Electronic Resumes

The suggestions that follow are based on several years of experience with the recruiting process and employer feedback. Most rules for a good resume are not set in stone, but strong guidelines. There is no one "right" way to write a resume. Employers have different opinions on what they prefer; therefore, it is important for your resume to best highlight your skills and interests.

MU CSC Career Interns are available to help with resume/cover letter development and improvements during the academic year Monday through Friday; 12:00 - 2:00 p.m.

MU CSC Career Counselors are available year-round by appointment. Ways to schedule an appointment:
1. Online: www.marquette.edu/csc/
2. Phone: 414-288-7423

Table of Contents

<u>**Resume Writing**</u>

<u>**Contact Information**</u>

Overall Appearance of a Resume

Formatting

- Resumes tend to be very **conservative** in format; the primary goal being readability.
- In some fields, such as advertising, marketing, and fine arts, creativity is more acceptable and often expected. Creativity should not deter from the overall content and flow of a resume.
- We suggest that you **never use templates** provided by Word or any other source. Templates often limit formatting choices and amount of content on your resume. In addition, many employers ignore resumes when they have seen the same template multiple times.

Tabs and Bullets

- Remember the fewer indents and tabs you use the better your resume will translate into a document reader that some employers use for online submissions.
- Bulleted action statements are not complete sentences, so periods are not needed. If you do choose to use them, however, be consistent and use them throughout the document.
- When creating bullet points, use the bulleting function in word rather than a bullet character and spaces.

Length

- If possible, a **one-page** resume for new and recent grads is recommended.
- Margins should be between **.5 and 1 inch** (often this makes the difference between a one and two-page resume)

Font

- One font and one color should be used throughout the document
- Font size between **10-12 point** (font size will vary depending on the font you choose, the same applies to the size of your margins)
- Differentiate section headers, selectively use different types of highlighting text
- Serif fonts are easier to read than sans-serif fonts in a document like this - Google if you're not familiar with those font styles. Times New Roman has been popular, but doesn't allow the letters to blend together well in some cases. Experiment with fonts like Georgia, Garamond or Bookman Old Style to determine one that suits your resume

Grammar, Spelling, Typos

- No grammatical or spelling errors
- **No personal pronouns (I, me, my, etc.) are used**
- Unless necessary, avoid definite and indefinite articles in descriptions such as "a", "an", "the"
- All information is delivered in bullet, action-word statements

Elements of a Resume

Contact Information

- Your name as you want to be referred to professionally (Jon Baker, Jonathan Baker, Jon E. Baker) and formatted to stand out appropriately
- Current address and home/permanent address (if looking for employment in that area)
- Phone number with area code, cell phone is best. Voicemail should be set up so that your name is stated to indicate to employers that they have the right phone number.
- Email address (professional addresses only)
- LinkedIn profile link if your account is up-to-date (optional)

Example:

> **Jamie A. Thomas** **8840 Apple Road; Chicago, IL 60000; 847-111-2222; jamie.thomas@gmail.com**

Objective OR Summary of Qualifications

Objective

A clear objective helps focus on select information. Although you may wish to make your objective broad, do not make it so broad that it says nothing. If you are pursuing employment in more than one field, simply create different objectives for each field and job application. There should only be one objective per resume.

Your career objective should answer the question, "What do I want to do?" Is it for graduate school, a part-time job, an internship, a professional position after graduation, a scholarship? Make sure your objective is clear.

Example:

> Seeking a summer internship in a communications related field to utilize skills in organization, public speaking and media communication.

Summary of Qualifications

If your career goal is obvious and the intent of your resume is clear you may consider using a "summary of qualifications" depending on what's most appropriate.

A Summary of Qualifications should summarize your resume and accomplishments much like an introduction might summarize a book. You could also think of this as a "tagline" for yourself and the rest of the resume will have the supporting information for your "advertisement." You can use this space to match your accomplishments to the qualifications of the job to which you are applying.

These should be written in the third person, not using "I" or "me" throughout, and should provide the top items that set you apart as a candidate. Think of the top three or four things that highlight you as a candidate and differentiate you from the other candidates in the pool.

If you speak other languages, you could highlight it here. Additionally, if you are from abroad, your work-authorization status may be mentioned in order to reduce confusion with prospective employers.

