate categories. For example: Engineering Experience, Sales Experience, Business Experience, etc.

Education:

- Most recent education experience should be listed first.
- Include, without abbreviating, your degree, major, institutions attended, date of graduation, and minors or concentrations related to your job search.
- List a 3.0 Grade Point Average or above on the resume.

Work Experience:

- List any work experience, internships, or related volunteer and/or leadership experiences.
- List experiences with the most recent experience first.
- List the job title first. Look at the example resume to learn how to format your resume.
- List the most important, and most closely related, responsibilities first.
- Indicate if you worked to earn a certain percentage of college expenses.
- Try to show achievements (promotions, increased productivity, met sales quota, etc...).

Activities, Honors, and Leadership:

- Employers are interested in the skills you have developed, not necessarily whether or not you were paid. Focus your skills according to the industry, job, or career.
- Mention any offices held or committees on which you served.
- This section can help to distinguish you from other candidates.

Volunteer Service:

- Showing your community involvement can be helpful to set you apart from others.

Common Fonts:

- Try to avoid serif fonts (fonts with feet) such as **Times New Roman**.

Sample fonts: Font Sizes should be 18-24pt for name, 11-12pt for section headers, and 10-12pt for body text.

Century Gothic
Microsoft Sans Serif
Arial Narrow
Tahoma

Franklin Gothic Book
Eras Medium
Euphemia
Arial Black

Trebuchet MS
Lucida Sans Unicode
Verdana
Impact

INCORPORATING COMPETENCIES INTO YOUR RESUME

Competencies are skills and behaviors that are observable and measurable, and contribute to personal development. Also commonly referred to as “soft skills,” competencies are often associated with a person’s Emotional Intelligence, the cluster of personality traits, social graces, personal habits, and interpersonal skills that characterize relationships with other people. In other words, they are skills that demonstrate the ability to function effectively and successfully in personal, social, and business situations.

COMPETENCIES

Being Resilient	Self-Development	Ensures Accountability	Situational Adaptability
Demonstrates Self-Awareness	Builds Networks	Communicates Effectively	Collaborates
Tech Savvy	Organizational Savvy	Values Differences	Instills Trust
Courage	Drives Results	Interpersonal Savvy	Decision Quality
Manages Complexity	Decision Quality	Action Oriented	Resourcefulness

As you develop your resume, it’s important to think through your participation in jobs, organizations, and leadership roles and articulate the competencies that each experience allowed you to develop. Recognizing the skills you’ve developed through past experiences is a component of self-awareness and will not only help you develop a stronger resume, but will also be valuable as you interview. The following questions will help you consider what you gained from each experience:

- **What did I learn from this experience?**
- **What will I be better able to do in the future because of this experience?**
- **What challenges did I face? What skills allowed me to overcome those challenges?**
- **What feedback did I receive from a supervisor or team member? How did I incorporate that feedback?**
- **How would co-workers, supervisors, or team members describe me?**
- **What abilities did I develop in this situation that will be valuable to me in my future career?**

Responsibility-based Bullets:

Marketing Intern

June 2018 – August 2018

XYZ Corporation

- Made PowerPoint presentation overviews for departments
- Called leads for area agents
- Attended seminars focusing on marketing functions and business operations
- Answered the phone

Competency- and Responsibility-based Bullets:

Marketing Intern

June 2018 – August 2018

XYZ Corporation

- Collaborated with each of ten departments to create comprehensive overview presentations
- Cultivated approximately 180 leads per day by establishing rapport with potential clients through clear and thorough communication, professionalism, and excellent customer service
- Attended multiple professional seminars, networking with colleagues and experts, while gaining knowledge of marketing strategy, consumer behavior, and brand marketing
- Interacted regularly with clients by phone to assess needs, resolve issues, and surpass expectation

Common Section Headers Found on Resumes/CVs:

Summary of Qualifications Career Profile	Licenses Certifications	Professional Organizations Additional Training
Areas of Expertise Significant Accomplishments Competencies	Technical Skills Computer Skills Specialized Skills	Publications Works-in-Progress Research Interests
Professional Experience Employment History Related Experience Experience	Achievements Honors Awards Affiliations	Communication Experience Leadership Experience Sales Experience Lab/Research Experience
Volunteer Experience Community Involvement Campus Leadership	Workshops Conferences Presentations	Additional Information Selected Awards Selected Honors

