



# Résumé Writing Guide

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## RÉSUMÉ TIPS

- Attend a Career Center résumé workshop
- Use **OPTIMALRESUME** on the Career Center’s web site to format your résumé professionally
  - <http://wm.optimalresume.com/> (Available for W&M undergrads only)
- Avoid using first person pronouns.
- Be brief -- **one** page should suffice.
- Quality bond is essential, white or off-white (available at the Bookstore, Staples, or Kinko's; usually labeled as “Résumé Paper”).
- Maintain a consistent format with correct spelling -- no typos!
- Have your résumé reviewed -- Career Center staff, friends, family members, faculty, etc.

## RÉSUMÉ TYPES

The *chronological résumé* lists your background in chronological time sequence, starting with the most recent experience first and working backwards. This is the most common format, common for students and recent college graduates, and **one that is preferred by employers.**

The *functional résumé* can be eye-catching, but if you're thinking about using this style you should know that it is not an easy type of résumé to put together and tends to be lengthier than the standard chronological résumé format. In the functional résumé, skill areas list work experience and abilities. The functional résumé allows you to do some things that a chronological résumé would never permit. For one, you can choose headings that are featured in the job description you are applying for. Also, instead of repeating the things you have done in similar work settings, this approach allows you to group responsibilities from a variety of experiences. The emphasis is on what you have done rather than on when and where you did it. Another advantage of this approach is that you can play up your strengths and put them up front.

The *online résumé*, also known as the *scannable résumé* or *text-only*, is different by format only. Many online résumé banks require you to submit your résumé in plain-text format. Many companies that allow you to submit your résumé via email also require this plain text format. These companies may also request that your résumé be sent not as an attachment, but rather as part of your email message. All you have to do is to save your existing standard-formatted résumé and save it as a .txt, or text-only' format. This will remove bolding, italics, bullets, etc. Go back into the document and replace bullets with spacing and asterisks, bolding with all-caps, etc. to make it easy to read.

#### **Text-only Formatting Tips:**

- You cannot use bullets in ASCII format -- instead use asterisks or hyphens (dashes)
- Use a fixed width font, i.e. 12 point Courier, Arial, Times, etc. (use fonts 10pt or larger)
- Use spaces to line up your text
- Use left justification, and use spaces to center text

By utilizing plain-text résumés, employers are able to store résumés in a large database and conduct searches using *keyword* criteria. With this type of résumé, it is helpful to use keywords either throughout the résumé or in a keywords section. To ensure that your résumé is selected from a search, you must include the key words an employer will search résumés by. One way to identify key words is to underline all skills listed in ads and job descriptions for the types of jobs you want. So how do you determine the keywords for your profession? All you need to do is a little research - review ads and job postings and make a list of the qualifications, technical expertise, industry jargon, and product knowledge that employers are looking for in your field.

#### **Sample Key Word Criteria:**

- Job titles, job title variations, your ideal job
- The next logical job in your career path
- Skills or knowledge required to do a job
- Technologies / industries you're interested in
- Degrees, certifications, special credentials
- Buzz words; Industry jargon
- Specific "hard" skills
- Transferable skills
- Industry terminology
- Locations
- Job titles, job title variations, your ideal job
- The next logical job in your career path
- Skills or knowledge required to do a job
- Technologies / industries you're interested in
- Degrees, certifications, special credentials
- Buzz words; Industry jargon
- Specific "hard" skills
- Transferable skills
- Industry terminology
- Locations
- Acronyms
- Technology terms
- Certifications
- Product names
- Software
- Technical expertise
- Company names
- Terms like *Fortune 500*

In short, résumé writing strategy should be based on the keywords employers use in their job postings.

# RÉSUMÉ CONTENT: Designing your résumé

(Remember, it should only be one page, unless you are going into science research or academia.)