Example:

> *Personable and motivated entry-level marketing professional with experience in both non-profit and for-profit environments. Skilled in marketing plan design and implementation. Efficient presentation and communication skills acquired through student leadership positions.*

Example:

> - *Two years of internship experience within a Fortune-500 company*
> - *Proven leadership experience with a student organization*
> - *Fluency in Spanish*

Education

For each degree-conferring institution beyond high school:
- Name of educational institution or specialized training program
- Location (city, state) of each institution
- Degree or certification obtained
- Major/minor/area of concentration or emphasis
- Actual or anticipated graduation date (month and year)

Additional/**Optional** items to include:
- GPA/Major GPA (if proud of it, usually <3.0) Include all decimal points with the scale. If you include Major GPA then you should also include your cumulative GPA.
- Certifications and/or licenses related to career goal
- Relevant coursework, projects, and/or thesis

Example:

> Marquette University, Milwaukee, WI
> Bachelor of Arts Degree in Psychology, May 2014
> GPA: 3.207/4.0

High School information
If you are a freshman or sophomore student, having high school information is acceptable on your resume. Once you have enough experiences during your college years, we recommend that all high school information is deleted.

Transfer Students
Do not list schools from which you did not receive a degree.

Coursework (Optional)
Courses that you took which are related to the position you are applying for can be included on your resume. List the title of the course, course numbers are not necessary. Include the semester and year taken.

Example:

> Computer Literacy in Business (Spring 20xx), Media Writing (Spring 20xx), Public Relations Principles (Fall 20xx), Media Law (Fall 20xx), Ethical Problems of Mass Communications (Fall 20xx),

Experience

This part of your resume may include several sections such as:
- Career Related, Related (or) Relevant Experience, Work Experience, Additional Work Experience, Internship Experience, Volunteer Experience, Campus Involvement, Service, Leadership, Activities

   Career Related OR **Related** OR **Relevant Experience**: really any area in which you may have significant experience and is related to your career goal, even remotely

   Additional Work Experience: use this to list jobs you have had to show consistency, longevity, or just simply that you know how to work. Sometimes this section does not include bulleted action word statements because what you are doing may be obvious such as Bartender.

- Briefly describe for each position:
   o Job title, organization name, city, state, date (month and year)
   o List your responsibilities for each position using bulleted action statements to describe situations and achievements (see pg. 11)

Example:

Front Desk Assistant, MU CAREER SERVICES CENTER,
Milwaukee, WI August 2011 – May 2012
- Greeted and assisted all clients, students and visitors of the Career Services Center
- Provided administrative support to all functions of the Career Services Center

---

List each experience in reverse chronological order; more recent first. If your most career-related experience was a year ago and listed towards the bottom of your resume create a new section. The section can be titled many things such as career-related experience, related experience, relevant experience or any title where you can group your most significant experiences related to the position.

Class Projects (Optional)
If you have little experience related to your career objective, think about class projects that demonstrate your skills. List these just like a position with the name of the project, name of the class, Marquette University, and semester (Fall 20XX). Then list the objectives, tasks and accomplishments of project just like you would list bulleted action statements under each position.

Example:

General Psychology Course, Marquette University, Milwaukee, WI
"Be Well Marquette" Class Project, Spring 20xx
- Collaborated with student project team to identify and implement one wellness initiative to offer to incoming freshman students
- Coordinated event planning and marketing for event with attendance of over 100 students

---

Honors, Activities, Leadership, or Special Skills (Optional)
Front load these with those most important or most pertinent to your objective (career goal). You may want to use specific headings such as professional organizations, computer skills, and leadership positions. Include any honors, scholarships or recognition awards that you have received. If you were actively involved in any clubs, teams or committees while in college, those may be included also. The key to this section is keeping it brief. If you feel you need more detail, use the guidelines from the Experience section and make it a complete section.

Interests (Optional)

The trend is to keep away from any extraneous information that does not clearly connect to your career goal. However, if you are applying for a position in which you have experience through a hobby or leisure activity, you may want to consider adding it to your resume. For example, if you are applying for a forest ranger position and you enjoy hiking in the wilderness, include it by stating: Skilled in all-terrain hiking, camping and navigating. What you need to ask yourself is, "Will this information help the potential employer learn more about how well I can do the job?" If your answer is yes, then be sure to include the information.