Attributes Employers Want to See on New College Graduates' Resumes:

Leadership Ability to work in a team Communication skills (written) Problem-solving skills Communication skills (verbal) Strong work ethic Initiative	Interpersonal skills Computer skills Detail-oriented Organizational ability Friendly/outgoing personality Strategic planning skills Creativity
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Influences on an Employer's Decision to Hire One Candidate Over Another:

Major Leadership positions Extracurricular activities (clubs, sports, student government, etc.) Study abroad experiences	High GPA (3.0 or above) School attended Volunteer work Fluent in a foreign language
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Saving the Resume

- Save your final, error free resume as a PDF to use for uploads or emails to avoid any changes in appearance, formatting or length
- Save and store a Word document in order to make future updates or additions

Headers



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Create a header that's unique and stands out.
Examples below:



Pistol Pete

1234 W. Elm St. ■ Stillwater, OK 74076 ■ (405) 555-5555 ■ pistol.pete@okstate.edu

PISTOL PETE

250 Main St.
Stillwater, OK 74078

(405) 555-5555
pistol.pete@okstate.edu

JANE STUDENT

jane.a.student@okstate.edu
555.555.5555
[Linkedin.com/jane-student1234](https://www.linkedin.com/jane-student1234)

SALLY STUDENT

SALLY.STUDENT@OKSTATE.EDU | 1234 MY HOUSE ST.
555.555.5555 | STILLWATER, OK 12345
[LINKEDIN.COM/SALLY-STUDENT345](https://www.linkedin.com/SALLY-STUDENT345)
[WORDPRESS.COM/ SALLY-STUDENT345](https://www.wordpress.com/SALLY-STUDENT345)

Pistol Pete

1234 W. Elm St | Stillwater, OK. 74076 | (405) 555-5555 | pistol.pete@okstate.edu

Header Tips

NAME:

- Should appear **Bold & LARGER** than your contact information and content.
- Use a font that is legible.

CONTACT INFO:

- Best phone number and professional email to reach you.
- LinkedIn customized URL (optional) – make sure it's complete and professional.
- Address – can be used, but not always necessary.

For instance, if you're looking for a job back in your home city then your permanent address can be beneficial.

Action Verbs



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Interpersonal Skills

Accommodated	Contributed	Moderates	Reconciles
Adjusted	Cooperated	Modified	Related
Advised	Counseled	Motivated	Requested
Agreed	Facilitated	Negotiated	Respected
Arranged	Guided	Personalized	Served
Assisted	Influenced	Persuaded	Sold
Consulted	Mediated	Provided	Taught

Leadership Skills

Administered	Delegated	Governed	Required
Allocated	Designated	Hired	Selected
Appointed	Directed	Led	Settled
Approved	Disapproved	Managed	Signed
Assigned	Discharged	Oversaw	Specified
Authorized	Encouraged	Presided	Sponsored
Awarded	Enforced	Recommended	Stipulated
Conducted	Evaluated	Regulated	Supervised

Helping Skills

Advocated	Counseled	Facilitated	Rehabilitated
Aided	Demonstrated	Familiarized	Represented
Assessed	Diagnosed	Guided	Resolved
Assisted	Educated	Intervened	Supported
Clarified	Encouraged	Motivated	Volunteered
Coached	Expedited	Referred	

Creative Skills

Acted	Developed	Initiated	Planned
Adapted	Directed	instituted	Proposed
Authored	Established	Integrated	Researched
Composed	Estimated	Introduced	Revised
Conceptualized	Fashioned	Invented	Revitalized
Created	Forecasted	Investigated	Set Up
Conceived	Formulated	Modified	Shaped
Customized	Founded	Originated	Solved
Designed	Illustrated	Performed	Studied

Financial Skills

Administered	Balanced	Estimated	Projected
Allocated	Budgeted	Forecasted	Reconciled
Analyzed	Calculated	Managed	Reduced
Appraised	Computed	Marketed	Researched
Audited	Developed	Planned	

Organization Skills

Arranged	Budgeted	Planned	Reorganized
Analyzed	Coordinated	Prepared	Scheduled
Assembled	Organized	Recorded	Calculated

Action Verbs



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Management Skills

Administered	Delegated	Improved	Prioritized
Analyzed	Developed	Initiated	Produced
Assigned	Directed	Instituted	Recommended
Attained	Enhanced	Managed	Reorganized
Chaired	Established	Motivated	Reviewed
Consolidated	Evaluated	Organized	Scheduled
Contracted	Executed	Oversaw	Strengthened
Coordinated	Increased	Planned	Supervised