## Contact section *(required)*

NAME

LOCAL/CAMPUS ADDRESS and PERMANENT ADDRESS

(include phone #) (include phone #)

list e-mail address

## OBJECTIVE *(optional)*

- Employers prefer a carefully worded, targeted job objective:
- Always specify the position you are applying for and one or two qualities you possess that make you qualified for it. (If you don't have a specific position, state the kind of position you want.)
  - **Example:** *To secure the Program Assistant position, where extensive experience in event planning can be utilized.*
- Vague or unclear objectives don't add anything to your résumé and may even detract.
- Do not talk about what you want to gain from this position.
- Unless your objective gives an employer a clear impression of the type of position you are seeking, it may be best to explain your objective in the cover letter (see our Cover letter handout).

## EDUCATION *(required section)*

The College of William and Mary, Williamsburg, VA

Bachelor of Arts in (your major), May 2010 (date of your graduation)

### GPA:

- Include if you have a GPA of 3.0 and above; you can also list your class rank (available from Registrar) but neither are required.
- If you do not have a strong GPA, a common alternative would be to list your major GPA only. Often your GPA in your major will be higher than your cumulative GPA.
- **Don't** create clever ways to show your GPA, such as "3.95 combining 3<sup>rd</sup>, 5<sup>th</sup> & 6<sup>th</sup> semesters"

**Academic Honors:** You may also list dean's list and academic honors here,

**Relevant Courses:** Include this section *ONLY* if you have taken upper-level courses that are clearly related to your objective *OR* if you've taken *relevant* lower-level courses *outside* your major that are relevant to this job. (Don't list courses that are standard requirements of your major) Listing 6 or less courses should suffice –be selective.

**Note:** *In the EDUCATION section you can also list special skills (computer and language skills, class projects, research, and study abroad) if relevant to your objective. If the research is highly relevant, it is acceptable to put it into the Experience section instead.*

## EXPERIENCE *(required section)*

- List experiences in reverse chronological order, beginning with current or most recent position. This should include not only paid employment, but also internships, community service, and activities where you have developed important skills.
  - If chronological order doesn't work to your advantage, or if you have too many positions to list on one page, you may want to group 3 or 4 of your most relevant experiences under the heading **RELEVANT EXPERIENCE**, still in reverse chronological order. If you have room, you can then list less relevant experience in an **OTHER EXPERIENCE** section, again, in reverse chronological order.

- Another alternative would be to create headings that are even more specific to your objective, such as *Counseling Experience* or *Leadership Experience*.

Employers like an easy to read format which concisely highlights your relevant skills, abilities and accomplishments.

- It is not necessary to list all your prior employment. Some students choose to lump together a variety of jobs in a summary statement that suggests you have worked steadily throughout college: *'Additional employment includes positions in retail sales and food service, Summers 2000-2004.'*
- Dates should be listed at the end of your experience description or aligned on the right side of the résumé —they are the least interesting part of the description.
- Begin each statement with an action verb! (see our Action Verbs section at the end)
  - Avoid beginning your phrases with "Responsible for..." or "Duties included..."
- Focus on **SKILLS** that apply to your objective: finance, management, leadership, interpersonal, project management, etc.
- Describe the highest level of your job responsibilities -- no need to list everything you've done.
- Quantify your work experience where possible:
  - *'Increased sales volume by 20%'*
  - *'Processed an average of 150 loan applications per day'*
  - *'Responsible for over \$20,000 in cash deposits'*
- Use bullets when describing your experience if you prefer, but stick with a simple circle or square (•) (▪).
- Indicate if you've paid college expenses:
  - *'Paid for 50% of college expenses through above employment and merit based scholarships.'*

\*\* Generally speaking, for most W&M students graduating with an undergraduate degree, their Education is one of the most interesting things for an employer, and so the Education section should be first. However, this is not written in stone, especially for those who have a lot of relevant experience. **EXPERIENCE** doesn't have to follow **EDUCATION**; lead with your strengths! If your past work closely relates to the employment you now seek, list the **EXPERIENCE** section at the top of your résumé .