Technology/Computer Skills (Optional)
More employers are asking about these skills, and many assume that college students today are very tech-savvy. Many of you do not have industry-specific tech skills, but if you do, then those need to be highlighted. It may be that you do not have space for a separate "technology" section, in which case a "Computer skills include ..." line could be added to your profile, or you could address the skills in the description of the job in which you used them. You do not need to list Microsoft Office programs or other applications that are commonly used.

Writing Bulleted Action Statements

What are bulleted action statements?

Bulleted action statements are concise phrases that describe your skills, accomplishments, or attributes related to your work experiences. These phrases begin with action verbs. There are thousands of action verbs, "Established", "Created" (see pg. 9 for a list). The bullet point in front of these concise statements serve as visual landmarks to aid the reader in navigating the document quickly.

Steps to write a bulleted action statement:

1. **Choose an action word** (see pg. 9) Action words are written in present tense for current experiences and past tense for experiences which have ended

   Example: "Established"

2. **Identify skills, attributes, or accomplishments** from your experiences

   Examples: built professional relationships, used written communication skills, friendly and efficient

3. **Describe the skill, attribute, or accomplishment** (see pg. 9-10) to help you be specific and concise: How many, how often, what type, where, with/for who.

   Examples: "over 20 customers," "monthly", "20% increase of sales from 2014 to 2015"

4. **Be specific, concise, and quantify if possible** (to help you be specific, consider the following questions: how many, how often, what type, where, with/for who, how much)

   Examples: "over 20 customers," "monthly", "20% increase of sales from 2014 to 2015"

5. **Put it all together**

Example:

> - Established professional relationships with over 20 customers monthly through friendly and efficient written communication resulting in an 20% increase of sales from 2014 to 2015

Action statement writing tips:
- Statements should not be paragraphs. They should be to the point including information specifically related to the role of application.
- Quantifying your work helps to you to be specific. The reader should be able to picture what you were doing by reading the statements.
- Statements should not be paragraphs. They should be to the point including information specifically related to the role of application.
- Review the transferable skills necessary for the position. These may be listed in the job description or you many need to determine them on your own
- Statements should be focused on your accomplishments and responsibilities not only on duties. The statements should relate to what you did specifically. They should not describe what any person would do in the role

Action Words

Absorbed	Coordinated	Granted	Persisted	Secured
Accelerated	Created	Greeted	Planned	Segmented
Accentuated	Critiqued	Guided	Pointed out	Seized
Accomplished	Debated	Handled	Pooled	Shared
Achieved	Delegated	Helped	Practiced	Showed
Adhered to	Demonstrated	Honed	Prepared	Simplified
Administered	Derived	Hosted	Presented	Sketched
Adopted	Designated	Illustrated	Prevailed	Skilled
Advanced	Designed	Implemented	Prioritized	Solved
Announced	Detected	Increased	Produced	Specialized
Applied	Developed	Indicated	Programmed	Sponsored
Appraised	Devised	Influenced	Progressed	Streamlined
Apprehended	Directed	Initiated	Projected	Strengthened
Assessed	Discharged	Innovated	Promoted	Stressed
Assigned	Dispatched	Inspected	Prompted	Succeeded
Assimilated	Displayed	Instituted	Proposed	Supervised
Assisted	Earned	Installed	Provided	Supported
Assumed	Educated	Integrated	Publicized	Surpassed
Attained	Effected	Invested	Purchased	Sustained
Attracted	Efficient	Investigated	Pursued	Synchronized
Authorized	Eliminated	Judged	Qualified	Synthesized
Balanced	Emphasized	Justified	Quantified	Targeted
Bargained	Employed	Listed	Quoted	Taught
Beneficial	Empowered	Logged	Reacted	Tested
Benefited	Enforced	Made	Recommended	Trained
Bolstered	Endorsed	Maintained	Recorded	Transacted
Boosted	Engineered	Managed	Recovered	Translated
Briefed	Enhanced	Mapped	Referred	Triumphed
Budgeted	Enriched	Mastered	Refine	Troubleshot
Built	Established	Measured	Regulated	Tutored
Carried out	Estimated	Mediated	Reinstated	Uncovered
Caused	Evaluated	Mentored	Rejected	Understood
Chaired	Exceeded	Merited	Remained	Undertook
Charted	Excelled	Mobilized	Represented	Unified
Checked	Exercised	Modeled	Resisted	United
Closed	Exerted	Multiplied	Resolved	Updated
Collaborated	Exhibited	Navigated	Restored	Upgraded
Combined	Expedited	Negotiated	Resumed	Used
Commanded	Featured	Observed	Retained	Utilized
Commissioned	Financed	Obtained	Revamp	Validated
Complied	Forecasted	Operated	Revealed	Ventured
Conducted	Formed	Organized	Revived	Verified
Constructed	Formulated	Originated	Routed	Viewed
Continued	Fostered	Outlined	Saved	Withstood
Contributed	Fulfilled	Oversaw	Scheduled	Witnessed
Controlled	Gathered	Participated	Schemed	
Cooperated	Generated	Performed	Screened	