Clerical or Detail Skills

Approved	Distributed	Prepared	Set Up
Arranged	Executed	Processed	Standardized
Catalogued	Generated	Purchased	Systematized
Charted	Implemented	Recorded	Tabulated
Classified	Inspected	Retrieved	Updated
Coded	Maintained	Reviewed	Validated
Collected	Monitored	Routed	Verified
Compiled	Operated	Scheduled	
Dispatched	Organized	Screened	

Research Skills

Analyzed	Interpreted	Adapted	Maintained
Clarified	Interviewed	Applied	Operated
Collected	Investigated	Assembled	Overhauled
Compared	Located	Built	Programmed
Conducted	Organized	Calculated	Remodeled
Critiqued	Researched	Computed	Repaired
Diagnosed	Reviewed	Designed	Replaced
Evaluated	Solved	Developed	Solved
Examined	Summarized	Devised	Standardized
Gathered	Surveyed	Engineered	Studied
Extracted	Systematized	Fabricated	Upgraded
Identified	Tested	Installed	Utilized

Communication Skills

Addressed	Corresponded	Interpreted	Recruited
Advertised	Directed	Lectured	Redirected
Authored	Discussed	Mediated	Referred
Called	Drafted	Moderated	Related
Circulated	Edited	Negotiated	Represented
Coached	Elicited	Oriented	Resolved
Collaborated	Emphasized	Persuaded	Showed
Communicated	Explained	Presented	Spoke
Composed	Formulated	Promoted	Translated
Conferred	Influenced	Publicized	Transmitted
Contacted	Informed	Recommended	Tutored
Convinced	Instructed	Reconciled	Wrote

The Basic Resume

Contact Information

- Emphasize your name. It can be up to 22-28 pointfont.
- Contact information should be in 10 point font
- Avoid nicknames and inappropriate personal e-mail addresses.
- Remove the hyperlink from your e-mail address.

Work Experience

- List jobs in reverse chronological order.
- Organize experience into categories relevant to your work experience. For Example: **Sales Experience, Finance Experience, etc.**
- You can also use categories such as **Leadership Experience or Volunteer Activities** to detail other roles you have held.
- Start each bullet with an action verb. Use present tense if you currently hold the job. Use past tense if you are no longer working there.
- Emphasize what you did for the company. Include daily tasks, skills, and accomplishments.
- Quantify whenever possible to provide tangible information to support points.

Honors and Activities

- List campus organizations, honor societies, and volunteer work.
- Only collegiate activities should be noted unless you are in your first semester of college.
- List leadership roles.

Pistol Pete
001 Gallagher-Iba Arena • Stillwater, OK 74078
(405) 744-2772 • pistol.pete@okstate.edu

Education
Oklahoma State University
Bachelor of Science in Business Administration
Major: Marketing
Graduation Date: May 2019
GPA: 3.56
Minor: Finance

Work Experience

Sales Associate August 2016 – Present
Chris's University Spirit; Stillwater, OK

- Communicate with customers in order to determine their merchandise needs and suggest appropriate products
- Encourage customer loyalty by persuading customers to activate and utilize their Spirit Card Accounts
- Increase sales by 10% over a three month period

Server August 2015 – May 2016
Rancher's Club; Stillwater, OK

- Provided excellent customer service by acting in an efficient and thorough manner, while paying close attention to detail
- Served approximately 50 customers and handled \$600 in transactions daily
- Suggested additional food items to compliment the customer's meal and increase sales

Leadership Experience

Mascot May 2018 – Present
Oklahoma State University Athletics; Stillwater, OK

- Represent the University at all athletic events
- Engage fans to enhance their experience
- Balance demands of 30 hours per week with full class schedule

Activities and Volunteer Experience

Marketing Club
Marketing Homecoming Committee
Big Brothers Big Sisters
Delta Sigma Pi

Scholastic Honors

Blue Key Honor Society
OSU Academic Excellence Scholarship
President's Honor Roll
August 2016 – Present
August 2015 – Present
Spring 2017, 2018

Education

- Be sure to list the formal name of your degree, for example: **Bachelor of Science in Sociology**
- List your GPA if above a 3.0.
- If your GPA is below a 3.0, contact your academic advisor to find out if your major GPA is above a 3.0.