## **HONORS AND ACTIVITIES:** *(Optional section)*

- List primarily those activities that somehow relate to your objective -- there's no need to list every activity you're involved in or every award you've received.
- Explain honors/activities an employer might not understand; "Monroe Scholar" will mean little to an employer unless you include an explanation:
  - *'Selected as Monroe Scholar based on academic excellence; awarded \$2000 summer research grant.'*
- Dates often aren't as vital in this section as they are under **EXPERIENCE**.
- Don't feel obligated to go into explanations about each activity. If elaboration will help an employer understand the depth of your involvement, then by all means provide necessary details.
- Chronological order is not important *within* this section; list according to relevance.
- If your activity is very relevant to your objective, (e.g. you're Treasurer for a student group and applying for an accounting position), you will want to list it under the **EXPERIENCE** heading and describe your responsibilities in detail (similar to a work experience).

### **EXAMPLE:**

Alpha Phi Omega service fraternity, The College of William and Mary, 2007-2009  
*President* (2007-2008); *Vice President* (2008-2009)

- Reviewed budget proposals and allocated \$3,000 in funds for philanthropic projects
- Restructured committee organization to promote increased communication and efficiency
- Communicated student issues to the Board of Visitors
- Directed an eight-member executive committee on issues relevant to the campus
- Met with college administration and faculty to address student concerns

## REFERENCES:

**References are listed on a separate page, they are not listed on the résumé .** If you feel it necessary to mention them, then you may write “References available upon request”. However, most people *expect* that you will have references and it is implied without saying.

*Potential employers want to be able to talk to your references and ask about your work ethic, dependability, initiative, etc. so choose your references in that light. Employment references are different from academic letters of reference, which graduate schools use. Academic letters of reference are from faculty member who can attest to your academic work ethic and intellectual abilities.*

*Sample References sheet:*

**JANE X. DOE**  
P. O. Box 8793, CSU XXXX  
Williamsburg, VA 23187  
(757) 221-3236 [jxdoe@wm.edu](mailto:jxdoe@wm.edu)

### REFERENCES

Dr. John Smith, Chair/Advisor  
William & Mary English Department  
P. O. Box 8793  
Williamsburg, VA 23187  
(555) 123-4567 [djsmit@wm.edu](mailto:djsmit@wm.edu)

Ms. Sally Jones, Manager  
Saxon Shoes  
P. O. Box 7010  
Richmond, VA 23233  
(555) 444-6179

Mr. Bob Miller, Head Coach  
William & Mary Swim Team  
P. O. Box 8793  
Williamsburg, VA 23187  
(555) 123-4567 [bsmill@wm.edu](mailto:bsmill@wm.edu)

## FORMATTING:

You have to make it easy for the reader to skim through in less than 30 seconds and pick out the most relevant facts about you. At least for the initial screening reading of your resume, most employers do not have time to read carefully and search for relevant information.

Try to keep a nice balance of white and printed space. If you see that you have big, multi-line chunks of text, experiment with formatting (use bullets, spacing, etc.) to break the chunks up visually

With rare exceptions, entry-level applicants should limit their résumés to one page.

- If you have more than a page’s worth of **RELEVANT** experience, then your résumé must be at least a page and a half, not a page and a paragraph
- Minimize or eliminate less relevant information in order to keep your résumé to one page

Standard minimum **margin** all the way around is .7”

Standard minimum **font** is 10, maximum is 12, but you can go up to 14 for section headers

- Your name at the top of the document can be very large
- Avoid using multiple fonts and font colors.

Use only white or off-white résumé quality paper, which has a cotton content. This paper is usually clearly labeled at Staples, Kinko’s, the Bookstore and other stores

Don’t lead your descriptions with the dates—this is the least relevant bit of information about your experience!

## Top 10 skills desired by most employers

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Communication skills (verbal and written)</li> <li>2. Honesty/integrity</li> <li>3. Teamwork skills (works well with others)</li> <li>4. Interpersonal skills (relates well to others)</li> <li>5. Motivation/initiative</li> </ol> | <ol style="list-style-type: none"> <li>6. Strong work ethic</li> <li>7. Analytical skills</li> <li>8. Flexibility/adaptability</li> <li>9. Computer skills</li> <li>10. Self-confidence</li> </ol> |
|---|--|

### Power Verbs That Demonstrate....

#### Leadership, Decision Making, or Management Skills

**Allocated** funds for various Karate Club projects.  
**Determined** club policy regarding the admission of new members.  
**Directed** a team of five oceanographers seeking the lost city of Atlantis.  
**Enlisted** the support of 20 volunteers to restore a community garden.  
**Formed** a student committee to investigate the abuse of alcohol on campus.  
**Founded** a volunteer organization dedicated to serving the needs of the homeless.