Transferable Skills

Planning and Organizational Skills

☐ Meet deadlines and manage time effectively
☐ Work under time and environmental pressures
☐ Successfully juggle multiple demands (school and work)
☐ Identify and prioritize things to be accomplished
☐ Assess needs
☐ Develop goals for self and/or an organization
☐ Work effectively with organization members
☐ Follow up with others to evaluate progress of tasks
☐ Stick to a difficult endeavor and see it through to completion (4 years of college)

Critical Thinking Skills

☐ Quickly and accurately identify the key issues when making a decision or solving a problem
☐ Identify general principles that explain data or human behavior
☐ Examine assumptions underlying analyses or conclusions
☐ Recognize interrelationships in information obtained from diverse sources
☐ Use facts to judge validity of theories
☐ Create innovative solutions to complex problems
☐ Critically evaluate theories and research and apply the results to solve problems

Human Relations and Interpersonal Skills

☐ Maintain group cooperation and support
☐ Keep a group on track when working towards a goal
☐ Interact and work effectively with peers, superiors and subordinates
☐ Interact with and appreciate people from diverse cultural, social, ethnic and religious backgrounds
☐ Communicate effectively and sensitively in both individual and group situations
☐ Teach a skill, concept or principle to others
☐ Demonstrate effective social behavior in a variety of settings and circumstances
☐ Effectively collaborate with others to complete projects or reach goals
☐ Delegate tasks and responsibilities
☐ Ability to work on a team on diverse assignments

Oral and Written Communication Skills

☐ Organize and present ideas effectively for formal and spontaneous speeches
☐ Effectively participate in group discussions and brainstorm ideas
☐ Debate issues while respecting the opinions of others
☐ Read and condense large amounts of material
☐ Write reports clearly, grammatically, concisely, objectively, convincingly and in appropriate format
☐ Write and speak effectively in a foreign language
☐ Delivered verbal presentations clearly and persuasively
☐ Express and defend ideas in a clear, objective, non-dogmatic manner
☐ Effectively utilize campus resources for public relations
☐ Use various media to present ideas effectively and/or imaginatively
☐ Possess courteous telephone skills

Research and Investigation Skills

☐ Use a variety of sources of information to research problems or answers to questions
☐ Conduct literature searches on _____.
☐ Develop a new research question(s)
☐ Apply a variety of research methods to test the validity of data
☐ Design and experiment, plan or model that systematically defines a problem
☐ Construct, administer and interpret questionnaires or surveys
☐ Ethically recruit and treat research subjects
☐ Select appropriate statistical tests for the analysis of research
☐ Analyze and interpret statistical data.
☐ Interpret qualitative and quantitative data
☐ Use computers or laboratory equipment to assist with research
☐ Select, administer, score, and interpret various psychological tests or assessments
☐ Deal effectively with financial, temporal, and personnel constraints on research

Computer Skills

☐ Use computer software to prepare reports, graphs, brochures, etc. and to conduct research
☐ Internet research and e-mail skills
☐ Computer programming skills
☐ Webpage and website design skills

Personal Skills

☐ Define and explain ethical behavior and practice it in difficult situations
☐ Take initiative in job related duties
☐ Tolerance for stress and ambiguity
☐ Demonstrate flexibility and ability to handle change
☐ Recognize the value of lifelong learning and seeks professional development opportunities
☐ Identify personal values and apply them when making decisions
☐ Ability & motivation to develop knowledge and skills in expanding job responsibilities