Dates

- List your experience in reverse chronological order.
- Left or right align the dates.
- Be consistent in your format. If you abbreviate one date, abbreviate all dates.

Formatting

- Keep resume to one page.
- Balance the resume instead of leaving pockets of white space.
- Use a legible font between 10-12pt.
- Be consistent. For example, if you choose not to use periods at the end of bullets, do so throughout the entire document.
- **Proofread!** Do not leave any spelling or grammatical errors.
- Print your resume on resume paper, and make sure the watermark is facing the right direction.

YOUR NAME

Phone • Email • Address • City, State Zip

SUMMARY

- List at least 3-5 qualifications that are tailored to the job description or industry in which you're applying.
- Example: Excellent communication and interpersonal skills with proven social media and marketing experience.
- Example: Strong motivation and self-discipline displayed while working 30+ hours per week and managing 18 hours of class work.
- Example: Recognized by management as top performer in small-market apparel company.

EDUCATION

(Do not include high school)

Bachelor of Science in Business Administration

Oklahoma State University, Stillwater, OK

Major: Marketing

Graduation: December 2017

GPA: (if 3.0 or above)

- OSU Academic Scholar Award — Financed 25% of tuition

RELATED EXPERIENCE

(Mention only the most relevant experiences to the position you're applying for)

Work Title

Company/Organization - City, State

Month Year — Month Year

- Start with action verbs.
- Use quantitative information, if possible.
- List 3 — 5 bullet points describing your position or work.

Lead Sales Associate

The Place — Stillwater, OK

May 2014 — May 2015

- Developed and maintained relationships with current and potential customers.
- Answered customer service questions and provided information to customers about products.
- Recognized by management for 3 quarters as the top performer out of 50 sales associates.
- Earned highest sales in company for month of September by selling \$15k worth of apparel.
- Promoted from sales associate to team lead within first 4 months of hire, supervising 10 employees daily.

Front Desk Attendant - OSU Residential Life

August 2013 — May 2014

- Start with action verbs.
- Use quantitative information, if possible.
- List 3 — 5 bullet points describing your position or work.

CAMPUS ACTIVITIES

Marketing Club, **Treasurer**

August 2015 — Present

Marketing Club, **Member**

August 2014 — Present

Hispanic Student Organization, **Social Chair**

January 2014 — Present

- Organized student mixer for more than 400 students.

ACHIEVEMENTS

President's Honor Roll

2013, 2014

Dean's Honor Roll

2013, 2014

References (do NOT include on the resume. Make a separate page for references and include name, position, address, phone, e-mail. Include resume letterhead on Reference Page. See References Example.)

Your Name

Phone | Email | Address | City, State Zip

PROFILE

- List at least 3-5 qualifications that are tailored to the job description or industry in which you're applying
- Example: Strong background and experience creating commercial advertising
- Example: Ability to work with teams and independently to complete tasks
- Example: Proficient in graphic design software as well as proven recognition for graphic design skills

EDUCATION

Bachelor of Arts in Graphic Design

Graduation: December 2017

Oklahoma State University, Stillwater, OK

GPA:(if 3.0 or above)

OSU Academic Scholar Award – Financed 25% of tuition

SKILLS

Marketing

- Created fliers and commercial signage for Regional Food Bank
- Designed 2 billboards in metro-area for Salvation Army
- Led creative campaign and handled all communication, promotional pieces for Graphics Design Student Organization

Technical

- Proficient using Adobe Creative Suite for marketing and fliers
- Experience building fliers using Graphics Studio
- Advanced knowledge of Dragonfly editing software

CAMPUS ACTIVITIES

Membership Chair, OSU Graphic Design Student Organization

August 2015 – Present

Member, OSU Graphic Design Student Organization

August 2014 - Present

- List 3 – 5 bullet points describing your position (think of your leadership like a job)
- Start with action verbs
- Example: Created marketing plan to increase membership from 10 to 40 students and participation in meetings through promotion of events

COMMUNITY INVOLVEMENT

Salvation Army Volunteer – Stillwater, OK

August 2014 – Present

- Received "Volunteer of the Year" recognition for Payne County

Regional Food Bank Volunteer – Oklahoma City, OK

May 2013, 2014

- Devoted 120 hours of service to assisting with packaging of more than 12,000 tons of food