#### Communication Skills

**Acquainted** Swiss diplomats with the cultural attractions of New Orleans.  
**Apprised** management of shifts in consumer buying patterns.  
**Answered** callers' questions during an alternative music radio talk show.  
**Briefed** reporters on recent developments in United States foreign policy.  
**Presented** major selling points of the new swimwear collection to sales force.  
**Reported** findings about campus safety the Executive Committee.  
**Responded** to phone inquiries regarding the admissions process.

#### Ability to Create or Innovate

**Authored** two articles about psychic phenomena.  
**Conceptualized** a twelve-step program for chocolate addicts.  
**Created** in-store displays utilizing glow-in-the-dark mannequins.  
**Composed** a film score for a documentary on the Russian Revolution.  
**Devised** a direct marketing campaign for a non-dairy frozen dessert.  
**Established** long-term objectives for a national community service initiative.  
**Invented** a solar powered light bulb capable of illuminating a 300-square foot room.  
**Originated** the "Fashion Compassion Ball," an annual fundraiser for battered women.

#### Ability to Convince or Sell

**Arbitrated** a settlement between team owners and players.  
**Convinced** owner to introduce daily drink specials resulting in a twenty percent increase in profits.  
**Dissuaded** union members from voting in favor of a walkout.  
**Encouraged** dormitory residents to participate in weekly meetings.

#### Administrative, Organizational, Follow-Through Skills

**Arranged** transportation to and from conference site for over 100 scholars.  
**Assembled** press kits and promotional packages for national music tours.  
**Collected** delinquent payments from patients.  
**Centralized** alumni credential files resulting in more efficient file maintenance.  
**Coordinated** seating arrangements at fashion shows for media and retailers.  
**Catalogued** the private art collection of David Byrne.  
**Distributed** a weekly newsletter to 4,000 subscribers.

#### Analytical or Research Skills

**Analyzed** blood samples to determine cholesterol levels.  
**Assessed** clients' readiness to return to the workplace.  
**Audited** financial records of the Board of Education.  
**Identified** students in need of remedial help.  
**Interpreted** entertainment contracts and prepared contract amendments.  
**Interviewed** varsity basketball players for a feature articles in The Targum.  
**Researched** the relationship between income level and political affiliation.

#### Counseling, Helping, or Mediating Skills

**Aided** the homeless with all aspects of their job search.  
**Attended** to the daily needs of nursing home residents.  
**Facilitated** the installation of a multimedia exhibit honoring female athletes.  
**Collaborated** on the design of a new billing system.

#### More Useful Power Verbs

**Adapted** teaching style to meet the needs of inner-city youth.  
**Attained** the level of black belt after three months of intensive karate lessons.  
**Augmented** sales by 25% though extensive phone follow-up.  
**Awarded** the Anderson Medal for superior sportsmanship.  
**Boosted** net retail sales by 50% over the last quarter.  
**Reconciled** out-of-balance expense accounts.  
**Reduced** campus waste by introducing a dorm-based recycling plan.  
**Revamped** the school library, making it accessible to those with impaired mobility

- **Chronological Example**

# Daniel Smith

CS Unit 0000, P.O. Box 8793  
Williamsburg, VA 23186-0000  
(757) 221-3240 [xxxxxx@wm.edu](mailto:xxxxxx@wm.edu)

3414 W. Collet Avenue  
Richmond, VA 23235  
(804) 346-0987

## EDUCATION

The College of William and Mary, Williamsburg, VA May 2011

Bachelor of Arts in Psychology, GPA: 3.2 in major; 2.9 overall; rank in upper quarter of class

*Relevant Courses:* Research Project Senior Year: Voter Participation in the Inner City,  
Economics of the Public Sector, Human Resources, Management and Organization, Industrial  
Psychology

*Computer Skills:* Microsoft Word, Access, Netscape Communicator Web Design

## EXPERIENCE

*Student Assistant*, Swem Library, College of William and Mary 2009-present

- Provide reference assistance to library patrons and shelved books.
- Train five new employees.
- Work 15+ hours per week while attending classes full-time.