Creative Skills

☐ Create images for marketing campaign
☐ Produce artwork for gallery display
☐ Use intuition to develop a new idea
☐ Invent an original product useful to the public
☐ Mentally synthesize information gathered from research literature
☐ Design visual media to easily convey message

Leadership/Management Skills

☐ Align team members around organizational values
☐ Persuade others based on personal or logical information
☐ Motivate team members during busy or stressful times of work
☐ Work to understand the needs and wishes of others to benefit the organizational goals

Elements of an Electronic Resume

Most employers accept job search materials and applications electronically. Many organizations have websites for you to post your resume and cover letter. Others accept materials via e-mail. There are some basic rules to keep in mind when applying for positions online.

When to use an electronic resume
Option 1: Send a quick e-mail referring to an attached cover letter and resume. This is the most common method to use when you have the contact person's e-mail address and they are expecting your resume either because it is posted with an ad or you have spoken with the person.

Date: Tues, 20 November 20XX 19:12:33-0700 (EDT)
From: Grace Goodwin (grace.goodwin@marquette.edu)
Subject: Account Executive Position
To: Bernard Murray (Bmurray@rapidforms.com)

Dear Mr. Murray:

Attached please find a cover letter and resume for the Account Executive Position at Rapid Forms. Please contact me if you have questions or trouble receiving my information. Thank you.

Grace Goodwin

***DON'T FORGET TO ATTACH YOUR COVER LETTER AND RESUME!

Option 2: Send your cover letter as the body of the e-mail message. Paste your resume after the cover letter. Many employers won't accept attachments because of the threat of computer viruses. If in doubt, ask before you send any attachment. This method can be used in lieu of attachments and will assure that the information is received.

Date: Tues, 20 November 20XX 19:12:33-0700 (EDT)
From: Grace Goodwin (grace.goodwin@marquette.edu)
Subject: Account Executive Position
To: Bernard Murray (Bmurray@rapidforms.com)

Dear Mr. Murray:

Cover Letter Text (Refer to your resume: " Below is a text version of my resume....")

Resume Text

Grace Goodwin

Option 3: Organizations may ask you to complete an online application or to submit your resume through their websites. You may be able to upload your original resume from your disk. It is recommended that you save your resume as a PDF in order to preserve the original formatting. If you are given a text box to fill in, simply cut and paste from your PLAIN TEXT RESUME. Your text resume will already be formatted for such a method.

Converting your resume into a PDF
The best way to determine how to convert your resume to a PDF is to conduct the internet search, "How to convert doc to PDF." From there you can locate the instructions for the specific software you are using. After you create the PDF, make sure to open it to ensure it looks how to want it to look and then save it.

Converting your resume into Plain Text
- Take out all formatting on your resume by selecting all and changing the style to normal. Take out bolding, underlining, and italicizing. Left justify everything. Make all text the same size and font.
- Limit line length to 65 characters.
- Use hyphens, **, - or ~ in place of bullets.
- Use capital letters for your headings.
- Use keywords, rather than verbs.
- To save your resume, use "File Name" "Text Resume" and "Save As Type" Plain Text
- E-mail your resume to yourself first to check the formatting.
- Remember to update your text resume as you update your original resume.
- Your text resume will not look as nice and inviting as your original resume. Instead, focus on content and readability: An HTML (web-based) resume or reference to a personal web page on your resume can also complement your employment application. However, be wary of including information or links that might cast a negative light on how you are perceived by a prospective employer.
- Keep your text resume handy; you will be able to cut and paste it into online applications.

What happens to your online materials?
Many describe submitting a resume online or in an e-mail as similar to throwing it into the black hole of cyberspace. However, companies insist that submitting materials online helps them keep costs down. Any number of things may happen once you submit your resume online. Human resource professionals may read all resumes and forward them on to the appropriate hiring manager. Resumes may be scanned or downloaded into a company database for hiring managers to search. This is why keywords are imperative. Sometimes resumes do sit awhile before anything is done to them. Because you may never know what happens to your resume once it is submitted, you will want to follow up.

Following up to online submissions
Follow up is always important in a job search, but even more so when you use e-mail as your initial method of contact. If you have the person's name and phone number, call to follow up after one week. See the *Phone call follow up* handout for tips on how to do this effectively. You may also send a hard copy of your resume and cover letter.