101 Campus Dr.
Stillwater, OK 74078

ART N. SCIENCE

(405) 123-4567
art.n.science@okstate.edu

SUMMARY

- Proficient programmer with experience using multiple programming languages and software
- Completed technical training in both academic and professional settings
- Experience working in groups and independently to troubleshoot, meet deadlines and complete projects

EDUCATION

Bachelor of Science in Computer Science with Honors
Oklahoma State University, Stillwater, OK

Anticipated: May 2019
GPA: 3.6

- Completed 12 credits during study abroad at the University of Sydney, Australia, Fall 2013

COMPUTER SKILLS

Languages: C/C++, VB, C#, JAVA, SQL, Python, Android programming

Website Design: HTML, FrontPage, Dreamweaver, Xara, Intuit, Flash, Photoshop, JSP

Database Software: SQL, MS-Access, Oracle Database 11g, Microsoft Access

Operating Systems: Windows Vista/7, ME, UNIX, Linux, Mac OS X

RELATED EXPERIENCE

Intern/Software Engineer Contractor

May 2016 – Aug. 2016

ABB Totalflow, Bartlesville, OK

- Completed the Gate Model project management as part of intern summer team
- Attended Software Development Improvement Program training
- Innovated current console based application by developing an Android based phone application
- Ported C based protocol to Java

ACADEMIC PROJECTS

Multimedia Teaching Software

Jan. 2017 – May 2017

- Designed teaching software containing a practice exam system with a team of four students
- Incorporated group learning elements and independent study options by utilizing Authorware

Students Online Exam System

Oct. 2016 – Dec. 2016

- Contributed to the university's online project which provided an exam platform for professors
- Utilized SQL server and ASP to develop online exam system

System Processing Graph Formulation Software

Feb. 2016 – April 2016

- Created a program that processed graphs during software design phase
- Developed drawing portion for the program which included lines, rectangles and circles
- Demonstrated proficiencies with Visual Basic

CAMPUS INVOLVEMENT

OSU Google Developers Club | Oklahoma State University

Aug. 2017 – Present

- Facilitate meetings in order to organize the new club and make tentative plans by semester
- Participate in 3 student organization fairs to recruit interested students in the club

Association of Computing Machinery | Oklahoma State University

Aug. 2016 – Present

- Discuss developments in computers and technology.
- Attend lectures by leaders in computer science discussing relevant topics including Genetic Algorithms.

Gamers of OSU | Oklahoma State University

Jan. 2016 – Dec. 2016

- Cultivated skills as Office Webmaster for website (<http://www.orgs.okstate.edu/animesoc/>)
- Designed, implemented, updated and maintained the webpage

Pistol Pete

101 Campus Drive • Stillwater, Ok 74078 • (405) 123-4567 • Pistol.Pete@okstate.edu

Education

Bachelor of Science, Political Science/Pre-Law
Oklahoma State University, Stillwater, Oklahoma
Minor: Economics

Graduation: May 2019
GPA: 3.4

Associate of Science
Murray State College, Tishomingo, Oklahoma

Graduation: May 2017
GPA: 3.6

Political Experience

Grassroots Volunteer

July 2017-Present

Charles McCall for State House 22, Tishomingo, OK

- Organize community events within the 22nd Oklahoma House District to educate citizens on the issues within the district
- Communicate why this candidate is the most qualified for resolving these problems to local voters
- Contact potential voters via phone and social media within the district to educate voters on issues within the counties

Assistant Grassroots Coordinator

January 2017-July 2017

George Faught for U.S. Congress, Muskogee, OK

- Collaborated in the organizing of grassroots campaign effort for 13 of 25 counties in the 2nd Congressional District by gathering and tabulating organized data from potential voters, and developing neighborhood-walking plans to promote our candidates platform
- Coordinated events in an effort to fundraise for campaign, promote our candidates efforts, and organize volunteers

Treasurer/District Committeeman

January 2016-January 2017

Johnston County Republican Party, Tishomingo, OK

- Audited and budgeted funds for the Johnston County Republican Party, and quarterly reports to the Oklahoma Ethics Commission
- Attended quarterly meeting to advocate for the 2nd Congressional District of Oklahoma representing Johnston County

Additional Experience

Student Worker

August 2015- January 2016

Murray State College Mail and Duplication, Tishomingo, Oklahoma

- Gathered and collected mail to disperse to all employee of the college
- Managed the switchboard while communicating with administration, faculty, staff, students, and potential students