*Intern*, Housing Partnerships, Inc., Williamsburg, VA, Fall 2008

- Researched potential fundraising resources, including state and federal government agencies.
- Established a Microsoft Access database to track donors. Analyzed information and developed conclusions and recommendations for targeted fundraising efforts.
- Assisted in writing grant proposals to secure funding for improved housing which resulted in the organization being awarded a \$100,000 federal grant.

*Sales Assistant*, Suburban Shoe Company, Richmond, VA, Summers 1997-99

- Compensated by salary plus commission.
- Increased personal sales volume by 25% during the second summer.
- Developed promotional advertising for newspaper. Regularly worked more than 50 hours per week.

*Head Lifeguard*, Camp Ash, Hanover, VA, Summer 1996

- Supervised three lifeguards.
- Scheduled work hours for all staff and resolved personnel problems.
- Managed the 8-10 year old swim team.

## ACTIVITIES AND INTERESTS

- Assistant Treasurer of Student Association's 1998 Book Fair: Managed account of \$3000+.
- Manager of Swim Team: Assisted coach in organizing clinics for 50 high school students.
- Active Member of the Black Student Organization: Organized a mentoring program for teens.
- Enjoy traveling and meeting new people: Traveled independently throughout Europe, 1997.
- Active as a campaign volunteer for local and state elections.

## Chronological Example

# Cheryl J. Kilby

College Station Unit 0000 • P.O. Box 8793 • Williamsburg, VA 23186-0000 • (757) 221-3240 • jkilb@wm.edu  
21 Oak Street • Alexandria, VA 22314 • (703) 886-4536

## Education

The College of William and Mary, Williamsburg, VA

**Bachelor of Business Administration in Marketing**, May 2012

GPA: 3.2 (Marketing), 2.9 (Overall)

- Computer Skills: Microsoft Excel, Word, Internet
- Language Skills: Proficient in Spanish, knowledge of French

## Relevant Experience

Extern, **NBC News**, New York, NY.

Expanded knowledge of publicity and media activities for major network news division; discussed current issues in the field and explored future career options. Assisted with press events and ongoing publicity; participated in network meetings and training sessions. *Winter Break 2010.*

Marketing Intern, **Colonial Williamsburg Foundation**, Williamsburg, VA.

Designed and conducted a survey to market CW products outside the local area. Required extensive research and thorough knowledge of products. Survey results were instrumental in successful sales of a new product line. *Fall 2010.*

## Other Experience

*Resident Assistant, The College of William and Mary.*

Supervise a community of 45 Junior and Senior residents. Plan, publicize, and implement educational and social programs. Provide academic and personal counseling, resources, and referrals. Enforce College policy and communicate with the administration. *Fall 2011-present.*

*Administrative Assistant, Washington DC and Northern Virginia.*

Worked through several temporary agencies including **Selectemps**. Wide variety of assignments required flexibility, adaptability, time management skills when meeting deadlines, and exemplary interpersonal skills suitable to professional office environments. *Summers 2009-2010.*

- **Earnings from above used to pay 50% of college expenses –**

## Activities and Honors

*Vice President for Communications, Alpha Phi Omega service fraternity*

- Design creative publicity strategies for fundraising events; raised \$4000 for childcare center.
- Supervise a staff of 3, delegating tasks to ensure completion of goals.

*Member, Direct Marketing of Williamsburg and BBA Association*

*Monroe Scholar*

- Awarded a \$2000 grant to conduct marketing research for a nonprofit organization based in London, England, Summer 2008.

*Member, Student Alumni Liaison Council*

- Create, plan, market, and staff student and alumni programming on campus.

## Chronological Example

### Campus:

CS Unit 0000, PO Box 8793  
Williamsburg, VA 23186-0000  
(757)221-3240

# Anita A. Job

**E-mail:** [aajob@wm.edu](mailto:aajob@wm.edu)

### Home:

0000 Ledgewood Ave.  
Roanoke, VA 24018  
(555)555-0000

## Leadership and Management Skills

- Strong management skills with experience in food and beverage and entertainment industries.
- Organization and planning skills, including the ability to successfully manage large-scale special events.
- Excellent interpersonal skills, with a commitment to high standards of customer service; a graduate of the Walt Disney Company's nationally recognized guest service training program.
- Strong leadership abilities and experience in motivating employees to accomplish tasks and achieve goals.