Tips for online job searching
- Use formal tone; you will be judged by the quality of your writing. Save the smiley faces and LOL's for your instant messaging, and make sure your job-search letters are professional and concise. Follow business letter etiquette.
- Proofread your email before sending your message to ensure grammar, spelling, and punctuation are correct (don't depend on the spell check to catch your mistakes). Also proofread your subject line if you are sending an e-mail since this is the first thing the employer will see. Don't forget to attach any documents you want to include.
- Use capitalization and lower case letters. All capitals is the e-mail equivalent of screaming (never a good thing to do to a potential employer), while all lower case letters work only if you're e.e. cummings.
- Also, remember that "what you see" on your monitor is not necessarily "what they get" on the employer's screen. A disadvantage to e-mail contact is a danger in how attachments may appear. Formatting that is perfect on your PC may translate with margin problems and other spacing issues, which results in an unattractive and disjointed document.

Using a PDF or text resume can prevent formatting mistakes.

Use a professional email address
Even the most professional correspondence can be sabotaged by a handle such as HotGuy or CrazyAboutCars, so make sure your return e-mail address is as professional as the message within. Some variation of your first and/or last name is preferred.

Scannable Resumes
As resumes are received, they are usually scanned into a computer database. When a position becomes available, a manager searches the database using keywords to describe the desirable job candidate. The computer returns the resumes that contain matches. The manager arranges for interviews with those candidates.

This means your resume needs something special: keywords.

The resume basics remain the same: your job objectives, work experience, education, and specialized training. A header on the first page contains your name, address, and phone number; subsequent pages should contain your name and phone number.

However, because the employer is going to enter a series of words that are "key" to describing the job, you want to make sure your descriptions of work experience, duties, abilities, and achievements use the same industry-specific terminology so your resume has a better chance of being a "hit." Many employers use a "required buzzword" field when searching through their automated applicant tracking system. Inclusion of the proper buzzwords will show that you're industry-savvy and will move your resume to center screen.

- Use:
    - white, standard size paper
    - standard address format at the top
    - one phone number per line
    - flush left with no tabs
    - plenty of white space
    - keywords, rather than verbs
    - industry jargon, acronyms, and software known*
- Avoid:
    - columnar layouts
    - condensed texts (letters touching)
    - italics, underlining, and boldface
    - vertical and horizontal lines
    - folding and stapling of your resume

Sample Resume

Jamie A. Thomas *1324 W. Wisconsin Ave ▪ Milwaukee, WI 53201 ▪ 414-288-7423 ▪ jamie.thomas@gmail.com*

PROFILE	**Event Planning/Public Relations/Media Relations/Communications**

Highly creative graduate offering over five years experience in communications and business endeavors. Able to adapt to and interact with a variety of populations. Effective combination of leadership, interpersonal and problem solving skills.
<u>Strengths include:</u>
- Able to prioritize and multi-task; team player, training and supervisory experience
- Enjoy speaking before small or large groups
- Available for travel, overtime or special projects

EDUCATION <u>MARQUETTE UNIVERSITY</u>, Milwaukee, WI
Bachelor of Arts Degree in Communications, May 20xx
Minor: **Business Administration**   GPA 3.xxx/4.0; Major GPA 3.xxx/4.0

COURSEWORK **Business**: Organization Behavior, Financial & Managerial Accounting, Computer Literacy in Business, Micro & Macroeconomics, Business Stats, Finance
Communications: Media Writing, Advertising Principles, Public Relations Principles, Media Law, Ethical Problems of Mass Communications, Writing for the Marketplace

EVENT
PLANNING <u>CONSUMER EVENTS RESPONSE CONSULTANTS</u>, Milwaukee, WI
EXPERIENCE *Trade Show Intern, Summer 20xx, Part-time 20xx-20xx*
- Organized company sponsored marketing and sales conferences
- Coordinated product presentations and supplier and retailer business sessions
- Maintained event schedules

<u>SPECIAL EVENTS COORDINATION</u>, Self-employed, Milwaukee, WI
Theme Party Designer, 20xx-20xx
- Orchestrated children's birthdays, family events, sorority recruitment theme parties, and business post-event parties
- Led team of six to successfully plan and implement events that met client's expectations and budget