Summer Intern

May 2016-July 2017

Johnston County OSU Extension, Tishomingo, Oklahoma

- Planned, developed, and taught workshops to students from ages 9-19 in building life skills
- Administered, advised and oversaw the actions of teen leaders during the 4-H summer camp

Student Leadership

Oklahoma State University Student Government Association

January 2018- Present

- Communicate with college president and committee to review new policies and discuss issues as University Committee member
- Appointed Liaison for the Oklahoma Regents of Higher Education due to professional communication and presentation skills
- Collected ideas and created task forces of students and faculty to address issues as member of the Public Affairs Committee

President | Murray State College Student Government Association

December 2015-January 2017

- Acted as a liaison between students, administration, faculty, staff, and board of regent members on both Tishomingo and Ardmore Murray State College campuses by meeting with individuals within this criterion daily to accommodate the needs of each
- Developed an organizational chart and strategic plan of action to encourage continual growth and development of the program
- Mediated for the cities of Tishomingo and Ardmore to promote economic development to accommodate college community needs

Campus Involvement

Nationally Recognized Fraternity | Pledge Class Secretary, Co-Philanthropy Chair & Budget Committee

August 2017-Present

Toastmaster International | Member

July 2017-Present

CAS Student Council | SGA Senator

January 2017- December 2017



101 Campus Drive • Stillwater, OK 74078 • (405) 123-4567 • pistol.pete@okstate.edu

Education

Bachelor of Science; Communication Sciences and Disorders
Minor: Psychology
Oklahoma State University

Graduation: May 2019
GPA: 3.89
Stillwater, OK

License & Certification

American Red Cross CPR/First Aid Certification

Expires: June 2019

Therapy Experience

Habilitation Training Specialist
Department of Human Services

May 2017- Present
Oklahoma City, OK

- Provide at-home speech therapy to ten year old boy with Autism
- Reinforce behaviors taught by occupational therapist and assist in daily communication
- Prepare and submit weekly progress reports that track speech techniques and effectiveness of therapy

Administrative Assistant

Stillwater Speech & Language Services

August 2016- December 2017
Stillwater, OK

- Observed and assisted in clinic (40+ hours)
- Entrusted with accurately making client files up to date and reorganized office online client system
- Contacted potential clients and recorded information; scheduled meetings and assessments

Research Experience

Research Assistant
Oklahoma State University

January 2017- May 2017
Stillwater, OK

- Assessed grammar in monolingual and bilingual children ages three through five years
- Contacted 15 region schools to solicit participation and identify children for the study
- Recorded data from 200 participants and handled paperwork related to client participation

Education Experience

Tutor
Skyline Elementary School

August 2016- May 2017
Stillwater, OK

- Tutored children in 1st-4th grade in math and reading
- Aided teachers in preparing for the school day including making worksheets, lesson plans and crafts

Assistant Teacher

New Horizons Daycare

May 2015- August 2015
Edmond, OK

- Assisted Kindergarten teacher with daily language skills program including singing, reading and story time
- Developed activities to enhance children's learning while incorporating play and fun into teaching

Leadership

National Student Speech-Language Hearing Association: Webmaster

August 2017- Present

- Update website with member directory, semester schedule of meeting and other information
- Organize educational programs including organizing tours of speech therapy locations

Hall Government: Community President for Drummond 7

August 2016 – May 2017

- Developed and implemented 3-6 programs each semester about health, diversity, and community service

Honors

- Phi Kappa Phi
- National Society of Collegiate Scholars
- Dean's Honor Roll
- President's Honor Roll

References



CAS Career
Services

(same header as your resume)

Your Name

Address

Phone

Email

Name of Reference

Position

Company

Business Phone and Extension or Cell Phone

E-Mail Address

Name of Reference

Position

Company

Business Phone and Extension or Cell Phone

E-Mail Address

Name of Reference

Position

Company

Business Phone and Extension or Cell Phone

E-Mail Address

Reference Tips

- ALWAYS contact your references before including them on a reference sheet.
- Include three professional references that can verify and elaborate on your professional experiences.
- Professors, supervisors from previous and/or current employer, and advisors are acceptable references.
- Use the **same heading** on your references sheet that you did for your resume and cover letter.
- Do not include "References available upon request" on your resume – this is inferred.