## Education

### College of William and Mary, Williamsburg, VA

*BA: English, Minor: Fine Arts, December 2012, GPA: 3.2*

- **Relevant Courses:** Marketing, Accounting, Personnel Management, Computer Science, Labor Market Analysis, Independent Study in Business, and Independent Research in Economics.
- **Leadership roles:** Publicity Coordinator for Wesley Foundation, Small Group Leader for Intervarsity Christian Fellowship and Small Group Coordinator for Intervarsity Christian Fellowship.

## Experience

### Paul's Deli - Williamsburg, VA

*Waitress, August – December 2011*

- Greeted and served patrons, developing an excellent rapport with regular customers.
- Interacted with tourists and college students; increased experience communicating with people from different backgrounds.
- Worked closely with the bar manager, using knowledge learned in Disney University's "Quest for the Best" bartending training course.

### Walt Disney World, Orlando, FL

*College Program Participant, Summer 2011*

- Selected among thousands of students to participate in a summer-long living, learning, and working experience.
- Calculated and reported payroll, verified cast members were in their proper positions, promoted cast member morale by ensuring breaks were received in a timely manner, and responded to emergency situations.
- Greeted and served guests, prepared food, trained new cast members, and shadowed supervisors.
- Completed "Quest for the Best" bartending training program through Disney University employees, ensuring quality guest service.

### Cinemark Movies 10 - Chesapeake, VA

*Box Office Cashier, , May-August 2010*

- Operated box office, involving extensive record-keeping and accurate processing of paperwork.
- Served as the primary contact person for all incoming inquiries and guests; used interpersonal skills and tact to address customer concerns and solve problems.
- Opened and closed the theater, monitored the work of other employees to insure tasks were completed in a timely manner.

*Concessionist, May-August 2008, December 2009-January 2010*

- Prepared and distributed food, ran inventory, trained new employees, general maintenance.
- Promoted due to excellent performance.

## Functional Example

# Katherine Doe

0000 Nicollet Avenue  
Fairfield, CT 02235  
555/555-0000  
email: [kdow@wm.edu](mailto:kdow@wm.edu)

## EDUCATION

**The College of William & Mary**, Williamsburg, Virginia  
B.A. in English, minor in Economics, May 2005

**GPA: 3.5 (4.0 scale); ranked in top 20% of class**

- English Honor Society.
- National Merit Scholarship Finalist.
- Small Business Association scholarship for leadership and community service.

## SKILLS

### Administrative and Management

- Recruited, trained and supervised staff for program to teach "at risk" students self-management skills.
- Coordinated staff, budgets and facilities for business and nonprofit organizations.
- Conducted student surveys for University Relations Office.
- Processed orders for construction company and routed truck logistics; increased efficiency by 30%.
- Streamlined orientation program for new hires, incorporating a comprehensive review of benefits.

### Interpersonal and Communication

- Clear, concise, effective verbal and written communication skills used in debate and writing classes.
- Effective interviewing and reporting skills developed through writing for College publication.
- Active commitment as a team member of various community service and campus organizations.
- Extensive experience with IBM PCs; familiar with Microsoft Office 97 Professional Edition.
- Presentation skills, including the use of PowerPoint and PageMaker.

## EXPERIENCE

**Assistant to Inventory Manager**, Oscar Construction Company, Fairfield, CT. June 2008-present.

**Training Supervisor**, Inner-City Counselors, New Haven, CT. Summer 2008.

**Publications Assistant**, University Relations Office, College of William & Mary. 2005-2008.

Other part-time and summer jobs included student assistant in the Psychology Department, camp counselor and waitress, 2003-04.