BUSINESS
EXPERIENCE THE BEAN, Milwaukee, WI
Assistant Supervisor, Senior Management Team, 20xx-20xx
- Participated in Organizational Improvement Team, enhancing company communication
- Initiated concept for new express coffee bar, The Beanny Bar
- Developed promotion and marketing strategy for coffee bar

<u>BECK PLASTICS CORPORATION</u>, Milwaukee, WI
Executive Assistant 19xx-20xx
- Supervised materials management and facilitated customer and supplier meetings

<u>COMPONENTS INCORPORATED</u>, Milwaukee, WI
International Supplier Service Assistant, 20xx

OTHER
EXPERIENCE <u>CHILD CARE</u>, Milwaukee, WI:
Nanny, 20xx-20xx; **Babysitter**, 20xx-20xx

ACTIVITIES Sorority, Activities Director 20xx-20xx; Boys and Girls Club, Volunteer 20xx-20xx; Make a Wish Foundation, Chi Omega Liaison 20xx

Sample Resume converted to PLAIN TEXT

Jamie A. Thomas 1324 W. Wisconsin Ave; Milwaukee, WI 53201; 414-344-7423; jamie.thomas@gmail.com

PROFILE
Event Planning/Public Relations/Media Relations/Communications
Highly creative graduate offering over five years experience in communications and business endeavors. Able to adapt to and interact with a variety of populations. Effective combination of leadership, interpersonal and problem solving skills.
Strengths include:
Able to prioritize and multi-task; team player, training and supervisory experience
Enjoy speaking before small or large groups
Available for travel, overtime or special projects

EDUCATION
MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Arts Degree in Communications, May 20xx
Minor: Business Administration   GPA 3.xxx/4.0; Major GPA 3.xxx/4.0

COURSEWORK
Business: Organization Behavior, Financial & Managerial Accounting, Computer Literacy in Business, Micro & Macroeconomics, Business Stats, Finance
Communications: Media Writing, Advertising Principles, Public Relations Principles, Media Law, Ethical Problems of Mass Communications, Writing for the Marketplace

EVENT PLANNING EXPERIENCE
CONSUMER EVENTS RESPONSE CONSULTANTS, Milwaukee, WI
Trade Show Intern, Summer, 20xx, Part-time 20xx-20xx
Organized company sponsored marketing and sales conferences
Coordinated product presentations and supplier and retailer business sessions
Maintained event schedules

SPECIAL EVENTS COORDINATION, Self-employed, Milwaukee, WI
Theme Party Designer, 20xx-20xx
Orchestrated parties and celebrations such as children's birthdays and other family events, sorority recruitment theme parties, business post-event parties
Led team of six to successfully plan and implement events that met client's expectations and budget

BUSINESS EXPERIENCE
THE BEAN, Milwaukee, WI
Assistant Supervisor, Senior Management Team, 20xx-20xx
Participated in Organizational Improvement Team, enhancing company communication
Initiated concept for new express coffee bar, The Beanny Bar
Developed promotion and marketing strategy for coffee bar

BECK PLASTICS CORPORATION, Milwaukee, WI
Executive Assistant 20xx-20xx
Supervised materials management and facilitated customer and supplier meetings

COMPONENTS INCORPORATED, Milwaukee, WI
International Supplier Service Assistant, 20xx

OTHER EXPERIENCE
CHILD CARE, Milwaukee, WI: Nanny, 20xx-20xx; Babysitter, 20xx-20xx

ACTIVITIES

Sorority, Activities Director 20xx-20xx; Boys and Girls Club, Volunteer 20xx-20xx; Make a Wish Foundation, Chi Omega Liaison 20xx

Career Services Center Contact Information

Location:
Holthusen Hall, First Floor
1324 W. Wisconsin Avenue
P.O. Box 1881
Milwaukee, WI 53201-1881

Contact:
Phone: (414) 288-7423
Fax: (414) 288-5302
E-mail: career.services@marquette.edu

Ways to schedule an appointment:

1. **Online:** www.marquette.edu/csc/
2. **Phone:** Call 414-288-7423
3. **In-person:** At the Career Services Center (see location)

You will receive a **confirmation e-mail** after scheduling an appointment outlining our policies and how to cancel/reschedule.

MARQUETTE
UNIVERSITY

Career Services Center