## ACTIVITIES

- Member, Society for Human Resource Management.
- Volunteer Coordinator, Literacy Project America, Fairfield, CT: successfully recruited this local chapter's largest number of volunteers ever to serve as tutors in the local community.
- Active in the Student Association: member of committee that planned and implemented college-wide social activities with an annual budget of \$12,000.
- Four Year Member of Debate Team: participated in 15 tournaments and awarded 1st place three times.
- Circle K Club: organized Saturday recreation program for local children.

## Education Example

000 Tyler Street Hampton, VA 23663  
Home (757) 825-0000

CS Unit 0000, P.O. Box 8793 Williamsburg, VA 23186-0000  
Home (757) 221-3240

# Tracee Jones

email: [tjones@wm.edu](mailto:tjones@wm.edu)

## Education

The College of William and Mary, Williamsburg, VA  
Candidate for Bachelor of Arts, May 2012 GPA: 3.0  
Concentrations: Psychology and Education  
Certification in grades K-8

## Related Experience

**Student Teacher:** 6th grade Reading, English, and Science

Creatively planned lessons and instructed students. Designed and implemented whole language units in various disciplines. Taught science in individual, whole class, and group settings. Worked cooperatively with parents and teachers in conferences and provided the best learning experience possible for every student.

*D.J. Montague Elementary School, Williamsburg, VA, Fall 2011.*

**Practicum Student:** 6th grade Special Education

Worked with the special education teacher to provide the necessary instruction and environment for learning disabled students.

*Magruder Elementary School, Williamsburg, VA, Fall 2011.*

**Substitute Teacher**

Substituted in grades 3, 6, 7, and 8 in Math, Science, Language Arts, and Social Studies. Kept students focused and on task and maintained the safe, orderly environment necessary for learning. Hampton City Schools, Hampton, VA, February 2010-present.

**Recreation Leader II: Day Camp Director**

Creatively initiated and supervised a variety of recreation activities for youth. Planned and managed field trips and conducted the everyday operation of the camp, including supervision of up to ten staff.

*James City County Parks and Recreation, Williamsburg, VA, Summer 2009.*

**Interests and Activities**

T-ball and Soccer Coach, After-School Program, Williamsburg, VA

Arts & Crafts Teacher, Hilton Presbyterian Church, Hampton, VA

Volunteer, Green and Gold Christmas for underprivileged children in the local community

William and Mary Chorus

Peer Counselor, College of William and Mary Counseling Center

CS Unit 0000, P.O, Box 8793  
Williamsburg, VA 23186  
757-221-0000

# MARY WILLIAMS

5421 First Street, SW  
Washington, DC 24301  
202 555-5555  
[mwilli@wm.edu](mailto:mwilli@wm.edu)

## EDUCATION

**The College of William and Mary**, Williamsburg, VA

B.S. Biology, May 2012

GPA: 3.5

Southwest Virginia Governor's School for Science, Mathematics, and Technology (SWVGS), 2008-09:

GPA 4.2/4.0

*Computer Skills:* Microsoft Word, Microsoft Excel

*Relevant Courses:* Neurobiology, Virology, Microbiology, Animal Physiology, Human Physiology, Developmental Biology, Human Anatomy

## RESEARCH EXPERIENCE

**Microbiology Research**, William and Mary Fever Study Group, Dr. Carl W. Vermeulen, Department of Biology, College of William and Mary, Fall 2011-Spring 2012.

Focused on the effect of sodium dodecylsulfate (SDS) on the activation of heram serum complement.

Results presented at the Virginia Chapter of the American Society of Microbiology in Charlottesville, VA and submitted for publication in The Journal of Bacteriology.

**Developmental Biology Research**, Semester Project, Dr. Margaret Saha, Department of Biology, College of William and Mary, Spring 2011.

Identified, cloned, and characterized target genes in *Xenopus* and *Peromyscus* using PCR screening and cDNA library screen techniques.

## LABORATORY SKILLS

*Biological Techniques:* radioimmunoassay, bioassay, indirect calorimetry, serial dilutions, vaginal smear analysis, urine analysis, PCR screening, cDNA library screening

*Microbiological Techniques:* microbiological assay, bacteriological media preparations and sterilization, aseptic techniques, plate counts, isopycno-graphy, refractometry, electrophoresis

*Chemical Techniques:* homogenous/heterogenous distillation, fractional distillation, recrystallization, chromatography – TLC/GLC, absorption spectrophotometry, pH determination, potentiometric titration

## WORK EXPERIENCE

**Server**, Cracker Barrel Old Country Store, Williamsburg, VA, May-November 2010

**Sales Clerk**, Service Merchandise, Arlington, VA, Summers and Winter Breaks 2009-2011

## AWARDS AND HONORS

Junior Science and Humanities Symposium (one of three nominated to attend), Spring 2011

Outstanding Biologist Award, 2009

## COMMUNITY AND VOLUNTEER SERVICE

Volunteer for the Differently-Abled Students Reading Program, Spring 2009

Volunteer, Eastern State Hospital, Spring 2010

Piano accompanist and performer, have studied music for 12 years

Active member of XXX Sorority, 2009-present

## Text-Only Example

JOHN CHOI

C. S. Unit 0000, P.O. Box 8793

Williamsburg, VA 23185

757-221-0000

[ichoi@wm.edu](mailto:ichoi@wm.edu)

**OBJECTIVE:** An internship in international relations to test skills and abilities already acquired and to obtain further understanding of the field.

### EDUCATION:

The College of William and Mary, Williamsburg, VA

BA East Asian Studies, May 2012, GPA: 3.2 in major

### INTERNATIONAL EXPERIENCE:

William & Mary Study Abroad Program in Beijing, China: Spent six months at Beijing Normal University studying Chinese language and culture, 1998.

Language Skills: Proficient in Mandarin Chinese; Drill Instructor in Intermediate Chinese language class at W&M.

Travel: Traveled independently and extensively throughout China and Europe.

### RELEVANT EXPERIENCE

Senior Editor, 2011-Present

The Monitor, The College of William and Mary, Williamsburg, VA

- Selected for this position after rigorous application process.
- Write and edit submissions for this international relations journal.

Council Officer, 2010-11

East Asian Studies Club, The College of William and Mary, Williamsburg, VA

- Planned and implemented cultural and academic events.
- Promoted cultural awareness and facilitated discussions concerning East Asia.

### ADDITIONAL EXPERIENCE

Waiter, Summer 2009

Second Street Restaurant, Williamsburg, VA

- Improved communication skills by working 15-20 hours per week while attending classes full time.
- Met demands of numerous customers in a fast-paced work environment.

Student Assistant, 2008-09

Office of Career Services, College of William and Mary, Williamsburg, VA

- Informed students and employers regarding office policies and services.
- Used Word to compose and edit business correspondence.
- Position required excellent organizational skills and attention to detail.

This is just a guide—one of many formatting options. Use **OPTIMALRESUME** on the Career Center’s web site to assist you with formatting your resume professionally. [www.wm.edu/career](http://www.wm.edu/career)  
Employers typically look at resumes less than 30 seconds; put your most relevant and marketable information first!

**Name**

*Present Address*

*Permanent Address*

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**Objective** \_\_\_\_\_(Optional. Be Specific. List one or two of your qualifications. It’s stronger to use a cover letter INSTEAD of an Objective )\_\_\_\_\_

**Education**

\_\_\_\_\_(College, Town, Grad date, Major/Minor, maybe GPA)\_\_\_\_\_

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Academic Honors/Relevant Courses/Marketable Skills/Computer Skills/ Language Skills

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Relevant Experience (reverse chronological order)**

\_\_\_\_\_(Position title, Organization, City, State, Dates)\_\_\_\_\_

- \_\_\_(skills, tasks, accomplishments)\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_(Position title, Organization, City, State, Dates)\_\_\_\_\_

- \_\_\_(skills, tasks, accomplishments)\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Other Experience**

\_\_\_\_\_(Position title, Organization, City, State, Dates)\_\_\_\_\_

- \_\_\_(skills, tasks, accomplishments, less detail if you need room)\_\_\_\_\_

\_\_\_\_\_(Position title, Organization, City, State, Dates)\_\_\_\_\_

- \_\_\_(skills, tasks, accomplishments)\_\_\_\_\_

**Activities/Honors/Hobbies**

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